



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

**Wednesday, 24th January, 2024**

**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:** Wednesday, 24th January, 2024 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 Dennis Benneyworth	Councillor Morag Malvern
Councillor Tricia Brown	Councillor Dave McElroy
Councillor Haqeeq Dar	Councillor Joshua Reynolds
Councillor Billy Drummond	Councillor Robert Stedmond
Councillor Owen Jeffery	

**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 30 October 2023 (Pages 5 - 12)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 30 October 2023, be confirmed as a correct record and signed by the Chair.

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

There were no matters referred to this Committee for decision.

- 5. Internal Audit Update (Pages 13 - 52)**

Purpose:

To note RSM's progress report.

- 6. External Audit Update (Pages 53 - 54)**

Purpose:

To note the update report from the External Auditors, EY.

**7. Pay Policy Statement** *(Pages 55 - 74)*

Purpose:

To note the report, and recommend the draft Pay Policy Statement 2024/25 (Appendix A) to the Fire Authority for approval.

**8. Gender and Ethnicity Pay Gap reports 2023** *(Pages 75 - 116)*

Purpose:

To note the Gender and Ethnicity Pay Gap reports, and agree that they are published on rbfrs and gov.uk website.

**9. Code of Conduct Consultation** *(Pages 117 - 132)*

Purpose:

To note the outcome of the second consultation on the RBFA Member Code of Conduct; and recommend to the Fire Authority that it agree the RBFA Code of Conduct Consultation be held every three years, subject to any proposed updates for which the draft Code of Conduct document will be consulted upon sooner.

**10. Quarterly Performance Report- Quarter Two** *(Pages 133 - 136)*

Purpose:

To note of Royal Berkshire Fire and Rescue Service's (RBFRS) quarter two performance for the 2023/24 financial year.

**11. Forward Plan** *(Pages 137 - 138)*

Purpose:

To note the Forward Plan.

**12. Date of next meeting**

Thursday 28 March 2024, at 6.30pm, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.

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