

**Governance, Audit and Scrutiny Committee  
11 June 2013**

**Report by  
Secretary/Director of People**

## **CALENDAR OF MEETINGS 2013/14**

### REPORT EXECUTIVE SUMMARY

The Annual General Meeting of the Authority sets the calendar of its meetings for the forthcoming year.

With regard to the Governance, Audit and Scrutiny Committee, its calendar of meetings is a matter for the Committee. However, so far as possible, the Committee should meet about 15 to 10 working days before the full Fire Authority.

The following meeting dates are proposed:

Monday 15 July 2013  
 Monday 16 September 2013  
 Monday 14 October 2013  
 Tuesday 3 December 2013  
 Tuesday 4 February 2014  
 Monday 3 March 2014  
 Monday 14 April 2014

Members of the Committee should also consider the timing and location of meetings.

Consideration should also be given for the Committee to hold ad hoc short meetings with Auditors as and when the circumstances may benefit this approach.

Attached at Appendix 1 is a schedule showing the calendar of meetings of the Fire Authority with the above dates incorporated.

## RECOMMENDATIONS

1. Members are asked to consider and approve dates, venues and times for meetings of this Committee for 2013/14.

## STRATEGIC PLAN COMPATIBILITY

2. The schedule of meetings shall indirectly set a framework which will ensure that the strategic outcomes are monitored and reviewed.

## FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

3. None arising directly.

## LEGAL IMPLICATIONS

4. None arising directly.

## EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

5. No direct actions required.

## CORPORATE RISK MANAGEMENT IMPLICATIONS

6. No direct actions required.

## HEALTH AND SAFETY IMPLICATIONS

7. None arising directly.

## COMMUNICATION ACTIONS ARISING

8. The calendar of meetings will be published.

## DETAILS OF CONSULTATION

9. Corporate Management Team.

## BACKGROUND PAPERS AVAILABLE FOR ACCESS

10. None.

## RECOMMENDATIONS RESTATED

11. Members are asked to consider and approve dates, venues and times for meetings of this Committee for 2013/14.

**R GRAHAM**

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RG/SJ  
3 June 2013