



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

Thursday, 1st November, 2018

At

6.30 pm

RBFRS Headquarters
Room 301
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



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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 light buffet will be provided.

A handwritten signature in black ink, appearing to read 'Graham Britten'.

GRAHAM BRITTEN
Monitoring Officer

To: Members of the Audit and Governance Committee:

Councillor Jeff Brooks	Councillor Christine Bateson
Councillor Jan Gavin	Councillor Adrian Edwards
Councillor Dexter Smith	Councillor Iain McCracken
Councillor Satpal Parmar	Councillor Paul Bryant
Councillor Alistair Auty	

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

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AGENDA

1. Apologies for Absence

Apologies received from Councillors Jan Gavin and Satpal Parmar.

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 26 July 2018 (Pages 7 - 20)

Recommendation:

That the Minutes of the meeting held on 26 July 2018 be confirmed as a correct record and signed by the Chairman.

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

Recommendation:

Item 12 was referred by Management Committee on 4 December 2017 for this meeting to consider.

5. Internal Audit Update (Pages 21 - 42)

Purpose:

To receive for note the progress on the 2018/19 Audit Plan, and to agree the audit scopes for vehicle disposal and recruitment practices.

6. External Audit Update (*Pages 43 - 44*)

Purpose:

To receive for note a verbal update from the External Auditor.

7. Emergency Services Mobile Communication Project Update (*Pages 45 - 60*)

Purpose:

To receive for note an update on Emergency Services Mobile Communication Project.

8. Quarterly Performance Report 2017 -18 - Quarter 1 (April to June 2018)
(*Pages 61 - 64*)

Purpose:

To note an overview of Royal Berkshire Fire and Rescue Service's (RBFRS) quarter 1 (April – June) performance for the 2018/19 financial year.

Quarter 1 Performance Report is printed under a separate cover.

9. Date of next meeting

Tuesday 11 December at 6.30pm, Room 301, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.

10. Exclusion of the public (*Pages 65 - 66*)

Recommendation:

To Resolve that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following Agenda Items on the grounds that they involve the likely disclosure of exempt information, as defined in Paragraph 3 of Part I of Schedule 12A of the said Act indicated and is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Categories of 'Exempt Information' under Schedule 12A of the Local Government Act 1972.

11. Part II Minutes of the Meeting held on 26 July 2018 (*Pages 67 - 70*)

Recommendation:

That the Part II Minutes of the meeting held on 26 July 2018 be confirmed as a correct record and signed by the Chairman.

12. Capital Projects Closedown - Newsham Court and Wokingham Fire Station *(Pages 71 - 100)*

Purpose:

To approve the report prepared by the Capital Projects Closedown Task and Finish Group.
