

<b>REPORT REFERENCE NO.</b>	<b>DSFRA/19/12</b>
<b>MEETING</b>	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Annual Meeting)</b>
<b>DATE OF MEETING</b>	<b>7 JUNE 2019</b>
<b>SUBJECT OF REPORT</b>	<b>DRAFT CALENDAR OF MEETINGS 2019-20</b>
<b>LEAD OFFICER</b>	<b>Director of Corporate Services</b>
<b>RECOMMENDATIONS</b>	<i>That, subject to any amendments as may be indicated at the meeting, the draft Calendar of Authority Meetings for the 2019-20 Municipal Year be approved.</i>
<b>EXECUTIVE SUMMARY</b>	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2019-20) municipal year.
<b>RESOURCE IMPLICATIONS</b>	N/A
<b>EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)</b>	N/A
<b>APPENDICES</b>	A. Draft Authority Calendar of Meetings 2019-20 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 (2019-20) 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 (as available) to avoid wherever possible any clashes in meeting dates.

## 2. **CHANGES FROM PREVIOUS YEARS**

- 2.1. The Authority has previously been advised of the instigation of the Safer Together programme which will aim to deliver against those strategic objectives contained in the Integrated Risk Management Plan and Fire & Rescue Plan for 2018-22. Cumulatively, these represent far-reaching changes aimed at securing a highly effective service for communities stemming from evidence-based plans to efficiently match resources to risk while recognising financial considerations.
- 2.2. A number of workshops have also been held with the Authority to explore better aligning the committee structure and frequency of meetings to business requirements and reflective of other demands on Member and officer time.
- 2.3. Stemming from both of the above considerations, a number of changes to the pattern of meetings followed in in previous years are now proposed. In summary, these are:

### ***Community Safety & Corporate Planning and Human Resources Management & Development Committee***

#### Proposed Change

It is proposed that the number of meetings of these Committees for the 2019-20 municipal year be reduced from 4 to 3, with both meetings taking place on the same day with the exception of the first cycle of meetings (June and July 2019) where the meetings will be held on different dates.

#### Rationale

Effective delivery of the Safer Together programme will place significant demands on officer time. A reduction in the number of meetings will allow capacity for this and also facilitate more meaningful agenda items enabling both Committees to effectively monitor and scrutinise delivery against the respective stands of the Safer Together programme (most relevantly Service Delivery and People Development).

Additionally, given that the strands of the Safer Together programme are interwoven, holding both Committee meetings on the same day would enable Members of each Committee to attend both meetings thereby providing a more complete, joined-up picture of progress. The exception is the first cycle (June and July 2019) where it is proposed that the Committees meet on different dates to maximise time available for the Community Safety & Corporate Planning Committee to give initial consideration to options likely to go for public consultation. All Members of the Authority could still, nonetheless, attend all Committee meetings should they so wish.

## ***Audit & Performance Review Committee***

### Proposed Change

It is proposed that the number of meetings of these Committees for the 2019-20 municipal year be reduced from 4 to 3.

### Rationale

The meetings scheduled are aligned to statutory external audit reporting requirements (e.g. approval of the Statement of Accounts by the end of July). Additionally, the Committee was advised at its meeting on 18 January 2019 of changes to Service performance reporting which would include, amongst other things, the submission of a report twice a year on performance against a suite of Key Performance Indicators (KPIs). The reduction in the number of meetings will also support officer capacity in delivering the Safer Together programme.

## ***Full Authority***

### Proposed Change

It is proposed that the number of meetings for the 2019-20 municipal year be reduced from 7 to 5, with no full Authority meeting being held either in December 2019 or April 2020.

### Rationale

Historically, there has been only limited items for each of these meetings (in particular the December meeting) and given the impact of local authority elections efforts have been made to avoid any meetings in April. As with the previous proposed changes, the reduction in number of meetings is better aligned to Service requirements and will support officer capacity in delivering the Safer Together programme.

## **3. MEMBERS' FORUM SESSIONS**

- 3.1. The Forum is intended to provide the opportunity for more informal engagement with all Authority Members on a wide range of issues, both national and local. The purpose of these meetings is to impart information and to help steer policy formation at a very early stage and prior to any decisions being required through the formal meeting structure. In this way, it offers a useful mechanism to assist Members in remaining current with and contributing actively towards existing and emerging issues.
- 3.2. Proposed dates for Forum meetings during the 2019-20 municipal year, based on a total of eight meetings (no change from previous municipal year), are included in the draft Calendar as appended.

## **4. CONCLUSION**

- 4.1. The Safer Together programme is highly ambitious, aiming to provide a fully fit-for-purpose twenty first century fire and rescue service to the communities of Devon and Somerset, matching resources to risk and recognising financial constraints. Effective delivery of this programme will place significant demands on officer capacity.
- 4.2. In developing the draft Calendar of Meetings for the 2019-20 municipal year, efforts have been made balance officer capacity issues, other demands on Member time and the need for appropriate Authority engagement.

- 4.3. The Authority is asked to consider the above issues with a view to then approving (subject to any amendments as may be indicated at the meeting) the draft Calendar of Authority meetings for the forthcoming (2019-20) municipal year.

**MIKE PEARSON**  
**Director of Corporate Services**