

# Public Document Pack



To: All Members of the Authority



The Protocol and Procedure for visitors attending meetings of Merseyside Fire and Rescue Authority can be found by clicking [here](#) or on the Authority's website: <http://www.merseyfire.gov.uk> - About Us > Fire Authority.

Tel: 0151 296 4000  
Extn: 4113 Kelly Kellaway

Your ref:

Our ref HP/NP

Date: 7 October 2020

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **THURSDAY, 15TH OCTOBER, 2020**, virtually via Zoom.

The proceedings of the meeting can be viewed via the link below:

<https://youtu.be/ZKL88rwIMdU>

Yours faithfully,

A handwritten signature in black ink that reads 'K. Kellaway PP.'.

Clerk to the Authority

Encl.

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**MERSEYSIDE FIRE AND RESCUE AUTHORITY**

**AUTHORITY**

**15 OCTOBER 2020**

**AGENDA**

**1. Preliminary Matters**

The Authority is requested to consider the identification of:

- a) declarations of interest by individual Members in relation to any item of business on the Agenda
- b) any additional items of business which the Chair has determined should be considered as matters of urgency; and
- c) items of business which may require the exclusion of the press and public during consideration thereof because of the possibility of the disclosure of exempt information.

**2. Minutes of the Previous Meeting (Pages 7 - 18)**

The Minutes of the previous meeting of the Authority, held on 11<sup>th</sup> June 2020, are submitted for approval as a correct record and for signature by the Chair.

**3. Change of Membership of the Authority 2020/21 (Pages 19 - 22)**

To consider Report CFO/050/20 of the Acting Monitoring Officer concerning a change to the membership of Merseyside Fire & Rescue Authority (MFRA) for the remainder of the 2020/21 Municipal Year, following the Annual General Meeting of Wirral Borough Council.

**4. Change in Political Balance of MFRA for 2020/21 (Pages 23 - 28)**

To consider Report CFO/051/20 of the Acting Monitoring Officer, concerning a change in the political balance of MFRA for the remainder of the 2020/21 Municipal Year, as a result of changes within Wirral Borough Council, at its AGM on 28<sup>th</sup> September 2020.

**5. Amendments to Merseyside Fire & Rescue Authority's Constitution 2020/21 (Pages 29 - 32)**

To consider Report CFO/056/20 of the Acting Monitoring Officer, concerning proposed amendments to Merseyside Fire & Rescue Authority's Constitution 2020/21.

- 6. Donation of 2 Scania B Type Appliances** (Pages 33 - 36)  
To consider Report CFO/054/20 of the Chief Fire Officer, concerning the donation of appliances.
  - 7. Fire Protection Government Grant Funding** (Pages 37 - 56)  
To consider Report CFO/053/20 of the Chief Fire Officer, concerning grant funding received from Government to drive improvement in the Authority's Protection function.
  - 8. Reservists** (Pages 57 - 66)  
To consider Report CFO/052/20 of the Chief Fire Officer, concerning the success of the Authority's policies supporting staff who wish to be part of the Reserved Armed Forces and consideration of expanding the limits currently in place for number of registered reservists.
  - 9. Agile Working Policy** (Pages 67 - 74)  
To consider Report CFO/057/20 of the Chief Fire Officer, concerning work undertaken during the last government lockdown period, the flexibilities attained through staff working differently, and to recommend acceptance of an Authority Policy on Agile Working to continue to allow staff to work flexibly and efficiently
  - 10. COVID-19 MFRS update** (Pages 75 - 102)  
To consider Report CFO/049/20 of the Chief Fire Officer, concerning activity that has taken place in Merseyside Fire and Rescue Authority (MFRA) since the last COVID-19 update in May and to set out the situation at the time of writing (in September).
  - 11. TDA Development** (Pages 103 - 108)  
To consider Report CFO/055/20 of the Chief Fire Officer, concerning the development of a Training Development Academy ('TDA') and fire station on a new site rather than develop the existing site.
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If any Members have queries, comments or require additional information relating to any item on the agenda please contact Committee Services and we will endeavour to provide the information you require for the meeting. Of course this does not affect the right of any Member to raise questions in the meeting itself but it may assist Members in their consideration of an item if additional information is available.

## MERSEYSIDE FIRE AND RESCUE AUTHORITY

11 JUNE 2020

### MINUTES

**Present:** Cllr Leslie T. Byrom CBE (Chair) Councillors  
Lynne Thompson, Janet Grace, Brian Kenny, Lesley Rennie,  
James Roberts, Jean Stapleton, Paul Tweed,  
Andrew Makinson, Steff O'Keeffe, Lisa Preston, Barrington,  
Bruce Berry, Angela Coleman, Doreen Knight, Linda Maloney,  
Emily Spurrell and Edna Finneran

**Also Present:**

**Apologies of absence were received from:**

#### **15. Chairs Announcement**

At the start of the meeting, the Chair of the Authority thanked everyone for attending and welcomed any members of the press or public who were observing the proceedings.

The Chair of the Authority then introduced the meeting and provided all present with an overview of how this remote meeting would work and some housekeeping.

A roll call was then taken of all Members present, to confirm that they could hear and be heard and that they could see and be seen.

The Chair welcomed Cllr Edna Finneran, who had been appointed to the Authority by Knowsley Borough Council.

He also thanked Cllr Del Arnall who was leaving the Authority, for her valuable input during her time on the Authority.

#### **1. Preliminary Matters**

The Authority considered the identification of any declarations of interest, matters of urgency or items that would require the exclusion of the press and public due to the disclosure of exempt information.

Resolved that:

- a) no declarations of interest were made by individual Members in relation to any item of business on the Agenda
- b) no additional items of business were determined by the Chair to be considered as matters of urgency; and

- c) no items of business required the exclusion of the press and public during consideration thereof because of the possibility of the disclosure of exempt information.

**2. Minutes of the Previous Meeting**

The Minutes of the previous meeting of the Authority, held on 21<sup>st</sup> May 2020, were approved as a correct record and signed accordingly by the Chair.

**3. Election of Chair**

Nominations were requested for the position of Chair of the Authority for the Municipal Year 2020/21.

Nominee

Cllr Les Byrom - nominated by Cllr Brian Kenny  
- Seconded by Cllr James Roberts

No further nominations were made; and this nomination was unanimously agreed.

Resolved that:

Cllr Les Byrom be confirmed as the Chair of Merseyside Fire & Rescue Authority for the Municipal Year 2020/21, and preside over the remainder of the meeting.

Cllr Les Byrom commented that he was extremely grateful to have been appointed as the Chair of the Authority. He commented that the Authority is heading into a period of great change and that he felt privileged to serve the Authority.

**4. Election of Vice-Chair**

Nominations were requested for the positions of Vice-Chair of the Authority for the Municipal Year 2020/21.

Nominees

Cllr Brian Kenny and:  
Cllr James Roberts - nominated by Cllr Les Byrom  
Seconded by Cllr Jan Grace

No further nominations were made; and these nominations were unanimously agreed.

Resolved that:

Cllrs Brian Kenny and James Roberts, be confirmed as the Vice- Chairs of Merseyside Fire & Rescue Authority for the Municipal Year 2020/21.

The Chair of the Authority thanked the Vice-Chair's and all Members of the Authority, for their support and assistance. He also commented that all Members of the Authority are ambassadors for the Service across Merseyside and that it was crucial to have this support at this time.

**5. Membership of the Authority 2020/21**

Members considered Report CFO/030/20 of the Acting Monitoring Officer, concerning the changes to the membership of the Authority for 2020/21.

Members were informed that due to the impact of the global pandemic, the Remote Meetings Regulations were enacted under s.78 of the Coronavirus Act 2020 and came into force on 4<sup>th</sup> April 2020. Members were advised that these Regulations allow for Annual General Meetings to be cancelled or postponed with all positions remaining as they are currently in place.

It was highlighted to Members that four of the five constituent Councils of Merseyside, elected to cancel or postpone their AGM's for 2020, with only Knowsley Borough Council electing to hold their AGM, which resulted in a change of appointment to MFRA for 2020/21.

It was therefore confirmed that there was only one change in Authority Membership for 2020/21, with Cllr Del Arnall leaving the Authority and being replaced by Cllr Edna Finneran.

Members Resolved that:

The content of the report be noted.

**6. Structure of the Authority 2020/21**

Members considered Report CFO/031/20 of the Acting Monitoring Officer:

- (a) Informing Members of:-
  - (i) the minimum legal structure of the Authority
  - (ii) the existing decision making structure of the Authority; and
  - (iii) optional variations to the existing structure
- (b) requesting that the Authority determines an appropriate decision making structure for 2020/21; and
- (c) requesting that arrangements are made for the appointment of Committees, the nomination of Chairs, the determination of the powers and duties of Committees, the appointment of Members to Committees; and Special Responsibility Roles.

The Chair of the Authority advised Members that the proposal was to continue with the existing structure and appointments.

Members attention was drawn to paragraph 6.1.3, which makes reference to the re-establishment of the Joint Fire & Police Collaboration Committee. They were advised that it is proposed to continue with the Committee and if approved, it will be added to the Committee Structure chart at Appendix A.

Members were also informed that Appendix B has been pre-completed to reflect the current status, however Members are invited to make changes to this, should they wish to do so.

The Chair of the Authority commented that adjustments can be made within the year if required, but confirmed that the proposal is to maintain the status quo at present.

Members Resolved that:

- (a) The following decision making structure of the Authority and appointments to roles and Committees for 2020/21, be approved:

CHAIR OF AUTHORITY: Vice-Chairs of the Authority	CLLR. LES BYROM Cllr. Brian Kenny Cllr. James Roberts
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Labour: Group Leader: Liberal Democrat: Opposition Spokesperson: Conservative: Opposition Spokesperson:	Cllr. Les Byrom Cllr. Andrew Makinson Cllr. Lesley Rennie
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Committee	Members
<p><b>Community Safety &amp; Protection Committee</b></p> <p>9 Members (7,1, 1)</p>	<p><b>1 Cllr Brian Kenny (Chair)</b>                  2 Cllr Doreen Knight                  3 Cllr Paul Tweed                  4 Cllr Edna Finneran                  5 Cllr Jan Grace                  6 Cllr Linda Maloney                  7 Emily Spurrell                  8 Cllr Lynne Thompson                  9.Cllr Bruce Berry</p>
<p><b>Policy &amp; Resources Committee</b></p> <p>9 Members (7,1, 1)</p>	<p><b>1 Cllr James Roberts (Chair)</b>                  2 Cllr Steff O'Keeffe                  3 Cllr Angela Coleman                  4 Cllr Lisa Preston                  5 Cllr Jean Stapleton                  6 Cllr Dan Barrington                  7 Cllr Les Byrom</p>



	8. Cllr Andrew Makinson
	9. Cllr Lesley Rennie
<b>Audit Committee</b> 5 Members (4,(1or1)) (Plus 1 Independent Person)	1 Cllr Linda Maloney (Chair) 2 Cllr Lisa Preston 3 Cllr Jan Grace 4 Cllr Edna Finneran 5 Cllr Andrew Makinson
<b>Scrutiny Committee</b> 9 Members (7, 1, 1) (Plus 1 Independent Person)	1 Cllr Paul Tweed (Joint Chair/ Scrutiny Lead) 2 Cllr Jan Grace (Joint Chair/ Scrutiny Lead) 3 Cllr Lisa Preston 4 Cllr Edna Finneran 5 Cllr Doreen Knight 6 Cllr Angela Coleman 7 Dan Barrington 8 Cllr Andrew Makinson 9 Cllr Bruce Berry

<b>Appointments Committee</b> (3,1,1) Made up of the Chair, Vice Chairs, and Opposition Spokespersons	1 Cllr Les Byrom (Chair) 2 Cllr James Roberts 3 Cllr Brian Kenny 4 Cllr Lesley Rennie 5 Cllr Lynne Thompson
<b>Appeals Committee</b> (3,1,1) Made up of the Chair, Vice Chairs, and Opposition Spokespersons	1 Cllr Les Byrom (Chair) 2 Cllr James Roberts 3 Cllr Brian Kenny 4 Cllr Lesley Rennie 5 Cllr Lynne Thompson

<b>Member Development &amp; Engagement Group</b> (2,1,1)	1 Cllr Jean Stapleton (Chair) 2 Cllr Lisa Preston 3 Cllr Bruce Berry 4 Cllr Lynne Thompson
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- (b) Should Members be unable to attend a meeting they are appointed to, they are to arrange for an appropriate alternate Member to attend on their behalf, to ensure correct political balance; and inform Democratic Services of such representatives prior to the start of the relevant meeting.

**7. Merseyside Fire & Rescue Authority's Constitution 2020/21**

Members considered Report CFO/032/20 of the Acting Monitoring Officer, concerning the draft amended Constitution for Merseyside Fire and Rescue Authority (the Authority) for 2020/21.

Members were advised that within Parts 1 and 2 of the Constitution, the only amendments made are minor typographical changes.

They were informed that some changes had been made to Part 3 of the Constitution, with regards to changes made to the Terms of Reference of the Audit Committee, as previously approved by an Urgency Committee on 4<sup>th</sup> January 2020.

Members were also advised that the temporary Standing Orders and Procedural Rules for remote meetings, have also been incorporated and appended to the Constitution, to reflect the changes in legislation.

Members Resolved that:

- a) The draft amended Constitution for 2020/21, be approved.
- b) The Acting Monitoring Officer to the Authority, be instructed to keep the Constitution under review.
- c) A further report be brought to the Authority, in the event of any relevant changes in legislation.

**8. Authority Meeting Dates for 2020-21 & 2021-22**

Members considered Report CFO/033/20 of the Acting Monitoring Officer, concerning the draft dates for Authority Committee meetings and events for 2020/21 and the draft provisional dates for 2021/22.

Members were informed that there had been one change made to the provisional dates for 2020/21 noted at last year's AGM, with the Strategy Day originally scheduled for July 2020, now scheduled for 17<sup>th</sup> September 2020.

Members were advised that the proposed change will enable a more effective review of the situation to be undertaken and provide Members with an opportunity to consider more comprehensive options for the Integrated Risk Management Plan.

Members were also advised that scheduled dates for Station Visits and Staff Engagement Events are also included, however these will be dependent on any restrictions still in place.

It was also confirmed to Members that the Authority are able to cancel or amend meetings, under the new Regulations.

The Chair of the Authority confirmed that the Station Visits are informal events for Members and the official meeting dates are published to enable public attendance.

Members Resolved that:

- a) The schedule of meeting dates and events for 2020/21 (attached at Appendix A and provisionally agreed at the AGM on 13<sup>th</sup> June 2019), be approved.
- b) The draft provisional dates for 2021/22 (attached at Appendix B), be noted.

**9. Members Allowance Payments 2019/20**

Members considered Report CFO/029/20 of the Acting Monitoring Officer, concerning payments made to Members in the form of allowances, during the financial year 2019/20.

The Chair of the Authority advised of the requirement to publish information concerning the total amount of allowances paid to each Member, which is detailed within Appendix A of the report.

Members Resolved that:

The information contained within the report and at Appendix A, be noted.

**10. Scheme of Members Allowances 2020/21**

Members considered Report CFO/034/20 of the Acting Monitoring Officer, concerning the current Scheme of Members' Allowances; and recommendations on any changes the Authority wishes to make to the Scheme.

It was confirmed to Members, that the proposal is to maintain the status quo with regards to the Scheme of Members Allowances for 2020/21.

Members Resolved that:

- a) Continuation with the current Members' Allowance Scheme, be confirmed.
- b) Inflationary increases to the Authority's Scheme of Members' Allowance, be noted as being aligned to the previous year's Firefighters' pay. However, the decision at the Authority's Budget meeting on 27<sup>th</sup> February

2020, to freeze all 2020/21 Members Allowances for the twelfth consecutive year, be noted.

- c) Their intention to reject any pay increases in line with Firefighters' Pay Award for 2020/21, which would apply to 2021/22 allowances, be confirmed.
- d) Continuation of the combined roles of Co-opted Member and Independent Person, be confirmed, with the individual:
  - i. Being appointed to both the Audit Committee and Scrutiny Committee.
  - ii. Continuing to consider any complaints against Members, alleged to have breached the Members' Code of Conduct as "Independent Person";
  - iii. Being paid for conducting such roles following submission and verification of invoices, at a daily attendance rate of £50 (as and when required) as is the current case.

## **11. Questions on Discharge of Functions**

Members considered Report CFO/035/20 of the Acting Monitoring Officer, concerning Member nominees from each of the five constituent District Councils as the Members responsible for answering questions in their Council on the discharge of the functions of the Authority.

Members Resolved that:

The following Members be appointed by the Authority as the Members responsible for answering questions in their respective Councils, on the discharge of the function of the Authority for 2020/21:

- Cllr Les Byrom                      Sefton Council
- Cllr James Roberts                Liverpool City Council
- Cllr Steff O'Keeffe                Knowsley Council
- Cllr Brian Kenny                  Wirral Council
- Cllr Lisa Preston                  St. Helens Council

## **12. Appointment of Members to Outside Bodies**

Members considered Report CFO/036/20 of the Acting Monitoring Officer, concerning the outside organisations to which it is currently affiliated; and to request where appropriate, confirmation of continuing affiliation for 2020/21 and the appointment of representatives to those organisations.

Members were advised that the Local European Issues Forum (formerly the Merseyside Brussels Office), previously included within the list of outside bodies to which the Authority is affiliated, had not been active over the previous year and it had now been confirmed that the forum has been disbanded.

Members Resolved that:

Continuation of affiliation with the following organisations and the appointment of the following Members to those organisations, be approved:

<u>Organisation</u>	<u>Representative Member</u>
Local Government Association Fire Services Commission	Cllrs Les Byrom, Brian Kenny & James Roberts
North West Employers Organisation	Cllr James Roberts
North West Fire and Rescue Advisory Forum	Cllrs Les Byrom, Brian Kenny, James Roberts and Lesley Rennie
Association of Metropolitan Fire & Rescue Authorities	Cllrs Les Byrom
Safer Merseyside Partnership	Cllr Steff O’Keeffe

**13. Approved Conference and Outside Meetings**

Members considered Report CFO/037/20 of the Acting Monitoring Officer, concerning approval for attendance at conferences and outside meetings by representatives of Merseyside Fire & Rescue Authority, to be determined by the Chair of the Authority.

Members Resolved that:

Attendance at conferences and outside meetings by representatives of Merseyside Fire & Rescue Authority, to be determined by the Chair of the Authority, be approved.

**14. Meetings with National Politicians at Party Political Conferences**

Members considered Report CFO/038/20 of the Acting Monitoring Officer, concerning the attendance of Members at meetings held at the location of party political conferences, in order to make Authority related representations in line with the Members Scheme of Allowances.

The Chair of the Authority commented that this provision has not been utilised for many years, however it is proposed to agree the recommendation, not for action, but should the provision be required at a future point in time.

Members Resolved that:

- a) The attendance of appropriate representatives of the political groups of the Authority at meetings with Ministers, Opposition Spokespersons and other relevant national politicians, to be held at the location of their own party political conferences, to discuss issues relating to the business of the Authority, be approved.
- b) Payment of appropriate travel and subsistence expenses be approved for attendance at such meetings, but no payment be made for conference fees.
- c) Should Members attend such meetings, issues raised and responses, and progress on information received, be reported back to the Authority.

**15. SERVICE DELIVERY PLAN 2019/20 END OF YEAR REPORT**

Members considered Report CFO/039/20 of the Chief Fire Officer, concerning the scrutinising of performance against the objectives and the performance targets/outcomes as set out in the Service Delivery Plan 2019/20 for the period December 2019 to March 2020.

Members were provided with an overview of the report.

Their attention was drawn to the key benchmark performance indicators at Appendix A, the vast majority of which are marked green, highlighting a strong, positive performance.

Members were informed that the total number of emergency calls received, has reduced significantly, as have the total number of incidents and the total number of fires attended.

With regards to primary fires, Members were advised that the total number of accidental fires in dwellings for 2019/20, was 867, which is the lowest amount in the history of MFRA, and is testament to the fantastic work undertaken by staff. Members were advised that moving forward, there are likely to be challenges, however significant inroads have been made and our interventions are having an impact.

Members were informed that there have also been reductions in the number of deliberate fires. They were advised that the total number of secondary fires, which are broadly due to anti-social behaviour, has seen a very significant

reduction of 33%, which again is a result of the fantastic prevention activity undertaken by staff and working closely with our partners.

In relation to Special Service calls, Members were informed that performance has been mixed, with a reduction in the number of water related incidents, but an increase in the number of RTC's. With regards to RTC's, Members were advised that some factors are outside our gift to redress. They were informed that the focus for MFRA has been around reducing incidents involving young people, with significant progress made in this area. However, reducing RTC's across the piste can prove more difficult.

Members were informed that there has been a slight increase in the number of false alarms attended, however this is related to the increasing number of automatic false alarms in domestic premises of vulnerable individuals.

With regards to attendance times against the attendance standard, it was highlighted to Members that the attendance standard was met on 93.9% of occasions, against a target of 90% and that the alert to mobile target was also achieved.

In terms of sickness absence, Members were advised that the percentage of available shifts lost to sickness absence for all personnel, was slightly over target, however this will have been impacted by Covid-19. Members were informed that when Covid-19 related absence is removed from the figures, the target is achieved.

Members were advised that MFRA are delivering significant outcomes for the communities of Merseyside and that the actions within the Integrated Risk Management Plan and Functional Plans, are progressing well and are on target.

With regards to the implementation of hybrid arrangements at St. Helens, Members were informed that the project has been delayed slightly, but is on track to be delivered in Autumn 2020.

The Chair of the Authority expressed his thanks to all staff for the great performance over the past year and for keeping the County safe.

A question was raised by Members in relation to the internal development of Fire Safety Inspectors and Fire Safety Auditors and whether there were plans to increase the number of those staff further.

Members were advised that there were plans to increase the number of Protection staff, with additional one-off funding provided by Government following the Grenfell Tower incident, being ring-fenced to grow the number of Protection staff and deliver against the recommendations in the Dame Hackett review. They were assured that investment will be made in a considered manner and that lobbying of Government will continue in an effort to extend the funding provided, enabling MFRA to respond better.

Members Resolved that:

Performance against the objectives and the performance targets/ outcomes as set out in the Service Delivery Plan 2019/20, for the period December 2019 to March 2020, be noted.

Close

Date of next meeting Thursday, 15 October 2020

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



<b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>FULL AUTHORITY</b>		
<b>DATE:</b>	<b>15<sup>TH</sup> OCTOBER 2020</b>	<b>REPORT NO:</b>	<b>CFO/050/20</b>
<b>PRESENTING OFFICER</b>	<b>ACTING MONITORING OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>RIA GROVES</b>	<b>REPORT AUTHOR:</b>	<b>KELLY KELLAWAY – DEMOCRATIC SERVICES MANAGER, EXT 4113</b>
<b>OFFICERS CONSULTED:</b>	<b>STRATEGIC LEADERSHIP TEAM</b>		
<b>TITLE OF REPORT:</b>	<b>CHANGE OF MEMBERSHIP OF THE AUTHORITY 2020/21</b>		

<b>APPENDICES:</b>	
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### Purpose of Report

1. To inform Members of a change to the membership of Merseyside Fire & Rescue Authority (MFRA) for the remainder of the 2020/21 Municipal Year, following the Annual General Meeting of Wirral Borough Council.

### Recommendation

2. That Members note the content of this report.

### Introduction and Background

3. Further to the legislative changes introduced in response to the pandemic the Remote Meetings Regulations allowed local authorities to delay or postpone their Annual General Meeting (AGM). The impact of such would permit appointments made at an AGM to continue until the next AGM or until a time as determined by an Authority. If an AGM is delayed all positions remain as they are currently in place. As Authority Members are appointed by their own constituent council, the respective Councils decisions will impact upon the Authority.
4. Out of the five constituent councils of Merseyside, only Knowsley Borough Council elected to hold their AGM as usual in May 2020. This resulted in a change of Membership of MFRA, with Cllr Del Arnall being replaced on the Authority by Cllr Edna Finneran (as previously reported at the Authority’s AGM in June 2020).
5. The remaining four constituent councils, elected to cancel or postpone their AGM’s for 2020; and therefore, their appointments to MFRA remained as they had been for 2019/20.

6. However, both Wirral Borough Council and St. Helens Borough Council, have subsequently elected to hold AGM's during September 2020, which have resulted in the following change in Membership of MFRA, for the remainder of 2020/21:

- Wirral Borough Council at its AGM on 28<sup>th</sup> September 2020 appointed Councillor Allan Brame. The appointment of Councillor Bruce Berry to MFRA also ceased.
- At its AGM on 30<sup>th</sup> September 2020, St. Helens Borough Council approved the continued appointment of Councillors Linda Maloney and Lisa Preston, to MFRA.

7. Therefore, the appointments to the Authority for the remainder of the Municipal Year 2020/21, are as follows:

(a) Knowsley (2 Members):-

- Councillor Steff O'Keeffe (Labour)
- Councillor Edna Finneran (Labour)

(b) Liverpool (6 Members):-

- Councillor Emily Spurrell (Labour)
- Councillor Doreen Knight (Labour)
- Councillor Dan Barrington (Labour)
- Councillor James Roberts (Labour)
- Councillor Angela Coleman (Labour)
- Councillor Andrew Makinson (Liberal Democrat)

(c) St. Helens (2 Members):-

- Councillor Linda Maloney (Labour)
- Councillor Lisa Preston (Labour)

(d) Sefton (4 Members):-

- Councillor Leslie Byrom (Labour)
- Councillor Janet Grace (Labour)
- Councillor Paul Tweed (Labour)
- Councillor Lynne Thompson (Liberal Democrat)

(e) Wirral (4 Members):-

- Councillor Brian Kenny (Labour)
- Councillor Jean Stapleton (Labour)
- Councillor Lesley Rennie (Conservative)
- Councillor Allan Brame (Liberal Democrat)

8. The political balance of the Authority is 14 Labour, 3 Liberal Democrat; and 1 Conservative. Political balance issues are considered in a separate report, which is also presented for consideration at this meeting.

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### **Equality and Diversity Implications**

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9. There are no equality and diversity implications directly associated with this report. Elected Members are nominated by their respective Councils to the Fire and Rescue Authority.

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### **Staff Implications**

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10. Democratic Services administer the meetings of the Authority and deal with Members' queries and travel and accommodation issues.

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### **Legal Implications**

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11. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the Remote Meetings Regulations') apply to local authorities, including fire authorities. Such Regulations which permit local authority's to delay or postpone AGM's may impact the Authority should Membership change throughout the year however any changes will be brought before Members at the earliest opportunity once notified of such a change and any other impact this may have.

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### **Financial Implications & Value for Money**

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12. There are no additional costs in relation to the content of this report.

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

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13. There are no direct risk management, health and safety or environmental implications relevant to this report.

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

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14. Elected Members are nominated to Merseyside Fire and Rescue Authority to represent the best interests of the communities of Merseyside.

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**BACKGROUND PAPERS**

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**CFO/030/20**

Membership of the Authority 2020/21

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**GLOSSARY OF TERMS**

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MFRA – MERSEYSIDE FIRE AND RESCUE AUTHORITY

<b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>FULL AUTHORITY</b>		
<b>DATE:</b>	<b>15<sup>TH</sup> OCTOBER 2020</b>	<b>REPORT NO:</b>	<b>CFO/051/20</b>
<b>PRESENTING OFFICER</b>	<b>ACTING MONITORING OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>RIA GROVES</b>	<b>REPORT AUTHOR:</b>	<b>KELLY KELLAWAY</b>
<b>OFFICERS CONSULTED:</b>	<b>STRATEGIC LEADERSHIP TEAM</b>		
<b>TITLE OF REPORT:</b>	<b>CHANGE IN POLITICAL BALANCE OF MFRA FOR 2020/21</b>		

<b>APPENDICES:</b>	<b>APPENDIX A: COMMITTEE MEMBERSHIP TEMPLATE</b>
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### **Purpose of Report**

1. To inform Members of a change in the political balance of MFRA for the remainder of the 2020/21 Municipal Year, as a result of changes within Wirral Borough Council, at its AGM on 28<sup>th</sup> September 2020.

### **Recommendation**

2. That Members:
  - (a) Note the change in political balance of the Authority, as a result of changes within Wirral Borough Council at its AGM on 28<sup>th</sup> September 2020.
  - (b) As a result of this change, determine the number of seats on each Committee to be allocated to each political group in accordance with the political balance regulations; and
  - (c) Confirm the Members who are to be appointed to Committees, in accordance with the wishes of the relevant political group in respect of seats allocated to that group. (A draft Committee Membership Template is attached at Appendix A for Members consideration).

### **Introduction and Background**

3. As a result of changes made within Wirral Borough Council at its AGM on 28<sup>th</sup> September 2020, there has been a change in the political balance of MFRA.
4. This report confirms the political balance of MFRA for the remainder of the 2020/21 Municipal Year, as 14 Labour Members, 3 Liberal Democrat Members and 1 Conservative Member.

5. Based upon the political balance of the Authority, Members are requested to determine the number of seats on each Committee, to be allocated to each political group, in accordance with the political balance regulations.
6. Members are also asked to confirm the Members to be appointed to each Committee, in accordance with the wishes of the relevant political group, in respect of the seats allocated to that group.

7. Number of Seats & Political Balance/ Membership of Committees

7.1 The Authority is required to make appointments to its Committees in a manner which, so far as practicable, reflects the political balance of the Authority, unless the Authority has resolved otherwise and no Member has voted against such resolution.

7.2 Following the changes made within Wirral Borough Council at its AGM on 28<sup>th</sup> September 2020, the representation of each political group on the Authority will be as follows:

Labour	14 Members
Liberal Democrat	3 Members
Conservative	1 Member

7.3 In order to comply with political balance requirements, where practicable, it is appropriate that the proportion of seats on Committees, is allocated to political groups as follows:

Labour	77.78%
Liberal Democrat	16.67%
Conservative	5.55%

8. At its AGM on 11<sup>th</sup> June 2020, the Authority confirmed the following:
  - (a) The Authority Committee Structure continues to include a Policy and Resources Committee; a Community Safety and Protection Committee, a Scrutiny Committee, an Audit Committee, plus an Appeals Committee and Appointments Committee; and a Member Development and Engagement Group.
  - (b) The Policy & Resources Committee, Community Safety & Protection Committee; and the Scrutiny Committee, will each consist of 9 Members.
  - (c) The “Audit Committee” will consist of 5 Members plus the Independent Person in a non-voting capacity. It will continue to deal with Members Standards issues; and have responsibility for the Statutory Officers Disciplinary Procedure.

9. Given the political proportionality of seats on Committees, for the Policy & Resources Committee, Community Safety & Protection Committee; and the Scrutiny Committee, which each consist of 9 Members, this will result in the proportion of seats allocated to each political group, being as follows:

Labour	7
Liberal Democrat	1.5
Conservative	0.5

10. It is therefore proposed that two of these Committees will consist of 7 Labour Members, plus 2 Liberal Democrat Members, whilst the other Committee will consist of 7 Labour Members, 1 Liberal Democrat Member and 1 Conservative Member.
11. For the Audit Committee, consisting of 5 Members, the proportion of seats allocated to each political group will be as follows:

Labour	4	(3.88)
Liberal Democrat	1	(0.83)
Conservative	0	(0.27)

12. Members are therefore asked to confirm the Members who are to be appointed to each Committee, for the remainder of the 2020/21 Municipal Year.
13. In order to assist, a draft Committee Membership Template, has been attached at Appendix A, for Members consideration. This reflects the change in political balance, whilst seeking to maintain the status quo as far as practicable, with regards to the Authority Structure agreed at the AGM in June 2020.

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### **Equality and Diversity Implications**

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14. There are no equality and/ or diversity implications directly related to this report.

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### **Staff Implications**

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15. There are no direct staff implications contained within this report.

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### **Legal Implications**

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16. The Authority is required to ensure that the allocation of seats on each Committee, to each political group, remains in line with the relevant regulations, with regards to political balance; and this report addresses that requirement.

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### **Financial Implications & Value for Money**

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17. There are no direct financial implications in relation to this report.

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

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18. There are no direct risk management or health and safety implications in relation to this report.

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

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19. Communities are stronger in the knowledge that the Authority continues to have a structure in place, which is reflective of the electorate of each of its constituent authorities.

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**BACKGROUND PAPERS**

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**GLOSSARY OF TERMS**

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## Merseyside Fire & Rescue Authority

### COMMITTEE MEMBERSHIP 2020/21

**Chair of Authority:**  
**Vice-Chairs of Authority:**

**Cllr. Les Byrom**  
**Cllr. Brian Kenny**  
**Cllr. James Roberts**

**Labour: Group Leader:**  
**Opposition Spokesperson:**

**Cllr. Les Byrom**  
**Cllr. Andrew Makinson**

<b>Committee</b>	<b>Members</b>
<b>Authority Committee</b>	All 18 Members, plus Independent Person
<b>Community Safety &amp; Protection Committee</b>  9 Members (7, 2)	<b>1 Cllr Brian Kenny (Chair)</b> 2 Cllr Doreen Knight 3 Cllr Paul Tweed 4 Cllr Jan Grace 5 Cllr Edna Finneran 6 Cllr Linda Maloney 7 Cllr Emily Spurrell 8 Cllr Lynne Thompson 9 Cllr Allan Brame
<b>Policy &amp; Resources Committee</b>  9 Members (7, 1, 1)	<b>1 Cllr James Roberts (Chair)</b> 2 Cllr Steff O'Keefe 3 Cllr Angela Coleman 4 Cllr Lisa Preston 5 Cllr Jean Stapleton 6 Cllr Dan Barrington 7 Cllr Les Byrom 8 Cllr Lesley Rennie 9 Cllr Andrew Makinson

<p><b>Audit Committee</b></p> <p>5 Members (4, 1)</p> <p>(Plus 1 Independent Person)</p>	<p><b>1 Cllr Linda Maloney (Chair)</b></p> <p>2 Cllr Lisa Preston</p> <p>3 Cllr Jan Grace</p> <p>4 Cllr Edna Finneran</p> <p>5 Cllr Allan Brame</p> <p>IP Anthony Boyle</p>
<p><b>Scrutiny Committee</b></p> <p>9 Members (7, 2)</p> <p>(Plus 1 Independent Person)</p>	<p><b>1 Cllr Paul Tweed (Lead Member/Chair)</b></p> <p><b>2 Cllr Jan Grace (Lead Member/Chair)</b></p> <p>3 Cllr Lisa Preston</p> <p>4 Cllr Edna Finneran</p> <p>5 Cllr Doreen Knight</p> <p>6 Cllr Angela Coleman</p> <p>7 Cllr Dan Barrington</p> <p>8 Cllr Andrew Makinson</p> <p>9 Cllr Allan Brame</p> <p>IP Anthony Boyle</p>
<p><b>Joint Fire &amp; Police Collaboration Committee</b></p> <p>4 Members (3, 1)</p> <p>(Plus the PCC &amp; DPCC)</p>	<p>1 Cllr Les Byrom</p> <p>2 Cllr Brian Kenny</p> <p>3 Cllr James Roberts</p> <p>4 Cllr Lynne Thompson</p> <p>PCC Jane Kennedy</p> <p>DPCC (role currently vacant)</p> <p>(Also CC Andy Cooke is invited)</p>

<p><b>Appointments Committee</b></p> <p>(3,1,1)</p> <p>Made up of the Chair, Vice Chair, Opposition Party Leader &amp; Spokesperson</p>	<p><b>1 Cllr Les Byrom (Chair)</b></p> <p>2 Cllr Brian Kenny</p> <p>3 Cllr James Roberts</p> <p>4 Cllr Lesley Rennie</p> <p>5 Cllr Lynne Thompson</p>
<p><b>Appeals Committee</b></p> <p>(3,1,1)</p> <p>Made up of the Chair, Vice Chair, Opposition Party Leader &amp; Spokesperson</p>	<p><b>1 Cllr Les Byrom (Chair)</b></p> <p>2 Cllr Brian Kenny</p> <p>3 Cllr James Roberts</p> <p>4 Cllr Lesley Rennie</p> <p>5 Cllr Lynne Thompson</p>
<p><b>Member Development &amp; Engagement Group</b></p> <p>(2,1,1)</p>	<p><b>1 Cllr Jean Stapleton (Chair)</b></p> <p>2 Cllr Lisa Preston</p> <p>3 Cllr Lesley Rennie</p> <p>4 Cllr Lynne Thompson</p>

<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>AUTHORITY</b>		
<b>DATE:</b>	<b>15<sup>TH</sup> OCTOBER 2020</b>	<b>REPORT NO:</b>	<b>CFO/056/20</b>
<b>PRESENTING OFFICER</b>	<b>ACTING MONITORING OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>RIA GROVES</b>	<b>REPORT AUTHOR:</b>	<b>KELLY KELLAWAY / BEE GEBHARDT</b>
<b>OFFICERS CONSULTED:</b>	<b>HYWYN PRITCHARD – HEAD OF PROCUREMENT</b>		
<b>TITLE OF REPORT:</b>	<b>AMENDMENTS TO MERSEYSIDE FIRE &amp; RESCUE AUTHORITY'S CONSTITUTION 2020/21</b>		

<b>APPENDICES:</b>	<b>APPENDIX A: UPDATED MFRA CONSTITUTION 2020/21</b>
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### **Purpose of Report**

1. To request that Members approve the proposed amendments to Merseyside Fire & Rescue Authority's Constitution 2020/21.

### **Recommendation**

2. That Members approve the changes to MFRA's Constitution for 2020/21, as detailed within this report.

### **Introduction and Background**

3. The Authority is required to have Standing Orders in place in relation to committee procedures, contracts and financial regulations under the Local Government Act 1972, 1985, 1989, and 2000, as well as the Localism Act 2011.
4. Members will be aware that guidance and Codes of Practice in relation to the Local Government Act 2000, require this document to be contained within one overall Constitution, so that this can be easily accessed by the general public.
5. The Constitution contains a Summary and Information section, an Introduction, Terms of Reference for all the Authority's committees, Rapid Reviews, Procedural Standing Orders, Contract Standing Order and Financial Regulations. Local and National Protocols and Codes relevant to Members, are also contained within the Constitution.
6. The Monitoring Officer is responsible for keeping the Constitution under review, to ensure that the aims and principles of the Constitution are given full effect. Also, a key role of the Monitoring Officer is to be aware of the strengths and

weaknesses of the Constitution adopted by the Authority and to make recommendations for ways in which it could be amended in order to better achieve its purposes.

7. Any changes to the Constitution proposed by the Monitoring Officer, require the approval of the Authority.
8. A review of the Constitution has been undertaken, and a number of amendments are now proposed for Members consideration and approval:

9. **Part 1 – Summary and Explanation:**

No changes are proposed to this section of the Constitution.

10. **Part 2 – Introduction:**

- 10.1 Article 3 under Part 2 of the Constitution outlines the functions of Officers.
- 10.2 3.3 outlines the functions of the Monitoring Officer. Previously, the functions of the Monitoring Officer included under (g) the role of *Data Protection Officer for the General Data Protection Regulation 2018, the Freedom of Information Act 2000; and the Regulation of Investigatory Powers Act 2000*.
- 10.3 It was agreed in consultation with the Chair of the Authority that the role of Data Protection Officer within the function of the Monitoring Officer be removed from the constitution in order to prevent a potential conflict of interest and that the role be undertaken by another officer within the organisation. The Information Commissioners Office also agreed with this proposal.
- 10.4 Therefore, members are asked to note that paragraph (g) within 3.3 – Functions of the Monitoring Officer, has been removed from the Constitution.

11. **Part 3 – Responsibility for Functions**

- 11.1 Part 3 relates to the roles of Chairs and Members' rights and duties, the functions of each Committee; the Scheme of Delegation and Terms of Reference for the proposed Committee structure.
- 11.2 No changes are proposed to this part of the Constitution.

12. **Part 4 – Procedure Rules**

- 12.1 Part 4 consists of Procedure Rules relating to Procedural Standing Orders, Contract Standing Orders and Financial Regulations.
- 12.2 With regards to Procedural Standing Orders an amendment is proposed to Standing Order 11: Presentation of Petitions, Hearing of Deputations and Occasions Where Public May Speak, in relation to the signatories of petitions and the required number and locality of petition signatories, ensuring any issues raised are by and

related to those within the area of Merseyside. This approach is also consistent across the other Councils of Merseyside

- 12.3 In relation to Article 22: Contract Standing Orders, amendments have been made in respect of the tendering thresholds, references to Public Contract Regulations and the Public Procurement Policy Notes as well as typographical changes to enable the documents to be read more easily ;
- 12.4 The amended Contract Standing Orders have been incorporated within the attached amended draft Constitution for Members' consideration and approval.

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### **Equality and Diversity Implications**

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13. The terms of reference for every Committee contain duties for Members to consider the Authority's Public Equality Duties as part of their decision making.

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### **Staff Implications**

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14. There are no staff implications directly concerned with this report.

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### **Legal Implications**

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15. The Constitution and its constituent parts are required by Local Government legislation.

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### **Financial Implications & Value for Money**

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16. There are no direct financial implications contained within this report.
17. The Authority through its Committees, must consider the financial implications of decisions and the Constitution reflects this.

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

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18. The terms of reference for every Committee contain duties for Members to consider the Authority's Health, Safety and Environmental duties as part of their decision making, in order to support its mission to create Safer, Stronger Communities and Safe Effective Firefighters.

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

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19. The Constitution provides a transparent mechanism to ensure that the communities of Merseyside can have full confidence in the decision making processes of the Authority.

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### **BACKGROUND PAPERS**

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<b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>FULL AUTHORITY</b>		
<b>DATE:</b>	<b>15<sup>TH</sup> OCTOBER 2020</b>	<b>REPORT NO:</b>	<b>CFO/054/20</b>
<b>PRESENTING OFFICER</b>	<b>CHIEF FRE OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>AM PAUL MURPHY</b>	<b>REPORT AUTHOR:</b>	<b>BERNIE SULLIVAN</b>
<b>OFFICERS CONSULTED:</b>	<b>RIA GROVES, IAN CUMMINS, DAVE SEASMAN</b>		
<b>TITLE OF REPORT:</b>	<b>DONATION OF MFRA FIRE APPLIANCES</b>		

<b>APPENDICES:</b>		
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### Purpose of Report

1. To request that Members approve the donation of the Fire Appliances identified within this report.

### Recommendation

2. That Members
  - a. Approve the donation of one Scania B Type appliance to Operation Sabre.
  - b. Approve the donation of one Scania B Type appliance to St Johns Corps, Malta.

### Introduction and Background

3. The two appliances have come to the end of their life for use within the Authority's asset management and will require disposal of. It should be noted that the vehicles are 18 years old and have a very low residual value to the authority.
4. Of the two B Type 2002 plated Scania appliances. It is recommended one to be donated to Operation Sabre and one to be donated to Malta St John Corps. These are two charities which the Authority has supported in the past when vehicles come to their end of life within the authority.
5. The donation of appliances to charities assists them in their need for resources whilst reduces the security risk of the use of the appliance with the donation being documented and relevant details being obtained as to its location and use.
6. The Transport Manager has been approached by both Ops Sabre and St Johns Corps Malta to ask if there are any vehicles the Authority would be able to donate.

7. The appliances will be collected from MFRA workshops by the charities... Both vehicles will be inspected by the charities representatives to confirm they are content to accept the vehicles and that they have the required insurances in place prior to removing the appliances from Authority premises.

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### **Equality and Diversity Implications**

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8. Vehicles that are being donated are to recognised charities that MFRA have donated to in the past with no E&D issues. MFRA consider E&D with all donation requests.

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### **Staff Implications**

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9. None

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### **Legal Implications**

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10. Any donation of vehicles are completed under a legal agreement with a restriction on transferring ownership to another unknown registered keeper and disposal procedures to ensure compliance with relevant legislation and NFCC guidance on vehicle security.
11. The Authority cannot legally contract out of death or personal injury therefore there will always be a risk when passing on vehicles or equipment once the Authority no longer requires them. However, such risks can be mitigated through an agreement with an accurate representation of the vehicles and their condition prior to sale or donation.
12. Any donation or sale of vehicles under an agreement will detail when the title and risk passes over to ensure that the vehicles are adequately insured by the relevant party.

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### **Financial Implications & Value for Money**

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13. The appliances listed have a scrap value of around £1000 each.
14. There are no other financial implications due to all vehicles being at their end of life cycle with MFRA.

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

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15. The vehicles will be donated to recognised charities and those sold will be through approved companies with a proven track record of disposing of emergency vehicles.
16. There is a risk in providing an emergency vehicle to a third party when the Authority no longer requires the asset with the recommendation by NFCC to



scrap and break up at their end of life to reduce the security risks. Any risks should be mitigated with the removal of livery and Authority markings and a full audit trail of the disposal to the other party with as appropriate prohibited use of the vehicle as an emergency vehicle.

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

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20. MFRA have the corporate responsibility of disposing of vehicles through secure systems and ensuring environmental methods of disposal are utilised. Thus having little or no impact on our community.

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**BACKGROUND PAPERS**

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21. N/A

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**GLOSSARY OF TERMS**

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22. N/A

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MERSEYSIDE FIRE & RESCUE AUTHORITY			
<b>MEETING OF THE:</b>	<b>FULL AUTHORITY</b>		
<b>DATE:</b>	<b>15<sup>TH</sup> OCTOBER 2020</b>	<b>REPORT NO:</b>	<b>CFO/053/20</b>
<b>PRESENTING OFFICER:</b>	<b>CHIEF FIRE OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>AM JAMES BERRY</b>	<b>REPORT AUTHOR:</b>	<b>SM PAUL BAINES</b>
<b>OFFICERS CONSULTED:</b>	<b>GM WATSON, GM HEAD, RIA GROVES, LYNDSEY KILEEN</b>		
<b>TITLE OF REPORT:</b>	<b>FIRE PROTECTION GOVERNMENT GRANT FUNDING</b>		

<b>APPENDICES:</b>	<b>APPENDIX A:</b>	BUILDING RISK REVIEW AND PROTECTION UPLIFT GRANT FUNDING LETTER.
	<b>APPENDIX B:</b>	INFRASTRUCTURE FUND LETTER

## Purpose of Report

1. To inform the Fire Authority of the grant funding received from Government to drive improvement in the Authority's Protection function. This is to enable the Authority to effectively tackle risk in the built environment and support the national Building Risk Review (BRR) programme which aims to review the safety of all in scope high-rise residential buildings over 18 metres or containing six floors and above by December 2021. There are currently 224 known buildings of this type in Merseyside.
  
2. To request approval from the Fire Authority on the recommendations contained in this report on how the grant funding will be used to bolster our fire protection capability and delivery, that will align with our Integrated Risk Management Plan and Risk Based Inspection Programme. At the same time, enable the Authority to deliver against the demands of the BRR programme.

## Recommendation

That Members approve:

3. **Building Risk Review Programme**
  - a. The proposal to establish a temporary team consisting of 1x Station Manager, 1x Lead Inspector (grade 9), 1x Co-ordinating inspector (grade 9) and 1x Admin Support Officer (grade 4) to deliver the programme by December 2021.
  
4. **Protection Uplift Programme**
  - a. The proposal to recruit 6x temporary full time Fire Safety Inspectors (grade 8) and a Fire Engineering Manager (grade 12) to increase resilience and secure future succession planning.
  - b. In addition to the initial recruitment costs the Fire Safety Inspectors will be required to attend the relevant training courses and achieve Skills for Justice

Level 3 and 4 Fire Safety Inspector qualifications. A newly recruited Fire Engineer will be required to attend UCLAN on a part time basis to achieve a fire engineering degree.

#### 5. Infrastructure Fund –

- a. The proposal to invest in suitable ICT hardware and software to support the efficiency of our inspectors and to ensure the maintenance of skills through effective online training and communication.
- b. The provision of regular training events and CPD seminars to maintain the competence of our staff.
- c. The provision of additional service vehicles will also be required at different locations to support the mobility of our staff to attend visits and audits.
- d. In addition to the Protection requirements, infrastructure expenditure should also be incurred for the purposes of:
  - Ensuring smoke hoods are appropriately available on front line appliances. These have already been purchased with two being available on all frontline pumping appliances.
  - Providing a local Grenfell recommendations co-ordination function, so NFCC and FRSs can track and evidence progress being made against the recommendations.
  - Providing other locally determined activity to respond to the Grenfell recommendations and improve resilience to major incidents and infrastructure. This can include upgrades to control room systems to allow the ability to connect to Multi-Agency Incident Transfer (MAIT) system.

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### **Introduction and Background**

6. In June 2019, the Government published the 'Building a Safer Future' consultation detailing proposals to achieve long-term reforms. The Government will legislate for these reforms in new primary legislation through the Fire Safety Bill, the Building Safety Bill and further secondary legislation where necessary.
7. In addition, the government has committed to implementing all of the recommendations from the Grenfell Tower Inquiry. Phase one recommendations have been published and Phase 2 has been postponed due to the COVID-19 pandemic.
8. In December 2019 the Authority anticipated the future demand that is going to be placed on the Protection function and restructured the senior management of the Community Risk Management directorate so that Protection and Prevention have their own Area Managers. This is already proving to be a successful decision with improved productivity and significant progress in project work.
9. To enable Fire and Rescue Service's to bolster their Protection function to meet future demand, the Government has issued £7m worth of grant funding. Merseyside Fire and Rescue Authority has received a total of seven hundred and eighteen thousand, one hundred and twenty-seven pounds and fifteen pence (£718,127.15). The grant conditions cover three separate programmes with different sums allocated to each:

- i. **Building Risk Review Programme** – which will deliver a review of all high-rise residential buildings by December 2021. (£135,323.69)
- ii. **Protection Uplift Programme** – which will support initial improvements in local Protection capability. (£388,874.83)
- iii. **Infrastructure Fund** – to enable local implementation of Grenfell Inquiry recommendations and will help co-ordinate local activity to support the national work led by NFCC. (£193,928.63)

10. A set of restrictions and conditions have been set by MHCLG for each programme and each will require periodic reporting to be returned. These are contained in the letters received from the Home Office in Appendix A and B of this report.

11. By October 2022 a new regulatory body called the Building Safety Regulator (BSR) will be formed and operated by the Health and Safety Executive (HSE). The BSR will be responsible for all major regulatory decisions made at key points during design, construction, occupation and refurbishment of buildings. It will also oversee a new competency framework that has been created to ensure work is up to scratch. It is highly likely that this will place demands on fire and rescue services to support the set-up and future partnership working arrangements.

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### **Equality and Diversity Implications**

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12. An equality impact assessment will be undertaken as part of the recruitment process for the new roles.

13. Regular equality impact assessments will be produced for the work undertaken by the Building Risk Review team, ensuring that the Authority exercises its duties in line with the Equality and Diversity strategy.

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### **Staff Implications**

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14. The creation of the BRR team will provide opportunities for staff to learn new skills and to progress their career. It will also provide other Fire Safety Inspectors and Auditors with future progression opportunities.

15. The creation of the Fire Engineering Manager role will reinforce the ability of the Planning and Building Regulations team and will also provide future progression opportunities for staff. The post will require the individual to commit to a Fire Engineering degree course on a part time basis.

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### **Legal Implications**

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16. The proposals contained within this report are compliant with the grant conditions contained in the grant offer letters (see appendix A and appendix B).

17. Any changes to the structure of the Protection department will be compliant with the Authority's policies and relevant legislation, in particular employment legislation.

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### **Financial Implications & Value for Money**

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18. The temporary staff positions and associated support costs can be contained within the £0.718m of grant received for these Protection initiatives.

19. The sign-off of grant expenditure by the S151/S112 officer will be required on a quarterly basis until funds are fully spent.

20. The FRS will need to complete a financial return with the type of spend specified. The first report to cover spend up to 31st December 2020 will be required by 31st January 2021 (if funds have been spent) and quarterly thereafter until the funds are fully spent.

21. The FRS will need to complete the monitoring report to confirm how the grant is being used in line with the grant conditions and will need to be signed off by the CFO. The first report will be required by 31 January 2021 and quarterly thereafter until the funds are fully spent.

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

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22. Due to the ongoing COVID-19 pandemic, regular workplace risk assessments will be undertaken to ensure the health and wellbeing of our staff.

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

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23. The proposals in this report will contribute towards our mission, Safer Stronger Communities – Safe effective Firefighters.

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### **BACKGROUND PAPERS**

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21. N/A

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### **GLOSSARY OF TERMS**

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22.

N/A

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Home Office

Luke Edwards,  
Fire and Resilience Director,  
Home Office

2 Marsham Street  
London SW1P 4DF

[www.gov.uk/home-office](http://www.gov.uk/home-office)

To: Phil Garrigan  
Merseyside Fire and Rescue  
[philgarrigan@merseyfire.gov.uk](mailto:philgarrigan@merseyfire.gov.uk)

To: Cllr Leslie Byrom  
Merseyside Fire and Rescue Authority  
[leslie.byrom@councillors.sefton.gov.uk](mailto:leslie.byrom@councillors.sefton.gov.uk)

28 July 2020

### **Grant Payment to Merseyside Fire and Rescue Authority**

I am writing to seek your acceptance of funding covering two grants to Merseyside Fire and Rescue Authority. The first grant of one hundred and thirty-five thousand, three hundred and twenty-three pounds and sixty-nine pence (£135,323.69) is for the Building Risk Review Programme. The second grant of three hundred and eighty-eight thousand, eight hundred and seventy-four pounds and eighty-three pence (£388,874.83) is for the Protection Uplift Programme. The funding is provided as per the agreed funding allocations set out in Annex A.

This is a one-year funding arrangement intended to make a significant impact in driving improvement in the protection function within fire and rescue services, tackling risk in the built environment and supporting the Building Risk Review work that is overseen by the Fire Protection Board. The grant conditions cover two separate programmes:

- i. The Building Risk Review Programme – which will deliver a review of all high-rise residential buildings over 18 metres by the end of December 2021.
- ii. The Protection Uplift Programme – which support initial improvements in local protection capability.

We look forward to supporting your mobilisation of the funding and working with you during the lifetime of the arrangement to help make a real difference.

Payment of these monies is subject to your acceptance of this offer and the standard terms and conditions of the Grant Letter.

### **Building Risk Review Grant**

#### **Funding purpose**

Delivery of the Building Risk Review (BRR) programme in Merseyside Fire and Rescue Authority, as detailed within NFCC Appendices of BRR programme, with continued guidance and support of the Fire Protection Board to achieve a review of the fire safety arrangements in all in scope high-rise residential buildings over 18 metres by December 2021.

#### **Grant Restrictions**

The following grant restrictions will apply:

- The grant is ring-fenced to expenditure by fire and rescue services in England in discharging fire protection duties.
- Expenditure must be incurred in assuring that all high-rise residential buildings over 18 metres - identified in each service area - are reviewed by end of December 2021 and that a framework for identification and inspection is in place.
- Data returns to the Home Office via the Fire Protection Board Secretariat on the work achieved towards the above will be required, in line with the monitoring and reporting requirements stipulated in this grant letter.
- Evidence of grant expenditure applied to the grant will be required on a quarterly basis to cover each three-month period until all the funds have been spent.

#### **Conditions of expenditure**

Expenditure should be incurred for the purposes of undertaking the BRR programme, ensuring that in scope high-rise residential buildings over 18m identified in each FRS area are subject to an initial risk assessment and depending on that outcome, visited or audited by the end of the December 2021.

Categories of expenditure are listed at Annex B. Under this grant, pension abatement costs **will not be** deemed acceptable expenditure.

### ***Monitoring and reporting requirements***

#### **Financial reporting**

- Sign-off of grant expenditure by the S151/S112 officer will be required on a quarterly basis to cover each quarter until funds are fully spent.
- First quarterly reporting (if funds have been spent) will be required by 31<sup>st</sup> August and quarterly thereafter.
- FRS will need to complete the financial return with the type of spend specified, which is attached at Annex B

### **Monitoring requirements**

The monitoring return for this grant will align with the returns provided to the Fire Protection Board Secretariat.

Monthly reporting will be required by FRS until 31 March 2021 or the funds are fully spent and provided to the Home Office via Fire Protection Board Secretariat. The following will be captured as part of the BRR returns:

- A. How many buildings have had an initial review;
- B. How many remaining for an initial review;
- C. The number of higher risk buildings identified requiring an audit;
- D. The number of lower risk buildings identified which do not require an audit;
- E. The number of audits completed;
- F. Enforcement action taken after an audit (number);
- G. Breakdown of the type of enforcement action taken and the number.

This reporting will be submitted via a monthly BRR spreadsheet, to the Fire Protection Board Secretariat.

FRS will also need to provide an initial brief description on trajectory of their programme with milestones to the Home Office via Fire Protection Board Secretariat, by Wednesday 5 August.

## **Protection Uplift Grant**

### **Funding purpose**

To bolster the fire protection capability and delivery, aligning with locally agreed integrated risk management plans and risk-based inspection programmes in Merseyside Fire and Rescue Authority.

### **Grant Restrictions**

The following grant restrictions will apply:

- The grant is ring-fenced to expenditure by fire and rescue services in England in discharging fire protection duties.
- Returns to the Home Office via the Fire Protection Board Secretariat on the work achieved towards the above will be required.
- Evidence of grant expenditure applied to the grant will be required on a quarterly basis to cover each three-month period up to 31 March 2021 or until the funds are fully spent.

### **Conditions of expenditure**

Expenditure should be incurred for the purposes of bolstering the fire protection capability and delivery in line with locally agreed integrated risk management plans and risk-based inspection programmes. The aim of the grant is to build long-term capability within fire protection functions, so there's an expectation that funding would be used to cover areas such as:

## **Workforce**

- Increasing protection resource;
- Engaging front line crews more on low level protection;
- Upskilling of operational staff;
- Improving competency, accreditation, and qualifications;
- Career pathways in protection.

## **Technology**

- Using an innovative approach to online training;
- Making existing data systems work better including through the development of new data tools;
- Digital platform (protection, prevention and risk);
- Hardware (tablets, body cams).

Categories of expenditure are listed at Annex B. Under this grant, pension abatement costs **will not be** deemed acceptable expenditure.

## ***Monitoring and reporting requirements***

### **Financial reporting**

- Sign off of expenditure by the S151/S112 officer will be required on a quarterly basis to cover each quarterly period up to 31 March 2021 or until the funds are fully spent.
- First quarterly reporting will be required by 31<sup>st</sup> August 2020 and quarterly thereafter.
- FRSs will need to complete the financial return attached at Annex B with the type of spend specified.

### **Monitoring requirements**

- FRS to provide to the Home Office via the Fire Protection Secretariat by end of August 2020 a return on how they intend to spend the Protection Uplift funding and how they will meet the grant agreement requirement to increase protection capability with outputs clearly detailed.
- Quarterly reporting will be required by FRS until 31 March 2021 provided to the Home Office via the Fire Protection Board Secretariat, using a standard template. Further details on these returns will follow shortly.
- Returns are likely to include data covering the below metrics. Returns should be related to the outputs detailed in the August 2020 return. Analysis may include (but is not limited to):
  - A. How many staff have been employed, (please indicate roles eg. Fire Safety Officer, data analyst, back filling posts, other)
  - B. How many staff trained and to what qualification level.
  - C. How many staff accredited and with what organisation.
  - D. An increase in number of high-risk buildings audited.
  - E. An increase of engagement (FSO hours).
  - F. How many hits on website / events.
  - G. What IT solutions have been developed to meet objectives.

H. What equipment has been purchased. (commentary required)

I. Investment or capital expenditure. (commentary required)

- FRS will also need to provide protection data, including on the number of audits undertaken and outcomes by different building types. A standard template will be provided for this return.

To confirm acceptance of this offer of grant funding, please sign and return one copy of the Grant Letter to: [fireprotection@homeoffice.gov.uk](mailto:fireprotection@homeoffice.gov.uk) by Friday 7 August. The Grant Letter must be returned with signed approval from your Finance Director in the section overleaf. Please retain a copy of the Grant Letter for your records. Please be aware that no payments will be released until receipt of the signed documentation.

The Grant Sponsor for the Building Risk Review Programme and the Protection Uplift Programme will be the Fire Safety Unit which will be responsible for monitoring delivery. I would be grateful if you would address future correspondence on these grants to: [fireprotection@homeoffice.gov.uk](mailto:fireprotection@homeoffice.gov.uk)

Yours sincerely,



Luke Edwards  
Fire and Resilience Director, Home Office

**Finance Director approval**

If you agree to the above grant conditions please ask your Finance Director to sign here and return.

“I agree the above grant conditions”

Signed Finance Director.....

Name (printed).....

Date:



Home Office

Sarah Gawley  
Head of National Resilience  
and Major Events Unit,  
Home Office  
2 Marsham Street  
London SW1P 4DF

[Sarah.Gawley@homeoffice.gov.uk](mailto:Sarah.Gawley@homeoffice.gov.uk);

[www.gov.uk/home-office](http://www.gov.uk/home-office)

By Email

To: CFO Phil Garrigan

10 September 2020

## **GRANT PAYMENT TO MERSEYSIDE FIRE AND RESCUE SERVICE**

I am writing to confirm approval of the Grenfell Infrastructure grant to Merseyside Fire and Rescue Authority. The grant of one hundred and ninety-three thousand, nine hundred and twenty-eight pounds and sixty-three pence (£193,928.63) is for Grenfell infrastructure improvements (further details below). The funding is provided as per the allocations set out in Annex A.

This is a one-year funding arrangement intended to support Fire and Rescue Services in England in making sustained progress in implementing the recommendations from the Grenfell Tower Inquiry Phase 1 report and improve resilience to major incidents. The payments will be made in FY20/21.

Payment of these monies is subject to your acceptance of this offer and the standard terms and conditions of the Grant Letter.

### **Grenfell infrastructure improvements grant**

#### **Funding purpose**

Funding in Merseyside FRS area towards delivering outcomes against the relevant findings from the Grenfell Phase 1 inquiry and infrastructure operational improvements.

#### **Conditions of expenditure**

Expenditure should be incurred for the purposes of:

- Ensuring smoke hoods are appropriately available on front line appliances, where these are not already available.
- Supporting a local Grenfell recommendations co-ordination function where not already in place, so NFCC and FRSs can track and evidence progress being made against the recommendations.
- Other locally determined activity to respond to the Grenfell recommendations and improve resilience to major incidents and

infrastructure. This can include upgrades to control room systems to allow the ability to connect to Multi-Agency Incident Transfer (MAIT) system.

Categories of expenditure are listed at Annex B. Under this grant, pension abatement costs **will not be** deemed acceptable expenditure.

### **Monitoring and reporting requirements**

#### **Financial reporting**

- Sign-off of grant expenditure by the S151/S112 officer will be required on a quarterly basis until funds are fully spent.
- The FRS will need to complete the financial return with the type of spend specified (Annex B). The first report to cover spend up to 31<sup>st</sup> December 2020 will be required by 31<sup>st</sup> January 2021 (if funds have been spent) and quarterly thereafter until the funds are fully spent.

#### **Monitoring requirements**

- The FRS will need to complete the monitoring report using Annex C to confirm how the grant is being used in line with the grant conditions and will need to be signed off by the CFO. The first report will be required by 31 January 2021 and quarterly thereafter until the funds are fully spent.
- For FRS' with a control room, the monitoring requirement includes reporting on the progress of local upgrades to accommodate the implementation of Multi-Agency Incident Transfer (MAIT) and Announcement Talkgroup.

To confirm acceptance of this offer of grant funding, the Grant Letter must be returned with signed approval from your Finance Director in the section below. Please send one copy of the signed Grant Letter to HO NRCEU email [hazel.pearce@homeoffice.gov.uk](mailto:hazel.pearce@homeoffice.gov.uk) The second copy is for your records. Please be aware that no payments will be released until receipt of the signed documentation.

The Grant Sponsor for the grants will be the Home Office, Fire Resilience Directorate, National Resilience and Critical Events Unit (NRCEU). I would be grateful if you would address future correspondence on these grants to [hazel.pearce@homeoffice.gov.uk](mailto:hazel.pearce@homeoffice.gov.uk)

Yours sincerely,



Sarah Gawley  
Head of National Resilience and Critical and Major Events  
Home Office



**Finance Director approval**

If you agree to the above grant conditions please ask your Finance Director to sign here and return.

“I agree the above grant conditions”

Signed Finance Director.....

Name (printed)

Date:

	<b>Annex A</b>
<b>FRS allocations for Grenfell Infrastructure grant</b>	
<b>FRA</b>	<b>Amount</b>
Avon Fire	£99,229.19
Bedfordshire Fire	£51,166.69
Berkshire Fire	£64,399.61
Buckinghamshire Fire	£46,253.86
Cambridgeshire Fire	£55,182.53
Cheshire Fire	£83,357.89
Cleveland Fire	£90,967.71
Cornwall (includes Isle of Scilly)	£72,619.62
Cumbria	£51,876.23
Derbyshire Fire	£81,885.18
Devon and Somerset Fire	£138,216.31
Dorset and Wiltshire Fire	£88,626.02
Durham Fire	£65,661.08
East Sussex Fire	£67,944.91
Essex Fire	£154,771.63
Gloucestershire	£35,843.91
Greater London Authority	£1,305,618.23
Greater Manchester Combined Authority	£313,285.44
Hampshire Fire	£135,621.82
Hereford and Worcester Fire	£48,034.88
Hertfordshire	£76,779.93
Humberside Fire	£124,606.57
Isle of Wight	£17,009.90
Kent Fire	£132,062.11
Lancashire Fire	£149,892.29
Leicestershire Fire	£82,525.31
Lincolnshire	£60,480.44
Merseyside Fire	£193,928.63
Norfolk	£74,121.32
North Yorkshire Police, Fire and Crime Commissioner	£53,842.90
Northamptonshire Police, Fire and Crime Commissioner	£47,475.80
Northumberland	£33,831.66
Nottinghamshire Fire	£100,748.71
Oxfordshire	£32,213.72
Shropshire Fire	£32,426.90
South Yorkshire Fire	£149,157.82
Staffordshire Police, Fire and Crime Commissioner	£88,987.39
Suffolk	£50,205.62
Surrey	£72,284.21
Tyne and Wear Fire	£151,629.66
Warwickshire	£26,215.29
West Midlands Fire	£327,575.04
West Sussex	£34,299.55
West Yorkshire Fire	£237,136.49
<b>Total</b>	<b>£5,400,000.00</b>

**ANNEX B: Quarterly Financial Reporting template for the Grenfell Infrastructure Grant April 2020 to March 2021.**

This Quarterly Reporting form should be completed and certified by the Finance Officer and returned to Home Office NRCEU.

**The first return is due by 31 January 2021 and quarterly thereafter until funds have been spent.**

Please return the completed form to HO NRCEU  
[haze.pearce@homeoffice.gov.uk](mailto:haze.pearce@homeoffice.gov.uk)

**Grant Recipient: Merseyside FRA**

Maximum Total Grant Allocation FY20/21	£193,928.63
Expenditure Category:	Actual Resource Expenditure (£)
Staff costs	
Staff recruitment	
Smoke hoods	
Other technical equipment	
Training	
Exercises	
Software & IT	
Expert fees	
Other expenditure as agreed with Home Office	
<b>TOTAL GRANT PROVIDED:</b>	
<b>TOTAL GRANT EXPENDITURE</b>	
<b>VARIANCE:</b> total Grant provided <b>minus</b> total resource expenditure	

**FINANCE OFFICER CERTIFICATION**

I certify to the best of my knowledge and belief that:

- a) The information provided is correct; and no other specific Exchequer grants, other grants or contributions have been or will be payable for the expenditure in respect of the Grant Amount being claimed,
- b) The expenditure has been incurred only for the purposes set out in the Grant Agreement for the above Grant stream.

<b>Signature:</b>			
<b>Name (printed):</b>		<b>Date:</b>	
<b>Position:</b>			

**Home Office sign off:**

<b>Signature:</b>			
<b>Name (printed):</b>		<b>Date:</b>	
<b>Position:</b>			

## Annex C

This Quarterly Reporting form should be completed and signed off by the Chief Fire Officer and returned to Home Office, NRCEU

**The first return is due by 31 January 2021 and quarterly thereafter until funds have been spent.**

Please return completed form to HO NRCEU  
[hazel.pearce@homeoffice.gov.uk](mailto:hazel.pearce@homeoffice.gov.uk)

<b>Grenfell Infrastructure Grant Monitoring form</b>
<b>Merseyside FRS</b>
<b>Return for period covering:</b>
<b>When completed return to: <a href="mailto:hazel.pearce@homeoffice.gov.uk">hazel.pearce@homeoffice.gov.uk</a></b>
<b>1. Please confirm if your FRS has smoke hoods in place.</b> <b>[Yes] [No] [In process of being purchased]</b>
<b>2. How many smoke hoods have been purchased with this grant?</b>
<b>3. If any, what other technical equipment has been purchased with the grant?</b>
<b>4. Please confirm the co-ordination function your FRS has in place.</b>
<b>5. As relevant, please provide an overview commentary in the box below to outline other activity that the grant is being used on for the local delivery of the Grenfell recommendations. Please indicate which recommendation(s) the activity is supporting.</b>

**For FRS with a control room – please confirm the status on the work of implementing Multi-Agency Incident Transfer (MAIT) and the Announcement Talkgroup.**

**6. Has a local upgrade been carried out in your control room to accommodate the implementation of MAIT and Announcement Talkgroup?**

**7. Are MAIT and Announcement Talkgroup operational? If no when are there expected to be in place?**

**Monitoring form returned by:**

<b>Signature:</b>			
<b>Name (printed):</b>		<b>Date:</b>	
<b>Position:</b>			
<b>Contact details</b>			

<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>FULL AUTHORITY</b>		
<b>DATE:</b>	<b>15<sup>TH</sup> OCTOBER 2020</b>	<b>REPORT NO:</b>	<b>CFO/052/20</b>
<b>PRESENTING OFFICER</b>	<b>CHIEF FIRE OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>NICK MERNOCK</b>	<b>REPORT AUTHOR:</b>	<b>N HANLON</b>
<b>OFFICERS CONSULTED:</b>	<b>RACHEL MARTIN, MIKE PILKINGTON, RIA GROVES.</b>		
<b>TITLE OF REPORT:</b>	<b>RESERVISTS</b>		

<b>APPENDICES:</b>	<b>RESERVISTS SI 0865</b>
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### Purpose of Report

1. To update Members as to the success of the Authority’s policies supporting staff who wish to be part of the Reserved Armed Forces and consider expanding the opportunities currently in place for number of registered reservists.

### Recommendation

2. That Members approve an additional 10 Grey Book (20 in total) and 3 Green Book (5 in total) staff are allowed to register as reservists.

### Introduction and Background

3. The Reserve Forces (RF) is made up of the Territorial Army, Royal Navy Reserve, Royal Marines Reserve & the Reserve Air Forces and supports the full time national defence forces. MFRA is a committed supporter of the UK armed forces having received a Silver Award under the Ministry of Defence Employer Recognition Scheme (ERS) for demonstrating support to armed forces service personnel and reservists.
4. Employees who wish to become members of the reserve forces must register details with the People Services Team on an annual basis, in line with SI 0865 Reservists (Appendix A). Registered members are then provided with support in terms of providing part of the time off required to attend annual camp.
5. The Authority’s current policy that the maximum number of persons permitted to be members of the RF is no more than 10 Grey book employees and 2 Green book employees at any one time.
6. If the quota is exceeded and the employee cannot become a member of the RF at this time, then their name is added to a waiting list which will be held by the People Services Team. At present the Authority has a full quota of Grey and Green Book Reservists (10/2). With a waiting list of 5 Grey Book employees.
7. With an increasing number of staff wishing to become reservists added to our experience of the impact a reservist has it is felt that increasing the number of staff allowed to register would further affirm the Authority’s commitment of support to the armed forces whilst improving the recruitment and retention of staff wishing to become reservists.
8. As such it is proposed to increase numbers of the permitted reservists to:

- a. 20 Grey Book at any one time
  - b. 5 APTC (Green/Red Book) at any one time
9. The typical commitment of a RF member is attendance at up to 30 days training per year made up of evening and weekend training along with attendance for a continuous 15 days period each year known as annual camp.
  10. In terms of impact of Reservists to the Authority, approval to join the RF does not automatically entitle the employee to leave to attend training camps or other RF activities. All leave approval is subject to staffing exigencies.
  11. The Authority currently supports all registered and accepted employees of MFRS with one weeks paid leave and one week unpaid leave to attend annual training camp. This is administered by Time & Resource Management and permission must be sought prior to attendance.
  12. From March 2019 to April 2020 based on current figures of 10 Grey and 2 Green book registered reservists, the following leave has been granted:

Station	Type of Leave	Date	Hours of Reservist Leave Granted
Crosby DCWTR	Annual Camp	Mar-19	48 hours
Toxteth Green	Annual Camp	Oct-19	48 hours
Wallasey DCWTRH	Annual Camp	Mar-20	48 hours
Formby LLAR	Annual Camp	Jul-19	48 hours
	Annual Camp	Aug-20	48 hours
Kirkdale Red	Annual Camp	Apr-19	48 hours
Marine Fire 1	Annual Camp	May-19	36 hours
	Annual Camp	Sep-20	48 hours

- a. The above shows on average 48 hours are granted for reservist leave for each employee.
  - b. A total of 84 hours for Green Book (Marine Team) and 288 hours for Grey Book employees has been granted since March 2019.
13. Mobilisation of reservists (when a member of the RF is called up into full time military service on military operations) poses the biggest risk to the delivery of Authority's services. It is the view of Workforce Planning however that a revised maximum figure of 20 grey book staff (3% of total grey book headcount) is manageable. In addition the Authority can access financial assistance to mitigate the costs of replacing a mobilised reservist under the 'Reserve Forces (Call-Out and Recall) (Financial Assistance) Regulations 2005'
  14. Further protections are available under The Reserve Forces (Call-out and Recall) (Exemptions etc.) Regulations 1997 which allow for employers to seek deferral or exemption from a mobilisation where this would cause serious harm to the business. As such each request from mobilisation is considered by the Flexible Working Panel on a case by case basis taking into account the impact approval would have on service delivery to determine whether applying for an exemption is necessary/appropriate.
  15. In the event of mobilisation the Authority does not incur any costs from the employee, the MOD would reimburse for pension contributions and salary payments, along with additional expenses for areas such as retraining costs.
  16. The increase in numbers reinforces our commitment to the Armed Forces Covenant. Members will be aware that the Service received the Silver Award back in 2017 in national



recognition of our commitment to those who have served in the armed forces.

17. The fact that we have increased the numbers of operational staff since 2017 moving from 620 to 642 supports this approach. As the Service is able to demonstrate significantly more resilience than previously based on the increase in Wholetime Retained Contract holders.

### **Equality and Diversity Implications**

18. Liaised with the Equality and Diversity Team who have confirmed, any E&D implications will be reviewed via the EIA if/when the Policy is amended. At present do not foresee any changes to the current EIA.

### **Staff Implications**

19. The change to allow more people to be registered Reservists would allow current and new employees to maintain/commence their reservist responsibilities allowing the Authority to benefit for the training, experience and leadership developed as a reservist.
20. There will be an increased commitment to allow for annual training for all those registered. However, it is predicted that this will have limited impact on overall Service delivery and staffing, given all requests remains subject to staffing/departmental exigencies.
21. Participation as a Reservist offers our employees access to alternative training and Development that can be reutilised within the Fire Authority. This can be in areas such as Leadership, team work, communication and decision making. They can also have access to ILM training that will support their own development within the Fire Service as well as other supporting colleagues in areas such as organisational competencies and values.

### **Legal Implications**

22. The Authority are under a legal duty to adhere to the relevant legislative requirements for all employees who are registered reservists particularly in respect of mobilisation. An employee dismissed on the grounds of possible mobilisation as a reservist is a criminal offence and would also likely result in an Employment Tribunal claim being brought. There is also no qualifying period for unfair dismissal in respect of a claim where the reason for dismissal is connected with the employees' membership as a reservist. The Authority would comply with all of its duties within the legislation.
23. The Authority's insurers would not cover any costs in respect of any claims for loss damage or injury sustained by the employee whilst mobilised and ultimately under the direction of the MOD.

### **Financial Implications & Value for Money**

24. Increasing the amount of employees who are permitted to be registered reservists will likely result in more employees requesting special leave for attendance at training. Requests will only be approved providing they can be contained within existing departmental/operational staffing models.
25. For full mobilisations the Authority is able to apply for a full reimbursed for the costs of the employee and the employees training costs associated with the mobilisation, any costs incurred would be a result of a request to attend a training event or the annual training camp which would be part paid part unpaid.

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

26. During pandemic incidents such as Covid-19, with regards to notice periods, there may not be the full 28 days to apply for an exemption, however the numbers involved within the process may well mitigate this risk against the service that can be provided.

## **Contribution to Our Mission: *Safer Stronger Communities – Safe Effective Fire Fighters***

27. Being an employer of choice and attracting and retaining the best possible staff contributes to ensuring we have Safe Effective Firefighters and Safer Stronger Communities

28. Provides a statement of support by the Fire Authority with the Armed Forces which have a high level of recruitment in the North West encouraging mutual understanding between parties

## **BACKGROUND PAPERS**

SI 0865 Reservists (Appendix A).

## **GLOSSARY OF TERMS**

**MFRA -** Merseyside Fire and Rescue Authority  
**EIA –** Equality Impact Assessment



## Service Instruction 0865 Reservists

### Document Control

#### Description and Purpose

This document is intended to give guidance to Managers and employees regarding the support available to employees who provide a service to the armed forces.

Active date	Review date	Author	Editor	Publisher
08.12.2015	11.04.2018	Amanda Cross	Nick Mernock	Sue Coker
Permanent	X	Temporary	If temporary, review date must be 3 months or less.	

#### Amendment History

Version	Date	Reasons for Change	Amended by
1.1	06.04.17	Review Date only	Amanda Cross

#### Risk Assessment (if applicable)

Date Completed	Review Date	Assessed by	Document location	Verified by(H&S)

#### Equalities Impact Assessment

Date	Reviewed by	Document location
25.11.15		E&DPortal/EIAs/POD/EIA285

#### Civil Contingencies Impact Assessment (if applicable)

Date	Assessed by	Document location

#### Related Documents

Doc. Type	Ref. No.	Title	Document location
SI	SI 0767	Time off for Public Duties	Portal/POD
SI	SI 0660	Secondary Employment	Portal/POD
SI	SI 0655	Career Break	Portal/POD

#### Contact

Department	Email	Telephone ext.
POD	amandacross@merseyfire.gov.uk	0151 296 4358

#### Target audience

All MFRS	X	Ops Crews	Fire Protection	Fire Prevention
Principal officers		Senior officers	Non uniformed	

#### Relevant legislation (if any)

Reserve Forces (Safeguard of employment) Act 1985  
The Reserve Forces (Call-out and Recall) (Financial Assistance) Regulations 2005

## RESERVISTS

### Introduction

The Reserve Forces (RF) made up of the Territorial Army, Royal Navy Reserve, Royal Marines Reserve & the Reserve Air Forces and supports the full time national defence forces. Merseyside Fire & Rescue Authority is committed to supporting the UK armed forces and will support employees who wish to become members of the Volunteer Reserve Forces.

This document formalises previous arrangements and details the Authority's position with regards to employee's who are members of the RF (Reservists)

There are two main types of Reservist:

- Volunteer Reservists - civilians recruited into the Royal Naval Reserves, Royal Marines Reserves, Army Reserve and Royal Auxiliary Air Force.
- Regular Reservists - ex-regular service personnel who may retain a liability to be mobilised depending on how long they have served in the Armed Forces.

### Registration

All employees' who are members of the reserve forces **must** register details with the Contracts and Policy team. Employees who register under this instruction will not be required to also register under the Services "Secondary Employment" process as detailed in the contracts of employment and relevant SI.

The Service also recognises the additional skills and experiences that being a Reservist can bring to the Service and therefore it is useful for the Service to have an understanding of where these particular skills and experiences exist and what specific force this skill have been gained in.

In order to maintain business continuity, it is MFRS's policy that the maximum number of persons allowed to be members of the RF is no more than 10 grey book employees and 2 green book employees at any one time. (excluding employees on career breaks) Therefore, the consent of the Flexible Working Panel must be sought, in writing, prior to any potential participation as a reservist. The Flexible Working Panel consists of members of the Contracts, TRM and Equality teams to ensure a consistent and speedy consideration of all requests.

If the quota is exceeded and the employee cannot become a member of the RF at this time, then their name will be added to a waiting list which will be held by the Contracts team. Approval to join the RF does not automatically entitle the employee to leave to attend training camps or other RF activities.

Reservist employees are also required to grant permission for the Ministry of Defence (MoD) to write directly to their employer. MFRS will periodically check our list of reserves against those supplied by the MOD in line with the 2004 agreement regarding the process of Employer Notification (EN). This allows the MOD to notify employers of their reservist employee's and has been a condition for anyone wishing to join or renew as a member of the RF. It additionally ensures the Service is made aware that the employee is a Reservist and the benefits, rights and obligations that apply. In any circumstance, the Reservist will not be disadvantaged as a result of notifying MFRS of their Reserve status.

## **Reservist Commitments**

### **Training**

The typical commitment of a RF member is attendance at 30 days training per year made up of evening and weekend training along with attendance for a continuous 15 days period each year known as annual camp.

The Authority will support all registered and accepted employees of MFRS with 1 weeks paid leave and 1 week unpaid leave to attend annual training camp. This will be administered by Time & Resource Management and permission must be sought prior to attendance.

### **Mobilisation**

Mobilisation refers to when a member of the RF is called up into full time military service on military operations. In the event of mobilisation, each case will be considered individually by the Flexible Working Panel taking into account the core business needs of the Service. If Service contingencies allow, MFRS will permit up to 5 grey book employees and 1 green book employee to be mobilised at any one time.

A period of mobilisation comprises three distinct phases:

- Medical and pre-deployment training;
- Operational tour;
- Post-operational tour leave

Members of the RF may be mobilised for a period 3 months or less up to a maximum of 12 month's under the provisions of the Reserve Forces Act 1996.

Whilst there is no statutory requirement for notice prior to Mobilisations it is expected that a minimum of 28 days' notice will be provided to the Authority by the MOD.

On return from a tour of duty with the reserved forces, the employee will be required to attend the Occupational Health Department to provide details of any illnesses, accidents or injuries sustained whilst on tour. For Operational employees training will be arranged, where necessary, to ensure the employees have operational readiness.

### **Exemptions**

The Reserve Forces Act 1996 allows for employers to apply for an exemption or deferral of mobilisation if it would cause "serious harm to the business"

The application must reach the Adjudication Officer within 7 days of the Service receiving a call-out notice. If this timescale is not met, permission to make a late application will need to be obtained from the Adjudication Officer. The Reservist also has the right to apply for exemption or deferral if the call-out papers arrive at a difficult time.

The decision whether to apply for an exemption from mobilisation rests with the members of SLT and will take into account the circumstances at the time of application along with the impact the loss of the employee for a potential 12 month period would have on servicing the Merseyside community. It may be necessary to limit the number of reservists released to mobilisation dependent on the exigencies of the service to preserve operational strength.

### **Terms & Conditions of Employment whilst Mobilised**

An employee will have their term and conditions of employment varied as follows for any period that they are mobilised as a member of the RF.

- Pay – employees will not receive any pay from the Authority for the complete period of mobilisation (including post mobilisation leave – see Demobilisation) The MoD will assume responsibility for the Reservist's salary for the duration of their mobilisation. They will pay a basic salary according to the Reservist's military rank. If this basic element is less than the Reservist receives from the Service, it is the Reservist's responsibility to apply to the MoD for the difference to ensure that they suffer no loss of earnings. This is known as a Reservist Award.
- Benefits / Allowances – any additional benefits or allowances payable to an employee will cease for the period of mobilisation
- Pension – The Authority will cease employer contributions for any period of mobilisation. The MOD will make contributions equivalent to employer contributions providing an employee continues to make individual contributions. It is also advised that the employee discusses other contributory benefits with the relevant pension provider (before mobilisation).
- Leave – all accrued leave must be taken prior to mobilisation wherever practicably possible. Any anticipated leave taken over allowances will be required to be repaid prior to mobilisation.
- Service – the employee will benefit from continuous service unless they choose to resign from the Authority. Under The Reserve Forces Act (Safeguarding of Employment) Act 1985, an employee's service is terminated on mobilisation, but providing the employee follows the correct notification procedure under the Act, he or she can return to employment upon which their continuity of service will be restored.
- It is not anticipated that the employee will need the use of company equipment such as Authority laptops / mobiles

### **Demobilisation (Returning to work)**

Members of the RF undergo a three stage process (Adaptation, Assessment, Post Operational leave) when returning from active service.

Post operational leave on average lasts for 30 days and the last day of this leave is recorded as the last day of wholtime service and signals the end of all military pay as detailed above.

The Reserve Forces (Safeguard of Employment) Act 1985 obliges employers to reinstate individuals within 6 months if military service:

- In the occupation in which they were formerly employed
- On terms and conditions no less favourable than those they would have benefited from had they not undertaken the period of service. If this is not reasonable and practicable to offer the same terms and conditions then the employee must be offered the most reasonable terms and conditions which are reasonably practicable.

To qualify for the right to reinstatement the employee must:

- Submit a written application to the Flexible Working Panel by the third Monday after the end of military service, and
- Be able to resume duties within a further 3 weeks.

The Authority reserves the right to offer suitable alternative employment if, in exceptional circumstances, the previous post is not available. Operational employees will be posted to a location and duty system as required by the Authority and no guarantee can be made that the employee will return to their original location.

Employees wishing to return to employment must declare any criminal convictions as well a commit to undertaking a medical examination if required and any necessary familiarisation training.

### **Financial Assistance**

As provided in The Reserve Forces (Call-out and Recall) (Financial Assistance) Regulations 2005 the Authority will seek financial assistance from the MOD where applicable and necessary for:

- Replacement recruitments costs
- Additional wages incurred in covering for mobilised personnel with agency / temporary staff
- Any overtime costs from other employee's covering a mobilised reservists duties
- Any additional (non routine) training required as a result of the mobilisation
- Any other one off or recurring costs provided for within the regulations

### **Responsibilities**

The employee should ensure they register annually with the Contract team ensure an up to date list of reservists is maintained. It is advisable for the employee to advise both their line manager and the Flexible Working panel when they receive their call up papers to ensure there is no delay in confirming release.

The employee should provide the Flexible Working Panel with reasonable notice that they are required to attend the annual training camp. They must supply a Certificate of Attendance on their return to TRM to support the attendance at summer camp.

The line Manager should update the Contracts team who will liaise with the MOD on the Authorities behalf. The line Manager should consider any training need the employee has (for example being fit to ride) when they return and organise any appropriate training.

The Flexible working panel and TRM will liaise with the MOD adjudication officer with matter regarding exemptions and reclaiming financial assistance.

### **Additional Information**

Further sources of guidance and information can be obtained from the following:

- SaBRE (Supporting Britain's Reservists and Employers)  
[www.sabre.mod.uk](http://www.sabre.mod.uk)

Helpline: – 0800 389 5459. This is a free telephone helpline open during office hours where advice and guidance can be obtained on training, mobilisation and employment issues.

- Royal Navy website [www.royalnavy.mod.uk/the-fleet/maritime-reserves](http://www.royalnavy.mod.uk/the-fleet/maritime-reserves)

- Army website: [www.army.mod.uk/join/20233.aspx](http://www.army.mod.uk/join/20233.aspx)
- Royal Air Force website [www.raf.mod.uk/rafreserves](http://www.raf.mod.uk/rafreserves)

Instruction



<b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>FULL AUTHORITY</b>		
<b>DATE:</b>	<b>15<sup>TH</sup> OCTOBER 2020</b>	<b>REPORT NO:</b>	<b>CFO/057/20</b>
<b>PRESENTING OFFICER</b>	<b>CHIEF FIRE OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>NICK MERNOCK</b>	<b>REPORT AUTHOR:</b>	<b>NICK MERNOCK</b>
<b>OFFICERS CONSULTED:</b>	<b>MIKE PILKINGTON AMANDA CROSS RIA GROVES</b>		
<b>TITLE OF REPORT:</b>	<b>AGILE WORKING POLICY</b>		

<b>APPENDICES:</b>	<b>APPENDIX A:</b>	<b>AGILE WORKING POLICY</b>
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## **Purpose of Report**

1. To advise members on the learning from the pandemic lockdown period, particularly in relation to the flexibilities afforded to staff through working differently, and to relay the knock on benefits to the service in relation to efficiency and effectiveness. The report goes on to recommend the adoption of an Agile Working Policy in order to maximise the benefits realised.

## **Recommendation**

2. That Elected Members
  - a. Note the content of the report
  - b. Approve the adoption of the Agile Working Policy and supporting Guidance note.

## **Introduction and Background**

3. Merseyside Fire and Rescue Authority recognises the need to develop modern working practices to enable employees to maximise their performance and productivity and deliver the greatest value to the business, whilst maintaining a good work life balance.
4. New technologies are making it easy to access information remotely, work from a variety of locations, whilst promoting a more joined up service. The Authority continues to develop its ICT Strategy to support this approach.
5. The Authority took some bold steps in relation to allowing Agile working during the last Lockdown, and speaking directly with staff, as well as undertaking a workforce survey we have been able to formulate the successes as well as

identify areas to further develop to enable us to advance a position where our employees in conjunction with their line managers can request a jointly beneficial way of Agile working.

6. The introduction of Agile working across the Authority may well realise financial savings for the Organisation following a period of bedding in, but will immediately provide an enhanced working environment for our staff, as well as building on our staff engagement through improved health and wellbeing by improved work life balance, flexible work locations and reduced travel.
7. The benefits of Agile Working for our employees;
  - provide an opportunity to manage their working day more efficiently;
  - increase engagement as a result of autonomy and trust at work;
  - improve work life balance;
  - enable them to work more effectively on a particular piece of work, where
  - concentration is important, by avoiding the interruptions that are part of the office environment;
  - reduce travelling time and related costs
  - increase their wellbeing, health and happiness – reduced stress, better sense of control
8. The benefits for the Authority can be seen as:
  - allows the Authority to continue to deliver its services at times of crisis such as COVID to our communities
  - allow the Authority to focus time and money spent on services not buildings to ensure delivering services takes priority over occupying buildings;
  - create an environment which allows employees to achieve an improved work life
  - balance, greater job satisfaction, motivation, morale and productivity;
  - result in reduced costs through reduced travel and expense claims;
  - lower our carbon footprint, through reduced emissions from reduced travel

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### **Equality and Diversity Implications**

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9. The Agile Working policy will form part of a suite of policies to support employee ways of working, including an extant Flexible Working Policy and a Home Working Policy (yet to be developed) and will be available to all employees based on their ability to meet the basic assessment criteria in conjunction with their line manager.
10. The use of the Agile Working policy will be regularly monitored to ensure its usage does not knowingly preclude any specific work group.

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**Staff Implications**

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11. Whilst one size does not fit all for Agile working it will provide our employees with further opportunity to adapt their work approach in a flexible way be that during the current period of their COVID crisis or as part of future working to support the Authorities Integrated Risk Management Plan.

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**Legal Implications**

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12. The Authority will comply with all relevant insurance and health and safety requirements. The ability of employee to work agilely and any such implications will be considered by all managers.

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**Financial Implications & Value for Money**

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13. The introduction of Agile working has an initial potential cost in relation to the provision of any equipment to the employee to support home working. This will predominately be IT based and mobile phones. In certain circumstances the provision of furniture may be a requirement (Home Working).
14. The Authority has provided a number of mobile technology devices to our staff during the last period of lockdown, and will continue to review this situation as staff undertake Agile working
15. Whilst it is envisaged any additional Technology costs can be contained within current budgets, a further report will be brought to Authority to explain any additional cost incurred at a later stage.

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

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16. From an Environmental perspective this will support reduced travel, and use of Service vehicles. It will support reduced fuel and lighting bills, and at a later stage of implementation may well allow the Authority to reduce it building stock.

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

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17. The staff survey resoundingly confirmed that employees felt more engaged will the ability to be able to adapt the way they work. It will assist with future recruitment, as well as contributing to retention of employees. It will also contribute to employee engagement across the Authority

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**BACKGROUND PAPERS**

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**GLOSSARY OF TERMS**

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## Agile Working

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### Document Control

Active date	Review date	Author	Editor	Publisher
July 2020	July 2023	Amanda Cross	Mike Pilkington	Sue Nash

### Amendment History

Version	Date	Author	Reasons for Change
new			

### Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Comments

### Civil Contingencies Impact Assessment

Date	Reviewed by	Comments

### Related Documents

Doc. Type	Ref No.	Title	Location
SI		Flexible working	Portal

### Distribution List

Name	Position	I/R

### Sign-Off List

Name	Position

### Target audience

All MFS	Ops Crews	Fire safety etc.	Community FS etc.	Support Staff etc.
Principal off.	Senior off.			

### Ownership

FOI exemption required?	Yes	URL
	No	Reason

### Legislation

Title	N/A

### Contact

Department	Email	Telephone ext.

## Agile Working

### 1. Policy Introduction and Background

Merseyside Fire and Rescue Service recognises the need to develop modern working practices to enable employees to maximise their performance and productivity and deliver the greatest value to the community, whilst maintaining a good work life balance.

Agile working enables people to undertake ad hoc work and tasks at times and in locations where they are most efficient and effective. Technology allows easy to access information remotely and as such working from a variety of locations is now possible, without impacting on existing team based approaches to work. The agile approach to work can best be explained as, ***“Work is an activity we do, rather than a place we go”***

Options for agile working can include working from different locations other than the normal place of work, whether this be alternate Authority premises, within the community and at partner agency sites, or from home. It may also involve agreeing to work different times outside of the ‘normal’ hours of work. Where appropriate, agile working within MFRA may include a combination of each option which will be driven by the specific nature of the role, the work being completed at the time, and the overall impact in terms of effectiveness, efficiency and wellbeing.

The benefits of agile working include improved work life balance, employee engagement, the potential for reduced travel and employee wellbeing. Aligning this with efficiency and effectiveness for organisational service delivery remains key.

It is acknowledged that some operational roles within the Authority may not be conducive to agile working due to the requirement of operational response, however, the Authority is committed to explore agile working wherever practicable.

Agile working is not intended as a means to facilitate or as a substitute for childcare or other caring responsibilities. It should not be conflated with flexible working or family friendly requests, requests for which are covered within the Flexible Working Policy.

Permanent contractual change to allow an employee to work at home as their contractual place of work will be addressed within the Home working Policy, that requires a number of specific areas to be signed

off before this can take place

## **2. Policy Explanation**

Agile working is not purely about permanent and/or regular/repeating changes to working arrangements. It is about working from where the employee needs to be to do their specific job task, undertake a piece of project work or to undertake work at times outside of the normal range required in the most efficient and effective manner.

Under the Agile Working Policy permanent or regular long term working from home would be referred for consideration under the Homeworking Policy.

Permanent changes to hours of work and changes for child care considerations will be considered under the r the Authority's already established Flexible Working Policy.

The agile working policy encourages employees to have an honest discussion with their line manager and to have a degree of influence over how, when and where they work in order to complete necessary tasks.

Managers and employee should discuss and agree requests as and when required.. Hours of work must be agreed in advance allowing employees the right to privacy out of hours therefore enabling employees to separate work and non-work time.

Situations will vary from role to role and team to team therefore line managers must consider the effect upon:

- The ability to organise work and cover among team members
- Organising rotas for essential services
- Work performance and output measures
- ICT and other equipment provision.

## **3. Policy Implementation**

The Agile Working Policy will be supported with, and implemented through the Agile Working Service Instruction which outlines the process to follow and further guidance pertaining to agile working.

Either the manager or the employee can initiate a discussion about the possibility of agile working. The

line manager should give appropriate consideration to nature of the specific task that may be more effectively complete by working agilely away from the normal place of work.

DRAFT



<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>AUTHORITY</b>		
<b>DATE:</b>	<b>15 OCTOBER 2020</b>	<b>REPORT NO:</b>	<a href="#">CFO/049/20</a>
<b>PRESENTING OFFICER</b>	<b>CHIEF FIRE OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>DEB APPLETON</b>	<b>REPORT AUTHOR:</b>	<b>DEB APPLETON</b>
<b>OFFICERS CONSULTED:</b>	<b>STRATEGIC BUSINESS CONTINUITY GROUP</b>		
<b>TITLE OF REPORT:</b>	<b>COVID-19 MFRS UPDATE</b>		

<b>APPENDICES:</b>	<b>APPENDIX 1</b>	<b>COVID-19 MAY UPDATE REPORT</b>
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### **Purpose of Report**

1. To inform Members of the activity that has taken place in Merseyside Fire and Rescue Authority (MFRS) since the last COVID-19 update in May 2020.

### **Recommendation**

2. That Members note the content of this report.

### **Introduction and Background**

3. Members will recall from the first COVID-19 update report in May that on 18<sup>th</sup> March a decision was taken by the Chief Fire Officer to implement the Service's pandemic business continuity plan. Shortly after this on the 20<sup>th</sup> March the Government began to introduce a series of lockdown measures, which have impacted upon our communities and the Service as the pandemic has progressed during the intervening months.
4. The Chief Fire Officer has ensured that the delivery of the Fire and Rescue Service to the public of Merseyside has been maintained throughout the Pandemic, whilst wherever possible, supporting partner agencies. This has included the safe return to work during August of all staff who were shielding and working from home, with managers returning first to prepare for their teams' return.
5. The MFRS Strategic Business Continuity Group, chaired by the Assistant Chief Fire Officer has continued to meet throughout the lockdown and during the easing of lockdown measures, with the frequency of meetings altering during the period to reflect the return to work and changing demands of the pandemic. At the time of writing, in September, these meetings are again increasing to respond to the rise in local cases of COVID-19.

6. The Service has continued to provide leadership at a national and local level throughout the pandemic with the Chief Fire Officer chairing the monthly National Fire Chiefs Council COVID-19 Committee and the reconstituted weekly Fire Gold Meetings introduced to oversee the response phase of the pandemic. The Chief Fire Officer meets weekly with the Home Office and monthly with the Fire Minister Stephen Greenhalgh to update on the pandemic and the role of the Fire and Rescue Service.
7. With the Deputy Chief Fire Officer performing the role of Vice Chair of the Strategic Coordinating Committee (SCG) of the Merseyside Resilience Forum. This has ensured that not only has the Service been in a position to influence nationally and locally, it has been able to provide a wide range of much appreciated support to partner organisations, which is outlined below.
8. The Assistant Chief Fire Officer, with the support of the Strategic team has continued to ensure that the Service has maintained our core operational and community functions throughout and that we remain equipped to deal with all eventualities, whilst protecting the wellbeing of our staff.
9. The Home Secretary Priti Patel visited Merseyside personally to see first-hand the work that we have been doing, and commented on the extensive contribution the Authority has made in response to the pandemic nationally.
10. Members will recall that a designed COVID-19 update was produced for the period up to May (Appendix 1). Since that last update to the Authority considerable work has taken place to respond to and aid recovery from the pandemic. The actions delivered by each of the business continuity Cells/departments up to September is outlined below. This information will be incorporated into the original designed report to produce a revised version for publication.

### **Operations – Recovery Phase**

The Operations Cell:

- Developed content for the Return to Work manuals for staff.
- Completed risk assessments to ensure that MFRS work places are COVID-19 secure
- Developed guidance and direction to enable Service Delivery to safely commence the increase in Prevention, Protection and Preparedness activities by Protection, Prevention, Preparedness and Response personnel.
- Reviewed, updated and enhanced previous internal Operational guidance relevant to COVID-19
- Monitored the COVID-19 impact on operational staff and took action to address potential contamination risks through early adoption of additional hygiene arrangements and testing of staff.
- Continued to deliver and developed a procedure and capability to complete face-mask face fit testing for NWS and Clinical Commissioning Groups.

- Contributed to the national Tripartite work – a senior manager was embedded within the national working group supporting all activity agreed at the Tripartite group.
- Developed remote training – core training normally conducted at the TDA was revised with any subject capable of being carried out remotely being completed, including targeting individuals who required refresher training on the risk critical areas.
- Upgraded and enhanced e-learning to include all staff e-learning modules
- Provided support to NFCC in the review of the driving training national guidance to ensure it was fit for purpose and provided safe control measures which enabled critical training to take place.
- Developed protocols for Prevention, Protection, Preparedness and Response to address the impact of Local Outbreak Plans.
- Reviewed Business Continuity Plans to reflect learning from the pandemic and to consider an effective MFRS BC response if a key fire station was to be closed
- Reviewed guidance for working in other people’s homes - Interim Service Instructions and associated risk assessments for station based Prevention and Protection activities have been produced
- Returned Fire Control staff to work at SHQ
- Continued a review of respiratory protective equipment (RPE) and Breathing Apparatus requirements along with PPE procedures for both existing PPE and new PPE specifically obtained for the COVID-19 risks.
- Reviewed guidance and produced risk assessments to enable the re-commencement of Equality Diversity and Inclusion training on stations.
- Continued to prepare guidance and risk assessments to cover additional work required to be undertaken by MFRS personnel to support partners in the response to the COVID-19 Pandemic at national, regional and local levels.
- Continued to provide SCG membership along with the Emergency Services Cell and Recovery Co-ordination Group.
- Maintained existing transport and Workshop provision for servicing and maintenance of the MFRS fleet.
- Continued the provision of administration for the Strategic Business Continuity Group and Operations Cell.
- Published the following further COVID-19 specific Service Instructions:
  - COVID19 SI 0017 Assisting Ambulance Service during COVID-19 Pandemic
  - COVID19 SI 0018 SOFSA Activity by Operational Crews
  - COVID19 SI 0019 Site Specific Risk Information (SSRI) Visits

### **National Resilience (NR) – Lead Authority**

As Lead Authority role for National Resilience MFRS has;

- Established reporting arrangements to ensure workforce planning is effective and resilient

- Established reporting to ensure that Control Rooms are effective and resilient
- Monitored and managed sickness reporting to respond to Ministerial scrutiny
- Monitored, repatriated and re-distributed Personal Protective Equipment to those most in need across the sector
- Liaised directly with Home Office on continuity arrangements and reassurance

As part of the recovery elements MFRS has:

- Rescheduled NR training courses to ensure national Key Performance Indicators requirements are maintained
- Provided weekly summary reports to Home Office Departmental Operations Centre regarding National FRS status to sustain business as usual and national resilience
- Liaised with NFCC stakeholders in the compilation of data as part of the national hub
- Undertaken business continuity information gathering across the sector
- Produced a dedicated NRAT recovery plan
- Conducted workforce assessments and impact analysis as part of NRAT business continuity requirements

## **Community Risk Management – Recovery Phase**

### **Prevention**

Fire Service Direct and the Prevention Team continues to support prescription deliveries for the shielded group to date over 6000 screening calls and 4000 prescriptions delivered. The Prevention teams have completed the following work:

- Supported partners to address rises in domestic abuse during COVID-19.
- Area Manager (Prevention) was co-opted onto the Local Outbreak Management Board (Knowsley)
- Group Manager (Prevention) was co-opted onto the Merseyside Health Intelligence Cell.
- Two MFRS fire appliances (Liverpool City) were branded in support of Test and Trace for Liverpool City Council/Liverpool CCG
- Street Intervention Teams continued to be deployed across Merseyside in support of social distancing and Merseyside Police's 4E model.
- Officers and Senior Managers recommenced supporting normal partnership Board arrangements including Safeguarding and Community Safety Partnerships.
- All Prevention Directorate staff have been strategically located across the MFRS Estate to ensure that workplaces remain COVID Secure limiting the impact on service delivery.
- Area Manager (Prevention) supported the consultation and review of interim Service Instructions and associated risk assessments for the re-introduction of station based activity (HFSC/Simple Operational Fire Safety Assessments/Site Specific Risk Information).
- Prevention Managers worked towards COVID Secure delivery of MFRS Youth Engagement provision from September 2020.

- Prevention Lead Officer led the multi-agency campaign for Sefton coastal areas throughout July and August 2020.
- Youth Engagement senior managers continued to provide information and guidance to children and young people following consultation across Merseyside in respect of COVID-19.
- Group Manager Prevention and Corporate Communications delivered joint prevention messaging for NFCC & the Home Office Fire Kills campaigns.
- Continued “nudge” campaigning for key prevention messages on social media platforms.
- Coordinated the delivery of goods from LFC Foundation to a number of volunteer groups including the Whitechapel Centre.
- Group Manager Prevention supported wellbeing briefings.

## **Protection – Recovery Phase**

As part of the Government response to COVID-19 MFRS’ Protection department adopted a risk-based approach to their work. They carefully followed NFCC guidance to ensure that the correct balance of COVID-19 versus Fire Safety was achieved whilst securing the health and wellbeing of staff. Their work during the Phase One Recovery period included;

### **1. NFCC Guidance and MFRS Service Instructions**

- Adopted NFCC Strategic Intentions COVID-19 – Protection (Issued 27<sup>th</sup> May 2020)
- COVID-19 Service Instruction 0003: Protection Activities (Reviewed and Amended)

### **2. Delivery of Core Functions**

#### ***Audit and Inspection, Licensing, Planning and Building Regulations***

- Introduced a temporary Risk Based Desktop Appraisal procedure for auditing premises (this ceased on the return to normal audit activity).
- Resumed auditing retail premises, licensed premises and high rise residential buildings, taking necessary COVID-19 precautions to reduce exposure, which included asking the responsible person to provide electronic documents prior to audit.
- Facilitated a Peak Hours Inspection campaign on licensed premises in early July when pubs received permission to reopen.
- Continued to complete licensing consultations from local authorities.
- Continued to provide a Building Regulations consultation service, initially from remote locations and more recently from a COVID secure location at SHQ.
- Introduced a procedure for triaging fire safety complaints.
- Provided businesses with Fire Safety advice specific to the pandemic.
- Protection Response Officers continued to respond to complaints and incidents when requested by Ops Response.
- Continued to update the National Enforcement Register and respond to data requests from NFCC.

### *Enforcement Activity*

- Resumed follow up visits at premises with 'In Force' Prohibition and Enforcement Notices.
- Undertook regulatory compliance investigations as a result of recent serious fires.

### *High Rise Inspections and Building Risk Review*

- Commenced with audits and gathering of information on high rise residential buildings as part of the Building Risk Review project (BRR)
- Our officer seconded to Liverpool City Council has maintained effective partnership working.
- Organised and facilitated a high rise reassurance campaign at Beech Rise and Willow Rise in Kirkby following issues identified with the external wall systems.

## 3. Other Protection Activity

### *Transformation Project*

- Prioritised project work to assist with the delivery of our functional plan, this work included the development of new Service Instructions, Protection guidance and intranet Portal page development.
- Working from a newly developed retention schedule, a team was established to reorganise and refresh the Protection department files and folders. This also including hard copy files and building plans located on districts.
- We utilised Microsoft Teams to maintain effective communication, and also for sharing draft documents with working parties. This has enabled us to continue our work to develop a new Protection Information Management System (PIMS) with the Systems Support team.

### *Primary Authority Scheme*

- Resumed our Primary Authority partnership work and continued to set up new partnerships with businesses.

### *Training*

- Provided socially distanced Protection training to the latest firefighter recruit course.
- Protection staff continued to maintain CPD through online webinars and podcasts.

## 4. Measures to ensure COVID-19 Security and Business Continuity

- Provided each location with sufficient PPE and hygiene facilities.
- Provided staff with IT equipment and VPN access to facilitate remote working.
- Utilised additional available office space at multiple locations to ensure staff can maintain social distancing with the limitation of sharing common facilities.

## **Workforce - Recovery Phase**

The Workforce Cell:

- Created a Workforce Role Assessment Tool to support line managers with a consistent approach in assessing each non-uniformed role in terms of the split of duties that are required to be completed from the workplace and those that can be completed effectively via home working, as part of the phased three-stage return to work approach.
- Developed return to work discussion guidance to aid line managers in having individual discussions with staff members over returning to the workplace.
- Workforce Guidance Notes have been created and circulated for staff, supporting guidance issued by Government covering:
  - Quarantine & Travel Corridor Exemptions
  - Test & Trace Guidance
- Established internal MFRA Test & Trace team to manage the identification of workplace close contacts in accordance with PHE directions.
- Arranged individual consultations with the medical team for with every member of staff who was shielding as we moved towards end of shielding period.
- Extensive consultation has taken place with Representative Bodies over:
  - Return to work guidance
  - Risk assessments

## **Strategy and Performance – Recovery Phase**

### **ICT**

- Procured additional devices and continued to roll them out to key staff to maintain working from home
- Procured peripherals for the return to work of staff who were working from home (eg headsets, docking stations etc.)
- Completed an extensive ICT “moves and changes” programme to facilitate the return to work by 3<sup>rd</sup> August of staff who had been shielding or working from home
- Developed an approach to embedding the use of mobile devices that can be used for future agile working arrangements
- Implemented the use of Microsoft Teams on fire stations to enable video calling/conferencing/training
- Worked with Democratic Services to implement a remote Authority meeting solution for the 21<sup>st</sup> May Authority meeting.
- ICT continues to pursue a Microsoft Teams solution for the Conference Suites.

## **Customer services/catering**

- Continued to provide pre-packed lunches to key workers whilst the SHQ and TDA canteens were closed
- Reopened SHQ reception and SHQ and TDA canteen facilities on 6<sup>th</sup> July ensuring COVID secure arrangements were implemented. Cashless payment was introduced at the TDA at the same time (this was already in operation at SHQ)
- Developed COVID secure arrangements for meetings, visitors, mail delivery, conference facilities and catering and published these in the staff guidance and as a Service Instruction

## **Corporate Communications**

- Continued to publish the COVID-19 newsletter to update staff on developments
- Designed promotional material (e.g. posters) as part of making the Authority's premises COVID secure
- Weekly returns were sent to NFCC detailing COVID-19 related additional activities carried out by the Service (e.g. delivering prescriptions to vulnerable people)
- Continued to support National Fire Chiefs Council/Home Office initiatives by producing infographics that have been used nationally
- Participated in the Merseyside Resilience Forum Communications Cell
- Worked with the Health and Safety team to design and publish several tailored versions of staff workplace COVID-19 related guidance:
  - SHQ
  - Vesty buildings
  - Training and Development Academy
  - Stations

## **Equality, Diversity and Inclusion**

Restarted face to face ED&I Essentials training on fire stations following the delivery of virtual Unconscious Bias training during lockdown.

## **Estates, Finance, Facilities Management, Logistics, Legal & Procurement (including PPE and Building & Vehicles sub-cell/s) - Recovery Phase**

The recovery work by the cell(s) identified two main goals: -

1. *To make the premises and service vehicles COVID-19 as safe as possible (based on all relevant advice and guidance) in order to allow employees to return to their place of work and for MFRS to deliver all of its services to the local community.*



2. *Ensure the required PPE & other equipment necessary to maintain a COVID-19 safe working environment was available to employees as and when required through the normal internal ordering process(s)*

1. **To make the premises and service vehicles COVID-19 as safe as possible.**

The Building & Vehicle sub-cell met on a regular basis during June & July. The cell considered Government, NFCC, and other guidance for achieving COVID-19 secure buildings for staff to return to work. Some of the work undertaken is as follows:

- Review of the building cleaning requirements and if required, entered into discussions with the cleaning contractor to agree additional cleaning hours or cleaning priorities.
- Put in place suitable arrangements for deep cleans following a notification of a possible or confirmed case of COVID-19
- Looked to accommodate 100% of the workforce returning to the workplace by:
  - producing drawings to show how the required desk spacing across the whole authority estates would be facilitated, this included
    - implementing desk spacing to ensure 2mtrs separation where possible or ensure the use of back to back or side to side working
    - ordering additional furniture as required
    - relocating staff to maximise usable space - this involved moving circa 200 staff.
- Installation of hand sanitiser dispensers across the whole estate
- Installation of COVID-19 signage across the whole estate
- Reviewed the air conditioning systems
- Reviewed the occupancy levels for meeting rooms, lifts, break out spaces and conference rooms.
- Reviewed contractors' working methods to ensure they adhere to the Government and MFRS guidance
- Procured and installed additional outside seating at locations
- Reviewed gym cleaning, gym occupancy levels and gym equipment layout.
- Worked with the Catering manager to facilitate the re-open the work canteen with changes to food ordering, payment methods and the seating plan to enhance a safe COVID-19 arrangement
- Phased return of the workforce to monitor and amend any arrangements as required
- Issued guidance on occupancy levels and conditions of use of Authority vehicles by staff
- Ensured direction was provided on what PPE to use in vehicles and when, and ensure relevant cleaning products are held in each vehicle

**2. Ensure the required PPE & other equipment necessary to maintain a COVID-19 safe working environment was available**

- As part of the original ask about preparing for COVID-19 the PPE sub-cell had already established (based on Government and NFCC guidelines) the relevant type of PPE required in order for employees to continue to work and serve the community for Response, Prevention and Protection activities.
  - In addition, the work of the Building & Vehicle sub-cell had established what was required in terms of cleaning and other materials for employees to work COVID-19 safely within the office and other premises.
  - The PPE cell in the Recovery stage concentrated on confirming the consumption rates of PPE and other equipment on a weekly basis by taking weekly stock takes.
  - The PPE cell also ensured sufficient suppliers had been identified and lead-in order times were known.
  - The cell established critical stock levels in order to ensure orders for stock replenishment would be made in plenty of time.
  - All the PPE and other equipment required to maintain a COVID-19 safe working environment was placed on the Service's internal ordering system to allow employees to order the relevant PPE, cleaning solutions and other equipment as and when required.
11. As a result of the pandemic, the work of Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services was paused at the beginning of the pandemic, but the Inspectorate has since been commissioned by the Home Secretary to carry out a COVID-19 inspection which took place (virtually) in Merseyside during week commencing 28<sup>th</sup> September. The outcomes of this inspection are expected in the form of a letter to the Chief Fire Officer (with no graded judgement) in November.
12. The inspection has been designed to explore:
- What is working well and what is being learnt;
  - How the fire sector is responding to the COVID-19 crisis;
  - How fire services are dealing with the problems they face; and
  - What changes are likely as a result of the COVID-19 pandemic.
13. In the interests of ensuring that lessons are learnt from the initial phases of the pandemic, both a business continuity exercise and debrief were carried out in September with findings being fed back into business continuity plans for use in the future.

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**Equality and Diversity Implications**

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14. An Equality Impact Assessment has been created in relation to the Service's COVID-19 work and consideration is given to any differential impact on protected groups of the activities we have undertaken.

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**Staff Implications**

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15. During this challenging time, staff have been engaged with about the Service's initial response, recovery and renewed response arrangements through a series of internal communications methods, the Portal Forum, a staff survey and management contact, plus Occupational Health support. Indications are that staff have appreciated that level of communications and found that useful, but where any concerns or issues have been raised, they have been fed back into the Strategic Business Continuity group and the debrief to inform future actions.

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**Legal Implications**

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16. The Authority continually reviews and assesses the implications on the Authority further to legislative changes which are continually reviewed and assessed with actions put in place accordingly.

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**Financial Implications & Value for Money**

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17. All costs associated with COVID-19 have and are expected to be contained within the £1.4m grant received from MHCLG.

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

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18. Extensive work has been undertaken throughout the period to prepare risk assessments related to the activities and changes that have taken place during the pandemic. These have been published on the Authority's website in line with the requirements of the Government's COVID Regulations.

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

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19. A thorough risk-based approach to the pandemic has meant that Merseyside Fire and Rescue Service has continued to deliver effective emergency response services and where prevention and other services were paused to reduce risks to our communities, the staff in those teams (and many other employee volunteers) provided invaluable support to partner organisations.

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**BACKGROUND PAPERS**

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**GLOSSARY OF TERMS**

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# MERSEYSIDE FIRE & RESCUE SERVICE COVID-19 PANDEMIC RESPONSE MAY 2020

Briefing for MP's

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# RESPONSE To the COVID19 Pandemic

Merseyside Fire & Rescue Service's (MFRS) response to the COVID19 pandemic has been rapid and has involved every aspect of the Service. The events that have overtaken the country amid a global pandemic have left us facing a formidable challenges unlike any seen in this generation. The scale of the pandemic has tested the capacity of the public sector to protect the public, particularly those who are most vulnerable and isolated.

The Service has prepared extensively for events such as these.

Once the effects of the pandemic became evident, our procedures were enacted to ensure we could maintain an effective operational service, protect staff, assist partner organisations and continue to protect the people of Merseyside.

This document provides information on the local, regional and national response, including work undertaken locally through the Local Resilience Forum (LRF) and the Strategic Co-ordinating Group (SCG) to support local communities.

Our Chief Fire Officer Phil Garrigan was asked by the National Fire Chief's Council (NFCC) to lead on the national Fire Service response to the pandemic.

At the time of writing the current confirmed cases of COVID19 stands at 267k resulting in 37,460 deaths (28th May 2020).

The key objectives for the FRS during the Pandemic period have been to:

- (1) ensure that its operational response provision remains resilient and effective.
- (2) that it supports the broader public sector response to the Pandemic, particularly in relation to supporting Local Authorities and NHS and Ambulance Trusts whose services are subject to exceptionally high levels of demand, and
- (3) maintains to the highest standards possible the health, safety and welfare of all its staff.

It has been clear from the outset that the Fire & Rescue Service (FRS) has had a part to play in how the country responds, recognising that it is well equipped and capable of supporting the joint endeavour, with people who are passionate about the protection of the public.

The subsequent actions we have taken have been taken in order to minimize loss of life and to maximize the welfare of the public, whilst ensuring the protection of our own staff.

# NATIONAL, SECTOR SPECIFIC AND LOCAL GOVERNANCE

As the gravity of situation began to emerge MFRS have played a pivotal role in the sectors response, leading the sector through the operational challenges associated with business continuity; taking enabling actions to secure and sustain operational capabilities; whilst influencing the activities that the FRS are currently undertaking on behalf of their communities at the highest levels.

## MULTI-AGENCY RESPONSE

- The CFO for Merseyside was appointed as the COVID19 National Fire Gold lead and as a result he has overseen the actions of the fire and rescue service over this period.
- There is an agreed national framework for managing the local multi-agency response to emergencies. Command, control and coordination are important concepts in a multi-agency response. Single agencies have often used the gold, silver and bronze control structure. In a large-scale, multi-agency coordination situation, this control structure is convened at strategic, tactical and operational levels.
- The purpose of control at a national level is to manage coordination across government departments and between multiple local strategic coordinating groups (SCGs). The SCG at a local level may request support from regional or national resources.
- Given the nature and severity of the pandemic the CFO sought the involvement of the sub-national and national tiers, while allowing for local determination based on local challenges.
- The CFO subsequently established and chaired a National Fire Gold Group, developing a strategic intent with detailed strategic objectives which could be referenced at a local level.





## NATIONAL FIRE GOLD GROUP: INITIAL ACTIONS

- the identification of key fire and rescue service personnel as ‘critical workers’ which has ensured the continuity of services to the public over the period.
- the creation of PPE guidance in order to meet the requirements for the sector based on Public Health England (PHE) guidance
- the procurement of PPE on a national scale via the Procurement Hub, meaning the FRS have faced nothing like the PPE challenges faced elsewhere.
- securing agreement to test fire and rescue service staff through the Department of Health and Social Care (DHSC) ‘key Worker’ test centres, ensuring an immediate return to work for some staff and their families.
- the provision of C19 funding for the sector from Ministry of Housing Communities and Local Government (MHCLG) based on discussions with the Home Office.
- the coordination of national trade union discussions which have resulted in tripartite agreements being reached which underpin the activities being undertaken by fire and rescue service staff in our communities.
- the removal of ‘burdens’ during the period to allow services to focus on the support they are providing to the public.
- the CFO, as NFCC C19 Committee Chair will also support the recovery phase as and when the country is able to return to a new normal.

## NATIONAL RESILIENCE- LEAD AUTHORITY

As Lead Authority for National Resilience MFRS has:

- established reporting arrangements to ensure workforce planning is effective and resilient
- established reporting to ensure that Control Rooms are effective and resilient
- monitored and managed sickness reporting to respond to Ministerial scrutiny
- monitored, repatriated and re-distributed Personal Protective Equipment to those most in need across the sector
- liaised directly with Home Office on continuity arrangements and reassurance.

# STRATEGIC CO-ORDINATION - MERSEYSIDE

DCFO Nick Searle has taken up the Fire Gold Commander role within the Merseyside Strategic Coordination Group (SCG). The purpose of an SCG is to take overall responsibility for the multi-agency management of the emergency and establish the policy and strategic framework within which lower levels of command will operate.

## THE STRATEGIC COORDINATION GROUP:

- determines and circulates clear strategic aims and objectives & reviews them regularly
- establishes a policy framework for the overall management of the event or situation
- prioritises the requirements of the tactical tier
- formulates and implements media and communication plans, possibly delegating this to one responding agency
- directs planning and operations beyond the immediate response in order to facilitate the recovery process
- The SCG does not have the collective authority to issue executive orders to individual responder agencies. Each organisation retains its own responsibilities and command authority, operating in the normal way.

The SCG sets strategy. This strategy is cascaded to the Tactical Coordinating Group (TCG) which in turn undertakes multi-agency tactical planning. TCG representatives cascade their agency requirements and actions to the organisational Silvers' who carry out the detailed single agency planning and maintain the command and control of deployed resources. On the basis of these discussions the following actions have been taken:

### Operations

- Prepared guidance and risk assessments to cover additional work required to be undertaken by MFRS personnel to support partners in the response to the COVID-19 Pandemic at national, regional and local levels.
- Procured and distributed defibrillators to all Senior Officers, and new resus dummies to all stations given the pressures faced by NWAS.
- Delivered the regional/NW plan to facilitate Face fit testing for North West Ambulance Service and Clinical Commissioners.
- Produced a range of temporary Service Instructions and guidance, many of which have been adopted as national guidance.

## MFRS COVID-19 RESPONSE COMMUNITY RISK MANAGEMENT



- 1,250** prescriptions delivered to those shielding by the end of April.
- 4,000+** screening calls made by the end of April to those shielding.
- Apprentices & other-duty staff supporting food packaging at M&S Arena food distribution hub.
- Continued 'nudge' campaigning for key prevention messages on social media.
- Letter of support sent to all retired MFRS employees over 70 and/or in a shielded group. This resulted in a no. of requests for delivery of essential items.
- Supported Tear Drops charity with delivery of essential supplies to vulnerable homes over 150 homes over 6 deliveries.
- Street Intervention Teams deployed to areas where young people breaching social distancing.
- 20 staff trained to support mortuaries across Merseyside now assisting with body movements.
- Joint prevention messages delivered for NFCC & Home Office Fire Kills campaign.
- Co-ordinated delivery of goods from LFC Foundation to NHS partners and paramedics.
- Developed associated temporary Service Instructions & Risk Assessments.
- Led multi-agency response to COVID-19 in Liverpool, including chairing Community Engagement & ASB Enforcement Group.
- MFRS crews conducted high visibility patrols as part of Operation Penny.

In addition to the above Community Risk Management (CRM) also:

- Allocated lead officers to each of the four sub-groups within the Humanitarian Cell (Shielded Group, Health Intelligence, Social Care and Vulnerable Persons).
- Provided the Death Management Strategic Lead reporting to SCG.
- Supported Violence Reduction Partnership with domestic violence messaging.
- Provided additional support for Critical Incident Debriefing for staff/volunteers carrying out support to mortuaries.



## MERSEYSIDE FIRE & RESCUE SERVICE: BUSINESS CONTINUITY

On 18th March a decision was taken by the Chief Fire Officer to implement the Service's pandemic business continuity plan. Shortly after this on the 20th March the Government began to introduce a series of lockdown measures, which started to impact upon our communities and the Service as the Pandemic progressed. The Assistant Chief Fire Officer (ACFO) was asked to ensure that the delivery of the Fire and Rescue Service to the public of Merseyside was maintained throughout the Pandemic, whilst wherever possible, supporting partner agencies. The Fire Strategic Business Continuity Group (BCG) was established on the 18th March. The following Strategic Intent of the group was agreed:

***'To ensure that the Service supports the delay and mitigation of the impact of COVID 19 on our communities'***

In order to achieve this intent, Fire Gold set the following strategic objectives to:

- Maintain the health safety and welfare of all MFRS staff, in order to minimise the impact of the COVID-19 pandemic upon the community and maintain public confidence.
- Protect the public through maintaining effective mobilising and response to all emergency life risk incidents.
- Maintain effective communication networks, ICT and key infrastructure to support critical services and information to staff.
- Develop a risk based approach to minimise the impact of the COVID-19 virus on preparedness, prevention and protection activities.
- Ensure that the MFRS response is coordinated and integrated with other responding agencies, promote shared situational awareness and joint understanding of risk.
- Ensure effective business continuity, and recovery arrangements are in place throughout MFRS.

A Business Continuity (BC) governance structure was implemented to ensure that these objectives could be achieved. The structure once established ensured that priorities could be identified, they could be clearly allocated and accounted for, prevented duplication and ensured that tasks were clearly understood, resourced correctly and discharged in a timely manner.

It was immediately decided that internal communications with our workforce and external communications with the public would be a priority of the BC group. A daily internal update was immediately implemented with a communication going out from the ACFO daily at 1500 hours for the first three weeks.

The BC meeting was chaired daily at 1100hrs by ACFO Mottram and attended by the lead and deputy for each of the cells for Operations, CRM, Workforce, ICT & Communications, Legal, Finance, estates, logistics and a fire representative from the Merseyside Resilience Forum (MRF) SCG and TCG. This was facilitated by a command support team provided by the Preparedness function.

Each of the cell leads identified key personnel and formed their own teams which also met daily in order to discharge the work related to the Pandemic as quickly and efficiently as possible to drive forward progress.

As the COVID 19 situation has progressed and BC has established a rhythm the situation, meetings and communications have deliberately become less frequent as the urgency and number of challenges has reduced.


It should be noted however that over approximately five weeks an incredible amount has been achieved to gain control over the situation, some 150+ actions have been discharged – numerous temporary instructions, training packages, risk assessments and collective agreements with representative bodies have been introduced and in excess of a 100 COVID 19 related communications to staff and the public.

This has been made possible by outstanding teamwork and the individuals within these structures working extremely hard and diligently to ensure that their colleagues are as safe as possible and that the public continues to get the very best service we can provide.



# MFRS CELLS - KEY MILESTONES: INFOGRAPHICS

## MFRS COVID-19 RESPONSE OPERATIONS



**Procedures put in place across the Service to ensure strict regime of social distancing and hygiene was followed.**

**Safe systems of work provided to protect staff & critical operational response services from the spread of COVID-19.**

**Change of shift arrangements put in place for stations, training school & workshops.**

**2 separate locations introduced for Fire Control to prevent cross contamination between Watches at shift change.**

**Reviewed PPE requirements & procedures for both existing PPE and new PPE specifically obtained for COVID-19 risks.**

**Degradation plans prepared, enabling the Service to provide a systematic approach to business continuity to maintain effective response arrangements in light of reasonable worst case staff absence.**

## MFRS COVID-19 RESPONSE WORKFORCE



**Co-ordinated identification & central collation of all staff identified as Critical Workers in line with Government guidance.**

**All staff reviewed & contacted to provide advice in line with Government 'Stay at Home' guidance.**

**Shielding employees identified & line managers provided contact and support.**

**New working practices introduced using technology to facilitate virtual/socially distanced:**

- medicals • recruitment interviews
- training sessions • appraisals
- capability & welfare meetings

**950+** Critical Worker letters from CFO sent to staff & contractors to allow them to access school provision.

**Worked with Strategy & Performance to establish a centralised database to record details of staff volunteering to carry out of other duties to support COVID-19 related activities.**

**Established testing of symptomatic employees & members of their households with symptoms to allow staff who are well & confirmed as negative to return to work promptly.**

**Reviewed all staff who have retired in last 3 years (operational) and last 5 years (control) to identify potential candidates for re-engagements...**

**80** employees contacted

**25** pre-employment checks completed

**Co-ordinated with training school for a planned 'return to service' training course.**

**Extensive consultation with Representative Bodies over introduction of new duties with Collective Arrangements either in place or in draft for:**

- support for ambulance services
- supporting mortuary services with mass casualties
- delivery of essential items to vulnerable people
- face fitting of masks • delivery of PPE

**Temporary Service Instruction created to cover Agile Working Arrangements to support social distancing during COVID-19.**

**Implemented centralised recording of working arrangements for all support staff regarding home working and/or social distancing.**

**Workforce Guidance notes created & circulated to staff covering:**

- annual leave & flexi whilst home working
- self-isolation • vulnerable staff
- critical workers


# MFRS CELLS - KEY MILESTONES: INFOGRAPHICS

## MFRS COVID-19 RESPONSE INFORMATION, COMMUNICATION & TECHNOLOGY



- Introduced & rolled out Microsoft Teams and Skype to allow meetings to be held remotely, including daily Fire Gold meetings.
- New working arrangements put in place & guidance issued for remote working.
- Deployed telnet service desk & ICT engineers to work from home.
- Working to improve communications on stations.
- Implemented new process for fast issuing of ICT assets, allowing home working to be quickly facilitated for most staff.
- Supported the Fire Control relocation.
- Built & issued... **32** Surface Pro devices.
- Repurposed... **20+** laptops.
- Issued a mix of **20** standard phones & smart phones.
- Developed & released a new app to allow staff to easily register for volunteering.
- Provided tablets, laptops, VPN access, mobile phones & peripherals to staff to facilitate working from home. (rolled out to key workers initially)
- Produced a range of user guides & FAQs for:
  - Microsoft Teams • Skype • VPN
  - Responsible use of VPN
  - Data Protection when working from home
- Identified & tested a solution for remote Authority meetings.
- Increased mailbox sizes & mobile data limits to enable wider uninterrupted use of email on mobile/remote devices.

## MFRS COVID-19 RESPONSE INTERNAL & EXTERNAL COMMUNICATIONS



- Daily email briefings for staff and the Authority, prepared with the ACFO.
- Publication of weekly newsletter round-up of COVID-19 related content. (started w/c 13th April)
- Co-ordinated the CFO's appearance on the Roger Phillips radio show.
- Edited & published videos regarding changes to operational & technical procedures in response to COVID-19.
- Worked with Youth Engagement Team to ensure young people remain connected to the Service. This has been done via social media & new newsletter.
- Responded to high level of media interest related to telecommunication mast incidents in Merseyside.
- Supported major NFCC/Home Office initiative by producing infographics that have been used nationally.
- Co-ordinated the use of the intranet Portal Forum for two-way communication with staff.
- Published a range of COVID-19 temporary Service Instructions, ensuring they complied with existing processes, with governance adapted to meet the urgent need.
- Ensured key communications messages for local residents disseminated as widely as possible using social media channels. Messages include:
  - Water safety • Mental health • Fly tipping
  - Domestic violence • Funeral services
  - Support for the NHS • Home fire safety
  - Controlled burning (eg garden waste fires)
  - Support MFRS have provided to partners & communities (eg prescription deliveries)





## THE ROLE OF THE MERSEYSIDE FIRE & RESCUE AUTHORITY

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Since the Coronavirus Act 2020 came into force on 25th March 2020 the Authority has moved on line in order to maintain democratic accountability.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('Remote Meetings Regulations') were made under s.78 of Coronavirus 2020 and came into force on 4th April 2020 which applied to local authorities including MFRA.

As a result the Authority has utilised the ZOOM meeting platform to host briefings and youtube to live stream its Authority Meetings

Currently MFRA's IRMP is operative until 2021. However, Officers have scheduled meetings in May to discuss the timescales and feasibility of when the 2021-24 IRMP may be published.

The progress of which will be reported to our Merseyside MP's when confirmed.

## FINANCIAL IMPLICATIONS

The Government has announced two tranches of funding for councils, each of £1.6B, totalling £3.2B. The first allocation was based on the formula that determines Government support for local authorities' annual budgets (including fire and rescue authorities) and this takes into account factors such as deprivation and population density.

The Authority received a £0.355m grant. The grant came with no conditions and its aim was to support the Service in meeting the pressures on its services from COVID19.

The second £1.6b allocation was based on population. The Government announced "Fire" was to receive a specific 3% or £48m share, and the Authority received £1.064m, a three-fold increase on the first tranche.

Whilst the three-fold increase is welcomed, the Authority received one of the lowest increases with some fire and rescue authorities receiving a six-fold increase. The total COVID19 grant monies received from the Government is £1.419m.

This will be used to:

- Enhance PPE requirements based on the additional work undertaken.
- Ensure that our Fire & Rescue Stations and other buildings are COVID 19 Secure.
- Offset the losses incurred due to the virus.
- Offset any additional costs incurred protecting our communities.

As we continue to respond to the challenges faced by our partners in health and social care we remain more committed than ever to the support of our communities as they seek to recover.

CFO Phil Garrigan



Merseyside Fire & Rescue Service Headquarters  
Bridle Road, Bootle, Liverpool, Merseyside, L30 4YD

t: 0151 296 4000

[www.merseyfire.gov.uk](http://www.merseyfire.gov.uk)

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	15 OCTOBER 2020	REPORT NO:	CFO/055/20
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	CFO PHIL GARRIGAN	REPORT AUTHOR:	IAN CUMMINS
OFFICERS CONSULTED:	STRATEGIC LEADERSHIP TEAM HEAD OF ESTATES		
TITLE OF REPORT:	TDA DEVELOPMENT PROPOSAL (CONDITIONAL)		

APPENDICES:	
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## Purpose of Report

1. To seek Members indicative support for the development of a Training Development Academy ('TDA') and fire station on a new site rather than develop the existing site.
  - Members will recall the possibility of building a new training facility/station as part of the 2021 -2024 Integrated Risk Management Planning cycle was discussed at the recent Members Strategy Day
  - Any proposal would be subject to Member's receiving a detailed proposal including a full business case and funding statement, before any final commitment to a new site was agreed.

## Recommendation

2. That Members;
  - a. Approve the deferral of the refurbishment of the current TDA site and instruct the CFO to look for a new site for the TDA, and
  - b. Instruct the CFO to report back to Members' with a proposal for a new site including a full business case and funding proposal, and
  - c. Approve the use of the capital reserve to fund any pump priming work ahead of the detailed proposal, and
  - d. Delegate power to the CFO to make **conditional** bids for potential sites if the deadlines for bids means that it is not possible to get members' formal approval beforehand (*note part of any condition associated with a bid is that Authority approval would be required if the bid is successful*), and
  - e. Note that a conditional bid (**non-binding**) has been made in consultation with the Chair of the Authority on a preferred new site as the deadline for bids was 25th September 2020 and a number of competitive bids had been received in relation to the site.
  - f. Request a more detailed report subject to the outcome of the Comprehensive Spending Review and following any response to the conditional bid which would ultimately indicate the feasibility of the proposal.

- g. Note that any progress would be subject to public consultation and Authority approval.
- h. Note that any proposal would be captured within the 2021-2024 Integrated Risk Management Plan

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## Introduction and Background

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3. The current TDA and Croxteth Fire Station (Station 19) sites are co-located on Storrington Avenue, Croxteth, L11 9AP. The TDA provides the central location for the provision of operational training to front line firefighting crews, as well as commercial training delivery to a number of external clients and stakeholders. In addition, the TDA site provides a venue for meetings, conferences and non operational training course delivery and supports the Prince's Trust and Fire Cadets programs. Furthermore, the site hosts courses that form part of the National Resilience training programme and has been utilised as a venue for large scale major exercises for national and international stakeholders.
4. Station 19 is the permanent location of the Service's Search and Rescue Team and houses 2 front line appliances in addition to a number of additional assets associated with their role with the National Resilience response framework.
5. The NWAS HART team is also based at Station 19.
6. The current TDA and Croxteth Fire station was opened in the 1970's. This existing site is landlocked with no site expansion possible and is restricted on all boundaries, by a cemetery, a secondary school, a main road and local housing. Consequently, the existing site offers limited means in regards to providing enhanced training facilities with significant financial investment being required in the short, medium and long term in order to ensure the existing site remained fit for purpose.
7. Given the limitations arising from the site's physical location, there is potential for other facilities/locations needing to be acquired to support training delivery for operations that are not available at the current location, for example Inquiry high rise training (Grenfell Tower Inquiry) and Marauding Terrorist Attack Training (Kerslake Report).
8. The site is in need of significant re-development and continuing refurbishment works. A project board was set up to develop and manage a programme of planned works and progress the proposals. A decision was taken to submit a full planning application to Liverpool City Council in 2019 and the application was successfully approved in January 2020. The works proposed are outlined below, and a cost appraisal for the proposals was carried out and the forecast spend was estimated at +£4.8M.
  - a. Demolish existing Fire Training Building.
  - b. Extend the 1<sup>st</sup> floor of the existing fire station.
  - c. Refurbishment of Croxteth Fire Station (which is currently shared with NWAS)

- d. Refurbishment of the TDA Building.
  - e. Construct new Fire Behaviour Unit.
  - f. Modify the external training provision to the north of the site.
  - g. Increased car parking provision.
  - h. Access / egress requirements enhanced.
  - i. New dirty classrooms and training facilities.
  - j. New staff and visitor's welfare facilities.
  - k. Relocation of existing training tower
  - l. Extension to TDA & USAR garages.
  - m. Planning permission is also granted to continue with live fire burns.
  - n. Planning permission is granted up to January 2023, with conditions.
9. The current 5 year capital programme contains a £4.509m provision for the refurbishment of the existing Training and Development Academy (TDA), with a further £2.1m funding within the capital investment reserve, a total provision of £6.609m.
10. It is acknowledged that enhancing and refurbishing the existing TDA site is feasible; **however**, the geographical and physical limitations of the current site would not enable the provision of the more modern facilities the authority requires to train all staff and external stakeholders.
11. Given the constraints of the existing site, and that MFRA are the lead authority for national resilience, together with our ongoing training commitments it is felt that it is prudent to review other possible development sites in the Merseyside area that may offer more flexibility and scope for future expansion to meet the Service's training needs now and for the future. Officers are seeking Members support to look at the possibility of building a new TDA at an alternative site.
12. This report outlines the opportunity, reasons and challenges to produce a single fit for purpose training site.
13. A new site with a larger footprint would enable the facility to include
- a. a bespoke training facility with scope to include a Fire Behaviour Unit, this will incorporate varied training scenarios for the modern day fire fighter
  - b. TDA Building including offices,
  - c. Indoor Training Facility, for use in adverse weather and for demonstration purposes for the local community
  - d. a new 5 bay Fire Station,
  - e. provision of external training which will also incorporate added provision for National Resilience (NR) focused training requirements as a minimum.
  - f. the proposed new scheme will mirror as a minimum the existing provision.
  - g. an opportunity to provide training facilities that are currently only accessible via provision from external partners, e.g. high rise.
  - h. the new site will provide a world class training facility with the possibility of expansion in the future

- i. it would also deliver upgraded facilities for the North West Ambulance Service (NWAS) Hazardous Area Response Team (HART) and
  - j. the opportunity for further collaboration with Merseyside Police (MP).
  - k. Reduced annual reactive maintenance costs associated with the current site
  - l. enhanced facilities available to staff in terms of training, changing and office facilities.
  - m. Modern fire station
  - n. MFRA will be able to maintain all demands put upon it for training at the existing site whilst the new scheme is developed.
  - o. Potential to explore shared training provision with partner agencies
  - p. a Disability Discrimination Act (DDA) compliant, sustainably designed and operating facility that meets all current regulations
  - q. new gym facilities, incorporating locker space and gender neutral washrooms/disabled access toilet facility.
  - r. flexible training rooms that for varying delegate numbers.
  - s. dirty classrooms.
  - t. storage for personal equipment as well as training equipment.
  - u. diesel fuel station (Alternative Fuel - electric?)
  - v. scrap car compound for 6 cars and a forklift truck.
  - w. increased car parking spaces
  - x. potential for Secondary Fire Control
  - y. potential site for Information Communication & Technology (ICT) Disaster Recovery.
  - z. many of the support functions for both the TDA building and proposed new fire station facility can be shared if the facilities are co-located on a single site. This will avoid replication of elements such as storage, kitchens, offices, server rooms and changing facilities and will result in reducing build and running costs.
14. Officers have identified several potential sites for a new TDA/Station development and based on operational demands and performance criteria have chosen a preferred site. Bids for the preferred site had to be in by the 25<sup>th</sup> September 2020, and to ensure the Authority was in a position to consider this site as a possible option a **conditional** offer was submitted. Part of the conditions attached to the offer were:
- a. Authority approval would be required to ratify any bid, and this would only be possible once a full business case and confirmation of funding had been determined, and
  - b. Subject to the relevant consultations and planning approval being received.
15. If the bid is successful more detailed building and site plans will be produced as part of the next stage of the feasibility process. Public consultation will be a key factor in the development of the plan, and this will commence in the coming weeks. In addition, officers would seek some direction from the relevant local authority planning officers on the feasibility of the proposals. Costs associated with the development of plans and required consultations will be met from the current TDA reserve.



16. The cost of the new development and the long term proposals will be a key consideration of any development plan and the affordability of the scheme is a key risk factor.
17. Officers are aiming to bring the detailed proposals to Members' for consideration at the 2021/22 Budget Authority meeting, when the level of future Government funding and an updated medium term financial plan will also be known. Indicative costing have been included within the finance section of this report.
18. In summary if a suitable site can be found the development will be subject to a full business case supporting such a proposal including confirming the required funding is in place, and would be subject to a public consultation process and planning consent, and this will be brought to Members' for approval.

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### **Equality and Diversity Implications**

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19. A full EIA will be completed as part of the detailed development proposals.

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### **Staff Implications**

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20. None at this point in the process.

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### **Legal Implications**

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21. Any development of a new site could only be executed upon approval by the Authority and subject to officers providing a comprehensive report to allow Members to consider any such proposal.

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### **Financial Implications & Value for Money**

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22. At this point in time only indicative estimates are available. Including the purchase of land, the total cost of the development is expected to be in the region of **£25m**.
23. The estimated level of specific funding is:
 

a. NWAS capital contribution for HART building	£3.0m
b. Sale of TDA/ Stations	£2.5m
c. TDA Capital Reserve	£5.6m
d. Use of one-off revenue savings 2020/22	£3.0m
	<b><u>£14.1m</u></b>
24. The current capital programme includes schemes for the TDA, Croxteth and Aintree premises funded by borrowing that would no longer be required if the new site goes ahead. This would free up approximately £1.4m of planned borrowing.

25. Therefore, **new additional borrowing of £9.5m** would be required, (£25m - £14.1m - £1.4m).
26. In terms of the impact of £9.5m of new borrowing on the revenue budget, this would require £0.6m of budget to be identified. In addition the new site would see a net increase in business rates and running costs associated with a larger and more valuable site, of approximately £0.3m.
27. Therefore the Authority would need to consider an increase of just under £1m in its revenue commitments once the new site has been built, 2023?.

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

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28. None at this point in the process.

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

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29. None at this point in the process.

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**BACKGROUND PAPERS**

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**GLOSSARY OF TERMS**

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