

MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S STANDARDS COMMITTEE

Held on Monday 4 April 2011

Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service, Dee Road, Tilehurst, Reading, Berkshire, RG30 4FS



Those

present: Professor Christopher Guy (Independent Member, Fire Authority) (*Chairman*)
Councillor Adrian Edwards (Member, Fire Authority)
Mr John Giles (Independent Member, Fire Authority) (*part meeting*)
Councillor Peter Jones (Member, Fire Authority)
Mr Phillip King OBE (Independent Member, Fire Authority)
Mr Ronald Webb (Independent Member, Fire Authority)

In

Attendance: Stephen Buck (Area Manager, Learning and Development)
Lynda Kenyon (Committee Manager)
Kirsty Hunt (Principal Democratic Services Officer (Governance) Corporate Services, Bracknell Forest Borough Council)
Councillor Ian Leake (Member Development Lead, Bracknell Forest Council)
Caroline Redzikowska (Clerk and Monitoring Officer)
Dave Phillips (Group Manager, Performance Review)

Action

44. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Andrew Bradley (Member, Fire Authority), Councillor Owen Jeffery (Member, Fire Authority) and Mr Baldev Sian (Independent Named Deputy, Fire Authority). Apologies were also received from Councillor John Giles (Independent Member, Fire Authority) as he needed to retire early from the meeting.

45. DECLARATIONS OF INTEREST

There were no Declarations of Interest received from Councillors or Independent Members relating to items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct. There were no Declarations of Interest received from Officers.

46. MINUTES OF THE MEETING HELD ON 10 FEBRUARY 2011

Resolved:

- a) That the Minutes of the meeting held on 10 February 2011 be Approved for signing by the Chairman.

47. RECEIPT OF ANNOUNCEMENTS

There were no receipts of announcements made by the Chairman.

The Chairman advised that Agenda Item 6 (Annual Report of the Standards Committee) would be taken next.

48. ANNUAL REPORT OF THE STANDARDS COMMITTEE

The Committee was asked to consider and approve the draft Annual Report of the Standards Committee for presentation to the Fire Authority at its Annual Meeting in June 2011.

Referring to Members' attendance at meetings, Councillor Peter Jones reminded the Committee that meetings often clashed with Unitary Authority meetings, that over recent months a number of meetings had been rescheduled which affected Members' availability, and that it was not always possible to find Substitute Members. The Chairman stated that there was no excuse, however, for Members not to convey their apologies.

In response to Mr Phillip King, the Clerk and Monitoring Officer advised that, following the forthcoming Elections, the Fire Authority would be asked to review the size of its Membership.

Resolved:

- a) That the contents of the report be Noted; and
- b) That the Clerk and Monitoring Officer (CMO) examine whether the Fire Authority could adopt a voluntary Constitution prerequisite whereby Members, who failed throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the Fire Authority, could cease to be a Member of the Authority.

CMO

49. MEMBER DEVELOPMENT CHARTER - UPDATE

The Committee was provided with an update on the ongoing work to implement the Member Development Charter.

Councillor Iain Leake and Kirsty Hunt provided an overview of the process undertaken by Bracknell Forest Borough Council which had been accredited with the South East Charter for Members Development and the Advance Charter Plus award, and advised of the benefits realised for the Borough Council. They also alluded to the regular Member Briefing Sessions held in private which also facilitated ongoing Member development.

The Area Manager (Learning and Development) confirmed that the Royal Berkshire Fire and Rescue Service Assessment Centre would fully support and assist the Fire Authority in its work to achieve the Member Development Charter.

Mr John Giles conveyed his apologies and retired from the meeting.

The Clerk and Monitoring Officer made available an example draft Induction Pack for new Members appointed to the Fire Authority. General discussion took place regarding the next steps for the Member Development Charter, which it was hoped could be achieved in 2 years, and how the draft Induction Pack could be further developed and presented.

Resolved:

- a) That the Clerk and Monitoring Officer finalise the Member Induction Pack;
- b) That a Member induction presentation be developed to include briefings in key areas; and
- c) That a skills analysis for all Members be conducted, and, as required and desired, specific training be facilitated for Members.

CMO

CMO

CMO

The Chairman conveyed his thanks to Councillor Ian Leake and to Kirsty Hunt.

50. DATE OF THE NEXT MEETING

Monday 18 July 2011 at 5.30 pm in the Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service.

NB - the Committee will also meet immediately following the Annual Meeting of the Fire Authority on 29 June 2011 to elect its Chairman and Vice-Chairman).

SIGNED COPY

Chairman's initials ellu

Minutes signed by Chairman as a correct record:

Signature 

Print Name PROF CHRIS GUY

Date signed: 15th SEPT 2011