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AGENDA ITEM 4: MINUTES

MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S URGENCY COMMITTEE HELD AT BRIGADE HEADQUARTERS ON MONDAY 9 JUNE 2003 COMMENCING AT 6.45PM AND CONCLUDED AT 6.55PM.

**Present: J C G Brooks (Chairman), B J S Patman (Vice-Chairman),
Christine Borgars (Representing the Labour Group)**

4.01/03 PART I MINUTES: 24 FEBRUARY 2003

The Part I Minutes of the last meeting held on Monday 24 February 2003, having been previously circulated, were taken as read and signed by the Chairman as a correct record subject to the following amendment:

Minute 3.02/03 Operational Lease for Furniture

In first sentence of fifth paragraph after "accommodation" delete "t" and insert "to"

In last sentence of fifth paragraph and in Resolution 2 delete "£10,000" and insert "£18,000"

4.02/03 PREMISES SUPPORT SERVICES CONTRACT

The Urgency Committee's approval was sought (Agenda item 3 – not reproduced) to the award of a five year contract for Premises Support Services to West London Estates. An urgent decision is required so as to comply with European Procurement Legislation, which requires that a Contract Award Notice must be issued within fifty-four days of the Contract award.

Members were reminded that a report presented to the Fire Authority in March 2002 outlined the strategic analysis of the property portfolio. In addition the Best Value Review of Procurement and Supplies looked at the contractual relationship between the Royal Berkshire Fire and Rescue Service (RBFRS) and West London Estates. The Review recommended that RBFRS review the future commercial and operational need for Premises Support provision and that any contract above three years would be above European Union Threshold. It was also recommended that a competitive tendering exercise, in line with European Union Procurement Legislation, be undertaken as soon as possible, and that an interim framework agreement be put in place.

First Procurement Associates undertook the tendering process during January-March 2003 and of the eleven responses received, four were short-listed and gave presentations. Based on this assessment it was recommended that the Brigade appoint

West London Estates, who have worked with the RBFRS for nearly three years, undertaking conditions surveys and managing major project works and has provided good value for money.

A letter of intent has been issued to West London Estates confirming that, subject to Fire Authority approval, they will be awarded a five-year Contract with an option to extend for a further two years.

In response to a question the Chief Fire Officer explained how the financial implications would be met from existing premise maintenance and growth Budget Bids over the five-year period. He also drew Members' attention to the Fee Structure for Building Surveying Facilities Support Contract and in response to a request from the Chairman a copy is attached to the Minutes as Appendix 1 for information.

RESOLVED: That, on the grounds of urgency and in accordance with Standing Orders Relating to Contracts, paragraph 10 (d) and (f) the Contract be awarded to West London Estates in line with the letter of intent as detailed in paragraph 5 of the report.

4.03/00 EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business 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:

Agenda Item	Paragraph
4 Part II Minutes: Monday 24 February 2003	1

Note: The following is a summary of the items considered in the Part II Agenda of the Urgency Committee meeting held on Monday 9 June 2003.

4.04/03 PART II MINUTES: 24 FEBRUARY 2003

The Part II Minutes of the meeting held on Monday 24 February 2003 were received and approved as a correct record.

Note: At the conclusion of the meeting the Clerk and Monitoring Officer updated Members on the decision by the Appeal Tribunal to give Ms K Redman leave to appeal against the decision of the Employment Tribunal.

Signed: 
Chairman

Date: 26 August 2003

