



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

**Wednesday, 23rd March 2022**

**At**

**6.30pm**

**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



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**DATE AND TIME:** Wednesday, 23rd March 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

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

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

**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 24 January 2022 (Pages 7 - 18)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 24 January 2022, be confirmed as a correct record and signed by the Chairman.

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

Item 13 – Strategic Asset Investment Framework ICT Business Cases, from Fire Authority on 15 February 2022.

- 5. Internal Audit Update (Pages 19 - 78)**

Purpose:

To note the finding as presented in RSM's Progress Report

- 6. External Audit Update (Pages 79 - 126)**

Purpose:

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

**7. Annual Statement of Assurance 2020/21** *(Pages 127 - 148)*

Purpose:

To note the summary judgements within the Statement of Assurance for each of the four key areas of Finance, Governance, Operations and delivering the National Framework, and agree the 2020/21 Statement of Assurance for publication.

**8. Member Code of Conduct Review and Consultation Results** *(Pages 149 - 192)*

Purpose:

To receive for note the results of the Draft RBFA Code of Conduct Consultation and recommend the adoption of the Code of Conduct to the Fire Authority for approval.

**9. Protocol on Member and Officer Relations** *(Pages 193 - 212)*

Purpose:

To agree the amendments to the Protocol on Member and Officer Relations, and that it be published on Royal Berkshire Fire and Rescue Service website.

**10. Complaints, Comments and Compliments Policy Review** *(Pages 213 - 240)*

Purpose:

To agree the proposed changes to the Complaints, Comments and Compliments Policy, and note that staff and Representative Bodies will be consulted on the proposed changes.

**11. Member Development Annual Report and Progress against the Action Plan** *(Pages 241 - 264)*

Purpose:

To note the Annual Report on Member Development, progress against the Action Plan and Member Development Survey Results.

**12. Annual Report on Governance** *(Pages 265 - 278)*

Purpose:

To note the contents of the report and recommend the Fire Authority note Members' Allowances and Attendance record from 1 June 2021 – 31 May 2022.

**13. Information Communication Technology (ICT) Strategic Asset Investment Framework (SAIF) Clarification and Business Cases** *(Pages 279 - 338)*

Purpose:

To note the content of the report, the appended business cases and associated Equality Impact Assessments.

**14. CIPFA Financial Management Code Report** *(Pages 339 - 350)*

Purpose:

To receive for note the contents as presented in the CIPFA Financial Management Report.

**15. Quarterly Performance Report Quarter Three** *(Pages 351 - 354)*

Purpose:

To receive for note an overview of Royal Berkshire Fire and Rescue Service's (RBFRS) Quarter Three performance for the 2021/22 financial year.

The Quarterly Performance Report is printed under a separate cover.

**16. Date of next meeting**

Thursday 28 July 2022, at 6.30pm, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.

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