

AGENDA ITEM:

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| REPORT TO: | MERSEYSIDE FIRE AND RESCUE AUTHORITY ANNUAL MEETING |
| DATE: | 16TH JUNE 2011 |
| REPORT NO. | CFO/059/11 |
| REPORTING OFFICER: | CLERK TO THE AUTHORITY/MONITORING OFFICER |
| CONTACT OFFICER: | HELEN PEEK, MEMBER LIAISON AND SUPPORT MANAGER, EXTN 4112 |
| SUBJECT: | DATES OF MEETINGS 2011/12 |

**APPENDIX A TITLE PROPOSED DATES OF MEETINGS FOR
2011/12 – CURRENT STRUCTURE**

ATTACHED – HARD COPY

Purpose of Report

1. To propose a timetable of meetings and events of the Authority and its Committees for 2011/12 as attached as Appendix A to this report.

Recommendations

2. That the Authority considers this report in relation to report CFO/058/11, considered as a separate item within the Agenda for this meeting, and either:
 - (a) Approves the proposed list of dates attached as Appendix A to this report, which based on the Authority's structure as held in 2010/11, as the Authority's timetable for 2011/12; or
 - (b) Considers and determines a list of dates to reflect any alternative Authority Structure, which has been agreed by the Authority in relation to CFO/058/11 considered separately within the Agenda for this meeting, as the Authority's timetable for 2011/12.

Information

3. In the event that the Authority approves a continuation of the existing committee structure for the Authority for 2011/12 a suggested timetable for dates to facilitate that structure has been drafted and attached as Appendix A to this report.
4. Members approved a new committee structure for 2010/11.

5. If the Authority decides to approve continuation with that structure, which did allow a reduction of eleven meeting/event dates throughout the Municipal Year of 2010/11, it is proposed to slightly change the order of meetings from that of the previous year in order to aid the workflow through the committee structure.
6. This proposal of dates (Appendix A) is to create a structure of meetings to ensure that, wherever possible, there is a meeting of the Executive Leadership Board (ELB) in advance of a decision making committee – to enable direction to be driven by ELB and decisions to be made at Authority or Committee, and work streams for scrutiny to be directed through to the appropriate panel.
7. The timetable of meetings will, of course, depend on the decision making structure, chosen by the Authority earlier in the agenda and this is a provisional timetable based on the structure considered.
8. An alternative timetable may be required should Members wish to consider a different structure for its decision making.
9. The Authority is required to note the following:-
 - (a) the timetable is based around the workings of the Authority, for example to enable the Authority meet its deadlines, to consider and set the Budget, prepare/consult and deliver the Integrated Risk Management, and other Strategic Plans, as well as lending opportunity to carry out close scrutiny, to ensure the Authority meets its targets and achieves Value For Money.
 - (b) the timetable includes recommended dates for Members' Strategy Days. Previously these have been held in the autumn and winter. The Authority agreed last year that the autumn event be brought forward to the summer to assist new Members to gain an over arching strategic vision of the Authority's business and challenges, which forms a major part of their induction training.
 - (c) the timetable includes recommended dates for Members' Training and Development, including induction training for new and existing Members, one to one meetings with the Members Development Officer to discuss learning opportunities and specialist areas, to produce a Personal Development Plan (PDP) for each Member of the Authority, Learning Lunches, dedicated to provide detail of topical subjects or those raised by Members, which are scheduled prior to Committee Meetings (Appendix A), which will precede either Strategic Assets or Community Protection Committee's in the proposed structure.
 - (d) In order to facilitate Members' requests, to allow Members to dedicate more time to assist their Political Groups at critical times during the build up to the local elections, meetings have been condensed to allow 4 weeks to be kept clear of scheduled meetings unless any urgent business should be required to facilitate Members in their quest.

- (e) the cycle of meetings allows for a break in August to accommodate the peak holiday period although meetings can be held in August if there is a need, and a break over the Christmas period when; the Authority closes it's HQ
 - (f) set meeting dates may be altered and other meetings may be summoned in accordance with Standing Orders as and when required;
 - (g) meetings of the Appointments Committee, Appeals Committee will be held as and when required;
 - (h) the date for the Annual Meeting in 2012 has been suggested for an appropriate date following the municipal elections and District Council Annual Meetings; and
 - (i) a meeting of the Authority on 30th June 2011 has been previously approved by Members, at the Annual meeting in June 2010.
9. When the Authority structure has been approved the meeting dates will be contained within a pocket sized calendar for all Members.

Equality and Diversity Implications

10. None arising directly from this report. The scheduled meeting dates have sought to avoid clashes with religious festivals.

Financial Implications & Value for Money

11. In order to keep costs to a minimum, and create a value for money structure, wherever practicable dates have been arranged to hold two or more meetings or events on the same day. This is to save Members time and expense travelling to and from events on more occasions than necessary, and reducing the number of dates which require conference facilities being used for internal business, lending more opportunity for external bookings to be made.

Health & Safety and Environmental Implications

12. None arising from this report.

Contribution to Achieving Our Purpose:

“To Make Merseyside a Safer, Stronger, Healthier Community”

13. Dates for the meetings are set to ensure the Fire Authority have adequate time and opportunity to view, consider, digest and challenge all information and make informed decisions to ensure the best possible service is provided to keep the community of Merseyside Safer, Stronger and Healthier.

BACKGROUND PAPERS

CFO/058/11