

**ROYAL BERKSHIRE FIRE AUTHORITY'S FORWARD PLAN  
(WORKING DOCUMENT)**

ITEM	DECISION BODY	NEXT REPORTING DATE	FEEDING FROM/TO	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Calendar of meetings 17/18	Fire Authority	18.04.17			approve	DP&OD		Part I
IRMP Consultation Results / member decision on option	Fire Authority	18.04.17			approve	AM (R&P)	Cllr Webster	Part I
Firefighter Pension discretions	Fire Authority	18.04.17			Note	DCFO		Part I
Forward Plan	Fire Authority	18.04.17			Note	Lead Officers		Part I
<b>Information reports</b>	Fire Authority	18.04.17	Exception reports from	A full report as required, or as	Note	Lead Officers		Part I
Membership and Structure of the FA	Fire Authority	28.06.17		Annual	Approve	DCFO		Part I
Appointment of Chairman / vice-Chairman	Fire Authority	28.06.17		Annual	appoint	DCFO		Part I
Appointments of Champions 2017/18	Fire Authority	28.06.17		Annual	appoint	DCFO		Part I
Appointments to Outside Bodies 2017/18	Fire Authority	28.06.17		Annual	appoint	DCFO		Part I
Lead MEMBERS six month update Report	Fire Authority	28.06.17			Note	Lead Officers	All Lead	Part I
CHAMPIONS six month update REPORTS	Fire Authority	28.06.17			Note	Lead Officers	All Member	Part I
Annual Report on Governance - to include Member attendance, allowances and expenses	Fire Authority	28.06.17		Annual	agree	DCFO		Part I
Code of Conduct: Dispensations	Fire Authority	28.06.17			agree	DCFO		Part I
2016/17 Provisional Outturn	Fire Authority	28.06.17			note	HF&P		Part I
RBFRS Trading Company Annual Report	Fire Authority	28.06.17		Annual	note	DCFO		Part I
<b>Information reports</b>	Fire Authority	28.06.17	Exception reports from Committees Report to FA.	A full report as required, or as an exception report or as part of an annual report.	note	Lead Officers		Part I
Appointments of Chairman / Vice-Chairman	Management Committee	17.07.17		annual	appoint	DCFO		Part I
Pre-arranged Overtime and establishment	Management	17.07.17	from 21.11.16			AM (E)		Part I
Crewing level Monitoring - Quarter 4 and Quarter 1 (17/18)	Management Committee	17.07.17		quarterly	note	ACFO		Part I

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Budget Monitoring - Quarter 4	Managemnt Committee	17.07.17			note	HF&P		Part I
Appointment of Chairman / vice-Chairman 2017/18	A&GC	27.07.17		annual	appoint	DCFO		Part I
Emergency Services Mobile Communications Programme	A&GC	27.07.17		each mtg	note	ACFO		Part I
Internal Audit report	A&GC	27.07.17		each mtg	note	DCFO		Part I
Transition Fund Update	A&GC	27.07.17		each mtg	note	HF&P		Part I
Quarter 4 Performance report of key performance measures - to include ICT Strategy update	A&GC	27.07.17			note	DCFO		Part I