



TYNE AND WEAR FIRE AND RESCUE AUTHORITY

Item No 7

FIRE AUTHORITY MEETING: 26 JUNE 2023

SUBJECT: DATE, TIME AND VENUE OF FUTURE MEETINGS

**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 2023/2024. Such meetings will normally be held on a **Monday, with the exception of extra ordinary Governance Committee meetings which may be held on a Friday** at 10:30am at Tyne and Wear Fire and Rescue Service Headquarters, Barmston Mere (unless annotated).

2 PROPOSED MEETING DATES

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

FIRE AUTHORITY MEETINGS

24 July 2023
11 September 2023
09 October 2023*
20 November 2023
11 December 2023
22 January 2024
19 February 2024
11 March 2024
24 June 2024 (Annual Meeting)

GOVERNANCE COMMITTEE

30 June 2023 (Friday)**
29 September 2023 (Friday)
27 November 2023
26 February 2024
31 May 2024 (Friday)

*The annual cycle of meetings will include a dedicated Strategic Planning session that will take place each October.

** These meetings are scheduled into the cycle as a precaution to allow necessary business to be conducted should they be required. They can be cancelled if not required.



HUMAN RESOURCES COMMITTEE

17 July 2023
02 October 2023
05 February 2024

POLICY & PERFORMANCE COMMITTEE

10 July 2023
04 September 2023
06 November 2023
26 February 2024

Member Training Sessions 2023-24 Authority Meeting	Topic
26 June 2023	New Members Induction
11 September 2023	HMICFRS Inspection
9 October 2023	Strategic Planning Session
11 December 2023	Community Risk Management Planning
19 February 2024	Culture and Inclusion

- 2.2 Commencing in 2023, the Service propose to introduce a more structured training programme, with dates and topics set out well in advance, to allow Member's time to arrange availability. The training sessions will take place on the same day as monthly Fire Authority meetings. Sessions will last up to two hours, with lunch and refreshments provided.
- 2.3 These sessions are essential to ensuring members are informed of key topics affecting the Service, therefore maximum attendance is required. Although the schedule is confirmed, there may be a requirement for change should any emerging topics arise throughout the year.

3 RECOMMENDATIONS

- 3.1 The Authority is recommended to:

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