

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY (ANNUAL GENERAL MEETING)		
DATE:	8 JUNE 2023	REPORT NO:	CFO/023/23
PRESENTING OFFICER	RIA GROVES, MONITORING OFFICER		
RESPONSIBLE OFFICER:	RIA GROVES	REPORT AUTHOR:	SHAUNA HEALEY
OFFICERS CONSULTED:	STRATEGIC LEADERSHIP TEAM SANDRA WAINWRIGHT LISA BAINES		
TITLE OF REPORT:	MEETING DATES 2023/24 AND 2024/25		

APPENDICES:	APPENDIX A:	DRAFT APPROVED MEETING DATES FOR 2023/24
	APPENDIX B:	DRAFT APPROVED MEETING DATES FOR 2024/25

Purpose of Report

1. To provide Members with a list of dates for Authority Committee meetings and events for 2023/24 and draft dates for 2024/25.

Recommendation

2. It is recommended that Members;
 - a) consider the schedule of meeting dates and events for 2023/24 (attached at Appendix A and provisionally agreed at the Annual General Meeting on 9th June 2022) and confirm approval; and
 - b) consider and note the draft provisional dates for 2024/25 (attached at appendix B).

Introduction and Background

3. The Authority is requested to consider and ratify the schedule of dates for the municipal year 2023/24.
4. Where Council meeting dates have been available, these have been taken into consideration, and dates for Committees have been programmed sympathetically around those dates wherever possible.
5. 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 Integrated Risk

Management Plan and other strategic plans; and to provide the opportunity for regular and effective scrutiny.

6. 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, Appeals or Joint Fire and Police Collaboration Committees, which will be called as and when required.
7. The draft schedule includes proposed dates for the Authority's two Strategy Days and the Scrutiny training planned for June 2023.
8. Should the Authority require additional Strategy Days during the year, these can be arranged in line with the business determined, as and when required.
9. 'Learning Lunches' and other member development events have been programmed into the attached schedule of meeting dates.
10. The schedule of meeting dates, continues to include a series of Station Visits and MFRA Staff Engagement Days. Members are asked to note that the Staff Engagement Days have been rearranged to take place on the same day as Authority meetings as per the results of a Member survey.
11. The proposed meeting dates also include a break throughout August to accommodate the peak holiday period and a break during the Christmas period.
12. Set meeting dates may be changed and other meetings convened as and when required, in accordance with Standing Orders.
13. The proposed dates now reflect that each sub-committee has the same number of meetings throughout the year, one less than the four scheduled for the full Authority.
14. Scrutiny Workshops have been included in Appendix A and B for Members attention.
15. The Member Development Group meetings will be in a hybrid/virtual format for 24/25.

Equality and Diversity Implications

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

Staff Implications

17. Once approved by the Authority, the dates of the meetings will be published on the Portal for information of all staff and on the Authority's website for public record.

Legal Implications

18. 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

19. There are no financial implications arising directly from this report. Any expenses incurred further to Members attendance at the meetings on the dates agreed will be contained within the existing budget.

Risk Management, Health & Safety, and Environmental Implications

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

Contribution to Our Vision: *To be the best Fire & Rescue Service in the UK.*

Our Purpose: *Here to serve, Here to protect, Here to keep you safe.*

21. 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 our communities.

BACKGROUND PAPERS

NONE

GLOSSARY OF TERMS

MFRA Merseyside Fire and Rescue Authority

MFRS Merseyside Fire and Rescue Service