

AVON FIRE AUTHORITY

MEETING:	Avon Fire Authority
MEETING DATE:	Wednesday, 21 June 2023
REPORT OF:	The Clerk
SUBJECT:	Fire Authority meeting dates and 2023/34 Forward Plan

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, which sets out the anticipated key decisions which will need to be taken by Members in the immediate future.

2. **RECOMMENDATIONS**

The Fire Authority is asked to:

- a) Approve the proposed schedule of meetings for the Municipal Year 2023/34.
- b) Note the revised Forward Plan 2023/24.

3. **BACKGROUND**

- 3.1 At the December 2022 meeting, the Fire Authority approved provisional meeting dates for the 2023/24 Municipal Year. Those dates have been amended to align to the new governance structure and to align with key financial and other deadlines.
- 3.2 Avon Fire Authority (AFA) approved the recommendations of an independent governance review at their meeting on 25 April 2023; this reduced the number of committees from three to two, with the new Committees being the Audit, Governance and Oversight Committee (AGOC) and Policy and Resources Committee (PRC). The Fire Authority also holds Local Pension Board (LPB) meetings – the LPB is not a committee, but an advisory board to assist the

Authority as pension scheme manager; the LPB has an Independent Chair with pensions expertise.

4. FINANCIAL IMPLICATIONS

4.1 This report has no financial implications. 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				Fri 16	Wed 20		
PRC		Thu 27		Fri 29			Wed 13				Thu 18	
AGOC	Tue 27			Wed 20			Thu 7			Fri 15		
LPB		Mon 10						Thu 25				
MEMBER BRIEFINGS		Fri 7			Fri 27			Fri 19			Fri 12	

5.2 The dates proposed attempt to follow the previous arrangements with the Fire Authority meeting on a Wednesday, and committee meetings later in the week, where possible.

5.3. It is proposed that Member training (Member Briefings) will take place on separate dates to enable sufficient focus on key issues for individual and organisational development.

5.4. Meetings take place at the main conference room at the Police & Fire Headquarters in Portishead or, at the training facility in Severn Park, Avonmouth. Wherever possible, meetings will also be rotated at venues across the Fire Authority area to include Fire Stations at Weston-Super-Mare, Temple, Hicks Gate, Bath, Nailsea and a suitable community venue in South Gloucestershire.

- 5.5. 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.
- 5.6 The Forward Plan at **Appendix 1** highlights key decisions that need to be discussed in the immediate future to enable Members to have an overview of the issues that they will consider. This Forward Plan may be subject to change.

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 to ensure effective service delivery.
- 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). The two Committees should also meet quarterly.
- 7.3 To ensure equality and diversity, appropriate measures will be taken to ensure that venues have suitable access for those with a disability who need or wish to attend the Fire Authority's meetings.

8. BACKGROUND PAPERS

- a) 'Fire Authority meeting dates 2023/24 and Forward Plan 2022/23' paper presented to Fire Authority meeting on 14 December 2022.

9. APPENDICES

1. Forward Plan 2023/24.

10. REPORT CONTACT

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