



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

**Thursday, 28th January 2021**

**At**

**6.30 pm**

The Royal Berkshire Fire Authority's Audit and Governance Committee is being held online in accordance with the Local Authorities and Police and Crime Panels (Coronavirus\_ (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) regulations 2020.

The Authority supports the principles of openness and transparency. To enable members of the press and public to see or hear the meeting, this meeting will be livestreamed:

<https://www.youtube.com/user/RoyalBerkshireFRS>

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:** Thursday, 28th January 2021, at 6.30 pm  
**REMOTE MEETING:** <https://www.youtube.com/user/RoyalBerkshireFRS>

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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 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 Christine Bateson	Councillor Tony Linden
Councillor Jane Stanford-Beale	Councillor Harjinder Minhas
Councillor Dennis Benneyworth	Councillor Garth Simpson
Councillor Christine Hulme	Councillor Simon Werner
Councillor Tina McKenzie-Boyle	

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



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## **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 3 November 2020 (Pages 5 - 16)**

Recommendation:

That the Minutes of the meeting held on 3 November 2020, be confirmed as a correct record and signed by the Chairman.

**4. Consideration of any matters properly referred to this Committee for decision**

Recommendation:

Members to note that there have not been any matters properly referred to this Committee for decision.

**5. Internal Audit Update (Pages 17 - 42)**

Purpose:

To note the findings as presented in RSM's Progress Report.

**6. External Audit Update (Pages 43 - 44)**

Purpose:

To note the update from the External Auditor.

**7. Code of Ethics for Fire and Rescue Service (England) Presentation**

Purpose:

To receive for note the Code of Ethics for Fire and Rescue Service (England) Presentation.

**8. Complaints, Comments and Compliments Policy and Procedure (Pages 45 - 56)**

Purpose:

To approve the Complaints, Comments and Compliments Policy and Procedure.

**9. Royal Berkshire Fire Authority - Pay Policy Statement 2021/2022 (Pages 57 - 74)**

Purpose:

To recommend the Pay Policy Statement 2020/21 to Fire Authority for approval, subject to any amendments made by the Committee.

**10. Local Pensions Board - Annual Report (Pages 75 - 80)**

Purpose:

To note the contents of the report including activities undertaken by Royal Berkshire Fire and Rescue Service, the Pension Administrator and the Local Pensions Board.

**11. Quarter Two Performance Report for 2020/21 (Pages 81 - 130)**

Purpose:

To receive for note an overview of the Royal Berkshire Fire and Rescue Service second quarter (July to September 2020) performance for the 2020/21 financial year.

**12. Date of next meeting**

Wednesday, 31 March 2021, at 6.30pm. The press and press will be able to watch this meeting on Royal Berkshire Fire and Rescue Service YouTube page. <https://www.youtube.com/user/RoyalBerkshireFRS>

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