

# MINUTES OF THE MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S STRATEGIC ASSET MANAGEMENT COMMITTEE



Held on Tuesday 7<sup>th</sup> July 2015 at 5.30pm

Newbury Fire Station, Station 4, Hawthorn Road, Newbury, Berkshire  
RG14 1LD

**Members:** Councillor David Absolom  
(\* *present*) \* Councillor Christine Bateson  
\* Councillor Paul Bryant  
\* Councillor Adrian Edwards (*Vice-Chairman*)  
Councillor Pauline Helliard-Symons  
Councillor Chris Maskell  
\* Councillor Tom McCann  
\* Councillor Angus Ross (*Chairman*) (until 7.20pm)  
\* Councillor Emma Webster (from 6.33pm)

**In Attendance:** Billy Allen (Head of Procurement, HoP),  
Jan Chadaj (Interim Head of IT, IHIT)  
Trevor Ferguson (Deputy Chief Fire Officer, DCFO)  
Andy Parsons (Interim Head of Estates, IHE)  
Linda Pye (Principal Policy Officer, PPO)  
Fayth Rowe (Committee Officer, CO)  
Andrew Vallance (Director of Resources, DR)

## Action

### 4. APOLOGIES FOR ABSENCE

Apologies for inability to attend the meeting were received on behalf of Councillors David Absolom, Pauline Helliard-Symons and Chris Maskell. Councillor Emma Webster attended the meeting as substitute for Councillor Pauline Helliard-Symons and apologised in advance of the meeting for her late arrival.

### 5. DECLARATIONS OF INTEREST

In accordance with the provisions of the Fire Authority's Local Code of Conduct Councillor Emma Webster declared a non-pecuniary interest in Item 4 by virtue of the fact that she had dealings with the contractors listed in the report as part of her work.

Councillors Adrian Edwards and Paul Bryant declared a non-pecuniary interest in Item 6 by virtue of the fact that they were Members of West Berkshire Council.

Councillor Christine Bateson declared a pecuniary interest in relation to item 15 (Property Update) as she was a Member of the Royal County of Windsor & Maidenhead.

There were no declarations of interest received from officers.

**6. MINUTES OF THE MEETINGS HELD ON 17<sup>th</sup> MARCH 2015 AND 24<sup>th</sup> JUNE 2015 AND MATTERS ARISING**

**Resolved that:**

The Part I Minutes of the meetings held on 17<sup>th</sup> March 2015 and 24<sup>th</sup> June 2015 be approved as a true and correct record and signed by the Chairman.

**7. IRMP FIRE STATION CONSTRUCTION – ROUTE TO MARKET OPTIONS AND PRESENTATION**

Billy Allen, Head of Procurement (HoP), presented a report which sought to secure agreement from Members of the Strategic Asset Management Committee on the preferred route to market for the construction of Fire Stations.

Officers had identified a possible twin track approach to establishing a route to market for station construction. The short term solution was to look at using an existing Public Sector Procurement Framework and the longer term solution would be to create a Thames Valley Blue Light Strategic Partnership Framework.

The Integrated Risk Management Plan (IRMP) refresh would almost certainly result in the need to build fire stations in the future and RBFRS would need to establish a fit for purpose route to market to achieve this in a cost effective, compliant way. In terms of when construction needed to commence Members would be aware that options were currently being considered for at least one new station and there would almost certainly be a need to act swiftly once a site was secured. In parallel to the IRMP refresh the Fire Authority was developing its longer term strategic Property Asset Management Plan (PAMP) which would be likely to identify further construction requirements.

One area of focus for the Fire Authority's policy direction was to work collaboratively with other blue light partners across the Thames Valley and Members were reminded of the Memorandum of Understanding (MOU) with Thames Valley Police in relation to property, agreed at the March 2015 Fire Authority meeting and the MOU agreed at the Fire Authority meeting on 23<sup>rd</sup> June 2015 regarding greater collaboration with Oxfordshire FRS and Buckinghamshire & Milton Keynes FRS.

Officers were therefore asking Members of SAMC to agree that a piece of work be commissioned to explore and scope the requirements of a Thames Valley, Blue Light Strategic Partnership Framework for construction that would support delivery of the PAMP and align to existing MOU agreements. Officers recognised that this piece of work could take 12-18 months before a suitable route to market was established. In the meantime, in order to respond to the immediate need to have a fit for purpose solution in place to deliver construction of a new fire station Officers had carried out a high level evaluation of two options - Use of an existing Public Sector Procurement Framework or a non-OJEU Competitive process. Based on the evaluation, which included a number of positive and negative factors, Officers were recommending the use of an existing Framework to deliver a more immediate solution and an example of an existing Framework had been attached to the report as Appendix A. Using the existing Framework, Willmott Dixon had been

approved as the delivery partner for major works projects over £2m and Kier was the delivery partner for minor works under the value of £2m. The HoP stated that although the Scape Procure framework had been attached to the report it was not essential to use that particular one although it did offer local employment, local economy and 100% payment within 30 days. The IHE confirmed that he had spoken to another Fire Authority who had used this framework and it was noted that the process had been quick, the contractor had worked to the set the programme and delivered the project on time. However, it was felt that there was still a need to have some internal element of monitoring of the project to ensure that it was managed correctly and this would be essential for the new fire station at Theale should that proceed as planned.

In response to a query from Councillor Emma Webster in relation to the percentages set out in the framework the HoP confirmed that the fees would be in the region of £10k for every £2m of project spend. The cost for the construction of a new two bay fire station would be approximately £3m.

Councillor Christine Bateson asked if it was deemed necessary to change the specification half way through the process whether that would cost more. The IHE confirmed that there would be gateways throughout the contract where it would be possible for the Fire Authority to pull out should it not be able to work with the contractor. However, if the specification changed half way through there would be a delay which would result in additional costs. The HoP confirmed that even if the authority went through a non-OJEU competitive process there would still be an additional cost involved if the specification was changed. If time was not an issue the IHE confirmed that it might be preferable to ensure that the right contractor was in place through the tendering process.

Councillor Tom McCann asked if it would be possible to have a set layout/standard for instance for a two bay fire station. The DCFO confirmed that work was ongoing in setting standards around a modular build. However, it might not be possible to control build costs locally. Councillor McCann stated that if RBFRS was looking at another Fire Authority's design surely that would save costs and time. The IHE informed the Committee that Officers were looking at best practice stations and how much space/facilities would be required for a two bay fire station.

Councillor Paul Bryant queried what impact the Fire Authority's involvement with the Policy would impact on the new fire station and whether they would need to play some part in the design of the building. The IHE confirmed that there would be an initial one-off build but that it would be necessary to undertake a wider piece of work in consulting with the Police Service.

Councillor Emma Webster questioned what would happen if the contractor went bust and whether that would impact on timelines. The IHE referred again to the gateways in place in the contract. The Fire Authority would be able to take the package at any stage and go to an alternative contractor but he stated that larger firms were likely to be more resilient in any event.

**Resolved that:**

- The use of an existing Public Sector Procurement Framework for immediate construction works be recommended to the Fire Authority;
- It be agreed that RBFRS Officers should explore the setting up of a

collaborative construction framework for blue-light partners across the Thames Valley.

## **8. PURCHASE OR EXTENSION OF LEASED APPLIANCES**

Andrew Vallance, Director of Resources (DR), sought the views of Members on the termination of various fire appliance leases.

Due to borrowing restrictions the Authority had been forced to lease new fire appliances and special appliances from 1999/2000 to 2003/04. The final four vehicles would come to the end of their lease rental periods in 2015. Two assets were currently leased from Societe General – Dennis Dagger and a boat. These vehicles had come to the end of their primary lease rental period. Their primary lease rentals totalled £22,588.85 per annum. They were 12 years old and would have an expected useful life of at least 15 years. The Head of Transport and Engineering would like to purchase these vehicles, as they still had a long-term operational role and were available for a good price. Two further appliances (Dennis Sabre) were leased from Asset Advantage. Their leases had been extended twice and the vehicles were now nearly 15 years old. He advised that a 12 month extension of both vehicles would cost £3,800 each and the purchase price was £10,827.85 each. The DR explained that the Head of Transport and Engineering felt that the final purchase price had been over priced and he therefore recommended that the Committee extend the lease of the vehicles for 12 months as RBFRS had spare appliances as a result of the Industrial Action (IA).

The Chairman queried whether the appliances used for the IA would become part of the Fleet Review. The DR reported that those appliances would be part of the IRMP Review. He explained that RBFRS had around six appliances in store for IA purposes which were used by the Resilience Crews. In response to a query, he reported that the decision was made not to use the same operational appliances during periods of IA.

The Interim Head of IT, Jan Chadaj further explained that the appliances used for IA had to be fitted with IT equipment in advance of the strike period.

The Chairman requested that the Transport Fleet Review should look at the policy around the use of separate vehicles in periods of IA and to look at what point the same vehicles could be used. In addition to the Chairman's request, Councillor Tom McCann asked for the evaluation figure to be part of the review.

It was noted that the total purchase price of £17,500 for the two vehicles leased from Societe General could be met from within existing leasing budgets.

### **Resolved that:**

- It was agreed that the Dennis Dagger and the Boat should be purchased for a total sum of £17,500;
- It was agreed that both Dennis Sabre's lease to be extended for an further 12 months.

## **9. WAIVER OF STANDING ORDERS IT COMMITTEE IT SYSTEM**

Jan Chadaj, the Interim Head of IT (IHIT), informed Members of the Strategic Asset Management Committee of the need to place an order to implement an

essential contract to support the RBFRS committee process.

Royal Berkshire Fire and Rescue Service (RBFRS) had historically had two staff supporting the committee process. However, one of the posts had been vacant for a period of time, and consequently part of the staffing budget had been used to fund a resource under a shared service arrangement with West Berkshire Council. This involved the manual collation, handling and administration of committee papers. West Berkshire Council used the Modern.gov system which enabled the automation and document management of much of the committee paper process. A review of the capability of Modern.gov had shown it would further streamline, as well as improve, the version control and document management process.

A number of options had been considered which included sharing the West Berkshire Council system, sharing the West Berkshire IT infrastructure and support as well as utilising a cloud based solution. The best cost/value option over a three year period was found to be hosting a discreet instance within the West Berkshire IT infrastructure. The use of other committee systems had been considered but these were found to be inappropriate due to the significant investment in Modern.gov by WBC and the cost of change would be excessive.

Using the Shared Service arrangement provided a cost saving by using WBC staff. WBC and RBFRS would both benefit from an additional combined supplier discount of 25% amounting to £2,044.58.

The contract value of a purchase price of £10,000 and 3 years' maintenance at £6,133.75 amounted to £28,401.25 which included converting existing Trove committee papers to the new system as well as providing a Web portal for external access and five on-site training sessions.

In accordance with Contract Standing Orders, the procurement of all contracts had to comply with those Standing Orders. In exceptional circumstances, Officers might ask Members to grant a waiver of Standing Orders under the terms of Contract Standing Order 24. Contract Standing Order 24 stated that Standing Orders might be waived by Members following receipt of an Officer report setting out the reason why a waiver was necessary. In the circumstances surrounding these IT agreements, Officers were of the view that grounds (a), (b) and (f) were applicable as follows:

- (a) Only one company was considered to be suitable;
- (b) The contract could only be undertaken by one contractor;
- (f) There were demonstrable benefits.

Councillor Paul Bryant asked what savings this would achieve for the Fire Authority. The IHIT confirmed that a post to support the committee process had not been recruited to which had realised some savings. There would also be a saving for West Berkshire Council through a combined supplier discount. The DCFO added that it also provided an option for the Fire Authority should it want to move towards the use of electronic devices in the future.

Councillor Paul Bryant asked if there was any chance of Oxfordshire and Buckinghamshire Fire and Rescue Services also using Modern.gov in order to reduce costs further. The DCFO confirmed that Buckinghamshire and Milton Keynes already had arrangements in place. Councillor Bryant then asked if the Control Room Fire Liaison Group could make use of Modern.gov. Councillor

Angus Ross confirmed that RBFRS would only host this group for one year as the administration moved with the chairmanship on an annual basis.

The DCFO summarised that this request was not retrospective and he was of the opinion that it was appropriate to waive Contract Standing Order 21 in this instance.

**Resolved that:**

- In accordance with grounds (a), (b) and (f) of CSO 24, it be agreed to waive Contract Standing Order 21 in order to place an order for the software, support and maintenance of the Modern.gov committee system.

**10. IT SERVICE UPDATE**

Jan Chadaj, the Interim Head of IT (IHIT), informed Members of the Strategic Asset Management Committee of the progress taken and direction planned for IT. This was from an infrastructure, process, applications, systems, organisation as well as a technological perspective.

In referring to the diagram in figure 1 of the report, he outlined that each level assessed the various parts of IT and the biggest risk to the environment in line with Audit reports. The IT Service had worked towards making savings and improvements which had been reflected in the following areas.

**Shared Services** – A Memorandum of Understanding had been signed between the three Thames Valley Fire Services and detailed discussions had taken place with Buckinghamshire FRS around likely starting points. Whilst RBFRS had a great deal of knowledge and skills as well as the potential for some capacity supporting applications such as FireWatch, Bucks had yet to decide upon a business solution and indicate how they would execute their project. Bucks had capability and capacity in Gazetteer mapping and RBFRS were evaluating their need and capacity to see if this was something that could be transitioned. RBFRS were utilising the services of West Berkshire Council and their Modern.gov committee paper management system.

**Processes** - RBFRS IT now used a project management light methodology for planning and tracking internal IT projects as well as a work tracker to plan and manage resource allocation. This complemented the new Service Plans being adopted by RBFRS as a whole. A freeware tool had been very successfully implemented to monitor and track the service desk incidents and requests. The success had led to all IT staff attending ITIL (IT Infrastructure Library) awareness sessions and three staff attending and completing the certificate ITIL foundation course. The implementation of FireWatch 7.5 upgrade was the beginning of the use of an internal change management process which had been extended to cover all TVFCS RBFRS change as well as all live system changes for RBFRS. This further extended the use of ITIL processes. A review of IT and departmental contracts was in progress and all had been built into a work plan. Many had already been aligned under standing orders. The Fire Authority now owned IBIS as an application and were at specification stage on all telephony and data contracts under the Unicorn framework.

**Contingency** - A review by the business continuity team of RBFRS needs was undertaken following the successful relocation of the computer suite to the new HQ at Newsham Court. The findings of this had been entered into a budget bid



approved in April by the Fire Authority to make provision for core systems to have a contingency site. This work would complete within this financial year. A key finding of that review was that the risk in terms of likelihood to IT systems was significantly lower following the provisions made at the new HQ for IT server room equipment.

**Organisation** - The formation of the business support team staffed by business analyst/DBA/Developers had enabled significantly more business focused application support. The team had successfully written commitment reports for Sage and replaced two external supplier costs saving £39k from last year. Further work was needed to align the rest of IT with the organisation and this would happen following the Heads of Service restructure. A sample organisational structure was set out in Appendix C.

Some of the key areas for the future included:

- Infrastructure – Key projects identified for the current year included Station data cabling, data and server backup and e-mail archiving.
- Mobility – Blackberries were currently being replaced with smart phones and many senior and key staff now had smart phone Blackberries. This would be extended where required to allow access to key applications and e-mail on the move. As part of the PC replenishment programme laptops allowing home and other location working were being extended to additional staff who required mobility. A review was also being undertaken on the size and interface of portable devices in order to ensure that they aided mobility and remote working.
- Applications - Significant improvements to operational work was planned with FireWatch in the current year.
- Work was being defined to further integrate IBIS now that the Fire Authority owned the application;
- Sage commitment reporting was well into development.

In referring to the restructure model in Appendix C of the report, Councillor Tom McCann queried whether the current structure made large or moderate savings. Jan Chadaj reported that an investment of £50,000 had been made to stations which now had pure data wireless cabling. Two members of staff had undertaken this piece of work for a period of nine months and as a benchmark, colleagues at stations had carried out tests. He advised that RBFRS had saved £30,000 in undertaking some of the work internally rather than employing contractors.

In response to a query made by Councillor Paul Bryant regarding the data flows and further explanation of the IT infrastructure, Jan Chadaj offered to arrange a one to one meeting with Members in order to provide further and detailed answers to their questions.

In answer to an additional question from Councillor Paul Bryant, Jan Chadaj explained that access to the Modern.gov (committee services) application would be made through the RBFRS website. The DCFO reminded Members that the Fire Authority had recently resolved that they did not wish to go paperless at this time, therefore the committee papers would not be sent electronically.

IHIT

In response to a query made by the Chairman regarding the security of email addresses at RBFRS, Jan Chadaj explained that currently RBFRS presented itself as a UK (.uk) company rather than a government (.gov.uk) organisation and felt that the cost to change the email addresses to '.gov' was not an urgent requirement. He reassured the Committee that RBFRS had recently purchased the necessary security certificates to secure emails. The DCFO added that the potential to acquire secure emails would be made on an individual basis.

Jan Chadaj reported that he would provide an additional report which identified how each area mentioned above aligned to the Strategic Commitments. **IHIT**

**Resolved that:**

- The report be noted.

**11. UPDATE FROM NATIONAL PROCUREMENT GROUP**

Billy Allen, the Head of Procurement (HoP) updated Members of the Strategic Asset Management Committee on the collaborative work undertaken in relation to procurement by RBFRS and Buckinghamshire FRS.

There were 46 Fire and Rescue Services which collectively spent in the region of £600m on the procurement of goods and services. RBFRS would not sit in the top spending 21 authorities on its own but it would in collaboration with Buckinghamshire. A number of the larger Fire Authorities, such as West Midlands, were buying on the behalf of other Fire Authorities by working to one specification. The HoP advised that West Midlands had specialised on the procurement of ICT and Kent were leading on training. RBFRS and Buckinghamshire FRS did not have large procurement teams but were supporting other Fire Authorities to deliver savings and achieving small wins. The procurement element was relatively easy but difficulties could arise in agreeing one specification.

The HoP confirmed that a lot of good collaborative work had taken place and it was hoped that that would continue to grow. It would be necessary to look at the resources available and what it would be able to deliver.

Councillor Tom McCann asked if Members could be provided with a list of Fire Authorities who were specialising in areas of procurement as this would be useful to ensure that RBFRS did not duplicate. The HoP confirmed that he would circulate a list and stressed the need to simplify the process of buying by using a national framework.

Councillor Paul Bryant referred to Fire Buy and he queried whether that was still in place. The HoP confirmed that Chief Fire Officers were being encouraged to work in a more collaborative way and that there were similar issues in relation to procurement in the Police Service and the NHS.

Councillor Christine Bateson queried who would be monitoring progress with procurement. The HoP confirmed that each Fire Authority would report back to the National Procurement Group on a quarterly basis and benchmarking was also undertaken by the DCLG. There would always be a fluctuation in prices as different organisations would buy different volumes and that the suppliers did not benefit when organisations worked together.

Councillor Tom McCann asked if there was anything obvious that RBFRS

should be pushing. The HoP confirmed that it was essential to go for the quick wins in the first instance. Only two people were employed to manage procurement in Buckinghamshire and Berkshire with around £8m spent on the procurement of goods and services in Berkshire.

Councillor Angus Ross said that it should be included in the recommendation that Members were seeking a positive approach in relation to procurement.

**Resolved that:**

- The report be noted and that Members were seeking a positive approach in relation to procurement.

**12. PROPERTY UPDATE ASCOT/BRACKNELL**

Andrew Parsons, Interim Head of Estates (IHE), updated Members of the Strategic Asset Management Committee on the progress of delivering the interim solution for the provision of the required emergency cover in the Ascot area.

The Fire Authority at their meeting on 20<sup>th</sup> September 2014 approved the recommendation of the IRMP Working Party in relation to resolving emergency cover in the Ascot area. The approved interim measure involved the redeployment of existing resources to crew a satellite pump from Bracknell at Ascot. This decision was based on the successful Windsor/Slough model. An interim solution was required to resolve the immediate issue of emergency cover in the Ascot area, while the work to refresh the IRMP was being completed, which would inform the decision in respect to providing a resilient permanent solution. Due to the fact that this was an interim solution Officers had been mindful of the budget allocation of £250,000 and Officers from Estates & Facilities had therefore worked closely with their colleagues in Service Delivery to provide a cost effective and operationally resilient interim solution. The close collaborative working on this project had enabled a solution to be delivered that was estimated to be around £100k under the allocated budget.

**Bracknell** - A phased programme of building work was required at Bracknell in order to enable Ascot fire station to act as a satellite to Bracknell. The first phase of work to increase the number of rest/bed spaces from 7 to 10 had been completed in March 2015, which had enabled crews to commence operating the new response model from 2<sup>nd</sup> April 2015. The second phase of the project was completed at the end of May 2015. The IHE outlined the works to the Breathing Apparatus room and store room. The Dee Road site would be used to train the 30 recruits in September 2015 and explained that the second phase of the works would be carried out once Ascot had been completed.

**Ascot** - Interim solution works were required at Ascot in order to provide resting accommodation and associated facilities for four members of crew. The existing station had recently been redecorated and some new flooring had been provided to improve the working environment as part of the planned maintenance programme. In order to minimise expenditure and provide a timely solution, internal alterations to the existing Fire Station had been considered in consultation with Service Delivery. Due to the existing internal layout and configuration it was not possible to provide a cost effective and

viable solution. It had therefore been agreed with Service Delivery that either a small extension to the building or a detached modular building large enough to accommodate a rest area/lecture room and associated facilities, would meet operational requirements. The IHE advised that it would be easier to obtain planning permission for the use of portacabins and he advised that the aim was to limit the cost of any interim solution.

In referring to 3.3 of the report which stated that the budget allocation for the interim solution was £250,000 but that the close collaborative work on this project had enabled a solution to be delivered at an estimated circa £100,000 under the allocated budget. Councillor Tom McCann queried how accurate the figures were that Members had received initially.

The IHE reassured Members that Officers had adopted a resilient way of working going forward and had consequently tightened programme management. The DCFO reported that the update provided was an interim solution for the wholtime crews in Ascot and a permanent solution would need to be considered as part of the wider IRMP.

The Vice-Chairman requested that an update should be provided at the next meeting.

**Resolved that:**

The report be noted.

**13. TRANSPORT FLEET REVIEW**

Andrew Vallance, Director of Resources (DR) reported that the Transport Fleet Review would be brought to the next meeting of this Committee and proposed the appointment of three Members to a Task and Finish Group to review the work of Officers.

Councillors Paul Bryant, Adrian Edwards and Tom McCann agreed to join the Task and Finish Group of the Transport Fleet Review.

Councillor Adrian Edwards had previously asked for a list of vehicles located at each station and asked for this list to be provided. The DR reported that he would request the Head of Transport and Engineering to provide data to ensure that the analysis of the list of vehicles could be undertaken in a meaningful way.

HTE

**Resolved that:**

- It was agreed that the Task and Finish Group would consist of Councillors Adrian Edwards, Paul Bryant and Tom McCann;
- A report would be brought to the next meeting of the Strategic Asset Management Committee on 6<sup>th</sup> October 2015;
- The Head of Transport and Engineering to provide data to ensure that the analysis of the list of vehicles could be undertaken in a meaningful way.

*(Councillor Angus Ross left the meeting at 7.20pm. Councillor Adrian Edwards then took the Chair for the remainder of the meeting).*

#### **14. 2015/16 CAPITAL PROGRAMME**

Andrew Vallance, Director of Resources (DR), informed the Strategic Asset Management Committee of capital expenditure against budgets for 2015/16. Capital expenditure to the end of May 2015 was £87,000 and was set out in detail in the appendix to the report.

Members raised their concerns on the ongoing capital scheme of the Drill Tower at Slough Fire Station. Andy Parsons reported that the Drill Tower would form part of the IRMP Refresh. He further advised that crews from Slough had used Windsor Fire Station (St Marks Road) Drill Tower until the site was closed for the opening of Tinkers Lane Fire Station. He reported that there was a requirement to repair the Drill Tower at Slough Fire Station until the future of the Fire Station was determined by Members.

Councillor Emma Webster expressed her concern and frustration that Members had initially been informed that the Drill Tower was repairable; however, two years ago Members were informed that the Drill Tower had to be replaced. The DCFO acknowledged that Members were frustrated and reassured them that work would be undertaken with the Station Manager at Slough to identify alternative arrangements and that Andy Parsons would report back to the Committee on progress made. Councillor Emma Webster asked to be copied into any update received on this issue.

#### **Resolved that:**

- That the report be noted;
- The IHE to report back to the next meeting on the Slough Drill Tower and Councillor Emma Webster to be copied in to any update received on this issue.

#### **15. DATE OF NEXT MEETING**

Tuesday 6<sup>th</sup> October 2015 at 5.30pm at Caversham Road Fire Station, Reading.

#### **16. EXCLUSION OF THE PUBLIC**

That under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following Agenda Items on the grounds that they involve the likely disclosure of exempt information, as defined in Paragraphs 1, 2 and 3 of Part I of Schedule 12A of the said Act indicated and is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

#### **17. PART II MINUTES OF THE MEETING HELD ON 17<sup>th</sup> MARCH 2015**

The Part II Minutes of the meeting held on 17<sup>th</sup> March 2015 were agreed as a correct record and signed by the Chairman.

#### **18. PART II PROPERTY UPDATE**

Andrew Parsons, Interim Head of Estates (IHE), updated Members of the

Strategic Asset Management Committee on the contractual issues relating to the disposal of Windsor Fire Station, the new Headquarters at Newsham Court, Wokingham Fire Station and site options in Theale.

**Resolved that:**

The report be noted.

*(The meeting concluded at 8.07pm)*

**Minutes signed by Chairman as a correct record:**

Signature

*[Handwritten Signature]*  
.....

Print Name

*A. J. Ross*  
.....

Date signed

*6.10.15*  
.....