

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

Held on Tuesday 30 April 2013 at 5.30pm

Crowthorne Fire Station, High Street, Crowthorne, Berkshire RG45 7



Committee Members:

- *Councillor Alistair Auty
- *Councillor Christine Bateson
- *Councillor Prue Bray
- *Councillor Adrian Edwards (Part meeting)
- *Councillor Pauline Helliar-Symons (Part meeting)
- *Councillor Paul Gittings (Part meeting)
- *Councillor Chris Maskell
- *Councillor Angus Ross (*Chairman*)
- **present*

In Attendance:

- Fayth Rowe (Committee Officer)
- Paul Southern (Assistant Chief Fire Officer)
- Andrew Vallance (Director of Resources)

217. APOLOGIES FOR ABSENCE

There were no apologies for absence received. Apologies for lateness were received from Councillors Adrian Edwards and Pauline Helliar-Symons.

218. DECLARATIONS OF INTEREST

The Chairman declared a non-prejudicial interest in relation to Item 6 (Theale Cross Project Update) as a member of the Thames Valley Control Service (TVCS) Programme Sponsoring Group.

There were no Declarations of Interest received from Officers.

219. MINUTES OF THE MEETING HELD ON 13 MARCH 2013

Resolved:

- a) That the Minutes of the meeting held on 13 March 2013 be agreed as a true record and approved for signing by the Chairman.

220. PURCHASE OF LEASED VEHICLE

The Director of Resources (DR) introduced the report. He advised that the purchase cost of the Mercedes Atego appliance was £4,000 as the lessors appeared to have given it a low residual value. He reported that the Head of Transport and Engineering had advised that the vehicle had a long-term operational role and was available for a good purchase price.

The Chairman moved the recommendation and it was seconded by Councillor Prue Bray. It was unanimously

Resolved:

- a) That the purchase of the Mercedes Atego for £4,000 be authorised.

Action

221. SAMC'S TERMS OF REFERENCE

The Assistant Chief Fire Officer (ACFO) took the Committee through the revised Terms of Reference and highlighted that the main change was made to the limitations of the Committee's remit to approve and consider capital acquisitions and disposal of assets to the asset value of £300,000, rather than the previous limit of £100,000.

He stated that the Royal Berkshire Fire Authority (RBFA) had entered into a new territory of acquisitions/disposals and reported that it was the view of Members and Officers that under the previous Terms of Reference some agenda reports went through a number of committees prior to final Member decision. The idea was to make the acquisition and disposal of assets more streamlined.

The ACFO reported that the revised Terms of Reference would assist Members and Officers in ensuring that Strategic Asset proposals were aligned by going to Members on the Integrated Risk Management Plan Working Party (IRMP WP), Budget Working Party (BWP), and then SAMC.

The Chairman added that the increase of the Committee's remit from £100,000 to £300,000 would only be made for items included within the plans and approved budgets of the Authority. He reported that clarification to paragraph CO28 (a) had been made to detail the asset plans that were reviewed by the Committee, namely, IT, Fleet and Shared assets with other organisations. He moved that the revised Terms of References be recommended to the Fire Authority for approval and this was seconded by Councillor Christine Bateson, and it was agreed:

That SAMC's revised Terms of Reference be recommended to the Fire Authority for approval.

Councillors Adrian Edwards and Paul Gittings arrived during the early considerations of the next item.

222. THEALE CROSS PROJECT UPDATE

The ACFO provided the Committee with a recap of the progress of the project to date and reported that Graham Construction had been appointed as the project contractors. He advised that the Graham Construction bid for the project was under £3.8 million pounds.

He reported that the cost of the works included the refurbishment of the new BHQ building and not the contents of the Control facilities. He reported that the contents of the Control facilities were subject to a separate Invitation to Tender (ITT) process.

The ACFO reported that a Clerk of Works had been recruited to operate in the interest of Royal Berkshire Fire and Rescue Service (RBFRS) on site. The DR stated that his exact start date was not confirmed, but it was anticipated to be 20th May. In discussing potential delays, the ACFO advised that the legal contract could pose a potential delay due to negotiations between solicitors.

He added that Officers had been working with HUB Professional Services and Graham Construction on a Letter of Intent to enable the contractors to commence works on the site at a date before the formal contract was finalised. He advised that the Letter of Intent was in the process of being signed off by

SIGNED CC

Chairman's initials.....

legal advisers to commence works hopefully on 9th May 2013.

The ACFO reported that the Head of Property had left the establishment. RBFA had appointed a recruitment consultant who would be used to identify a suitable candidate for the interim role of Head of Estates. The interim Head of Estates role would carry out the day to day management of the Theale Cross Project. He added that HUB Professional Services would act as the Contract Administrators and Graham Construction would carry out the works.

The ACFO stated that Align had been appointed to act as the Construction Design and Management (CDM) co-ordinator under the CDM Regulations 2007.

In answer to Councillor Prue Bray, the ACFO advised that there were not any known anticipated problems and advised that the project would be completed by the end of March 2014. He reported that there was a planning condition by West Berkshire Council to remove hedgerows on site which were heavily pruned back with a Conservation Officer and Maintenance Contractor present.

In answer to the Chairman, he advised that security measures continued to be in place on the site.

The ACFO reported that a potential risk to the project was in relation to the Member decision making process. He explained that Member decisions could create changes which could cause a delay to the project, for example a delay in the ordering of materials.

The Chairman reported that Members do not want to get involved in the detail of installations and stated that Members agreed that the Control Room element of the building would be prioritised.

The ACFO reported that testing systems for the new Control building was scheduled in December 2013 and advised that the mobilising system was subject to the ITT process. He added that further information on the progress of Control would become available on the return of the Area Manager (Risk Management) on 10 June 2013 from a break in service.

The Chairman requested written clarity in the relationship of parties / roles (Head of Estates, HUB Professional Services and Graham Construction) in their involvement in the new BHQ and information on the RBFA procedure on whether it was a requirement of the Committee to meet to make an urgent decision or whether the decision could be made via email. The ACFO reported that it was required that the Committee be convened.

ACFO

Further to an additional request from the Chairman, the Committee agreed:

ACFO

That officers produce specific wording to cover the eventuality of an urgent project item requiring a decision, authorising the Chairman and Vice-Chairman to convene a meeting at short notice and that Committee Members be informed of the urgent item and any decision/s made. The proposed wording should be brought back to SAMC for consideration.

Councillor Chris Maskell queried what level of decision this Committee wanted to be involved in and suggested that the Committee held some meetings on site to examine the problem. He added that he was surprised that there was an anticipated planning issue.

In response, the ACFO reported that planning had not been completely discharged and advised that a refresh of a previous planning application had been submitted. He explained that the refresh application submitted specified the

final detail / material submission. He suggested that the Committee be called to convene when there was a specific impact to timing or budget to warrant a quick or urgent decision. He further suggested that urgent decisions could if necessary be taken directly to the Management Committee due to their frequency of meetings.

The Committee agreed that it was content with the suggestion that future meetings were held on site when key milestones were achieved.

223. DRAFT FORWARD PLAN

The DR introduced the report and took the Committee through the Appendix detailing a planned work programme for the remainder of the year. He reported that most resources in the department were committed to the Theale Cross Project and advised that the search would continue for a suitable location for Theale Fire Station (Station 21).

In referring to the Appendix he reported that at the July meeting, the Committee would be requested to consider the Transport Asset Management Plan and in October, the HUB Professional contract was due for renewal and discussed the potential work around those areas.

Resolved:

- a) That the report be noted.

224. DATE OF THE NEXT MEETING

Tuesday 9 July 2013 at Hungerford Fire Station (Station 5), Church Street, Hungerford, Berkshire RG17 0JD.

The Chairman requested that transport be arranged from Whitley Wood Fire Station (Station 20) for the Committee to be taken to Station 5.

Committee Team

225. EXCLUSION OF THE PUBLIC

- 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 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.

226. PART II MINUTES OF THE MEETING HELD ON 13 MARCH 2013

Resolved:

- a) That the Part II Minutes of the meeting held on 13 March 2013 be Approved for signing by the Chairman.

The Chairman noted that the actions in the Part II minutes had been discharged.

227. RESTRUCTURE UPDATE

The DR introduced the report and provided a comprehensive update on the restructure of the Procurement and Facilities Department.

Resolved:

- a) That the report be noted.

228. THEALE FIRE STATION

A verbal update was provided by DR on the progress of locating a potential site for Station 21.

229. WINDSOR UPDATE

In the absence of the Director, Corporate Services (DCS), the ACFO provided a verbal update on the progress of Windsor Fire Station.

A tour of Crowthorne Fire Station was provided by the ACFO.

The meeting finished at 6.45 pm

Minutes signed by Chairman as a correct record:

Signature *[Handwritten Signature]*

Print Name ANGUS ROSS

Date signed 23. 7. 13

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