



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

**Monday 11 March 2019**

**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



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**DATE AND TIME:** Monday 11 March 2019 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 light buffet will be provided.

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

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

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Reading, Berkshire RG31 7SD

## **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 11 December 2018 (Pages 7 - 18)**

Recommendation:

That the minutes of the meeting held on 11 December 2018 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 19 - 70)**

Purpose:

To approve the 2019/20 Audit Plan and to note the Internal Auditor's progress report.

**6. External Audit Update (Pages 71 - 80)**

Purpose:

To receive for note the Audit Planning report from the External Auditor.

**7. Annual Plan 2019/20 (Pages 81 - 84)**

Purpose:

To recommend the 2019/20 Annual Plan to the Fire Authority on 29 April 2019 for approval. Please note this document is printed under a separate cover.

**8. Local Pensions Board - Annual Report (Pages 85 - 90)**

Purpose:

To agree future annual reports from the Local Pensions Board report to the Committee at the July meeting, and to note the contents of the report.

**9. Annual Report on Governance (Pages 91 - 102)**

Purpose:

To consider the Annual Report on Governance for submission to the Fire Authority.

**10. Emergency Services Mobile Communication Project Update and Presentation (Pages 103 - 114)**

Purpose:

To receive a presentation and note an update on the Emergency Services Mobile Communication Project.

**11. Member Development Annual Report (Pages 115 - 130)**

Purpose:

To receive for note the Annual Report on Member Development.

**12. Service Redesign: Wargrave Fire Station Progress Report (Pages 131 - 136)**

Purpose:

To provide for note an update on the progress of Wargrave Fire Station against the two key criteria as set out in the report.

**13. Quarter 3 Performance Report (October - December 2018) (Pages 137 - 140)**

Purpose:

To provide the Committee with an overview of Royal Berkshire Fire and Rescue Service's (RBFRS) third quarter (October – December 2018) performance for the 2018/19 financial year.

Please note the Quarter 3 Performance report is printed under a separate cover.

**14. Date of next meeting**

Thursday 4 July 2019, at 6.30pm, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.