



TYNE AND WEAR FIRE AND RESCUE AUTHORITY

Item No. 7

FIRE AUTHORITY MEETING: 24 JUNE 2024

SUBJECT: PROPOSED DATES FOR FIRE AUTHORITY, AND COMMITTEE MEETINGS 2024/2025

JOINT REPORT OF THE CHIEF FIRE OFFICER/CHIEF EXECUTIVE (THE CLERK TO THE AUTHORITY) THE FINANCE DIRECTOR AND THE PERSONNEL ADVISOR TO THE AUTHORITY

1 INTRODUCTION

- 1.1 Members are requested to consider and approve the undermentioned dates for meetings of the Authority, and its Committees, for the Year 2024/2025. Such meetings will normally be held on a Monday at 10:30am, with the exception that some may be held on Friday at 10:30am at Tyne and Wear Fire and Rescue Service Headquarters, Barmston Mere, Washington (unless annotated).

2 PROPOSED MEETING DATES

- 2.1 The proposed schedule of meetings is as follows:-

FIRE AUTHORITY MEETINGS

29 July 2024
30 September 2024
28 October 2024
25 November 2024
16 December 2024*
27 January 2025
24 February 2025
17 March 2025**
30 June 2025 (AGM)

*date pulled forward due to the Christmas period

**date pulled forward due to PURDAH period

HUMAN RESOURCES COMMITTEE

22 July 2024
14 October 2024
10 February 2025

GOVERNANCE COMMITTEE

16 September 2024
06 December 2024
07 March 2024
30 May 2024

POLICY AND PERFORMANCE COMMITTEE

15 July 2024
09 December 2024
10 March 2025
16 June 2025

3 MEMBER ENGAGEMENT

- 3.1 Throughout 2024 and 2025, the Service will hold Members Engagement Sessions on a quarterly basis.
- 3.2 It is proposed that these sessions directly follow on from the Fire Authority meetings at 1300 hours, with refreshments and lunch provided. Alternatively, sessions could be scheduled for a day separate to Authority meetings, or on an evening.
- 3.3 Engagement sessions are estimated to take no longer than one hour. Themes of the engagement sessions can be tailored to what is required / requested by Members and Officers.
- 3.4 These Engagement Sessions are essential to ensure members are informed of key topics affecting the Service, therefore attendance is encouraged. Please note that there may be a requirement for change should any emerging topics arise throughout the year. In addition, on-line sessions (Teams) can be utilised if helpful.

Member Engagement Sessions 2024/25 Authority Meeting	Topic (subject to change)
24 June 2024	Welcome and update for all Fire Authority Members
30 September 2024	Members role in TWFRS Governance and Assurance

16 December 2024	Financial Updates
17 March 2025	Strategy 2023

- 3.5 A separate session will be arranged for new Fire Authority Members, following the AGM.
- 3.6 At the July Authority Meeting, Members will be briefed on key dates of interest throughout the year, and confirmation of link officers.

4 RECOMMENDATIONS

- 4.1 The Authority is recommended to:

Approve the dates for all 2024/2025 Fire Authority and Committee Meetings and note the dates of the Members training sessions.

