



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/12/13
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	30 May 2012
SUBJECT OF REPORT	DRAFT CALENDAR OF MEETINGS 2012/13
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that the alternate month rotation of Commercial Services between formal Committee meetings and informal, workshop sessions be endorsed;</i></p> <p>(b) <i>that, subject to any amendments as may be indicated at the meeting, the draft Authority Calendar of Meetings for the 2012/13 municipal year as appended to this report be approved.</i></p>
EXECUTIVE SUMMARY	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2012/13) municipal year.
RESOURCE IMPLICATIONS	N/A
EQUALITY AND RISK BENEFIT ASSESSMENT	N/A
APPENDICES	A. Draft Authority Calendar of Meetings 2012/13 Municipal Year
LIST OF BACKGROUND PAPERS	Constituent authority calendars of meetings (as available).

1. INTRODUCTION

- 1.1 Attached at Appendix A to this report is a proposed Authority Calendar of Meetings for the forthcoming (2012/13) municipal year. As in previous years, in compiling this Calendar consideration has been given both to the business requirements of this Authority and to the calendars of constituent authorities (in so far as these were available) to seek to avoid any clashes in meeting dates.

2. COMMERCIAL SERVICES

- 2.1 This Committee was first established by the Authority at its meeting on 29 July 2011 in essence to oversee the Authority's commercial trading activities. The intention of the Committee, amongst other things, was to establish a mechanism to enable the Authority to respond promptly to any emerging commercial potential in what is a highly competitive environment.

- 2.2 To facilitate this, formal meetings were initially scheduled on a monthly basis. It must be borne in mind that this is a new venture for the Authority and operation of the Committee since its establishment has indicated that holding a formal meeting on a monthly basis may not be the most conducive or effective method for progressing this initiative. At the same time, it is recognised that an appropriate balance needs to be drawn between

- ensuring Members are appropriately kept informed of commercial activities which do not necessarily require formal Member-level approval, thereby providing an effective method of monitoring, guidance and scrutiny; and
- having a platform for securing necessary approvals, with a speed and flexibility of response, at Member level.

- 2.3 Going forward, it is now felt that this balance can be best secured by alternating, on a month by month basis, formal Commercial Services Committee meetings (which would be decision-making and governed by the statutory Access to Information provisions) and informal, workshop-type meetings but which would still involve attendance by all Members appointed to the Commercial Services Committee. Such meetings would be informal and non-decision making. The attached draft Authority Calendar of meetings now attached has, therefore, been profiled in this way. This will also afford flexibility to hold, should the need arise, a formal meeting in place of scheduled workshop. The Authority is invited to endorse this approach.

3. CONCLUSION

- 3.1 The draft Authority Calendar of Meetings for 2012/13 is now attached for consideration and – subject to any amendments that may be indicated at the meeting – approval by the Authority.

MIKE PEARSON
Clerk to the Authority

DEVON & SOMERSET FIRE & RESCUE AUTHORITY DRAFT CALENDAR OF MEETINGS 2012/13 MUNICIPAL YEAR

NOTES

1. All meetings will be held at Devon & Somerset Fire & Rescue Service Headquarters unless otherwise indicated.
2. Known dates of outside body meetings have been included (shown in italics) in the Calendar. These will only affect those Members appointed to those outside bodies.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY Calendar of meetings 2012/13	
Date/Time of Meeting	Name of Meeting
Cycle 1	
June 2012	
Monday 4 June 2012 – Public Holiday	
Tuesday 5 June 2012 – Public Holiday	
Monday 18 June 14.00	Commercial Services Workshop
Monday 25 June 10.00	Human Resources Management and Development Committee (HRMD)
Monday 25 June to follow HRMD	Members Forum
July 2012	
Friday 6 July 10.00	Community Safety and Corporate Planning Committee (CSCP)
Friday 6 July 14:00	Commercial Services Committee
<i>Monday 16 July</i>	<i>LGA Fire Services Management Committee</i>
Thursday 19 July 10.00	Audit and Performance Review Committee (APRC)
Friday 20 July 10.00	Resources Committee (RC)
Monday 30 July 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Monday 30 July to follow DSFRA	Members Forum
Tuesday 31 July 10.00	Commercial Services Workshop
Cycle 2	
August 2012 – recess month	
Monday 27 August 2012 – Public Holiday	
September 2012	
Wednesday 5 September 10.00	Human Resources Management and Development Committee

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of meetings 2012/13	
Date/Time of Meeting	Name of Meeting
Wednesday 12 September 10.00	Commercial Services Committee
Wednesday 12 September to follow Commercial Services Committee	Members Forum
Monday 24 September 10.00	Audit and Performance Review Committee
October 2012	
Friday 5 October 10.00	Community Safety and Corporate Planning Committee
Friday 5 October to follow CSCP	Members Forum
Monday 8 October 10.00	Commercial Services Workshop
Friday 19 October 10.00	Resources Committee
November 2012	
Friday 2 November 10.00	Commercial Services Committee
Monday 5 November 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Monday 5 November to follow DSFRA	Members Forum
Thursday 29 November 10.00	Audit and Performance Review Committee
December 2012	
Friday 7 December 10.00	Community Safety and Corporate Planning Committee
Friday 7 December 14.00	Commercial Services Workshop
Wednesday 19 December 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 19 December to follow DSFRA	Members Forum
Tuesday 25 December 2012 – Public Holiday	
Wednesday 26 December 2012 – Public Holiday	
Tuesday 1 January 2013 – Public Holiday	
Cycle 4	
January 2013	
Friday 11 January 14.00	Commercial Services Committee
Friday 18 January 10.00	Human Resources Management and Development Committee

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of meetings 2012/13	
Date/Time of Meeting	Name of Meeting
Friday 18 January to follow HRMD	Members Forum
Thursday 31 January 10.00	Audit and Performance Review Committee
February 2013	
Monday 4 February 10.00	Resources Committee (Budget)
Wednesday 6 February 10.00	Community Safety and Corporate Planning Committee
Friday 8 February 14.00	Commercial Services Workshop
Monday 18 February 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget)
Monday 18 February to follow DSFRA	Members Forum
Cycle 5	
March 2013	
Thursday 7 March 14.00	Commercial Services Committee
Monday 18 March 10.00	Human Resources Management and Development Committee
Monday 18 March to follow HRMD	Members Forum
Friday 29 March 2013 – Public Holiday	
April 2013	
Monday 1 April 2013 – Public Holiday	
Wednesday 3 April 10.00	Commercial Services Workshop
May 2013	
Wednesday 1 May 10.00	Commercial Services Committee
Monday 6 May 2013 – Public Holiday	
Wednesday 8 May 10.00	Audit and Performance Review Committee
Thursday 16 May 10.00	Resources Committee
Monday 27 May 2013 – Public Holiday	
Thursday 30 May 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
Thursday 30 May (on rising of Annual Meeting)	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Ordinary Meeting)