



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

Monday, 24th January 2022

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

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



MEETING: Audit and Governance Committee Meeting

DATE AND TIME: Monday, 24th January 2022, 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 handwritten signature in black ink, appearing to read 'Graham Britten'.

GRAHAM BRITTEN
Monitoring Officer

To: Members of the Audit and Governance Committee:

| | |
|--------------------------------|-----------------------------|
| Councillor Anne Chadwick | Councillor Tony Linden |
| Councillor Avtar Cheema | Councillor Harjinder Minhas |
| Councillor Christine Bateson | Councillor Garth Simpson |
| Councillor Jane Stanford-Beale | 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 20 October 2021 (Pages 7 - 14)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 20 October 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 - 42)**

Recommendation:

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

- 6. External Audit Update (Pages 43 - 88)**

Recommendation:

To note the contents of the Audit Planning Report in Appendix A.

7. Emergency Services Mobile Communications Programme - Presentation

Purpose:

To receive a presentation on the update of Emergency Services Mobile Communications Programme.

8. Pay Policy Statement 2022/2023 (Pages 89 - 106)

Recommendation:

To note and recommend approval of the RBFA Pay Policy Statement 2022/2023 to the Fire Authority meeting on 15 February 2022.

9. Member Code of Conduct Review and Consultation (Pages 107 - 134)

Recommendation:

To agree a six week consultation on the draft RBFA Member Code of Conduct, and that the findings of the consultation are brought back to the Committee for recommendation to the Fire Authority.

10. Grievance, Bullying and Harassment Policy; Anti-Fraud, Bribery and Corruption Policy; Employee Code of Conduct; Behavioural Competency Framework (Pages 135 - 196)

Recommendation:

To approve the revised Grievance, Bullying and Harassment Policy and Anti-Fraud, Bribery and Corruption Policy, subject to any further amendments the Committee may wish to make and note the changes to the Employee Code of Conduct and the Behavioural Competency Framework.

11. Gender and Ethnicity Pay Gap Reports 2021 (Pages 197 - 222)

Recommendation:

To note the Gender Pay Gap Report, Gender Pay Gap Action Plan and Ethnicity Pay Gap Report and agree that the Gender Pay Gap Report and the Ethnicity Pay Gap Report are published on the RBFRS website.

12. Local Pensions Board Six Month Update (Pages 223 - 228)

Purpose:

To note the Local Pension Board six month update.

13. Quarterly Performance Report - Quarter Two (Pages 229 - 232)

Purpose:

To provide the Committee with an overview of Royal Berkshire Fire and Rescue Service's (RBFRS) Quarter Two performance for the 2021/22 financial

year.

Quarter Two Performance Report (Appendix A) is printed under a separate cover.

14. Date of next meeting

Wednesday, 23 March 2022, at 6.30pm, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.
