

MERSEYSIDE FIRE AND RESCUE AUTHORITY

14 JUNE 2018

MINUTES

Present: Cllr Leslie T. Byrom CBE (Chair) Councillors Denise Allen, Sharon Connor, Joe De'Asha, Janet Grace, Brian Kenny, Chris Meaden, Peter Brennan, Lesley Rennie, James Roberts, Jean Stapleton, Sharon Sullivan, Paul Tweed, Andrew Makinson, Steff O'Keeffe, Lisa Preston and Lynne Thompson

Apologies of absence were received from:
Jane Kennedy (PCC)

15. CHAIR'S ANNOUNCEMENT

Prior to the start of the meeting, the acting Chair of the Authority provided information to all in attendance regarding general housekeeping.

It was confirmed that the proceedings of the meeting would not be recorded on this occasion.

The acting Chair of the Authority welcomed two of the Members leaving the Authority who were in attendance – Dave Hanratty, previous Chair of the Authority; and Cllr Barbara Murray.

Cllr Barbara Murray was presented with a small gift on behalf of the Authority, in recognition of her contribution; and was invited to say a few words.

Cllr Murray thanked Members and Officers and stated that it had been a pleasure to work with everyone.

Dave Hanratty – previous Chair of the Authority, was presented with a gift from Members and Officers in recognition of his long service and dedication to MFRA. It was commented that although he has retired from politics, he is still interested in and concerned about the wellbeing of the Fire & Rescue Service, both locally and nationally.

Dave Hanratty was invited to say a few words.

He thanked everyone within MFRA and stated that it has been a pleasure and a privilege to serve on MFRA, especially as Chair of the Authority. He commented that MFRA is different to local authorities, as all parties work well together despite political differences, which creates a different atmosphere.

He thanked all MFRA Members he has worked with over the years, in particular Cllr Byrom and MFRA's previous Vice-Chair - Cllr Linda Maloney, for their support, guidance and good humour.

He congratulated both the acting Chief Fire Officer – Phil Garrigan; and the acting Deputy Chief Fire Officer – Nick Searle, on their appointments; and wished them both well for the future.

The acting Chair of the Authority commented that previous Member- Cllr Edna Finneran, was unfortunately unable to attend the meeting, however a small gift on behalf of the Authority would be forwarded on to her.

1. Preliminary Matters

The Authority considered the identification of any declarations of interest, matters of urgency or items that would require the exclusion of the press and public due to the disclosure of exempt information.

Resolved that:

- a) no declarations of interest were made by individual Members in relation to any item of business on the Agenda
- b) the following additional item of business was determined by the Chair to be considered as matters of urgency:
 - **Minutes of the Urgency Committee – 24th May 2018**
- c) no items of business required the exclusion of the press and public during consideration thereof because of the possibility of the disclosure of exempt information.

2. Minutes of the Previous Meeting

The Minutes of the previous meeting of the authority, held on 24th May 2018, were approved as a correct record and signed accordingly by the Chair.

3. Election of Chair of the Authority

Nominations were requested for the position of Chair of the Authority for the Municipal Year 2018/19.

Nominee

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|----------------|---|-----------------------------------|
| Cllr Les Byrom | - | nominated by Cllr Sharon Sullivan |
| | - | Seconded by Cllr Brian Kenny |

This nomination was unanimously agreed.

Resolved that:

Cllr Les Byrom be confirmed as the Chair of Merseyside Fire & Rescue Authority for the Municipal Year 2018/19, and preside over the remainder of the meeting.

4. Election of Vice-Chair of the Authority

Nominations were requested for the position of Vice-Chair of Merseyside Fire & Rescue Authority, for the Municipal Year 2018/19.

Nominee

Cllr Sharon Sullivan - proposed by Cllr Les Byrom
- Seconded by Cllr Paul Tweed

This nomination was unanimously agreed.

Resolved that:

Cllr Sharon Sullivan be elected as Vice-Chair of Merseyside Fire & Rescue Authority, for the Municipal Year 2018/19.

5. Membership of the Authority 2018/19

Members considered Report CFO/041/18 of the Monitoring Officer, concerning changes to the membership of the Authority for 2018/19.

Members were advised that as a result of the local elections and decisions taken within the District Councils over representation on MFRA, the following Members had now left the Authority:

- Dave Hanratty (previously appointed by Liverpool City Council)
- Cllr Barbara Murray (previously appointed by Liverpool City Council)
- Cllr Edna Finneran (previously appointed by Knowsley Council)
- Cllr Pat Ireland (previously appointed by St. Helens Council)

The following Councillors have been appointed by their respective District Councils, to replace those leaving the Authority:

- Cllr Steff O'Keeffe (appointed by Knowsley Council)
- Cllr Lisa Preston (appointed by St. Helens Council)
- Cllr Andrew Makinson (appointed by Liverpool City Council)

Members were informed that Cllr Barbara Murray was initially re-appointed to MFRA, however was subsequently appointed as a Cabinet Member within Liverpool City Council. As such, a replacement Member from Liverpool City Council, will be appointed to MFRA at their next full Council meeting, which will take place in July.

The Chair of the Authority commented that all newly appointed Members will receive a comprehensive induction and that the Authority operates an open door policy, therefore they are encouraged to ask if there is anything they need or if they have any questions.

Members Resolved that:

The content of the report be noted.

6. Structure of the Authority 2018/19

Members considered Report CFO/040/18 of the Monitoring Officer, concerning the Structure of the Authority for the Municipal Year 2018/19.

Members were provided with an overview of the report, which outlined the current Authority decision making structure; and detailed the proposed changes to the structure for the forthcoming Municipal Year, which were mainly concerned with the Authority's Scrutiny arrangements.

Members were advised that scrutiny is an important aspect, required by the National Framework and the new Inspection regime. Therefore, it is proposed that the current scrutiny arrangements will change, with the Audit & Scrutiny Sub-Committee being separated into two Committees – one for Audit functions and one for Scrutiny functions. All other Committees will remain the same.

With regards to the proposed Scrutiny Committee, Members were informed that this will consist of nine Members (plus the Independent Person, should they be minded to approve continuation of this role).

In terms of the nine Members, it is proposed that they consist of four Lead Members, 3 newly appointed Members, plus a Liberal Democrat Member and the Conservative Member, so that each political party is represented.

Rather than have an appointed Chair, it is proposed that the chairing of the Committee will be rotated between each of the four Lead Members, whose role will also include supporting the development of the newly appointed Members.

It is proposed that the four Lead Members will each be aligned to a specific remit – one for Operational Response, one for Operational Preparedness, one for Community Risk Management; and one for People; and that there will be four meetings of the Scrutiny Committee each year, with each meeting focusing on one of the four service areas, with the relevant Lead Member chairing their specific meeting.

Members were informed that if the new approach is approved, scrutiny will be aligned to the objectives contained within the Integrated Risk Management Plan, with lead officers for the functions providing relevant support. Also, draft Terms of Reference for the Scrutiny Committee, have been included within the draft Constitution for 2018/19.

Members Resolved that:

- (a) The following decision making structure of the Authority and appointments to roles and Committees for 2018/19, be approved:

Chair of Authority:

Cllr. Les Byrom

Vice-Chair of the Authority

Cllr. Sharon Sullivan

Labour: Group Leader:

Cllr. Les Byrom

Liberal Democrat: Opposition Spokesperson:

Cllr. Andrew Makinson

Conservative: Opposition Spokesperson:

Cllr. Lesley Rennie

| Committee | Members |
|---|---|
| <p>Community Safety & Protection Committee</p> <p>9 Members (7, 1, 1)</p> | <p>1 Cllr Brian Kenny (Chair) 2 Cllr Peter Brennan 3 Cllr Paul Tweed 4 Cllr Denise Allen 5 Cllr Jan Grace 6 Cllr Lisa Preston 7 (New Liverpool Cllr) 8 Cllr Lynne Thompson 9. Cllr Lesley Rennie</p> |
| <p>Policy & Resources Committee</p> <p>9 Members (8, 1)</p> | <p>1 Cllr Sharon Sullivan (Chair) 2 Cllr Sharon Connor 3 Cllr James Roberts 4 Cllr Joe De'Asha 5 Cllr Jean Stapleton 6 Cllr Chris Meaden 7 Cllr Steff O'Keeffe 8 Cllr T.B.C 9. Cllr Andrew Makinson</p> |
| <p>Audit Committee</p> <p>5 Members (4, (1 or 1)) (Plus 1 Independent Person)</p> | <p>1 Cllr James Roberts (Chair) 2 Cllr Sharon Connor 3 Cllr Joe De'Asha 4 Cllr Chris Meaden 5 Cllr Andrew Makinson</p> |
| <p>Scrutiny Committee</p> <p>9 Members (7, 1, 1)</p> | <p>1 Cllr Peter Brennan (Lead Member CRM) 2 Cllr Sharon Connor (Lead Member Ops Response)</p> |

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| (Plus 1 Independent Person) | <p>3 Cllr Paul Tweed (Lead Member Ops Preparedness)</p> <p>4 Cllr Jan Grace (Lead Member People)</p> <p>5 Cllr Steff O'Keeffe</p> <p>6 Cllr Lisa Preston</p> <p>7 New LCC Member</p> <p>8 Cllr Andrew Makinson</p> <p>9 Cllr Lesley Rennie</p> <p>*(Chair to alternate between Lead Members)</p> |
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| <p>Appointments Committee (3,1,1) Made up of the Chair, Vice Chair, Opposition Party Leader & Spokesperson</p> | <p>1 Cllr Les Byrom (Chair)</p> <p>2 Cllr Sharon Sullivan</p> <p>3 Cllr Brian Kenny</p> <p>4 Cllr Lesley Rennie</p> <p>5 Cllr Lynne Thompson</p> |
| <p>Appeals Committee (3,1,1) Made up of the Chair, Vice Chair, Opposition Party Leader & Spokesperson</p> | <p>1 Cllr Les Byrom (Chair)</p> <p>2 Cllr Sharon Sullivan</p> <p>3 Cllr Brian Kenny</p> <p>4 Cllr Lesley Rennie</p> <p>5 Cllr Lynne Thompson</p> |

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| <p>Member Development & Engagement Group (2,1,1)</p> | <p>1 Cllr Jean Stapleton (Chair)</p> <p>2 Cllr Steff O'Keeffe</p> <p>3 Cllr Lesley Rennie</p> <p>4 Cllr Lynne Thompson</p> |
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(b) Should Members be unable to attend a meeting they are appointed to, they are to arrange for an appropriate alternate Member to attend on their behalf, to ensure correct political balance; and inform Democratic Services of such representatives prior to the start of the relevant meeting.

7. Merseyside Fire & Rescue Authority Constitution 2018/19

Members considered Report CFO/037/18 of the Monitoring Officer, concerning the draft amended Constitution for Merseyside Fire & Rescue Authority (the Authority) for 2018/19.

Members were advised that the Authority are required to have a Constitution, which is reviewed each year; and is split into various sections.

With regards to Parts 1 and 2, which are concerned with introductory issues, Members were informed that there have been no changes to report.

They were advised that there have been some changes within Part 3 – Responsibility for Functions, in relation to the Committee Structure changes, outlined and approved in the previous report.

Members were advised that Part 4 deals with the Procedural rules that govern how the Authority operates; and as such, Members were urged to read this section.

In relation to Contract Standing Orders, Members were informed that they have been amended slightly to reflect changes to EU thresholds, however there have been no major changes to the Financial Regulations.

Members were informed that Part 5 – Procedures and Policies, contains the Member and Officer Relations Protocol, which Members were also urged to read.

The quorum for each Committee was highlighted to Members, as it is important to ensure all meetings are quorate so that decisions can be made. Members were urged to inform Democratic Services if they are unable to attend a meeting; and to try to source an alternate wherever possible.

If agreed, Members were informed that all new Members will be provided with a hard copy of the Constitution for their reference; and updated copies would be provided within the Members Room. All existing Members will be provided with the updated pages, to be inserted within their copies of the Constitution.

Members Resolved that:

- a) the draft amended Constitution for 2018/19, be approved.
- b) the Monitoring Officer to the Authority, be instructed to keep the Constitution under review and;
- c) in light of any changes in legislation, the Monitoring Officer be requested to bring a further report to the Authority in these circumstances.

8. Authority Meeting Dates for 2018/19 and 2019/20

Members considered Report CFO/039/18 of the Monitoring Officer, concerning confirmation of the draft dates for Authority Committee meetings and events for 2018/19; and draft provisional dates for 2019/20.

Members Resolved that:

- a) The schedule of meeting dates and events for 2018/19 (attached at Appendix A and provisionally agreed at the Budget Authority meeting on 22nd March 2018), be confirmed.

b) The draft provisional dates for 2019/20 (attached at Appendix B), be noted.

9. Members Allowance Payments 2017/18

Members considered Report CFO/038/18 of the Monitoring Officer, concerning payments made to Members in the form of allowances, during the financial year 2017/18.

Members were advised that the Authority is required by law to publish information regarding sums paid to Members; and that Appendix A to the report details all such payments made to Members of MFRA for the financial year 2017/18.

Members were also informed that there is a comments column contained within Appendix A, which provides clarification on any changes in Membership or roles, throughout the period reported on.

Members commented that the information has not been published as a standalone document for several years.

They were advised that the information is published each year as part of the agenda for the Annual General Meeting, but that the information would also be published separately on the Authority's Website, should Members so wish.

Members Resolved that:

- (a) The information contained within the Report and at Appendix A, be noted.
- (b) The information contained within Appendix A, also be published as a separate document on the Authority's Website.

10. Scheme of Members Allowances 2018/19

Members considered Report CFO/042/18 of the Monitoring Officer, concerning a review of the current Scheme of Members' Allowances; and any changes they wish to make to the Scheme for 2018/19.

Members were informed that for several years, the Authority had agreed to not accept any increases in allowances in line with firefighter pay. Members were asked to consider if they were happy to continue with the current Scheme, or whether they wished to vary it.

Members were also requested to consider continuation of the role of Independent Person. They were advised that the Authority is required by law to have an Independent Person to deal with any standards issues, however the role of the current Independent Person, also incorporated scrutiny.

Members Resolved that:

- a. The current Members' Allowance Scheme, continue.
- b. Any inflationary increase to the Authority's Scheme of Members' Allowances, be noted as being aligned to the previous year's Firefighters' pay.
- c. The decision of the Authority at its Budget meeting on 22nd February 2018 to freeze all 2017/18 member allowances for the tenth consecutive year, be noted.
- d. The intention of the Authority to reject any pay increases in line with Firefighters Pay Award for 2018/19, which would apply to 2019/20 allowances, be confirmed.
- e. Continuation of the combined roles of Co-opted Member (previously appointed to the Audit and Scrutiny Sub-Committee as a non-voting Member) and Independent Person, be confirmed, with the individual:
 - i. Being appointed to both the Audit Committee and Scrutiny Committee.
 - ii. Continuing to consider any complaints against Members, alleged to have breached the Members' Code of Conduct as "Independent Person";
 - iii. Being paid for conducting such roles following submission and verification of invoices, at a daily attendance rate of £50 (as and when required) as is the current case.

11. Questions of the Discharge of Functions

Members considered Report CFO/043/18 of the Monitoring Officer, concerning the nomination of a Member from each of the five Constituent District Councils, as the Member responsible for answering questions in their Council on the discharge of the functions of the Authority.

Members Resolved that:

The following Members be appointed by the Authority as the Members responsible for answering questions in their respective Councils, on the discharge of the function of the Authority for 2018/19:

- Cllr Les Byrom Sefton Council
- Cllr Sharon Sullivan Liverpool City Council
- Cllr Denise Allen Knowsley Council
- Cllr Brian Kenny Wirral Council
- Cllr Joe De'Asha St. Helens Council

12. Appointment of Members to Outside Bodies

Members considered Report CFO/046/18 of the Monitoring Officer, concerning the outside organisations to which the Authority is currently affiliated; and to request where appropriate, confirmation of continued affiliation for 2018/19 and the appointment of representatives to those organisations.

Discussion took place regarding representation on Merseyside Brussels Office, at which the Authority has previously been represented by an Officer only. Cllr James Roberts stated that if possible, he would also like to be appointed to Merseyside Brussels Office to represent the Authority.

Members also raised the possibility of MFRA having Member representation on the Merseyside Community Safety Partnership, as it was noted that the local authorities are all represented.

Members Resolved that:

- (a) Continuation of affiliation with the following organisations and the appointment of the following Members to those organisations, be approved:

| <u>Organisation</u> | <u>Representative Member</u> |
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| Local Government Association Fire Services Commission | Cllrs Les Byrom & Sharon Sullivan |
| North West Employers Organisation | T.B.C |
| North West Fire and Rescue Advisory Forum | Cllrs Les Byrom, Sharon Sullivan and Lesley Rennie |
| Association of Metropolitan Fire & Rescue Authorities | Cllrs Les Byrom & Sharon Sullivan |

- (b) Continued affiliation with Merseyside Brussels Office, be confirmed.
- (c) Enquires be made as to whether the Authority could be represented on Merseyside Brussels Office by an Elected Member, as well as an Officer. Should this be possible, Cllr James Roberts be the Member appointed.
- (d) Continued affiliation with the Liverpool City Region LEP, be confirmed, with representation by an Officer rather than Member.
- (e) Cllr Paul Tweed continues to be the Member appointed to the Pensions Board.
- (f) Enquires be made as to whether the Authority could be represented on the Merseyside Community Safety Partnership by an Elected Member, as well as an Officer. Should this be possible, Cllr Peter Brennan be the Member appointed.

13. Approved Conference and Outside Meetings

Members considered Report CFO/045/18 of the Monitoring Officer, concerning attendance at conference and outside meetings by representatives of Merseyside Fire & Rescue Authority, to be determined by the Chair of the Authority.

Members Resolved that:

Attendance at conferences and outside meetings by representatives of Merseyside Fire & Rescue Authority, to be determined by the Chair of the Authority, be confirmed and approved.

14. Meetings with National Politicians at Party Political Conferences

Members considered Report CFO/044/18 of the Monitoring Officer, concerning the attendance of Members at meetings held at the location of party political conferences, in order to make Authority related representations in line with the Members Scheme of Allowances.

Members Resolved that:

- (a) The attendance of appropriate representatives of the political groups of the Authority at meetings with Ministers, Opposition Spokespersons; and other relevant national politicians, to be held at the location of their own party political conferences, to discuss issues relating to the business of the Authority, be approved.
- (b) The payment of appropriate travel and subsistence expenses for such meetings, be approved, however no payment be made for conference fees.
- (c) Any Member attending such meetings, be requested to report back to the Authority regarding issues raised and responses; and progress on information received.

15. Minutes of the Urgency Committee - 24th May 2018

The Minutes of the Urgency Committee held on 24th May 2018, were approved as a correct record and signed accordingly by the Chair.

Close

Date of next meeting Thursday, 18 October 2018

Signed: _____

Date: _____