

Report title

## **Draft Programme of Authority and Committee Meetings for 2016-17**

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Meeting

Date

Authority

17 February 2016

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Report by

Document Number

Clerk to the Authority

FEP2557

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Public

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### **Summary**

This report proposes a provisional programme of meetings for the Authority and its committees for the forthcoming municipal year (2016-17).

### **Recommendation**

That the programme of meetings for the Authority and its committees for the 2016-2017 municipal year, as attached at Appendix A to the report, be agreed in principle, subject to formal confirmation at the Authority's Annual Meeting in June 2016.

### **Background**

1. This report recommends approval in principle of the programme of meetings for the forthcoming municipal year (2016-17) and is submitted at this time in order to assist in forward planning and early reservation of dates in diaries. If approved, the proposed programme of meetings would be subject to reconstitution of the committees and confirmation of the dates at the Annual Meetings of the Authority in June 2016.
2. The proposed programme is based, generally, on a 6/7 weekly cycle of meetings and the principle that meetings are not ordinarily scheduled to be held during school holiday periods. Committee meetings – i.e. Resources, Governance Performance and Audit and Strategy committees - are proposed to be held at the relevant points in the year in order to facilitate the reporting of quarterly monitoring information, the budget process and the audit cycle.
3. Officers work to ensure that there are no conflicts between the GLA's schedule of meetings and LFEPA's programme and also seek to avoid scheduling meetings during the period between the publication of papers for an Authority meeting and the Authority meeting itself, in order, as with the current year, to significantly reduce the number of late papers issued to Members in the period leading up to an Authority meeting. The programme also has regard to LGA and political party conference dates.

4. For forward planning purposes, the programme (as attached at Appendix A) uses as its basis the current committee structure, as was agreed by the Authority at its meetings in June and December 2015. If the Authority agrees to alter its committee structure at its next Annual Meeting, a revised programme of meetings will then be presented for approval.

#### **Head of Legal and Democratic Services Comments**

5. The Head of Legal and Democratic Services has no comments on the report.

#### **Director of Finance and Contractual Services Comments**

6. The Director of Finance and Contractual Services has reviewed this report and has no comments.

#### **Sustainable Development Implications**

7. There are no sustainable development implications arising from this report.

#### **Equalities Implications**

8. There are no equality implications arising from this report.

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#### **List of Appendices to this report:**

1. Appendix A - Proposed Programme of Authority and Committee meeting dates for the 2016-17 municipal year

<b>LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985</b>	
<b>List of background documents</b> None	
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## Appendix A

### London Fire and Emergency Planning Authority: Draft Programme of Authority and Committee Meetings Dates for the 2016-17 Year

Meeting	Date	Notes
<b>Authority – annual meeting</b>	<b>Thursday 23 June 2016 at 2.00pm</b>	
<i>LGA conference</i>	<i>5 - 7 July 2016</i>	
<b>Governance, Performance and Audit Committee</b>	<b>Monday 11 July 2016 at 10.30am</b>	
<b>Resources Committee</b>	<b>Friday 15 July 2016 at 10.30am</b>	
<b>Strategy Committee</b>	<b>Monday 18 July 2016 at 10.30am</b>	
<i>School summer holidays</i>	<i>21 July – 4 September 2016</i>	
<b>Governance, Performance and Audit Committee</b>	<b>Monday 12 September 2016 at 10.30am</b>	
<b>Strategy Committee</b>	<b>Tuesday 13 September 2016 at 10.30am</b>	
<b>Resources Committee</b>	<b>Friday 16 September 2016 at 10.30am</b>	
<i>Liberal Democrat party conference</i>	<i>17 -21 September 2016</i>	
<i>Green Party conference</i>	<i>23 -26 September 2016 (estimated dates)</i>	
<i>Labour Party conference</i>	<i>25 - 28 September 2016</i>	
<b>Authority</b>	<b>Thursday 29 September 2016 at 2.00pm</b>	
<i>Conservative Party conference</i>	<i>2 – 5 October 2016</i>	

<b>Meeting</b>	<b>Date</b>	<b>Notes</b>
<i>School autumn half-term holiday</i>	<i>24 October –30 October 2016</i>	
<b>Resources Committee</b>	<b>Friday 4 November 2016 at 10.30am</b>	
<b>Governance, Performance and Audit Committee</b>	<b>Monday 14 November 2016 at 10.30am</b>	
<b>Strategy Committee</b>	<b>Tuesday 15 November 2016 at 10.30am</b>	
<b>Authority</b>	<b>Thursday 24 November 2016 at 2.00pm</b>	
		<i>No meetings scheduled in December 2016</i>
<i>School Christmas holidays</i>	<i>21 December 2016 – 1 January 2017</i>	
<b>Resources Committee</b>	<b>Friday 13 January 2017 at 10.30am</b>	
<b>Authority</b>	<b>Thursday 26 January 2017 at 2.00pm</b>	
<i>School spring half-term holidays</i>	<i>13 – 19 February 2017</i>	
<i>LGA Fire conference</i>	<i>March 2017 tbc</i>	
<b>Strategy Committee</b>	<b>Tuesday 14 March 2017 at 10.30am</b>	
<b>Resources Committee</b>	<b>Friday 17 March 2017 at 10.30am</b>	
<b>Governance, Performance and Audit Committee</b>	<b>Monday 20 March 2017 at 10.30am</b>	
<b>Authority</b>	<b>Thursday 30 March 2017 at 2.00pm</b>	