

AVON FIRE AUTHORITY

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| MEETING: | Avon Fire Authority |
| MEETING DATE: | Monday 19 February 2024 |
| REPORT OF: | The Clerk |
| SUBJECT: | Fire Authority meeting dates 2024/25 |

1. **SUMMARY**

The purpose of this report is to present for Fire Authority approval the proposed schedule of meetings for the Municipal Year 2024/25.

2. **RECOMMENDATIONS**

The Avon Fire Authority is asked to:

- a) Approve the proposed Schedule of Meetings for the Municipal Year 2024/25.

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 2024/25 for Council and Cabinet meetings.

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 2024/25 are set out in the table below:

| Meeting | Jun 24 | Jul 24 | Aug 24 | Sep 24 | Oct 24 | Nov 24 | Dec 24 | Jan 25 | Feb 25 | Mar 25 | Apr 25 | May 25 |
|-------------------------|------------------|-----------|--------|-----------|-----------|-----------|--------|-----------|-------------------|-----------|-----------|--------|
| AFA | Wed 12 AGM | | | | Wed 2 | | | | Fri 14 (am) | Wed 19 | | |
| PRC | | Thu 25 | | | Tues 1 | | | Thu 30 | | | Wed 16 | |
| AGOC | Wed 19 | | | Fri 20 | | Thu 28 | | | | Fri 14 | | |
| LPB | | Tues 9 | | | | | | Thu 23 | | | | |
| MEMBER BRIEFINGS | | Fri 5 | | | Fri 25 | | | Fri 17 | | | Fri 11 | |

5.2 The dates and timings follow the previous arrangements with the Fire Authority meeting on a Wednesday (save for the budget meeting) 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 Council and Cabinet 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.

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 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.
- 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

None

10. REPORT CONTACT

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