

REPORT REFERENCE NO.	DSFRA/15/20
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	7 OCTOBER 2015
SUBJECT OF REPORT	PROPOSED REVISIONS TO CALENDAR OF MEETINGS 2015-16 MUNICIPAL YEAR – COMMUNITY SAFETY & CORPORATE PLANNING COMMITTEE AND MEMBERS’ FORUMS
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p><i>(a) that the additional proposed date for the Community Safety & Corporate Planning Committee (i.e. 10.00hours, Tuesday 12 January 2016) be approved;</i></p> <p><i>(b) that the Authority indicates its preference in relation to future meetings of the Members Forum.</i></p>
EXECUTIVE SUMMARY	This report invites the Authority to give further consideration to its Calendar of Meetings for the current (2015-16) municipal year in light of comments raised in respect of meetings of both the Community Safety & Corporate Planning Committee and the Members’ Forum.
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	The contents of this report are considered compatible with existing human rights and equalities legislation.
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	Report DSFRA/15/11 to Authority Annual Meeting held on 28 May 2015

1. COMMUNITY SAFETY & CORPORATE PLANNING COMMITTEE

- 1.1 At its Annual Meeting on 28 May 2015 the Authority approved its annual Calendar of Meetings for the 2015-16 municipal year (i.e. May to May). The relevant report (DSFRA/15/11) contained the following in relation to meetings of the Community Safety & Corporate Planning Committee:

“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.

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.*

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”.

- 1.2 At the meeting on 23 September 2015, however, Members of the Community Safety & Corporate Planning Committee expressed a view that the Committee should meet with the same frequency as other Authority Committees (four meetings per year).
- 1.3 To address this, it is proposed that, for the current (i.e 2015-16) municipal year, it is proposed that, in addition to the meeting scheduled for Thursday 14 April 2016, a further meeting of the Community Safety & Corporate Planning Committee should be held **at 10.00hours on Tuesday 12 January 2016.**
- 1.4 The Authority is asked to approve this additional date for inclusion into its Calendar of Meetings for this municipal year. The Authority approves its Calendar of Meetings annually at the Annual Meeting. For 2016-17, four meetings of the Community Safety & Corporate Planning Committee will be proposed, aligned as far as practicable to business need. These proposed dates will feature as part of the draft Calendar of Meetings to be presented to the Authority for approval in May 2016.

2. MEETINGS OF MEMBERS’ FORUMS

- 2.1 Members’ Forums are monthly, non-decision making meetings held to provide an opportunity for all Authority Members to engage in in-depth discussions with officers of the Authority on a range of strategic issues prior to proposals being developed for consideration at formal Authority meetings.

- 2.2 At a recent meeting with the Chief Fire Officer, the Authority Chairman together with the Committee Chairs expressed a view that, as Authority meetings themselves tend to be lengthy, holding Forum meetings following on from full Authority meetings was not proving particularly productive and was perhaps imposing too great a demand on Member time and availability.
- 2.3 On the basis that the Forums do provide a useful mechanism for the shaping of policy and general information exchange and that the frequency (i.e. one meeting per month) is appropriate, there would seem to be two solutions to the above issue.
- 2.4 One solution would be to align Forum meetings to Committee/Workshop meetings rather than full Authority meetings. If this approach is preferred, then the following amendments are suggested for Forum meetings for the remainder of the current municipal year:

Original Date as per Calendar of Meetings approved on 28 May 2015	Proposed revised Forum date
Thursday 19 November 2015 (following on from meeting of Resources Committee)	NO CHANGE
Monday 14 December 2015 (following on from full Authority meeting)	Thursday 10 December 2015 (following on from Commercial Services workshop)
Thursday 14 January 2016 (following on from Audit & Performance Review Committee meeting)	NO CHANGE
Friday 19 February 2016 (following on from full Authority budget meeting)	Monday 22 February 2016 (following on from Commercial Services workshop)
Thursday 17 March 2016 (following on from Commercial Services Committee)	NO CHANGE
Thursday 14 April 2016 (following on from Community Safety & Corporate Planning Committee)	NO CHANGE
Wednesday 18 May 2016 (following on from Resources Committee)	NO CHANGE

- 2.5 Alternatively, Members may wish to hold Forum meetings on bespoke dates. If this is the case, the Authority may wish to ask the Clerk to seek to identify appropriate dates (by reference, amongst other things, to constituent authority calendars) and authorise the Clerk, following consultation with the Chairman, to circulate revised dates for Forum meetings for the remainder of the current municipal year.
- 2.6 Whichever option is preferred, the same methodology will be used when setting Forum meetings for inclusion in the draft Calendar of Meetings for 2016-17, which will be presented to the Authority annual meeting in May 2016 for approval.

MIKE PEARSON
Clerk to the Authority