

**AGENDA ITEM:**

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| <b>REPORT TO:</b>          | <b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY</b>  |
| <b>DATE:</b>               | <b>20<sup>TH</sup> DECEMBER 2012</b>   |
| <b>REPORT NO.</b>          | <b>CFO/154/12</b>  |
| <b>REPORTING OFFICER:</b>  | <b>JANET HENSHAW, CLERK TO THE AUTHORITY</b>   |
| <b>CONTACT OFFICER:</b>    | <b>JANET HENSHAW EXT 4301</b>  |
| <b>OFFICERS CONSULTED:</b> | <b>HELEN PEEK, DEMOCRATIC SERVICES MANAGER,<br/>EXT 4112</b>                                   |
| <b>SUBJECT:</b>            | <b>PROPOSED REVISED REPORT TEMPLATE FOR<br/>PERFORMANCE AND SCRUTINY COMMITTEE<br/>REPORTS</b> |

**THERE ARE APPENDICES TO THIS REPORT:**

|                   |              |  |
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| <b>APPENDIX A</b> | <b>TITLE</b> | <b>DRAFT REVISED REPORT<br/>TEMPLATE FOR THE<br/>PERFORMANCE AND SCRUTNY<br/>COMMITTEE</b> |
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**ATTACHED – HARD COPY**

Purpose of Report

1. To request that Members consider the recommendations from the Performance and Scrutiny Committee regarding the implementation of a revised Report Template for all future submissions to be considered by the Performance and Scrutiny Committee. This is to enable the appropriate provision of information reported in order that Members can scrutinise the relevant issues.

Recommendation

2. The Performance and Scrutiny Committee request that the Authority;
  - a) Consider the revised template as attached at Appendix A, for the submission of future reports to the Performance and Scrutiny Committee, with any revisions that Members may wish to be included; and
  - b) Approve implementation of the new report template, with the inclusion of any revisions agreed by the Authority with immediate effect.

## Introduction & Background

3. Members will recall that on 26<sup>th</sup> July 2012, training was provided by the Clerk to the Authority in terms of the scrutiny functions of the Performance & Scrutiny Committee and how this could be achieved.
4. One of the issues raised was the format of reports to this particular Committee and the Clerk to the Authority was requested to provide a draft template for this purpose which dealt the issues covered in the training session namely:
  - a. That Members require a clear question or questions to be put to them in order that they can be adequately advised of whether each report is for scrutiny, review or if it is concerned with performance
  - b. That Members need to decide if a task and finish group is required
  - c. That Members need to decide if any Community Groups or other stakeholders' input would be helpful
5. A draft revised Template which covers these types of matters is attached as Appendix A to this report.
6. On the 6<sup>th</sup> December the Performance and Scrutiny Committee considered the draft report template (attached at Appendix A) to determine if there were any other matters they wished to be included, so that Officers may draft reports and recommendations to contain appropriate and relevant matters, to ensure that Members may be as fully informed as possible.
7. The Performance and Scrutiny Committee were satisfied that the draft report template met their requirements and now forward this to the Authority for their consideration and recommend approval for implementation with immediate effect.

## Equality & Diversity Implications

8. There are no Equality and/or Diversity implications arising from this report. The Equality and Diversity implications of every report are included and Equality Impact Assessments provided for Members' consideration wherever necessary.

## Staff Implications

9. All officers providing reports to the Performance and Scrutiny Committee will be briefed as to all requirements for drafting these, following the decision of the Authority.

### Legal Implications

10. There are no direct legal implications arising from this report as all matters required by law to be included within Committee reports are included on the draft template.

### Financial Implications & Value for Money

11. There are no financial implications arising from this report as all financial implications are included in every report considered by the Authority.

### Risk Management, Health & Safety, and Environmental Implications

12. There are no direct risk management, health and safety or environmental implications arising from this report.

### Contribution to Our Mission – To Achieve; Safer Stronger Communities – Safe Effective Firefighters”

13. If all matters requiring scrutiny are properly reported to Members, this will allow Members to have the fullest possible information to scrutinise effectively and ensure that the Communities of Merseyside are effectively represented.

### **BACKGROUND PAPERS**

None