

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY BUDGET MEETING		
DATE:	22 FEBRUARY 2018	REPORT NO:	CFO/012/18
PRESENTING OFFICER	JANET HENSHAW		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	KELLY KELLAWAY – DEMOCRATIC SERVICES MANAGER
OFFICERS CONSULTED:	SANDRA WAINWRIGHT – PA TO CFO LIN MORRISON – PA TO DCFO		
TITLE OF REPORT:	PROVISIONAL AUTHORITY MEETING DATES FOR 2018/19		

APPENDICES:	APPENDIX A: DRAFT MEETING DATES 2018/19
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Purpose of Report

1. To request that Members consider and note the provisional dates for Authority Committee meetings and events for 2018/19.

Recommendation

2. That Members;
 - a. Consider the provisional schedule of meeting dates and events for the 2018/19 Municipal Year, as attached at Appendix A.
 - b. Advise of any required amendments to the provisional dates.
 - c. Note the provisional dates (including any requested amendments), to be confirmed at the Authority's AGM on 14th June 2018.

Introduction and Background

3. The provisional schedule of Authority Committee dates and events for the Municipal Year 2018/19, have been produced on the premise that the current Committee Structure remains in place.
4. In previous years, draft schedules of meeting dates and events have been produced a year in advance, with dates for the coming Municipal Year being confirmed; and draft provisional dates for the following Municipal Year being noted, at each AGM.
5. However, at the AGM in June 2017, no draft dates for the Municipal Year 2018/19 were submitted, pending the outcomes of the Authority Reform

Working Party, established to consider and review the Authority structure and membership.

6. At the Authority Meeting on 14th December 2017, the Authority considered report CFO/075/17, concerning the recommendations of the Working Party. This report highlighted developments within the Liverpool City Region Combined Authority, regarding future “tranches” of devolution for Merseyside. Given those developments, the recommendation of the Chair of the Authority was to suspend work on the reform of the Authority, until the outcome of those considerations is known.
7. As such, the provisional dates of meetings, as attached at Appendix A, have been drafted based on the current Authority Structure, to ensure that Members and Officers are provided with sufficient notice of key meetings and events.
8. The proposed dates have been devised to aid the flow of business for the year through the Committee process, to enable the Authority to meet its deadlines in terms of setting the budget, consulting on and delivering its IRMP and other Strategic Plans; and to provide the opportunity for regular and effective scrutiny.
9. The proposed schedule of meeting dates does not include any meetings of Task and Finish Groups, which may be called at the request of any meeting of the Authority or its Committees. Similarly, it does not include any scheduled dates for meetings of the Appointments or Appeals Committees, which will be called as and when required.
10. The draft schedule includes proposed dates for the Authority’s two Strategy Days. The initial annual Strategy Day, which forms part of Induction/ training for Members, has been scheduled in July 2018. The Budget Strategy Day is scheduled in January 2019.
11. Should the Authority require additional Strategy Days during the year, these can be arranged in line with the business determined, as and when required.
12. “Learning Lunches” and other Member development events have been programmed into the attached schedule of meeting dates.
13. The schedule of meeting dates continues to include a series of Station Visits and MFRA Staff Engagement days. These events are intended to provide all staff with an opportunity to:
 - Meet Authority Members and learn more about them as individuals and the role of the Authority.
 - Discuss their views on staff engagement activity with Elected Members; and
 - Discuss current topics of interest with Elected Members and raise any questions they wish to ask.

14. These engagement events also provide a useful opportunity for Members to familiarise themselves with the Authority's premises and assets.
15. Members have previously requested that the number of meetings scheduled during April be kept to a minimum, to enable them to dedicate more time to canvassing and assisting their political groups in the run up to the local elections. This request has been accommodated when preparing the draft schedule of dates.
16. The proposed meeting dates also include a break throughout August, to accommodate the peak holiday period; and a break during the Christmas period.
17. Set meeting dates may be changed and other meetings convened as and when required, in accordance with Standing Orders.

Equality and Diversity Implications

18. There are no equality and diversity implications arising directly from this report.

Staff Implications

19. The Authority meeting dates are published on the Website and Portal once approved, for the information of all staff and for public record.
20. Included within the provisional schedule of meeting dates and events, are a number of station visits and staff engagement sessions, which provide all groups of staff with opportunity to engage with Authority Members.

Legal Implications

21. 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

22. The Authority considers value for money in all business reports. There are no financial implications arising directly from this report.
23. All meetings of the Authority are held at Authority premises, usually Headquarters at Bridle Road, Bootle, unless otherwise advertised.
24. Wherever possible, training for Authority Members is provided in house. However, if external training is required, the cost of such will be met from existing budgets.

Risk Management, Health & Safety, and Environmental Implications

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

Contribution to Our Mission: *Safer Stronger Communities – Safe Effective Firefighters*

26. The dates of meetings are set to ensure that Members of the Authority have adequate time and opportunity to fully consider and scrutinise the information provided, to enable them to make informed decisions, to ensure that the best possible service is provided to the communities of Merseyside and to ensure that our staff are safe and effective.

BACKGROUND PAPERS

GLOSSARY OF TERMS
