

REPORT REFERENCE NO.	DSFRA/15/11
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
DATE OF MEETING	28 MAY 2015
SUBJECT OF REPORT	DRAFT CALENDAR OF MEETINGS 2015-16
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<i>that, subject to any amendments as may be indicated at the meeting, the draft Calendar of Authority Meetings for the 2015-16 Municipal Year be approved.</i>
EXECUTIVE SUMMARY	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2015-16) municipal year. In particular, attention is drawn to issues relating to the Community Safety and Corporate Planning Committee.
RESOURCE IMPLICATIONS	N/A
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	N/A
APPENDICES	A. Draft Authority Calendar of Meetings 2015-16 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 (2015-16) 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. Particular attention is drawn, however, to the following issues.

2. COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

- 2.1 The terms of reference for this Committee, which can be found elsewhere on the agenda for this meeting, provide for it to address primarily the Corporate Plan (which incorporates the Authority's Integrated Risk Management Plan), community safety priorities and the community risk profile in terms of ensuring effective and efficient service delivery.
- 2.2 The Service approach to Corporate - or Strategic Planning as it is now referred to – has evolved over the years against a backdrop of changes in funding, the impact of socio-economic changes on operational activity and the changing requirements in the Fire & Rescue Service National Framework relating to Integrated Risk Management Planning.
- 2.3 The current approach to strategic planning – as detailed in the report to the February Authority meeting at which the current Strategic Plan ("Our Plan 2015-20) was approved (Minute DSFRA/ refers) – features a dynamic approach based around both a change programme and business as usual activities to deliver against three main, strategic priorities:
- public safety;
 - staff safety; and
 - effectiveness and efficiency.
- 2.4 Given this dynamic approach, it is proposed that, initially, for the forthcoming (2015-16) municipal year, two meetings of the Community Safety and Corporate Planning Committee should be scheduled (in September 2015 and April 2016) that can, amongst other things, be used to monitor progress against the current Strategic Plan, consider developments and propose initiatives for inclusion in future iterations. It may well be that further meetings of the Committee may be required and it is proposed to arrange these as and when the business need dictates.

3. CONCLUSION

- 3.1 The Authority is invited to consider the contents of this report with a view to approving, subject to any amendments as may be indicated at the meeting, the draft Calendar of Authority meetings for the forthcoming (2015-16) municipal year.

MIKE PEARSON
Clerk to the Authority

DEVON & SOMERSET FIRE & RESCUE AUTHORITY CALENDAR OF MEETINGS 2015-16 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.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY Calendar of Meetings 2015-16	
Date/Time of Meeting	Name of Meeting
CYCLE 1	
June 2015	
<i>Friday 5 June 2015 11.00</i>	<i>Local Government Association (LGA) Fire Commission (Smith Square, London)</i>
Thursday 11 June 2015, 10.00	Human Resources Management & Development Committee (HRMDC)
Thursday 11 June 2015, 11.30 approx. (or on conclusion of preceding HRMDC, whichever is later)	Members' Forum
Monday 15 June 2015, 09.30	Commercial Services Committee (CSC)
Monday 15 June 2015, 11.00 approx (or on conclusion of preceding CSC, whichever is later)	Capital Programme Working Party (CPWP)
<i>Friday 26 June 2015, 11.00</i>	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
<i>Tuesday 30 June to Thursday 2 July 2015</i>	<i>LGA General Assembly (Harrogate)</i>
July 2015	
Friday 10 July 2015, 10.00	Audit & Performance Review Committee (APRC)
Thursday 23 July 2015, 09.30	Commercial Services Workshop (CSW)
Thursday 23 July 2015, 11.00 approx (or on conclusion of preceding CSW, whichever is later)	Capital Programme Working Party (CPWP)

DEVON & SOMERSET FIRE & RESCUE AUTHORITY Calendar of Meetings 2015-16	
Date/Time of Meeting	Name of Meeting
Wednesday 29 July 2015, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 29 July 2015, 11.30 approx (or on the conclusion of the preceding full Authority meeting, whichever is later)	Members' Forum
AUGUST 2015 – RECESS MONTH	
Monday 31 August 2015 – Public Holiday	
CYCLE 2	
September 2015	
Wednesday 2 September 2015, 10.00	Resources Committee (RC)
Wednesday 2 September 2015, 11.30 approx (or on conclusion of preceding RC, whichever is later)	Members' Forum
Monday 7 September 2015, 09.30	Commercial Services Committee (CSC)
Monday 7 September 2015, 11.00 approx (or on conclusion of preceding CSC, whichever is later)	Capital Programme Working Party (CPWP)
Wednesday 16 September 2015, 10.00	Human Resources Management & Development Committee (HRMDC)
Wednesday 23 September 2015, 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Monday 28 September 2015, 10.00	Audit & Performance Review Committee (APRC)
October 2015	
Wednesday 7 October 2015, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 7 October 2015, 11.30 approx (or on the conclusion of the preceding full Authority meeting, whichever is later)	Members' Forum
CYCLE 3	
Monday 12 October 2015, 09.30	Commercial Services Workshop (CSW)
Monday 12 October 2015, 11.00 approx (or on conclusion of preceding CSW, whichever is later)	Capital Programme Working Party (CPWP)

DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Calendar of Meetings 2015-16

Date/Time of Meeting	Name of Meeting
November 2015	
Thursday 19 November 2015, 10.00	Resources Committee (RC)
Thursday 19 November 2015, 11.30 approx (or on conclusion of preceding RC, whichever is later)	Members' Forum
Wednesday 25 November 2015, 09.30	Commercial Services Committee (CSC)
Wednesday 25 November 2015, 11.00 approx (or on conclusion of preceding CSC, whichever is later)	Capital Programme Working Party (CPWP)
December 2015	
Monday 7 December 2015, 10.00	Human Resources Management & Development Committee (HRMDC)
Thursday 10 December 2015, 10.00	Commercial Services Workshop (CSW)
Monday 14 December 2015, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Monday 14 December 2015, 11.30 approx (or on conclusion of preceding full Authority meeting, whichever is later)	Members' Forum
Friday 25 December 2015 and Monday 28 December 2015 – Public Holiday	
Office closed Tuesday 29 to Thursday 31 December 2015 inclusive	
CYCLE 4	
January 2016	
Friday 1 January 2016 – Public Holiday	
Thursday 14 January 2016, 10.00	Audit & Performance Review Committee (APRC)
Thursday 14 January 2016, 11.30 approx (or on conclusion of preceding APRC, whichever is later).	Members' Forum
Thursday 21 January 2016, 10.00	Commercial Services Committee (CSC)
February 2016	
Wednesday 10 February 2016, 10.00	Resources Committee (Budget) Meeting
Friday 19 February 2016, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting)

DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Calendar of Meetings 2015-16

Date/Time of Meeting	Name of Meeting
Friday 19 February 2016, 11.30 (or on conclusion of preceding full Authority meeting, whichever is later)	Members' Forum
Monday 22 February 2016, 10.00	Commercial Services Workshop
Wednesday 24 February 2016, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting) (RESERVE DATE)
Wednesday 24 February 2016, 11.30 (or on conclusion of preceding full Authority meeting, whichever is later)	Members' Forum (<i>Reserve Date</i>)
CYCLE 5	
March 2016	
Tuesday 8 and Wednesday 9 March 2016	LGA Annual Fire Conference and Exhibition, Marriott Hotel, Bristol
Thursday 10 March 2016, 10.00	Human Resources Management & Development Committee (HRMDC)
Thursday 17 March 2016 10.00	Commercial Services Committee (CSC)
Thursday 17 March 2016, 11.30 (or on conclusion of preceding CSC, whichever is later)	Members' Forum
Friday 25 March 2016 and Monday 28 March 2016 – Public Holiday (Easter)	
April 2016	
Monday 11 April 2016, 10.00	Audit & Performance Review Committee (APRC)
Thursday 14 April 2016, 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Thursday 14 April 2016, 11.30 (or on conclusion of preceding CSCPC, whichever is later)	Members' Forum
Monday 18 April 2016, 10.00	Commercial Services Workshop (CSW)
May 2016	
Monday 2 May 2016 – Public Holiday	
Monday 9 May 2016, 10.00	Commercial Services Committee (CSC)
Wednesday 18 May 2016, 10.00	Resources Committee

DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Calendar of Meetings 2015-16

Date/Time of Meeting	Name of Meeting
Wednesday 18 May 2016, 11.30 (or on conclusion of preceding RC, whichever is later)	Members' Forum
Thursday 26 May 2016 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
Thursday 26 May 2016 10.30 (or on rising of Annual Meeting, whichever is later)	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Ordinary Meeting)
Monday 30 May 2016 – Public Holiday	

DRAFT