



**Agenda  
for the Meeting  
of the  
Audit and Governance Committee**

**Monday, 4th November, 2019**

**At**

**6.30 pm**

RBFRS Headquarters  
Lynda Kenyon Suite  
Newsham Court  
Pincents Kiln  
Calcot  
Reading  
Berkshire  
RG31 7SD

For further information regarding this meeting, please contact:

Committee Team

0118 938 4611

E-Mail at [committeeteam@rbfrs.co.uk](mailto:committeeteam@rbfrs.co.uk)

Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD



**MEETING:** Audit and Governance Committee Meeting

**DATE AND TIME:** Monday, 4th November, 2019 at 6.30 pm

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## S U M M O N S

You are hereby summoned to attend the meeting of the Royal Berkshire Fire Authority at the time, date and venue indicated above, when it is proposed to deal with the business set out in the enclosed Agenda.

A light buffet will be provided.

A handwritten signature in black ink, appearing to read 'Graham Britten'.

**GRAHAM BRITTEN**  
Monitoring Officer

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**To: Members of the Audit and Governance Committee:**

Councillor Simon Werner	Councillor Graham Howe
Councillor Satpal Parmar	Councillor Tony Linden
Councillor Christine Bateson	Councillor Tina McKenzie-Boyle
Councillor Dennis Benneyworth	Councillor Jane Stanford-Beale
Councillor Tricia Brown	

**Copy to: Senior Leadership Team (SLT), Royal Berkshire Fire and Rescue Service**

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Reading, Berkshire RG31 7SD

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of Interest**

Purpose:

To receive 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, and any from Officers.

- 3. Minutes of the Meeting held on 17 September 2019 (Pages 5 - 12)**

Recommendation:

That the minutes of the meeting held on 17 September 2019, be confirmed as a correct record and signed by the Chairman.

- 4. Internal Audit Update (Pages 13 - 24)**

Purpose:

To receive for note the findings in the Audit Progress Report.

- 5. External Audit Update (Pages 25 - 28)**

Purpose:

To note the verbal update from External Auditors.

- 6. Annual Governance Statement (Pages 29 - 50)**

Recommendation:

To agree the publication of the Annual Governance Statement 2018/19.

**7. Equal Pay Audit** (*Pages 51 - 70*)

Purpose:

To receive for note the results of the Equal Pay Audit.

**8. Gender Pay Gap Report 2019** (*Pages 71 - 84*)

Purpose:

To note the contents of the report and Action Plan.

**9. Emergency Services Mobile Communications Programme** (*Pages 85 - 90*)

Purpose:

To receive for note an update on Emergency Services Mobile Communications Programme.

**10. Date of next meeting**

Monday, 27 January 2020, at 6.30pm, Lynda Kenyon Suite, Headquarters,  
Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.

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