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**To: All Members of the Authority
(and any other Members who may wish to attend)**

**J. Henshaw
LLB (Hons)
Clerk to the Authority**

Tel: 0151 296 4000
Extn: 4112 Helen Peek

Your ref:

Our ref HP/DM

Date: 4 June 2013

Dear Sir/Madam,

Further to my previous invitation to attend the **ANNUAL GENERAL MEETING** of the **AUTHORITY** to be held at **1.00 pm** on **TUESDAY, 11TH JUNE, 2013** in the Wirral Suite at Merseyside Fire and Rescue Service Headquarters,

Please find attached a supplementary Agenda containing the Minutes from the Performance and Scrutiny Committee and the Audit Sub-Committee both held on 30th May 2013.

Yours faithfully,

Clerk to the Authority

Encl.

MERSEYSIDE FIRE AND RESCUE AUTHORITY

AUTHORITY

11 JUNE 2013

AGENDA

3. Minutes of the Performance and Scrutiny Committee (Pages 1 - 4)

The Minutes of the meeting of the Performance and Scrutiny Committee, held on 30th May 2013, are submitted for approval as a correct record and for signature by the Chair.

4. Minutes of the Audit Sub-Committee (Pages 5 - 8)

The Minutes of the meeting of the Audit Sub-Committee, held on 30th May 2013, are submitted for approval as a correct record and for signature by the Chair.

If any Members have queries, comments or require additional information relating to any item on the agenda please contact Committee Services and we will endeavour to provide the information you require for the meeting. Of course this does not affect the right of any Member to raise questions in the meeting itself but it may assist Members in their consideration of an item if additional information is available.

Refreshments

Any Members attending on Authority business straight from work or for long periods of time, and require a sandwich, please contact Democratic Services, prior to your arrival, for arrangements to be made.

PERFORMANCE AND SCRUTINY COMMITTEE

OF THE

MERSEYSIDE FIRE AND RESCUE AUTHORITY

30TH MAY 2013

MINUTES

Present:

Councillors: Ted Grannell (Chair), Steve Niblock, Tony Newman, Vi Bebb, Robbie Ayres, Roy Gladden and Pat Moloney

Also present: Councillors: Dave Hanratty, Linda Maloney and Denise Roberts

Apologies were received from: Councillor Sharon Sullivan

1. Preliminary Matters

The Authority considered the identification of declarations of interest, any items of business deemed urgent by the Chair, and any items of business which may require the exclusion of the press and public:

- a) Councillor Pat Moloney declared an interest in relation to items 5 and 6 of the agenda, as a beneficiary of Telent due to his pension membership.
- b) there were no additional items of business which the Chair determined should be considered as matters of urgency;
- c) there were no items of business which required the exclusion of the press and public during consideration because of the possibility of the disclosure of exempt information.

2. Minutes of the Previous Meeting

The Minutes of the previous meeting on 14th February 2013 were approved as a correct record and signed accordingly by the Chair.

3. **Knowsley District Update**

CFO/030/13

Members were provided with a presentation in support of this report, during a Learning Lunch prior to the opening of the meeting.

Members considered report CFO/030/13 and supporting presentation regarding the performance within the Knowsley District in relation to the Knowsley District Community Safety Plan.

Resolved that:

Performance in relation to the success of Knowsley District Stations, Protection and Prevention Teams delivering against the Knowsley District Community Safety Plan be noted.

4. **St Helens District Update**

CFO/031/13

Members were provided with a presentation in support of this report, during a Learning Lunch prior to the opening of the meeting.

Members considered report CFO/031/13 and supporting presentation regarding achievements of the District Stations and Prevention Teams within the St Helens District during 2012/13.

Resolved that:

- a) Achievements and success to date by St Helens District Stations, Prevention and Protection Teams be noted; and
- b) The priorities and areas of focus for the forthcoming year 2013/14 in relation to Prevention Protection and Response be noted.

5. **Service Delivery Plan 2012/13 Year End Performance Report**

CFO/056/13

Members were advised of amendments to this report and appendix and provided with hard copies of the following pages:

Page 16 of Members packs, Report CFO/056/13 *Service Plan Year End*, relating to the Indicator LPI 120 RTC's involving FS Vehicles.

Page 21 and 25 of Members packs, Service Delivery Plan 2012 – 2013 Final Review (Appendix A to the report)

Members scrutinised report CFO/056/13 in relation to performance against the objectives and targets set in the 2012/13 IRMP and Service Delivery Plan in relation to the period from April 2012 to March 2013.

Resolved that :

- a) The revised pages in relation to report CFO/056/13 and appendix be noted; and
- b) Following approval in June the 2013/14 Service Delivery Plan on the Portal and website it be noted that this will be updated with the final 2012/13 local performance indicator performance.

6. Environmental Performance
CFO/068/13

Members considered report CFO/068 relating to the Environmental Performance of Merseyside Fire and Rescue Service.

Resolved that:

- a) The environmental performance improvements as detailed in the report be noted; and
- b) The request that Members take part in assessment of new Environmental/ Carbon Reduction Strategies (currently under development) be noted; and
- c) The Environmental Improvement Programme be supported by Members.

7. Target Setting and Performance Management Methodology
CFO/049/13

Members considered report CFO/049/13 regarding the methodology used to set Local Performance Indicator targets and manage performance against those targets, and considered a review to the approach.

Resolved that:

No recommendations be made to another Committee or the Authority on this occasion.

8. Determine Scrutiny Work Program for Next Meeting

Members considered any scrutiny work programmes to be reported back to this Committee, which include matters relating to the performance of the Authority.

Members Resolved that:

The following scrutiny work programmes be reported back to the next meeting of this Committee – date of which to be determined at the Annual meeting on 11th June 2013:

- a) A report be brought to this Committee, regarding the second phase of the implementation of the Unwanted Fire Signals Protocol, which is due to take effect from October 2013, to enable Members to scrutinise impact and progress to date.
- b) A report be brought back to this Committee highlighting the work and initiatives currently in place within the Authority in relation to Youth Engagement and educating children around fire safety, to enable the Members to scrutinise current activity and impact those activities are having within the Community and the Authority.
- c) A report be brought to this committee regarding the delivery of the Authority's Equality and Diversity Plan, detailing how objectives within the plan are being delivered throughout the Authority.

9. Determine and Review Efficiency Reviews

Members considered any requirement for efficiency reviews with a view to effecting continuous improvements in the way services are delivered, having regard to a combination of economy, efficiency and effectiveness.

Members determined that no further efficiency reviews were required at this stage.

Close.

AUDIT SUB-COMMITTEE
OF THE
MERSEYSIDE FIRE AND RESCUE AUTHORITY
30TH MAY 2013
MINUTES

Present: Councillors Denise Roberts, Pat Moloney, and Tony Newman as an alternate for Les Byrom. Councillor Vi Bebb was present from 14:34 .

Also present: Councillors Dave Hanratty, and Linda Maloney.

Apologies received from: Councillor Les Byrom

1. Preliminary Matters

The Authority considered the identification of declarations of interest, any items of business deemed urgent by the Chair, and any items of business which may require the exclusion of the press and public:

- a) there were no declarations of interest by any Member, however the Deputy Chief Executive declared an interest in relation to Item 3 of the agenda as a Board Trustee of Plus Dane Housing alongside Grant Thornton who are also Board Trustees,
- b) there were no additional items of business which the Chair determined should be considered as matters of urgency,
- c) there were no items of business which required the exclusion of the press and public during consideration due to the possibility of the disclosure of exempt information.

2. Minutes of the Previous Meeting

The minutes of the previous meeting held on 14th February 2013 were approved as a correct record and signed accordingly by the Chair.

3. **External Report – The Audit Plan for MFRA 2012/13**

Members considered the Report of the External Auditor concerning the Audit plan for 2012/13 which is working towards a closing date of September 2013. Members were asked to note a number of key areas in the report and that the Audit fee is 40% less than it was under the Audit Commission.

Resolved that:

The contents of the report be noted.

4. **Treasury Management**
(CFO/070/13)

Members considered report CFO/070/13 of the Deputy Chief Executive concerning the Treasury Management Annual Report 2012/13.

Resolved that:

The Treasury Management Annual Report 2012/13 be noted.

5. **Annual Year End Internal Audit Report for 2012/13**
(CFO/071/13)

Members considered report CFO/071/13 of the Deputy Chief Executive concerning the work of Internal Audit in 2012/13.

Resolved that:

The contents of the report and the favourable conclusions contained within be noted.

6. **Annual Governance Statement**
(CFO/069/13)

Members considered report CFO/069/13 of the Deputy Chief Executive concerning the Authority's Annual Governance Statement and the annual review of the governance arrangements.

Resolved that:

- a) the 2012/13 Annual Governance Statement be agreed and signed accordingly by the Chair on behalf of the Authority.

b) the management responses to the Auditor's Risk Assessment be determined to be consistent with Members' views with the following additional comment made:

- One of the recommendations to be considered at the Annual General Meeting is for the Authority to appoint an independent person to the Performance and Scrutiny Committee and Audit Sub-Committee to ensure a thorough scrutiny process is in place.

7. **Annual Review of Gifts and Hospitality**
(CFO/057/13)

Members considered report CFO/057/13 of the Clerk to the Authority concerning the annual review of offers of gifts and hospitality to staff of the Authority.

Resolved that:

The review of the processes and procedures in place for authorisation of gifts and hospitality for employees be approved.

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