

**CLEVELAND FIRE AUTHORITY MEETINGS 2021/22****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 2021/22 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 2021/22 as outlined at paragraph 3.2.

**3. INFORMATION**

- 3.1 Members are asked to consider the following issues prior to approval of the 2021/22 Meeting Schedule:
- The time and day (Fridays) of CFA meetings
  - The venue
  - The frequency of meetings
- 3.2 The meeting schedule for 2021/22 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:-
- **4 June 2021 - Annual meeting**
  - **30 July 2021**
  - **15 October 2021**
  - **10 December 2021**
  - **11 February 2022**
  - **25 March 2022**
- 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 4 June 2021.

**KAREN WINTER**  
**CLERK TO THE AUTHORITY**