

## CHESHIRE FIRE AUTHORITY

**MEETING OF:** CHESHIRE FIRE AUTHORITY  
**DATE:** 7 DECEMBER 2016  
**REPORT OF:** HEAD OF LEGAL AND DEMOCRATIC SERVICES  
**AUTHOR:** JOANNE SMITH

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**SUBJECT:** TIMETABLE OF MEETINGS 2017-18

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### Purpose of Report

1. To provide details of the proposed programme of Member meetings for 2017-18 attached as Appendix 1. Once approved a booklet with all Member meeting dates will be published and distributed to Members.

### Recommended: That

- [1] The programme of Member meetings for 2017-18 (attached as Appendix 1) be approved.

### Background

2. In accordance with the Authority's Constitution, the programme of meetings for the Fire Authority and all other bodies within the political structure for the following municipal year will be agreed by the Authority no later than its last meeting (December) in each calendar year.

### Information

#### Frequency/Scheduling of Meetings

##### 2017-18 – Timetable of Member Meetings

3. The 2017-18 Timetable of Member (public) meetings has been scheduled to tie in with the relevant dates for budgetary and policy requirements and in accordance with the Fire Authority's standing orders. All of these meetings are held on Wednesday mornings.
4. The timetable includes dates for a number of additional Member meetings including the Members Planning Days which should assist with diary planning for the coming year.
5. Provisional dates for Policy Committee meetings have been included but these are subject to review.

## **Consultation**

6. Consultation has taken place with the Head of Finance to ensure that the dates align with the budgetary framework. Consideration has also been given to other corporate planning and IRMP action plan timelines for 2017-18, where possible.
7. The meetings of NW Fire Control Ltd, North West Fire Forum and the LGA Fire Commission have also been taken into consideration.
8. Constituent authorities will be setting their timetable of meetings early in the New Year and copies of the Fire Authority's approved timetable will be submitted to each authority to inform them of our arrangements.

## **Financial Implications**

9. There are no financial implications for this report.

## **Legal Implications**

10. The Authority is required to give public notice of its meetings and ensure that committee papers are sent to Members within certain timescales in order to fulfil its legal requirements. The timetable will assist the Authority in meeting this requirement.

## **Equality and Diversity Implications**

11. There are no equality and diversity implications for this report.

## **Environmental Implications**

12. There are no environmental implications for this report.

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**BACKGROUND PAPERS: NONE**