

Dates of Meetings

Report of the Clerk

For further information about this report please contact Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

To advise Members of the dates already agreed and proposed for meetings of the Fire Authority and its Committees for 2008 and 2009.

2 Recommendations

Members are asked to agree and note in their diaries:

- a) The proposed amendments to dates of meetings of the Audit and Performance Management Committee, as set out at Appendix A to this report; and
- b) The proposed dates for all meetings of the Authority and its committees for 2009, as set out at Appendix B to this report.

3 Meeting Dates

At its meeting on 20 December 2006 the Fire Authority approved dates for its meetings and those of its committees for 2007 and 2008. For information those dates already approved are shown at Appendix A to this report. Please note that amendments are proposed to the dates of the Audit and Performance Management Committee, as outlined in italics at Appendix A. If the Fire Authority agrees these dates, Members are asked to note them in their diary as soon as possible. The date proposed for the 2008 Carol Service has also been included.

Following liaison with Borough of Telford & Wrekin and Shropshire County Council regarding their meeting dates, a schedule of meeting dates has now been drafted for the Fire Authority for 2009 (attached at Appendix B). The dates proposed for meetings of the Audit and Performance Management



Committee may change, depending upon when the new Performance Management System comes on line.

Revised pages for Section 2 of the Shropshire and Wrekin Fire Authority Handbook will be issued in due course to incorporate the dates agreed.

4 Member Training Seminars

The Fire Authority now has a formal procedure for the identification of Member training needs and the Assistant Chief Officer has drawn up a Member Development Plan for 2007/08 (see item 11 – Minutes of the Human Resources Committee). To aid implementation of the Plan it is proposed that three half days, on which training seminars will take place, are scheduled into the Fire Authority diary each year. The proposed dates for these seminars are set out at Appendix B to this report.

5 Financial Comment

There are no financial implications arising directly from this report.

6 Legal Comment

There are no legal comments arising out of this report.

7 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Personnel 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment has not, therefore, been completed.

8 Appendices

Appendix A

Dates for 2007 and 2008 Meetings Already Approved (showing proposed amendments)

Appendix B

Dates Proposed for 2009 Meetings

9 Background Papers

Shropshire and Wrekin Fire Authority

20 December 2007 Report 19 - Dates for Future Meetings



Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balance Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Equality and Diversity		Retained	
Efficiency Savings		Risk and Insurance	
Environmental		Staff	
Financial		Strategic Planning	
Fire Control/Fire Link		West Midlands Regional Management Board	
Information Communications Technology and Data		Equality Impact Assessment	*



Shropshire and Wrekin Fire Authority Dates for 2008 Meetings Already Approved

Committee	Dates	Time	Venue
Fire Authority	11 January 2008 (Special Meeting, if required) 13 February 2008 30 April 2008 11 June 2008 16 July 2008 15 October 2008 17 December 2008	12 noon (to be confirmed))))) 2.00 pm))))	To be confirmed Shropshire Education & Conference Centre, Shrewsbury))) Shirehall, Shrewsbury))
Strategy and Resources Committee	24 January 2008 6 March 2008 22 May 2008 18 September 2008 13 November 2008	2.00 pm	Brigade Headquarters, Shrewsbury
Audit and Performance Management Committee	27 March 2008 13 March 2008 26 June 2008 29 May 2008 25 September 2008 11 September 2008 11 December 2008 27 November 2008	5.00 pm	Brigade Headquarters, Shrewsbury
Human Resources Committee	28 February 2008 5 June 2008 4 September 2008 4 December 2008	2.00 pm	Brigade Headquarters, Shrewsbury



Committee	Dates	Time	Venue
Standards Committee	18 February 2008 16 June 2008 13 October 2008	5.15 pm	Brigade Headquarters, Shrewsbury
Health Panel	15 January 2008 15 April 2008 1 July 2008 30 September 2008	2.00 pm	Brigade Headquarters, Shrewsbury
Member Training Seminars	11 January 2008 (after the Fire Authority Special Meeting)	pm	To be confirmed
<i>Carol Service</i>	<i>11 December 2008</i>	<i>pm</i>	<i>To be confirmed</i>



Shropshire and Wrekin Fire Authority Dates Proposed for 2009 Meetings

Committee	Dates	Time	Venue
Fire Authority	11 February 2009 29 April 2009 10 June 2009 22 July 2009 14 October 2009 16 December 2009)))) 2.00 pm))	To be confirmed
Strategy and Resources Committee	22 January 2009 5 March 2009 21 May 2009 17 September 2009 12 November 2009	2.00 pm	Brigade Headquarters, Shrewsbury
Audit and Performance Management Committee	12 March 2009 4 June 2009 10 September 2009 26 November 2009	5.00 pm	Brigade Headquarters, Shrewsbury
Human Resources Committee	26 February 2009 28 May 2009 3 September 2009 3 December 2009	2.00 pm	Brigade Headquarters, Shrewsbury
Standards Committee	2 March 2009 29 June 2009 26 October 2009	5.15 pm	Brigade Headquarters, Shrewsbury
Health Panel	13 January 2009 16 April 2009 9 July 2009 1 October 2009	2.00 pm	Brigade Headquarters, Shrewsbury



Committee	Dates	Time	Venue
Member Training Seminars			To be confirmed
Carol Service	10 December 2009		To be confirmed