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

Held on Thursday 29 April 2010

Recreation Room, Newbury Fire Station, Hawthorn Road, Newbury,
Berkshire, RG14 1LD



Those present: Councillor Mrs Pauline Helliard-Symons (Member, Fire Authority) (*Chairman*)
Councillor Mrs Christine Bateson (Member, Fire Authority)
Councillor Adrian Edwards (Member, Fire Authority)
Councillor Fred Pugh (Member, Fire Authority)

In Attendance: Councillor Dr Paul Bryant (Member, Fire Authority)
Caroline Redzikowska (Clerk and Monitoring Officer)
Fayth Rowe (Committee Officer)
Paul Southern (Assistant Chief Fire Officer)

Action

26. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Paul Gittings (Member, Fire Authority).

27. DECLARATIONS OF INTEREST

Councillor Adrian Edwards declared a Personal non Prejudicial Interest in relation to Agenda Item 6 (Progress report on Wokingham Fire Station) as his son works for Babcock Infrastructure Services. There were no further Declarations of Interest made.

28. MINUTES OF THE MEETING HELD ON 6 OCTOBER 2009

Resolved:

- a) That the Minutes of the meeting held on 6 October 2009 be Approved for signing by the Chairman.
- b) That it be Noted that the meeting called on 11 January 2010 had been cancelled due to adverse weather conditions.

The Assistant Chief Fire Officer conducted a tour of Newbury Fire Station, where a brief history was given. Members were given the opportunity to view front line emergency fire appliances, gym facilities and the recent refurbished shower facilities.

29. CAPITAL PROGRAMME END OF YEAR REPORT

The Committee was advised of the end of year outturn against the Capital Programme 2009/10.

The Assistant Chief Fire Officer reported that the end of year report provided figures until December 2009 as the transaction for final invoices would not go through to accounts until month 13 of the financial year (April 2010).

The Committee was pleased with the significant number of works that had been completed during the year.

The Chairman reported that she was pleased with the targets that had been set within Managers' appraisals to complete the delivery of the Capital programme within the financial year, and recognised the Committee's support to achieve the completion of works in a timelier manner.

Resolved:

- a) That the report be Noted.

30. CAPITAL PROGRAMME 2010/11

The Committee was advised of the Capital Programme for 2010/11 and associated considerations to review future budgets.

In response to Councillor Dr Paul Bryant, the Assistant Chief Fire Officer agreed to replicate the reporting style of the Capital Programme 2009/10 for the Capital Programme 2010/11.

ACFO

The Assistant Chief Fire Officer reported that, as it was within the Committee's Terms of Reference to view the capital expenditure on Information Technology (IT), Transport and Premises, the review of all specialist appliances before they were due for replacement would be considered by the Committee.

In response to Councillor Adrian Edwards, the Assistant Chief Fire Officer agreed to inform the Authority Treasurer of the need to include, within future reporting of the Capital Programme, the years when the leases of fire appliances would be up for renewal.

AT / ACFO

The Assistant Chief Fire Officer reminded Members of the financial pressures expected in 2010/11 and asked Members to take this into consideration.

Resolved:

- a) That the report be Noted.

31. PROGRESS REPORT ON WOKINGHAM FIRE STATION

The Committee was advised of the progress for the new fire station in Wokingham.

The Chairman reported that Wokingham Borough Council (WBC) had granted planning consent for the proposed build of Wokingham Fire Station at the Denton Road site.

The Chairman advised that the approved planning consent came with Condition No. 5, which stated;

"Only emergency vehicles will exit the site via the Easthampstead Road access. All non-emergency vehicles will enter and leave the site via the Denton Road end of site".

The Chairman reported that an appeal could be made, but the recommendation received from Babcock International Group was not to appeal.

Resolved:

- a) That the report be Noted.
- b) That the Assistant Chief Fire Officer should contact Wokingham Borough Council to discuss Condition 5 made on the Planning Consent and possible options.

ACFO

- c) That the Assistant Chief Fire Officer should provide an update report to the next meeting.
- d) That a plan of the site would be provided to the Committee.

32. ASBESTOS SURVEY

The Committee was advised of the results from an Asbestos Survey undertaken in August 2009 and the actions required to protect the health safety and welfare of employees and visitors to Brigade premises.

The Chairman raised her concern that previous asbestos surveys had not fully established the location of all asbestos in buildings, whereas the more recent survey had. The Assistant Chief Fire Officer stated that Royal Berkshire Fire and Rescue Service's Health and Safety Department would be considering this issue as part of an accident investigation.

Resolved:

- a) That the report be Noted.

33. GENERAL ASSET UPDATE

The Committee received a briefing presentational update from the Assistant Chief Fire Officer, (*copy of presentation available from Committee Manager*) which included Premises, Transport and IT issues.

34. TERMS OF REFERENCE

The Committee reviewed its Terms of Reference.

A discussion was held on the Membership of the Strategic Asset Management Committee.

Resolved:

- a) That no significant changes to the scope of the Terms of Reference should be considered at the current time as the Committee had only been existence for less than a year, but that the Terms of Reference be periodically revisited and reviewed.

35. POTENTIAL INTEGRATED RISK MANAGEMENT PLAN IMPACTS WITHIN THE COMMITTEE'S TERMS OF REFERENCE

This item had been previously considered as part of the Capital Programme 2010/11 (*Agenda Item 5*).

36. STRATEGIC ASSET MANAGEMENT COMMITTEE'S ANNUAL REPORT TO THE FIRE AUTHORITY

The Chairman reported that she would be co-writing the Committee's annual report with the Assistant Chief Fire Officer and requested that Members advise her or the Assistant Chief Fire Officer of any items they wish to include within the report.

37. COMMUNITIES AND LOCAL GOVERNMENT (CLG) LOCAL AUTHORITY ASSET MANAGEMENT GUIDANCE AND BEST PRACTICE DOCUMENTS

The Assistant Chief Fire Officer provided a briefing update of the identified recommendations resulting from the Communities and Local Government's Local Authority Guidance and Best Practice documents, which included:

- i) **Transfer of Assets** – Include community in decision making where needed.
- ii) **Making the right choices** – Involve the right people, stakeholders, decision makers.
- iii) **Value for Money** – Modern Office working (hot desks, working from home).
- iv) **Measuring Asset Management Performance** – Identify performance indicators to achieve success.
- v) **Improving Customer Experience** – Set out offices to support customer's needs.
- vi) **Tenanted Non Residential Property** – Produce list of all assets.

38. PROPOSED CALENDAR OF 2010/11 COMMITTEE MEETINGS

The Committee was presented with the proposed 2010/11 Strategic Asset Management Committee meeting dates, listed below,

- 14 July 2010 at 5.30pm (venue to be advised)
- 18 October 2010 at 5.30pm (venue to be advised)
- 10 January 2011 at 5.30pm (venue to be advised)
- 26 April 2011 at 5.30pm (venue to be advised)

Members were unable to agree the above dates, and requested that the Clerk and Monitoring Officer change the meeting dates to the following, listed below, for recommendation to the Fire Authority for approval at its Annual Meeting on 30 June 2010:

- 13 July 2010 at 5.30pm (venue to be advised)
- 12 October 2010 at 5.30pm (venue to be advised)
- 12 January 2011 at 5.30pm (venue to be advised)
- 20 April 2011 at 5.30pm (venue to be advised)

The Clerk and Monitoring Officer advised that she would consider the change of meeting dates with the Committee Manager. She also informed the Committee of the difficulty in scheduling Fire Authority meetings each year and that she could not guarantee that the proposed dates could be accommodated, due to other scheduled Committee meetings in the forthcoming calendar.

In response to Councillor Christine Bateson, the Clerk and Monitoring Officer confirmed that future Committee meetings could be held at different venues (Fire Stations).

Resolved:

- a) That the Clerk and Monitoring Officer should confirm the revised meeting dates via email to Members.
- b) That the next meeting should be held in Slough Fire Station.
- c) That the October 2010 Committee meeting should be held at the Training Centre (Whitley Wood).

CMO

**Committee
Manager
Committee
Manager**

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Chairman's Initials P.H.S.

Minutes signed by Chairman as a correct record:

Signature P. Helliar - Symons

Print Name P. HELLIAR - SYMONS

Date signed: 13/07/10

