

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

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| Sustainability Strategy | Management Committee | 08.10.24 | Ad-hoc | Agree | HoA | N/A |
| External Audit report | A&GC | 21.10.24 | Quarterly | Note | HF&P | N/A |
| Internal Audit report | A&GC | 21.10.24 | Annual | Note | HF&P | N/A |
| Internal assessment of effectiveness within discipline | A&GC | 21.10.24 | Ad-hoc | Agree | HHR&L&D | N/A |
| Statement of Accounts | A&GC | 21.10.24 | Annual | Agree | HF&P | N/A |
| Contract Regulations | A&GC | 21.10.24 | Ad-hoc | Note and recommend | HF&P | N/A |
| Lease changes | A&GC | 21.10.24 | Ad-hoc | Note | HF&P | N/A |
| Statement of Assurance 22/23 | A&GC | 21.10.24 | Annual | Note and Recommend | HCS | RBFA Chairman and A&GC Chairman |
| Q1 Performance Report | A&GC | 21.10.24 | Quarterly | Note | Data, Performance and Risk Manager | N/A |
| Constitutional update | A&GC | 21.10.24 | Ad-hoc | Note and recommend | MO | N/A |
| Annual Treasury Report and Mid-year report | Fire Authority | 13.11.24 | Annual | Note | HF&P | Budget and Income Generation Lead |
| Contract Regulations | Fire Authority | 13.11.24 | Ad-hoc | Agree | HF&P | N/A |
| TVFCS Joint Committee Annual Report 2023/24 | Fire Authority | 13.11.24 | Annual | Note | AM (C&P) | Collaboration Lead |
| Annual Report on Governance - to include Member attendance, allowances and expenses | Fire Authority | 13.11.24 | Annual | Note | HCS | A&GC Chairman |
| Constitutional update | Fire Authority | 13.11.24 | Ad-hoc | Approve | MO | N/A |
| Budget Monitoring Q2 | Management Committee | 04.12.24 | Annual | Note | HF&P | Budget and Income Generation Lead |
| Appliance Availability Q2 | Management Committee | 04.12.24 | quarterly | Note | AM (R&R) | N/A |
| Quarterly Performance Report/Budget Monitoring | TVFCS Joint Committee | 12.12.24 | Bi annual | Note | AM C&P and HF&P | N/A |

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

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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 |
| Quarter 3 Performance Report | A&GC | 24.03.25 | Quarterly | Note | Data, Performance and Risk Manager | N/A |
| | Management Committee | 07.04.25 | Ad-hoc | Agree | HCS | N/A |
| Corporate Calendar 2025/26 | Fire Authority | 17.04.25 | Annual | Agree | HCS | N/A |
| Lead Member and Champion Annual Reports | Fire Authority | 17.04.25 | Annual | Note | Lead Officers | Lead Members |

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