

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	ANNUAL GENERAL MEETING		
DATE:	26 JUNE 2013	REPORT NO:	CFO/066/14
PRESENTING OFFICER	CLERK TO THE AUTHORITY		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	HELEN PEEK DEMOCRATIC SERVICES MANAGER
OFFICERS CONSULTED:	HELEN PEEK, DEMOCRATIC SERVICES MANAGER, EXT 4112		
TITLE OF REPORT:	AUTHORITY MEETING DATES FOR 2014/15, AND DRAFT DATES FOR 2015/16		

APPENDICES:	APPENDIX 1	PROPOSED MEETING DATES 2014/15
	APPENDIX 2	PROPOSED DRAFT MEETING DATES 2015/16

Purpose of Report

1. To request that Members consider and approve dates for Authority Committee meetings and events for 2014/15, and approve draft dates for Authority Committee meetings for 2015/16.

Recommendation

2. That Members;
 - a. Consider the schedule of meeting dates for 2014/15 (attached at appendix 1) for approval; and
 - b. Consider the schedule of meetings dates for 2015/16 for approval as draft dates, to be ratified at the 2015 Annual General Meeting (attached at appendix 2)

Introduction and Background

3. The draft schedules of Authority Committee dates and events (attached as Appendix 1) have been produced on the premise that the current Committee Structure remains the same. The Committee Structure will be considered as a separate item on the Agenda, for Authority approval.
4. The Authority is requested to consider and approve the Schedule of Dates for the Municipal Year 2014/15.
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. In addition, following consultation with the Chair, the Authority are also requested to consider and approve a draft schedule of dates for Committee meetings to be held during the Municipal Year 2015/16, to enable Democratic Services to program the schedule of dates, and corresponding deadlines, into the electronic reporting system, which will assist Officers to set workloads and prepare reports and agendas.
7. 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.
8. 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 Members Development Group, Appointments or Appeals Committees, which will be called as and when required.
9. The draft schedules include proposed dates for the Authorities two Strategy Days. The initial annual Strategy Day, which forms part of Induction/training for Members, has been scheduled in July 2014 and 2015. The Budget Strategy Day is scheduled in January 2015 and 2016.
10. Should the Authority require additional Strategy Days during the year, these can be arranged in line with the business determined, as and when required.
11. "Learning Lunches", Station Visits and other Member Development events have been programmed into the attached schedule of meeting dates.
12. 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.
13. The proposed meeting dates also include a break throughout August to accommodate the peak holiday period and a break during the Christmas period.
14. Set meeting dates may be changed and other meetings convened as and when required, in accordance with Standing Orders.

Equality and Diversity Implications

15. None arising directly from this report.

Staff Implications

16. None arising directly from this report.

17. 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

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

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

21. Training wherever possible is provided in house, however if external training is required, this will be met by existing budgets.

Risk Management, Health & Safety, and Environmental Implications

22. None arising directly from this report.

Contribution to Our Mission: *Safer Stronger Communities – Safe Effective Firefighters*

23. 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 make informed decisions and provide the best possible service to keep the community of Merseyside Safer and Stronger and ensure our employees are Safe and Effective.

BACKGROUND PAPERS

GLOSSARY OF TERMS
