

AGENDA ITEM:

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| REPORT TO: Meeting of the | MERSEYSIDE FIRE & RESCUE AUTHORITY ANNUAL GENERAL MEETING |
| DATE: | TUESDAY 11TH JUNE 2013 |
| REPORT NO. | CFO/060/13 |
| REPORTING OFFICER: | JANET HENSHAW – CLERK TO THE AUTHORITY |
| CONTACT OFFICER: | KELLY JOHNSON – DEPUTY DEMOCRATIC SERVICES MANAGER, EXTN:4113 |
| OFFICERS CONSULTED: | |
| SUBJECT: | AUTHORITY MEETINGS DATES FOR 2013/14 |

THERE ARE APPENDICES TO THIS REPORT:

APPENDIX A TITLE PROPOSED MEETING DATES 2013/14

ATTACHED – ELECTRONIC / HARD COPY

Purpose of Report

1. To request that Members consider and approve the draft dates for Authority Committee meetings and events for 2013/14.

Recommendation

2. That Members;
 - a) Consider the draft schedule of meeting dates.
 - b) Advise of any issues they may have with the dates proposed; and
 - c) Approve the schedule of dates (as attached to this report).

Introduction & Background

3. During December 2012 and January 2013, a Task & Finish Group of the Authority conducted a review of the Authority's Committee Structure. As a result of this review, some proposed changes to the Committee Structure were identified and these changes will be considered within another report on this agenda.
4. The draft schedule of Authority Committee dates and events (attached as Appendix A) has been produced on the premise that the proposed Committee Structure changes are agreed by the Authority.

5. In addition, the Chair of the Authority has requested that fewer meetings be scheduled during 2013/14. Therefore, there is a marked reduction in the number of meetings dates proposed for 2013/14, compared to previous years.
6. The dates proposed 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 around 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 of meetings includes proposed dates for Strategy Days. Two days have been scheduled for July 2013 and two during January 2014. Two days have been set aside for each Strategy event, to provide the Authority with some flexibility regarding the format of the events, depending upon business requirements at the time.
9. Slots for “Learning Lunches”, Station Visits and other member Development events have been programmed into the attached schedule of meeting dates.
10. 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.
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.

Equality & Diversity Implications

13. None arising directly from this report.

Staff Implications

14. None arising directly from this report.
15. 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

16. 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

17. In order to ensure a value for money Committee structure, the number of meetings scheduled for 2013/14 have been reduced significantly from previous years. In addition, where possible two meetings and/or training events, have been arranged on the same day, in order to save Members time and expense travelling to and from events.

Risk Management, Health & Safety, and Environmental Implications

18. None arising directly from this report.

Contribution to Our Mission – To Achieve: Safer Stronger Communities – Safe Effective Firefighters”

19. The dates for meetings are set to ensure that Members of the Authority have adequate time and opportunity to fully consider and challenge all information provided and make informed decisions, to ensure the best possible service is provided to keep the community of Merseyside Safer and Stronger and ensure our employees are Safe and Effective.

BACKGROUND PAPERS

List any supporting documents/evidence here

***Glossary of Terms**

Please list any acronyms used within this Report and appendices, including their meaning.