



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

**Monday, 19th July 2021**

**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, 19th July 2021, at 6.30 pm

**VENUE:** Lynda Kenyon Suite  
RBFRS Headquarters  
Newsham Court  
Pincents Kiln  
Calcot  
Reading, Berkshire RG31 7SD

---

## 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

---

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

Councillor Christine Bateson	Councillor Garth Simpson
Councillor Jane Stanford-Beale	Councillor Simon Werner
Councillor Tina McKenzie-Boyle	Councillor Anne Chadwick
Councillor Tony Linden	Councillor Avtar Cheema
Councillor Harjinder Minhas	

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

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, 19th July 2021, at 6.30 pm

**VENUE:** Lynda Kenyon Suite  
RBFRS Headquarters  
Newsham Court  
Pincent's Kiln  
Calcot  
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 31 March 2021 (Pages 7 - 14)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 31 March 2021, be confirmed as a correct record and signed by the Chairman.

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

**5. Internal Audit Update (Pages 15 - 48)**

Purpose:

To note the 2020/21 Annual Report as well as the findings from the Performance Development Review audit.

**6. External Audit Update (Pages 49 - 106)**

Purpose:

To note the Audit Results Report.

**7. Annual Governance Statement** *(Pages 107 - 140)*

Purpose:

To agree the Annual Governance Statement 2020/21.

**8. Emergency Services Mobile Communications Programme** *(Pages 141 - 146)*

Purpose:

To note the Emergency Services Mobile Communications Programme report.

**9. Scrutiny Task and Finish Group Recommendation** *(Pages 147 - 166)*

Purpose:

To agree the recommendations of the Scrutiny Task and Finish Group.

**10. Guiding Principles for Property Disposals** *(Pages 167 - 202)*

Purpose:

To recommend that the Management Committee approve the guiding principles on property disposals.

**11. Pension Board Annual Update** *(Pages 203 - 210)*

Purpose:

To receive for note Pension Board Annual Report.

**12. Annual Report 2020/2021** *(Pages 211 - 256)*

Purpose:

To receive for note RBFRS Annual Report prior to external publication.

**13. Quarterly Performance Report (January - March 2021) - Quarter Four** *(Pages 257 - 260)*

Purpose:

To receive for note overview of Royal Berkshire Fire and Rescue Service's (RBFRS) quarter four performance for the 2020/21 financial year.

Please note the Quarterly Performance report is printed under a separate cover.

**14. Date of next meeting**

Wednesday, 20 October 2021, at 6.30pm, Lynda Kenyon Suite, Royal Berkshire Fire and Rescue Service (RBFRS) Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.

---