

Public Document Pack



To: All Members of the Authority



R. Groves
Acting Monitoring Officer

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: 4230 Gemma Sung

Your ref:

Our ref GS/RG

Date: 12 May 2021

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **THURSDAY, 20TH MAY, 2021** in the Liverpool Suite - Fire Service Headquarters at Merseyside Fire and Rescue Service Headquarters, Bridle Road, Bootle.

There are 8 socially distanced available seats in the Sefton Suite for the public to attend the meeting. These seats are available on a first come first serve basis, so please contact DemocraticServices@merseyfire.gov.uk with your details if you require one.

The meeting will still be available to watch via YouTube on the following link: <https://www.youtube.com/watch?v=nbrpK4-cwnw>.

Yours faithfully,

PP – G. Sung

Acting Monitoring Officer

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MERSEYSIDE FIRE AND RESCUE AUTHORITY

AUTHORITY

20 MAY 2021

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 - 34)

The Minutes of the previous meeting of the Budget Authority, held on 25th February 2021, are submitted for approval as a correct record and for signature by the Chair.

**3. CORPORATE RISK REGISTER 2020-21 OCT TO APRIL UPDATE
(Pages 35 - 110)**

To consider Report CFO/018/21 of the Chief Fire Officer, concerning the current risks contained within the Corporate Risk Register, the status of the risks and associated control measures, including any updates for the period September 2020 to March 2021.

4. 2020/21 FATAL FIRE AND FIFTEEN YEAR TREND ANALYSIS FATAL FIRE REPORT (Pages 111 - 150)

To consider Report CFO/022/21 of the Chief Fire Officer, providing Authority Members with:

- 1) A briefing of the last business year activity in relation to accidental dwelling fires and fatalities.
- 2) A briefing regarding the trend analysis of fatalities in accidental dwelling fires over a fifteen-year period.
- 3) An assurance that Prevention activities are targeted in line with Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) expectations for efficiency and effectiveness.

5. **Accessibility Audit** (Pages 151 - 164)

To consider Report CFO/023/21 of the Chief Fire Officer, concerning the progress made in acquiring an accessibility auditor to complete an audit of all Merseyside Fire and Rescue Service properties.

6. **Model Code of Conduct** (Pages 165 - 204)

To consider Report CFO/021/21 of the Acting Monitoring Officer, concerning the new model Code of Conduct for Members and to approve its incorporation within the Authority's constitution.

7. **Local Government Association Subscription 2021/22** (Pages 205 - 207)

To consider Report CFO/019/21 of the Acting Monitoring Officer, concerning Members of Merseyside Fire & Rescue Authority's continued membership of the Local Government Association (LGA) for 2021/22.

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.

Refreshments

Any Members attending on Authority business straight from work or for long periods of time, and require a sandwich, please contact Democratic Services, prior to your arrival, for arrangements to be made.

MERSEYSIDE FIRE AND RESCUE AUTHORITY

25 FEBRUARY 2021

MINUTES

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

Also Present:

Apologies of absence were received from: Cllr
Doreen Knight

8. CHAIR'S 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 then introduced the meeting and provided all present with an overview of how this remote meeting would work and some housekeeping.

The Chair confirmed that all Members in attendance could hear and be heard; and could see and be seen.

The Chair confirmed that all Members had received the papers, along with the proposed Labour Group Budget Resolution, in relation to Agenda item 6, which had been circulated to all Members in line with the requirements contained within the Authority's Constitution.

1. Preliminary Matters

Members considered the identification of declarations of interest, any urgent additional items, and any business that may require the exclusion of the press and public.

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 to be considered as matters of urgency were determined by the Chair; and
- c) no items of business required the exclusion of the press and public, due to the possible disclosure of exempt information.

2. Minutes of the Previous Meeting

The minutes of the previous meeting of the Authority, held on 15th October 2020, were approved as a correct record and for signature by the Chair.

3. HMICFRS COVID-19 Inspection Outcomes

Members considered Report CFO/007/21 of the Chief Fire Officer, concerning the outcomes of the COVID-19 inspection carried out by Her Majesty's Inspectorate of Fire and Rescue Services (HMICFRS) attached as Appendix A and B to this report.

Members were informed that Appendix A, was the HMICFRS Inspection report for MFRS, whilst Appendix B, was the national report for all FRS's.

Members attention was drawn to page 17, which highlights the positive outcomes of the report for MFRS. It was highlighted that the work undertaken by MFRS, has been broad and vast in supporting our communities.

Members were advised that this work commenced in March 2020, with the repatriation of UK citizens from Wuhan, back to Arrowe Park Hospital. They were informed that this was the first time that a FRS got involved in the pandemic; and this is where the initial learning for MFRS occurred. They were advised that this commenced the journey in assisting other partners around health, but also acting under the Civil Contingencies Act.

With regards to the headlines of the report, Members were informed that MFRS were praised around the breadth of work undertaken alongside our agility to maintain our statutory functions throughout. It was noted that some of MFRS key contributions have been outside of our statutory functions, with over 300 staff across the whole organisation, stepping up and volunteering. Members were advised that this volunteering included the delivery of prescriptions to individuals who were shielding, and the delivery of food parcels to the most vulnerable, extending to health and the delivery of face fit testing for partners, enabling them to continue to do their jobs safely and effectively.

Members were informed of the support provided by MFRS around the national roll out of mass testing, particularly in the Liverpool area.

They were informed of the logistical support provided, within the whole command structure, the Local Resilience Forum structure, and a Strategic Coordinating Group, which has been assisted and supported by MFRS, particularly the DCFO.

Members were advised that 10 of our firefighters have been trained by NWS to drive ambulances. They were informed that this may be to support future demand management planning, however given the pressures on NWS during the period, it was thought prudent to ensure that we have staff available and trained to step up if required. It was highlighted to Members that this is part of a North West response; and that there are 42 firefighters trained to drive ambulances across the North West, if they are needed.

Members were then informed of the support provided by MFRS staff to vaccination centres, in particular, to the mass vaccination centre established in St. Helens. They were advised that there are over 200 MFRS staff facilitating, with around 140 of those being in the role of vaccinator, and others assisting with administrative roles associated with the mass roll out of vaccinations. Members were informed that as it stands, over the past 7-day period, 70 MFRS staff have been deployed to the mass vaccination centre, and over 5000 vaccinations have been delivered, with 1246 being delivered directly by MFRS staff. It was noted that every vaccine delivered is preventing a potential devastating impact on that individual. Members were also informed of some of the communication received from staff involved, who feel thrilled and privileged to be part of that national response.

It was re-iterated to Members that there has been a really positive undertaking by MFRS and its staff, over the period, which is captured within the Inspection report, with notable practice included throughout.

It was confirmed to Members that MFRS have continued to deliver all of its statutory responsibilities throughout; and has seen all of our staff operate within Covid secure premises. They were advised that this is also captured within the report, along with how quickly we were able to adapt and move to more agile working arrangements. Members were informed that as a result, an Agile Working Policy and Flexible Working Policy have been introduced, with a Home Working Policy being introduced very shortly, which will enable some of the learning from the pandemic, to be embedded across the organisation.

Members were informed that within paragraph 14 of the report, there are a couple of areas for improvement highlighted, however these are described as being standard comments, as it is unlikely that anyone anticipated the full impact of the pandemic. They were advised however, that in light of this, and the learning points identified, Officers have sought to weave that logic and understanding into all of MFRA's plans moving forward.

Members were assured that in comparison to reports for other FRS's, MFRA's is certainly one of the best; and praise was expressed to staff who have continued to work and contribute throughout the pandemic, to aid the continued smooth running of our own service, but particularly in relation to the broader contribution.

The Chair of the Authority commented that as community leaders, Members have been extremely proud of what MFRS has achieved.

Members Resolved that:

the extremely positive outcomes of the Merseyside Fire and Rescue Service COVID-19 inspection and the national outcomes, be noted.

4. Draft IRMP 2021-24

Members considered Report CFO/009/21 of the Chief Fire Officer, concerning the release of the draft Integrated Risk Management Plan (IRMP) 2021-24 for a period of 12 weeks' consultation prior to adoption and implementation, whilst noting that the proposals outlined within the IRMP may change to reflect the views expressed during the consultation process.

Members were provided with a detailed presentation, highlighting the key areas contained within the Draft IRMP.

Members were advised that the Draft IRMP seeks to ensure the disposition of MFRA resources, based on risk, demand and vulnerability. In terms of key headlines, they were advised that it aims to increase the number of fire appliances available, maintain the number of firefighters and slightly improve Protection based on current funding levels. Members were advised however, that the funding for Protection, has been in year funding received, which the Authority are trying to extend via lobbying,

Members were informed that the plans aim to increase resilience on the basis of more appliances and more retained provision, which will also improve performance. They also propose enhancing specialist capabilities, through the creation of specialist teams; and enhancing firefighter safety, on the basis of a new training facility, which will enable our staff to train effectively against all foreseeable risk.

It was highlighted to Members that as part of the interim IRMP in 2019, the Authority sought to re-invest in the frontline; and since then, MFRA has seen a significant improvement in its ability to respond to incidents. They were advised this this proposed IRMP, seeks to build upon that.

Members were assured that despite a challenging financial position, the proposals are based on sound budget planning and arrangements.

Members were advised that the Interim IRMP 2019/21 changed the 2017-20 IRMP quite significantly, with the aim of improving the operational response capability, based on foreseeability of risk. It was confirmed that the draft IRMP 2021-24, will enhance that further. Ultimately, this means that over the course of the 2014 – 2024 IRMP period, appliance availability will have increased from 26, to 30 (29+1), to 32 (31+1).

It was highlighted to Members that the proposals are based on risk, taking into consideration national security risks, as well as community risks and how we manage them locally. Members were informed that this identified a number of high impact areas, such as our ability to respond to terrorist incidents, wildfires, marine incidents, flooding, large fires akin to Grenfell; and fires in waste disposal sites. They were informed that such risks have been built into the plan, given the impact that they have on our resources, but also the impact that they have on our communities.

It was also advised that these risks have been built into the 30 fire appliance model, which will enable MFRA to respond to any large, protracted incidents, whilst also being able to continue to respond to life risk across the whole of Merseyside.

Members were informed that other considerations when forming the IRMP, are around demand and vulnerability, which links to the key station methodology captured within the IRMP. Members were advised that this takes account of the fact that we would want to get to vulnerable people, anywhere across Merseyside, but equally, acknowledges that we would want to deploy resources based on demand, recognising that demand follows deprivation.

It was re-iterated to Members that the draft IRMP takes account of risk, demand and vulnerability, in the utilisation and mobilisation of our resources.

The presentation went on to highlight that demand also fluctuates, with the service being twice as busy during the day than at night. As such, it was highlighted to Members that there are more fire appliances available during the day than at night, which also means that the service can be more productive in some of the additional work we undertake as a wholtime FRS, such as the prevention work undertaken by our operational crews.

Members were shown a map of Merseyside, highlighting where the IRMP proposes to allocate resources. Members' attention was drawn to the reference to a Long Lane site, which is within the Aintree area; and an increase in resources around the Kirkdale station area.

Members were informed that the proposals within the IRMP, aim to introduce a hybrid system at Kirkdale; as well as merging Aintree and Croxteth stations, at the Long Lane site, to create a "Super Station". They were advised that the Long Lane site, will be a hybrid specialist rescue station, along with a new training facility, subject to planning approval and public consultation.

Members were also informed of the proposal to combine duty systems at Liverpool City and Kensington, to create a "dual hybrid", incorporating specialist capabilities, a specialist command and control function; and also improving the combined platform ladder (CPL) capability, moving from a 34m ladder, to a 46m ladder.

Further proposals highlighted to Members, were the provision of a "Stinger" type appliance at St. Helens, which has the capability to act as a water tower, as well as the added capability of a lance to punch through tin buildings. Members were advised that this capability would be particularly useful for some sites that we may respond to, as it will enable us to reach spaces that we would ordinarily not be able to reach, without putting firefighters into the risk area. They were informed that this appliance would be staffed on a day crewed, retained basis, meaning it will be more immediately available than previously.

Members were advised that the proposals also seek to create specialist capabilities at a number of stations, which will enhance the skills, competencies and understand of staff based at those locations.

They were informed that Liverpool City would become a specialist Command and Control station; Wallasey - a specialist Marine and Ships firefighting station; St. Helens - a Hazardous materials stations; Long Lane - a specialist Search and Rescue station; Kirkdale – a specialist Terrorist and Flood station; Belle Vale – would host a high volume pump on a wholtime basis, to be deployed

both within and outside of Merseyside; and Heswall and Formby fire stations, would have a specialist Wildfire capability with an all-terrain vehicle. It was confirmed to Members that such distribution of resources, would enable MFRA to manage all foreseeable risk as previously identified, across the whole of Merseyside, as well as enhancing the skills and competencies of staff, which is something they are very keen to engage with.

Further information was then provided to Members around the proposals for a new Training & Development Academy (TDA), which would be a significant commitment from the Authority, but recognising that current arrangements are less fit for purpose now than they were previously. The proposals also recognise the aspiration to provide the best possible training facility for our staff to train against foreseeable risk.

Members were advised that the new TDA, would also improve the secondary fire control room, which is important given our Lead Authority status with the Home Office. They were also informed of dialogue with the Home Office, around potential support with capital funding to support the build of the new facility. However, it was confirmed that despite the outcome of those discussions, a new training facility is part of the plan for 2021-24.

Members were informed that the proposals around the new TDA have been very well received by staff, in some of the initial engagement, recognising the fact that it will be a fantastic facility, as well as providing a new fire station.

It was confirmed to Members that the Long Lane site, is equidistant between the current Aintree and Croxteth stations. They were informed that the current Croxteth site is around 5 acres, whilst the Long Lane site is approximately 12 acres. It was highlighted that this will enable the provision of training that would not normally be possible, for example it will allow for a mock high rise building to be included, which firefighters can use to train around foreseeability, managing the risk, and their safety.

It was also highlighted, that importantly, the new proposed site is based on improved performance. Members were advised that Process Evolution simulation software, has been utilised, which reviews where we were and applies changes we are looking to make. They were advised that this enables us to see where we were going to be in 2020, compared to where we are intending to be for our IRMP 2021-24. Members attention was drawn to a slide, highlighting overall performance and response times. They were informed that the new site is predicted to improve response times by 17 seconds, which is significant in life risk situations.

It was noted that performance has improved each time the IRMP has been refreshed; and that actual performance is quicker still than the times predicted.

Members were also informed that the aerial appliances will be based at Liverpool City, given the high rise risk in the City Centre; and at Southport and Saughall Massie, which will be complementary crewed. They were advised that the intention is to move away from complementary crewing, however that decision is financially driven as it stands.

Members were also informed of the addition of a drone capability over the period of the IRMP, which the Protection Team will run, manage and fly. They

were informed that the rationale for the provision of a drone is 2 fold – to assist with firefighting, but also to assist with the auditing of buildings. It was highlighted that the use of a drone in high rise buildings, would enable access to parts of buildings that wouldn't normally be able to be accessed for Protection audit responsibilities.

With regards to innovation, Members were informed of proposals to create a none-established 32nd fire appliance, for a 12-month period, in recognition that when we move to specialist capabilities, there will be a greater requirement on training, in order to ensure staff are at the necessary standard. Therefore, the 32nd appliance, will be used to backfill for training. They were also informed that this additional appliance will be used to explore different duty systems, in recognition of the fact that we have new entrants to the service, who may have childcare responsibilities, as well as older firefighters, who may have parental and carer responsibilities. It was highlighted that this appliance will be utilised to see if there is a duty system, which will enable us to do something a bit different around managing our organisational responsibilities around response, whilst also managing the aspirations of our staff.

With regards to the proposals around Protection, Members were advised that the number of Protection staff will be increased by 8, 4 of which are likely to be operational staff. However, it was re-iterated that this will be a temporary arrangement whilst government lobbying continues, in an effort to maintain the additional funding provided to MFRA, following the Grenfell Tower enquiry recommendations, to enhance our risk based inspection programme. Members were advised that a positive response had been received from Government, however the posts cannot be filled on a permanent basis, until continued funding is confirmed. As such, it was confirmed to Members that there will be a temporary increase in Protection staff, to enable us to discharge our responsibilities in relation to our risk based inspection programme and Grenfell Tower enquiry recommendations.

In relation to the Prevention proposals, Members were informed that these are not dissimilar to those previously proposed; and it was confirmed that MFRA have been very effective in driving down fire deaths across Merseyside. However, it was highlighted to Members that there has recently been another fire death, bringing the total for this year to 7. It was also highlighted that all of those fire deaths have occurred during a period of lockdown, which is of concern; and it was noted that MFRA have been unable to be as proactive within its communities, as it would like, due to the Covid restrictions. It was confirmed to Members that the intention is to get back into our communities as soon as possible, continuing to target those aged over 65, whilst also recognising that some of the communities in Merseyside are more deprived than in other parts of the country; and that poverty also plays a part in terms of vulnerability and risk. As such, MFRA will seek to address this by providing intervention in our communities, to protect them in the long term.

With regards to Preparedness, Members were advised that we will be seeking to extend our cross-border training; and extend and build on support provided to NWAS. It was noted that Emergency Medical Response (EMR), was contained within our previous plan; and it was confirmed that this would be carried over to

the 2021-24 IRMP. Members were also informed that consideration will be given to the fluctuating demand placed on NWAS, particularly over the course of this plan, and MFRA will aim to adopt a practice that supports them, enabling us to step when required and step away when demand reduces. They were also advised that a comprehensive training and exercising programme, against all foreseeable risk, will commence.

In addition, Members were advised that dynamic staffing in Fire Control, will also be considered, akin to that adopted at hybrid stations. They were informed that this would provide staff with more flexibility, as well as more opportunities to develop. It was highlighted that within Fire Control at present, progression stops at Watch Manager level, and it would be beneficial for staff within Fire Control to progress further and develop beyond the control room, across the organisation more broadly, given the skills and competencies they hold.

In relation to National Resilience, Members attention was drawn to MFRA's relationship with Home Office and aspiration to create a Centre of Excellence for National Resilience, at the new TDA site. It was highlighted that should this come to fruition, it will enable MFRA to drive training and coordinate more effectively, whilst also enhancing the secondary control room.

It was confirmed to Members that should the recommendations be approved, the proposed IRMP will go out for public consultation, for a period of 12 weeks, with the public being encouraged to fully engage in the process.

Members commented that the proposals contained within the Draft IRMP 2021-24, were very positive and exciting.

Comments were made regarding MFRA's preventative work outside of the Covid pandemic, in supporting NHS colleagues through the promotion of Bowel Cancer screening and flu vaccinations.

A question was raised regarding the percentage of female firefighters. It was commented that whilst it was heartening to see that MFRA were performing well in this regard, they were not doing as well as Gloucestershire FRS, who have 15% of female firefighters, which is well above the national average. It was suggested that contact be made with Gloucestershire, to see how they recruit and if we could learn from their processes.

It was confirmed to Members that this would be undertaken. It was noted that Gloucestershire have a number of retained firefighters, which may have some bearing on the figure, however that being said, there are a raft of FRS's with large numbers of retained firefighters, therefore Gloucestershire must be doing something right. It was also commented that MFRA are better all round for having more female firefighters.

Members also commented on the format and language used within the document, which they applauded for being so easy to read and understand.

A further question was raised around the Long Lane site proposals and the secondary control room being incorporated within that site. It was commented that the Long Lane site will be quite close to the main control room; and that although Members could see the benefits of that in terms of transferring staff

over, there could be potential risks in terms of any incident rendering Fire Control unusable, also affecting the Long Lane site.

Members were advised that as things stand at present, the secondary control room is contained within our existing Croxteth TDA site, which would be moved to the Long Lane site in the proposals. It was also commented that the facilities currently being utilised as a secondary control room, is quite limited, which has been highlighted by the pandemic. As such, it was explained to Members that when discussions commence with the Home Office, there is an opportunity to enhance those facilities and create a more bespoke space for our control room to fall back to.

Members were assured that all of those factors in terms of risks and business continuity, would be considered fully; and they were also assured that MFRA do have buddy arrangements with other FRS's, should such issues ever occur.

A further question was raised around the take up of Covid vaccinations; and whether MFRA could potentially assist in this regard.

Members were informed that this could be facilitated. Reference was made to the response provided by MFRA in the Sefton area around surge testing; and how a response had recently been received, thanking MFRA for its contribution and confirming that out of the test kits distributed, 89% had been completed and returned, which was unprecedented. Therefore, it was confirmed that MFRA staff could assist by providing extra support and advice around vaccines.

Members were also informed of planned work with the BAME network, around encouraging take up of vaccinations within BAME communities, acting as positive role models and hopefully easing and addressing people's trepidation.

Members Resolved that:

- a) The draft Integrated Risk Management Plan (IRMP) 2021-24 attached at Appendix 1, be approved subject to a period of 12 weeks' consultation prior to final approval, publication and implementation.
- b) A designed version of the draft IRMP, be published for consultation purposes.

5. Asset Management Plans 2021/2026

Members considered Report CFO/001/21 of the Chief Fire Officer, concerning how the Authority, plans to align its physical asset base with its corporate goals and objectives over the next 5 years (2021/22 – 2025/6).

Members were informed that the Asset Management Plans take account of the financial and environmental challenge faced by the Authority. Along with the

changes that are likely to be required in order to continue to meet requirements and expectations of both internal and external service users.

Members were provided with an overview of the report, and it was highlighted that the Asset Management Plans are directly aligned with the IRMP 2021-24, to ensure that the Authority has Estate, ICT and Transport Plans in place, to meet and underpin the IRMP proposals.

The Chair of the Authority commented that a specific challenge for the Authority moving forward, will be around the use of electric vehicles. It was commented that the technology is not quite there at present, but we need to remain alive to the issue.

It was suggested that the Authority may wish to scrutinise its agenda around the green economy and carbon reduction, via its scrutiny functions. It was commented that there are lots of issues to consider, not only around the provision of electric vehicles, but also around infrastructure. As such, it was noted that the new TDA will be built around the provision of electric vehicles.

A further question was raised by Members around a review of the stations at Heswall and Bromborough, as the plans reference the potential to combine the 2 existing sites, at a site "to be determined". Members asked whether this was proposing to build one station to replace the existing 2; and if so, what the potential timescale would be.

Members were advised that there is no timescale for this at present. It was confirmed that with Authority approval, a refurbishment of Heswall Fire Station has commenced, with Bromborough also due to be refurbished in the near future. Members were advised that some decisions will be financially driven, and as such, the IRMP 2021-24, does not include provision for a new station merger of Bromborough and Heswall. It was noted that whilst Heswall is quite a nice station, in the heart of the community, Bromborough isn't, even with investment. Therefore, consideration will be given in the future as to how the Authority can move away from the current location, whilst still maintaining performance, the number of appliances and the number of firefighters. Members were informed that what will drive any change, is trying to create a location that is fit for our staff, which will meet all of our equality objectives; and which allows staff to train against foreseeable risk.

It was confirmed to Members therefore, that although it may be an aspiration at present, rather than reality, the aspiration is to look at a merger option in the future, that enables us to maintain performance and response standards, whilst improving facilities for our staff.

Members Resolved that:

- a) the revised Asset Management Plans provided as Appendices to this report, be approved.
- b) Scrutiny of the Authority's green agenda, be included within the Forward Work Plan for the Authority's Scrutiny Committee.

6. MERSEYSIDE FIRE AND RESCUE AUTHORITY BUDGET AND FINANCIAL PLAN 2021/2022 – 2025/2026

Members considered Report CFO/010/21 of the Director of Finance, concerning the presentation of information in order to allow Members to set a medium term capital and revenue financial plan that allocates resources in line with the Authority's strategic aims and ensures that the Authority delivers an efficient and effective, value for money service aligned to its budget principles. This will enable the Authority to determine a budget for 2021/2022 whilst setting a precept level which is in line with statutory requirements.

At the start of this item, the Chair of the Authority confirmed that during the consideration of this item, he would formally move the Labour Group Budget Resolution, which has been circulated to all Members, in line with the requirements within the Authority's Constitution.

Members were informed that the budget and financial plan report provides all of the necessary financial information for Members to approve a financial strategy that sets a balanced 2021/22 revenue budget based on a 1.99% precept increase.

Members attention was drawn to Section C on pages 254 to 259 of the report, which considers the proposed 5-year capital programme and associated prudential borrowing requirement.

Members were advised that as per the table on the top of page 256, the total capital programme provides for investment of £51.8m of which £27.9m is being funded by prudential borrowing.

They were informed that this includes the current planned spend in the existing 5-year capital programme, plus new schemes totalling £26.2m of which £20.8m relates to the net increase to cover the spend on a new TDA, above that assumed for a refurbishment scheme, and £4.3m of the increase relates to the addition of the new 5th year - 2025/26.

Members were advised that Paragraph 62 on pages 256 to 258 provides a summary of the areas of planned capital spend.

They were informed that Section D, pages 260 to 262, considers how the Minimum Revenue Provision, which is the sum that will be set aside each year to repay debt associated with capital expenditure funded through borrowing, will be calculated. They were advised that the recommendation is to adopt a similar strategy to the current MRP determination and use the asset life method for all unsupported borrowing.

It was highlighted that the Authority is required to consider the impact of the proposed capital investment over a number of prudential indicators, and that Section E, pages 263 to 265, provides that information. In addition, Members were informed that a key indicator is that debt is only incurred to meet capital

expenditure and therefore net borrowing does not, except in the short term, exceed the total Capital Financing Requirement. It was confirmed to Members that the current and planned borrowing meets this requirement.

Members were advised that the Authority is required to prepare a Treasury Management Strategy, and section F, pages 267 to 276 set out the proposed strategy.

They were informed that the proposed investment strategy is consistent with the current strategy and recommends continuing with the institutional limits and minimum credit ratings outlined on page 270.

They were also advised that the proposed Authorised Limit for gross borrowing of £45m will ensure that total gross debt does not exceed the Capital Financing Requirement and that borrowing is only incurred to cover capital investment.

They were informed that all costs associated with the proposed five capital programme and prudential borrowing have been built into the proposed medium term financial plan and therefore the proposed 5-year Capital Programme and associated funding, as outlined in Appendix B, is deemed to be prudent, sustainable and affordable.

Section G of the report, which considers the current MTFP assumptions and any required changes, was then highlighted to Members.

They were informed that Paragraphs 97 to 112 on pages 278 to 284 outline the revised assumptions, costs, and funding that were considered at the Budget Strategy day in January, and the impact these changes have on the MTFP. They were advised that this includes a pay freeze assumption for 2021/22 in light of the Government's announcement about a public pay freeze in 2021/22, then 2.5% p.a. thereafter.

Members were advised that the table on page 285 summarises the impact of the changes and the proposed new MTFP.

They were informed that the overall impact on the 2021/2022 financial position is to go from a £0.760m deficit in the current MTFP to a balanced or neutral position. They were also advised that the updated MTFP also sees the 2022/2023 position go from a £1.211m deficit to a forecast balanced position.

Due to the level of uncertainty over 2023/2024 and future years' forecasts, particularly around pay and Government Funding, Members were informed that they are asked to simply note any financial challenge in these years at this point in time.

Section H, pages 287 to 291, was then highlighted, which reviews the current General Revenue and Committed Reserves position and their proposed use. Members were advised that the table on page 291, outlines the anticipated reserve drawdown over the MTFP period. Members were advised that the Authority is recommended to maintain a general fund reserve at the current level of £3m which equates to 5% of the net operating expenditure budget and approve the Committed Reserves.

Members attention was then drawn to Section I, pages 292 to 293, which identifies that £30.594m needs to be raised from the Council Tax Precept in 2021/2022 to balance the revenue budget. Members were advised that that would require an increase in the current Council Tax Band D precept of 1.99% or £1.60 raising the figure from £80.40 to £82.00.

The Chair of the Authority confirmed that a very detailed, technical resolution had been circulated to all Members. He thanked all staff and recognised their valuable contribution to keeping Merseyside safe, during very unusual circumstances.

The Chair of the Authority placed his thanks on record to all Members and officers, for their continued support; and thanked the Director of Finance and his team for all of the budget documentation.

Reference was made to the Budget Strategy Day process, which provides stakeholders with an opportunity to make their views and opinions known, which are taken into account when setting the budget.

The Chair of the Authority expressed his disappointment at the Government for wanting to enforce a blanket freeze on public sector pay, which he did not feel was proportionate. However, it was noted that a pay freeze had been factored into the budget, based on advice from the NJC and the LGA, which avoids the Authority having to make cuts in other areas.

The Chair of the Authority re-iterated the point that fire authorities do not receive a capital grant, like other public services and local authorities do; and are therefore required to put away small amounts of revenue each year, to create a capital fund, in order to refresh the likes of fire stations, and appliances; and now the new TDA site. He commented that MFRA are therefore likely to see criticism from Ministers about the level of reserves, as we increase the capital reserve to fund the new build. He re-iterated that capital can only be spent once; and therefore cannot be used to pay wages.

However, the Chair of the Authority confirmed that the Home Office are a strategic partner, with whom MFRA have a good relationship.

The Chair of the Authority then formally moved the Labour Group Budget Resolution.

The Budget Resolution was seconded by Vice-Chair – Cllr Kenny.

Cllr Kenny commented that he was very happy to second the resolution, which overall he considered to be an excellent budget, despite the difficult circumstances that we are all in.

He commented that Merseyside have more demands placed on its fire service than in other parts of the country, purely due to the high levels of deprivation; and felt that the Government needs to reconsider its continuous cuts; and the Authority needs to increase its lobbying of Government on that point.

He stated that over the past 10 years of austerity, MFRA have suffered massive cuts, compared to other parts of the UK; and during that time, there has been a 50% reduction in real terms, in our Government Grant support. He commented that despite that, MFRA have been able to increase its number of firefighters from 620 to 642, over the past 12 months; and increase the number of

appliances available from 26 to 30, which is down to the creative leadership shown by the Chief Fire Officer and staff.

Cllr Kenny echoed the concerns around the imposed pay freeze for staff, which he felt was not the right way to treat staff who put themselves on the frontline, day in day out, to serve our communities.

He commented that he is extremely proud of the work undertaken by all staff, who need to be provided with the necessary support from Government, to enable them to continue to deal with local and national threats.

On behalf of the Liberal Democrat Group, Cllr Makinson also thanked officers and all staff generally, for the way they have served the people of Merseyside over this very difficult year.

He commented that nobody likes to raise council tax, particularly at a time when there is an increasing number of residents facing pay freezes, or indeed have lost their employment. However, guaranteeing the safety of Merseyside, needs to be the Authority's first priority, therefore, on that basis, the Liberal Democrat Group would be supporting the Budget Resolution.

Cllr Makinson also commented that the Authority has actually been dealing with cuts since around 2005 and he was aware that as an Authority, they have been united across political parties, in lobbying Government for a fairer deal for Merseyside, regardless of which party is in Government – something which he hopes will continue.

Cllr Spurrell commented that it has been a difficult time for the fire service and that we are not where we would like to be in terms of funding allocated and the service we would want to provide. However, she commented that staff are doing an incredible job in difficult circumstances. She also commented that she was particularly disappointed with regards to the lack of pay rises for staff, particularly since everyone has acknowledged multiple times, how the fire service and other public services, have stepped up.

Cllr Spurrell also expressed her thanks to the Director of Finance and his team for the opportunity for scrutiny of the budget before today, so that the Authority can assure itself that they are happy with the budget.

She confirmed that on the whole, the Authority has a responsible, balanced budget, that looks very much at where we would want to be in the future, as well as managing the current situation.

Cllr Rennie commented that the budget resolution also has her full support. She commented that the Government may at present be of her colour, but that does not prevent her from criticising them over the years regarding their funding of FRA's. She stated that she will continue to lobby Ministers of whatever colour; and commented that she would be participating in a virtual meeting with the Fire Minister in the coming week, where she would raise all of the issues highlighted. The Chair of the Authority then formally moved the Budget Resolution, which was agreed unanimously.

Members Resolved that:

- a) the 2021/2022 service budget set out in the report, be noted.
- b) The Director of Finance's recommendation on maintaining the current level of general fund balance at £3.000m, and maintaining the reserves as outlined in Paragraph 127 to 136 of this report, be endorsed.
- c) The current plan to increase the precept by just below 2% (1.99%) for 2021/2022, raising the Band D Council Tax from £80.40 to £82.00 and confirm the strategy for future precept rises (the plan assumes further increases of just under 2% in each year thereafter), be endorsed.
- d) The assumptions in developing a five-year financial plan outlined in the report and approve the 2021/2022 budget estimate of £59.250m, be endorsed.
- e) The 2021/2022 – 2025/2026 updated Medium Term Financial Plan (MTFP) outlined in the report and summarised in Appendix C, be approved.
- f) The capital strategy and investment strategy as summarised in Appendix B, be approved.
- g) The Minimum Revenue Provision (MRP) strategy for 2021/2022 as outlined in Paragraph 72 to 75 of this report, be approved.
- h) The prudential indicators relating to the proposed capital programme, outlined in paragraph 83 of this report, be endorsed.
- i) The Treasury Management Strategy outlined in Section F, be approved and the Treasury Management indicators set out in the section for:-
 - o External Debt
 - o Operational Boundary for Debt
 - o Upper limits on fixed interest rate exposure
 - o Upper limits on variable rate exposure
 - o Limits on the maturity structure of debt
 - o Limits on investments for more than 364 days

be agreed.

- j) The recommendations above, be noted as providing an approved framework within which officers undertake the day to day capital and treasury management activities.

- k) The proposed Budget Resolution 2021/2022, be approved as follows:

Merseyside Fire and Rescue Authority Budget and Medium Term Financial Plan Resolution 2021/2022 – 2025/2026

1. Over the last decade Merseyside Fire and Rescue Authority (the Authority) suffered one of the largest cuts in Government funding of any Fire and Rescue Service in the country. Over the period the Authority faced a 50% in real terms reduction in the grant support it receives from Government. Over the same period the Authority's total revenue budget reduced by nearly £13m which represents an 18% cash or 40% real reduction.
2. The Authority has a proven track record in managing its financial affairs well and made the tough choices to balance the budget. The Authority planned prudently to minimise the impact on frontline services and identified significant efficiency savings by reducing management, support services costs and other technical amendments unfortunately the Authority had no choice but to approve an unavoidable reduction in the operational front line. By 2020 the impact of these required cuts meant: -
 - The firefighter establishment was reduced from 1,000 Full Time Equivalent (FTE) to potentially 620 FTEs, 38% lower,
 - Support and technical staff reduced from 425 FTE to 291 FTE, a 32% reduction, (*many of these staff carry out important front line preventative and response work with the Merseyside community*),
 - The number of fire stations reduced from 26 full time stations to 22 on a variety of duty cover systems,
 - The number of appliances available reduced from 42 wholtime fire appliances immediately available and 1 retained (43 appliances in total) to 26.
3. In 2019/2020 the Authority's new Chair and Vice Chair together with a new Principal Officer team undertook a review of the Service with the aim to re-invest £1m back into Operational Response and Protection services. This bold plan was in response to emergent and foreseeable risk from fire and other emergencies, particularly the services ability to respond to large and/or protracted incidents, as well as the need to enhance protection functions in the light of the Grenfell Tower fire and other major incidents. The Authority consulted on the alternative proposals in its supplement to the 2017-2020 IRMP and received support from the public on its proposals.
4. The Chief Fire Officer and Director of Finance identified a strategy to release debt servicing and pension deficit payment budgets to fund a £1m investment back into the Service as part of the 2020/21 budget. This investment resulted in: -

- an increase in the firefighter numbers on Merseyside by an additional 22 posts, to 642 and,
 - an increase in fire engine availability from 26 to 30 (29 plus a Special Rescue Appliance),
 - the establishment of a new fire engineer post to work with partners ensuring the safety of residents in high-rise buildings, and
 - the reintroduction of the roll of Crew Manager.
5. The Authority's draft IRMP for 2021 – 2024 seeks to build on these foundations and now proposes further enhancements to the operational and protection capabilities of the Service. **Increasing the number of fire engines, we can deploy from 29 (plus the Search & Rescue Appliance) to 31 (plus the Search & Rescue Appliance) by expanding our Hybrid duty system, whilst introducing Specialist teams to deal with all foreseeable risk; increasing investment in specialist appliances and other operational equipment. The plan also proposes to build a new £25m Training and Development Academy and Hybrid Station with rescue capability. The proposals will also see a temporary increase staff numbers in the Protection team as they respond to the Grenfell Tower recommendations' and changes in legislation.** This additional resource is being funded through one-off grants from Government and the Authority is seeking the support from Government to make this funding permanent to allow the increase Protection resources to be embedded within the Service.
6. The Authority was and remains concerned that the reductions in services due to Government funding cuts since 2010/11 have gone too far. The permanent investment it has managed to put into the Service since 2020/21 only delivers some of the additional resources it believes are required. The Authority also calls upon the Government to make the temporary 2020/21 Protection Services grants, that allowed a short term investment in these services, permanent.
7. The Authority was and remains concerned that the reductions in services due to Government funding cuts since 2010/11 have gone too far. The permanent investment it has managed to put into the Service since 2020/21 only delivers some of the additional resources it believes are required. The Authority also calls upon the Government to make the temporary 2020/21 Protection Services grants, that allowed a short term investment in these services, permanent.
8. The 2021/2022 Government Funding settlement meant the Authority will receive an increase of only 0.5% on its 2021/2022 settlement. Covid19 has impacted on the Authority's Council Tax Base and Collection Fund position. It was anticipated that the 2021/22 Council Tax Base would increase by 1% but it has actually reduced by 1%. The Council Tax & Business Rates Collection Fund has a forecast deficit of £3.788m rather than the assumed neutral position. The Government has offered some one-off grants towards the impact of Covid19, but it is estimated that the overall net impact in 2021/22 of Covid19 will be £0.259m, and a cumulative net cost of +£4m over

the MTFP period. Therefore, while in previous years increases in the Tax Base and small surpluses on the Collection Fund have to some degree compensated the Authority for lower than inflation Government grant increases, this is not the case in 2021/22.

9. This is our first Post Covid19 budget, it is of necessity transitional and future budgets will need to reflect the impact and changes to society from this time, we will lobby the Government and officials on the implications.
10. In order to minimise the impact of a lower than inflation rise in Government support on the Fire and Rescue Service, the Authority proposes a council tax increase of just under 2%.
11. The effect of the budget on the council tax will be a ***Band D Council Tax of £82.00, which equates to an increase of £1.60 or 3p per week on the 2020/2021 figure.***
12. Most people in Merseyside will pay ***Band A Council Tax of £54.67, which equates to an increase of £1.07 or 2p per week on the 2020/2021 figure.***
13. The Authority recognises that the Fire and Rescue Service is required to resource on the basis of risk not demand. But it also appreciates that Merseyside faces more demands than most other services due to the high levels of deprivation that its communities experience. We urge this Government to reflect on the impact the last 10 plus years of cuts are having on the Fire and Rescue Service and properly review all risks facing the country in the light of emerging risks (for example a heightened terrorist threat or responding to increased flooding events through climate change) and would hope that resources are allocated in a way that allow Merseyside to continue to respond effectively to local and national threats.
14. Future Government funding cuts may force the Authority to make further reductions in frontline services, therefore the Authority will continue to lobby the Government against the level of cuts in funding made since 2010/2011 and highlight the consequences that further cuts will have on the effective delivering of a vital emergency service.
15. The Authority has undertaken a process of lobbying more extensively than any other Authority in the Country and we believe this may have avoided further and deeper cuts and our views on future funding have been heard at the highest levels of Government. The Authority has said it will not allow these unsafe levels of cuts to just roll over us, but we will use every political device we can to improve funding so as to maintain the highest levels of public and staff safety here on Merseyside. Our position as a service delivery lead partner with the Home Office (HO), puts us as a super authority, we will develop this relationship as positively as possible.

The Financial Plan

16. In order to balance the financial plan the Authority will adopt the following strategy

- Prepare a five-year financial plan based on the final Local Government Finance Settlement figures announced on 4th February 2021, that;
 - i. deals with the financial challenge arising from the known Government funding support up to 2021/2022, and
 - ii. although the financial plan has projected Authority spend and Government funding up to 2025/2026, the 2022/2023 and future years' estimates are based on assumptions that are unpredictable as future Government funding for the Fire and Rescue Service is subject to a number of Government reviews and the national economic performance. Therefore, the Authority has agreed to note any financial challenge from 2022/2023 at this point and will deal with any financial issues in future budget rounds.
- To set council tax increases in line with its financial plan of just under 2% for 2021/2022 and just under 2% thereafter.
- That assumes the 2021/22 annual pay review will reflect the Government's public sector pay freeze direction for all of its staff, and thereafter increases for from 2022/2023 will be within the 2.5% limit set in the plan.
- The Authority will continue if possible to identify additional efficiencies to re-invest in the front line.
- The MTFP includes the proposal to build a new Training and Development Academy for £25m, and reflects the Service proposals included in the draft 2021 – 2024 IRMP.
- The Authority will continue to focus its search for efficiencies on collaboration, management, support services costs and other technical reviews.

17. Noting that there is risk in the Authority's current plan, in particular around the assumptions over future pay increases and Government funding.

18. The Authority recognises that the Chief Fire Officer needs to consider any recommendations on future national fire and rescue practices that come out of the Grenfell review and ongoing local challenges. It therefore recognises that the Chief Fire Officer will need to continue to manage operational crewing levels and appliance availability on a dynamic basis, using a variety of response systems where necessary under his delegated powers as the financial plan proceeds to delivery.

19. The Authority is fully committed to reducing its own costs as the organisation faces up to the Government cuts and what that means for local services. The Authority had already made reductions in its allowances of £24,000 and the Authority will again freeze all member allowances for the thirteenth consecutive year.

IRMP

20. The proposed 2021/2022 – 2025/2026 takes into account the proposals in the draft 2021 – 2024 Integrated Risk Management Plan (IRMP). The local community and stakeholders will be consulted with on the IRMP during 2021/2022. The IRMP may need to consider at the relevant time the consequences of future Government funding settlements, if applicable.

Council Tax

21. The Authority had already assumed a council tax increase at the maximum level allowed by the Government before a referendum was required. The Government has confirmed that the threshold for 2021/2022 is an increase of just under 2%.

22. Because of the scale of the financial challenge the Authority has agreed, with a heavy heart, to stick to this plan and increase council tax to the maximum allowed before a referendum is required. In 2021/2022 the Authority has approved an increase of just below 2% to minimise the impact on the services to Merseyside in the future.

23. The impact of the budget on the council tax will be a Band D Council Tax of £82.00 (which equates to an increase of 3p per week on the 2020/2021 figure).

24. Most people in Merseyside will pay Band A Council Tax of £54.67, an increase 2p per week on the 2020/2021 figure.

Interoperability with Blue Light Partners

25. This Authority is fully committed to closer collaboration with our emergency service colleagues across the county. Many collaborative successes have been achieved so far including: -

- (i) The delivery of the Joint Command and Control Centre with Merseyside Police,
- (ii) Sharing 7 sites with North West Ambulance Service (NWAS) including NWAS Hazardous Area Response Team working alongside the Search and Rescue Team,
- (iii) The creation of a Joint Police and Fire Station in Knowsley,
- (iv) Extensive joint planning and exercising,
- (v) Support to Health partners throughout the period of the pandemic.

26. The Authority instructs the Chief Fire Officer to continue to build upon this success and in particular to actively seek out opportunities of working with NWAS and Merseyside Police around sharing buildings, and other assets, demand management and corporate service functions.

Working with other Partners

27. The Authority will continue to work in partnership with each District Council in order to explore opportunities in which will mutually benefit each Authority in dealing with these and future financial challenges.
28. The Authority will examine the impacts of the devolution agenda and how best we can understand and develop constructive dialogue with the Liverpool City Region Combined Authority.

Reserves

29. The Authority has prudently planned to meet its financial challenges over the medium term. The plan the Authority proposes is based upon the key assumptions around changes to grant, pay, tax and pension costs.
30. The Authority recognises that there are substantial risks associated with these assumptions and that, particularly in light of the current economic climate; it is not unreasonable to expect a significant degree of financial uncertainty and risk which will vary across the life of the financial plan. The Authority will therefore set a medium term financial plan based upon these key assumptions recognising that it may need to vary that plan to cope with changes arising. To mitigate some of these risks specific reserves have been established such as Inflation (*pay award risk*) and Smoothing (*McCloud compensation payments / future Government funding levels*) reserves.
31. The Authority seeks to provide its firefighters and other staff with the right equipment, PPE, response vehicles, and training facilities to enable them to fulfil their role safely and at the best standard possible. As the Government does not make any capital funding available, the Authority has a strategy of building up the Capital Reserve to fund a significant proportion of this investment to maintain borrowing at an affordable and sustainable level. The proposed Budget and Financial Plan include the option to build a new Training & Development Academy at a cost of £25m, of which £15.5m will be funded from the Capital Reserve.
32. The Authority established a £2m recruitment reserve to fund the recruitment of new firefighters in advance of the expected firefighter retirements, as it expects significant numbers of the current workforce to retire over the next 5 or so years. This will ensure the Chief Fire Officer has sufficient competent firefighters. The Authority believes that a wholetime (with retained) professionally trained workforce is the most resilient and effective way of delivering a Fire and Rescue Service to its communities and is fully committed to maintaining this approach.
33. In light of the risks within the financial plan the Authority therefore agrees to maintain the reserves as set out in Appendix B to this resolution and maintain a general revenue reserve of £3.0m.

Capital Programme

34. The Authority approves the Capital Programme as set out in CFO/010/21 which includes a total investment of over £51.831m over 2021/2022 – 2025/2026 period. The programme for 2021/2022 shall be approved as £14.913m.
35. The Authority notes the prudential indicators that this programme produces and recognises that the proposed capital investment programme is prudent, sustainable and the borrowing affordable. This programme makes use of the freedoms available to the Authority under the prudential regime and proposes ‘prudential’ borrowing of £8.157m in 2021/2022 as part of a total borrowing of £27.885m across the life of the plan.
36. In the light of the capital programme and the prudential indicators, agree the Treasury Management Strategy and the indicators set out in that strategy for: -
- (i) External Debt
 - (ii) Operational Boundary for Debt
 - (iii) Upper limits on fixed interest rate exposure
 - (iv) Upper limits on variable rate exposure
 - (v) Limits on the maturity structure of debt
 - (vi) Limits on investments for more than 364 days

Basic calculations

37. Following consideration of the report of the Director of Finance (CFO/010/21) and having taken into account views expressed in consultations, and all other relevant matters, pursuant to the Local Government Finance Act 1992, as amended, (the “Act”), the Authority determines its budget requirement for the financial year 2021/2022 as follows.
38. Approves the capital expenditure programme for the financial year 2021/2022 for the total of £14.913m as set out in report CFO/010/21 and the five-year programme totalling investment of £51.831m, and in this respect notes the advice of the Director of Finance that the programme is prudent, sustainable and the borrowing affordable.
39. The Authority resolves as follows:
- (a) It be noted that on 25th February 2021, the Authority calculated the Council Tax Base 2021/2022 for the whole Authority area as 373,099.34 [Item T in the formula in Section 42B of the Local Government Finance Act 1992, as amended (the “Act”)].
 - (b) That the following amounts be calculated for the year 2021/2022 in accordance with sections 40 to 47 of the Act:
 - The Authority calculates the aggregate of: (A)
 - the expenditure which it estimates it will incur in the financial year 2021/2022 in performing its functions and will charge to the revenue

account for the year in accordance with proper practices under S42A (2) (a) of the Act as £85.744m,

- the allowance as the Authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to the revenue account for the year 2021/2022 in accordance with proper practices under S42A (2) (b) of the Act as £0.000m,
- the financial reserves which the Authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure for 2021/2022 under S42A (2) (c) of the Act as £3.124m,
- the financial reserves as are sufficient to meet so much of the amount estimated by the Authority to be a revenue account deficit for any earlier financial year as has not been already provided for under S42A (2) (d) of the Act as £0.000m.

The Authority must also calculate the aggregate of: (B)

- the income which it estimates will accrue to it in the year 2021/2022 and which it will credit to a revenue account for the year in accordance with proper practices, other than income which it estimates will accrue to it in respect of any precept issued by it under S42A (3) (a) of the Act as £58.274m,
- The amount of the financial reserves which the Authority estimates that it will use in order to provide for the items mentioned in S42 (2) (a and b) under S42A (3) (a) of the Act as £7.600m.

If the aggregate calculated under A above exceeds that calculated under B above, the Authority must calculate the amount equal to the difference; and the amount so calculated is to be its council tax requirement for the year under S42A (4) (Item R in the formula in S42B of the Act).

The Authority calculates the basic amount of its council tax by dividing the aggregate amount of S42A (4) (item R) divided by the council tax base (item T) above. The council tax requirement for 2021/2022 is £30,594,145 and the council tax base is 373,099.34, which is equal to £82.00 precept for a Band D property. This calculation meets the requirements under S42B of the Act.

40. The Authority calculates the council tax sums pursuant to S47 of the Act as follows:

2021/22	Property Band		Increase	
£			£	%
£54.67	For properties in Band	A	1.07	2.00
£63.78	For properties in Band	B	1.25	2.00
£72.89	For properties in Band	C	1.42	1.99
£82.00	For properties in Band	D	1.60	1.99
£100.22	For properties in Band	E	1.95	1.98
£118.44	For properties in Band	F	2.31	1.99
£136.67	For properties in Band	G	2.67	1.99
£164.00	For properties in Band	H	3.20	1.99

41. The Authority calculates the precept amounts payable by each constituent district council pursuant to S48 of the Act as follows:-

PRECEPT		AUTHORITY
£		
8,771,428	Payable by	LIVERPOOL
7,724,285	Payable by	WIRRAL
4,270,560	Payable by	ST.HELENS
6,783,212	Payable by	SEFTON
3,044,660	Payable by	KNOWSLEY
30,594,145		

42. The Authority requests the Director of Finance to arrange for precepts to be issued to the constituent district councils pursuant to S40 of the Act before 1st March 2021, such sums to be payable by 10 equal instalments on or before the following dates:

Wednesday	21st April 2021
Friday	28th May 2021
Tuesday	6th July 2021
Wednesday	11th August 2021
Friday	17th September 2021
Monday	25th October 2021
Tuesday	30th November 2021
Monday	10th January 2022
Tuesday	15th February 2022
Thursday	17th March 2022

43. The Authority notes that the Director of Finance has advised that the 2021/2022 budget is based upon robust estimates.

Appendix A – 2021/2022 Budget & Financial Plan to 2025/2026

2021/22 - 2025/26 MTFP					
	2021/22	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000	£'000
2020/21 MTFP NET SPEND	63,600	65,303	66,743	68,183	68,183
2021/22 MTFP Issues to build in future MTFP:-					
Expenditure / Grant / New Savings					
2025/26 Inflation provision					1,440
McCloud remedy proposal - employer rates 3% increase	0	0	0	1,020	1,020
New TDA Build at £25m, with net additional new borrowing of £3m			500	500	500
Technical Savings identified in Qtr 2 2020/21 Financial Review report	-541	-541	-541	-541	-541
LGPS historical refund	-163	-169			
Increase in small business rates relief grant pre 2021/22	-149	-149	-149	-149	-149
Amend 2021/22 2.5% Annual Pay to 0% in light of Public Sector Pay Freeze	-960	-1,185	-1,185	-1,185	-1,185
Provision for £250 annual pay increase for staff earning less than £24k p.a.	26	26	26	26	26
Revenue Growth - 999EYE & Dynamic Cover / Response Tool		35	35	35	35
Impact of reducing MRP payment to Minimum Statutory Level	-2,200				
Drone	36	21	21	21	21
Building Access Audit	25				
Protection - temporary Grey / Green book posts funded by grant	400				
Protection - temporary Grey / Green 2020/21 grant c/fwd	-400				
Gov Grant to Offset loss of Tax Base in 2021/22	-955				
s31 Compensation Grant for 2021/22 Business Rates Freeze	-101	-101	-101	-101	-101
Use of Collection Fund Reserve to cover net Collection Fund Deficit;					
Expanded Retail Relief (funded from 2020/21 s31 grant)	-2,242				
NNDR "spread"2020/21 deficit (75% grant expected 2020/21 = £222.6k)	-74	-74	-74		
Adjust for s31 Grant to cover cost of Council Tax Collection Fund deficit	-37	-37	-37		
Use of uncommitted COVID Grant (£0.3m)& part of Smoothing Res (£0.5m) to increase Coll Fund Res and apply to cover deficit	-50	-402	-348		
Contribution to TDA Reserve	3,035				
	59,250	62,727	64,890	67,809	69,249
FORECAST FUNDING IN CURRENT MTFP					
Government Funding-Settlement Funding Assessment:					
Top Up Grant .	-15,840				
CLG Estimate of Local Business Rate Share	-4,296				
Baseline Funding Level	-20,136				
RSG	-11,241				
Settlement Funding Assessment	-31,377	-31,377	-31,691	-32,008	-32,328
2022/23 onwards Future SFA +1% p.a.		-314	-317	-320	-323
Assumed Government Funding-Settlement Funding Assessment	-31,377	-31,691	-32,008	-32,328	-32,651
Adjustment for Business Rates based on NNDR1 District Forecasts					
Adjustment for Local Business Rate income forecast from Districts	-115	0	0	0	0
NNDR Collection Fund (surplus)/deficit	2,360	99	99	0	0
Adjustment to Local Business Rates income forecast	2,245	99	99	0	0
Council Tax -					
Base Precept Income	-30,303	-30,594	-31,512	-32,457	-33,431
Reduction in Council Tax Base of -1.0% in 2022/23	306				
Assume increase in Council Tax Base of 1.0% p.a. from 2022/23		-306	-315	-325	-334
Precept Increase of just under 2% from 2021/22 and thereafter	-597	-612	-630	-649	-669
Council Tax Collection Fund (surplus)/deficit	476	377	377	0	0
Forecast Council Tax Income	-30,118	-31,135	-32,080	-33,431	-34,434
TOTAL FUNDING	-59,250	-62,727	-63,989	-65,759	-67,085
Forecast (Surplus) / Deficit	0	0	901	2,050	2,164

Appendix B- Reserves

	Estimated 2021/22 Opening Balance	Estimated 2021/22		Estimated 2022/23 Expected Use	Estimated 2023/24 Expected Use	Estimated 2024/25 Expected Use	Estimated 2025/26 Expected Use	Estimated Future Years Expected Use
		Base Budget	During 2021/2022					
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<u>Committed Reserves</u>								
<u>Emergency Related Reserves</u>								
Bellwin / Emergency Planning Reserve	222	0	0	0	0	0	0	
Insurance Reserve	499	0	0	0	0	0	0	
<u>Modernisation Challenge</u>								
Smoothing Reserve	1,555	0	-555	0	0	0	0	1,
Recruitment Reserve	2,000	0	-400	-400	-400	-400	-400	
Invest to Save / Collaboration Reserve	326	0	-326	0	0	0	0	
Collection Fund	3,730	-2,758	0	-513	-459	0	0	
<u>Capital Investment Reserve</u>	15,217	-5,000	690	-10,907	0	0	0	
<u>PFI Annuity Reserve</u>	1,866	-91	0	-100	-120	-140	-160	1,
<u>Specific Projects</u>								
Community Sponsorship Reserve	33	0	-33	0	0	0	0	
Equipment Reserve	91	0	-91	0	0	0	0	
Community Engagement Reserve	7	0	-7	0	0	0	0	
Training Reserve	150	0	-50	-100	0	0	0	
Health and Wellbeing Reserve	20	0	-20	0	0	0	0	
Inflation Reserve	500	0	0	0	0	0	0	
Clothing Reserve	328	0	-128	-200	0	0	0	
<u>Ringfenced Reserves</u>								
Princes Trust Reserve	106	-106	0	0	0	0	0	
Community Risk Management Reserve	308	0	-108	-200	0	0	0	
Energy Reserve	97	89	-50	-50	-40	-46	0	
New Dimensions Reserve	116	0	-116	0	0	0	0	
Total Committed Reserves	27,171	-7,866	-1,194	-12,470	-1,019	-586	-560	3,
General Revenue Reserve	3,000	0	0	0	0	0	0	3,
Total Reserves	30,171	-7,866	-1,194	-12,470	-1,019	-586	-560	6,

7. Summary of the 2020 Staff Engagement Survey Results

Members considered Report CFO/004/21 of the Chief Fire Officer, concerning the results of the MFRA staff engagement survey 2020.

Members were informed that the outcomes of the staff survey were presented back to the whole organisation, with People insight presenting to over 100 individuals, including some Members of the Authority.

Members were informed that the full set of reports can be accessed via the link contained within the covering report.

Members attention was drawn to page 325, which captures the whole journey that MFRA has been on since its first Staff Engagement Survey in 2014, which has seen it move to significant advantage. They were advised that this highlights how staff are now highly engaged in what the Authority is seeking to do, its purpose, its mission; and what it is seeking to deliver for its communities.

Members were advised that officers are thrilled by the progress that has been made. They were informed that the progress is down to a number of factors, including improved engagement and communication; and the role of the Authority in extending its engagement with staff, which staff have embraced.

Members were informed that from an organisational perspective, there has been a shift away from a “burning platform”, to a “burning ambition”, with our “burning ambition” being to be the best FRS in the UK, if not beyond. As such, Members were informed that we have started to look up and aspire to deliver that for our communities.

Members were also informed that the skill is to not only communicate effectively, but most importantly, to listen. They were informed that the key is to listen to staff and genuinely hear what their views are and how they express them; and then to act upon what we hear.

It was confirmed to Members that the Authority have made huge gains around levels of staff engagement across MFRA, which Members will have seen for themselves first-hand, in their conversations with staff at various engagement sessions.

Members were advised that the outcomes within the report, are down to the hard work and tenacity of lots of people across the whole organisation, at every level; and that we are now reaping the benefit of that work.

It was highlighted to Members that a move from significant disadvantage, to significant advantage, is incredibly beneficial to our communities, as it means our operational staff, prevention teams, protection staff; and staff across all other areas, are going above and beyond, which has been crystallised more latterly in how we have responded during the pandemic.

The Chair of the Authority expressed his thanks to everyone; and commented that the Authority are getting a good picture of the views and morale within the service, through their continued virtual engagement sessions.

Members Resolved that:

The content of the report, be noted.

Close

Date of next meeting: 20th May 2022

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	20 MAY 2021	REPORT NO:	CFO/018/21
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	JACKIE SUTTON
OFFICERS CONSULTED:	STRATEGIC LEADERSHIP TEAM		
TITLE OF REPORT:	CORPORATE RISK REGISTER 2020-21 OCT TO APRIL UPDATE		
APPENDICES:	APPENDIX A:	CORPORATE RISK REGISTER 2020-21 SEPT TO MARCH UPDATE	

Purpose of Report

1. To inform Members of the current risks contained within the Corporate Risk Register, the status of the risks and associated control measures, including any updates for the period September to March 2021.

Recommendation

2. That Members approve the updated Corporate Risk Register for 2020/21 which incorporates the current status of those risks to April 2021.

Introduction and Background

3. It is good practice to regularly review the internal and external risks to the on-going delivery of services by the Authority.
4. To that end, a Corporate Risk Register has been produced which focusses on the Mission and Aims of the Authority and aligns each risk to a specific aim. The Strategic Leadership Team (SLT) has reviewed the risks contained within the Corporate Risk Register and considered any new risks that might affect the Authority during 2020/21. The resultant risks have been scored against the original risk and re-scored following mitigation. The purpose of this report is to ask Members to review the updated Corporate Risk Register attached at Appendix 1 to consider any implications for the Authority.
5. SLT are reviewing the Corporate Risk Register to streamline the document.
6. SLT had previously considered the outcomes from an Internal Audit report from April 2017 that considered the Authority's approach to Risk Management. Overall

compliance was found to be “Good”, with some “Substantial” elements. The report also required the Authority to consider its risk appetite and tolerance and to ensure that the status of all risks is updated regularly. These actions have been completed.

7. The Covid 19 outbreak has also been considered/referenced in a number of risk areas.

Equality and Diversity Implications

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

Staff Implications

9. There are no specific staff implications arising from this report

Legal Implications

10. Management of corporate risk and the application of suitable mitigation strategies affords the Authority security that should a risk become an issue then suitable control measures are in place to mitigate any impact.

Financial Implications & Value for Money

11. There are no financial implications contained within this report.

Risk Management, Health & Safety, and Environmental Implications

12. The assessment and mitigation of risk is essential in ensuring a safe working environment for all MFRA employees and its agents and consideration of its actions on the environment is paramount.

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

13. Knowledge of and response to a risk being realised is an essential component of ensuring that the Authority continues to deliver an effective and efficient service to the communities of Merseyside.

BACKGROUND PAPERS

CFO/111/11 If this report follows on from another, list the previous report(s)

GLOSSARY OF TERMS

**SLT –
STRATEGIC
LEADERSHIP
TEAM**

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MFRA RISK MATRIX



Increasing Impact B		Likelihood A			
		1	2	3	4
1	Slight	Manage for continuous improvement	Manage for continuous improvement	Manage for continuous improvement	Manage for continuous improvement
2	Minor				
3	Significant			Develop Reduction measures	Compulsory Risk reduction
4	Major		Develop Reduction measures	Compulsory Risk reduction	

April 2020 – March 2021

OCTOBER 2020 to MARCH 2021
update

5	Massive	Develop Reduction measures	Compulsory Risk reduction			
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Introduction

All organisations face risks that can impact on their operations, by establishing a systematic approach to identifying, assessing, and managing risk, Merseyside Fire and Rescue Authority (MFRA) intends to continually improve the organisation’s governance, increase accountability and enhance overall performance.

The Director of Strategy and Performance reports directly to the Chief Fire Officer on matters relating to corporate risk management and maintains this risk register in collaboration with other members of the Strategic Leadership Team (SLT).

As part of this process the organisation considers the level and type of risk the Authority will accept while conducting its business and puts in place measures to reduce or eliminate that risk. This includes a careful evaluation of how risks affect the Authority’s ability to achieve its Mission and Aims and its appetite for taking those risks.

The following categories of risk appetite are considered in relation to each identified Strategic Corporate Risk within this register:

- **Low** – The level of risk will not substantially impede the ability to achieve MFRA’s Mission and Aims. Controls are prudently designed and effective.
- **Moderate** – The level of risk may delay or disrupt achievement of MFRA’s Mission and Aims. Controls are adequately designed and are generally effective.
- **High** – The level of risk will significantly impede the ability to achieve MFRA’s Mission and Aims. Controls may be inadequately designed or ineffective.

Risk Appetite by Strategic Corporate Risk Category

MFRA has an overall conservative risk appetite. The organisation will act in accordance with this to achieve strategic objectives and deliver high quality fire and rescue services to the people of Merseyside within a framework of reducing budget provision.

Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People

MFRA will employ sound risk management principles, transparent decision-making and effective communication to prioritise risk. The Authority manages seven strategic corporate risk categories to effectively supervise and ensure a safe and effective fire and rescue service that delivers prevention, protection and response services to Merseyside and beyond. MFRA has a low appetite for most types of risk (see table below), being aware of the need to ensure the prudent use of public money, maintain staff safety and deliver reliable and effective services.

Corporate Risk Category	Risk Appetite	Explanation
Budget and financial	Low	The appetite for Budget and financial risk is low. MFRA will exercise prudent management of its financial resources to achieve its mission. MFRA will maintain strong internal controls and ensure compliance with applicable legislation and accounting standards. MFRA will make prudent decisions to mitigate the financial impact of internal and external factors that affect it.
Legal and legislative	Low	The appetite for Legal and legislative risk is low. MFRA will always endeavour to comply with the laws that govern its activity and adopt appropriate governance processes. MFRA has no risk appetite for non-compliance with applicable laws and regulations.
Loss of strategic sites and assets	Moderate	The appetite for risk in relation to strategic sites and assets is moderate. Risk appetite in relation to vehicles and equipment is low, as safety and usability must be achieved through the use of detailed specifications of requirements. Risk appetite in relation to FRS sites (e.g. for a new fire station) is higher, as it is acknowledged the options are more limited and the end result in relation to the provision of a new fire station is not entirely predictable at the beginning of the process.
Environmental and Political	Moderate	The appetite for risk in relation to environmental and political matters is moderate. MFRA acknowledges that activity in relation to collaborative work with partners, for example, is not entirely predictable and some risks will be taken whilst attempting to improve service delivery or make savings through the use of new arrangements.
Loss of key staff	Moderate	The appetite for risk in relation to loss of key staff is moderate. MFRA recognises that it may need to adopt new and untried ways of working to deliver its services during periods of industrial action or reductions in the size of the workforce.
Technology	Low	The appetite for Technology risk is low. Information systems must support core MFRA functions with adequate capability, capacity, resiliency, and security from internal and external threats. The organisation relies on a mobile and technologically dependent workforce to carry out its Mission.

Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People

Procurement

Low

The appetite for Procurement risk is low. MFRA is bound by legislation and regulations that are designed to ensure that public finance is spent appropriately. As a result, processes are designed to ensure that all procurement activity is properly governed and carried out in a way that ensures compliance.

CORPORATE RISK REGISTER 2020/21

Page 40

Mission :- Safer Stronger Communities: Safe Effective Fire-fighters

RISK	STRATEGIC CORPORATE RISK	RISK No.	SPECIFIC CORPORATE RISKS	SUB RISK No.	AIMS AFFECTED	IMPACT	RISK SCORE	MITIGATION	MITIGATED SCORE	RISK/ACTION OWNER
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										
1.	Budget /Financial Risks	1.1	Insufficient staff to maintain current levels of operational planning, training and management of intelligence	1.1.1	1,2,3,4	Increased risk to all MFRS staff safety - increased numbers of injuries.	15	Resilience exists within departments to task staff with priority work steams in the event of insufficient staffing becoming a concern. Business Continuity Plans in place. April-Oct Update GM Training constantly reviews staffing levels at the Training and Development Academy and has explored different pilot delivery	12	AM Operational Preparedness

Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People

								<p>models (associate tutor) to ensure MFRA continues to deliver core training; including recruit training. Additional time has been spent to work with Time and Resource Management to maximise staff / course ratio set against the Local Performance Indicators</p> <p>Additional training is provided at a local level (SPA & LearnPro) to ensure staff have underpinning knowledge across a range of skills and competencies.</p> <p>Resilience is still in place within departments to task staff with priority work streams when required. Business Continuity Plans have been updated from Covid 19 responses and new ICT provisions</p> <p>Recruited two new Workshops staff. Workshops review still in progress and the green book staff review is to be arranged. Looking at</p>	
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							<p>Succession Planning for Transport Manager.</p> <p>Business Continuity Officer in place. Operational Procedure Review Team project on target to deliver. Increased courier risk due to kit movements that were meant to drop off through TRM.</p> <p>Oct-March update Key deliverables from 20/21 Operational Preparedness Functional Plan are now near completion. Continuous review of staffing through Ops Preparedness Group meetings, one to ones and Ops Board. Pandemic Plan and Business Continuity Management Strategy. Business Impact Assessment sessions held to all champions. New Fire control staff recruited.</p>	
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1.	Budget/Financial Risks			1.1.2	1,2,3,4	Increased risk of property loss	12	Resilience exists within departments to task staff with priority work streams in the event of insufficient staffing becoming a concern. Business Continuity Plans in place. April-Oct Update No change this period Oct-March update No change review of Business Continuity plans ongoing.	10	AM Operational Preparedness
1.	Budget/Financial Risks			1.1.3	1,2,3,4	Reducing ability to respond or maintain competent workforce.	15	The Authority continues to utilise the most agile working systems to ensure a high level of service delivery and response, integrated with appropriate skill audits and training delivery to ensure a high level of competence in all staff April-Oct Update The implementation of the Hybrid duty system is currently ongoing which will culminate in additional posts and Appliance availability	10	Director of POD

								being built into the establishment		
								<p>Oct-March update The 3rd hybrid has been implemented at St Helens completing the operational response elements of IRMP Supplement 2019-21.</p> <p>Work has commenced on development of IRMP 2021-24 which see further improvements in appliances numbers whilst remaining within the existing 642 Full Time Equivalent firefighters budget.</p>		
1.	Budget/Financial Risks			1.1.4	1,2,3,4	Reduced ability to maintain FF safety	15	<p><u>AM Response</u> Maintenance of competency is managed on station through Safe Person Assessments and the training planner for all operational staff. TRM staff utilise Voluntary Additional Hours to ensure appliances are fully staffed.</p> <p>April-Oct Update MFRA continues (including during the pandemic</p>	10	AM Operational Response/ Preparedness

							<p>lockdowns) to deliver core training including recruit training. Additional time has been spent to work with Time and Resource Management to maximise staff / course ratio set against the Local Performance Indicators. Additional training is provided at a local level (SPA & Learnpro) to ensure staff have underpinning knowledge across a range of skills and competencies. Apprenticeship/competency scheme in place.</p> <p>Oct-March update Staffing levels and appliance availability with the minimum required numbers of firefighters for safe systems of work (despite Covid and national lockdowns) and within budgetary requirements was maintained as Response continued to work closely with Time and Resource Management to achieve this; absence has remained relatively low with appliance</p>	
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								availability largely unaffected. Resilience arrangements remain robust. Core training has continued as have firefighter recruit courses. Learnpro and Safe Person Assessments has continued at local level - AM Response Targeted training has continued throughout COVID-19 to ensure maintenance of competence - AM Preparedness		
1.	Budget/Financial Risks	1.2	Insufficient staff to maintain current prevention and protection work. Inability to maintain performance (e.g. Care Act) Political Risk – failure to meet statutory duty Community Safety Risk – failure to address risks to community & Firefighters	1.2.1	1,2,3,4	Increased fires, deaths and injuries	15	MFRA continues to deliver its Home Safety Strategy, our focus is targeted at the over 65's and those who are most vulnerable, we have seen advocate performance lift by over 45% this past year and we continue to monitor ADFs and Fire Fatalities through PMG. The impact of the Grenfell Tower Fire is yet to be fully understood but there is the likelihood of increased	10	AM Prevention AM Protection

							<p>Protection teams as such a review is underway</p> <p>April-Oct Update The approach to Home Safety has been mixed this year due to COVID. Advocates continue to deliver Safe and Well and operational crews will deliver HFSCs if the risk of fire outweighs COVID in the main this is post fire. We have experienced 4 fatal fires in quarter 1 but performance against accidental dwelling fires targets is positive.</p> <p>AM Prevention</p> <p>Protection are in the process of recruiting a number of Watch Managers and trainee FSI(S) in order to maintain current performance and increase future capacity.</p> <p>AM Protection</p> <p>Oct-March update We have continued to deliver Safe & Well Checks (8,000+ over the year), to mitigate the impact of much</p>	
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								reduced HFSC activity. We have increased communications across all social media platforms and delivered in excess of 300,000 leaflets (set against themes – older person’s day, ward level and deprivation and community reassurance as a result of fatal fires. AM Prevention		
1.	Budget/Financial Risks	1.3	Insufficient FF’s to maintain current levels of response and current number of fire stations	1.3.1	1,2,3,4	Increased risk of property loss in the community	15	MFRA undertakes continual review, analysis and testing of necessary operational response changes resulting from budget reductions to ensure effectiveness against Authority response standards. April-Oct Update No change this period Despite the Covid 19 pandemic we have been able to maintain response Oct-March update Response has been maintained as has appliance availability and firefighter staffing numbers. Close	10	AM Operational Response

								working with Time and Resource Management and the Service delivery manager has supported this. St. Helens hybrid went live in October which has further boosted appliances availability. Recruitment has steadily continued which supports firefighter numbers.		
1.	Budget/Financial Risks	1.4	Pay increases-impact on ability to maintain a balanced budget	1.4.1	1,2,3,4	The current budget assumes 2019/20 pay awards will be settled at an increase of 2%. Each additional 1% increase in pay equates to approximately £0.3m for firefighters and £0.1m for other staff.	9	The Authority has established a £0.700m inflation reserve to meet any unforeseen inflationary pressures or costs. April-Oct Update 2020/21 Pay awards have been settled within the overall established provision (2.75% for non-Firefighter staff, 2% for firefighters) Oct-March update As above	0	Director of Finance & Procurement
1.	Budget/Financial Risks	1.5	Insufficient support staff to maintain services to front line and maintain good governance.	1.5.1	1,2,3,4	Reduced ability to maintain fleet, PPE, pay FF's and maintain the buildings.	15	Processes are redesigned when cuts to staffing are made Stopping performing specific activities considered.	6	SLT

							<p>Remaining staff are trained in processes/services that are still required</p> <p>April-Oct Update Despite the pandemic, services have largely been maintained even with some staff working from home during lockdowns.</p> <p>The Authority have produced a balanced 2020/21 Budget without the need to find further employee savings</p> <p>Oct-March update No change from previous update.</p>		
1.	Budget/Financial Risks	1.7	Loss of National Resilience funding from Home Office			Loss of operational response/service/training/lack of equipment/vehicles not maintained.	<p>15</p> <p>Utilising MFRS resources to fulfil Role and responsibilities.</p> <p>Budget constantly reviewed with Home Office Colleagues</p> <p>April to Oct update Grant payments from Home Office have been unaffected at present time with additional grants now being</p>	12	AM National Resilience

							<p>made available to MFRA to support asset refresh and Long Term Capability Management elements. Working relationship with HO remains very positive with periodic finance meetings being held with relevant stakeholders. Given the timing of the New Dimension 2 project and the current arrangements for Lead Authority status that are in place, we would not anticipate any will from Home Office to change the current arrangements and therefore extension to the Lead Authority arrangements and the associated funding, whilst not yet confirmed, is likely to continue.</p> <p>Oct-March update Grant funding agreement for 2021/22 is in place with grant payments scheduled for receipt as per extant arrangements.</p> <p>Working relationship with Home Office remains very</p>	
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							<p>positive and periodic finance meetings continue with relevant stakeholders.</p> <p>Additional budget provision to support New Dimension 2 detection, identification and monitoring (DIM) review has been confirmed and expected to be received by end of April 2021/early May.</p> <p>Home Office confirmed support to the new Training and Development Academy build would suggest long term commitment as Lead Authority to be maintained, albeit not confirmed at time of this update.</p>		
1.	Budget/Financial Risks	1.9	The impact of unfavourable trade deals with the EU following UK exit in March 2019	1.9.1	1,2,3,4	<p>If the UK leave the EU in March with an unfavourable trading relationship this will have an adverse effect on the supply of goods imported from EU countries.</p> <p>Prices are likely to increase putting strain on budgets, lead times may be extended, shortage and scarcity of parts due to border hold ups,</p>	<p>20</p> <p>Procurement are contacting critical suppliers to seek details of action they will take to maintain supplies post Brexit, whatever the agreement.</p> <p>April-Oct Update No known issues have been identified to date.</p>	<p>15</p>	Head of procurement

						organisations stockpiling and starving supply, contractors failing.		Oct-March update – Regular meetings took place from November to January regarding Brexit. These were discontinued as the risk had sufficiently diminished and no issues had arisen. The specific risk can be considered as closed at is encompassed by the business as usual risk of commercial activity	
1.	Budget/Financial Risks	1.1 0	“McCloud” - The decisions of the Court of Appeal in the Sargeant/McCloud (McCloud) cases have ruled that the transitional protections afforded to older members when the Firefighter Pension Scheme(s), FPS, and Local Government Pension Scheme, LGPS, constituted unlawful age discrimination. On 27th June 2019 the Supreme Court denied the Government			Any remedy / compensation awarded by the Tribunal may have a significant financial impact on the Authority both in terms retrospective compensation payments for retired firefighters and current employees (who may transfer back from FPS 2015 to FPS 1992 and therefore the employer rate would increase from 28.8% to 37.3%). At this point in time both the remedy and any Government funding is unknown, or is likely to be known before 2020/21. In addition to the financial impact the Authority may lose a significant number of	12	As part of the review of current reserves during 2019/20 the Director of Finance will look to increase the General Reserve and create a specific reserve for McCloud/Pension grant as part of a strategy to allow the Authority time to deal with any permanent costs associated with the relevant outcome of the final remedy. April – Oct update The 2019 LGPS actuarial review has established an employer rate inclusive of the costs associated with any McCloud remedy from 2020/21 and therefore	0 Director of Finance & Procurement / CFO / SLT

			permission to appeal this decision.			firefighters (including senior staff) earlier than expected if staff revert back to a pension scheme (FPS 1992) with a potential retirement age of 50.		mitigated the impact of any final remedy proposals. HMT have indicated the cost of firefighters returning to their legacy schemes, with a significantly higher employer rate are likely to be built into the 2020 FPS Actuarial review and new employer rates from 2023/24. The proposed 2021/22 MTFP will take into account a forecast for the cost of any employer rate increase from 2023/24. Oct-March update Her Majesty's Treasury have confirmed 2020 actuarial review for Firefighter Pension Scheme will build in costs of the McCloud remedy in 2024/25 employer rates. The Medium Term Financial Plan has built in 3% or £1m in 24/25 for this cost. Current Local Government Pension Scheme employer rate has included estimated cost for McCloud. Smoothing reserve has been established to cover cost of any	
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2.	Legal and Legislative Risks	2.1	Non-compliance with the National Framework	2.1.1	1,2,3	Damage to MFRS reputation. Impact on public and partner goodwill.	15	The IRMP process is thorough and consulted on widely. research and analysis activities are carried out, risks are assessed and strategies and processes adopted to deal with them. April-Oct Update There are no concerns about non-compliance with the National Framework.	8	SLT
				2.1.2	1,2,3	Inability to respond to major national resilience incidents	15	Oct-March update There are no concerns about non-compliance with the National Framework.	8	SLT

2.	Legal and Legislative Risks			2.1.3	1,2,3	Increased fires, deaths and injuries	15		12	SLT
2.	Legal & Legislative Risks	2.2	Corporate Manslaughter Act	2.2.1	1,2,3,4	Sanctions, fines and or arrests resulting from death of Personnel	25	<p>This can be mitigated to some degree by correct application of SOP's. Service Instructions, training and Health and Safety legislation to avoid injury and damage.</p> <p>April-Oct Update</p> <p>Relevant training of employees and ensuring compliance with legislative requirements and SOP's continues to</p>	12	SLT

								<p>mitigate any such risks to avoid injury and damage</p> <p>Oct-March update</p> <p>As above the risk continues to be mitigated</p>		
2.	Legal and Legislative Risks	2.3	Changes introduced by the Localism Act 2011	2.3.1	1,2,3,4	Judicial Review – other legal challenges	15	<p>This can be mitigated to some degree by careful consideration of consultation outcomes and other forms of community input into decisions. However, any person can apply for Judicial Review regardless of the perceived merits or otherwise of such an application.</p> <p>April-Oct update</p> <p>No challenges in the form of Judicial Review or other have been received within this period</p> <p>Oct-March update</p>	8	Head of Legal & Democratic Services.

								No challenges in the form of Judicial Review or other have been received within this period		
2.	Legal and Legislative Risks	2.4	Equality Act - not maintaining compliance with the Public Sector Equality Duty	2.4.1	4	Potential impact on reputation Potential legal action	15	<p>The Equality and Diversity Policy is regularly reviewed (most recently 2017)</p> <p>An Equality Action Plan has been in place for five years, with outcomes and risks reviewed in full every year and progress monitored quarterly as part of the Service Delivery Plan.</p> <p>An E&D Annual Report details outcomes in line with the Equality Act and Action Plan</p> <p>A Public Sector Equality Duty data report is produced annually and analysed to feed in the action planning process</p> <p>Equality Impact Assessments are carried</p>	8	Director of Strategy and Performance

							<p>out for plans, policies, guidance, instructions and organisational change</p> <p>A desk top exercise was carried out in 2016/17 to gather information in relation to the LGA Equality and Diversity Framework</p> <p>Two staff surveys have been carried out (2014 and 2016) and action taken to address concerns with preparation for a third taking place during 2019/20.</p> <p>Training and support is given to staff to assist them in complying with Equality and Diversity related duties.</p> <p>April-Oct Update</p> <p>Face to Face ED&I training has been limited this period due to the pandemic, but virtual training is being used</p>	
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							<p>temporarily with an intention to return to face to face when possible.</p> <p>Equality Impact Assessments and work with staff networks has continued.</p> <p>The Authority has complied with the Public Sector Equality Duty and published the required reports despite the requirement to do so being suspended during the pandemic.</p> <p>The staff survey was postponed in the summer but will take place in November/December.</p> <p>Oct-March update</p> <p>The Service continues to be committed to ED&I and further embedding it.</p> <p>The staff survey took place in Nov/Dec and the results</p>	
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								<p>showed a significant improvement in staff engagement.</p> <p>All required processes continue to be followed and a review of the EIA process is underway.</p> <p>An Access Audit has been commissioned to ensure the Authority continues to meet its obligations.</p> <p>Staff Networks and Senior Sponsors for ED&I have continued to develop.</p> <p>An audit of ED&I practice has been commissioned and taken place (results expected in April).</p> <p>ED&I objectives have been reviewed and updated as part of IRMP planning.</p>	
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2.	Legal and Legislative Risks	2.6	Policing and Crime Act 2017	2.6.1	2,3	Potential change to Governance	15	<p>A business case would need to be completed and submitted to the Secretary of State. If disputed an independent panel would review the business case.</p> <p>Continue to maintain dialogue with the PCC through Blue Light Collaboration Programme Board and Fire Authority.</p> <p>April-Oct Update</p> <p>As above, in addition the Blue Light Collaboration Programme Board have created a working group to consider strategic direction for collaboration delivery for 2021 and beyond.</p> <p>Oct-March update</p> <p>Ongoing</p>	12	AM Preparedness
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2.	Legal and Legislative Risks			2.6.2	2,3	Inability to deliver collaboration across Blue Light Services in line with Policing and Crime Act 2017	12	<p>The Policing and Crime Act 2017 places a duty on MFRA to keep opportunities to collaborate under review and to collaborate with one another where it is in the interests of either their efficiency or effectiveness</p> <p>MFRA's position is therefore to consider collaboration where it provides for a more efficient and/or effective service, where it improves the safety of the public, or is in the interests of economy.</p> <p>This will be delivered and monitored through the MFRA commitment to the Blue Light Collaboration Team, the Blue Light Collaboration Programme Board, and all collaboration programmes recorded through the Local Collaboration Overview.</p>	8	AM Preparedness
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								<p>April-Oct Update</p> <p>No change this period</p> <p>Oct-March update</p> <p>No change this period</p> <p>Local Collaboration Overview produced and presented to Operational Board on 29.3.2021</p>	
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2.	Legal and Legislative Risks	2.7	Increased Litigation costs	2.7.3	2,4	Increased incidents/costs/injuries whilst travelling under blue lights/speeding	12	<p>Close work with the Health and Safety team and ongoing training and development and development to manage these types of incidents.</p> <p>April- Oct update</p> <p>No change to this period as the engagement with health and safety and</p>	6	Head of Legal & Democratic Services.
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								training continues to be implemented Oct-March update No change to this period as the engagement with health and safety and training continues to be implemented		
2.	Legal and Legislative Risks			2.7.4	2,4	Potential for increased litigation arising from shared premises with partners.	12	Close work with the Estates and Health and Safety teams and Workplace to manage any issues which arise. April-Oct Update This remains an apparent risk however the liaison with Estates and Health and Health and safety continues and any incidents managed well and risks reduced Oct-March update This remains an apparent risk however the liaison with Estates and Health and Health and safety continues and any	6	Head of Legal & Democratic Services.

								incidents managed well and risks reduced		
2.	Legal and Legislative Risks	2.9	Failure to comply with Government Transparency agenda	2.9.1	1,2,3	Damage to reputation of MFRS by not publishing policies and data as required	12	<p>A Transparency Service Instruction has been produced to set out the Authority's commitment</p> <p>There is a transparency section on the website with advice and guidance as well as the data that the Authority is required to publish</p> <p>April-Oct Update Compliance with the Transparency Regulations is kept under review and information updated on the website as required.</p> <p>Oct-March update As above</p>	8	SLT
2.	Legal and Legislative Risks	2.10	Health & Safety audits, failures and investigations	2.10.1	1,2,3	H&S audits, failures and investigations from HSE resulting in sanctions and or fines	15	MFRA has a robust suite of H&S audits with findings responded to by the central team in liaison with Estates. All incidents	10	AM Operational Response

							<p>follow an investigatory process to maximise learning which includes advice from Legal to ensure protection.</p> <p>April-Oct Update No change this period</p> <p>Oct-March update No change. All key Health & Safety (H&S) functions have continued through this period and through the continued Covid pandemic. Health and Safety Executive Covid secure workplace spot checks have confirmed Covid compliance – good compliance is a direct result of internal Covid audits introduced by the H&S team.</p> <p>H&S continued to work closely with the legal department to manage risk to the organisation.</p>			
2.	Legal and Legislative Risks	2.11	Lead Authority for National Resilience	2.11.1	1,2,3,4	Increased responsibility and liability; capacity issues and reputational risk.	15	Mitigation in part through careful contract management.	10	Head of Procurement

								<p>April-Oct Update The management of the contract and liability of the Authority continues to be mitigated</p> <p>Oct-March update The contracts continue to be subject to particular scrutiny regarding indemnity which are evaluated on a case by case basis.</p>		
2.	Legal and Legislative Risks	2.12	Recruitment of Trainee Firefighters with limited driving experience who are contracted to undertake EFAD driving.	2.12.1		Increased risk of fire appliances being involved in collisions due to inexperienced drivers being required, under contract, to drive fire appliances for routine and response activity. Recruitment application only requires the applicant to hold a valid driving license and does not account for longevity, experience or type of vehicle they have driven.	15	Competency will be managed through the driving school with assessment and development plans being tailored to the individual. Trainees will not be time-bound on when EFAD driving is first undertaken following LGV qualification. It will be the Driving School Manager who will decide how long LGV routine activity driving will take place prior to EFAD	10	Director of HR, AM Operational Preparedness

								<p>qualification to allow less experienced individuals to gain the required road knowledge.</p> <p>Apr-Oct Update No change this period. The Driving school will assess and decide when to put individuals through training.</p> <p>Oct-March update No change this period</p>		
2.	Legal and Legislative Risks	2.13	Insufficient experienced staff to manage existing Primary Authority Partnerships	2.13.1	1,2,3	Damage to MFRS reputation with the business partner and the government Department of Business, Energy and Industrial Strategy.	12	<p>Resilience is provided to ensure that any loss of key staff facilitating the partnership is minimised. In addition, there is evaluation on the workload involved in managing the partnership and gauging capacity to take on any further partnerships.</p> <p>April – Oct Update The Protection Team continues to train and upskill its staff in order to</p>	9	AM Protection

								<p>satisfy the needs of the Primary Authority Scheme. A dedicated Station Manager and Watch Manager deal with the Primary Authority Scheme.</p> <p>Oct-March update We have increased our number of Fire Safety Inspectors to 25 and increased our Watch Managers by 4 this ensures capacity to respond to Primary Authority Scheme requirements</p>		
2.	Legal and Legislative Risks	2.14	Insufficient experienced, qualified staff to deal with serious fire safety complaints 'out of hours'.	2.14.1	1,2,3,4	Potential for MFRA to be unable to serve prohibition or restriction notices on premises out of office hours when the use of the premises involves or will involve a risk to the relevant persons so serious that use of the premises ought to be prohibited or restricted.	15	<p>Senior Officers in Protection when scheduled on cover can provide this facility to respond out of hours; providing they are not engaged at an operational incident. Article 31 Officers provide some additional limited support to assess complaints but are not warranted officers or deemed competent under the Fire Protection Competency Framework. Recall to duty provides</p>	9	AM Protection

							<p>some resilience but availability is not guaranteed. Potential for assistance from a neighbouring Fire and Rescue Service.</p> <p>Apr-Oct update Protection have recruited and trained a number of Watch Managers as Protection Response Officers. This team provides 24/7 response to any incident where Fire Safety concerns are raised and can deal with them appropriately. This includes moving to formal legislative requirements under the Fire Safety Order.</p> <p>Oct-March update Protection Response Officers and Protection qualified flexi-duty officers continue to provide 24/7 and out of hours cover.</p>	
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Mission :- Safer Stronger Communities: Safe Effective Fire-fighters										
RISK	STRATEGIC CORPORATE RISK	RISK No.	SPECIFIC CORPORATE RISKS	SUB RISK No.	AIMS AFFECTED	IMPACT	RISK SCORE	MITIGATION	MITIGATE D SCORE	RISK/ACTION OWNER
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										

3.	Loss of Strategic sites/Assets	3.1	Loss of strategic sites/assets and inability to provide services to Merseyside	3.1.1	1,2,3,4	Inability to respond to major local and national resilience incidents	20	Finance Staff can operate applications from any MFRS site. Application hosted externally with ABS having fall back sites as well. Apr- Oct Update Following COVID19 first wave, new agile ICT equipment has been	8	Head of Technology, Director of Finance & Procurement, AM Operational Preparedness
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Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People

								<p>procured to enable flexible working – Head of Technology</p> <p>New agile working and ICT provision in place for staff to work elsewhere if required. Business Continuity plans updated and in place Secondary Fire control and buddy arrangements continue to be in place – AM Preparedness</p> <p>Oct-March update Risk information continues to be only available on the Mobile Data Terminal in appliances due to removal of SIRAH. ICT to explore an interim solution as work continues by the CFRMIS project. AM Preparedness</p>	
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3.	Loss of Strategic Sites/Assets	3.2	Loss of FSHQ, FIRE CONTROL, TADA, fire stations and National Resilience Control	3.2.1	1,2,4	Inability to respond, delay in providing core services	20	<p>Head of Technology & AM <u>Operational Preparedness.</u> Secondary Fire Control is available at TDA for relocation and '999's can be diverted regardless of the availability of SHQ. A fall-back 'buddy' agreement is in place with Surrey FRS and BT to redirect and manage emergency 999 calls during periods of outage, spate and spike.</p> <p>Apr- Oct Update For resilience purposes during COVID-19 restrictions, Fire Control Day Watch located in Secondary Control (TDA) and Night Watch at the Primary Control (SHQ). This ensures a degree of social distancing and reduces the likelihood of passing on infection.</p> <p>A significant piece of work took place especially in the early stages of the Covid-19 lock down. Enabled MFRA staff to undertake agile</p>	8	Head of Technology, Director of Finance & Procurement, AM Operational Preparedness
		3.3	Loss of utilities due to infrastructure failure.	3.3.1	1,2,3,4	Inability to provide core services temporarily whilst fall-back site is brought online	20		8	

							<p>working during Covid-19 lockdown using Surface Pros.</p> <p>The rollout off MS Teams during the Covid-19 pandemic allowed internal and external meeting take place whilst MFRA staff worked in a hybrid home and/or in the workplace.</p> <p>Training New agile working and ICT provision is in place for staff to work elsewhere if required. Business Continuity plans have been updated and are in place. Plans in place for Core training to be carried out on fire stations if required and TDA unavailable.</p> <p>Fire Control As previous statement</p> <p>Oct-March update Risk information continues to be only available on the Mobile Data Terminal in appliances due to the removal of SIRAH. ICT to</p>	
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								<p>explore an interim solution as work continues by the CFRMIS project. AM Preparedness</p> <p>The use of Surface Pro's and Microsoft Teams continues to allow working from Home whilst Government restrictions remain in place.</p> <p>The rollout of O365 which is underway further enhances the possibilities around remote working. Head of Technology</p>	
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3.	Loss of Strategic Sites/Assets	3.4	Protective security-potential risks resulting from non-compliance with FRS Protective Security Strategy.	3.4.1	1,2,3,4	Potential security risk in relation to all FRS assets, particularly in relation to Personnel, information and premises risk.	20	<p>A Protective Security Group is led by the Director of Strategy and Performance and includes representatives of several departments with security responsibilities. There is a Protective Security Policy and three Service Instructions that</p>	9	Director of Strategy and Performance
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								<p>deal with Information, Physical and Personnel security</p> <p>An Internal Audit review of arrangements found MFRA to be compliant with the latest versions of the national requirements.</p> <p>April-Oct Update The group did not meet during April to September but was reinstated in November. Despite this, work has continued through normal business to ensure security remains an area of focus.</p> <p>Oct-March update The group has continued to meet with no concerns to report.</p>	
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3.	Loss of Strategic Sites/Assets	3.6	Potential elevated target risk for terrorist action in regards to cyber crimes	3.6.1	1,2,3,4	Loss of Fire Control ICT services and information assets		<p>See 6.2 and 6.9.</p> <p>As a further mitigation, cyber security is also increased by having the Fire Control infrastructure</p>		Head of Technology
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Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People

							<p>on its own firewalled network, with limited access in and out.</p> <p>April-Oct Update No reduction or impact on Fire Control services due to cybercrime related activities during this period.</p> <p>As MFRA upgrades its command and control system from Vision 3 to Vision 5 the new solution will incorporate cyber protection and a cyber-security penetration test will take place before go-live in Feb 2021.</p> <p>Oct-March update A cyber security penetration was undertaken and following remedial actions were resolved in preparation for the upgrade to Vision5 in April 2021</p>	
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Mission :- Safer Stronger Communities: Safe Effective Fire-fighters

RISK	STRATEGIC CORPORATE RISK	RISK No.	SPECIFIC CORPORATE RISKS	SUB RISK No.	AIMS AFFECTED	IMPACT	RISK SCORE	MITIGATION	MITIGATED SCORE	RISK/ACTION OWNER
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Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People

4.	Environmental and Political	4.1	Increase in Environmental incidents resulting in the inability to respond	4.1.1	1,4	HSE and legislative impacts from illegal discharges (impact from fire-fighting activity)	15	<p>Action plans are in place with Fire Control to inform the Environment Agency when operational activity may impact the environment to assist with mitigation. HMEPO support officers are available across all flexi duty groups to support incident commanders.</p> <p>April-Oct Update No change this period</p> <p>Oct-March update No change this period. No significant increase in large scale environmental incidents noted. Environmental measure mentioned above remain in place.</p>	10	AM Operational Response
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4.	Environmental And Political	4.2	Insufficient water pressure resulting in the inability to fight fires effectively.	4.2.1	1,2	Potential for major consequences, FF injuries	25	<p>High volume pumps (HVP’s) and hose layer units available to support water supplies. Additional HVP’s available via NCAF arrangements.</p> <p>Availability of mapping for water mains to be accessible on the command support unit. Currently awaiting sign off of a Data Licence agreement with United Utilities to share “Safe Dig” Software</p> <p>April-Oct Update No change this period. A Memorandum of Understanding with United Utilities is in place for Water supplies.</p> <p>Oct-March update United Utilities invited to Command Seminar to discuss risk of insufficient water supplies. Powerpoint presentation available to view on portal</p>	4	AM Operational Preparedness
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4.	Environmental and Political	4.3	Changing demographics in Merseyside brings about a changing in vulnerability profile and higher unemployment.	4.3.1	1,2,3	Increased economic costs from increases in arson	15	Increased economic costs from increases in arson – The arson reduction strategy focuses multi-agency community safety campaigns in high demand wards in order to support and community cohesion, develop community resilience and reduce the tolerance of anti-social behaviour (ASB), domestic abuse (DA), serious organised crime (SOC) & associated deliberate fire setting. Increased antisocial behaviour (ASB) – The arson reduction strategy focuses multi-agency community safety campaigns in high demand wards in order to support and community cohesion, develop community resilience and reduce the tolerance of ASB, DA, SOC and the associated deliberate fire setting. The Street Intervention Team are also deployed via the Voluntary Organisation Support Service (VOSS) and	12	AM Prevention
				4.3.2	1,2,3	Increased economic costs from increases in fraud.	15		12	
				4.3.3	1,2,3	Increased incidents eg. fires	15		12	
				4.3.4	1,2,3	Increased antisocial behaviour (ASB)	15		12	

							<p>Merseyside Police to engage and divert children and young people away from anti-social behaviour and towards more meaningful activities.</p> <p>Increased incidents e.g. Fires – Community Risk Management risk reduction strategies are designed to put measures in place to reduce risk and mitigate high call demand outputs and outcomes are reported via Performance Management Group.</p> <p>April-Oct Update We continue to deliver a range of Prevention activities across all LA areas of Merseyside. We actively monitor all aspects of performance – some services have been altered this year due to the pandemic and outcomes have been reported through Performance Management Group, we are in the planning stage now for the Bonfire Period and have had</p>	
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	<p>Environmental and Political</p>	<p>4.4</p>	<p>Reputation</p>	<p>4.5.1</p>	<p>1,2,3,4</p>	<p>Negative changes to the Community perception of MFRS may be detrimental to Prevention, protection and partnership activities eg. failure to deliver safety messages.</p>	<p>15</p>	<p>some success in securing funding for Street Intervention Teams in each LA area. Advocates remain focused on the delivery of Safe and Well visits and we will see a targeted “flyer” campaign for Older Persons Day and beyond in the final reporting period of this year.</p> <p>Corporate Communications activity is focussed on protecting the reputation of the Service whilst providing advice and guidance to communities and promoting the services provided Social media is closely monitored (but not 24/4). Press and media queries are dealt with promptly with senior officers providing information Events are promoted and provided with communications support Staffing levels are relatively</p>	<p>12</p>	<p>Director of Strategy and Performance</p>
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							<p>low when compared with other FRS's.</p> <p>April-Oct Update</p> <p>Corporate Communications have significantly increased their staff communications output during the period to provide up to date information and guidance and staff during the pandemic. This also involved increased external communications to ensure the public were advised of risks specific to the pandemic and lockdown as well as maintaining regular safety communications. Engagement with partner organisations increased to enable this. Additional resources were required to facilitate this work.</p> <p>The period has also seen the preparation for the bonfire period and preparation for firefighter and Control recruitment.</p> <p>Oct-March update</p>	
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								<p>The increased communication with staff that was detailed in the last update has continued and it was pleasing to note that the 2020 staff survey saw a high level of approval of our approach to communication from staff.</p> <p>Social media and other electronic communications have continued to be important during this period but more traditional leaflet drops have been effective during the period when Prevention activity has been necessarily curtailed.</p> <p>Consultation on the draft IRMP in 2020 and 2021 has shown that the public continue to hold the Service in high regard.</p>	
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4.	Environmental and Political	4.5	Increased flood risk	4.5.1	1,2	Ability to respond to major flooding incidents from spate conditions.	15	<p><u>Response</u> Operational Crews train for and are equipped for water rescue incidents. Senior Officers train against</p>	10	AM Operational Preparedness & Operational Response
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		4.6	Extreme Weather	4.6.1	1,2	Spate conditions will impact on ability to respond	15	<p>national standards for flood response. Specialist Teams are available for local, national and inter-national flood response.</p> <p>Additional resources are available to the Service if required for increased levels of activity. Increased Alert Level protocols can be implemented by Senior Officers for anticipated events.</p> <p>April-Oct Update No change this period</p> <p>Oct-March update Suite of aforementioned options remain in place to assist with an effective response to flooding/extreme weather. Robust plans remain in place to ensure continued appliance availability during spate conditions. No spate condition activation during this period. AM Response</p> <p>No change this period</p>	10	AM Operational Preparedness & Operational Response
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								AM Preparedness		
4.	Environmental and Political	4.7	Civil Unrest	4.7.1	1,2,3	Inability to respond effectively to civil unrest	15	<p>MFRS continually liaises and trains with Merseyside Police and other agencies through formal Local Resilience Forum channels to ensure a coordinated approach to Civil Unrest following the principles of JESIP (Joint Emergency Services Interoperability Protocol).</p> <p>April-Oct Update No change this period</p> <p>Oct-March update No change this period. Plans and training remains in place and are suitable and sufficient. AM Response</p> <p>Service Instructions reviewed in light of increased protests due to COVID AM Preparedness</p>	10	AM Operational Preparedness & Operational Response

4.	Environmental and Political	4.9	Diesel fuel vehicles being phased out in the future	4.9.1	1,2,3	Initiate an Electrical charging infrastructure and electric vehicles considering the Local Authority aim to introduce pollution charges.		<p>MFRS Transport Manager will closely monitor the situation</p> <p>April-Oct Update A task and finish group has been established to look at an electrical charging infrastructure and electric vehicles. The group is initialling examining Procurement frameworks available and assessing electric capacity on MFRS properties</p> <p>Oct-March update Mainstreamed into Transport Asset Management Plan</p>		AM Operational Preparedness
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4.	Environmental and Political	4.10	Fuel Strike			Loss of fuel available due to strike. Critical services only to utilise MFRS diesel tanks.		<p>Merseyside Resilience Forum Fuel Plan for strike conditions. MFRS fuel tank supplies utilised for critical services only during strike conditions</p> <p>April-Oct Update</p>		AM Operational Preparedness
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									MFRS Fuel Plan is currently being reviewed	
									Oct-March update	
									MFRS Fuel plan updated. Ongoing with Local Resilience Forum partners	

Mission:- Safer Stronger Communities: Safe Effective Fire-fighters

RISK	STRATEGIC CORPORATE RISK	RISK No.	SPECIFIC CORPORATE RISKS	SUB RISK No.	AIMS AFFECTED	IMPACT	RISK SCORE	MITIGATION	MITIGATE D SCORE	RISK/ACTION OWNER
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Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People

5.	Loss of Key Staff	5.1	Sudden Mass Absenteeism Pandemic, Strike, CBRNE incident, significant incident	5.1.1	1,2,3,4	Loss of Key staff, Inability to provide core services	15	AM Response The Authority maintains a resilience team capable of providing the necessary operational response provision as required within the 10 key locations during contingency situations. In addition, section 13-16 arrangements are maintained to supplement internal resilience arrangements.	10	AM Operational Preparedness & Operational Response
								April-Oct Update		

Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People

								<p>Resilience still in place within departments to task staff with priority work steams when required, Business Continuity Plans have been updated from Covid 19 responses and new ICT provisions – AM Preparedness</p> <p>Oct-March update AM Response – Business Continuity plans and Operational resilience continued to be effective and maintained. Close working with Time and Resource Management ensured staffing levels on appliances and fire stations remained sufficient; 10 key station methodology maintained through established resilience arrangements and staff/appliance movement; 13-16 arrangements remained an option.</p>	
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5.	Loss of Key Staff	5.2	Industrial Action resulting in the Inability to provide suitable response	5.2.1	1,2,3,4	Inability to attend incidents, provide core services		<p>The Authority maintains a resilience team capable of providing the necessary operational response provision as required within the 10 key locations during contingency situations. In addition, section 13-16 arrangements are maintained to supplement internal resilience arrangements.</p> <p>April-Oct Update Resilience team members continual to be supplemented by new recruits entering the service ensuring any reductions due to retirements are offset.</p> <p>Oct-March update Business Continuity Plans being continually reviewed</p>	12	Director of POD
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5.	Loss of Key Staff	5.3	Change resulting in loss of Key staff and increasing workloads to set strategy and deliver services	5.3.1	1,2,3,4	Loss of key skills, lack of momentum going forward, reduced ability to respond to changes.	15	The Authority continues to manage its staffing requirements through the Workforce strategy group, appraisal process, and	12	Director of POD
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								<p>Gateway promotion process. All combining to identify potential staff or skill shortage, and ensure adequate training, promotion or recruitment to address those needs</p> <p>April-Oct Update A significant number of substantive appointments have been made in line with Workforce Planning arrangements and ensuring newly introduced duty systems are fully resourced. External transfers in to MFRA have been facilitated at both FF and Supervisory manager level.</p> <p>Oct-March update Further appointment processes and external transfer have taken place to ensure resilience is in place for loss of key staff and skills from the workforce.</p>	
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Mission :- Safer Stronger Communities: Safe Effective Fire-fighters										
RISK	STRATEGIC CORPORATE RISK	RISK No.	SPECIFIC CORPORATE RISKS	SUB RISK No.	AIMS AFFECTED	IMPACT	RISK SCORE	MITIGATION	MITIGATED SCORE	RISK/ACTION OWNER
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										
6.	Technology Risks	6.1	Management of 3rd Party Technology Suppliers Software & Applications Training requirements.	6.1.1	1,2,3,4	Loss or reduction in the quality of services provided	12	<p>ICT telent, under the contract and the internal ICT client team manage suppliers to achieve the required service levels and ensure suppliers are appropriate to support the needs of MFRA, both across the ICT infrastructure <i>and</i> the commodity & fire control applications used by the Authority. This ensures the suppliers deliver continuous service improvement, show best value and are fit for purpose to meet the business needs.</p> <p>Apr- Oct update No change during this period.</p>	6	<p>Head of Technology</p> <p>Director of Strategy & Performance</p> <p>FMIS Manager</p>

							<p><u>Systems Support</u> There will be an individual update for this area in future reports</p> <p>Apr- Oct update No concerns around arrangements for maintaining third party software provision during this period.</p> <p><u>Finance & HR</u> There will be an individual update for this area in future reports</p> <p>Oct-March update</p> <p><u>Finance & HR</u> No issues for 2020/21</p> <p>Capita are looking to sell their Secure Solutions and Services business (SSS) which includes their CAD and ICCS products which are both used by MFRS.</p> <ul style="list-style-type: none"> - Capita emphasised the message that it is very much business as usual 	
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								whilst this commercial activity is ongoing		
								- MFRS and the Home Office are keeping a watch brief. Head of Technology		
6.	Technology Risks	6.2	Infrastructure sharing with partners. Security from Virus and hacking, loss of data (Laptops, CD etc.).	6.2.1	1,3,4	Data compromised, loss of data, complaints, legal action, fines	15	<p><u>Director of Strategy & Performance</u> The Strategy and Performance ICT Board considers and responds to strategic risks A Protective Security Group focuses on information security Governance arrangements for applications were been reviewed and formalised in 2016.</p> <p>April-Oct Update The ICT Board and applications governance referred to above has continued throughout the period which ensures that any issues are identified and responded to. The Protective Security Group has now been reinstated, but work</p>	12	<p>Head of Technology</p> <p>Director of Strategy & Performance</p>

								has continued in that area throughout the period.		
								<p>Oct-March update All processes relating to applications continue to work effectively and provide good governance. – Director of Strategy and Performance</p>		
6.	Technology Risks	6.3	The inability to keep pace with technology changes.	6.3.1	1,2,3,4	Loss or reduction in the quality of services provided	15	<p>MFRA has forgone a concrete roadmap for its newly launched ICT strategy and has instead adopted a strategic framework which reviews planned activities and outcomes in a yearly cycle of meetings. This ability to ‘evolve’ the strategic outcomes allows the Authority to match the fast pace of change in the ICT sector, taking advantage of appropriate innovations, whilst having an ICT infrastructure that is robust, secure, reliable and resilient.</p> <p>For this reason, our ICT strategy is encapsulated in our ICT strategic framework and our asset management</p>	12	Head of Technology

								<p>plan, and is then aligned to wider organisation strategy at the quarterly held S&P ICT Board.</p> <p>April-Oct Update November 2020 will see a restart of the Strategic Framework meetings as ICT return to Business as Usual working during Covid-19. Prior to Nov 2020 ICT has been operating a Business Continuity meeting structure.</p> <p>Oct-March update The Strategic Framework meetings resumed with an Innovation and Technology Forum meeting on 25/11/2021.</p>	
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6.	Technology Risks	6.4	Poor data/information management resulting in loss of data, legal redress from	6.4.1	1,2,3,4	Data compromised, loss of data, complaints, legal action, fines	15	There are polices for Information Security and Governance, Acceptable use	12	Director of Strategy and Performance
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			<p>Information Commissioner. Particularly in relation to failure to implement the General Data Protection Regulation.</p>				<p>of ICT equipment and Protective Security. There are also several Service Instructions covering the key issues associated with this, including data protection, retention period, destruction of information assets, records management and Freedom of Information.</p> <p>Work to implement the General Data Protection Regulation was successful. This included: Developing an information asset register, privacy impact assessments, access to information and the role of the Data Protection Officer. Collaborative work with Merseyside police and other FRAs is being considered to share best practice.</p> <p>April – Oct update Work continues to ensure that data processing (new and existing) complies with legislation and good practice.</p> <p>Oct-March update</p>	
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								No change from the previous update.		
6.	Technology Risks	6.5	The Emergency Services Mobile Communication Programme (ESMCP) and transition to the emergency services network	6.5.1	1,2,3	Radio voice services cannot be guaranteed for the transition	16	<p>ESMCP will replace the communication service delivered by Airwave with a national mobile communication service for all three emergency services.</p> <p>The ESMCP presents a high-risk potential for MFRA, dependent on external factors beyond its day-to-day control; the main issue being slippage at the national level.</p> <p>The Home Office will continue to work closely with FRSs & Airwave to ensure that our current voice communication network remains in place and effective.</p> <p>ICT staff regularly attend ESMCP updates at Fire Control North West to gain the latest information on the progress of the project and maintain a watching brief to ensure any opportunities to</p>	9	Head of Technology

							<p>influence national/regional aspects of ESMCP are taken.</p> <p>The project risks are being managed by the MFRA ESMCP project board and a national programme risk register is maintained by the Home Office central team.</p> <p>April-Oct Update Work on the trial and testing of the Emergency Services Network Direct 2.0 products is nearing completion. The successful trials should ensure the final PRIME product due in Q3 2021 will deliver an effective operational replacement to the Airwave product.</p> <p>Work to ensure the continued availability and support of the Airwave radio system are ongoing including upgrades within the Airwave network and fibre links to our onsite equipment.</p> <p>Oct-March update Following confirmation that Merseyside FRS would</p>	
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								become an Assurance Partner for the ESN Programme, both MFRS and our service partner telent have engaged Capita to scope a suitable environment for ESN testing. Work continues on the various ESN product streams and test plans in readiness for pilot trails in late 2021.		
6.	Technology Risks	6.7	Withdrawal and transition arrangements from SOPHTLOGIC to new MIS for Community Fire Protection.	6.7.1	1,2,3,4	Robust transitional arrangements are required to ensure the Authority can carry out its statutory duty as the Enforcing Authority under the RRO (Fire Safety) 2005.	15	<p>The replacement of the SOPHTLOGIC system is programmed in for development and options are being explored. The transitional arrangements remain part of that process.</p> <p>April-Oct Update Work is ongoing to replace this application.</p> <p>Oct-March update The organisation changed its approach in November 2020 when research showed that there was a commercial off the shelf application available that would provide a Management Information System for Protection,</p>	12	Director of Strategy and Performance

								Prevention and site specific risk information. This was not available when internal development work commenced, but careful consideration showed that it would be advantageous to the Authority to procure this application (CFRMIS) and as a result internal development ceased. CFRMIS is due to start going live (Protection) in May 2021.		
6.	Technology Risks	6.9	Increase potential for Cyber Attack as we move to the Cloud				15	ICT deploys a number of security measures to protect the Merseyside Fire and Rescue Authority (MFRA) networks and information. Measures to protect from external attacks include applying updates and patches to applications, software and operating systems; deploying firewalls; filtering traffic; deploying access control solutions; using anti-malware solutions to block malicious code (including viruses, trojans, worms, spyware, ransomware, adware, etc.);	12	Head of Technology

									<p>network segregation solutions and e-mail filtering solutions.</p> <p>April - Oct Update ICT received warnings from North West Warning & Advice Reporting Point (NW WARP) and the Head of ICT attended quarterly NW WARP meetings for the first time.</p> <p>Oct-March update No change during this period</p>	
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Mission :- Safer Stronger Communities: Safe Effective Fire-fighters										
RISK	STRATEGIC CORPORATE RISK	RISK No.	SPECIFIC CORPORATE RISKS	SUB RISK No.	AIMS AFFECTED	IMPACT	RISK SCORE	MITIGATION	MITIGATED SCORE	RISK/ACTION OWNER
Aims: 1) Excellent Operational Preparedness. 2) Excellent Operational Response. 3) Excellent Prevention & Protection. 4) Excellent People										
7.	Procurement	7.2	Poorly Managed contracts/Partnerships the Financial impacts, onerous T&Cs	7.2.1	1,2,3,4	Negative impact on service delivery, legal issues, poor quality Partnerships undertaken	12	Regular, documented contract management in place for key contracts with priorities agreed between the Authority and the supplier.	0	Head of Procurement

								<p>April-Oct Update Additional training is being arranged for Procurement staff to ensure the management of contracts is at the highest professional level</p> <p>Oct-March update No issues arising in the year</p>		
7.	Procurement	7.3	Key suppliers of goods and services ceasing to trade	7.3.1	1,2,3,4	Immediate impact on availability of goods and services required to operate efficiently, legal issues, alternative sources of supply needed.	15	<p>Use of Creditsafe alerts to identify and financial changes to contracted suppliers.</p> <p>April-Oct Update No areas of concern have been identified</p> <p>Oct-March update No areas of concern for 2020/21</p>	0	Head of Procurement

		1.8	Changes to insurance discount rates	1.8.1	1,2,3,4	Increased insurance premiums	15	This is largely out of the control of MFRA but careful negotiation and management of all contracts assist with mitigating the effect. Removed Octt 2019	12	Director of Legal, Procurement & Democratic Services
				3.5.2	1,2,3,4	Saughall Massie		Planning permission has now been received for Saughall Massie and Authority approval will be sought later in 2017 for the build to commence, once the land has been obtained. Removed Octt 2019	6	Head of Estates
4.	Environmental and Political	4.11	Diesel fuel vehicles being phased out in the future	4.11.1	1,2,3	Impact on fleet and lease vehicles		Long term planning for vehicle and asset refresh. April-Oct Update Risk merged with 4.9 with change to descriptor – November 2020		AM Operational Preparedness

6.	Technology Risks	6.10	Unavailability of the Home Office Incident Recording System (IRS). March 2019 - CFOs have received notification that funding has not been granted to renew this system and although the intention is to maintain it there is a risk that it will become unavailable.			MFRS would be unable to record any detailed data about incidents other than what is captured on the mobilising system management information system. This would severely hamper the Service's ability to supply data and information for planning and performance management purposes.		We will engage with Home Office and NFCC to try and ensure that access to the system is not lost. Also, some fire and rescue services have their own incident recording system and only use IRS to send data to government. We will explore other systems used and whether they would be appropriate/affordable for MFRS. Closed March 2020	12	Director of Strategy and Performance
3.	Loss of Strategic Sites/Assets			3.5.3	1,2,3,4	St Helens	25	In St. Helens a suitable site has been identified & negotiations are currently underway to resolve the various issues that are currently preventing progress. If this site falls through, an alternative site will be sought. If nothing appropriate can be found, Eccleston will close completely and the current St. Helens site continue to be utilised for response in the wider St. Helens area. Apr-Oct Update	12	Head of Legal & Democratic Services.

								New station build completed and opened on 16 th October Station completed and opened on 16 th October. CLOSED		
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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	FULL AUTHORITY		
DATE:	20TH MAY 2021	REPORT NO:	CFO/022/021
PRESENTING OFFICER:	CFO PHIL GARRIGAN		
RESPONSIBLE OFFICER:	AM OAKFORD	REPORT AUTHOR:	GM THOMAS
OFFICERS CONSULTED:	STRATEGIC LEADERSHIP TEAM		
TITLE OF REPORT:	2020/21 FATAL FIRE AND FIFTEEN YEAR TREND ANALYSIS FATAL FIRE REPORT		

APPENDICES:	APPENDIX A:	FATALITY REPORT 2020/21
	APPENDIX B:	FIFTEEN YEAR TREND ANALYSIS

Purpose of Report

1. To provide members of the Authority with insight into the fatal fires responded to by Merseyside Fire & Rescue Service (MFRS) during 2022/2021.
2. To further provide members with a detailed analysis of the fatal fires responded to by MFRS as a result of accidental dwelling fires over a fifteen-year period.
3. To provide Members of the Authority of the approach adopted by MFRS in order to reduce the impact of such incidents on the communities of Merseyside.

Recommendation

4. That Authority Members note the content of the appended reports.

Introduction and Background

5. Each year, Merseyside Fire and Rescue Authority's (MFRA) incident information (such as fire reports and fatal fire investigations) is analysed by the Business Intelligence team in consultation with Prevention managers to produce the following annual reports:
 - Fatal Fire Review for the previous financial year and
 - Fatal Fire Review for the previous 15 years.
6. The Business Intelligence Team have provided a fifteen-year trend analysis report enabling larger data analysis and scrutiny to be applied into the causes of such incidents. The two documents are attached as appendices A and B.
7. The data captured within these reports is used to analyse and identify any trends, which then informs the continuous review of the Home Safety Strategy. Fatal fire data represents the tip of the risk profile and to prevent this misleading our targeting

strategies, additional factors are also considered that account for the broader risk across our vulnerable communities.

8. Members of the Authority will recognise commonalities between the 15-year report and the previous financial year report in terms of underlying causes of fatalities in accidental dwelling fires (age, deprivation and lifestyle - smoking).
9. The reports highlight the rationale that underpins our Home Safety Strategy and helps to explain its effectiveness in the continued reduction of accidental dwelling fires for four consecutive years. The use of this data is used to evaluate our current strategy and to better inform the targeting of Fire and Rescue Service resources.
10. The Coronavirus pandemic has changed how the Service has delivered the Home Safety Strategy during this past year. However, we have been able to adopt a risk based approach which has seen the Service keep the most vulnerable safe whilst negating the risk of Covid transmission.
11. MFRA officers are actively engaged with the National Fire Chiefs' Council (NFCC) to inform Prevention policy and directly influence the professionalising of Prevention activity in the sector.
12. Through NFCC work streams, MFRA officers remain directly involved in the development of a Person Centred Approach to fire safety in the home.

Equality and Diversity Implications

13. The fatal fire analysis identifies that people with protected characteristics such as age and disability are disproportionately at risk of fire. In this last reporting year all victims of fire were White British and over 15 years the majority of fatal fire victims were also White British. The continued monitoring of data is used to underpin our targeting strategies.

Staff Implications

14. This report has no significant changes that will impact on staff.

Legal Implications

15. This report has no significant changes that will impact on legal matters.

Financial Implications & Value for Money

16. The recommendations in this report will continue to demonstrate the effectiveness of Prevention interventions which in turn are likely to reduce operational demand and improve community safety.

Risk Management, Health & Safety, and Environmental Implications

17. During 2020/21, the service attended 7 fatal fire incidents (during lockdown periods) despite the continued downward trend in accidental dwelling fires.

18. The Service during this past business year has been severely impacted in the delivery of HFSCs by Operational Staff and it may not be fully determined for some time the impact of this reduction in activity during this period.
19. Our advocate performance during 2020/21 for the delivery of Safe and Well Visits has remained high (80% of the expected target). Visits were triaged on the basis of fire risk outweighing the risk of Covid.
20. To help mitigate risk, the Service carried out leaflet drops to over 300,000 properties reminding the community to the dangers of fire and delivering increased safety messaging on social media platforms.
21. This has resulted in a number of highly vulnerable (to fire) persons being identified.
22. Plans are being made for a gradual and risk assessed re-introduction of HFSC's for Operational Crews through the Strategic Business Continuity Group and in line with the Covid Recovery Road Map.

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

23. The use of the fatal fires analysis to enhance the effectiveness of Prevention interventions assists the Service to make significant and direct contribution towards the Services' mission.

BACKGROUND PAPERS

NONE

GLOSSARY OF TERMS

HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services
MFRA	Merseyside Fire and Rescue Authority
NFCC	National Fire Chief's Council
HFSC	Home Fire Safety Check

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Analysis of Fatalities in Accidental Dwelling Fires between 1st April 2020 and 31st March 2021

**TO BE PRESENTED TO:
Authority
Strategic Leadership Team**

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**STRATEGY & PERFORMANCE
PREVENTION**

Date work received: 01/04/2021
Date work completed: 16/04/2021

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1. Agreement

For the purpose of this report the following agreement was made between the client and the Strategy and Performance Directorate.

This work was requested by AM Oakford and received on 01/04/2021.

The Manager¹ has approved this report/ piece of work can be undertaken by the Strategy and Performance Directorate.

If the scope of the work changes, authorisation must be again obtained and would be noted within the version control document sheet.

It was agreed that this report would be produced in draft format by May 2020, and would be sent electronically to the Director of Strategy and Performance Directorate and Client for comment.

The Manager / Client agreed that their comments would be received back by May 2021.

The final report, which will always be in PDF format, would be produced by May 2021,

¹ Deb Appleton

subject to receiving comments.

2. Summary

The purpose of this report is to provide an analysis regarding the circumstances of fatalities in accidental dwelling fires across Merseyside during 2020/21. In summary, the findings within this report are as follows:

- During 2020/21, there were 7 fatalities as a result of accidental dwelling fires, an increase of 2 on the previous year.
- When broken down by district, there were: 4 in Sefton, 2 in Knowsley and 1 in St Helens. The fatalities in Knowsley and St Helens are the first deaths to have taken place in those districts in over 5 years. There were 0 fatalities in Wirral, the first time this has occurred in over 10 years as well as 0 in Liverpool.
- The ages of the victims ranged between 37 and 81, with 2 victims being above the age of 65 and 5 above the age of 60.
- Concerning sex; 3 victims were female and 4 were male. In terms of racial profile, all 7 were White British.
- Based on the National Index of Multiple Deprivation, 5 victims resided in high deprivation neighbourhoods.
- Taking ignition source into account; 1 was linked to the careless use of a heating appliance, 5 were related to smoking material and 1 was the result of burning refuse in the garden.
- 6 of the 7 households had previously received a Home Fire Safety Check
- Within the 6 properties to have previously received a Home Fire Safety Check, the smoke alarm actuated on 4 occasions, it was unknown whether or not it had actuated in the remaining 2. The Smoke alarm failed to actuate in 1 incident due to the positioning of the alarm and lack of smoke in its vicinity.

3. Introduction

This report analyses fire related fatalities across Merseyside during 2020/21. The focus of this report are fatalities that occurred as a result of an Accidental Dwelling Fire (ADF).

This report contains information relating to the circumstances of individuals who have regrettably died in a fire, as well as other information, including: Equality & Diversity protected characteristics, ignition source and temporal analysis, all of which will support the on-going and proactive actions of the staff involved in Prevention activity and their actions to reduce the risk of fire.

4. Case Studies

The following section outlines case studies where people died as a result of an accidental dwelling fire during 2020/21. Merseyside Fire & Rescue Service has continued to play a significant role in reducing the number of fatalities caused by fire and works closely with partner agencies to ensure that measures have been put in place to reduce the risks associated with fire.

Case 1: April 2020 Sefton

The deceased was a 62-year-old female, who was the sole inhabitant of the flat where she lived; the victim was alone at the time of the incident. At 05:09 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had not received a Home Fire Safety Check before the fire; the property did however have smoke alarms fitted, but they failed to actuate due to being positioned in the hallway where too little smoke was available to set off the detector². The fire occurred in the living room with the victim being located in the same room. The suspected cause of the fire was due to a carelessly discarded cigarette igniting upholstery on a chair.

Case 2: April 2020 Sefton

The deceased was a 63-year-old male, who cohabited in the bungalow where he lived; the victim was not alone in the property at the time of the incident. At 02:05 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had previously received a Home Fire Safety Check; during the safety check smoke alarms were provided free of charge, though it is unknown whether or not the smoke alarm actuated during the incident. The fire occurred in the living room with the victim being located in the same room. The victim survived the initial incident, though succumbed to his injuries at a later time. The suspected cause of the fire was due to the victim collapsing on to a lit gas fire.

Case 3: May 2020 Sefton

The deceased was an 81-year-old male, who was the sole inhabitant of the terraced house where he lived; the victim was alone at the time of the incident. At 18:03 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had previously received a Home Fire Safety Check; during the safety check smoke alarms were provided free of charge, which actuated during the incident. The fire occurred in the garden with the victim burning refuse, the victim accidentally set himself on fire, which then spread to a lean-to attached to the property, the victim was found in the garden.

Case 4: May 2020 St Helens

The deceased was a 76-year-old male, who was the sole inhabitant of the sheltered housing flat where he lived; the victim was alone at the time of the incident. At 12:48 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had previously received a Home Fire Safety Check; during the safety check

² The Smoke Alarm actuated when Firefighters entered the room where the fire took place – though this was too late for the victim

smoke alarms were provided free of charge, which actuated during the incident. The fire occurred in the living room with the victim being located in the same room. The suspected cause of the fire was due to a carelessly discarded cigarette igniting upholstery on a chair.

Case 5: January 2021 Knowsley

The deceased was a 54-year-old male, who was the sole inhabitant of the flat where he lived; the victim was alone at the time of the incident. At 14:09 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had previously received a Home Fire Safety Check; during the safety check smoke alarms were provided free of charge, which actuated during the incident. The fire occurred in the living room with the victim being located in the same room. The suspected cause of the fire was due to a carelessly discarded cigarette igniting upholstery on a chair.

Case 6: January 2021 Sefton

The deceased was a 37-year-old female, who was the sole inhabitant of the flat where she lived; the victim was alone at the time of the incident. At 04:33 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had previously received a Home Fire Safety Check; during the safety check smoke alarms were provided free of charge, it is unknown whether or not the smoke alarm actuated. The fire occurred in the bedroom with the victim being located in the adjoining hallway. The suspected cause of the fire was due to a carelessly discarded cigarette igniting bedding.

Case 7: February 2021 Knowsley

The deceased was a 62-year-old female, who was the sole inhabitant of the terraced house where she lived; the victim was alone at the time of the incident. At 07:34 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had previously received a Home Fire Safety Check; during the safety check smoke alarms were provided free of charge, which actuated during the incident. The fire occurred in the bedroom, with the victim being located in the same room - this bedroom was a converted living room. The suspected cause of the fire was due to a carelessly discarded cigarette igniting bedding on the cot that victim slept in.

5. Methodology

This research was undertaken initially by analysing the data held and managed by the Merseyside Fire and Rescue Authority (MFRA) Incident Investigation Team (IIT).

Fatalities in accidental dwelling fires were originally reported under the Best Value Performance Indicator 143(ii). Since 2008, this performance indicator has become defunct at a national level; however Merseyside Fire and Rescue Authority still measure this as Key Performance Indicator DC12. Qualification for this performance indicator is decided by members of MFRA Incident Investigation Team (IIT) and the Coroner.

Some data within this report is still awaiting Coroner agreement and as such some figures may be subject to change.

The Long Time Series Analysis counts have been obtained from the following:

- Between 1991/92 – 1999/2000: Freedom of Information Request from Department for Communities and Local Government
- Between 2000/01 – present: MFRA Incident Investigation Team archives

The ratio of incidents to fatalities is: count of total accidental dwelling fires / count of fatalities

Index of Deprivation 2019 (IOD 2019) has been used to measure the levels of deprivation where fire fatalities took place³.

The IOD 2019 data was then analysed in two ways:

- At a local level the IOD 2019 data was restricted to solely Merseyside, this data was then split into 10 bands with equal counts, each representing a decile of relative localised deprivation. This data is merged with fatality incident data and analysed.
- At a national level the IOD 2019 data has not been restricted to Merseyside, the national dataset is split into 10 equal bands, with each band being a decile of deprivation. This data is merged with fatality incident data and analysed.

The Index of Deprivation 2019 was obtained from the Ministry for Housing, Communities and Local Government.

The software used to complete the analysis, was Microsoft Office Excel 2016 and MapInfo Professional 11.0 for filtering and mapping the data.

³ IOD ranks deprivation in the form of an index, where low numbers indicate Super Output Areas (LSOA) which have high levels of deprivation and high numbers indicating Super Output Areas with least deprivation

6. Results

6.1 Retrospective

Long Time Series Analysis

Chart 1: Long Time Series of fatalities in Accidental Dwelling Fires between 1991/92 and 2020/21

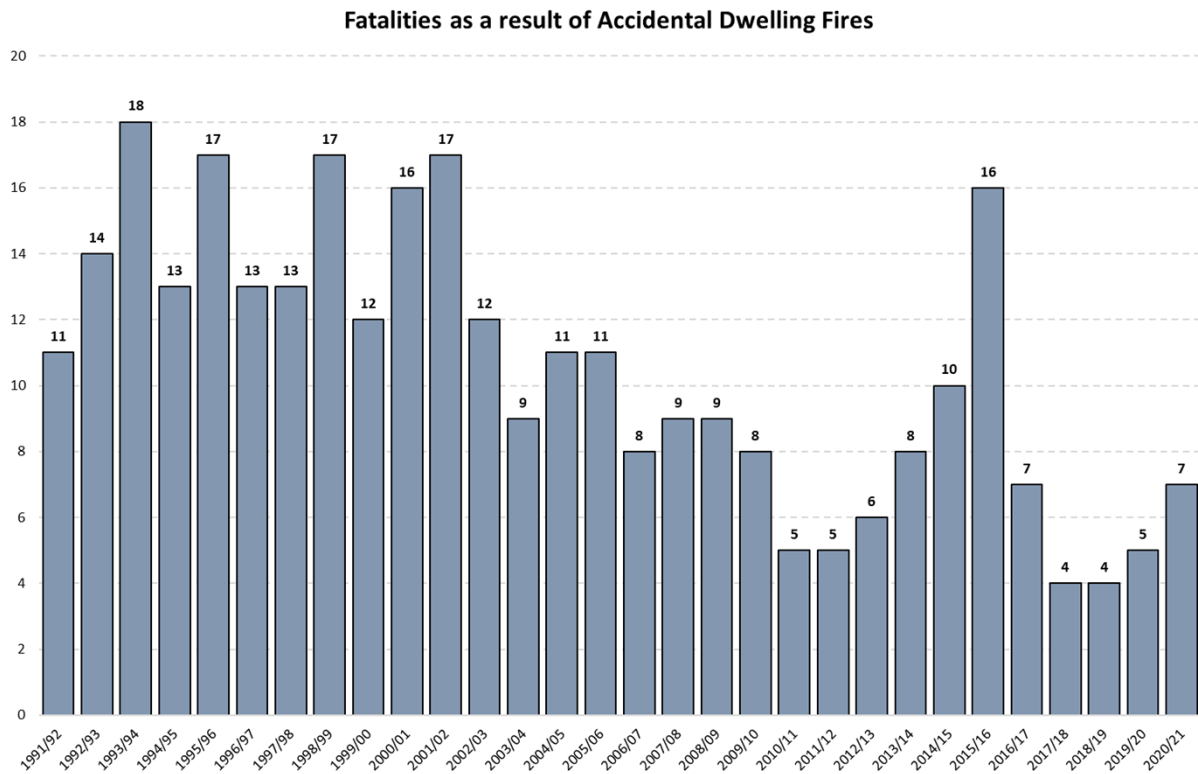


Chart 1 provides a count of accidental dwelling fire fatalities between 1991/92 and 2020/21. What is evident is that over this period, fatalities on the whole have reduced.

In recent years, 2015/16 resulted in the greatest number of fire fatalities with 16. Prior to 2016/17, there was an upward trend in the count of fatalities, however this upward trend was halted with the 7 deaths for 2016/17 and then a low of 4 during 2017/18 – and again during 2018/19. Over the 30-year period, 1993/94 had the highest number of fatalities with 18, followed by 1995/96, 1998/99 and 2001/02 with 17 each.

During 2020/21, there were 7 victims.

10 Year Retrospective

Chart 2: Fatalities in Accidental Dwelling Fires between 2011/12 and 2020/21 by district

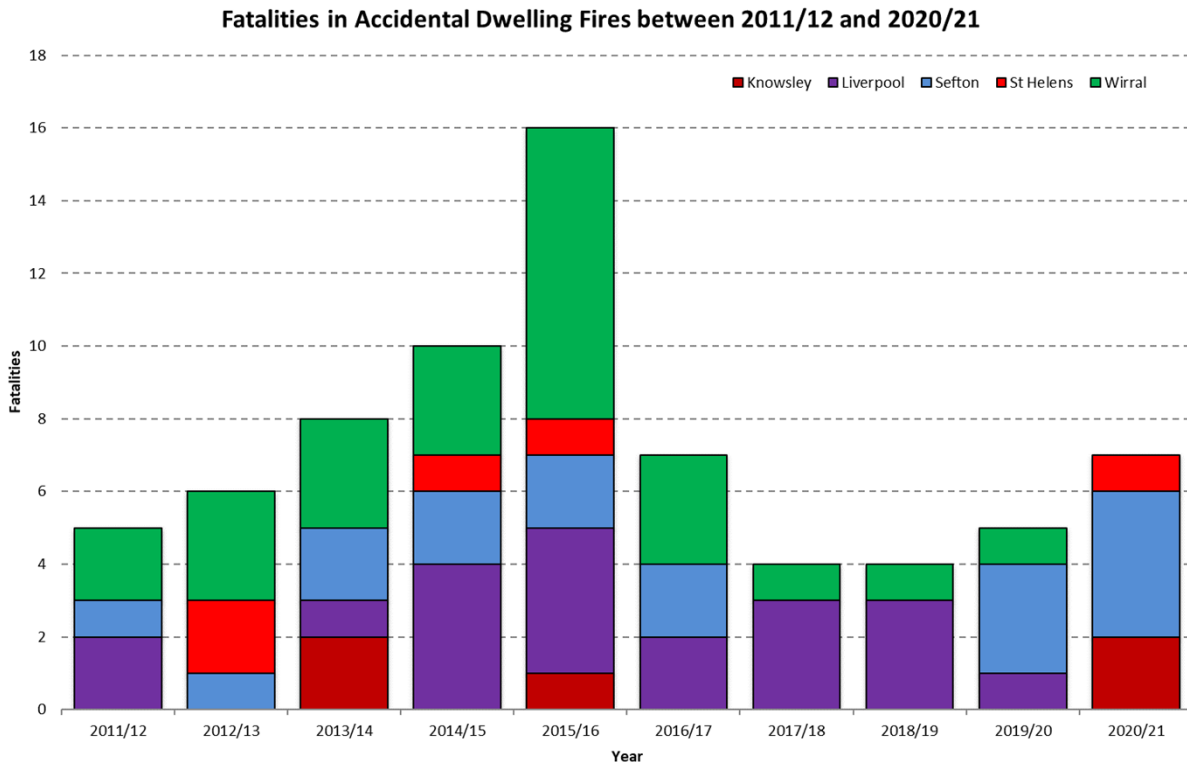


Chart 2 identifies that since 2015/16, when 16 fatalities occurred, there have been sizeable reductions. There were record lows of 4 fatalities, during both 2017/18 and 2018/19. Since 2018/19, there have been increases, with 5 during 2019/20 and 7 during 2020/21.

When analysed by district, the counts vary, though Wirral is consistent in having fire deaths in the majority of years. Over the 10-year period, 2020/21 is the first year to see no fire deaths in Wirral. Liverpool has fluctuated between the years under review, but saw no fire deaths during 2020/21, the first time since 2012/13. Sefton saw no fatalities during the years 2017/18 and 2018/19, however this trend has seen an upturn since 2019/20 with 3 fatalities taking place in that year, followed by 4 during 2020/21. The Local Authority districts of Knowsley (2) and St Helens (1) saw their first fire deaths since 2015/16.

6.2 Spatial Analysis

Table 1: Ratio of Accidental Dwelling Fire Incidents to Fatal Incidents during 2020/21

Counts	Knowsley	Liverpool	Sefton	St Helens	Wirral	Total
Overall Fatalities	2	0	4	1	0	7
Accidental Dwelling Fires	98	309	154	83	154	798
Ratio	1:49	0:309	1:39	1:83	0:154	1:114

Table 1 provides the ratio of accidental dwelling fire incidents against related fire deaths across Merseyside. The table identifies that Sefton had the highest ratio of incidents to

fatalities with 1 fatal fire per 39 incidents, Knowsley had 1 fatal fire per 49 incidents and St Helens had 1 fatality per 83 incidents. As previously mentioned there have been no accidental dwelling fire fatalities in Liverpool or Wirral during 2020/21.

Deprivation Analysis

Chart 2: Accidental Dwelling Fires Fatal incidents during 2020/21 in relation to Indices of Deprivation (IOD) 2019

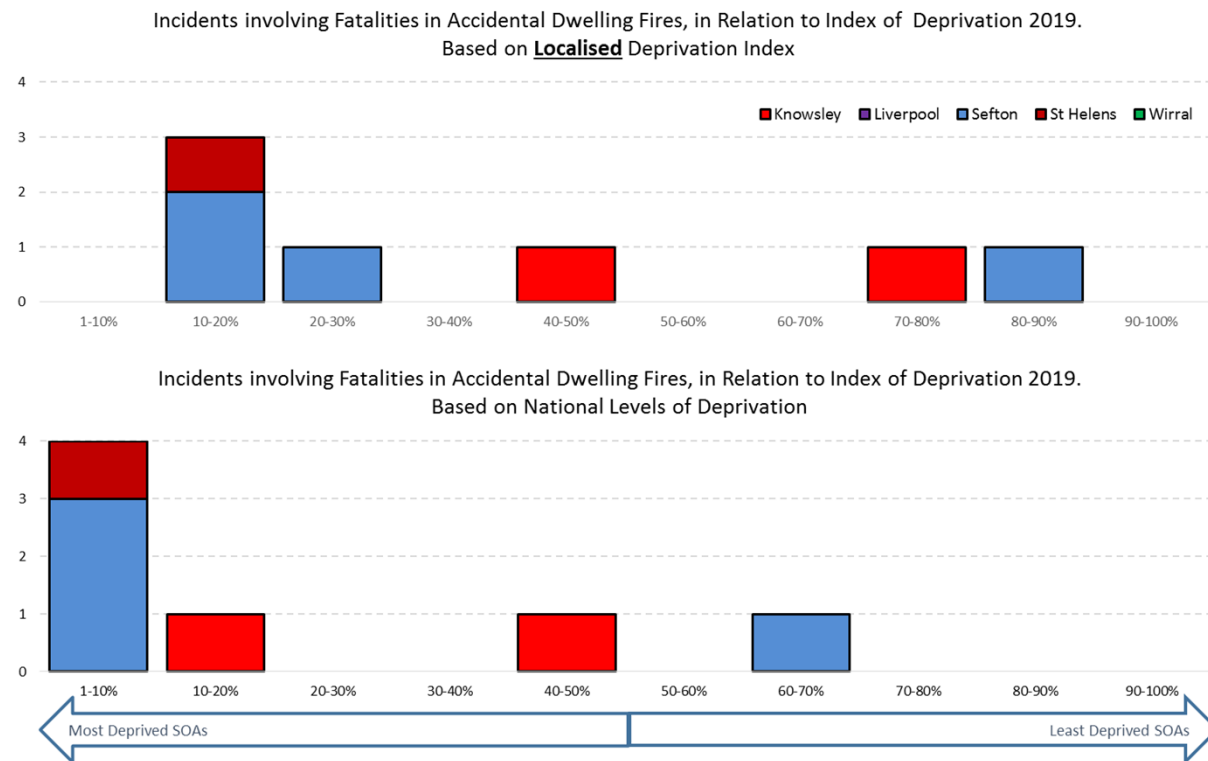


Chart 2 analyses the levels of deprivation where an incident involving a fatality took place, based on:

- A localised – Merseyside based index of deprivation
- Against national levels of deprivation

When levels of deprivation are applied locally (upper stacked bar chart), the data shows that the majority of fatal fire incidents occur within the 50% most deprived deciles locally, with 2 occurring in the 50% least deprived deciles.

When levels of deprivation are applied at a national level (lower stacked bar chart), it clearly identifies that the majority of fatal incidents occur within the most deprived areas. Please note there is skewing due to Merseyside, as a whole being one of the most deprived counties in England.

6.3 Incident Analysis

The following section summarises the status and circumstances of victims:

Circumstances

Table 2: Fire room of origin and victim location

Room of Ignition	Room where victim was located				Total
	Living Room	Bedroom	Hallway	Garden	
Living Room	4				4
Bedroom		1	1		2
Garden				1	1
Total	4	1	1	1	7

Concerning the fire room of origin, 4 incidents started in the living room, 2 in the bedroom, and 1 in the garden. In 6 incidents the victim was located by MFRA operational crews in the room of origin.

Table 3: Fire room of origin and ignition source⁴

Room of Ignition	Cause			Total
	Smoker's Materials	Careless Use Of Heating Appliance	Burning Refuse	
Living Room	3	1		4
Bedroom	2			2
Garden			1	1
Total	5	1	1	7

Table 3 provides a breakdown of the ignition sources in relation to the room where the incident took place. The table identifies, that within the living room, 3 victims perished as a result of smoker's materials, with further 1 victim dying as the result of the careless use of a heating appliance. 2 victims within the bedroom perished as a result of smoker's materials and the final victim dying in the garden whilst burning refuse.

The Victims

- There were 4 male and 3 female victims.
- The male victims were: 56, 63, 74 and 81 years of age. The 63-year-old cohabited. The female victims were: 62, 62 and 63.
- All 7 victims were White British.

Temporal Analysis

- Fatalities took place during the months of: April * 2, May *2, January * 2 and February. No fatalities took place during Summer and Autumn months.
- Incidents took place during the following hours: 02:00 - 02:59, 04:00 - 04:59, 05:00 - 05:59, 07:00 - 07:59, 12:00 - 12:59, 14:00 - 14:59 and 18:00 - 18:59.

⁴ For analysis purposes the causes have been summarised; for more detail, please refer to the Section 4 Case Studies for additional details

Fire Safety

Table 4: Fire Safety – Home Fire Safety Check & Smoke Alarm status

Smoke Alarm Status	HFSC Received		Total
	Yes	No	
Fitted & Actuated	4		4
Fitted Unknown if Actuated	2		2
Fitted & Did Not Actuated		1	1
Total	6	1	7

Table 2 identifies that 6 of the properties received a Home Fire Safety Check (HFSC), with 1 had not. Concerning properties where a HFSC took place; in 4 cases a smoke alarm was fitted and actuated, and in 2 cases it was unknown if it had actuated. Concerning the property that did not have a HFSC, there was a smoke alarm fitted but failed to operate due to the placement of the smoke alarm.

7. Information Sharing & Identification of those at fire risk

Merseyside Fire and Rescue Authority (MFRA) continues to work closely with key partners to ensure that the risk of fire is reduced within the community.

To identify those at risk of fire, a key area of work has been through establishing and agreeing information sharing protocols with a number of key partners. These protocols have ensured that there is a formal legal framework to share information securely.

By establishing these protocols and receiving this data, staff within MFRA can engage with vulnerable people who are already known by other professionals. This has greatly assisted in identifying those who are most vulnerable to the risks associated with fire.

Community Safety Advocates and other staff who deal directly with the most vulnerable people within the community have outlined that without the secure sharing of data, MFRA would find it more difficult to find out about and **engage** with a person at high risk of fire.

MFRA Home Safety Strategy primarily focuses on individuals aged over 65 years old and through the use of NHS Exeter Data the Authority has targeted individuals from that age range that also have either associated adult social needs or have not been visited by MFRA in the last 24 months. More recently, the strategy has been developed to include those who also live in the most deprived areas of Merseyside. MFRA regularly review the information sharing protocols in place and the use of secure technology (AVCO) ensures that MFRA securely receives electronic data from partner agencies.

Appendix A: Comparison against Injuries in Accidental Dwelling Fires

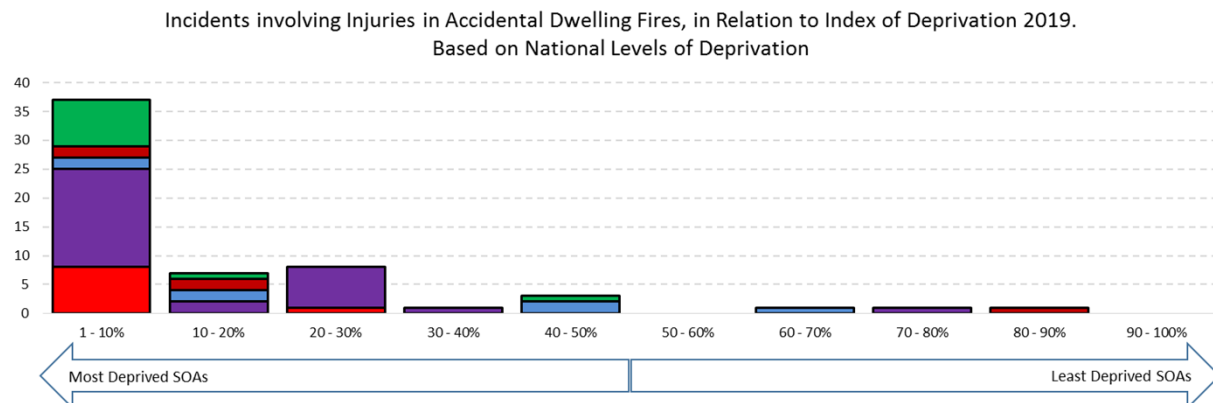
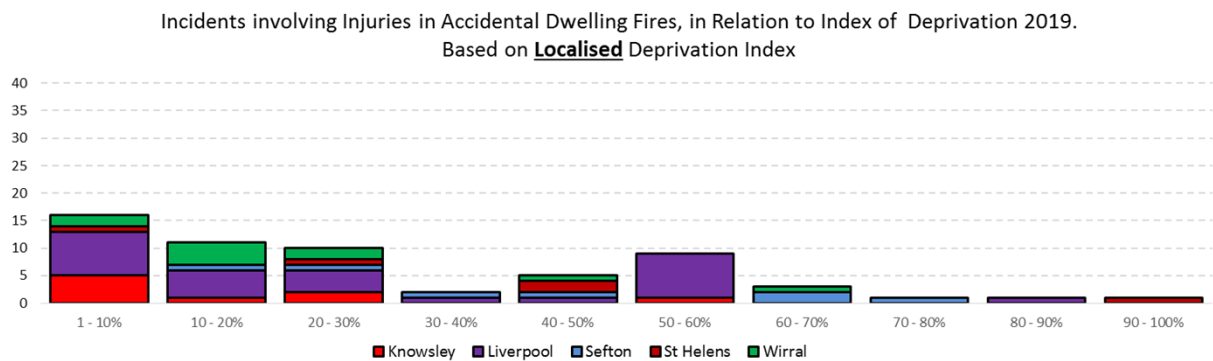
Though every death is a tragedy, the learning from such an occurrence is incorporated into our future planning where we aim to avoid any further deaths by implementing initiatives and activities to target individuals at greatest risk. Though the fatality data is key in identifying risk trends, it is not the only piece of data that is considered. Injury data from accidental dwelling data provides a far greater data set which adds richness to the analysis. The following section briefly analyses injuries as a result of accidental dwelling fires and identifies commonalities between fire victims.

Table 5: Ratio of Accidental Dwelling Fire Incidents to Injury Incidents during 2020/21

Counts	Knowsley	Liverpool	Sefton	St Helens	Wirral	Total
ADF involving injury	8	21	7	5	7	48
Accidental Dwelling Fires	98	310	154	83	154	799
Ratio	1:12	1:15	1:22	1:17	1:22	1:17
Overall Injuries	9	28	7	5	10	59

Table 5 provides the ratios of incidents where injuries have taken place. The table shows that Sefton had the joint lowest proportion of injuries, while having the greatest number of deaths. Knowsley saw the highest ratio of injuries to incidents, but saw the second highest count of deaths.

Chart 3: Accidental Dwelling Fires Injury incidents during 2020/21 in relation to Indices of Deprivation (IOD) 2019



Like Chart 2 earlier in this report, Chart 3 identifies that scrutiny of national IOD data indicates a clear link between fire injuries and deprivation, with the majority of injuries occurring within the most deprived decile.

When a localised deprivation index is applied the chart is flatter in shape, though there is still a clear link between there being more fire injuries in more deprived areas than not.

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Historical Analysis of Fatalities in Accidental Dwelling Fires between 2006/07 and 2020/21

AUDIENCE

**TO BE PRESENTED TO:
Authority
Strategic Leadership Team**

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**COMMUNITY RISK MANAGEMENT
PREVENTION**

Date work received: 01/04/2021
Date work completed: 16/04/2021

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1. Agreement

For the purpose of this report the following agreement was made between the client and the Strategy & Performance Directorate.

This work was requested by AM Oakford and received on 01/04/2021.

The Manager¹ has approved this report/ piece of work can be undertaken by the Strategy & Performance Directorate.

If the scope of the work changes, authorisation must be again obtained and would be noted within the version control document sheet.

It was agreed that this report would be produced in draft format by May 2021, and would be sent electronically to the Director of Strategy & Performance and Client for comment.

The Manager / Client agreed that their comments would be received back by May 2020.

The final report, which will always be in PDF format, would be produced by May 2021, subject to receiving comments.

¹ Deb Appleton

2. Summary

The purpose of this report is to analyse the circumstances and contributing factors concerning deaths in accidental dwelling fires attended, between 2006/07 and 2020/21. Fatalities in accidental dwelling fires, are relatively rare compared to other incidents that Merseyside Fire and Rescue Service attends, though their impact is most severe to the families and friends of the deceased.

In summary this report presents the following findings:

Victim Summary

- Between 2006/07 and 2020/21 there were a total of **111** fire deaths as a result of accidental dwelling fires; these deaths are attributed to **105** fire incidents.
- Between 2006/07 and 2010/11, the trend for fire deaths was falling, with (at the time) lows of 5 deaths during both 2010/11 and 2011/12. However, from 2012/13 the count of fatalities increased year on year leading to a 10 year high of 16 during 2015/16. Since 2015/16 fire deaths have dropped, with 7 during 2016/17 and lows of 4 for both 2017/18 and 2018/19. During 2019/20, there were 5 deaths, which then further increased to 7 for 2020/21.
- When analysed by district, both Liverpool and Wirral have seen 35 deaths. When aggregated to incidents per 100,000 population; Wirral has the greatest number of deaths with 10.8 deaths per 100,000 population, while Liverpool's ratio is much lower, with 7.0 per 100,000 population. Of note, during 2020/21 Knowsley and St Helens both saw fire fatalities, their first in 5 years.
- The risk of death in accidental dwelling fires increases with age, with the 45-49 and particularly the 75 and above age groups being at greatest risk.
- Concerning the demographic of fire fatalities, there is a bias towards male victims with 60 fatalities (54% overall). Female victims accounted for 51 accidental dwelling fire fatalities (46% overall).
- Concerning racial profile, the vast majority of victims were White British – accounting for 106 victims or 95.5% overall.
- In 69 out of 111 fire fatalities, the victim was the sole occupier. Taking all living circumstances into account, 79 victims were alone at the time of the fire that claimed their lives.

Incident Summary

- Concerning deprivation and the use of Ministry of Housing, Communities and Local Government's (MHCLG) Index of Deprivation (IOD) 2019, the general trend is that fatalities tend to occur more often in deprived areas, with fewer fire deaths occurring in areas of less deprivation. When the average age of victims is added to the equation it has been found that victims tend to die younger in deprived areas with older victims being found in areas of less deprivation.
- Taking smoke alarm ownership performance into account, in 62 incidents a smoke alarm was fitted and actuated (55% in total). There were 7 incidents where smoke alarms were fitted and did not actuate. On 19 occurrences there was no smoke alarm and a further 6 incidents where

the fitted smoke alarm was inoperable (i.e. no batteries). There were 9 occurrences where it was unknown whether the smoke alarm actuated and 2 incidents where the level of damage done to the property was so great it was unknown whether a smoke alarm had been fitted.

- 63 Home Fire Safety Checks (HFSC) were completed with victims prior to the incidents which claimed their lives. 38 did not have an HFSC.
- When analysing ignition sources it has been found that of the 105 fatal incidents, 56 were as a result of smoker's materials. Since 2009/10, when 7 deaths were the result of smoker's materials, there was a gradual reduction with only 1 death attributable to this ignition source during both 2011/12 and 2012/13. However, since 2013/14, deaths as a result of smoker's materials have increased leading to a high of 8 during 2015/16, though this has fallen since. During 2020/21, 5 deaths were attributed to smoker's materials.
- When analysing the room of origin of the fire and the ignition source, smoker's materials were responsible for the majority of fire fatalities in both the living room and the bedroom.
- When smoker's materials are combined with alcohol, overall 28 incidents (25.6%) were the result of this combination.
- Those over 65 are more likely to be involved in a fire where the careless use of heating appliance has taken place, this ignition source is most predominant in the living room.
- By month, the greatest number of deaths occurred during the autumn/winter months; particularly between November and March. The month of April also tends to have high counts of fire deaths.
- Peak times for incidents where a fatality occurs are between 02:00 - 03:59, 07:00 - 08:59 and 15:00 - 15:59.

3. Introduction

The purpose of this report is to analyse fatalities from accidental dwelling fires (ADF) between 2006/07 and 2020/21; analysing the circumstances and demographic background of such occurrences; using business intelligence to target risk and prevention work.

Compared to other incident types that Merseyside Fire & Rescue Authority (MFRA) attends; fire fatalities are relatively low in number, although their impact is most significant to family members, friends and the community of the deceased.

Fatalities in accidental dwelling fires are reported in Merseyside Fire and Rescue Authority's Service Delivery Plan as Key Performance Indicator DC12 which is reported to Authority on a quarterly and annual basis.

4. Methodology

The software used in this report includes:

- Microsoft Excel 2016 to interpret and graphically represent figures.
- MapInfo Professional 11 which was used to tag incidents with geographical information

The calculation for fatalities per 100,000 population is:

*(sum of Fatalities over 10 years / sum of Population over 10 years) * 100,000*

Population figures are based on Mid 2019 estimates published by the Office for National Statistics. Although this data takes place over a 15 year period, for clarity a single year of population is used for calculations.

Index of Deprivation 2019 (IOD 2019) has been used to measure the levels of deprivation where fire fatalities took place².

The IOD 2019 data was then analysed in two ways:

- At a local level the IOD 2019 data was restricted to solely Merseyside, this data was then split into 10 bands with equal counts, each representing a decile of relative localised deprivation. This data is merged with fatality incident data and analysed.
- At a national level the IOD 2019 data has not been restricted to Merseyside, the national dataset is split into 10 equal bands, with each band being a decile of deprivation. This data was merged with fatality incident data and analysed.

The Index of Deprivation 2019 was obtained from the Ministry for Housing, Communities and Local Government.

Data used in this report was supplied by the Merseyside Fire & Rescue Authority Incident Investigation Team; with the Coroner ultimately determining the cause of death.

Data used within this report is based on fatal incidents occurring in the home where the motive for the incident is judged to have been accidental. Please note the data contained within this report includes some information that is still awaiting Coroner agreement and as such the figures contained may be subject to change.

Fire fatalities include any person who has died as the direct or indirect result of injuries caused by a fire incident even if death occurred weeks or months later. There are also occasional cases where it transpires subsequently that fire was not the cause of death. For all of these reasons, fatalities data may therefore be subject to revision.

Concerning the Long Time Series Analysis, counts have been sourced from the following:

² IOD ranks deprivation in the form of an index, where low numbers indicate Super Output Areas (LSOA) which have high levels of deprivation and high numbers indicating Super Output Areas with least deprivation

- Between 1991/1992 – 1999/2000: Freedom of Information Request from Department for Communities and Local Government
- Between 2000/2001 – present: Incident Investigation Team archives

The time of call analysis is based on incidents which were **NOT** late calls, accounting for 93 incidents within the entire dataset.

Data Limitations:

The findings within this report is based on available data. As fire fatalities are a relatively rare occurrence the volume of data is small. Therefore, some conclusions based on the data should be approached with caution.

The injury analysis within Appendix A is based on criteria used to measure Performance Indicator: DC13 Number of injuries from accidental dwelling fires. This is based on a count of persons injured by fire and required hospital treatment.

5. Results

5.1 Victims of Fatal Accidental Dwelling Fires

The following section is based on the details of victims who died as a result of an accidental dwelling fire. In total between 2006/07 and 2020/21 there were 111 victims and as such the following tables and charts all equate to this figure.

5.1.1 Long Time Series Analysis

Chart 1: Long Time Series of fatalities in Accidental Dwelling Fires between 1991/92 and 2020/21

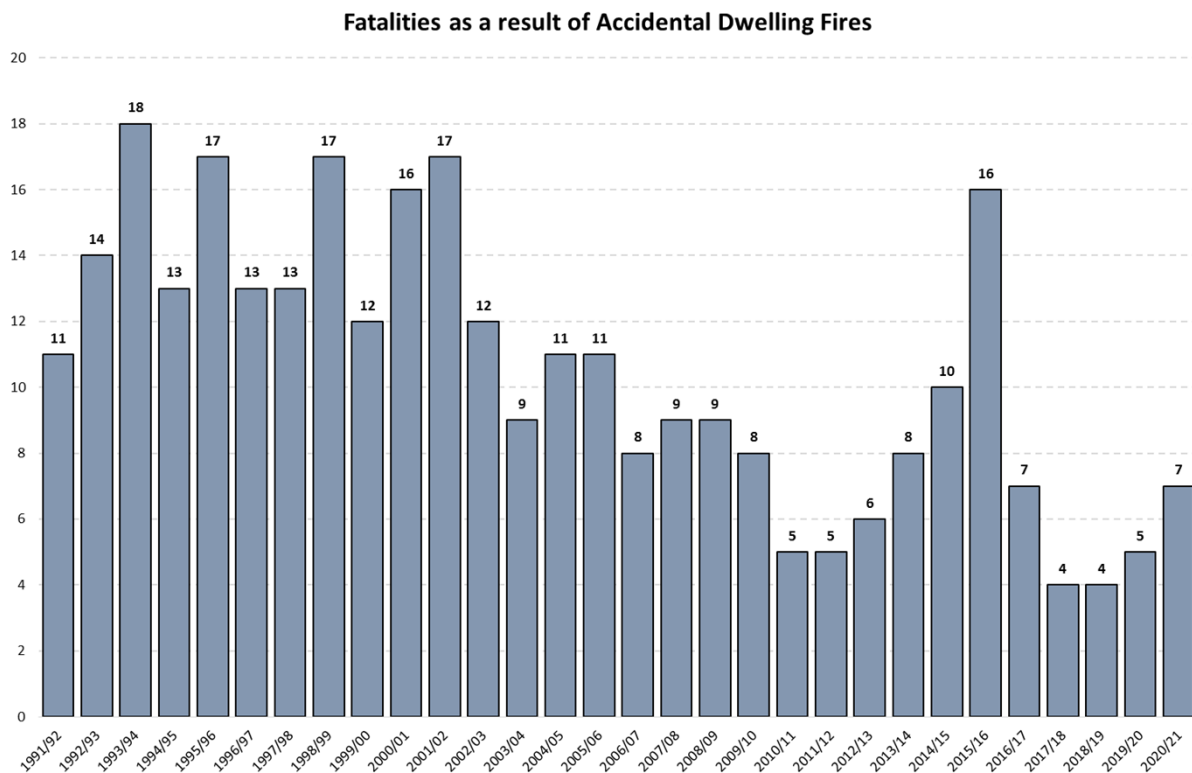


Chart 1 provides a count of accidental dwelling fire fatalities between 1991/92 and 2020/21. The chart identifies that 2015/16 resulted in the greatest number of fire fatalities in recent years, though in the past there were higher counts. Prior to 2016/17, there was an upward trend in the count of fatalities, however this upward trend was halted with the 7 deaths for 2016/17 and a low of 4 during 2017/18 and 2018/19. Over the 30-year period, 1993/94 had the highest number of fatalities with 18, followed by 1995/96, 1998/99 and 2001/02 with 17 each. In recent years there has been a moderate increase in incidents since 2018/19, with 5 during 2019/20 and 7 during 2020/21³.

³ It is unknown whether the impacts of the Covid 19 lockdowns have had an impact on 2020/21.

5.1.2 Comparison of Fatalities by District

Chart 2: Fatalities in Accidental Dwelling Fires between 2006/07 and 2020/21 by District

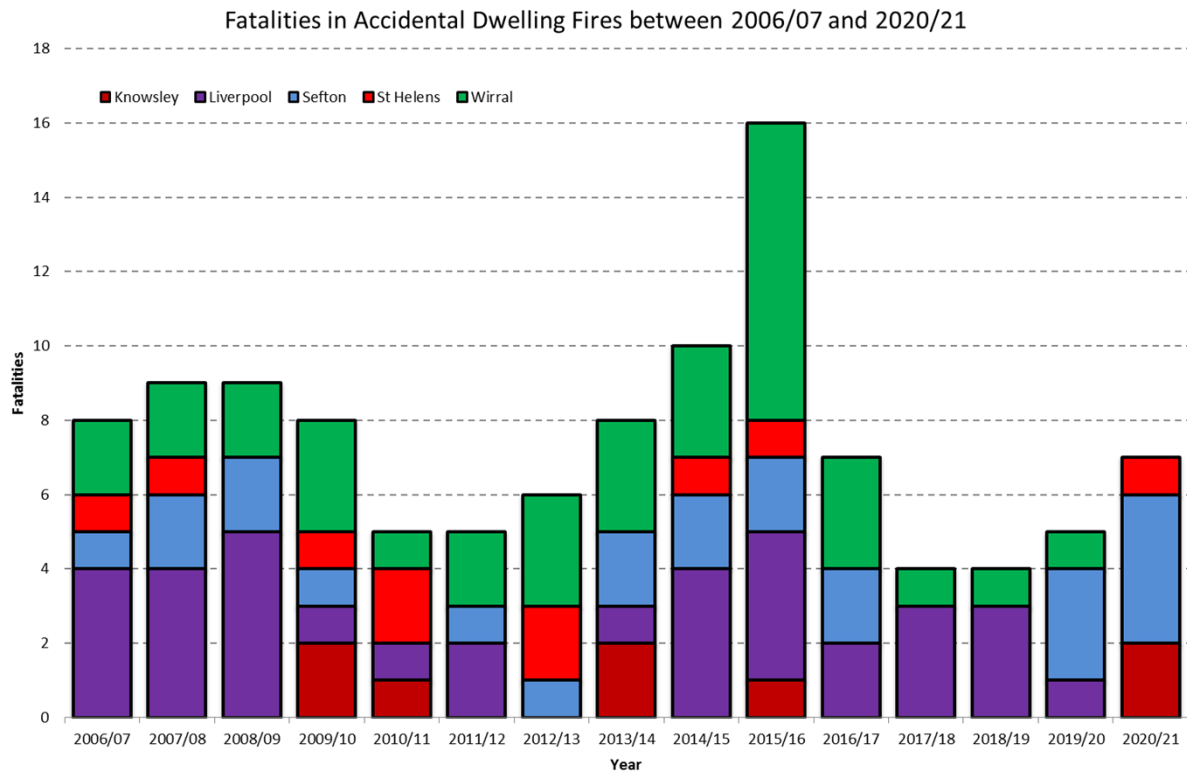


Chart 2 identifies that over the 15-year period, fatalities have fluctuated. Prior to 2010/11, accidental dwelling fire fatalities were on a downward trend, only for an upward trend to occur between 2012/13 and 2015/16. Since the high of 16 during 2015/16, fire deaths have fallen - leading to a low of 4 for both 2017/18 and 2018/19. Since 2019/20, there has been a moderate increase in fatal incidents with 5 occurring during 2019/20 and 7 during 2020/21.

During 2020/21, there were 0 fatalities in Wirral (for the 1st time in recent years) and Liverpool, however there were fatalities in both Knowsley (2) and St Helens (1) – the first to have occurred in 5 years.

Table 1: Comparison of overall fatality counts by district and population

Counts	Knowsley	Liverpool	Sefton	St Helens	Wirral	Total
Overall Fatalities	8	35	23	10	35	111
Rate per 100,000 population	5.3	7.0	8.3	5.5	10.8	7.8
<i>Fatal Incidents</i>	8	33	21	10	33	105

Table 1 allows a direct comparison of overall fatality counts between the Merseyside districts by aggregating the data to deaths per 100,000 head of population for direct comparison.

The table shows that there have been 35 fatal fire victims in both Liverpool and Wirral. When population counts are considered – Wirral proportionally has had the greatest number of fatalities with 10.8 per 100,000 population over the 15-

year period, compared to Liverpool having a lower ratio of 7.0 per 100,000 population.

Taking into account the number of fatal incidents by district, the table identifies that of the 105 incidents, 6 incidents involved 2 victims; with 2 of such incidents occurring in: Sefton and Wirral and Liverpool.

5.1.3 Demographic Analysis

Table 2: Fatalities by Age and Sex (with fatalities per 100,000 population ratio)

Age group	Male		Female		Total	
5-9	0	(0)	1	(2.5)	1	(1.2)
25-29	0	(0)	2	(3.9)	2	(1.9)
30-34	1	(2.1)	0	(0)	1	(1)
35-39	1	(2.3)	1	(2.3)	2	(2.3)
40-44	5	(13.2)	2	(5.1)	7	(9.1)
45-49	4	(9.4)	8	(17.7)	12	(13.6)
50-54	7	(15.2)	2	(4)	9	(9.3)
55-59	4	(8.4)	3	(5.9)	7	(7.1)
60-64	5	(12.1)	5	(11.3)	10	(11.6)
65-69	3	(8.1)	4	(10.2)	7	(9.2)
70-74	4	(11.8)	3	(8.1)	7	(9.9)
75-79	10	(43.7)	3	(10.9)	13	(25.7)
80-84	5	(30.2)	9	(39.8)	14	(35.7)
85-89	9	(77.4)	6	(32.3)	15	(49.7)
90+	2	(51.3)	2	(23)	4	(31.8)
Total	60	(8.5)	51	(7)	111	(7.8)

Table 2 provides the count of fire deaths by age and sex along with the ratio of fire deaths per 100,000 head of population. The table identifies several age groups at greatest risk from a fatality in an accidental dwelling fire, including the 45-49⁴ group and particularly the 75 and above age groups (especially the 85-89 group with a ratio of 49.7 deaths per 100,000 population).

When the ratio of deaths to proportion of population is taken into account it is apparent that with age the risk of mortality as a result of an accidental dwelling fire increases significantly. Applying a regression analysis to the available data a R² value of 0.46 is achieved indicating a moderate statistical link between age and fire related mortality.

There is a bias towards male victims with 60 or 54% of total fatalities. Female victims accounted for 51 or 46% of accidental dwelling fire fatalities.

Concerning the racial profile of the deceased; 106 victims were described as White – British, 1 was described as White – Irish and 4 being Black Asian

⁴ Of note within the 45-49 age group, 9 of the 12 victims had consumed alcohol prior to the incident. 6 of the 8 female victims had consumed alcohol prior to the incident.

Minority Ethnicity (BAME). When analysed proportionally 95.5% of victims were White British, which is slightly higher than the Census 2011 population ratio of 91.8%.

5.1.4 Habitation and Carer Status

Table 3: Habitation and carer status

Status	Lived alone		Cohabited		Other Circumstance		Total
	Alone at Time	Accompanied	Alone at Time	Accompanied	Alone at Time	Accompanied	
Yes	26		1	10			37
No	35	1	6	20	2	1	65
Unknown	8		1				9
Total	69	1	8	30	2	1	111

Table 3 identifies that the majority of victims (69 from 111 or 62.2%) lived alone and were alone at the time of the incident. Of the victims who cohabited; 8 were alone at the time and 30 were accompanied. In combination, 79 of the 111 victims (71.2%) were alone at the time of the incident.

Concerning whether a victim had need of a carer or not, the majority of victims did not have a carer (65 from 111, or 58.6%). Concerning victims who lived alone, 26 from 69 (or 37.7%) were known to need a carer.

Table 4: Habitation and carer status– OVER 70 Age Group Only

Status	Lived alone		Cohabited		Total
	Alone at Time	Accompanied	Alone at Time	Accompanied	
Yes	10		1	3	14
No	11		1	4	16
Unknown	4				4
Grand Total	25	0	2	7	34

Table 4 identifies that the majority of victims above the age of 70 (25 from 34 or 73.5%) lived alone and were alone at the time of the incident. Of the victims above the age of 70 who cohabited, 7 were accompanied with 2 being alone at the time. Overall, 27 of the 34 victims (or 79.4%) were alone at the time of the incident. In the age group analysed, 14 victims (41.2%) required carers in some capacity.

5.2 Incident Related Analysis

The following analysis is based on the **count** of incidents, not the count of victims – as in the previous section therefore, the counts in the following analysis equate to **105**.

5.2.1 Comparison of Fatal Incidents and Deprivation

Chart 3: Fatalities in Accidental Dwelling Fire incidents between 2006/07 and 2020/21 linked to deprivation⁵

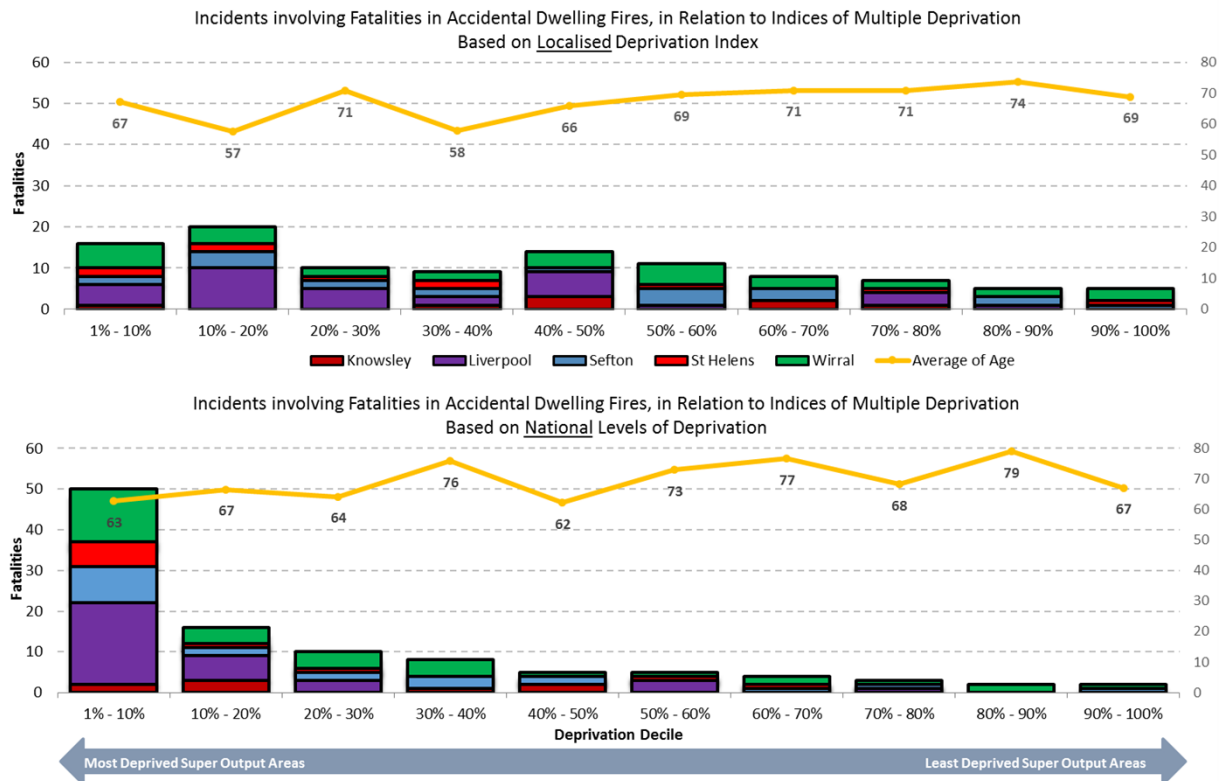


Chart 3 ranks the location of fire fatalities to the level of deprivation in the area in which the incident took place using the Index of Deprivation 2019 (IOD). Utilising a localised deprivation index, the chart demonstrates that (in general) as deprivation increases the number of fire deaths gradually increase. When applying the national IOD dataset to the fatality data, there is far more skewing⁶ of the data particularly within the 10% most deprived areas.

The chart also identifies the average ages of the victims by each deprivation decile group. In general terms, the chart identifies that fatal fire victims in deprived areas tend to be younger. By contrast, in less deprived areas victims tend to be slightly older.

⁵ As per the MHCLG document Index of Deprivation 2019

⁶ Due to the high levels of deprivation, the National IOD chart is skewed because Merseyside has more locations within the 10% most deprived areas of England.

When analysed at a district level;

District	Local IOD	National IOD
Knowsley	Knowsley generally had fatalities within the more deprived 50% of deciles, though this is due in part to the district being one of the most deprived Local Authorities in England.	All of the fire deaths in Knowsley took place in 50% most deprived areas
Liverpool	Fire deaths in Liverpool tend to occur in areas of higher deprivation, though this is due in part to the district being one of the most deprived Local Authorities in England. Within Liverpool, 28 fatalities took place within the 50% most deprived areas and 5 took place in the 50% least deprived areas.	In Liverpool, the majority of fire deaths (20) took place in the 10% most deprived area. Overall 29 from 33 fire deaths took place in the 50% most deprived parts of Liverpool (equal to 87.9%)
Sefton	Sefton has a different pattern with a grouping of fatal incidents occurring in the moderately deprived 40%-50% decile. Within Sefton, 11 fatalities took place within the 50% most deprived areas and 10 took place in the 50% least deprived areas.	Within Sefton 18 of the 21 deaths (85.7%) took place in the 50% most deprived areas.
St Helens	St Helens generally had fatalities within the more deprived 50% of deciles.	The majority of fire deaths in St Helens took place in the 50% most deprived areas.
Wirral	Wirral has a sporadic pattern, with concentrations occurring in the most deprived 1% - 10% and 50% - 60% deciles. Within Wirral, fatalities are spread more evenly with 18 fatalities took place within the 50% most deprived areas and 15 took place in the 50% least deprived areas.	The majority of fire deaths in Wirral took place in the 50% most deprived areas accounting for 26 of the 33 deaths (78.8%). There were 3 deaths in Wirral that took place in the 2 least deprived deciles for deprivation

5.2.2 Smoke Alarm Analysis

Smoke alarms provide an important early warning to residents should a fire occur within a property. It must be emphasised that in the vast majority of incidents the actuation of a smoke alarm can and does save lives; however this is not always the case, as personal mitigating circumstances like: mobility, underlying medical conditions, prescription medicines and alcohol consumption can impede a victim escaping regardless of the actuation of a smoke alarm.

The following section analyses the performance of smoke alarms as well as whether a HFSC (Home Fire Safety Check) had taken place.

Table 5: Smoke Alarm Functionality & HFSC Status

Status	HFSC			Total	%
	Yes	No	Unknown		
Fitted & Operated	51	8	3	62	59.0%
Fitted Did Not Operate	4	3		7	6.7%
Fitted No Batteries	1	5		6	5.7%
Fitted Unknown if operated	6	3		9	8.6%
None Fitted	1	17	1	19	18.1%
Unknown		2		2	1.9%
Total	63	38	4	105	

Table 5 identifies that in the majority of properties (60 or 55%) a smoke alarm was fitted and operational. In 7 cases the smoke alarm was fitted and failed to actuate, though this is possibly due to the nature / severity / location of the fire itself.⁷

In 6 properties (5.7%), there were smoke alarms fitted, but with no batteries therefore not providing the early warning system a smoke alarm provides, additionally in 5 cases a HFSC had not taken place. Also of note, is that in 19 cases there was no smoke alarm fitted – again meaning no early warning system being available in the property. During 2 incidents, the level of damage done to the property was so great, it was unknown whether a smoke alarm had been fitted or not.

When analysing smoke alarm functionality against HFSC status, 60% (63 from 105) of properties had previously had a HFSC. Of these properties, 51 had a smoke alarm fitted which operated. 38 properties (36.2%) did not have a HFSC prior to the incident.

⁷ 83 from 105 (79%) properties had a fitted smoke alarm – regardless of whether it was operational. This is a lower proportion than the 2017/18 English Housing Survey where 89% of owner occupier dwellings had fitted smoke alarms

5.2.3 Ignition Source

Table 6: List of Fatal Incident Ignition Sources

Ignition Source	Detail	Total
Smokers Materials	Smokers Materials	55
	Explosion of lighter fluid, whilst filling a lighter	1
	Sub Total	56
Careless Use Of Heating Appliance	Careless Use Of Heating Appliance ⁸	13
	Collapsed Onto Gas Fire	1
	Coal or Spark From Open Fire	1
	Electrical Heater too Close to combustibles	2
	Sub Total	17
Cooking	Chip Pan Left Unattended in Kitchen	1
	Combustible Materials Left on Hob	1
	Cooking - Accidental Ignition Of Clothing	4
	Cooking - Misuse of Microwave	1
	Cooking - unattended food left on hob - misadventure	5
	Candle or Butane Camping Stove igniting flammable materials	1
	Sub Total	13
Candles	Candles	6
	Sub Total	6
Electrical Fault	Electrical	2
	Electrical - Fridge burning out	1
	Mains Electric Fault Overload	1
	Overloaded E-Cigarette Battery leading to rupture	1
	Overloaded Multi-tap	1
	Fault with old wiring	1
	Sub Total	7
Explosion Of Leaking Gas	Ignition Of Gas From Cooker - Gas Leak	1
	Explosion of Gas released from broken main	1
	Sub Total	2
Radiated Heat	Heat Lamp Igniting Combustible Materials	1
	Radiated Heat - from table top lamp	1
	Sub Total	2
Collapsed Onto Gas Fire	Collapsed Onto Gas Fire	1
	Sub Total	1
Burning Waste	Burning waste in garden which then got out of hand	1
	Sub Total	1
Grand Total		105

Table 6 lists the ignition sources along with limited detail concerning the unfortunate circumstances. During the 15-year period analysed smoker's materials account for 56 incidents, equal to 53.3% of fire death incidents. Careless use of heating appliances follows, with 17 incidents and cooking with 13 incidents.

⁸ The majority of which involve placing clothing too close to an electric heater

The average age of victims, where the cause of the fire was related to the careless use of a heating appliance was 79 years. The average age where smoker's materials were involved was 62 and for cooking was 61. Therefore, data suggests people above the age of 65 are more likely to be involved in a fire where the careless use of heating appliance has taken place.

5.2.4 Room of Origin and Ignition Source

Table 7: Room of Origin with Ignition Source and whether alcohol consumption had taken place - prior to the incident

Room Of Origin	Ignition Cause	Total	Of which involved consumption of Alcohol		
			Yes	No	Unknown
Living Room	Smokers Materials	27	15	9	3
	Careless Use Of Heating Appliance	13	3	10	
	Candles	3	1	2	
	Electrical Fault	1		1	
	Radiated Heat	1		1	
	Collapsed Onto Gas Fire	1		1	
	Sub Total	46	19	24	3
Bedroom	Smokers Materials	24	11	11	2
	Careless Use Of Heating Appliance	4		4	
	Cooking	1		1	
	Candles	2	1	1	
	Electrical Fault	2	1	1	
	Radiated Heat	1		1	
	Sub Total	34	13	19	2
Kitchen	Smokers Materials	3	2	1	
	Cooking	11	5	4	2
	Electrical Fault	3	1	1	1
	Explosion Of Leaking Gas	1		1	
	Sub Total	18	8	7	3
Hallway	Smokers Materials	1		1	
	Electrical Fault	1		1	
	Sub Total	2		2	
Bathroom	Candles	1	1		
	Explosion Of Leaking Gas	1		1	
	Sub Total	2	1	1	
Bedsit	Smokers Materials	1	1		
	Sub Total	1	1		
Garden	Burning Waste	1		1	
	Sub Total	1		1	
Caravan	Cooking	1		1	
	Sub Total	1		1	
Grand Total		105	42	55	8

Table 7 provides a breakdown of the fire's room of origin, its respective ignition source and whether a victim was under the influence of alcohol at the time. The table identifies that smoker's materials have a root cause in the majority of fires in the living room (27 from 46, 58.7%) and bedroom (24 from 34, 70.6%); with the cause careless use of heating appliance also being common to these rooms.

42 (40%) fatal incidents were linked to the consumption of alcohol. Where alcohol consumption is combined with smoker's materials, then 27.6% (29 from 105) of incidents are linked to this combination of factors.

Within the living room, approximately two fifths (19 or 41.3%) of fatal fire incidents involved the consumption of alcohol. A similar trend also occurred for the bedroom, where 38.2% (13) fatal fire deaths were related to alcohol consumption.

Within the kitchen, cooking, is the most common cause of fatal fire incident with 11 overall; though 5 of these still involved the consumption of alcohol.

5.2.5 Fatal Incidents by Year and Ignition Source

Chart 4: Breakdown of Ignition Source by Year

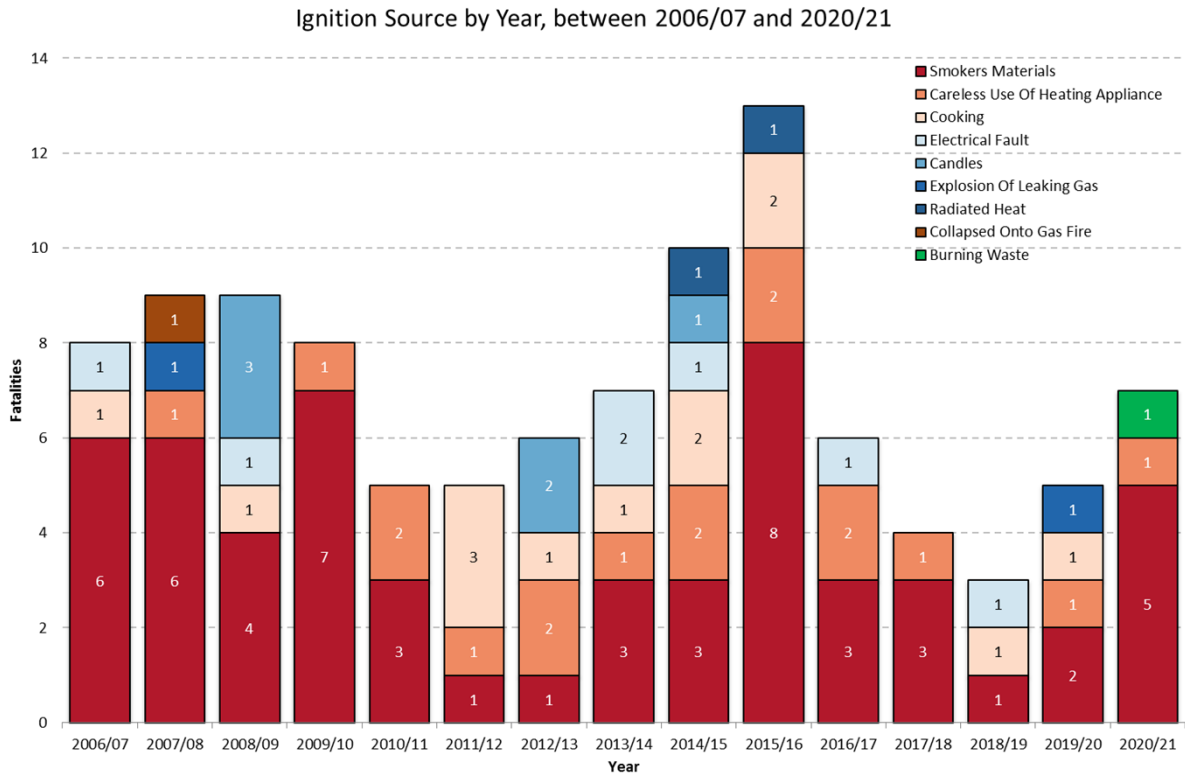


Chart 4 provides an annual breakdown of the ignition sources involved in fatal fires. The chart identifies that fatal incidents relating to smoker's materials had been falling between 2009/10 and 2011/12, however since 2013/14, these incidents were on the rise culminating in a high of 8 during 2015/16. Since 2015/16 the overall numbers of fatal incidents related to smoker's materials dropped, though there were 5 deaths related to smoker's materials during 2020/21.

Incidents involving careless use of heating appliances have remained relatively consistent, with the exception of 2018/19 where no deaths were attributed to this cause.

Fatal incidents linked directly to cooking and cooking practices have fluctuated between the years, with the exception of 3 incidents during 2011/12.

5.2.6 Fatalities by Month and Ignition Source

Chart 5: Fatal Fire Incidents by Month and Ignition Source

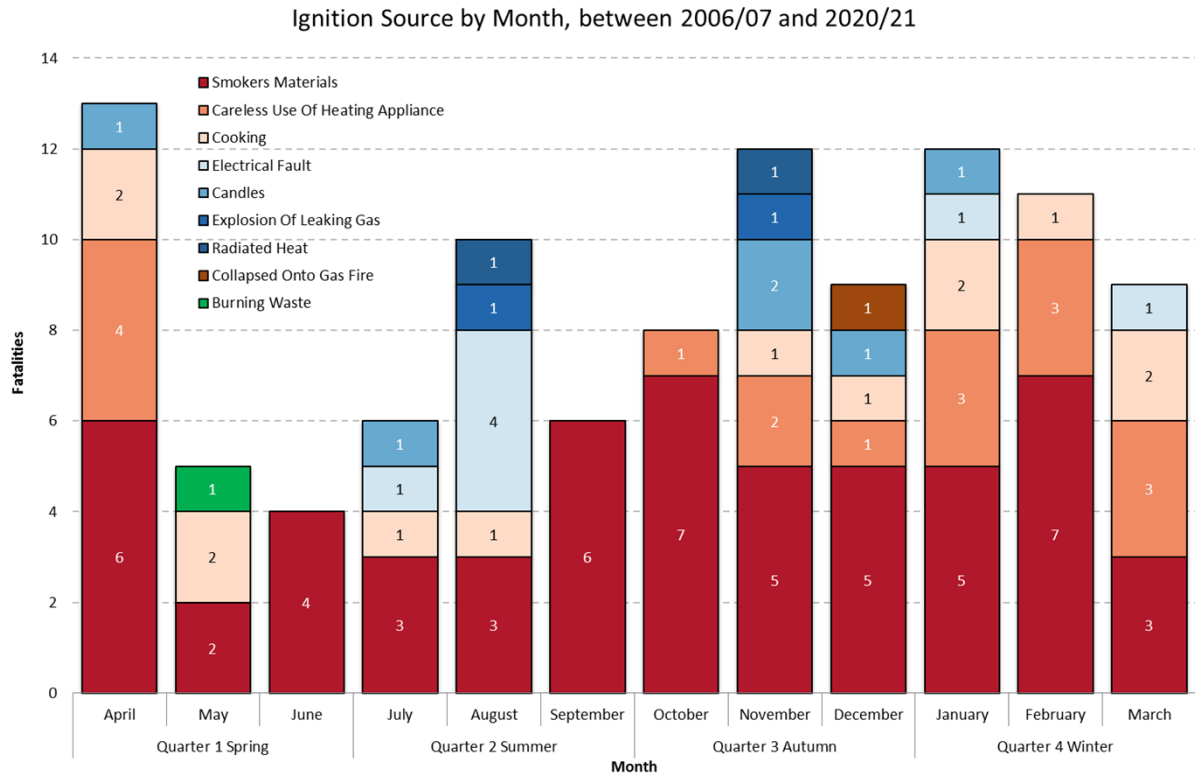


Chart 5 identifies that there are more fatal fire incidents taking place during quarters 3 (Autumn) and 4 (Winter).

When smoker's materials are analysed by quarter; the overall numbers of fatalities are relatively consistent, with: 12 incidents in Quarter 1, 12 in Quarter 2, 17 in Quarter 3 and 15 in Quarter 4.

Fatalities involving smoker's materials are lower during the spring and summer months, especially during: May, June, August and March. The months of: October, December, February and April have the highest counts.

During winter/early spring; when the weather is most inclement - careless use of heating appliances is more common.

Cooking related deaths are sporadic.

5.2.7 Analysis of Incidents by Time of Call

Chart 6: Fatalities by hour and whether Alcohol Consumption occurred⁹

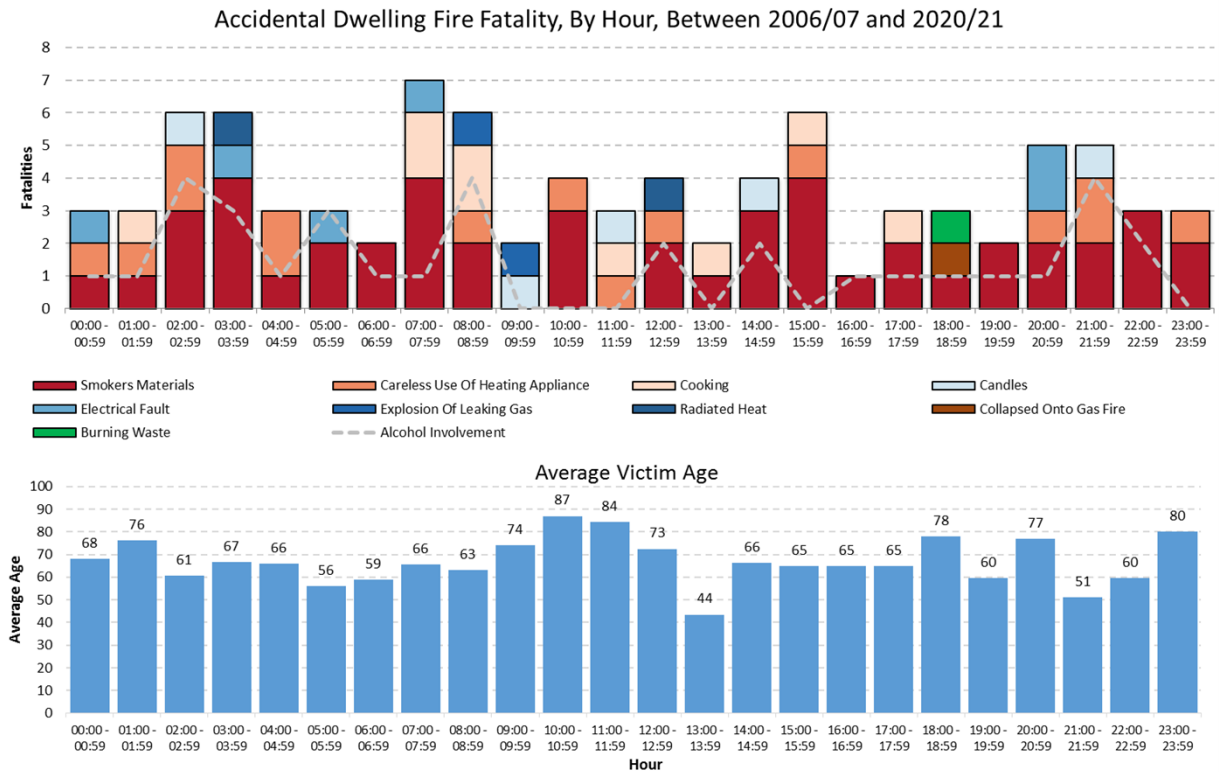


Chart 6 provides an overview by hour of when a fatal fire incident has taken place. The chart also details the ignition source and whether alcohol consumption had taken place as well as the average age of victims.

In summary, the chart provides the following findings:

- Peaks in incidents occur between 02:00 - 03:59, 07:00 - 08:59 and 15:00 - 15:59
- Where there are peaks in fatal incidents, the average of the victims is younger¹⁰, with an average age of 61 for victims between the hours of 02:00 – 02:59, 66 between 07:00 – 07:59 and 65 between 15:00 - 15:59.
- Alcohol consumption and fire death tend to peak in the early hours (02:00 – 02:59 particularly in combination with smoking), the morning (08:00 – 08:59) and evening (21:00 – 21:59, again smoking is the predominant cause of fire). Relatively few incidents take place during the early afternoon and early evening.

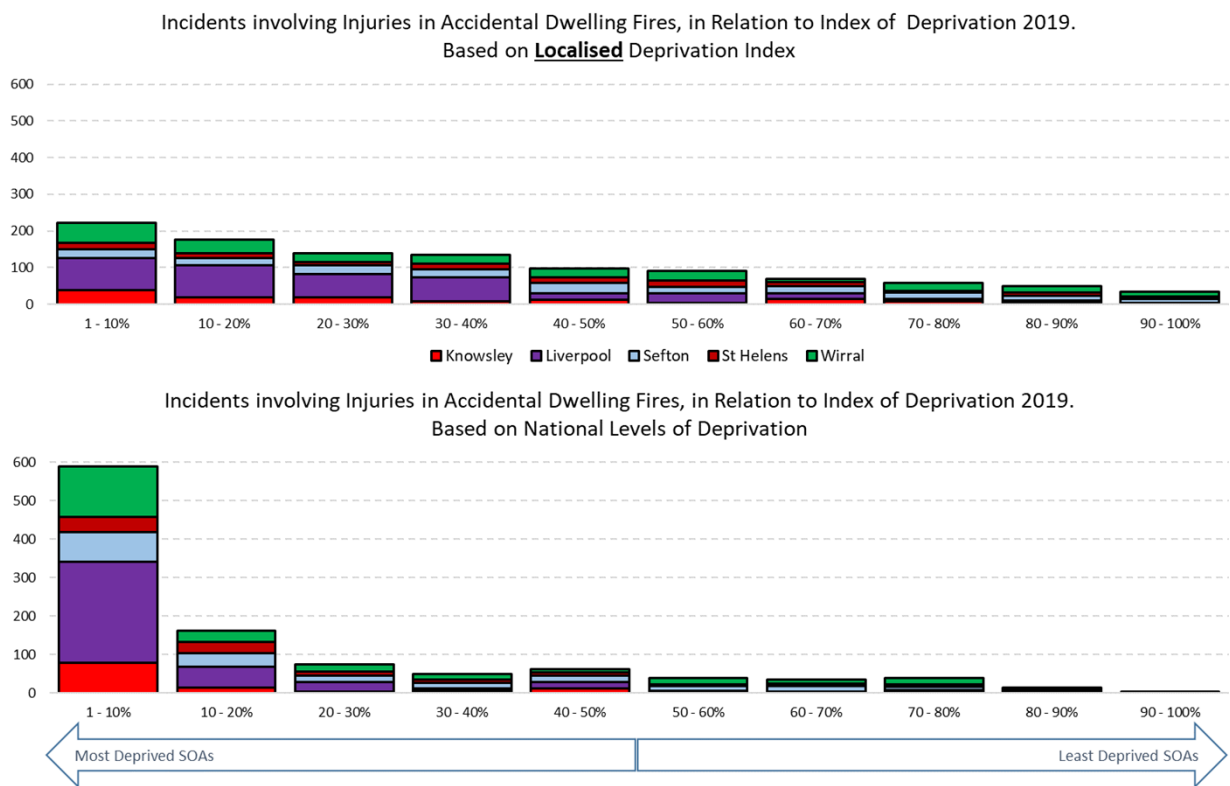
⁹ This analysis is based on the time of call to a live incident, this does not include late calls, please refer to methodology for details

¹⁰ The average age for this subset of data is 67 years of age

6. Appendix A: 13 Year analysis of Accidental Dwelling Fire Injuries

Though every death is a tragedy, the learning from such an occurrence is incorporated into our future planning where our aim is to prevent further deaths by implementing initiatives and activities to target individuals at greatest risk. Though the fatality data is key in identifying risk trends, it is not the only piece of data that is considered. Injury data from accidental dwelling fire data provides a far greater data set which adds richness to the analysis. The following section briefly analyses injuries as a result of accidental dwelling fires and identifies commonalities between fire victims.¹¹

Chart 7: Accidental Dwelling Fires Injury incidents between 2008/09 and 2020/21 in relation to Indices of Deprivation (IOD) 2019



Like Chart 3 earlier in this report, the above chart identifies that when using national IOD data there is a clear link between fire injuries and deprivation, with the majority of injuries occurring within the most deprived decile.

When a localised deprivation index is applied the chart is flatter in shape, though there is still a clear link between there being more fire injuries in more deprived areas than not.

¹¹ Please note that for consistency purposes the data is limited to 12 years, the age of the Incident Recording System

Chart 8: Injury in Accidental Dwelling fire population pyramid

Comparison of Male and Female Injuries by Age Group per 10,000 population. 2008/09 to 2020/21

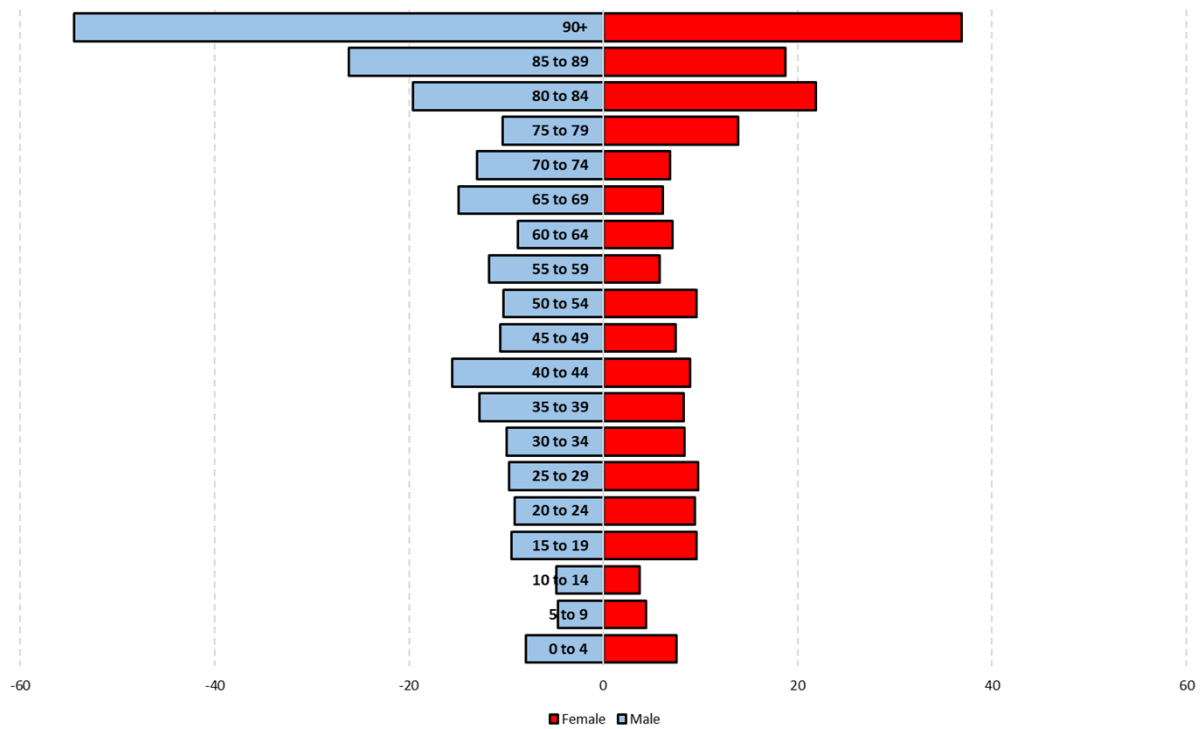


Chart 8 provides a comparison of the different age groups of those injured as a result of an accidental dwelling fire. The chart, mirrors the findings from table 2 (earlier within this report) where there is a disproportionate number of victims above the age of 65.

Taking sex into account, proportionally 46.2% of persons injured were female and 53.8% were male. This approximates the findings in relation to deaths in accidental dwelling fires, where 47% of deaths were female and 53% were male.

Concerning the ethnicity profile of persons being injured as a result of an accidental dwelling fire, 87.1% were recorded as White British, with 6.3% being from a BAME background and 6.5% not stating their ethnicity. Taking the victims who did not provide their ethnicity from the total data set, this amends the proportions of White British victims to 93.2% and BAME is adjusted to 6.8%, which is more in line with findings from the fatality data.

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	12 MAY 2021	REPORT NUMBER:	CFO/023/21
PRESENTING OFFICER	CFO PHIL GARRIGAN		
RESPONSIBLE OFFICER:	RIA GROVES	REPORT AUTHOR:	STEWART WOODS
OFFICERS CONSULTED:	MICHELLE KIRK, DEB APPLETON HYWYN PRITCHARD, ANTHONY HOLLAND, RIA GROVES		
TITLE OF REPORT:	ACCESSIBILITY AUDIT		

APPENDICES:	APPENDIX A:	SPECIFICATION DOCUMENT
	APPENDIX B:	WILKINSON COWAN FEE PROPOSAL

Purpose of Report

1. To inform Members' of the progress made in acquiring an accessibility auditor to complete an audit of all Merseyside Fire and Rescue Service properties.

Recommendation

2. That Members';
 - a. Note the specification for the audit.
 - b. Note that Officers have awarded the contract for services of an accessibility audit to Wilkinson Cowan Partnership for a Total sum of £14,150

Introduction and Background

3. Accessibility Audits offer Merseyside Fire & Rescue Authority ('the Authority') valuable insight and guidance on the current condition and accessibility of its buildings for both staff and members of the public. Information from the previous Accessibility Audit is regularly used in the planning of future building works and station developments and the Authority is conscious of the value of commissioning a new audit to ensure that any additional best practice is factored into this work. On this basis it was determined that an Accessibility Audit of the current property profile of the Authority be undertaken.
4. A number of meetings took place throughout December, January and February to develop the specification document attached in 'Appendix A'. The specification takes on board both feedback received from the Staff Network chairs along with legislative requirements and has been developed between Estates and the Equality and Diversity Advisor.

5. Further to initial enquires as to estimated costs for the audit a route to market was discussed with the Head of Procurement. As no suitable frameworks were found to be available for the specialist nature of the Audit the decision was therefore taken to use suppliers registered only on the National Register of Access Consultants.
6. 73 Auditors are available on the register to carry out audits in the North West, to narrow the suppliers down to a manageable level and to ensure the fastest service response times from the supplier, only suppliers in the Merseyside postcode area were invited to quote.
7. The specification, Request for Quotation and standard purchase order terms and conditions were sent to five suppliers on the 19th March with a deadline for a return no later than 17:00 on the 2nd April.
8. Two suppliers pulled out due to capacity issues and not being able to meet our time line for the audits. One supplier failed to return a quotation.
9. Therefore, two quotations were received with

Wilkinson Cowan Partnership offering the best value at **£14,150.00 plus VAT** and includes all disbursements. This equates to **£442.19 per site**.
10. The audits are due to commence in May 2021 with a report being produced for consideration of any findings and any impact on future building works and station plans.

Equality and Diversity Implications

11. Undertaking a new Accessibility Audit will be a significant benefit for MFRA. The Audit will ensure that MFRA remain compliant with the current provisions of the Equality Act 2010, Codes of Practice and Building Regulations in relation to accessibility and inclusion.

Staff Implications

12. The impact of the access/cultural audit work will be positive on staff across the Service as buildings and stations will be upgraded to make them more accessible and inclusive.

Legal Implications

13. The services provided by the proposed supplier will be procured through an appropriate contract.
14. Undertaking an Accessibility Audit of the Authority's premises will ensure the Authority remains compliant with its legal duties within the relevant legislation including the Equality Act 2010.

Financial Implications & Value for Money

15. A £20k budget provision was approved by the Authority in the 2021/22 Medium Term Financial Plan for the accessibility audits
16. Until the detailed Accessibility Audit report is produced it is assumed that any remedial works will be contained within the existing estates capital budget provisions.

Risk Management, Health & Safety, and Environmental Implications

17. The Audit will identify any potential improvements that can be made in regard to the Equality Act 2010, a risk register will be produced from the findings of the Audits and reported back to the Resources Board.

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

18. The Audit will help us to continually embed ED&I in the organisation and improve the physical environment for both MFRA staff and visitors.

BACKGROUND PAPERS

N/A

GLOSSARY OF TERMS

MFRA Merseyside Fire and Rescue Authority.

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Disability Access/Cultural Audit

Merseyside Fire & Rescue Authority require a quotation to carry out a Disability Access/Cultural Audits of all buildings and environments as listed below:

Properties

FIRE STATIONS					
ID	Property	Details			
10	Kirkdale Studholme St Liverpool	Date Of Construction	2012	Total Floor Area (m2)	1872
		No of Appliance Bays	3	Total Site Area (acres)	0.95
11	City Centre St Annes St Liverpool	Date Of Construction	2006	Total Floor Area (m2)	1516
		No of Appliance Bays	4	Total Site Area (acres)	0.59
12	Kensington Beech St Liverpool	Date Of Construction	2010	Total Floor Area (m2)	962
		No of Appliance Bays	2	Total Site Area (acres)	0.025
14	Speke and Garston Cartwrights Farm Road	Date Of Construction	1999	Total Floor Area (m2)	1331
		No of Appliance Bays	3	Total Site Area (acres)	1.1
15	Toxteth Windsor St Liverpool	Date Of Construction	2013	Total Floor Area (m2)	885
		No of Appliance Bays	2	Total Site Area (acres)	1
16	Old Swan Queens Drive Liverpool	Date Of Construction	1999	Total Floor Area (m2)	1331
		No of Appliance Bays	3	Total Site Area (acres)	1.55
17	Belle Vale Childwall Valley Road	Date Of Construction	2013	Total Floor Area (m2)	1596
		No of Appliance Bays	2	Total Site Area (acres)	0.95
18	Aintree Longmoor Lane Liverpool	Date Of Construction	1926	Total Floor Area (m2)	691
		No of Appliance Bays	3	Total Site Area (acres)	0.43
19	Croxteth Storrington Ave Liverpool	Date Of Construction	1950	Total Floor Area (m2)	1372
		No of Appliance Bays	4	Total Site Area (acres)	0.46
20	Birkenhead Exmouth St Liverpool	Date Of Construction	2013	Total Floor Area (m2)	1204
		No of Appliance Bays	3	Total Site Area (acres)	0.85
21	Brombough Dock Road, Wirral	Date Of Construction	1959	Total Floor Area (m2)	926
		No of Appliance Bays	3	Total Site Area (acres)	0.8
22	Heswall Telegraph Road, Wirral	Date Of Construction	1940	Total Floor Area (m2)	660
		No of Appliance Bays	3	Total Site Area (acres)	0.48
25	Wallasey Mill Lane Wirral	Date Of Construction	1973	Total Floor Area (m2)	1963
		No of Appliance Bays	6	Total Site Area (acres)	1.2
26	Saughall Massie saughall massie Road, Wirral	Date Of Construction	2019	Total Floor Area (m2)	647
		No of Appliance Bays	2	Total Site Area (acres)	0.48
30	Bootle & Netherton Buckley Hill Bootle	Date Of Construction	2012	Total Floor Area (m2)	1421
		No of Appliance Bays	2	Total Site Area (acres)	1.2
31	Crosby Crosby Road North	Date Of Construction	1961	Total Floor Area (m2)	1015
		No of Appliance Bays	3	Total Site Area (acres)	0.9
32	Formby Church Road Formby	Date Of Construction	2012	Total Floor Area (m2)	813
		No of Appliance Bays	2	Total Site Area (acres)	0.57
33	Southport Manchester Road	Date Of Construction	2013	Total Floor Area (m2)	1649
		No of Appliance Bays	5	Total Site Area (acres)	0.7
42	Kirkby Webster Drive Liverpool	Date Of Construction	1960	Total Floor Area (m2)	915
		No of Appliance Bays	2	Total Site Area (acres)	1
43	Prescot Manchester Road, Prescot	Date Of Construction	2018	Total Floor Area (m2)	1200
		No of Appliance Bays	3	Total Site Area (acres)	2
50	St Helens Violet way	Date Of Construction	2020	Total Floor Area (m2)	1000
		No of Appliance Bays	3	Total Site Area (acres)	2
51	Newton Le Willows Borron Road	Date Of Construction	2012	Total Floor Area (m2)	813
		No of Appliance Bays	2	Total Site Area (acres)	0.55

Non Operational Sites					
71	Service Headquarters	Date Of Construction	1965	Total Floor Area (m2)	3310
	Bridle Road	No of Appliance Bays		Total Site Area (acres)	5.6
	Joint Control Centre	Date Of Construction	2014	Total Floor Area (m2)	3710
	Bridle Road	No of Appliance Bays		Total Site Area (acres)	
19b	Training School TDA	Date Of Construction	1960	Total Floor Area (m2)	2920
	Storrington Avenue, Liverpool	No of Appliance Bays		Total Site Area (acres)	3.95
V1	Vesty Unit 1	Date Of Construction	2008	Total Floor Area (m2)	3505
	Vesty Business Park, Vest Road	No of Appliance Bays		Total Site Area (acres)	2
V5A	Vesty Unit 5A	Date Of Construction	2008	Total Floor Area (m2)	378
	Vesty Business Park, Vest Road	No of Appliance Bays		Total Site Area (acres)	0.4
V5B	Vesty Unit 5B	Date Of Construction	2008	Total Floor Area (m2)	378
	Vesty Business Park, Vest Road	No of Appliance Bays		Total Site Area (acres)	4
81	Marine Fire 1	Date Of Construction	2012	Total Floor Area (m2)	251
	Pier Head, Liverpool	No of Appliance Bays		Total Site Area (acres)	n/a
51a	Newton Le Willows LLAR	Date Of Construction	1974	Total Floor Area (m2)	165
	26 silverdale Road, Newton Le willows	No of Appliance Bays		Total Site Area (acres)	
51b	Newton Le Willows LLAR	Date Of Construction	1974	Total Floor Area (m2)	135
	23 Borron Road, Newton Le willows	No of Appliance Bays		Total Site Area (acres)	
17a	Belle Vale LLAR	Date Of Construction	2010	Total Floor Area (m2)	209
	Chidwall Valley Road	No of Appliance Bays		Total Site Area (acres)	
32b	Formby New LLAR	Date Of Construction	2020	Total Floor Area (m2)	200
	3a Cable street, Formby	No of Appliance Bays		Total Site Area (acres)	0.2

The intention of the audit is to appraise defined areas of the existing accommodation and to assess how well a building performs in relation to access and ease of use by a wide range of potential users, including people with mobility, cognitive and sensory impairments but also to others from within the protected characteristics outlined in the Equality Act 2010.

A comprehensive Disability Access Audit is required of all buildings listed including:

- External Circulation / Access
- Building Entrance
- Reception
- Corridors
- Circulation
- Internal Stairs
- Internal Ramps
- Lifts
- Internal Doors
- Wayfinding / Means of Escape
- Toilet Facilities
- Accessible Toilets
- Employee Facilities

The audit is required to evaluate the inclusivity of our current facilities and identify any areas of improvement in relation to the needs of all people both employees and visitors regardless of their age, gender, ethnicity or other protected characteristics including:

- Facilities for female fire fighters – Night rooms, locker rooms, changing facilities
- Toilet facilities (Male, Female, Gender neutral)

We recognise that it's not been possible to include the following facilities in some of our properties, we would however be interested to understand how we could incorporate these into our current properties and future plans based on usage both by staff and the community.

- Dedication space for prayer and reflection
- Mother and baby facilities

Report Format

The audit report will make proposals for works where required to improve the current facilities in accordance with the definitions of the Equality Act 2010.

Individual reports and general covering guidance are required for each property.

Recommendations to create an inclusive environment which is accommodating for all people, regardless of their age, gender, mobility, ethnicity or circumstances.

A detailed assessment of cost for implementing proposed works is required in a schedule format and priority headings as follows:

- A. High priority requiring urgent action
- B. Important actions requiring urgent attention at the earliest opportunity during the on-going maintenance programme
- C. Desirable items of a minor nature to be carried out in conjunction with future ongoing alteration or renovation of the building
- D. Beneficial improvements to the building that should be undertaken in conjunction with major renovations or improvements to the property.

Timescale

The audits needs be started and run concurrently and completed by June 2021. The successful supplier needs to submit a project plan on how they propose to complete the work.

Equality Act 2010

The Equality Act 2010 has extended the provisions and duties of the Disability Discrimination Act 2005 to cover a wide range of matters. These now include: age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs and sexual orientation.

Section29 of the Act deals with the provision of services to the public and Section39 deals with employment and places of work. In respect of Section29 of the Act, a

provider of services must not discriminate against any person within the definitions of the Act to whom the services are provided.

This section therefore requires a pro-active approach in considering inclusive access to a building. In respect of Section 39 of the Act, an employer must not discriminate against an employee within the definitions of the Act. This section therefore requires a more reactive approach to access as requirements must take account of the particular access needs of individual employees.

In particular, in respect of buildings, Section 20 of the Act imposes a duty to make reasonable adjustments to buildings to ensure those affected by the Legislation are not prejudiced.

As a Fire Service building, consideration also needs to be given to Section 149 of the Equality Act relating to the Public Sector Equality Duty. This section imposes a further duty to eliminate discrimination that is prohibited under the Act. There is also a requirement to advance equality of opportunity between persons who share a relevant protected characteristic within the definitions of the Act and to foster good relations between those who have a relevant protected characteristic and those who do not share it.

Building Regulations⁴ The legislative framework of the 'Building Regulations' is principally made up of the Building Regulations 2010 and The Building (Approved Inspectors etc.) Regulations 2010.

Approved Document M (ADM)⁵ requires that new, existing and temporary buildings, structures and spaces to provide access for all. ADM is one of a series of documents that has been approved and issued by the Secretary of State to provide practical guidance to the requirements of Schedule 1 to and regulation 7 of the Building Regulations 2000 for England and Wales.

Wilkinson Cowan Partnership

CHARTERED QUANTITY SURVEYORS · CHARTERED BUILDING SURVEYORS
PROJECT MANAGERS · EMPLOYERS AGENTS · HEALTH & SAFETY CONSULTANTS

Regulated by RICS

QUOTE SUBMISSION

FOR



Fire Stations Access Consultant Services

March 2021

Wilkinson Cowan Partnership Ltd



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CONTENTS

- 1.0 Project Overview**
- 2.0 Wilkinson Cowan Partnership Approach to Access Consultancy**
- 3.0 WCP Experience**
- 4.0 Benefits of WCP Appointment**
- 5.0 Fee Proposal**

Appendix A – Breakdown of fee proposal

1.0 Project Overview

Merseyside Fire & Rescue Authority have 32 locations (as listed in spreadsheet) which they require a physical audit to appraise defined areas of the existing accommodation and to assess how well a building performs in relation to access and ease of use by a wide range of potential users, including people with mobility, cognitive and sensory impairments but also to others from within the protected characteristics outlined in the Equality Act 2010.

2.0 Wilkinson Cowan Approach to Access Consultancy

We believe that WCP's approach to providing superior Access Consultancy services can be primarily characterised by the fact that our Lead Consultant is a professionally qualified member of NRAC and a Fellow with the RICS & CABE, together with the rest of the team, they bring with them a thorough and practical technical knowledge of the discipline. We will apply our knowledge and experience to aim for a smooth audit process in the following ways:

Understanding Issues

In order to provide the client with a robust access audit and detailed observations, it is important to first understand the issues that have traditionally contributed to obstacles for building users. These include:

- Legacy issues in older buildings
- Insufficient planning at design stages
- Misinterpretation of design guidance and standards
- Poor quality workmanship from Contractors
- Following the minimum guidance in Part M only

Audit trail recording and analysis

- WCP propose that details and proposals for alternative solutions arising from the original design should be maintained. An accompanying analysis of the solution should also be undertaken, together with the client.
- Alternative solutions data should form part of the Access Strategy to be used by the building managers on completion of the implementation works.

3.0 WCP Experience

WCP have worked on many successful schemes over the recent years. Listed below is a sample of recent commissions:

- Trafford Council properties (2021): Client Amey
Provide Access Consultancy services including strategic advice, access audits and liaising with supply chain and client.
- Knowledge Quarter Liverpool (2019 – to Date): Morgan Sindall
Access Consultancy providing strategic advice, access appraisals, implementation works and liaising with local user groups and councillors.

- Diocese of Salford (2015 – to Date): Casserly Property Management Access Consultancy providing strategic advice, access audits, access appraisals, implementation Works, staff training in Equality awareness and liaising with local user groups and councillors.
- Exhibition Centre Liverpool & Pullman Hotel (2015): Client – ISG Project: Access Consultancy providing strategic advice, access appraisals and liaising with Design team, supply chain and client.
- Manchester City Council (2004/15): Client – Corporate Technical Services Access Consultancy providing strategic advice, access audits, access appraisals, implementation Works, staff training in Equality awareness and liaising with local user groups and councillors.
- University of Kent (2015): Client – Estates Department Completion of full access audits of whole estate including all academic buildings, residences and external approach routes. Provide strategic access advice to University departments.

4.0 Benefits of WCP appointment

WCP feel our appointment adds value to the commission due to:

- **Experience:** WCP have carried out hundreds of access audits for a variety of clients on many different building types. We have also followed up on our access audits with implementation works, seeing the commission through from audit to handover.
- **Knowledge:** WCP consultants offer the best practical solutions to issues they encounter during the access audits. The consultants, with a Building Surveyor background, ensures that proposed solutions are practical and based on existing site/building conditions. Buildability of our proposed solutions is key.
- **Location:** Based in Liverpool, WCP are at the centre of the distribution of the properties on the list for auditing. Our local knowledge means post-audit, we are on hand to assist with any further advice or implementation works required.
- **Quality:** ALL our access audits and appraisals go through a Quality Assurance process and will be signed off by an Access Consultant with over 20 years' experience.
- **Standards:** WCP believe our Access Consultancy service goes beyond the 'standard' service as we offer a high professional standard to our access audit visits and our experience allows input into the solutions to be practical, viable and client specific.

5.0 Fee Proposal

Our fee proposal is based on several stages as follows:

- Consultant 1 – Liverpool: Our consultants will visit the properties inside the Liverpool Region and carry out physical access audits against the agreed parameters and begin compiling reports (blue on fee breakdown).
- Consultant 2 – Wirral: Our consultant will visit the properties inside the Liverpool Region and carry out physical access audits against the agreed parameters and begin compiling reports (orange on fee breakdown).
- Consultant 3 – Other Locations: Our consultant will visit the properties inside the Liverpool Region and carry out physical access audits against the agreed parameters and begin compiling reports (green on fee breakdown).

Our lead consultant will work with Team 1 to complete the majority of the local audits. The lead consultant will also quality check (QA process) and sign-off every report to ensure continuity with client brief.

Draw-down schedule:

April – 12 Audits	£5,000.00
May – 12 Audits	£5,000.00
June – 8/9 Audits	£4,150.00

Therefore, our total fee for this commission, as outlined in your brief is:

£14,150.00 plus VAT and includes all disbursements.

The above fee details exclude VAT, which will be charged at the applicable rate.

If additional costs are incurred due to exceptional delays in acquiring access or any other cause beyond the control of WCP, then the fees shall be adjusted by agreement to cover the reimbursement of these additional costs.

If the works are substantially varied at any stage, or if WCP is involved in an excessive amount of abortive work, then the fees shall be adjusted by agreement.

We look forward to the opportunity of working with you to deliver this commission, but should you have any queries or wish to discuss the above please do not hesitate to contact me.

Yours sincerely

Mark Jensen

For and on behalf of

Wilkinson Cowan Partnership Ltd

Appendix 1

ID	Property	Address	Date	Storey	Area	Site	Fee
10	Kirkdale	Studholme Street Liverpool	2012	3	1872	0.95	£500.00
11	City Centre	St Anne's Street Liverpool	2006	4	1516	0.59	£400.00
12	Kensington	Beech Street Liverpool	2010	2	962	0.025	£350.00
14	Speke & Garston	Cartwrights Fame Road	1999	3	1331	1.1	£350.00
15	Toxteth	Windsor Street Liverpool	2013	2	885	1	£350.00
16	Old Swan	Queens Drive Liverpool	1999	3	1331	1.55	£350.00
17	Belle Vale	Childwall Valley Road	2013	2	1596	0.95	£400.00
18	Aintree	Longmoor Lane Liverpool	1926	3	691	0.43	£350.00
19	Croxteth	Storrington Avenue	1950	4	1372	0.46	£350.00
20	Birkenhead	Exmouth Street	2013	3	1204	0.85	£350.00
21	Brombough	Dock Road Wirral	1959	3	926	0.8	£350.00
22	Heswall	Telegraph Road Wirral	1940	3	660	0.48	£350.00
25	Wallasey	Mill Lane Wirral	1973	6	1963	1.2	£500.00
26	Saughall Massie	Saughall Massie Road Wirral	2019	2	647	0.48	£350.00
30	Netherton	Buckley Hill Bootle	2012	2	1421	1.2	£400.00
31	Crosby	Crosby Road North	1961	3	1015	0.9	£350.00
32	Formby	Church Road Formby	2012	2	813	0.57	£350.00
33	Southport	Manchester Road	2013	5	1649	0.7	£450.00
42	Kirkby	Webster Drive Liverpool	1960	2	915	1	£350.00
43	Prescot	Manchester Road Prescot	2018	3	1200	2	£350.00
50	St Helens	Violet Way	2020	3	1000	2	£350.00
51	Newton Le Willows	Borron Road	2012	2	813	0.55	£350.00
71	Service HQ Joint Control	Bridle Road	1965		3310	5.6	£850.00
71	Centre Training School	Bridle Road	2014		3710		£950.00
19b	TDA	Storrington Avenue Liverpool	1960		2920	3.95	£750.00
V1	Vesty Unit 1	Vesty Business Park Vest Road	2008		3505	2	£900.00
V5A	Vesty Unit 5A	Vesty Business Park Vest Road	2008		378	0.4	*£350.00
V5B	Vesty Unit 5B	Vesty Business Park Vest Road	2008		378	4	*£350.00
81	Marine Fire 1	Pier Head Liverpool	2012		251		*£350.00
51a	Newton Le Willows LLAR	26 Silverdale Road Newton Le Willows	1974		165		*£350.00
51b	Newton Le Willows LLAR	23 Borron Road Newton Le Willows	1974		135		*£350.00
17a	Belle Vale LLAR	Childwall Valley Road	2010		209		*£350.00
32b	Formby New LLAR	3a Cable Street Formby	2020		200	0.2	*£350.00

£14,150.00

*Assumptions have been made that properties V5A, V5B, 81, 51a, 51b, 17a and 32b are separate buildings requiring individual audits. If this is not the case then our quote can be reduced accordingly as we have used a minimum fee of £350 plus VAT.

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	20 MAY 2021	REPORT NO:	CFO/021/22
PRESENTING OFFICER	RIA GROVES, ACTING MONITORING OFFICER		
RESPONSIBLE OFFICER:	RIA GROVES	REPORT AUTHOR:	RIA GROVES
OFFICERS CONSULTED:	STRATEGIC LEADERSHIP TEAM		
TITLE OF REPORT:	MODEL CODE OF CONDUCT		

APPENDICES:	APPENDIX A:	NEW CODE OF CONDUCT
	APPENDIX B:	LGA MODEL CODE OF CONDUCT TEMPLATE

Purpose of Report

1. To request that Members consider the new model Code of Conduct for Members and approve its incorporation within the Authority's constitution

Recommendation

2. That Members;
 - a. Note the proposed code of conduct for Members as contained in Appendix A;
 - b. Note the LGA model code of conduct for Members template contained in Appendix B; and Approve the incorporation of the new code of conduct for Members into the constitution replacing the current version in force as contained in Appendix A

Introduction and Background

Introduction

3. The Localism Act 2011 requires that the Authority must have a code of conduct for its Members with the Authority's current code of conduct based upon the Nolan Principles.

Model Code of Conduct

4. The Model Code of Conduct for Members has been developed and issued by the Local Government Association (LGA) further to consultation within the sector with the aim of cementing high standards of leadership and performance across all levels of local government.

5. This is in response to a recommendation from the Committee for Standards in Public Life (CSPL) and its report into Local Government Ethical Standards which included a best practice recommendation to adopt the model code of conduct for Members template for local authorities in whole and/or with local amendments.
6. The Monitoring Officers from across the Liverpool City Region engaged in discussions in respect of the Model Code of Conduct for Members and any such local variations to seek an agreed code of conduct for Members across the City Region for consistency with only minor differences that may be necessary for specific local authorities. As a result the recommended Code of Conduct for Members to adopt is attached at Appendix A.
7. It is proposed to vary the LGA's template model code slightly to make it applicable to the region and specifically to the Authority within its use of language and include the provision of standard dispensations as well as to remove the best practice recommendations including some to Government which would require legislative changes and may require a change to this Code. It is recommended to Members that any government response issued and any legislative changes proposed are reported back to Members. The proposed code of conduct containing the local variations from the LGA's model code of conduct template are highlighted in green. For reference the LGA's model code of conduct template is attached in Appendix B.
8. It is proposed a cohesive approach across the City Region would be beneficial for Members particularly as the Authority consists of Members from across all five District Councils by bringing consistency to all Members. This may also present opportunities for joint training across the City Region.
9. The procedure for dealing with allegations under the Code of Conduct remains unaffected.

Equality and Diversity Implications

10. There are no identified equality and diversity impact implications directly arising from this report.

Staff Implications

11. There is no direct implication to staff arising out of this report notwithstanding the impact the Code has for staff in regard to training and advice to Members which is provided currently in any regard.

Legal Implications

12. Under the Localism Act 2011 the Authority must adopt a code of conduct dealing with the conduct that is expected of members and co-opted members when that are acting in that capacity. The code must be consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership and ensure that the code include appropriate provisions about declaring pecuniary and other interests.

Financial Implications & Value for Money

13. There are no direct financial implications arising out of this report.

Risk Management, Health & Safety, and Environmental Implications

14. Considering best practice and implementing improvements will help maintain sound corporate governance and the integrity of local authority decision making, minimising risk of challenge, corruption, improper conduct and standards complaints.

15. There are no Environmental Implications that directly arise out of this report.

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

16. Having a robust Members Code of Conduct adhered to by all members will demonstrate that members are accountable and transparent to the community they serve. The Code is designed to protect the democratic role of members, encourage good conduct and safeguard the public's trust in local government.

BACKGROUND PAPERS

CFO/111/11 N/A

GLOSSARY OF TERMS

MFRA	M erseyside F ire and R escue A uthority is the physical and legal entity. When writing reports MFRA is the “object”.
MFRS	M erseyside F ire and R escue S ervice is the service provided by MFRA. When writing reports MFRS is the “action”
E.G.	You are employed by the Authority (MFRA). The job you do forms part of the Service (MFRS) provided by the Authority (MFRA). If in doubt use MFRA.

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Introduction

This Authority and those across the Liverpool City Region have adopted this Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the authority and its members and co-opted members. It is adapted from the Local Government Association (LGA) Model Councillor Code of Conduct 2020 published 19th January 2021.

The LGA Model Code was introduced by a Joint Statement from the political groups that:

“The role of councillor across all tiers of local government is a vital part of our country’s system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public’s trust in local government.”

The Code sets out general obligations about the standards of conduct expected of Members and co-opted members of the authority, together with provisions about registering and declaring interests. It has been adopted under section 27 of the Localism Act 2011 by the Authority on 20th May 2021.

The LGA Model Code is to be reviewed annually and is supported by Guidance to be issued mid - 2021.

Definitions

For the purposes of this Code of Conduct, a “Member” means a member or co-opted member of a local authority [or a directly elected mayor]. A “co-opted member” is

defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

For the purposes of this Code of Conduct, “local authority” includes the upper tier councils, town or parish councils and the combined authorities the Liverpool City Region Combined Authority, the Merseyside Recycling and Waste Authority and Merseyside Fire and Rescue Authority together with any joint committee of two or more of the local authorities across the Liverpool City Region.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Member, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Members, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Members and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of Member and local government.

General principles of Member Conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Members and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Member.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community

- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Member.

This Code of Conduct applies to you when you are acting in your capacity as a Member which may include when:

- you misuse your position as a Member; or
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Member.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Member.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Members are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Member conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Member. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Member:

1.1 I treat other Members and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Member, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Members.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Members, where action could then be taken under the Member Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Member- officer protocol.

2. Bullying, harassment and discrimination

As a Member:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the local authority

As a Member:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Member:

4.1 I do not disclose information:

- a. **given to me in confidence by anyone**
- b. **acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 - 1. **reasonable and in the public interest; and**
 - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. **I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a Member for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Member:

5.1 I do not bring my role or local authority into disrepute.

As a Member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Members and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Members to account and are able to constructively challenge and express concern about decisions and processes

undertaken by the local authority whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Member:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a Member:

7.1 I do not misuse local authority resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Member.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Member:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Member:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the local authority.

You need to register your interests so that the public, local authority employees and fellow Members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Pre-Determination or Bias

As a Member I:

- 10.1 Never place myself under any financial or other obligation to outside individuals or organisations who might seek to influence me in the performance of my official duties.**
- 10.2 Consider all matters with an open mind and make decisions based upon weighing the best evidence before me, fairly and on merit.**

Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your role as Member. However, you must ensure that your integrity is not compromised.

You may be pre-disposed to a number of outcomes to a decision, based upon your, philosophy, beliefs or political allegiance (including any application of a Group whip), but this must not predetermine your actions or the outcome of a decision you are to make. You must always remain open to the potential for further evidence or argument to alter any previously expressed or held viewpoint at the time of making your decision. For this reason, particularly in relation to contractual matters or those affecting individuals' civil rights, it is often best to be cautious about how or if your views are expressed before coming to make a decision.

11. Gifts and hospitality

As a Member:

- 11.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 11.2 I register with the Monitoring Officer any gift or**

hospitality with an estimated value of at least £50 within 28 days of its receipt.

11.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Member. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Annex B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

“**Standard Dispensation**” means a dispensation that has been granted by the Authority relieving the member or co-opted member from the restrictions or obligations under this Code as detailed in **Table 3** below.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the Member, or a person connected with the Member, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Disclosure and Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation or a Standard Dispensation applies. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise

of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests and Non-Registerable Interests (Personal and Prejudicial Interests)

Personal Interests

6. Where a matter arises at a meeting which **affects**:
 - a. your own financial interest or well being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing the interest the following test should be applied

Prejudicial Interests

7. In the following instances, you must disclose the interest and you may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

- a. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**).
- b. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate.
- c. Where a matter **affects** your financial interest or well-being:
 1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

8. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Overview and Scrutiny Committees

9. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where:
 - (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's Cabinet, board or another of your authority's committees, sub-committees, joint committees or joint subcommittees; and
 - (b) at the time the decision was made or action was taken, you were a member of the Cabinet, board, committee, sub-committee, joint committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.
10. Paragraph 9 does not prevent you attending and participating in a meeting if you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the local authority) made to the Member during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Member or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Member or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Member's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the Member, or his/her spouse or civil partner or the person with whom the Member is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Member's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Member, or his/ her spouse or civil partner or the person with whom the Member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Table 3: Standard Dispensations

1. You will not be regarded as having a prejudicial interest in any business of your authority in respect of any Other Registrable Interest:
 - (a) where that business relates to:
 - (i) another local authority of which you are also a member;
 - (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
 - (iii) a body to which you have been elected, appointed or nominated by your authority, but only in the circumstance where the sole purpose of participating is to make representations, answer questions or give evidence relating to the business at the request of the [elected mayor, cabinet, cabinet member or] Committee meeting
 - (iv) your role as a school governor, unless it relates particularly to the school of which you are a governor; or
 - (v) your role as a member of a National Health Service board or governing body;
 - (b) except that no dispensation described in sub-paragraph (a) above will apply where the business to be transacted at the meeting is the determination of any regulatory approval, consent, licence, permission or registration (*for example, determination of an application for planning permission or consent or licence under the Licensing Act 2003*).

2. You will not be regarded as having a prejudicial interest in any business where that business relates to:
- (a) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
 - (b) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
 - (c) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
 - (d) the functions of your authority in respect of an allowance or payment made under sections 22(5), 24(4) and 173 to 176 of the Local Government Act 1972, an allowance or pension under section 18 of the Local Government and Housing Act 1989 or an allowance or payment under section 100 of the Local Government Act 2000;
 - (e) any ceremonial honour given to one or more Members; or
 - (f) the setting of the authority's council tax requirement, council tax, levy or a precept under the Local Government Finance Act 1992 (except that this dispensation does not apply if you are two months or more in arrears with their Council Tax you must declare this to the meeting and must not vote on budget recommendations, as to do otherwise can be a criminal offence).

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	FULL AUTHORITY		
DATE:	20TH MAY 2021	REPORT NO:	CFO/019/21
PRESENTING OFFICER	ACTING MONITORING OFFICER		
RESPONSIBLE OFFICER:	RIA GROVES	REPORT AUTHOR:	KELLY KELLAWAY
OFFICERS CONSULTED:	CFO PHIL GARRIGAN		
TITLE OF REPORT:	LOCAL GOVERNMENT ASSOCIATION SUBSCRIPTION 2021/22		

APPENDICES:	
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Purpose of Report

1. To inform Members of Merseyside Fire & Rescue Authority's continued membership of the Local Government Association (LGA) for 2021/22.

Recommendation

2. That Members;
 - a. Note the Authority's continued membership of the LGA, for 2021/22;
 - b. Note that a 2.5% loyalty discount is applied to all Fire and Rescue Authorities;
 - c. Note that the Authority have signed up to the LGA's direct debit payment scheme from 2020/21 onwards, in order to receive an additional 2.5% discount.
 - d. Note the content of the report.

Introduction and Background

3. Members will be aware that the Authority has been a long standing member of the LGA, which is a national membership body for local authorities, that works on behalf of members to support, promote and improve local government.
4. The core membership of the LGA comprises of 335 of the 339 councils in England. They also operate an Associate Scheme, for organisations whose purpose and objectives are aligned with their own, which includes fire and rescue authorities.

5. The LGA are a politically-led, cross-party organisation that works on behalf of local authorities to ensure that local government has a strong, credible voice with national Government. They also aim to influence and set the political agenda on issues that matter to local authorities.
6. The LGA provides a range of practical support on a free of charge or subsidised basis, which includes leadership programmes, peer challenge, the LGA's benchmarking service "LG Inform"; and programmes tailored to specific areas, such as fire and rescue.
7. The LGA has a Fire Services Management Committee, which represents the views and concerns of the fire sector, working on the future direction of the fire and rescue service.
8. In addition, the LGA produce a range of publications, responses, briefing documents and guides, relevant to the fire sector.
9. The LGA also provide the secretariat to the Employers' side of the National Joint Council for Local Authority Fire and Rescue Services, the Middle Managers Negotiating Body, and the NJC for Brigade Managers of Local Authority Fire and Rescue Services.
10. The LGA has provided guidance and has acted as a single voice for local government when responding to significant events, including during this current climate of Covid-19 and in response to Grenfell Tower.
11. The LGA have previously stated that they are committed to keeping the cost of membership as low as possible; and membership subscriptions had been frozen for several years. However, due to increasing costs, a 2% increase in subscriptions was applied for 2020/21, with a further 2% increase applied for 2021/22, taking the cost of subscription for MFRA for 2021/22 to £11,455.08.
12. However, the LGA have confirmed that they will continue to apply a 2.5% loyalty discount for fire and rescue authorities, therefore with this discount applied, the total for MFRA for 2021/22, is £11,230.47.
13. In 2020/21 the LGA introduced a new direct debit scheme. For all authorities joining the direct debit scheme, a 2.5% discount was applied, replacing the previous 2.5% early payment discount. On the 21st May 2020 Members were advised in order for MFRA to receive the discount applicable MFRA would need to agree to join the ongoing direct debit scheme, of which MFRA did. The ongoing discount would take the total subscription fee for 2021/22 down to £10,882.32.
14. Although the current subscription is contained within existing budgets the Chair of the Authority confirmed approval of the continued membership to the LGA within their delegated powers prior to the next direct debit payment being made as approved in paragraph 13 above further to receipt of the invoice.

Equality and Diversity Implications

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15. The LGA has requested that each of its member authorities appoints a dedicated Equality and Inclusion Champion. For 2020/21, Cllr Jan Grace was appointed as MFRA's Equality and Inclusion Champion.
 16. The LGA have also formed an Equality and Inclusion Champion national network for fire and rescue authorities. This national network enables the sharing of views, best practice and discussion of issues, with other similar organisations, which can also assist with the influencing of national policy.

Staff Implications

17. There are no direct staff implications relating to this report.

Legal Implications

18. The National Fire Lawyers Group receives regular updates from the LGA; and therefore continued membership would assist this valuable service.

Financial Implications & Value for Money

19. By taking advantage of the direct debit payment scheme, the total cost of LGA membership for MFRA for 2021/22 is £10,882.32. This cost can be met from within existing budgets.
20. It is important to note that additional costs are likely to be incurred for travel and accommodation (if required) when attending LGA Conferences, however these costs can be contained within existing budgets and are covered by the Members Allowance Scheme.

Risk Management, Health & Safety, and Environmental Implications

21. There are no direct implications within this report relating to risk management, health and safety or the environment.

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

22. Membership of the LGA allows the Authority to contribute to, and benefit from the work of the LGA in championing the local government sector.

BACKGROUND PAPERS

GLOSSARY OF TERMS

LGA **Local Government Association**

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