

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

Held on Wednesday 20 April 2011

Dormitory / Lecture Room, Bracknell Fire Station, Downshire Way,  
Bracknell, Berkshire, RG12 7AA



**Those present:** Councillor Mrs Pauline Helliar-Symons (Member, Fire Authority) (*Chairman*)  
Councillor Mrs Christine Bateson (Member, Fire Authority)  
Councillor Mrs Prue Bray (Member, Fire Authority)  
Councillor Dr Paul Bryant (Chairman, Fire Authority) (*Member Substitute for Councillor Fred Pugh*)  
Councillor Adrian Edwards (Member, Fire Authority)  
Councillor Owen Jeffery (Member, Fire Authority) (*part meeting*)

**In Attendance:** Mark Abinger (Managing Director, HUB Professional Services)  
Pat Arthur (Procurement and Facilities Manager)  
Mark Deacon (Operations Manager, HUB Professional Services)  
Lynda Kenyon (Committee Manager)  
Paul Southern (Assistant Chief Fire Officer)  
Andrew Vallance (Authority Treasurer)

### Action

#### 81. TOUR OF BRACKNELL FIRE STATION BY THE ASSISTANT CHIEF FIRE OFFICER

The Assistant Chief Fire Officer conducted a tour of Bracknell Fire Station, and Members were given the opportunity to view the Station facilities and emergency fire appliances.

#### 82. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Paul Gittings (Member, Fire Authority) and Councillor Fred Pugh (Member, Fire Authority). Apologies were also received from Caroline Redzikowska (Clerk and Monitoring Officer).

#### 83. DECLARATIONS OF INTEREST

There were no Declarations of Interest from Councillors 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.

#### 84. MINUTES OF THE MEETING HELD ON 12 JANUARY 2011

##### Resolved:

- a) That the Minutes of the meeting held on 12 January 2011 be Approved for signing by the Chairman.

#### 85. LIGHT VEHICLE JUSTIFICATION REPORT

The Committee was advised of the justification for the various light vehicles on the fleet.

The Chairman thanked the Assistant Chief Fire Officer for a well presented report.





**Resolved:**

- a) That the report be Noted.

**86. UPDATE ON HEADQUARTERS GATE 2011/12 CAPITAL PROJECT**

The Committee was advised of the details supporting the Capital project to upgrade the security gates at the Royal Berkshire Fire and Rescue Service's Headquarters site.

In response to the Chairman, the Procurement and Facilities Manager stated that the Headquarters' security gates had been in place for 10 years, that there had been no accidents to date involving the gates, and that she was unable to confirm the life expectancy of the gates. The Chairman and Councillor Mrs Christine Bateson felt that there might be other safety measures that could be implemented, for example the introduction of warning sounds, as opposed to the need to replace the gates. The Procurement and Facilities Manager advised that until the receipt of the report by Cova Security Gates Ltd who were carrying out an inspection of all the gates and making recommendations as to what was required by the change in legislation, she was unable to confirm the way forward in terms of required works.

The Procurement and Facilities Manager advised that the current security gates do continue to fail to operate on a number of occasions and that, as such, these failures would require future repair and maintenance costs.

The Chairman **Moved** that a further report be presented to the next meeting, to include the report by Cova Security Gates Ltd, related legislation references, alternative less expensive options for the replacement of the gates, and all associated costings; and that if as a result of the findings of the Cova Security Gates Ltd report a decision is required to be taken regarding the upgrade of the security gates prior to the next meeting of the Committee, this decision be delegated to the Chairman. This was **unanimously Agreed**.

**Resolved:**

- a) That the report be Noted;
- b) That a further report be presented to the next meeting, to include the Cova Security Gates Ltd report, related legislation references, alternative less expensive options for the replacement of the security gate, and all associated costings; and
- c) That, if as a result of the findings of the Cova Security Gates Ltd report a decision is required to be taken regarding the upgrade of the security gates prior to the next meeting of the Committee, this decision be delegated to the Chairman.

**87. CAPITAL PROGRAMME UPDATE**

The Committee was advised of the progress against the Capital Programme 2010/11.

The Authority Treasurer provided Members with the latest budget figures for the following Capital Schemes, as detailed below:

- Heating and Ventilation - now £65k spent.
- Roofing works - Slough and Caversham Road Fire Stations - now £100k spent.

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- Wokingham Fire Station - now £726k spent.
- Light vehicles - now £41k spent.
- Hydraulic cutting equipment - now £36k spent.

The Assistant Chief Fire Officer advised that the Wokingham Fire Station new build was on schedule and within budget.

In response to Councillor Adrian Edwards, the Assistant Chief Fire Officer confirmed that the Capital programme of works for financial year 2011/12 was that presented at the last Committee meeting, however at that time the budget had not been approved by the Fire Authority. He advised that the 2011/12 capital projects would be presented to the next meeting under the Capital Programme Update item.

**Resolved:**

- a) That the report be Noted.

**Councillor Owen Jeffery arrived at the meeting during the early considerations of the next Agenda Item.**

## **88. PROGRESS REPORT ON WOKINGHAM FIRE STATION**

The Assistant Chief Fire Officer provided the Committee with a photographic overview of the progress being made to the Wokingham Fire Station new build. The Procurement and Facilities Manager (PFM) stated that a further photographic presentation on the progress would be provided to the next meeting.

The Assistant Chief Fire Officer confirmed that Members were welcome to visit the site, but that this should be co-ordinated through the Procurement and Facilities Manager.

The Assistant Chief Fire Officer was pleased to report that the contractors working on the Wokingham Fire Station new build were proving very effective in its delivery of the project and the management of the site.

General discussion took place following a concern raised by the Chairman regarding the process which was expected to be followed, as advised to her, regarding how the Wokingham Fire Station operational posts would be filled once the transfer of the night shift personnel from Windsor Fire Station to Wokingham Fire Station was implemented. The Members of the Committee supported the Chairman's advice that, subject to HR legislation, those Wokingham operational personnel who wished to continue to work primarily at Wokingham Fire Station be allowed to do so without the need to reapply for one of the operational posts at Wokingham, and that the remaining operational posts be advertised with preference being given to Windsor Fire Station's current operational personnel in the first instance. The Assistant Chief Fire Officer (ACFO) agreed to take the views of the Members to the planned Officers' meeting on 5 May 2011.

In response to Councillor Adrian Edwards, the Assistant Chief Fire Officer also agreed to circulate any HR guidance, to all Fire Authority Members, regarding the aforementioned rationale of the process to be undertaken, and that the views of the Committee Members would also be advised.

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**ACFO**

**ACFO**





## 89. DRAFT ANNUAL REPORT - STRATEGIC ASSET MANAGEMENT COMMITTEE (SAMC)

The Committee considered its draft Annual Report to the Fire Authority, and the following amendment was made:

- i) Paragraph 4, second sentence to now read - "The event was attended by John Redwood MP and a number of other local dignitaries".

The Assistant Chief Fire Officer invited the Committee Members to advise him of their views as to who might be invited to formally open the Wokingham Fire Station. The Assistant Chief Fire Officer agreed to initially approach the Lord Lieutenants Secretary with a view to enquiring whether a member of the Royal Family might be able to open the new Fire Station.

### Resolved:

- a) That the Committee's Annual Report be Recommended, as amended, to the Fire Authority at its 2011 Annual Meeting.

## 90. DATE OF NEXT MEETING

Tuesday 12 July 2011 at 5.30pm at Caversham Road Fire Station, Caversham Road, Reading, Berkshire, RG1 8AA. The Committee will also meet immediately following the Annual Fire Authority on Wednesday 29 June 2011 for the purposes of appointing its Chairman and Vice-Chairman.

### Resolved:

- a) That the subsequent meeting on Tuesday 11 October 2011 at 5.30pm be held at Wokingham Fire Station.

## 91. 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 Paragraph 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.

**The Chairman invited Mark Abinger (Managing Director, HUB Professional Services) and Mark Deacon (Operations Manager, HUB Professional Services) to the remainder of the meeting being held in Part II.**

## 92. DISPOSAL OF COOKHAM FIRE STATION

The Committee considered the options for the disposal of Cookham Fire Station.

### Resolved, with one vote against:

- a) That Officers be authorised to market Cookham Fire Station through an Informal Tender route seeking bids in respect of unconditional and subject to planning options; and
- b) That Committee Members be invited to the opening of the Tender bids at Service Headquarters as opposed to the HUB offices as stated within the report.

Committee  
Manager

Members

ACFO

Committee  
Manager

**93. MAIDENHEAD FIRE STATION - TO TRANSFER LAND AND ISSUE A LICENCE FOR ENVIRONMENT AGENCY TO ACCESS A SECTION OF THE EXTERNAL CAR PARK**

The Committee considered an approach by a developer to provide a Safe Escape route required by the Environment Agency from a proposed housing development.

**Resolved:**

- a) That Officers be authorised to explore the options identified within the report and secure the most advantageous financial outcome for the Authority; and
- b) That the options regarding the 2 pieces of property at Maidenhead and Slough, as described in the presented report, should also be included as part of this agreement.

**Agenda Item 15 (Strategic Asset Management Plan) was taken next.**

**95. STRATEGIC ASSET MANAGEMENT PLAN**

The Committee received a presentation from HUB Professional Services which detailed the purpose of a Strategic Asset Management Plan, and a sample Asset Management Plan for Station 3/Service Headquarters, Dee Road was made available to the Committee. Mark Deacon (HUB Professional Services) confirmed that each Fire Authority site had an Asset Management Plan.

The Assistant Chief Fire Officer referred specifically to the Planning, the Fabric Condition, and the Health and Safety sections within the sample Asset Management Plan, and he confirmed that the format was indicative of Asset Management Plans of other organisations. The Committee felt that the following inclusions should be incorporated within the Fire Authority's Asset Management Plans:

- A detailed explanation of the Scoring matrix;
- A further explanation of any environmental issues that had been taken into account.

The Chairman requested that the data to support the Scoring Matrix for all Fire Stations be circulated to the Committee Members to enable them to have sight of the comparable data.

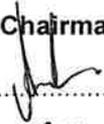
**94. OPTIONS FOR THE FUTURE OF DEE ROAD FIRE STATION AND HEADQUARTERS SITE**

The Committee received a viability presentation from Mark Deacon (HUB Professional Services) which detailed the future options of the Dee Road Fire Station and the Headquarters site.

The Committee felt that all the presented options should continue to be taken forward, and that a further update report be presented to the next meeting.

The Chairman conveyed her thanks to Mark Deacon and Mark Abinger (HUB Professional Services).

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

Signature ..... 

Print Name ..... A.J. Ross

Date signed ..... 18.7.11

HUB

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