

The report is Not Exempt

The report is for Decision

REPORT TO: ANNUAL GENERAL MEETING

MEETING DATE: 05 June 2019

SUBJECT: AUTHORITY'S DIARY OF MEETINGS FOR 2019/20

SUMMARY

Attached as Appendix 1 is the schedule of meetings for 2019/20 which sets out the dates for the Fire and Rescue Authority, its Committees and other bodies.

At each Annual General Meeting (AGM) the Fire Authority agrees the dates and times of its meetings and that of its Committees and other bodies for the forthcoming year, and this report sets out the proposed dates and times for the meetings of the Authority for 2019/20. It is open for the Authority, if appropriate, to convene, rearrange or add meetings as it sees fit. The Authority also has other Committees, Working Groups and Panels etc. that meet when required.

RECOMMENDATIONS:

That Members approve the schedule of meetings for 2019/20 set out at Appendix 1.

Consequential changes to the Constitution be made to reflect the change of date for the Annual General Meeting from the second Wednesday of June, to the second Monday of June.

REPORT APPROVAL

Clerk/Monitoring Officer:

Comments: Approved

Date: 20.05.19

Relevant Director:

Comments: Not Applicable

Date:

Section 151 Officer

/Treasurer:

Comments: Approved

Date: 22.05.19

Chief Fire Officer/ Deputy

Chief Fire Officer

Comments: Approved

Date: 23.05.19

BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT:

Constitution

Previous Schedule of Dates

Presenting the Report:

Dave Daycock

Clerk/Monitoring Officer to the Fire Authority

Report Author(s) and Designation

Julie Owens

Democratic Services Officer

Date original report written

08/05/2019

Mae'r Adroddiad Heb ei eithrio

Mae'r Adroddiad AR GYFER PENDERFYNIAD

**ADRODDIAD I'R: CYFARFOD CYFFREDINOL
BLYNYDDOL**

**DYDDIAD Y CYFARFOD: 05
Mehefin 2019**

TESTUN: DYDDIADUR CYFARFODYDD AR GYFER 2019/20

CRYNODEB: Yn atodedig yn Atodiad 1 y mae'r rhestr o gyfarfodydd ar gyfer 2019/20 sy'n pennu'r dyddiadau ar gyfer yr Awdurdod Tân ac Achub a'i Bwyllgorau, a chyrrff eraill.

Ym mhob Cyfarfod Cyffredinol Blynyddol, mae'r Awdurdod Tân yn cytuno ar ddyddiadau ac amseroedd ei gyfarfodydd, a chyfarfodydd ei Bwyllgorau a chyrrff eraill, ar gyfer y flwyddyn sydd ar ddod, ac mae'r adroddiad hwn yn nodi'r dyddiadau a'r amseroedd arfaethedig ar gyfer cyfarfodydd yr Awdurdod yn 2019/20. Gall yr Awdurdod, os yw hynny'n briodol, alw, aildrefnu neu ychwanegu cyfarfodydd fel y gwêl yn dda. Mae gan yr Awdurdod Bwyllgorau, Gweithgorau a Phaneli eraill, ac ati, hefyd, sy'n cyfarfod yn ôl y gofyn.

ARGYMHELLION:

Bod Aelodau yn cymeradwyo amserlen y cyfarfodydd ar gyfer 2019/20 a nodir yn Atodiad 1.

Bod newidiad canlyniadol yn cael ei gwneud i'r Cyfansoddiad i adlewyrchu newid dyddiad y Cyfarfod Cyffredinol Blynyddol o'r ail ddydd Mercher o Fehefin i'r ail ddydd Llun Mehefin.

CYMERADWYO'R ADRODDIAD

Clerc:	Sylwadau: Cymeradwywyd Dyddiad: 20.05.19
Cyfarwyddwr:	Sylwadau: Ddim yn gymwys Dyddiad:
Cyllid/Trysorydd:	Sylwadau: Cymeradwywyd Dyddiad: 22.05.19
Prif Swyddog Tân / Dirprwy Brif Swyddog Tân	Sylwadau: Cymeradwywyd Dyddiad: 23.05.19

PAPURAU CEFNDIR A DDEFNYDDIWDYD WRTH BARATOI'R ADRODDIAD HWN:

Cyfansoddiad
Amserlen Flaenorol y Dyddiadau

Yn cyflwyno'r Adroddiad:	Dave Daycock Clerc/Swyddog Monitro i'r Awdurdod Tân
Awdur(on) yr Adroddiad a'u Swyddi	Julie Owens Swyddog Gwasanaethau Democrataidd
Dyddiad yr ysgrifennwyd yr adroddiad gwreiddiol	08/05/2019

**REPORT TO THE ANNUAL GENERAL MEETING
05 JUNE 2019
DIARY OF MEETINGS FOR 2019/20**

1 Summary

- 1.1 Attached as Appendix 1 is the schedule of meetings for 2019/20 which sets out the dates for the Fire and Rescue Authority, its Committees and other bodies.

At each Annual General Meeting (AGM) the Fire Authority agrees the dates and times of its meetings and that of its Committees and other bodies for the forthcoming year, and this report sets out the proposed dates and times for the meetings of the Authority for 2019/20. It is open for the Authority, if appropriate, to convene, rearrange or add meetings as it sees fit. The Authority also has other Committees, Working Groups and Panels etc. that meet when required.

2 National/Wales Position

- 2.1 All other Fire Authorities agree and set their timetable of meetings for the forthcoming year.

3 Mid and West Wales Fire and Rescue Service Current Position

- 3.1 The Authority annually agrees its meetings for the municipal year at the Annual General Meeting. All meetings are carefully scheduled around statutory deadlines, and cognisance is taken of other key events, including Political Party Conference dates and Public Service Board meetings etc. to avoid clashes in Members' commitments where possible.

- 3.2 At its meeting on 18 March 2019, Fire Authority approved a change of date for the Annual General Meeting (AGM) to be convened on the second Wednesday of June, from 2020 onwards. Subsequent to further discussions at the Democratic Services Forum, it is recommended that the date of future AGMs be revised to the second **Monday** of June each year. This change would align the date of the AGM to all other meetings of the Fire Authority, which take place on Mondays and is considered by Members to be the most convenient day of the week to hold meetings due to minimal clashes with other Constituent Authority business.

4 Proposal

- 4.1 That Members agree the schedule set out at Appendix 1.

5 Financial/Procurement Implications

- 5.1 All financial impacts of this report are contained within existing budgets.

6 Risk Assessment/Legal Implications

- 6.1 A diary of meetings for the forthcoming municipal period is provided to enable the Fire and Rescue Authority to perform its duties and responsibilities in accordance with appropriate legislation and regulations.

7 Equality and Diversity Including Welsh Language

7.1 There are no Equality and Diversity implications associated with this report.

8 Human Resource and People Development

8.1 There are no Human Resource and People Development implications associated with this report.

9 Information and Communications Technology (ICT)

9.1 There are no ICT implications associated with this report.

10 Estates

10.1 There are no Estates implications associated with this report.

11 Service Delivery

11.1 Improved awareness of wider issues will enhance Service Delivery.

12 Fire Authority Governance

12.1 All citizens have a right to be aware of the date and times of the Authority's meetings, and to attend them unless legal requirements preclude this.

13 Consultation & Communication

13.1 The proposed schedule was considered and agreed by the Democratic Services Forum on the 25 March 2019.

14 Evaluation

14.1 Considered not relevant to this report.

15 Well-being of Future Generations (Wales) Act 2015

15.1 Considered not relevant to this report.

16 Data Protection and Privacy Issues

16.1 There are no Data Protection or Privacy implications associated with this report.

17 Recommendations

17.1 That Members approve the schedule of meetings for 2019/20, set out at Appendix 1.

17.2 Consequential changes to the Constitution be made to reflect the change of date for the Annual General Meeting from the second **Wednesday** of June, to the second **Monday** of June.

SCHEDULE OF MEETINGS 2019/20

FIRE AUTHORITY (10:00 Caer Suite)	16 September 2019
	16 December 2019
	03 February 2020
	30 March 2020 (contingency if required)
	08 June 2020 (AGM) subject to approval of a change to the constitution)
RESOURCE MANAGEMENT COMMITTEE (10:00 Caer Suite)	8 July 2019
	14 October 2019
	27 January 2020
	27 April 2020
PERFORMANCE, AUDIT AND SCRUTINY COMMITTEE (10:00 Caer Suite)	29 July 2019
	4 November 2019
	20 January 2020
	18 May 2020
STANDARDS COMMITTEE (Tywi)	01 July 2019 (10:30)
	16 December 2019 (13:00)
JOINT CONSULTATIVE FORUM (13:00 Caer Suite)	16 September 2019
	03 February 2020
DEMOCRATIC SERVICES FORUM (10:00 Caer Suite)	7 October 2019
	09 March 2020
SCRUTINY WORKING GROUP (sub group of PASC) (formerly referred to as Annual Improvement and Corporate Budget Planning Working Group). (13:00 Caer Suite)	29 July 2019
	20 January 2020
	18 May 2020
CHIEF OFFICERS' REMUNERATION COMMITTEE	14 October 2019 (13:00 Tywi)
	27 April 2020 (13:00 Tywi)
LOCAL PENSION BOARD (14:00 Caer Suite)	08 July 2019
	18 November 2019
	09 March 2020
CORPORATE BUDGET PLANNING EVENTS (Caer Suite)	17 June 2019 (10:00 – 12:00)
	29 July 2019 (13:00 – 15:00)