



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

**Monday, 17th October 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](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, 17th October 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 Christine Bateson	Councillor Mike Smith
Councillor Tricia Brown	Councillor Morag Malvern
Councillor Haqeeq Dar	Councillor Sandra Malik
Councillor Biyi Oloko	Councillor Tina McKenzie-Boyle
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 28 July 2022 (Pages 5 - 14)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 28 July, be confirmed, as a correct record and signed by the Chair.

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

Recommendation:

That it be noted that were no matters properly referred to this Committee for decision.

- 5. External Audit Update (Pages 15 - 62)**

Purpose:

To note the External Audit Report and verbal update.

**6. Disciplinary Policy** (*Pages 63 - 82*)

Purpose:

To approve the Disciplinary Policy, attached as Appendix A.

**7. Quarterly Performance Report 2022/23 - Quarter One (April - June 2022)**  
(*Pages 83 - 146*)

Purpose:

To provide the Committee with an overview of Royal Berkshire Fire and Rescue Service's (RBFRS) quarter one performance from April to June 2022.

**8. Forward Plan** (*Pages 147 - 148*)

Recommendation:

To note the Forward Plan.

**9. Date of next meeting**

Monday, 23 January 2023, at 6.30pm, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.

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