



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

Report to: THE BOARD OF THE SCOTTISH FIRE AND RESCUE SERVICE
Report No: B/BS/02-15
Date: 26 MARCH 2015
Report By: KENNETH FRASER, BUSINESS MANAGER (CHIEF OFFICER AND THE BOARD)

Subject: PROVISIONAL SCHEDULE OF MEETINGS OF THE BOARD AND ITS COMMITTEES 2015/16

1 PURPOSE

- 1.1 The purpose of this report is to present a provisional schedule of ordinary meetings of the Board of the Scottish Fire and Rescue Service (SFRS) and its Committees.

2 RECOMMENDATION

- 2.1 Members are invited to:
- a) Approve the provisional dates of the ordinary meetings of the Board and its Committees as set out in Appendix 1 of this report.

3 BACKGROUND

- 3.1 Section 4 of the SFRS Standing Orders for Meetings of the Board and its Committees and Sub-Committees states that prior to the beginning of each financial year, a provisional schedule of ordinary meetings of the SFRS Board, its Committees and Sub-Committees shall be approved by the Board and published on the website.

4 ADMINISTRATION OF THE MEETINGS

- 4.1 An administrative process for ensuring that agenda's and papers are prepared and distributed in time for the meetings and in accordance with the SFRS's Standing Orders in terms of timescales has been established by the Board Support Team. This process is outlined in the *'Board Support - Board Governance and Corporate*

Administration Arrangements' paper, which was approved by the Board on 27 June 2013.

4 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from the adoption of the provisional schedule of meetings.

5 LEGAL CONSIDERATIONS

- 5.1 There are no legal implications arising from the adoption of the provisional schedule of meetings.

6 EQUALITY IMPACT ASSESSMENT

- 6.1 A full Equality Impact Assessment (EIA) was carried out as part of the EIA for the services Board Governance and Corporate Administration arrangements. This EIA also covered arrangements for administering meetings of the Board and its Committees.

7 CORE BRIEF

- 7.1 As part of SFRS Standing Orders for Meetings of the Board, a provisional schedule of ordinary meetings of the SFRS Board and its Committees will be presented to the Board for approval, prior to the beginning of each financial year. The approved schedule will then be published on the SFRS website.

KENNETH FRASER
BUSINESS MANAGER (CHIEF OFFICER AND THE BOARD)

26 MARCH 2015

*(For further information, please contact:
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APPENDIX 1

Month/Year	The Board	Audit and Risk Assurance Committee	Engagement Committee	Service Transformation Committee	Staffing Governance Committee	Performance Committee
	Thursday	Tuesday	Wednesday	Thursday	Tuesday	Thursday
April 2015				23 April		
May 2015	28 May					
June 2015		9 June	10 June	11 June	23 June	
July 2015	30 July					2 July
August 2015						
September 2015		29 Sept	09 Sept	10 Sept	22 Sept	
October 2015	29 Oct					1 Oct
November 2015	26 Nov					
December 2015		08 Dec	09 Dec	10 Dec	22 Dec	24 Dec
January 2016	28 Jan					
February 2016	25 Feb					
March 2016	31 Mar	08 Mar	09 Mar	10 Mar	22 Mar	17 mar

N.B. - 29 October 2015, date changed to accommodate 2014/15 External Audit Annual Report
 - 25 February 2016, meeting set to consider Capital and Resource Budgets only