

**AGENDA ITEM:**

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| <b>REPORT TO:</b>         | <b>MERSEYSIDE FIRE AND RESCUE AUTHORITY<br/>ANNUAL MEETING</b>       |
| <b>DATE:</b>              | <b>9<sup>TH</sup> JUNE 2010</b>                                      |
| <b>REPORT NO.</b>         | <b>CFO/084/10</b>  |
| <b>REPORTING OFFICER:</b> | <b>CLERK TO THE AUTHORITY</b>  |
| <b>CONTACT OFFICER:</b>   | <b>HELEN PEEK, MEMBER LIAISON AND SUPPORT<br/>MANAGER, EXTN 4112</b> |
| <b>SUBJECT:</b>           | <b>DATES OF MEETINGS 2010/11</b>                                     |

**APPENDIX A                      TITLE                      PROPOSED DATES OF MEETINGS FOR  
2010/11 – CURRENT STRUCTURE**

**APPENDIX B                      TITLE                      PROPOSED DATES OF MEETINGS FOR  
2010/11 – NEW PROPOSED  
STRUCTURE**

**ATTACHED – HARD COPY**

Purpose of Report

1. To propose a timetable of meetings and events of the Authority and its Committees for 2010/11.

Recommendations

2. That the Authority considers this report in relation to report CFO/108/10, 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 reflects events based on the Authority's structure as held in 2009/10, as the Authority's timetable for 2010/11; or
  - (b) Approves the proposed list of dates attached as Appendix B to this report, which reflects events based on the proposed new structure, by the Labour Group (see report CFO/108/10 to be considered separately within the Agenda for this meeting), as the Authority's timetable for 2010/11; or
  - (c) Considers and determines a list of dates to reflect any alternative Authority Structure, which has been agreed by the Authority in relation to CFO/108/10 considered separately within the Agenda for this meeting, as the Authority's timetable for 2010/11.

## Information

3. In the event that the Authority approves a continuation of the existing committee structure for the Authority for 2010/11 a suggested timetable for dates to facilitate that structure has been drafted and attached as Appendix A to this report.
4. In the event that the Authority approves the proposed new structure of the Authority for 2010/11, as per report CFO/108/10, a suggested timetable for dates to facilitate that structure has been drafted and attached as Appendix B to this report.
5. If the Authority decides to approve the proposed new structure of the Authority, Members will see that this allows a reduction of eleven meeting/event dates throughout the Municipal Year.
6. The timetable of meetings will, of course, depend on the decision making structure, chosen by the Authority earlier in the agenda and these are provisional timetables based on those structures to be considered.
7. An alternative timetable may be required should Members wish to consider a different structure for its decision making.
8. The Authority is required to note the following:-
  - (a) the timetables are 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 Plan 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, although the autumn event has been brought forward to the summer to assist new Members to get an over arching strategic vision of the Authority's business and challenges, which will form 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, and the recently adopted Learning Lunches, dedicated to provide detail of topical subjects or those raised by Members, which are scheduled prior to Strategy & Resources Committee Meetings (Appendix A), or will precede either Strategic Assets or Community Protection Committee's in the proposed new structure (Appendix B);

- (d) 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 staff are on the Christmas close down;
  - (e) set meeting dates may be altered and other meetings may be summoned in accordance with Standing Orders as and when required;
  - (f) meetings of the Standards Committee, Appeals Committee and of the Consultation and Negotiation Panel will be held as and when required, though two provisional meetings of the Standards Committee have also been included;
  - (g) the date for the Annual Meeting in 2010 has been suggested for an appropriate date following the municipal elections and District Council Annual Meetings; and
  - (i) a meeting of the Authority on 24<sup>th</sup> June 2010 has been previously approved by Members.
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. None arising from this report.

#### Health & Safety and Environmental Implications

12. None arising from this report.

#### Contribution to Achieving the Vision:

“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/108/10 – Structure of the Authority