

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

Held on Monday 17 August 2009

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



**Those present:** Councillor Mrs Prue Bray (Member, Fire Authority).  
Councillor Adrian Edwards (Member, Fire Authority)  
Councillor Mrs Pauline Helliar-Symons (Member, Fire Authority) (*Chairman*)  
Councillor Fred Pugh (Member, Fire Authority)

**In Attendance:** Jonathan Ball (Information Systems Manager)  
Councillor Dr Paul Bryant (Chairman, Fire Authority)  
Lynda Kenyon (Committee Manager)  
Caroline Redzikowska (Clerk and Monitoring Officer)  
Paul Southern (Assistant Chief Fire Officer)  
Andrew Vallance (Authority Treasurer)

The Chairman welcomed Members to the meeting and conveyed her thanks to Members for accommodating a change in meeting date.

### 4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs Christine Bateson (Member, Fire Authority) and Councillor Owen Jeffery (Member, Fire Authority). Apologies were also received from Olaf Baars (Deputy Chief Fire Officer).

### 5. DECLARATIONS OF INTEREST

Councillor Adrian Edwards declared a Personal non Prejudicial Interest in respect to Agenda Items 5 and 11 relating to the Wokingham Fire Station Project as his son is a Health and Safety Adviser employed by Babcock Infrastructure Services. There were no further Declarations of Interest made.

### 6. MINUTES OF THE MEETING HELD ON 24 JUNE 2009

#### Resolved:

- a) That the Minutes of the meeting held on 24 June 2009 be Approved for signing by the Chairman.

### 7. THE MANAGEMENT OF TRANSPORT, IT AND PROPERTY ASSETS - PRESENTATION

The Committee received a presentational overview of how the Royal Berkshire Fire and Rescue Service manages its transport, IT and property assets (*copy available from the Committee Manager*).

The Assistant Chief Fire Officer referred to the 2009/10 Capital Budget Programme and to the processes undertaken for Premises' projects. After due consideration as to whether a Fire Authority Member(s) should be in attendance when tenders were opened, the Committee **Agreed** that this should be re-considered when the Clerk and Monitoring Officer reviews the Contract Standing Orders.

Action

CMO



In response to Councillor Adrian Edwards' question as to how BT (British Telecom) costs might be reduced, the Information Systems Manager confirmed that the Royal Berkshire Fire and Rescue Service did not use 'Skype', however VoIP (Voice-over-IP) phones were used at Headquarters and at Station 20, and that it was proposed to extend this network to other Stations.

The Information Systems Manager gave a brief overview of how strategic assets were electronically captured and managed, within the Firewatch (*electronic information system*) core system, for all combined activities relating to the Property, Transport, Equipment and IT portfolios. The Committee was impressed that this recording system facilitated a very comprehensive Asset Register. The Information Systems Manager stated that the Asset Register was still being populated, and that it would, in due course, be migrated to the Regional Control Centre when the Centre goes live.

In noting that even small items, for example toasters, were recorded within the Asset Register, the Assistant Chief Fire Officer confirmed that any items that required electrical testing to comply with health and safety regulations were recorded.

The Chairman conveyed her thanks to the Assistant Chief Fire Officer and the Information Systems Manager for their presentations. The Information Systems Manager then retired from the meeting.

## 8. WOKINGHAM FIRE STATION PROJECT

The Committee was advised of the progress of the new Wokingham Fire Station.

In response to Councillor Dr Paul Bryant, the Clerk and Monitoring Officer advised that, at the current time, the timelines for The Royal Borough of Windsor and Maidenhead's Sustainable Communities Act (SCA) application were not known, and that the Wokingham Fire Station project would continue to be progressed.

### Resolved:

- a) That the report be Noted.

## 9. CAPITAL AND REVENUE EXPENDITURE UPDATE

The Chairman advised that this item would be considering Capital expenditure only.

The Assistant Chief Fire Officer and the Authority Treasurer provided the Committee with an update on the 2009/10 Capital Budget Programme and an update on the 2008/09 Capital Project carry forward (*copies of the budgetary detail available from the Committee Manager*).

The Committee **Supported** the Officers' view that more timely allocations of budgetary estimations and specifications could realise improvements to project programme slippages.

### Resolved:

- a) That capital expenditure updates be provided at each meeting, to include spend against full capital budget and a detailed breakdown of, and reasons for, any slippages and the carry forward inherited from previous years.

Standing  
Agenda Item  
**Lead  
Officers**





The Committee thanked the Assistant Chief Fire Officer and the Authority Treasurer for the presented update.

## 10. TERMS OF REFERENCE FOR THE STRATEGIC ASSET MANAGEMENT COMMITTEE

The Committee reviewed its Terms of Reference, as set out in the Appendix to the presented report.

The Assistant Chief Fire Officer confirmed, in response to Councillor Adrian Edwards' question regarding whether a Maintenance Policy was in place, that Fleet maintenance was outsourced, the contract being in place until 2013. The Committee, therefore, did not deem it necessary to consider this further at this time.

### Resolved:

- a) That the Committee's Terms of Reference were, at the current time, fit for purpose, and that they be re-visited at a future date if required.

## 11. WORK PROGRAMME

The Committee considered its Work Programme to identify future issues and their progression, based on the previously presented 2009/10 Capital Budget Programme.

Councillor Mrs Prue Bray felt that a 3-5 Year Strategic Asset Management Plan should be considered. The Assistant Chief Fire Officer advised that he, and the Chairman, subject to availability on the date, would be attending a Communities and Local Government (CLG) Asset Management Workshop on 24 September 2009 regarding the CLG's future expectations for Asset Management best practice. The Authority Treasurer advised that once these expectations were known, a longer Strategic Asset Management Plan could be progressed and developed, and he suggested that this might be considered by the Committee at its next meeting in October 2009.

The Committee **Supported** the Chairman's suggestion that future meetings be held in varying locations within Berkshire, ie at Fire Stations, to enable site visits to be conducted which would extend the Committee Members' knowledge of the Fire Authority's premises' assets.

The Chairman invited Members to further consider any other areas of interest and to advise her accordingly.

## 12. DATE OF NEXT MEETING(S)

The Committee considered the previously agreed meeting dates and times.

### Resolved:

- a) That the meeting on Monday 5 October 2009 at 6.30pm to be moved to Tuesday 6 October 2009 at 6.30pm, subject to the Committee Manager seeking Members' availability (Strategic Command Centre, Headquarters, Royal Berkshire Fire and Rescue Service).
- b) That the meeting on Monday 11 January 2010 be now be convened at 5.30pm in the Newbury area.
- c) That the meeting on Thursday 29 April 2010 be now convened at 5.30pm, the venue to be agreed at a later stage, dependent on the Committee's Work Programme requirements.

Agenda  
October  
2009  
Lead  
Officers

Members

Committee  
Manager

Committee  
Manager

Committee  
Manager

### 13. EXCLUSION OF THE PUBLIC

**Resolved:**

- a) 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 the paragraphs 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.

### 14. WOKINGHAM FIRE STATION PROJECT

The Committee received a confidential Appendix to Agenda Item 5 (Pre-Application submission made to Wokingham Borough Council for the new fire station in Wokingham).

The Assistant Chief Fire Officer, in response to Members' questions, referred to the Feasibility Study conducted and the redevelopment opportunities being considered for the site.

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

Signature P. E. Helliar-Symons

Print Name PAULINE HELLIAR-SYMONS

Date signed: 06/10/09

