

CLEVELAND FIRE AUTHORITY MEETINGS 2022/23**REPORT OF THE CLERK TO THE AUTHORITY****For Approval****1. PURPOSE OF REPORT**

- 1.1 To seek Members considerations regarding the proposed schedule of Cleveland Fire Authority meetings for the municipal year of 2022/23 as outlined at paragraph 3.2.

2. RECOMMENDATIONS

- 2.1 That Members consider the criteria used in the establishment of the schedule of meetings as outlined at paragraph 3.1.
- 2.2 That Members approve the Cleveland Fire Authority meeting schedule for 2022/23 as outlined at paragraph 3.2.

3. INFORMATION

- 3.1 Members are asked to consider the following issues prior to approval of the 2022/23 Meeting Schedule:

- The time and day (Fridays) of CFA meetings
- The venue
- The frequency of meetings

- 3.2 The meeting schedule for 2022/23 aligns with the Authority's business planning calendar, ensuring Members receive the most current information. Meetings will commence at 2.00pm and are held at Cleveland Fire Brigade, Training & Administration Hub, Endeavour House, Queens Meadow Business Park, Hartlepool, TS25 5TH and/or via Microsoft Teams as required. The proposed dates are as follows:-

- **17 June 2022 - Annual meeting**
- **29 July 2022**
- **14 October 2022**
- **9 December 2022**
- **11 February 2023**
- **24 March 2023**

- 3.3 The dates for the Authority's Committee meetings, as detailed at Appendix 1, will be presented to the Annual meeting of the Authority on 17 June 2022.

KAREN WINTER
CLERK TO THE AUTHORITY