

By: Chief Executive
To: Kent and Medway Fire and Rescue Authority – 17 December 2015
Subject: PROPOSED CALENDAR OF MEMBER MEETINGS AND TRAINING EVENTS FOR 2016/17
Classification: Unrestricted

FOR DECISION

SUMMARY

This report sets out the proposed calendar of Member meetings and training events for 2016/17.

RECOMMENDATION

Members are requested to:

1. Approve the proposed calendar of Member meetings and training events for 2016/17 as set out in **Appendix 1**.

LEAD/CONTACT OFFICER: Clerk to the Authority – Stuart Ballard
TELEPHONE NUMBER: 01622 692121 ext 8206
EMAIL: stuart.ballard@kent.fire-uk.org
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).

Member Meetings and Training Events for the Remainder of 2015/16

2. The Authority has already set dates for its own meetings and those of its Committees, as well as for training events, for the remainder of the current Authority year (through to the Annual Meeting in June 2016). These dates are shown for completeness in the first part of **Appendix 1**. Members will recall that the date of the Authority's Budget/Safety Plan meeting in February 2016 was originally scheduled for the 17th, but has subsequently been re-scheduled for the 12th to fit in with the timetable for the Kent Districts to issue their Council Tax notifications.

Proposed Meeting and Training Dates for 2016/17

3. Suggested dates for Authority and Committee meetings and for Member training events from June 2016 until June 2017 are shown in the second part of **Appendix 1**. Other currently known dates which have an influence on the meetings programme (such as national and local elections, LGA Conferences, and annual meetings of the constituent authorities) are also shown.
4. The suggested dates for 2016/17 follow a similar pattern to that adopted for 2015/16, with four Authority meetings and three meetings of each of the two main Committees during the year (avoiding school holiday periods as far as possible).
5. Identifying appropriate dates for meetings and training sessions continues to be complex given the demands being placed on Members both by the Authority and by their constituent authorities. As usual, in drawing up the proposed programme for 2016/17, discussions have taken place with relevant officers at both 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 March 2017, it has not yet considered its meeting dates for the remainder of the 2017 calendar year, and Medway Council has not yet considered any part of its calendar for the 2016/17 municipal year. Having said that, when both Councils do consider their future calendars, they will normally do their best to work around 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, standard Member training events have been arranged to take place on the same days as Authority and Committee meetings. So far, only the proposed dates for Member training events in 2016/17 have been identified. The subject matter of each session will be notified to Members in due course, as will the dates of various operational visits and displays. Members will also be invited to observe operational exercises as and when they are arranged.

IMPACT ASSESSMENT

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

RECOMMENDATION

8. Members are requested to:
 - 8.1 Approve the proposed calendar of Member meetings and training events for 2016/17 as set out in **Appendix 1**.