

AGENDA ITEM:

REPORT TO:	MERSEYSIDE FIRE & RESCUE AUTHORITY ANNUAL GENERAL MEETING
DATE:	12TH JUNE 2012
REPORT NO.	CFO/ 071/12
REPORTING OFFICER:	JANET HENSHAW – CLERK TO THE AUTHORITY
CONTACT OFFICER:	HELEN PEEK – DEMOCRATIC SERVICES MANAGER, EXT 4112
OFFICERS CONSULTED:	
SUBJECT:	DATES OF MEETING 2012/13

**APPENDIX A TITLE DATES OF MEETINGS
ATTACHED – HARD COPY**

Purpose of Report

1. To propose a timetable of meetings and events of the Authority and its Committees for 2012/13 as attached as Appendix A to this report.

Recommendation

- 2 That the Authority considers this report in relation to report CFO/069/12, concerning the Authority structure, 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 proposed new structure of the Authority 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/069/12 considered separately within the Agenda for this meeting, as the Authority's timetable for 2012/13.

Introduction & Background

3. In the event that the Authority approves the new structure for the Authority (as per report CFO/069/12 Appendix A), for 2012/13, a suggested timetable for dates to facilitate that structure has been drafted and attached as Appendix A to this report.
4. These dates have been proposed to aid the workflow for the year, through the committee structure.

5. 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 consideration by ELB where necessary before decisions to be made by the Authority or one of its Committees.
6. Members will have considered the proposed new structure of the Authority earlier at this meeting, including the development of a Social Growth and Localism Sub Committee to the Community Safety and Protection Committee, and a Performance and Scrutiny Committee, which has a Task and Finish Group Sub Committee. The schedule of dates does not include dates for the Task and Finish Sub Committee, as it will depend on the work streams directed from the Performance and Scrutiny Committee. Therefore it is anticipated that those meetings will be called as and when required, similarly to the arrangements for Appointments, Appeals and Standards Committee
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 asked to note the following:-
 - (a) the timetable is based around the workings of the Authority, for example to enable the Authority to 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 in 2010 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's 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 or between Meetings, in order to obtain the best attendance by Members, most of whom will already be attending for the preceding/following meeting.
 - (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. Appendix A does make provision for this though there are no planned Local Elections in May 2013. Therefore Members may wish to consider holding more meetings or development events during this period.

- (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. Members are reminded that they may be required to attend for assessment interviews before the end of August, in relation to their application under level two of the Northwest Employers Elected Members Development Award. The dates of which are not known at the time of writing this report.
- (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 2013 has been suggested for an appropriate date following the municipal elections and District Council Annual Meetings. This date is suggested with the intention to set the Authority's structure and meetings as early as possible following nominations received from each District Council. However a District Council may be in a position which prevents them making a clear decision at their Annual meeting as to their appointments to Merseyside Fire and Rescue Authority, which may result in the necessity to postpone Fire Authority's Annual Meeting

10. When the Authority structure has been approved the meeting dates will be contained within a pocket sized calendar for all Members.

Equality & Diversity Implications

11. None arising directly from this report.

Staff Implications

12. None arising from this report. Once approved dates will be provided to officers who are required to submit reports to the Authority and its Committee's.

13. Dates of meetings will also be published on the website for public record and on the Service's internal portal system for all staff.

Legal Implications

13. Proposed meeting dates must be given in advance to Members in order to comply with the requirements of the Local Government Act 1972

Financial Implications & Value for Money

14. 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.

Risk Management, Health & Safety, and Environmental Implications

15. None arising directly from this report.

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

16. 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 to have Safe Effective Employees.

BACKGROUND PAPERS

CFO/069/12