

By: Chief Executive
To: Kent and Medway Fire and Rescue Authority – 18 December
2012
Subject: CALENDAR OF MEETINGS AND MEMBER TRAINING
EVENTS 2013/14
Classification: Unrestricted

FOR DECISION

SUMMARY

This report sets out the proposed calendar of meetings and Member training events for 2013/14.

RECOMMENDATION

Members are requested to:

1. Approve the proposed calendar of meetings and Member training events for 2013/14 as set out in **Appendix 1**.

LEAD/CONTACT OFFICER: Clerk to the Authority – Stuart Ballard
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BACKGROUND PAPERS: None

COMMENTS

Introduction

1. It is the Authority's normal practice at the end of each calendar year to approve the programme of Authority and Committee meetings and Member training events for the forthcoming Authority year (June to June).

Meeting and Training Dates for the Remainder of 2012/13

2. The Authority has already set dates for its own meetings and those of its Committees for the remainder of the current Authority year (through to the Annual Meeting in June 2013) but the timetable has inevitably changed as the year has progressed. The up-to-date calendar of meetings and training events for the remainder of 2012/13 is set out in the first part of **Appendix 1**.

Proposed Meeting and Training Dates for 2013/14

3. Suggested dates for Authority and Committee meetings and Member training events from June 2013 until June 2014 are shown in the second part of **Appendix 1**. Other dates which have an influence on the meetings programme (such as local elections, annual meetings of the constituent authorities, LGA Annual Conference) are also shown.
4. The suggested dates for 2013/14 follow a similar pattern to that adopted for 2012/13, with four Authority meetings and three meetings of two of the main Committees during the year (avoiding school holiday periods as far as possible). The only change proposed is to the frequency of meetings of the Human Resources and Equalities (HR&E) Committee. Now that the main HR policies are in place, the volume of business for the HR&E Committee has reduced. It is therefore suggested that this Committee should meet only twice, rather than three times, during 2013/14, in March and November. If any urgent HR&E business arises between meetings, it will be dealt with as urgent action under the Scheme of Delegations or referred to the next full Authority meeting (if that falls at a suitable time). If absolutely necessary, a special meeting of the Committee could be called, but it is very unlikely that this will ever be required.
5. Identifying appropriate dates for meetings and training events continues to be complex given the demands being placed on Members by both the Authority and their constituent authorities. As usual, in drawing up the proposed programme for 2013/14, discussions have taken place with relevant officers at both Kent County Council (KCC)

and Medway Council to try to avoid any significant date clashes. However, it is important to emphasise that, while KCC has already published its calendar for the period until December 2013, it has not yet considered its meeting dates for the 2014 calendar year, and Medway Council has not yet considered any part of its calendar for the 2013/14 municipal year. Having said that, both Councils have advised that, when they do consider their future calendars, they will do their best to work round meeting dates already agreed by the Authority. Nevertheless, because it is often necessary for the constituent Councils to call meetings at short notice, it is unfortunately inevitable that clashes will occur from time to time, despite the best efforts of all parties.

6. As usual, and as requested by Members in the past, Member training sessions have been arranged to take place on the same days as Authority and Committee meetings. So far, only the proposed dates for Member training sessions have been identified; the subject matter of each session will be identified nearer the date. In addition to the dates shown, various operational visits or displays will be organised and Members will be consulted on dates for these in due course.
7. In the past, following KCC elections, the Authority has staged induction events for new Members. It is planned to do this again following the KCC elections in May 2013, and dates for these events will be organised in collaboration with KCC nearer the time.

IMPACT ASSESSMENT

8. All costs associated with the meetings are contained within existing budgetary provisions.

RECOMMENDATION

9. Members are requested to:
 - 9.1 Approve the proposed calendar of meetings and Member training events for 2013/14 as set out in **Appendix 1**.