

ROYAL BERKSHIRE FIRE AUTHORITY



COMMITTEE	FIRE AUTHORITY
DATE OF MEETING	25 JUNE 2020
SUBJECT	2020/21 CORPORATE CALENDAR
LEAD OFFICER	KATIE MILLS, HEAD OF CORPORATE SERVICES
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	DECISION

1. **EXECUTIVE SUMMARY**

- 1.1 Members are asked to agree the 2020/21 Corporate Calendar listing dates of Fire Authority and Committee meetings during 2020/21.

2. **RECOMMENDATION**

- 2.1 **AGREE** the 2020/21 Corporate Calendar.

3. **REPORT**

- 3.1 On an annual basis, Royal Berkshire Fire Authority (RBFA) Members are asked to approve its Corporate Calendar. This report is presented to the June Fire Authority following the approval of the unitary authorities' Council and committee meeting schedules.
- 3.2 The Democratic Support Team has worked closely with its counterparts in the six unitary authorities to avoid clashes with full Council and Fire Authority meetings. Members will note that it is impossible to avoid some clashes, which may affect Member attendance at RBFA committee meetings.
- 3.3 Five Management Committee have been programmed into the calendar during the year, however, subject to business need, additional meetings may be programmed into the Calendar as required.
- 3.4 The Audit and Governance Committee will continue to monitor the attendance of Members on an annual basis and feedback attendance figures to the Fire Authority later in the year.

3.5 An additional Audit and Governance Committee meeting has been scheduled to be held in September 2020, totalling five meetings in 2020/21. Ernst and Young (External Auditors) have scheduled to audit RBFA Accounts in July / August 2020, which has meant the earliest date for Member sign off is on 30 September 2020, which resulted in the need for an additional meeting

3.6 In 2020/21 Thames Valley Fire Control Service (TVFCS) Joint Committee meetings will be held at Oxfordshire Fire and Rescue Service Headquarters. These meeting dates have been arranged separately.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

4.1 The business undertaken at the meetings proposed within the Calendar will contribute to the delivery of the Strategic Commitments.

5. FINANCIAL IMPLICATIONS

5.1 Member Allowances and reimbursement of travel expenses has been identified as a financial implication. An annual review of Member Allowances and expenses is monitored by Audit and Governance Committee and will be presented to Royal Berkshire Fire Authority later in the year.

6. LEGAL IMPLICATIONS

6.1 No legal implications were identified for the purposes of this report.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 There were no equality and diversity implications identified for the purposes of this report.

8. RISK IMPLICATIONS

8.1 No risk implications were identified for the purposes of this report.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 Not applicable.

10. PRINCIPAL CONSULTATION

10.1 The Senior Leadership Team and Monitoring Officer was consulted in the preparation of this report.

11. BACKGROUND PAPERS

11.1 None.

12. APPENDICES

12.1 Appendix A – 2020/21 Corporate Calendar.

13. CONTACT DETAILS

13.1 Fayth Rowe, Democratic Support Lead 0118 938 4611

13.2 Hannah Sheehan, Democratic Support Assistant 0118 938 4613