MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	**FIRE & RESCUE AUTHORITY ANNUAL GENERAL MEETING**		
DATE:	**14TH JUNE 2016**	**REPORT NO:**	**CFO/052/16**
PRESENTING OFFICER	**MONITORING OFFICER**		
RESPONSIBLE OFFICER:	**JANET HENSHAW**	**REPORT AUTHOR:**	**WENDY STANLEY - DEPUTY-DEMOCRATIC SERVICES MANAGER**
OFFICERS CONSULTED:	**KELLY KELLAWAY–DEMOCRATIC SERVICES MANAGER SANDRA WAINWRIGHT - PA TO CFO LIN MORRISON – PA TO DCFO**		
TITLE OF REPORT:	**AUTHORITY MEETING DATES FOR 2016/17; AND DRAFT DATES FOR 2017/18**		

APPENDICES:	**APPENDIX A**	**DRAFT APPROVED MEETING DATES 2016/17**
	APPENDIX B	**PROPOSED DRAFT MEETING DATES 2017/18**

Purpose of Report

1. To request that Members confirm the draft dates for Authority Committee meetings and events for 2016/17, and approve draft dates for Authority Committee meetings for 2017/18.

Recommendation

2. That Members;

   a. Consider the schedule of meeting dates and events for 2016/17 (attached at Appendix A and provisionally agreed at the AGM 26th June 2015) and confirm approval; and

   b. Consider the schedule of meetings dates for 2017/18 for approval as draft dates, to be ratified at the 2017 Annual General Meeting (attached at Appendix B).

Introduction and Background

3. The draft schedules of Authority Committee dates and events for 2016/17 and 2017/18 (attached as Appendix A and B) have been produced on the premise that the Committee Structure proposed for 2016/17 is approved by Members.

4. The Authority is requested to consider and ratify the Schedule of Dates for the Municipal Year 2016/17. These were provisionally agreed at the AGM on 26th June 2015.

5. The meeting dates have been varied slightly from those provisionally approved, to facilitate the requirements of Audit reporting; the date of the Audit & Scrutiny Sub-Committee originally scheduled for 19th July has been rescheduled for 15th September; the Community Safety and Protection Committee has been rescheduled to 19th July from 28th July; and the Policy and Resources Committee has been rescheduled to 28th July from 15th September. Two meetings of the Joint Police and Fire Collaboration Committee have been scheduled around Project Board Meetings, for 8th September and 8th December 2016. This has resulted in the Staff Engagement Day being brought forward to 6th September. Further dates for the Project Board are yet to be set; once known meetings of the Joint Police and Fire Collaboration Committee will be scheduled.

6. 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.

7. In addition, the Authority is also requested to consider and approve a draft schedule of dates for Committee meetings to be held during the Municipal Year 2017/18. This will enable Democratic Services to programme the schedule of dates and corresponding deadlines into the electronic reporting system, which will assist with the planning of workloads and preparation of reports and agendas.

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 around 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 & 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 schedules include 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 2016 and 2017. The Budget Strategy Day is scheduled in January 2017 and 2018.

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. In response to the outcomes of the Authority's last staff survey concerning Authority Member engagement with staff, a series of Station Visits and MFRA staff engagement days have been added to the schedule of meeting dates.

14. 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.

15. These engagement events also provide a useful opportunity for Members to familiarise themselves with the Authority's premises and assets.

16. 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.

17. The proposed meeting dates also include a break throughout August to accommodate the peak holiday period and a break during the Christmas period.

18. Set meeting dates may be changed and other meetings convened as and when required, in accordance with Standing Orders.

Equality and Diversity Implications

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

Staff Implications

20. There are no staff implications arising directly from this report.

21. 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

22. 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

23. The Authority considers Value for Money in all business reports. There are no financial implications arising directly from this report.

24. All meetings of the Authority are held at Authority premises, usually Headquarters at Bridle Road Bootle, unless otherwise advertised.

25. 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

26. 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*

27. 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

GLOSSARY OF TERMS