

AGENDA ITEM:

<b>REPORT TO:</b>	<b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY</b>
<b>DATE:</b>	<b>7<sup>TH</sup> MAY 2013</b>
<b>REPORT NO.</b>	<b>CFO/054/13</b>
<b>REPORTING OFFICER:</b>	<b>CHIEF FIRE OFFICER</b>
<b>CONTACT OFFICER:</b>	<b>AM NICKSEARLE – DIRECTOR OF OPERATIONAL PREPAREDNESS, EXTN; 4601</b>
<b>OFFICERS CONSULTED:</b>	<b>AM SEARLE OPERATIONAL PREPAREDNESS SM DAVIES OPERATIONAL PLANNING</b>
<b>SUBJECT:</b>	<b>MERSEYSIDE LRF SECRETARIAT</b>

**THERE ARE APPENDICES TO THIS REPORT:**

**APPENDIX   A   TITLE   LRF CONTRIBUTIONS**

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**ATTACHED – ELECTRONIC / HARD COPY**

Purpose of Report

To advise Members that the Merseyside Local Resilience Forum secretariat will be hosted by MFRA with effect from August 2013. in anticipation of the full integration of this service into the Joint command and control centre.

Recommendation

1. That Members approve this report.

Introduction & Background

2. Under the Civil Contingencies Act 2004, Merseyside Fire and Rescue Authority are a dedicated Category 1 responder and as such, are required to take a full and active part in the Merseyside Local Resilience Forum.
3. Following a fundamental review of the Merseyside Resilience Forum the Sub Group structure has been reduced to 4 groups. MFRA officers chair two of those sub groups, those being the Exercising sub group and the Hazards and Risks sub group. During the fundamental review, it was identified that a permanent secretariat was required to ensure the efficient operation of the capability sub groups.

4. The secretariat currently consists of 1 post which is a secretarial position however after discussions with the LRF Members, it has been decided that the secretariat should be expanded to consist of two positions, those being a LRF Secretary and a LRF Business Manager role. The LRF members have agreed to jointly fund the two posts and contributions of the anticipated costs of £80,000 have been pledged on a rolling annual basis and are to be paid in advance. There will be a firm contractual agreement on this basis with partners. Appendix A contains the contributions.
5. To maximise the benefit from the secretariat positions, it has been identified that the most appropriate location for the secretariat to take position is the JCC as this will also be the Local Authority, Merseyside Police, NWS and MFRA Emergency planner's location. It has also been requested that as the two individuals who take up these posts will be based at the JCC, MFRA employ the individuals who take up these two positions.
6. The current LRF Secretary is employed by St Helens Council and will be transferred to MFRA under the principles of the TUPE Regulation 2006. The Business Manager role is a new post for the LRF and it is anticipated an advert will be distributed in early May with an appointment date of August 2013. As stated previously within this report, the contributions from the LRF partner agencies to pay for the two posts will be collected on an annual basis. If Partners wish to cease contributions for the posts at any stage, it has been agreed through the Merseyside LRF that a full review of the posts will take place. If it is identified that the contributions do not meet the required amount to maintain the posts or they are not needed anymore, then the partners will be contractually bound to meet the redundancy costs arising.

#### Equality & Diversity Implications

7. None contained within this report.

#### Staff Implications

8. The two additional posts would be employed by MFRA and work with the Operational Planning department on behalf of the Merseyside LRF. There would be a need to consider harmonisation of terms and conditions for the member of staff transferring from St Helens.

#### Legal Implications

9. The Transfer of Undertaking (Protection of Employment) Regulations 2006 do not strictly apply in respect of certain types of transfers between local Authorities however Cabinet Office Guidance and the Code Of Practice on Workforce Matters state that the principles of TUPE should be followed. The Code of Practice has been withdrawn however it still applies to contracts in force on 23<sup>rd</sup> March 2011.

### Financial Implications & Value for Money

10. The post holder from St. Helens is on a salary of £26,000 approximately. The second post is anticipated to be £32,000. The overall cost is anticipated to be £80,000. The contribution from partners will be £70,000. The Fire Authority contribution can be met from current budgets that meet membership costs of the LRF.

Contributions from LRF members have been agreed as per Appendix A

### Risk Management, Health & Safety, and Environmental Implications

11. The Secretariat positions will ensure the efficient running of the Sub group structure within the LRF. LRF Multi agency plans, work streams and projects will be kept current assisting the LRF in completing their duties under the Civil Contingencies Act 2004.

### Contribution to Our Mission – To Achieve;\_Safer Stronger Communities – Safe Effective Fire-fighters”

12. Ensuring Multi Agency plans are correct, current and completed on time will assist in supplying our operational crews with consistent up to date risk information on foreseeable risks within the Merseyside area.

### **BACKGROUND PAPERS**

Appendix A – LRF Partners contribution

### **\*Glossary of Terms**

MLRF – Merseyside Local Resilience Forum

JCC – Joint Control Centre

TUPE – Transfer of Undertakings (Protection of Employment)