

To: Cambridgeshire and Peterborough Fire Authority

From: Deputy Chief Executive Officer - Matthew Warren

Presenting officer: Democratic Services Officer – Dawn Cave

Telephone 01223 699178  
[dawn.cave@cambridgeshire.gov.uk](mailto:dawn.cave@cambridgeshire.gov.uk)

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## Dates of Fire Authority Meetings 2024-25

### 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 2024/25.

### 3. Risk Assessment

- 3.1 Political – It is important to agree the schedule of meetings for 2024/25 in advance to ensure the effective operation of the Fire Authority’s democratic process.

### 4. Schedule of Meetings 2024/2025

- 4.1 A schedule of meetings for 2024/24 is attached at Appendix 1. 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 overleaf includes the 2023/24 dates, including changes made during the year.

APPENDIX 1

CALENDAR OF MEETINGS 2023/24

MEETING	Time	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Overview & Scrutiny	2.00pm	19/07/23		04/10/23			15/01/24			22/04/24		
Policy & Resources	2:00pm	12/07/23		31/10/23		<del>20/12/23</del>	22/01/24			29/04/24		12/06/24
<b>FIRE AUTHORITY</b>	<b>2.00pm</b>				<b>09/11/23</b>	<b>20/12/23</b>		<b>15/02/24</b>				<b>20/06/24</b>
Seminar	10.00am				09/11/23			15/02/24				20/06/24
Performance Review	4:00pm	12/07/23						15/02/24				20/06/24
Appeals			04/09/23		06/11/23		29/01/24		27/03/24			03/06/24

CALENDAR OR MEETINGS 2024/25

MEETING	Time	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June/ July
Overview & Scrutiny	2.00pm	03/07/24		09/10/24			15/01/25		26/03/25			
Policy & Resources	2.00pm	18/07/24		23/10/24			22/01/25			03/04/25		09/07/25
FIRE AUTHORITY Seminar	2.00pm (10:00am)					19/12/24		13/02/25				25/06/25
Performance Review	4:00pm					19/12/24		13/02/25				25/06/25
Appeals			11/09/24		13/11/24		29/01/25		12/03/25			07/07/25