

# LEICESTERSHIRE

## FIRE and RESCUE SERVICE

Status of Report: Public Agenda Item: 13

Meeting: Combined Fire Authority  
Date: 11<sup>th</sup> February 2015  
Subject: Proposed Dates for the 2015/16 Municipal Year  
Report by: The Solicitor and Monitoring Officer  
Author: Jackie Green (Member Services Coordinator)  
For: Decision

### 1. Purpose

This report seeks the approval of the Combined Fire Authority (CFA) to a schedule of future meeting dates for the CFA and its various Committees.

### 2. Executive Summary

Where possible, every attempt has been made to provide suitable dates and times to reflect the meeting pattern of the previous municipal year. However, it is inevitable that some changes may be required during that time.

### 3. Report Detail

- 3.1 At present no meetings have been scheduled beyond July 2015 and it is therefore felt appropriate to consider dates for the 2015/16 municipal year.
- 3.2 Members will also note that the Statement of Accounts require CFA approval prior to meeting the submission deadline of 30<sup>th</sup> September. Therefore, having taken into consideration both District and County Council meeting dates and to assist the Treasurer in meeting this deadline, it is proposed that the September CFA meeting takes place on Thursday 24<sup>th</sup> September 2015.
- 3.3 The draft schedule also reflects the decision of the CFA at its meeting on 12th February 2014 to change the profile of meetings by reducing from 5 to 4 the number of meetings that the Policy Committee and the Overview and Scrutiny Committee hold and to increase the number of CFA meetings with the additional of an extra Ordinary Meeting and bringing forward to May the Annual Meeting. It has not been possible to find an appropriate date in May so the Annual Meeting will take place in early June.
- 3.4 Set out in **the Appendix** is a draft schedule of future CFA meetings for 2015/16 taking into account all relevant information available to date particularly

Leicestershire County Council to avoid any clashes of dates.

#### **4. Report Implications / Impact**

##### **4.1 *Legal (including crime and disorder)***

None.

##### **4.2 *Financial (including value for money, benefits and efficiencies)***

The schedule reflects the need for the CFA to agree three key items by set dates, the Annual Budget and Council Tax, the approval of the draft Statement of Accounts and the receipt of the annual audit of the accounts and the agreement of the final Statement of Accounts. As these dates are also common to the County Council it inevitably means that the CFA's dates cause further pressure on tight timescales.

##### **4.3 *Risk (including corporate and operational, health and safety and any impact on the continuity of service delivery)***

None.

##### **4.4 *Staff, Service Users and Stakeholders (including the Equality Impact Assessment)***

None.

##### **4.5 *Environmental***

None.

##### **4.6 *Impact upon Our Plan Objectives***

None.

#### **5. Recommendations**

The CFA is asked to approve the proposed schedule of dates for the 2015/16 Municipal Year.

#### **6. Background Papers**

None.

#### **7. Appendix**

Proposed Calendar of Meetings for 2015/16

# LEICESTER, LEICESTERSHIRE AND RUTLAND

## COMBINED FIRE AUTHORITY

### CALENDAR OF MEETINGS 2015/2016

DATE	TIME	MEETING
3 June 2015	2.00pm	COMBINED FIRE AUTHORITY (Annual Meeting)
<b>THURSDAY</b> , 9 July 2015	2.00pm	COMBINED FIRE AUTHORITY
26 Aug 2015	2.00pm	POLICY COMMITTEE
2 Sept 2015	2.00pm	OVERVIEW AND SCRUTINY COMMITTEE
<b>THURSDAY</b> , 24 Sept 2015	2.00pm	COMBINED FIRE AUTHORITY
21 Oct 2015	2.00pm	JCC Meeting
11 Nov 2015	2.00pm	POLICY COMMITTEE
25 Nov 2015	2.00pm	OVERVIEW AND SCRUTINY COMMITTEE
9 Dec 2015	2.00pm	CFA
13 Jan 2016	2.00pm	POLICY COMMITTEE
27 Jan 2016	2.00pm	OVERVIEW AND SCRUTINY COMMITTEE
3 Feb 2016	2.00pm	JCC Meeting
10 Feb 2016	2.00pm	CFA
2 March 2016	2.00pm	POLICY COMMITTEE
16 March 2016	2.00pm	OVERVIEW AND SCRUTINY COMMITTEE
<b>Provisional dates for 2016/17 Municipal Year</b>		
1 June 2016	2.00pm	COMBINED FIRE AUTHORITY (Annual Meeting)
13 July 2016	2.00pm	CFA