

CIRCULATION DOCUMENT
DRAFT REPORT



“An Excellent Authority”

APPENDIX A

Description and Purpose of the report

This report is intended to :-

SMG Date	Author	AM/Director	Principal Officer	Recommendation		
				Agreed		Not Agreed
To Authority?	Date	Meeting		Reference	CFO/	

Amendment History

Version	Date	Reasons for Change	Amended by

Risk Assessment (if applicable use attached link to blank RA)

Date Completed	Review Date	Assessed by	Document location	Verified by(H&S)
Hyperlink to blank RA Template	http://intranetportal/sites/perfvalues/healthsafety/Forms/Forms/AllItems.aspx			

Equality Impact Assessment

EIA – Template on the Portal	Completed Yes - Date	Completed No - Reasons	Reviewed by DAG (Date)

Consultation

All MFRS	Rep Bodies	Staff forum	Community reps	Public forums
Directors	ELT	Members	Others (please state who)	

Related Documents

Doc. Type	Ref. No.	Title	Document location

Relevant legislation (if any)

Contact details

Name	Department	Email	Telephone ext.



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This section for Official use only

	Signature	Date
For Circulation and Return to Democratic Services by		--/--/2012
Circulate To:		
Chief Fire Officer		
Deputy Chief Fire Officer		
At least one signature required of the above		
Deputy Chief Executive		
If DCE (Treasurer) Unavailable Head of Finance to sign		
Monitoring Officer (Clerk to the Authority)		
If MO Unavailable - Deputy Monitoring Officer to sign		
DATE REPORT CONSIDERED AT SMG		
Date Report Submitted		
Date Report Circulated		

Please Note:

Reports must be uploaded onto the Portal's 'Strategic Management Group' page, for initial consideration at their meeting and recommendation by the Group. Any amendments recommended by the Group are to be made by the Author prior to submission to Democratic Services (Committee Services) in time to meet the Committee Deadline, to ensure that the Service meets its Legal Responsibilities.

Deadlines are posted both on the Portal for your information.

Date Submitted to Strategic Management Group: ([Author to enter date](#)) _____



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AGENDA ITEM:

MERSEYSIDE FIRE & RESCUE AUTHORITY

(SCRUTINY/ REVIEW/ PERFORMANCE/ FEEDBACK) REPORT TO THE

(Please indicate the type of report which you are submitting to the Performance & Scrutiny Committee – and delete as appropriate)

PERFORMANCE & SCRUTINY COMMITTEE

(DATE OF MEETING)

SUBJECT: (PLEASE INSERT TITLE OF REPORT HERE)

REPORT NO: CFO/ /12
(PLEASE OBTAIN FROM DEMOCRATIC SERVICES)

APPENDICES: APPENDIX A – (TITLE)
APPENDIX B – (TITLE) etc... (delete if not applicable)

REPORTING OFFICER: (PRINCIPAL OFFICER/ CLERK TO THE AUTHORITY)

CONTACT OFFICER: (Please state the name, title and contact no of the individual who should be contacted to deal with any queries in respect of this report – usually the author)

OFFICERS CONSULTED: (Name and title of individuals consulted in preparing this report. *If this is reporting findings of a Task & Finish Group, the names of those individuals involved in that Task & Finish Group should be listed here. This should include any external Members/ Officers/ Unions/ Partners and Community Reps consulted*)

Prior to writing your report, you will need to consider if this Report is to:

- (a) Scrutinise**
- (b) Review**
- (c) Monitor Performance**
- (d) Provide Feedback**

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SCRUTINY

If this is a scrutiny report, you will need to consider:

- *What is the Question?*
- *What is to be scrutinised?*

The report should pose Members with a question for consideration

For Example "Has the Authority a need to provide free smoke alarms?"

This question should be included in the purpose of the report: i.e "To request that Members consider if the Authority has a need to provide free smoke alarms"

**Please note, this Committee is not a decision making Committee. It can only consider and make recommendations to the Authority, the Community Safety & Protection Committee, or the Policy & Resources Committee.*

You will also need to consider:

- *Is it a new Policy or decision or a change to an existing Policy?*

If it's a change – will it improve the service/ function or not?

If it's new – will it provide Value For Money?

- *Is it in line with the Authority's Values and Mission?*

- *Do we require information from partners or the local community?*
- *Does it require a Task & Finish Group to undertake a short piece of work?
If so, what will be its remit?*

REVIEW

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If this is a review report, you will need to consider:

- *What is the question?*

The report should pose Members with a question for consideration

For Example "Does XXX service provide a necessary and value for money service to the community and if so, how and to which community?"

This question should be included in the Purpose of the Report: i.e "To request that Members consider if XXX service provides a necessary and value for money service to the community"

**Please note, this Committee is not a decision making Committee. It can only consider and make recommendations to the Authority, the Community Safety & Protection Committee, or the Policy & Resources Committee.*

You will also need to consider:

- *What is the objective of the review?*
- *Do we need the views of anyone else, i.e Partners/ Community?*
- *Do we need a Task & Finish Group, and if so, what is their remit?*

PERFORMANCE

**Please note, this Committee is not a decision making Committee. It can only consider and make recommendations to the Authority, the Community Safety & Protection Committee, or the Policy & Resources Committee.*

If this report is to monitor Performance, you will need to consider:

- *Is the performance being reported on a CLG Requirement (i.e Response Times) or is it Local (i.e IRMP Objectives). If so, the objective ref should be included.*
- *What are the outcomes of the performance monitoring?*
- *Are there any issues needing further reports or a Task & Finish Workgroup?*



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FEEDBACK

**Please note, this Committee is not a decision making Committee. It can only consider and make recommendations to the Authority, the Community Safety & Protection Committee, or the Policy & Resources Committee.*

If this report is to provide the Committee with feedback from a Task & Finish Group, the report should:

- *State what the remit of the Task & Finish Group was*
- *State who was involved in the Task & Finish Group*
- *Outline what was taken into consideration by the Task & Finish Group*
- *Outline what conclusions were reached by the Task & Finish Group*
- *Outline what the recommendations are of the Task & Finish Group*

There is no "Executive Summary" Section for reports to this Committee.

The report needs to provide Members with enough information and detail to effectively scrutinise/ review/ consider performance etc... and therefore needs to be wrote in a way to encourage Members to consider all relevant details.

For this same reason, the "recommendations" section has been moved to the end of this report template, to encourage Members to read the report thoroughly and consider all revelant information, prior to considering the recommendations.

Purpose of Report

1. ***You should consider the following:***

Why is the report being brought to this Committee?

Has it been referred from another Committee for scrutiny? (please include date/ title of meeting at which request was made and report number/ title)

Has this Committee requested that further information be brought back? (please include date/ title of meeting at which request was made and report number/ title)

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Is the report to provide the Committee with feedback from a Task & Finish Group?
Etc...

What is the question that Members are being asked to consider?

What is the purpose of the report?

Is it seeking to gain Members views prior to a formal decision being made?

Is it providing Members with an update on a particular project for them to monitor progress?

Is it asking Members to monitor performance?

Is it asking Members to review a previous decision made by the Authority or one of its Committees?

Is it providing the Committee with feedback following a Task & Finish Group?

Introduction & Background

2. This section should provide detail on any previous work/ reports/ projects etc... relating to what is being reported on. Why did this come about? (Previous reports should be listed in the Background Papers at the end of this report).

Sub Headings

3. You should use your own sub headings in this section, which will form the main body of the report. These should be specific to the topic on which you are reporting.
4. All paragraphs should be numbered.
5. When writing the report, consider any other implications relating to Risk Management, Consultation, Community Engagement, Environmental, Health and Safety etc, and provide corresponding information under a sub heading for each if applicable.
6. If there has been any consultation or engagement with stakeholders (staff, unions, community groups etc....) as part of the scrutiny or review process, this should be detailed in this section.

Please note, wherever practicable, the views of all relevant stakeholders should be sought as part of the scrutiny/ review process.

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7. ***If the content of this report comes under the remit of one of the Authority's Scrutiny Members, they should also be consulted wherever practicable, prior to this report being finalised.*** If they have been consulted, please include details of their involvement within this section also.

Equality & Diversity Implications

8. Have you completed an Equality Impact Assessment (EIA)?
9. If yes please attach as an Appendix to this report and make reference at the top of this report.
10. If not consider what action you have taken to ensure equality and diversity implications have been dealt with. If this report is **scrutinising or reviewing** a policy or function of the Authority, an equality impact assessment **should** be completed, **or the original EIA reviewed and attached to the report as an appendix.**
11. If you do not feel there are any Equality and Diversity implications please state why there are no implications – please do not leave this section blank.

Staff Implications

12. Are there any implications with regard to staff in relation to the content of this report? If yes – please detail and complete an EIA.
13. If None please state how you arrived at that conclusion.

Legal Implications

14. Have you considered if there are any legal implications to this report? Please detail any consideration you have given and conclusion. If in doubt seek the professional advice of the Clerk or Deputy Clerk for the Authority

Financial Implications & Value for Money

15. The report must state the cost of the recommendation and where the funding will come from consult The Head of Finance in all cases. The report must state the way in which the matter being reported on achieves value for money.

Risk Management, Health & Safety, and Environmental Implications

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16. Consider what action you have taken to Manage Risk: to ensure Health & Safety and Environmental Implications have been considered and dealt with. If this report is **scrutinising or reviewing** a policy or function of the Authority, a Health & Safety and Environmental Implications Impact Assessment **should** be completed, **or the original assessment reviewed and attached as an appendix to this report.**

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

17. How will your proposal benefit the Authority and Communities?

Recommendations:

When making recommendations to the Performance & Scrutiny Committee, you need to consider:

- ***What are Members being asked to do?***
- ***What is the question they are being asked to consider?***

Consider whether Members are being asked to:

Scrutinise information?

Review a policy/ service instruction, previous decision etc...?

Consider performance issues?

Make recommendations to another Committee or the Authority?

Consider the findings of a Task & Finish Group?.

Is further work required?

Are there any performance issues which require investigation?

Are there any elements which require further scrutiny? Etc...

If so, a recommendation should be to set up a Task & Finish Group to look into this.

Is work on-going?

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If so, a recommendation should be that regular update reports be submitted to this Committee for scrutiny.

****Please note, the Performance & Scrutiny Committee do not have decision making powers. If a decision is required, then the recommendation should be that "the Performance & Scutiny Committee recommend that the [.....] Committee approve [.....]"***

The following are set recommendations for the Committee to consider at the meeting. Please do not delete any of the below – just insert the relevant information for those which are applicable.

18. That Members;

- a) Consider performance in relation to this report concerningand/ or
- b) Scrutinise the information contained within this report concerningand / or
- c) Request that a Task & Finish Group be established to look intoand / or
- d) Note the feedback from the Task & Finish Group regarding and / or
- e) Consider making recommendations to another Committee or the Authority.

BACKGROUND PAPERS

List any supporting documents/evidence here, including previous reports considered by the Authority or its Committees from which this report was requested.

*Glossary of Terms

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