

AGENDA ITEM:

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| <b>REPORT TO:</b>          | <b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY<br/>ANNUAL MEETING</b>        |
| <b>DATE:</b>               | <b>9<sup>TH</sup> JUNE 2010</b>   |
| <b>REPORT NO.</b>          | <b>CFO/089/10</b>   |
| <b>REPORTING OFFICER:</b>  | <b>CLERK TO THE AUTHORITY</b>   |
| <b>CONTACT OFFICER:</b>    | <b>HELEN PEEK, MEMBER LIAISON &amp; SUPPORT<br/>MANAGER, EXTN. 4112</b> |
| <b>OFFICERS CONSULTED:</b> |   |
| <b>SUBJECT:</b>            | <b>MEMBERS' POLICY &amp; GUIDANCE NOTES</b>                             |

**APPENDIX A TITLE MEMBERS' POLICY & GUIDANCE DOCUMENTS 2010-11**

**ATTACHED – HARD COPY**

Purpose of Report

1. To present a set of Policy and Guidance Documents for Members' consideration.

Recommendation

2. That the Authority:
  - (a) Approve the Members' Policy & Guidance Documents 2010/11 attached to this report; and
  - (b) Approve the inclusion of these Members Policy & Guidance Notes within one overall Constitution for the Authority (which will be supplied to all Members and made available on the internet).

Introduction & Background

3. A set of Members' Policy & Guidance Documents 2010/11 are attached to this report. Members are requested to approve the documents, which reflect the Policy and Guidance Documents approved for 2009/10, as amended to include the updated Code of Corporate Governance and inclusion of the policy document on the internet, intranet and e-mail use.
4. It is proposed that these Policy & Guidance Notes are incorporated into a single Constitution for the Authority, to comply with the Local Government Act 2000 and associated Guidance.

#### Equality & Diversity Implications

5. None arising from this report.

#### Financial Implications & Value for Money

6. There are no financial implications directly arising from this report.

#### Health & Safety and Environmental Implications

7. None arising from this report.

#### Contribution to Achieving the Vision:

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

8. The approval of structured policy & guidance notes is part of the arrangements for sound corporate governance; that will enable the Authority to focus on its vision.

#### **BACKGROUND PAPERS**

Members Policy & Guidance Documents 2009/10