

| MERSEYSIDE FIRE AND RESCUE AUTHORITY |                                    |                                 |                          |
|--------------------------------------|------------------------------------|---------------------------------|--------------------------|
| MEETING OF THE:                      | AUTHORITY (ANNUAL GENERAL MEETING) |                                 |                          |
| DATE:                                | 13 JUNE 2024                       | REPORT NO:                      | CFO/35/24                |
| PRESENTING OFFICER                   | MONITORING OFFICER, RIA GROVES     |                                 |                          |
| RESPONSIBLE OFFICER:                 | MONITORING OFFICER, GROVES         | REPORT AUTHOR:                  | RIA GROVES/SHAUNA HEALEY |
| OFFICERS CONSULTED:                  | STRATEGIC LEADERSHIP TEAM          |                                 |                          |
| TITLE OF REPORT:                     | MEETING DATES FOR 24/25 AND 25/26  |                                 |                          |
| APPENDICES:                          | APPENDIX A:                        | MEETING DATES FOR 2024/25       |                          |
|                                      | APPENDIX B:                        | DRAFT MEETING DATES FOR 2025/26 |                          |

### Purpose of Report

1. To provide Members with a list of dates for Authority Committee meetings and events for 2024/25 and draft dates for 2025/26.

### Recommendation

2. It is recommended that Members;
  - a) consider and approve the schedule of meeting dates and events for 2024/25 (attached at Appendix A); and
  - b) consider and note the draft provisional dates for 2025/26 (attached at appendix B).

### Introduction and Background

3. The Authority is requested to consider and ratify the schedule of dates for the municipal year 2024/25.
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 Community 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 also includes proposed dates for the Authority's two Strategy Days.
8. 'Learning Lunches' and other member development events have been programmed into the attached schedule of meeting dates.
9. 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 arranged to take place on the same day as Authority meetings in line with 2023/24 as per the results of a Member survey.
10. The proposed meeting dates also include a break throughout August to accommodate the peak holiday period and a break during the Christmas period.
11. Set meeting dates may be changed and other meetings convened as and when required, in accordance with Standing Orders.
12. The Member Development Group meetings will continue to be scheduled as online meetings for 2024/25.

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#### **Equality and Diversity Implications**

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

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#### **Staff Implications**

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14. 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.

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#### **Legal Implications**

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15. Proposed meeting dates must be given in advance to Members in order to comply with the requirements of the Local Government Act 1972.

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#### **Financial Implications & Value for Money**

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16. Any expenses incurred further to Members attendance at the meetings on the dates agreed will be contained within the existing budget.

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#### **Risk Management and Health & Safety Implications**

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17. There are no risk management, health and safety implications arising from this report.

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**Environmental Implications**

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18. There are no environmental implications arising from this report.

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**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.*

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19. 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.

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**BACKGROUND PAPERS**

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**NONE**

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**GLOSSARY OF TERMS**

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**MFRA**            **Merseyside Fire and Rescue Authority**