

## AVON FIRE AUTHORITY

<b>MEETING:</b>	<b>Avon Fire Authority</b>
<b>MEETING DATE:</b>	<b>22 June 2022</b>
<b>REPORT OF:</b>	<b>The Clerk</b>
<b>SUBJECT:</b>	<b>Fire Authority meeting dates and Forward Plan 2022/23</b>

### 1. **SUMMARY**

- The purpose of this report is to present for Fire Authority approval the proposed schedule of meetings for the Municipal Year 2022/23.
- In addition, the report presents a revised Forward Plan of Key Decisions, which sets out the anticipated major decisions which will need to be taken by Members in the immediate future.

### 2. **RECOMMENDATIONS**

The Fire Authority is asked to:

- Approve the proposed Schedule of Meetings for the Municipal Year 2022/23
- Note the revised Forward Plan 2022/23

### 3. **BACKGROUND**

- 3.1. At the December 2021 meeting, the Fire Authority approved provisional meeting dates for the 2022/23 Municipal Year. Those dates have been amended to ensure that they align with key financial and other deadlines.

### 4. **FINANCIAL IMPLICATIONS**

- 4.1 The cost of community venue for meetings will be met from existing budgets.

### 5. **KEY CONSIDERATIONS**

- 5.1. The proposed dates for the Municipal Year 2022/23 are set out in the table below.

Meeting	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23
<b>AFA</b>	Wed 22				Wed 5		Wed 14		Fri 17	Wed 29		
<b>AGEC</b>	Wed 29			Thu 22		Tue 22				Wed 22		
<b>LPB</b>		Wed 20						Thu 26				
<b>P&amp;C</b>	Thu 9			Fri 16			Fri 9			Fri 3		
<b>PRSC</b>		Fri 15			Fri 7			Wed 18			Thu 20	
<b>Member Briefing</b>		Fri 8				Fri 4		Fri 20			Fri 14	

- 5.2. The dates proposed 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 Briefing) 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 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 Clerk presents to Fire Authority meetings a Forward Plan to enable Members to have a strategic overview of the issues that they will need to consider. It also enables Members via their Committees to undertake pre-decision scrutiny, providing an opportunity to enhance the governance arrangements of the Fire Authority.

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

**6. RISKS**

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).
- 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**

None

**9. APPENDIX**

1. Forward Plan 2022/23

**10. REPORT CONTACT**

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