

2017/18 CORPORATE CALENDAR

FIRE AUTHORITY MEETINGS AND COMMITTEES



PRESENTED TO: FIRE AUTHORITY

DATE OF MEETING: 18 APRIL 2017

OFFICER PRESENTING REPORT: HEAD OF CORPORATE SERVICES;
KATIE MILLS

1. PURPOSE AND SUMMARY OF REPORT

- 1.1. The Corporate Calendar is a schedule of Fire Authority, committee meetings and Member events for the 2017/18 Municipal Year.
- 1.2. The purpose of this report is to seek Fire Authority approval of the committee meeting dates and events in 2017/18. Dates will be published on RBFRS website following Member approval.

2. RECOMMENDATIONS

That the Fire Authority:

- 2.1. **AGREE** the 2017/18 Corporate Calendar (Appendix A).

3. BACKGROUND AND SUPPORTING INFORMATION

- 3.1. It has almost been 1 year (25 April 2016) since the Fire Authority approved its streamlined governance arrangements reducing the size of its membership from 25 to 20, and the reduction of the number of committees to Audit and Governance and Management Committee.
- 3.2. The 2016/17 Municipal Year saw additional Fire Authority and Management Committee meetings scheduled to accommodate the decision making process for Integrated Risk Management Plan (IRMP) consultation.
- 3.3. In 2017/18, the frequency of 4 Fire Authority and Audit and Governance Committee meetings per year has originally agreed.
- 3.4. Following a review of committee business in 2016/17, it is recommended that 5 meetings of the Management Committee be scheduled in 2017/18 with the option for a sixth meeting should it be required. At the current time, this is believed to be the optimum number to ensure an appropriate level of business at each meeting and aid effective agenda management.
- 3.5. In scheduling the attached Corporate Calendar, each of the six Unitary Authorities was contacted and their schedule of committees in 2017/18 have been compared against ours in order to avoid meeting clashes with full Council and proposed Fire Authority meetings. At the time of writing this report, none of the dates in the draft Corporate Calendar clashes with any Unitary Authority full

Council meeting, however, it was impossible to avoid clashes with Unitary Authority smaller committee meetings.

3.6. Members are asked to approve 2017/18 Corporate Calendar (Appendix A). On approval, the Corporate Calendar will be published on RBFRS website.

4. FINANCIAL, LEGAL, RISK MANAGEMENT, ENVIRONMENTAL AND EQUALITY IMPLICATIONS

4.1. There are no financial, risk management, environmental and equality implications.

5. COMPLIANCE WITH STANDING ORDERS / FINANCIAL REGULATIONS

5.1. This report is in compliance with Fire Authority Standing Orders.

6. CONTRIBUTION TO STRATEGIC COMMITMENTS

6.1 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

7. ASSESSMENT AGAINST THE PARTNERSHIP FOR COMMON SENSE

7.1. Content in accordance with Partnership for common sense.

8. BACKGROUND PAPERS

8.1. None.

9. CONSULTATION WITH STATUTORY OFFICERS

9.1. Chief Fire Officer

The Chief Fire Officer was consulted during the preparation of this report.

9.2. Head of Finance and Procurement

The Head of Finance and Procurement was consulted during the preparation of this report.

9.3. Monitoring Officer

The Monitoring Officer was consulted during the preparation of this report.

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Date of report: 5 April 2017