

TO: Cambridgeshire and Peterborough Fire Authority

FROM: Deputy Chief Executive Officer - Matthew Warren

PRESENTING OFFICER: Democratic Services Officer – Dawn Cave

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DATE: 1 November 2018

DATES OF FIRE AUTHORITY MEETINGS 2019-20

1. PURPOSE

- 1.1 To consider the scheduling and co-ordination of dates of meetings of the Authority and its Committees.

2. RECOMMENDATIONS

- 2.1 The Authority is asked to agree the schedule of meetings for 2019/20.

3. RISK ASSESSMENT

- 3.1 **Political** – It is important to agree the schedule of meetings for 2019/20 in advance to ensure the effective operation of the Fire Authority's democratic process.

4. SCHEDULE OF MEETINGS

- 4.1 A schedule of meetings for 2019/20 is attached at **Appendix A**. The schedule has been prepared taking into account future key meetings proposed for Cambridgeshire County Council and, where available, Peterborough City Council. School holidays, including half term dates, have also been avoided where possible.
- 4.2 The schedule includes the 2018/19 dates, including additional and date changes made during the year.
- 4.3 If the forthcoming review of the Fire Authority's governance arrangements results in changes to the Committee structure, the attached schedule may need to be revisited.

CALENDAR OF MEETINGS 2018/19

MEETING	Time	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Member Away Day	2.00pm											
Overview & Scrutiny	2.00pm	24/07/18		11/10/18			10/01/19		28/03/19			
Policy & Resources	10.30am	26/07/18	25/09/18	4/10/18		20/12/18	31/01/19			25/04/19		27/06/19
FIRE AUTHORITY Seminar	2.00pm (10:00am)				01/11/18			07/02/19				20/06/19
Performance Review	10.30am	06/07/18		02/10/18		04/12/18			05/03/19			25/06/19
Appeals			06/09/18		20/11/18		18/01/19		14/03/19			27/06/19
Joint Consultative Committee	10.00am	10/07/18	06/09/18		29/11/18		08/01/19		28/03/19			04/06/19

CALENDAR OF MEETINGS 2019/20

MEETING	Time	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Member Away Day	2.00pm											
Overview & Scrutiny	2.00pm	25/07/19		03/10/19			09/01/20			02/04/20		
Policy & Resources	10.30am	18/07/19		10/10/19		19/12/19	30/01/20			23/04/20		18/06/20
FIRE AUTHORITY Seminar	2.00pm (10:00am)				07/11/19			05/02/20				25/06/20
Performance Review	10.30am	05/07/19		01/10/19		05/12/18			03/03/20			23/06/20
Appeals			05/09/19		19/11/19		17/01/20		12/03/20			25/06/20
Joint Consultative Committee	10.00am	09/07/19	05/09/19		28/11/19		07/01/20		26/03/20			02/06/20