

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Appointment of Chair and Vice-Chair	Management Committee	22.07.24	Annual	Agree	MO	N/A	Part I
Annual Outturn	Management Committee	22.07.24	Annual	Note	HF&P	N/A	Part I
LED Lighting Project - Priority 2 sites	Management Committee	22.07.24	Ad-Hoc	Agree	HoA	Strategic Assessts and Sustainability Lead	Part I
Fleet SAIF Budget	Management Committee	22.07.24	Ad-hoc	Agree	HoA	N/A	Part I
Minor Capital Works SAIF Budget	Management Committee	22.07.24	Ad-hoc	Agree	HoA	N/A	Part I
Q4 Appliance Availability	Management Committee	22.07.24	quarterly	Note	AM (R&R)	N/A	Part I
BT Contract Update	Management Committee	22.07.24	Ad-hoc	Agree	HBIS	N/A	Part II
Culture Development Update	Management Committee	08.10.24	Ad-hoc	Note	CFO	Chair	Part I
Budget Monitoring Q1	Management Committee	08.10.24	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q1	Management Committee	08.10.24	quarterly	Note	AM (R&R)	N/A	Part I
Workwear Project	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Property Asset Management Strategy	Management Committee	08.10.24	Ad-hoc	Agree	HoA	Strategic Assessts and Sustainability Lead	Part I
Fleet and Equipment Strategy	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Property Asset Management Strategy	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Langley Refurbishment	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I
Sustainability Strategy	Management Committee	08.10.24	Ad-hoc	Agree	HoA	N/A	Part I

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External Audit report	A&GC	21.10.24	Quarterly	Note	HF&P	N/A	Part I
Internal Audit report	A&GC	21.10.24	Annual	Note	HF&P	N/A	Part I
Internal assessment of effectiveness within discipline	A&GC	21.10.24	Ad-hoc	Agree	HHR&L&D	N/A	Part I
Statement of Accounts	A&GC	21.10.24	Annual	Agree	HF&P	N/A	Part I
Contract Regulations	A&GC	21.10.24	Ad-hoc	Note and recommend	HF&P	N/A	Part I
Lease changes	A&GC	21.10.24	Ad-hoc	Note	HF&P	N/A	Part I
Statement of Assurance 22/23	A&GC	21.10.24	Annual	Note and Recommend	HCS	RBFA Chairman and A&GC Chairman	Part I
Q1 Performance Report	A&GC	21.10.24	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Constitutional update	A&GC	21.10.24	Ad-hoc	Note and recommend	MO	N/A	Part I
Annual Treasury Report and Mid-year report	Fire Authority	13.11.24	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Contract Regulations	Fire Authority	13.11.24	Ad-hoc	Agree	HF&P	N/A	Part I
TVFCS Joint Committee Annual Report 2023/24	Fire Authority	13.11.24	Annual	Note	AM (C&P)	Collaboration Lead	Part I
Annual Report on Governance - to include Member attendance, allowances and expenses	Fire Authority	13.11.24	Annual	Note	HCS	A&GC Chairman	Part I
Constitutional update	Fire Authority	13.11.24	Ad-hoc	Approve	MO	N/A	Part I
Budget Monitoring Q2	Management Committee	04.12.24	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q2	Management Committee	04.12.24	quarterly	Note	AM (R&R)	N/A	Part I
Quarterly Performance Report/Budget Monitoring	TVFCS Joint Committee	12.12.24	Bi annual	Note	AM C&P and HF&P	N/A	Part I

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Statement of Assurance 23/24	A&GC	30.01.25	Quarterly	Note and Recommend	HCS	RBFA Chairman and A&GC Chairman	Part I
Annual Governance Statement 22/23	A&GC	30.01.25	Annual	Note	HCS	N/A	Part I
Gender, Ethnicity and Equality Pay Gap	A&GC	30.01.25	Annual	Note	HHR&L&D	N/A	Part I
Pay Policy Statement	A&GC	30.01.25	Annual	Note and Recommend	HHR&L&D	N/A	Part I
Internal Audit report	A&GC	30.01.25	Quarterly	Note	HF&P	N/A	Part I
Q2 Performance Report	A&GC	30.01.25	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Scheme of Member Allowances Annual Review	Management Committee	10.02.25	Annual	Note and recommend	MO	N/A	Part I
Budget Monitoring Q3	Management Committee	10.02.25	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q3	Management Committee	10.02.25	Quarterly	Note	AM (R&R)	N/A	Part I
Scheme of Member Allowances Annual Review	Fire Authority	19.02.25	Annual	Approve	MO	N/A	Part I
Annual Budget 24/25, Medium Term Financial Plan & Strategic Asset Investment Framework and TVFCS Budget	Fire Authority	19.02.25	Annual	Agree	HF&P	Budget and Income Generation/ Collaboration and Strategic Assets Lead	Part I
Annual Plan	Fire Authority	19.02.25	Annual	Agree	HCS	N/A	Part I
Pay Policy Statement	Fire Authority	19.02.25	Annual	Agree	HHR&L&D	N/A	Part I
Quarterly Performance Report/Budget Monitoring	TVFCS Joint Committee	17.03.25	Bi annual	Note	AM C&P and HF&P	N/A	Part I
Internal Audit Report	A&GC	24.03.25	quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	24.03.25	quarterly	Note	HF&P	N/A	Part I
Annual Report on Members Development	A&GC	24.03.25	Annual	Note and Recommend	HCS	Member Development Champion	Part I

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Annual report on Governance / Members attendance and allowances / Code of Conduct annual consultation results	A&GC	24.03.25	Annual	Note and Recommend	HCS	A&GC Chairman	Part I
Quarter 3 Performance Report	A&GC	24.03.25	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
	Management Committee	07.04.25	Ad-hoc	Agree	HCS	N/A	Part I
Corporate Calendar 2025/26	Fire Authority	17.04.25	Annual	Agree	HCS	N/A	Part I
Lead Member and Champion Annual Reports	Fire Authority	17.04.25	Annual	Note	Lead Officers	Lead Members	Part I