



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY

<b>REPORT REFERENCE NO.</b>	DSFRA/14/9
<b>MEETING</b>	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
<b>DATE OF MEETING</b>	29 MAY 2014
<b>SUBJECT OF REPORT</b>	DRAFT CALENDAR OF MEETINGS 2014-15
<b>LEAD OFFICER</b>	Clerk to the Authority
<b>RECOMMENDATIONS</b>	<i>That, subject to any amendments as may be indicated at the meeting, the draft Authority Calendar of Meetings for the 2014-15 municipal year as appended to this report be approved.</i>
<b>EXECUTIVE SUMMARY</b>	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2014-15) municipal year.
<b>RESOURCE IMPLICATIONS</b>	N/A
<b>EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)</b>	N/A
<b>APPENDICES</b>	A. Draft Authority Calendar of Meetings 2014-15 Municipal Year
<b>LIST OF BACKGROUND PAPERS</b>	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 (2014-15) 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.
- 1.2 In particular, attention is drawn to the meeting of the Audit & Performance Review Committee scheduled for 9 July 2014. The only item of business requiring decision at this meeting is the draft external (Grant Thornton) audit plan for 2014-15. That being the case, the following are suggested as options:
- (a) consider the draft external audit plan at the specific Committee meeting on 9 July 2014. Should this option be preferred, then it is also proposed that the draft Statement of Accounts and Annual Assurance Statement 2013-14 also be submitted to this meeting, for information only; OR
  - (b) submit the draft external audit plan to the full Authority meeting scheduled for 30 July 2014 for approval. A briefing on the draft Statement of Accounts and Annual Assurance Statement 2013-14 could then be made to the Forum meeting scheduled to follow the full Authority meeting (NOTE: there is no requirement for the draft Statement of Accounts and Annual Statement of Assurance to be formally approved. The audited Statement of Accounts, however, do require formal approval by the end of September following the financial year to which they relate. The Audit & Performance Review Committee has delegated power to approve the accounts on behalf of the Authority).
- 1.3 The Authority is invited:
- to determine whether it would wish to hold a specific Audit & Performance Review Committee meeting in July 2014; and
  - to approve, subject to any amendments that may be indicated at the meeting, the Calendar of Meetings for 2014-15.

**MIKE PEARSON**  
**Clerk to the Authority**

**APPENDIX A TO REPORT DSFRA/14/9**

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY CALENDAR OF MEETINGS 2014-15 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.
3. Actual attendance at the LGA General Assembly is dependent on subject matter to be discussed.

<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY Calendar of Meetings 2014-15</b>	
<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
<b>CYCLE 1</b>	
<b>June 2014</b>	
Wednesday 11 June 2014 10.00	Commercial Services Workshop
<i>Friday 13 June 2014 11.00</i>	<i>Local Government Association (LGA) Fire Commission (Smith Square, London)</i>
Wednesday 25 June 2014 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Wednesday 25 June 2014 11.00 or on conclusion of the preceding CSCPC, whichever is later	Members Forum
<b>July 2014</b>	
Thursday 3 July 2014 10.00	Commercial Services Committee (CSC)
<i>Tuesday 8 to Thursday 10 July 2014</i>	<i>LGA General Assembly (Bournemouth)</i>
Wednesday 9 July 2014 10.00	Audit & Performance Review Committee (APRC)
<i>Friday 18 July 2014 11.00</i>	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
Wednesday 23 July 2014 10.00	Human Resources Management & Development Committee (HRMDC)
Wednesday 30 July 2014 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY**  
**Calendar of Meetings 2014-15**

<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
Wednesday 30 July 2014 11.00 or on the conclusion of the preceding full Authority meeting, whichever is later	Members Forum
<b>AUGUST 2014 – RECESS MONTH</b>	
<b>Monday 25 August 2014 – Public Holiday</b>	
<b>September 2014</b>	
<b>CYCLE 2</b>	
Monday 1 September 2014 10.00	Resources Committee (RC)
Monday 1 September 2014 11.00 or on conclusion of RC, whichever is later	Members Forum
Thursday 4 September 2014 10.00	Commercial Services Committee
Wednesday 17 September 2014 10.00	Community Safety & Corporate Planning Committee
Wednesday 24 September 2014 10.00	Audit & Performance Review Committee
<b>October 2014</b>	
Thursday 9 October 2014 10.00	Commercial Services Workshop
Thursday 9 October 2014 11.00 or on conclusion of preceding Commercial Services Workshop, whichever is later	Members Forum
<b>November 2014</b>	
Wednesday 5 November 2014 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
Wednesday 5 November 2014 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members Forum
<b>CYCLE 3</b>	
<b>December 2014</b>	
Thursday 4 December 2014 10.00	Commercial Services Workshop

<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b> <b>Calendar of Meetings 2014-15</b>	
<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
Tuesday 9 December 2014 10.00	Community Safety & Corporate Planning Committee
Wednesday 17 December 2014 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
Wednesday 17 December 2014 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members' Forum
<b>Thursday 25 December 2014 – Public Holiday</b>	
<b>Friday 26 December 2014 – Public Holiday</b>	
<b>Office closed Monday 29 to Wednesday 31 December 2014 inclusive</b>	
<b>January 2015</b>	
<b>Thursday 1 January 2015 – Public Holiday</b>	
<b>CYCLE 4</b>	
Thursday 15 January 2015 10.00	Commercial Services Committee
Wednesday 28 January 2015 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
Wednesday 28 January 2015 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members' Forum
<b>February 2015</b>	
Friday 6 February 2015 10.00	Audit & Performance Review Committee
Tuesday 10 February 2015 10.00	Resources Committee (Budget ) Meeting
Tuesday 17 February 2015	Commercial Services Workshop
Friday 20 February 2015 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Budget Meeting)</b>
Friday 20 February 2015 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members Forum
Tuesday 24 February 2015 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Budget Meeting) (RESERVE DATE)</b>
Tuesday 24 February 2015 11.00 or on conclusion of preceding full Authority meeting, whichever is later	Members Forum (Reserve Date)

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY**  
**Calendar of Meetings 2014-15**

<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
<b>March 2015</b>	
<b>CYCLE 5</b>	
Wednesday 18 March 2015 10.00	Commercial Services Committee
Wednesday 18 March 2015 11.00 or on conclusion of preceding Commercial Services Committee, whichever is later	Members Forum
Wednesday 25 March 2015 10.00	Human Resources Management & Development Committee
<b>April 2015</b>	
<b>Friday 3 April 2015 and Monday 4 April 2015 – Public Holiday (Easter)</b>	
Wednesday 15 April 2015 10.00	Commercial Services Workshop
Wednesday 15 April 2015 11.00 or on conclusion of preceding Commercial Services Workshop, whichever is later	Members Forum
<b>May 2015</b>	
<b>Monday 4 May 2015 – Public Holiday</b>	
Tuesday 5 May 2015 10.00	Commercial Services Committee
Tuesday 12 May 2015 10.00	Audit and Performance Review Committee
Thursday 14 May 2015 10.00	Resources Committee
Thursday 14 May 2015 11.00 or on conclusion of preceding Resources Committee, whichever is later	Members Forum
<b>Monday 25 May 2015 – Public Holiday</b>	
Thursday 28 May 2015 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Annual Meeting)</b>
Thursday 28 May 2015 10.30 or on rising of Annual Meeting, whichever is later	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Ordinary Meeting)</b>