

# ROYAL BERKSHIRE FIRE AUTHORITY REPORT



<b>COMMITTEE</b>	<b>FIRE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>22 APRIL 2024</b>
<b>SUBJECT</b>	<b>2024/25 CORPORATE CALENDAR</b>
<b>LEAD OFFICER</b>	<b>PAUL BREMBLE, HEAD OF CORPORATE SERVICES</b>
<b>LEAD MEMBER</b>	<b>N/A</b>
<b>EXEMPT INFORMATION</b>	<b>NONE</b>
<b>ACTION</b>	<b>DECISION</b>

## 1. **EXECUTIVE SUMMARY**

- 1.1 Members are asked to agree Corporate Calendar dates of Fire Authority and Committee meetings during 2024/25.

## 2. **RECOMMENDATION**

That the Fire Authority:

- 2.1 **AGREE** 2024/25 Corporate Calendar dates.

## 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 April Fire Authority following approval of unitary authorities' Council and committee meeting schedules.
- 3.2 The Democratic Support Team has worked closely with Berkshire unitary authorities to avoid meeting clashes with full Council and Fire Authority meetings, although difficult to completely achieve due to possible in-year changes to council meetings.
- 3.3 Appendix A is aligned to municipal calendar of meetings (May 2024 to May 2025).

- 3.4 At the time of writing, the proposed Fire Authority and Committee meetings dates in Appendix A, do not clash with full Unitary Authority Council meetings, however, this will be reviewed throughout the year.
- 3.5 All Fire Authority and Committee meetings listed will be held in public, except for Member workshop dates which have been included for transparency. Five Management Committee and four Audit and Governance Committee meetings have been scheduled however, subject to business need, additional meetings or workshops may be programmed into the Calendar, as required.
- 3.6 It is inevitable, Fire Authority Members will have clashes with their respective Unitary Authority committee meetings and Fire Authority committee meetings during the year. Members are reminded to arrange substitutes wherever possible to ensure that the meeting is quorate in line with SO110 of RBFA Standing Orders.
- 3.7 Audit and Governance Committee will continue to monitor the attendance of Members on an annual basis and will feedback 2024/25 attendance figures to the Fire Authority in June 2025.
- 3.8 In 2024/25, Thames Valley Fire Control Service (TVFCS) Joint Committee meetings will be hosted and held at Royal Berkshire Fire and Rescue Service (RBFRS) Headquarters, Newsham Court, Pincents Kiln, Calot, Reading RG31 7SD. All meetings are held in public, and agendas published on rbfrs website. Joint Committee meeting dates were agreed by current (23/24) Members of the Joint Committee.
- 3.9 Subject to Member approval, 2024/25 Fire Authority and Committee meeting dates will be subsequently added to Members calendars following Fire Authority annual meeting on 24 June 2024, when Members appointments to committees have been made.

#### **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 in June 2025.

#### **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 were consulted in the preparation of this report.

**11. BACKGROUND PAPERS**

11.1 None.

**12. APPENDICES**

12.1 Appendix A- 2024/25 Corporate Calendar.

**13. CONTACT DETAILS**

13.1 Fayth Rowe, Democratic Support Lead 07500 991975.