

AVON FIRE AUTHORITY

MEETING:	Avon Fire Authority
MEETING DATE:	Wednesday, 14 December 2022
REPORT OF:	The Clerk
SUBJECT:	Fire Authority meeting dates 2023/24 and Forward Plan 2022/23

1. SUMMARY

The purpose of this report is to present for Fire Authority approval the proposed schedule of meetings for the Municipal Year 2023/24.

In addition, the report presents a revised Forward Plan of key reports which will be considered by Members at the next iteration of Fire Authority and Committee meetings.

2. RECOMMENDATIONS

The Avon Fire Authority is asked to:

- a) Approve the proposed Schedule of Meetings for the Municipal Year 2023/24.
- b) Note the revised Forward Plan for the remainder of the 2022/23 Municipal Year.

3. BACKGROUND

- 3.1 Every year proposed meeting dates for the next Fire Authority Municipal Year are published as early as possible; to give Members sufficient notice of their diary commitments. Those dates have been fixed to ensure that they align with key financial and other deadlines and may be subject to amendment to avoid clashes, once all the unitary authorities have published their Municipal Year meeting dates for 2023/24.

4. **FINANCIAL IMPLICATIONS**

4.1 This report has no financial implications, as the cost of community venues for meetings will be met from existing budgets.

5. **KEY CONSIDERATIONS**

5.1 The proposed dates for the Municipal Year 2023/24 are set out in the table below:

Meeting	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24
AFA	Wed 21 AGM				Wed 4		Wed 13		Fri 16	Wed 20		
AGEC	Tues 27			Wed 20		Wed 22				Fri 15		
LPB		Thu 20						Thu 25				
P&C	Fri 30			Wed 13			Fri 8			Fri 8		
PRSC		Thu 27			Tue 10			Tue 30			Thu 18	
MEMBER BRIEFINGS		Fri 7			Fri 27			Fri 19			Fri 12	

5.2 The dates and timings follow the previous arrangements with the Fire Authority meeting on a Wednesday and committee meetings later in the week, where possible. Member briefings/training will take place on separate dates to enable sufficient focus on key issues for individual and organisational development.

5.3 Most meetings will take place either at the main conference room at Police & Fire Headquarters in Portishead, or at the training facility in Severn Park, as those venues are the most cost-effective. However, where possible, other venues will be considered across the Authority area (subject to room availability, capacity, and cost) and will include at least one meeting at a Fire Station to ensure that Members have the opportunity to experience a working Fire Station.

5.4 The proposed dates will be checked against the key meetings of the Unitary Authorities when these are available to avoid any clashes, with any necessary adjustments reported to a future meeting of the Fire Authority.

5.5 The Forward Plan highlights key reports and decisions that need to be discussed in the immediate future and is subject to an element of flexibility regarding contents (**Appendix 1**).

6. RISKS

6.1 Ensuring that Members have sufficient notice of meeting dates and key decisions which need to be taken ensures that there is effective governance and manages any risk that governance is not sufficiently robust.

7. LEGAL/POLICY IMPLICATIONS

7.1 The meeting schedule and Forward Plan ensures that key dates in the annual governance cycle are met, and robust and transparent governance arrangements are in place.

7.2 Under Standing Orders, the Fire Authority shall meet at least once a quarter and the Annual Meeting of the Fire Authority shall be held each year after the annual meetings of the constituent Authorities and within a month (paragraph 1.1.2 on page 30 of the Constitution).

7.3 Appropriate measures will be taken to ensure that venues have suitable access for those with a disability who need or wish to attend Fire Authority or Committee meeting.

8. BACKGROUND PAPERS

None.

9. APPENDICES

1. Forward Plan 2022/23.

10. REPORT CONTACT

Amanda Brown, Clerk to Avon Fire Authority, ext. 347.