

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	ANNUAL GENERAL MEETING		
DATE:	13TH JUNE 2019	REPORT NO:	CFO/029/19
PRESENTING OFFICER	MONITORING OFFICER		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	KELLY KELLAWAY, GEMMA SUNG
OFFICERS CONSULTED:	SANDRA WAINWRIGHT - PA TO CFO LIN MORRISON – PA TO DCFO & ACFO IAN CUMMINS – FINANCE DIRECTOR JANET HENSHAW – MONITORING OFFICER		
TITLE OF REPORT:	AUTHORITY MEETING DATES FOR 2019/20 AND 2020/21		

APPENDICES:	APPENDIX A	DRAFT APPROVED MEETING DATES 2019/20
	APPENDIX B	DRAFT PROVISIONAL MEETING DATES 2020/21

Purpose of Report

1. To request that Members confirm the draft dates for Authority Committee meetings and events for 2019/20 and note the draft provisional dates for 2020/21.

Recommendation

2. That Members:
 - a) Consider the schedule of meeting dates and events for 2019/20 (attached at Appendix A and provisionally agreed at the Annual General Meeting on 14th June 2018) and confirm approval.
 - b) Consider and note the draft provisional dates for 2020/21 (attached at Appendix B).

Introduction and Background

3. The Authority is requested to consider and ratify the Schedule of Dates for the Municipal Year 2019/20. These were provisionally agreed at the AGM on 14th June 2018.
4. A slight amendment has been made to the schedule of meeting dates for 2019/20, agreed provisionally at the AGM on 14th June 2018, with an additional Authority Meeting scheduled for 3rd July 2019.

5. Where Council meeting dates have been available, Full Council meetings have been taken into consideration, as well as religious holidays; and dates for Committees have been programmed sympathetically around those dates wherever possible.
6. 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.
7. The proposed schedule of meeting dates does not include any meetings of Task & 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.
8. 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 2019. The Budget Strategy Day is scheduled in January 2020.
9. Should the Authority require additional Strategy Days during the year, these can be arranged in line with the business determined, as and when required.
10. "Learning Lunches" and other Member Development events have been programmed into the attached schedule of meeting dates.
11. The schedule of meeting dates, continues to include a series of Station Visits and MFRA staff engagement days.
12. The MFRA staff engagement days and Station Visits are intended to provide all staff with an opportunity to:
 - meet Authority Members and learn more about them; 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.
13. These engagement events also provide a useful opportunity for Members to familiarise themselves with the Authority's premises and assets.
14. 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 adhered to when preparing the draft schedule of dates.

15. The proposed meeting dates also include a break throughout August to accommodate the peak holiday period and a break during the Christmas period.
16. Set meeting dates may be changed and other meetings convened as and when required, in accordance with Standing Orders.

Equality and Diversity Implications

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

Staff Implications

18. There are no staff implications arising directly from this report.
19. Once approved by the Authority, the dates of meetings will be published on the Portal for the information of all staff and on the Authority's Website for public record.

Legal Implications

20. 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

21. The Authority considers Value for Money in all business reports. There are no financial implications arising directly from this report.
22. All meetings of the Authority are held at Authority premises, usually Headquarters at Bridle Road in Bootle, unless otherwise advertised.
23. Training wherever possible is provided in house, however if external training is required, this will be met from existing budgets.

Risk Management, Health & Safety, and Environmental Implications

24. 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*

25. The dates for 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; and provide the best possible service to keep the communities of Merseyside Safer and Stronger and ensure our employees are Safe and Effective.

BACKGROUND PAPERS

[CFO/039/18](#)

GLOSSARY OF TERMS

AGM - ANNUAL GENERAL MEETING

MFRA – MERSEYSIDE FIRE AND RESCUE AUTHORITY

SLT – STRATEGIC LEADERSHIP TEAM