

REPORT OF THE CLERK

DATES FOR FUTURE MEETINGS

1 Purpose of Report

To advise Members of the dates proposed for meetings of the Fire Authority and its Committees for 2007/2008.

2 Recommendations

Members are asked to agree and note in their diaries:

- a) The proposed amendments to dates of meetings of the Fire Authority and its Human Resources Committees and to the start time of its Standards Committee, as set out at Appendix A to this report; and
- b) The proposed dates for 2007/2008, as set out at Appendix B to this report.

3 Meeting Dates

At its meeting on 8 February 2006 the Fire Authority approved dates for its meetings and those of its committees up to, and including, the meeting of the Authority on 9 May 2007. For information those dates already approved are shown at Appendix A to this report. Please note that amendments are proposed to those dates and to the start time of one of the committees, as outlined at Appendix A.

Following liaison with Borough of Telford & Wrekin regarding their meeting dates, a schedule of meeting dates has now been drafted for the Fire Authority for 2007/2008 (attached at Appendix B). Unfortunately, the dates of Shropshire County Council meetings were not available at the time of writing this report. If the Fire Authority agrees these dates, Members are asked to note them in their diary as soon as possible.

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 (see item 7 – 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. The proposed dates for these seminars are set out at Appendix B to this report.

5 Legal Comment

There are no legal comments arising out of this report.

6 Appendices

Appendix A Dates for 2006/2007 Meetings Already Approved (showing proposed amendments)

Appendix B Dates Proposed for 2007/2008 Meetings

7 Background Papers

Shropshire and Wrekin Fire Authority

8 February 2006 Report 20 - 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			

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



SHROPSHIRE AND WREKIN FIRE AUTHORITY

DATES FOR 2006/2007 MEETINGS ALREADY APPROVED

COMMITTEE	DATES	TIME	VENUE
FIRE AUTHORITY	14 February 2007 9 May 2007 *	2.00 pm	To be confirmed
STRATEGY AND RESOURCES	25 January 2007 8 March 2007	2.00 pm	Brigade Headquarters, Shrewsbury
AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE	29 March 2007	5.00 pm	Brigade Headquarters, Shrewsbury
HUMAN RESOURCES	20 February 2007 **	2.00 pm	Brigade Headquarters, Shrewsbury
HEALTH PANEL	13 March 2007	2.00 pm	Brigade Headquarters, Shrewsbury
STANDARDS	22 January 2007 16 April 2007	5.15 pm *** NB New start time	Brigade Headquarters, Shrewsbury

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It is proposed that the date of this Fire Authority meeting be brought forward to 25 April 2007, as local elections take place on 3 May 2007 and it is unlikely, therefore, that membership of the Fire Authority will be known on 9 May 2007.

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The Human Resources Committee has decided that its meetings should now take place on Thursdays rather than Tuesdays to ensure that they are quorate. It is, therefore, proposed that this meeting is put back until 1 March 2007.

The Standards Committee has decided that its meetings should now commence at 5.15 pm to accommodate one of its Independent Members.

SHROPSHIRE AND WREKIN FIRE AUTHORITY
DATES PROPOSED FOR 2007/2008 MEETINGS

COMMITTEE	DATES	TIME	VENUE
FIRE AUTHORITY	25 April 2007 (rescheduled from 9 May 2007) 13 June 2007 (Accounts & BVPP) 18 July 2007 (Annual) 17 October 2007 19 December 2007 13 February 2008 30 April 2008 11 June 2008 16 July 2008 15 October 2008 17 December 2008	2.00 pm	To be confirmed
STRATEGY AND RESOURCES COMMITTEE	24 May 2007 20 September 2007 15 November 2007 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	14 June 2007 27 September 2007 13 December 2007 27 March 2008 26 June 2008 25 September 2008 11 December 2008	5.00 pm	Brigade Headquarters, Shrewsbury

COMMITTEE	DATES	TIME	VENUE
HUMAN RESOURCES	1 March 2007 (rescheduled from 20 February 2007) 7 June 2007 6 September 2007 6 December 2007 28 February 2008 5 June 2008 4 September 2008 4 December 2008	2.00 pm	Brigade Headquarters, Shrewsbury
HEALTH PANEL	3 July 2007 2 October 2007 15 January 2008 15 April 2008 1 July 2008 30 September 2008	2.00 pm	Brigade Headquarters, Shrewsbury
STANDARDS COMMITTEE	23 July 2007 29 October 2007 18 February 2008 16 June 2008 13 October 2008	5.00 pm	Brigade Headquarters, Shrewsbury
MEMBER TRAINING SEMINARS	21 June 2007 17 October 2007 11 January 2008	am pm pm	To be confirmed