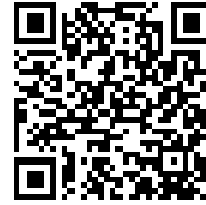


To: All Members of the Authority



J. Henshaw  
LLB (Hons)  
Clerk to the Authority

Tel: 0151 296 4000  
Extn: 4112 Helen Peek

Your ref:

Our ref HP/NP

Date: 25 April 2014

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **TUESDAY, 6TH MAY, 2014** in the Community Room at Birkenhead Fire Station, Exmouth Street, Birkenhead, CH41 4NF, Exmouth Street, Birkenhead, CH41 4NF.

Yours faithfully,

Clerk to the Authority

Encl.

This page is intentionally left blank

**MERSEYSIDE FIRE AND RESCUE AUTHORITY**

**AUTHORITY**

**6 MAY 2014**

**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 1 - 18)**

The Minutes of the previous meeting of the Authority, held on 27<sup>th</sup> February 2014, are submitted for approval as a correct record and for signature by the Chair.

**MOTION SUBMITTED BY THE CHAIR OF THE AUTHORITY**

**3. Coach Safety & Prevention of Road Traffic Accidents by Councillor Dave Hanratty**

**Notice of Motion by Councillor Dave Hanratty to Merseyside Fire & Rescue Authority**

**Coach Safety & Prevention of Road Traffic Accidents**

Merseyside Fire & Rescue Authority attends on average 542 Road Traffic Accidents each year, some of these accidents could be prevented through improved design technology or indeed highway works, driver awareness, increased training for younger drivers all of which the Fire Service actively promote in order to reduce Road Traffic accidents and Death on our roads.

However. on Monday 10th September 2012 a coach bound for Liverpool carrying 53 people travelling back from the music festival on the Isle of Wight, left the road and crashed into a tree instantly killing Michael Molloy (18), Kerry Ogden (23) and the coach driver, Colin Daulby (63). Other

passengers suffered serious life changing injuries for instance Zach Washington-Young aged just 22 at the time, had just completed a law degree but suffered spinal injuries which necessitated him being airlifted to hospital and is still receiving intensive treatment and will do for many years to come.

The cause of this tragic and fatal Road Traffic Accident was subsequently discovered that the front nearside tyre which was actually older than the coach itself at 19 years, which was responsible for the crash. The coach operator were fined just £4000, not for the state of that particular tyre but for another old tyre on the rear of the vehicle which was exhibiting wear and tear below the legal requirements for tread depth. The Coach company had their licence to practice revoked.

Unbelievably there is no law in the UK that governs the age of tyres used on either commercial or domestic vehicles despite the fact that a rubber tyre will show serious deterioration after only five years even if no wear and tears shows on the exterior of the tyre. Deterioration of a tyre commences from the date of manufacture whether it is fitted to a vehicle or not.

Frances Molloy, Michael's mother is leading a campaign for a change in UK law to ban the use of tyres older than six years on commercial vehicles. This change in law is being supported by her MP, Maria Eagle and Shadow Transport Minister, Mary Creagh, but to date, despite a meeting with Transport Minister, Patrick McLoughlin MP, and a vague promise to look at further research, the Government will not commit to a change in the law.

Merseyside Fire & Rescue Authority therefore agrees to write to the Prime Minister, Fire Minister Brandon Lewis MP, the Chief Fire Officers Association and the Local Government Association Fire Service Management Committee urging the Government take urgent action in addressing this issue and to legislate in order to introduce safeguards so that coaches are operated safely, in that tyres older than six years cannot be used on commercial vehicles therefore going some way in preventing such fatal accidents in the future. Furthermore Merseyside Fire & Rescue Authority also resolves to support this campaign until such change in the law is achieved.

**4. Lead Member Feedback 2013/14 (Pages 19 - 50)  
(CFO/042/14)**

To consider Report CFO/042/14 of the Deputy Chief Executive, concerning feedback of work undertaken by the appointed Lead members during 2013/14.

5. **Merseyside Fire and Rescue Authority Members Equality and Diversity Monitoring** (Pages 51 - 58)

**(CFO/043/14)**

To consider Report CFO/043/14 of the Deputy Chief Executive, concerning the introduction of formal Equality & Diversity monitoring of all Members appointed to Merseyside Fire & Rescue Authority.

6. **Firefighters' Pension Scheme - New Governance Requirements**

(Pages 59 - 64)

**(CFO/045/14)**

To consider Report CFO/045/14 of the Deputy Chief Executive, concerning the requirements of the Public Pensions Act 2013.

7. **Disposal Of Combined Pump Platform, MAN And Mercedes Vario Fire Appliances** (Pages 65 - 66)

**(CFO/050/14)**

To consider Report CFO/050/14 of the Chief Fire Officer, concerning the disposal of the Combined Pump Platform (CPP), MAN and Mercedes Vario Fire Appliances at specialist auction in order to realise a capital receipt.

8. **PROPOSED STATION MERGER OF HUYTON AND WHISTON** (Pages 67 - 102)

**(CFO/044/14)**

To consider Report CFO/044/14 of the Chief Fire Officer, concerning the merger of Huyton and Whiston Fire Stations at a new site on Manchester Road, Prescot, subject to a 12 week period of public consultation, to commence with effect from 6<sup>th</sup> May 2014; and reaching an agreement with the owners of the site, Knowsley Council, for a lease of the new site.

***Appendices F and G to this Report are EXEMPT by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.***

-----  
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

27 FEBRUARY 2014

### MINUTES

**Present:** Cllr Dave Hanratty (Chair) Councillors Les Byrom, Linda Maloney, Robbie Ayres, Andrew Blackburn, Roy Gladden, Ted Grannell, Jimmy Mahon, Pat Moloney, Barbara Murray, Steve Niblock, Lesley Rennie, Denise Roberts, Jean Stapleton and Sharon Sullivan

**Also Present:**

**Apologies of absence were received from:** Cllr Vi Bebb, Cllr John Kelly and Cllr Tony Newman

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

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

Resolved that:

- a) no declarations of interest were made by individual Members in relation to any item of business on the Agenda
- b) no additional items of business were determined by the Chair to be considered as matters of urgency; and
- c) no items of business required the exclusion of the press and public during consideration thereof because of the possibility of the disclosure of exempt information.

#### **2. Minutes of the Previous Meeting**

Members considered the Minutes of the previous meeting of the authority, held on 11<sup>th</sup> February 2014.

Resolved that:

The Minutes of the previous meeting held on 11<sup>th</sup> February 2014 be approved as a true record of the proceedings of that meeting and signed accordingly by the Chair.

#### **3. FINANCIAL REVIEW 2013/14 – April to December**

(CFO/010/14)

Members considered report CFO/010/14 of the Deputy Chief Executive Officer regarding review of the financial position, revenue and capital, for the Authority for the period April to December 2013, as part of the regular comprehensive financial reviews considered by the Authority during the year to provide a full health check on the Authority's finances.

Resolved that:

2. That Members:

- a) Approve the 2013/14 budget amendments as set out in the report; and
- b) Approve the utilisation of the £1.500m favourable revenue position to increase in the smoothing reserve in light of the future financial challenge facing the Authority; and
- c) Instruct the Deputy Chief Executive to continue to work with budget managers to maximise savings in 2013/14.

4. **Outcomes from Station Mergers Engagement**

(CFO/011/14)

Members considered report CFO/011/14 of the Chief fire Officer regarding the outcomes from the stakeholder/public engagement related to station mergers, and other operational response options, and the supporting Equality Impact Assessment.

Members expressed their thanks and appreciation to Officers and Dale Hall from Opinion Research Services, for the good work which has gone into conducting informative and well delivered consultation events with stakeholders and the public.

It was noted that all who had attended these events came away fully informed and understand the position the Authority is faced with. Attendee's also felt that the Station Merger option was the least worst option to adopt in the current circumstances.

Resolved that:

Members;

- a) Note the content of this report and its appendices; and
- b) Consider the outcomes of the stakeholder/public engagement as they make any decisions on proposals relating to their financial plans including station mergers and the other operational response options taking account of the position advanced within paragraph 17 of this report.



5. **Merseyside Fire and Rescue Authority Budget and Financial Plan 2014/2015 - 2018/2019**

(CFO/020/14)

The Chair of the Authority Councillor Dave Hanratty moved a budget resolution on behalf of Labour Group, details of which had been circulated to all Members.

Vice Chair Councillor Les Byrom seconded the motion.

It was noted that no other proposed resolutions had been submitted by any other group.

Members considered report CFO/020/14 of the Deputy Chief Executive Officer regarding the Merseyside Fire and Rescue Authority Budget and Financial Plan 2014/2015 – 2018/2019, to allow Members to set a medium term financial plan, both capital and revenue, that allocates resources in line with the Authority's strategic aims and ensures that the Authority delivers an efficient, value for money service. The detailed report also allows the Authority to determine a budget for 2014/2015 and a precept level in line with statutory requirements.

Debate took place regarding the difficult decisions the Authority are faced with due to the financial burden placed upon them by central government, who have cut the amount of government grant to the Authority year upon year. Members expressed thanks to staff for their continued support and to officers for their work towards plans to meet the budget deficit and for all the consultation events which have taken place across Merseyside. Members also thanked Union representative for their continued constructive discussions and opened invited to all Union representatives of the Authority's employees, to meet with him in future.

Union Representatives were invited to address the Authority. Fire Brigades Union representative Mark Rowe, followed by the Fire Officers Association representative Chris Case, addressed the Authority to express their disappointment on behalf employee and the public, for the difficult decision the Authority are faced with making, and confirmed that it was through no fault of Members of this Authority but the cause of financial burdens placed upon the Authority by Central Government. Union Representatives advised that they continue to support the Authority and continue to work to protect the public of Merseyside.

Vice Chair Councillor Les Byrom seconder to the Labour Group motion, spoke in support of the motion.

The Chair of the Authority Councillor Dave Hanratty mover of the Labour Group Budget Resolution spoke in support of the motion as follows:

***LABOUR BUDGET RESOLUTION 2014/15***

## **Merseyside Fire and Rescue Authority Budget and Medium Term Financial Plan Resolution 2014/2015- 2018/19**

1. Merseyside Fire and Rescue Authority has suffered the largest grant cut in the country – over 35% since 2010.
2. The Authority has planned prudently to minimise the impact on frontline services. The Authority has addressed inefficiency, cut management costs and reduced support services
3. However with the scale of funding cuts there has been an inevitable impact on frontline services and despite a saving of £7m being achieved from the back office and support functions the Authority has seen the number of fire appliances in Merseyside reduce from 42 to only 28 across its 26 fire stations.
4. The Government has now increased the level of grant cut for 2014/15 beyond that originally announced and applied a further 10% real terms cut to grant funding for 2015/16. This has left the Authority in a challenging position since it cannot set a balanced budget without yet further reducing its services to the communities of Merseyside.
5. The Authority wishes to plan prudently to deal with the cuts and has therefore decided to prepare a comprehensive two year financial plan based solely upon those government announcements that have already been made - adopting this strategy alone still requires savings of £6.3m. The Authority, however, recognises that the current government and any subsequent successor are likely to apply further cuts to the Fire and Rescue Service beyond 2015/16. Whilst the Authority will lobby against such a position it is recognised further cuts to funding will mean further cuts to services.

Resolved that:

### **The Financial Plan**

6. The Authority approves the financial plan as outlined in CFO/011/14 and endorse the recommendations a. to j. in that report.

### **Minimising the impact on the Frontline**

7. The Authority notes that officers have identified all the possible options available to the Authority that do not impact on the front line operational response and will adopt all those savings identified in report CFO/011/14.
8. In particular the Authority will:-

- a) Assume a saving of £0.9m from a technical review of the cost of debt repayments. Noting that this approach relies heavily on the assumptions in the capital programme and the treasury strategy - requiring the DCE to report regularly on progress through the financial review reports.
  - b) Assume that £0.125m can be identified from within non-employee inflation lines and £0.275 from specific reduction in non-employee budgets. The DCE to report back through the financial review on the specific application of these cuts and their impact on service
  - c) Assume a saving of £0.200m from vacancy management / staff not all being at the top of grade.
9. The Authority values its employee's and recognises the commitment they have to make Merseyside Safer and Stronger. The Authority also recognises that there has been a significant period of pay restraint for all employee's combined with pension changes, tax changes, benefit reform and relatively high inflation resulting in an actual reduction in their living standards. However if pay awards keep pace just with inflation for the next two years it will still mean that a higher level of savings would have to be made. Therefore, in order to minimise service impacts and staff reductions the Authority will assume for its financial plan pay bill restraint for the next two years at only 1%p.a for all staff. The Authority recognises there is a degree of risk around this approach both in the fact that pay awards may be higher and there is the potential for employer pension contributions to rise – If either of these risks are realised it will require further savings to be made. In order to hedge against these risks and give time for any required additional cuts to be identified and implemented the Authority will keep an inflation reserve of £1.5m.
10. The Authority is committed to addressing low pay amongst its workforce and is keen to apply the living wage in a practical and affordable way. It requests a report be brought back once the full impact of implementation has been fully assessed.
11. The Authority will assume that it will be possible to achieve a reduction in 10% of the remaining non-uniform staffing costs (£0.900m) noting in doing so that:-
- Many non-uniformed staff provide front line services
  - Such further large-scale reductions will put large numbers of staff at risk of redundancy
  - There will be an impact on organisational capacity which will need to be managed effectively in light of the need to deliver other savings which require major projects or structural change
12. The Authority requires the CFO to report back on detailed proposals in relation to these savings by December 2014. The Authority will maintain a reserve of £0.9m in order to fund the costs of any voluntary severance or

voluntary early retirement that as far as practicable can be used to try and avoid compulsory redundancy. The CFO to be granted delegated powers to manage and operate the scheme of VER/VS as previously agreed by the Authority as effectively as possible and to report back on progress.

13. 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 has already made reductions in its allowances of £9,800 as part of a four year target of reducing costs by 10%. Whilst that review is ongoing the Authority will in any case freeze all member allowances for the sixth consecutive year
14. The Authority notes that these savings total £2.9m from back office and support functions. This still means that £3.4m of the government cuts will be required from the frontline operational service.

### **Operational Response Savings**

15. The Authority notes that the Chief Fire Officer has examined the options for delivering the operational savings required and mergers of stations are considered to be the “least worst option.” This approach has been endorsed through the initial deliberative public consultation.
16. The Authority therefore assumes that it will be possible to save £3.4m from operational response through at least 4 station mergers including those already considered by the Authority in principle :-
  - Huyton/Whiston at Prescot
  - Upton/West Kirby at Greasby
  - Eccleston/St Helens at St Helens town centre
17. The Authority requests that the CFO bring back individual reports, including equality impact assessment, as soon as possible on specific business cases for mergers as detailed information and costs become available.
18. The Authority requests that the CFO prepare bids for any Government capital resources that might be available in support of mergers.
19. The Authority notes that to deliver any savings in firefighter posts requires a reduction in the number of staff. The Authority is committed to seeking to try and avoid compulsory redundancy. It notes that to deliver the required reduction in firefighter posts will take until 2016/17 based on natural retirement rates. The Authority will therefore commit £6.8m to a cost smoothing reserve of which at least £3.6m is expected to be used to avoid redundancy based on current forecasts.
20. The Authority notes that the capital programme does not currently include provision for the net costs of any station mergers. Whilst it is hoped that the availability of capital receipts, the possibility of government grant

funding and the potential availability of reserves may assist in funding any building schemes it recognises that if this is not sufficient there may be a need to borrow to build which will impact on capital financing costs.

21. The Authority recognises that the exact timing of both new station delivery and firefighter retirements is difficult to forecast and recognises that the Chief Fire Officer will need to continue to manage appliance availability on a dynamic basis under his delegated powers as the financial plan proceeds to delivery.
22. The Authority recognises that if suitable sites cannot be identified for mergers that station closures would be the next 'least worst' option.

### **IRMP**

23. The Authority agrees to reflect this financial plan in its future IRMP and will consult with the local community on the IRMP and the impact these cuts will have upon them.

### **Implementation**

24. The Authority recognises to fully deliver the saving will take over two years if it wishes to minimise the likelihood of compulsory redundancy. It will reflect this phased approach in its Reserve strategy
25. It therefore instructs the Chief Fire Officer to adopt a phased multi-year approach to delivery of the model.
26. In relation to Support Services the Authority expects the CFO to manage reductions within the previously agreed framework including identifying:-
  - Roles deemed non-essential for statutory delivery through fundamental review
  - Roles which can be subsumed within other roles - lesser organisational impact
  - Those roles where duplication is identified
  - Those roles that can be removed through internal shared services
  - Those roles that will subsumed aligned to an organisational restructure
  - Those roles for which external funding may be possible
  - Those roles that will be subsumed following technological investment

27. The Authority wishes the CFO to use every available measure and management tool to avoid compulsory redundancy and therefore it grants delegated power to reopen and utilise the Voluntary Severance / Voluntary Early Retirement programme in line with the broad framework agreed by the Authority previously. In addition it would wish the CFO to consider if it is appropriate to make a similar offer to staff in the firefighting pension's schemes in order to deliver these savings.
28. In relation to firefighter post reductions the Authority will seek to use natural turnover rates recognising this will take until 2016/17 requiring the use of reserves in the intervening period if compulsory redundancies are to be avoided.
29. The Authority will enter into consultation with the Representative Bodies where any member of staff is placed at risk of redundancy.
30. The Authority will adopt a full 90 days consultation period for all staff irrespective of numbers put at risk and any statutory requirements. This is in excess of the statutory minimum.
31. The Authority will also:-
  - Maintain an at risk register in order to seek redeployment options where appropriate
  - Establish and manage outplacement support at the Training & Development Academy
  - Use "bumping" and grouping between roles where staff wish to take advantage of severance to deliver overall savings

### **Council Tax**

- In identifying a financial deficit of £6.3m the Authority had already assumed a council tax increase at the maximum level allowed by the government before a referendum of just below 2%.
- Because of the scale of the financial challenge likely in future the Authority has agreed, with a heavy heart, to stick to this plan and increase council tax in 2014/15 by just below 2% to minimise the impact on the services to Merseyside in the future
- The impact of the budget on council tax will be a ***Band D Council Tax of £70.07, an increase of less than 3p per week to a total of £1.35 per week*** towards the fire and rescue service
- Most people in Merseyside will pay ***Band A Council Tax of £46.71 or 90p per week towards their fire and rescue service.***

## **Recruitment**

32. Despite the need to reduce Firefighter numbers in the short term as part of the budget plan this Authority recognises that over the next decade almost two thirds of its firefighters are expected to retire. The loss of that experience and knowledge will bring major challenges for the Authority and the need to recruit 300-400 firefighters by about 2020. In addition it takes almost a year to train a firefighter across the full range of competencies.
33. In order to meet this challenge in a prudent and structured fashion the Authority has set aside a strategic reserve of £1m to support limited firefighter recruitment to manage effectively succession planning.
34. It requests the CFO to explore the opportunities for delivering this including apprenticeship models and more flexible recruitment contracts and to report back to the Authority with proposals for strategic recruitment

## **Planning for beyond the Election**

35. The Authority is seriously concerned that this phase of cuts is likely to be followed by further cuts in 2016/17 and beyond. If any future Government follows through with proposals for public spending cuts (based upon how poorly local government, Fire and Rescue Service's and the Authority have done in the current CSR) then future years would see further cuts in fire cover across Merseyside unless council tax payers in Merseyside are willing to pay more for their Fire and Rescue Service.
36. The Authority, whilst continuing with its strong and direct approach to lobbying, recognises that it needs to plan prudently for what it would do if that approach is not successful.

## **Reserves**

37. 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.
38. 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.
39. 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 in particular maintain a general revenue reserve of £2.9million.

## **Capital Programme**

40. The Authority approves the Capital Programme as set out in CFO/011/14 which includes a total investment of over £26.102million over 2014/15 – 2018/19 period. The programme for 2014/15 shall be approved as £10.038million;
41. 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 £5.856million in 2014/15 as part of a total borrowing of £18.525million across the life of the plan.
42. The Authority notes that it has been successful in bidding for capital grant to support the development of a new fire station at Prescot and therefore this proposal be included within the plan and consulted upon appropriately.
43. 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**

44. Following consideration of the report of the Deputy Chief Executive (CFO/010/14 & CFO/011/14) 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 2014/15 as follows.
45. Approves the capital expenditure programme for the financial year 2014/15 for the total of £10.038m as set out in report CFO/011/14 and the five year programme totalling investment of £26.102m, and in this respect notes the advice of the Deputy Chief Executive that the programme is prudent, sustainable and the borrowing affordable.
46. The Authority further resolves as follows:
  - (a) It be noted that on 27 February, 2014 the Authority calculated the Council Tax Base 2014/15 for the whole Authority area as 334,385.70 [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 2014/15 in accordance with sections 40 to 47 of the Act:

The Authority calculates the aggregate of: (A)

- calculates the expenditure which it estimates it will incur in the financial year 2014/15 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 £71.548m,
- calculates the allowance as the Authority estimates will be appropriate for contingencies in relation to amounts to be charges or credited to the revenue account for the year 2014/15 in accordance with proper practices under S42A (2) (b) of the Act as £0.000m,
- calculates the financial reserves which the Authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure for 2014/15 under S42A (2) (c) of the Act as £0.074m,
- calculates 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 2014/15 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 £48.192m,
- 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 £1.301m.

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 2014/15 is £23,430,405 and the council tax base is 334,385.70, which is equal to £70.07 precept for a Band D property. This calculation meets the requirements under S42B of the Act.

47. The Authority calculates the council tax sums pursuant to s 47 of the Act as follows:

2014/15	Property Band		Increase
£			£
£46.71	For properties in Band	A	0.91
£54.50	For properties in Band	B	1.07
£62.28	For properties in Band	C	1.21
£70.07	For properties in Band	D	1.37
£85.64	For properties in Band	E	1.67
£101.21	For properties in Band	F	1.98
£116.78	For properties in Band	G	2.28
£140.14	For properties in Band	H	2.74

48. The Authority calculates the precept amounts payable by each constituent district council pursuant to s48 of the Act as follows:-

PRECEPT		AUTHORITY
£		
6,444,793	Payable by	LIVERPOOL
6,151,179	Payable by	WIRRAL
3,273,320	Payable by	ST.HELENS
5,394,829	Payable by	SEFTON
2,166,284	Payable by	KNOWSLEY
23,430,405		

49. The Authority requests the Deputy Chief Executive to arrange for precepts to be issued to the constituent district councils pursuant to s 40 of the Act before 1<sup>st</sup> March 2014, such sums to be payable by 10 equal instalments on or before the following dates:

17th April 2014  
29th May 2014

4th July 2014  
11th August 2014  
17th September 2014  
23rd October 2014  
28th November 2014  
8th January 2015  
13th February 2015  
17th March 2015

50. The Authority notes that The Deputy Chief Executive has advised that the 2014/15 budget is based upon robust estimates.

**APPENDIX A**

**2014/15 - 2018/19 DRAFT MTFP**

	2014/15	2015/16	2016/17	2017/18	2018/19
	£'000	£'000	£'000	£'000	£'000
<b>FORECAST NET EXPENDITURE</b>					
<b>2013/14 Base Budget</b>	66,721	66,721	66,721	66,721	66,721
<b>Approved changes to the base budget:</b>					
Loss of 2013/14 Transitional Grant for LCC Council Tax Support	64	64	64	64	64
Take out one-off SMG Reserve contribution (2013/14 only)	-100	-100	-100	-100	-100
Impact of Capital Programme / Funding Changes:	900	1,255	1,565	1,765	1,765
Inflation	800	2,075	3,500	5,000	5,000
<b>2013/14 Saving Options Full Year Impact</b>					
Income PFI Stations	-25	-25	-25	-25	-25
Workshops income	0	-100	-100	-100	-100
Joint Control Room	-200	-200	-200	-200	-200
Phase 2 Proposed Cuts in Support Savings	-582	-632	-632	-632	-632
Phase 2 Proposed Cuts in Front Line Savings	-1,445	-2,795	-2,795	-2,795	-2,795
<b>Use of Smoothing Reserve</b>	-1,783				
<b>2013/2014 Approved Financial Plan</b>	<b>64,350</b>	<b>66,263</b>	<b>67,998</b>	<b>69,698</b>	<b>69,698</b>
<b>2014/15 Issues</b>					
End of contracting out - start paying the standard rate of National Insurance contributions. Increase employer costs by 3.4 per cent.	0	0	1,000	1,000	1,000
LGPS Actuarial review, current benefits, employer rate from 11% to 13%, and potential increase in historic deficit payment currently c£0.8m	300	340	381	381	381
2018/19 Inflation Provision					1,500
Sec 31 Grant to cover 2014/15 restricted NNDR increase	-190	-190	-190	-190	-190
Sec 31 Grant to cover NNDR adjustments	-194				
Adjust Planned Drawdown from smoothing Reserve (original £1.783m)	90				
<b>2014/15 DRAFT Financial Plan Net Expenditure Forecast</b>	<b>64,356</b>	<b>66,413</b>	<b>69,189</b>	<b>70,889</b>	<b>72,389</b>
<b>FUNDING</b>					
<b>Government Funding: Settlement Funding Assessment</b>	<b>-40,693</b>	<b>-37,214</b>	<b>-34,487</b>	<b>-32,340</b>	<b>-30,674</b>
<b>Adjustment for Local Business Rate income from Districts</b>	<b>174</b>				
<b>Council Tax -</b>					
Base Precept Income	-22,619	-23,430	-23,899	-24,377	-24,865
Council Tax Base (increase) / decrease	-355	0	0	0	0
Assume 2% rise 2014/15 to 2018/19	-458	-469	-478	-488	-497
Precept Income yield, rounding adjustment	2				
Collection Fund (surplus)/deficit	-407				
<b>Forecast Council Tax Income</b>	<b>-23,837</b>	<b>-23,899</b>	<b>-24,377</b>	<b>-24,865</b>	<b>-25,362</b>
<b>Updated Income Forecast</b>	<b>-64,356</b>	<b>-61,113</b>	<b>-58,864</b>	<b>-57,205</b>	<b>-56,036</b>
<b>Forecast Net Position (surplus) / deficit</b>	<b>0</b>	<b>5,300</b>	<b>10,325</b>	<b>13,684</b>	<b>16,353</b>
<b>Phase A, £6.300m Savings Phasing:</b>					
<b>Back Office and Support Services</b>					
Minimum Revenue Provision (MRP) & Interest Payable on loans	-750	-850	-900	-900	-900
Non Employee Inflation	-50	-75	-125	-125	-125
Non Employee Budget review	-150	-275	-275	-275	-275
Assume pay restraint in 2015/16. Currently provision for 2% pay/ Assume 1%	0	-400	-500	-500	-500
Employee Vacancy / Incremental saving	-200	-200	-200	-200	-200
10% saving on Non Uniform Establishment	0	-450	-900	-900	-900
One-Off saving from discount on LGPS deficit payment if Authority pay 2014/15 - 2016/17 in April 2014	0	-78	-120	0	0
By delivering some of the £6.3m ahead of schedule the amount of reserve drawdown can be reduced by £1.150m	1,150	0	0	0	0
<b>Operational Response</b>	0	-350	-3,000	-3,400	-3,400
<b>Required Smoothing Reserve</b>		-2,622	-280		
<b>Phase A, Savings Profile:</b>	<b>0</b>	<b>-5,300</b>	<b>-6,300</b>	<b>-6,300</b>	<b>-6,300</b>
<b>Phase B Possible Financial Challenge</b>	<b>0</b>	<b>0</b>	<b>4,025</b>	<b>7,384</b>	<b>10,053</b>

<b>Forecast Movement on Reserves 2014/15 - Future Years</b>							
	"31.03.14 Closing Balance	EXPECTED USE					
		2014/15	2015/16	2016/17	2017/18	Future Years	To cover specific / general risks
<b>Earmarked Reserves</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Spate/Emergency Related Reserves</b>							
Bellwin Reserve	147					-147	0
Insurance Reserve	620					-620	0
Emergency planning Reserve	75					-75	0
Catastrophe Reserve	1,000					-1,000	0
Smoothing Reserve	6,750	-2,396	-1,773	526	0	0	3,107
Severance Reserve	737						737
Ill Health Penalty Reserve	248	-248					0
Recruitment Reserve	1,000						1,000
SMG Reserve	100						100
Capital Investment	2,975	-539	-1,526				910
PFI Rental Annuity Reserve	2,269	-19	-100	-100	-100	-1,950	0
Equality / DDA Investment Res	510		-510				0
Firefighter Safety Investment Res	1,000	-200	-800				0
Facing the Future Challenge Res	800						800
<b>Specific Projects</b>							
Community Sponsorship Res	19					-19	0
Equipment Reserve	56					-56	0
Contestable Research Fund Res	25					-25	0
FSD Reserve	53					-53	0
Healthy Living / Olympic Legacy	59					-59	0
Water Rescue Reserve	9					-9	0
Inflation Reserve	1,500						1,500
<b>Ringfenced Reserves</b>							
F.R.E.E. Reserve	37					-37	0
Princes Trust Reserve	319					-319	0
Community Youth Team Reserve	54					-54	0
Beacon Peer Project Reserve	53					-53	0
Innovation Fund Reserve	168					-168	0
Concept Knowsley	0					0	0
Regional Control Reserve	18					-18	0
Energy Reserve	85	74				-159	0
St Helens District Reserve	0					0	0
New Dimensions Reserve	668					-668	0
<b>Total Earmarked Reserves</b>	<b>21,354</b>	<b>-3,328</b>	<b>-4,709</b>	<b>426</b>	<b>-100</b>	<b>-5,489</b>	<b>8,154</b>
General revenue Reserve	2,894	0	0	0	0	0	2,894
<b>Total Reserves</b>	<b>24,248</b>	<b>-3,328</b>	<b>-4,709</b>	<b>426</b>	<b>-100</b>	<b>-5,489</b>	<b>11,048</b>

A vote to the motion took place.

15 Members voted in favour of the motion

0 Members voted against

0 Members abstained

Unanimous decision to approve the Labour Budget Resolution 2014/15

## 6. Consultation from DCLG: Openness of Local Government Bodies Draft Regulations 2014

(CFO/021/14)

Members considered report CFO/021/14 of the Clerk to the Authority regarding the proposed response to DCLG in respect of Draft Regulation on openness in Local Government.

Discussion took place, for and against the proposals for openness of Local Government Bodies Draft Regulations 2014, and experiences Members have had of members of the public video and photographing meetings at Council.

A named vote took place:

12 Members voted in favour of the draft response:

Councillor Dave Hanratty,  
Councillor Linda Maloney,  
Councillor Les Byrom,  
Councillor Robbie Ayres,  
Councillor Roy Gladden,  
Councillor Jimmy Mahon,  
Councillor Barbara Murray,  
Councillor Steve Niblock,  
Councillor Denise Roberts,  
Councillor Jean Stapleton,  
Councillor Sharon Sullivan.

3 Members Voted Against the draft response:

Councillor Andrew Blackburn  
Councillor Pat Moloney  
Councillor Lesley Rennie.

Vote Carried in favour of the Draft Response to the Draft Regulation on openness in Local Government.

Members Resolved that:

- a) the consultation response attached as Appendix D to this report, with the inclusion of the provision within the Authority's Constitution with regard to recordings of meeting with permission of the Chair, be approved, and;
- b) the Monitoring Officer be instructed to amend the consultation response to include the existing provision within the Authority's Constitution with regard to recordings of meeting with permission of the Chair.

Close

Date of next meeting Date Not Specified

This page is intentionally left blank



MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	6 MAY 2014	REPORT NO:	CFO/042/14
PRESENTING OFFICER	KIERAN TIMMINS		
RESPONSIBLE OFFICER:	JANET HENSHAW, SOLICITOR TO THE AUTHORITY AND MONITORING OFFICER	REPORT AUTHOR:	HELEN PEEK, DEMOCRATIC SERVICES OFFICER, EXT 4112
OFFICERS CONSULTED:	SUPPORTING OFFICERS, DAVE MOTTRAM, MYLES PLATT, NICK SEARLE, STEWART WOODS, WENDY KENYON, JOHN MCNEILL AND SIMON MANSFIELD		
TITLE OF REPORT:	LEAD MEMBER FEEDBACK 2013/14		

APPENDICES:	APPENDIX 1:	OPERATIONAL PREPAREDNESS
	APPENDIX 2:	OPERATIONAL RESPONSE
	APPENDIX 3:	PREVENTION AND PROTECTION
	APPENDIX 4:	ENVIRONMENT, HEALTH & SAFETY <b>PLEASE NOTE AT THE TIME OF RELEASE THIS APPENDIX HAS NOT BEEN RECEIVED FROM THE CLLR.</b>
	APPENDIX 5:	EQUALITY AND DIVERSITY
	APPENDIX 6:	COLLABORATION & COMMUNITY PARTNERSHIPS
	APPENDIX 7:	LEAD MEMBER ROLE DESCRIPTION
	APPENDIX 8:	LEAD MEMBER GUIDANCE

---

### Purpose of Report

---

1. To provide Members with feedback of work undertaken by the appointed Lead Members during 2013/14.

## Recommendation

2. That Members;
  - a. Note and evaluate the Lead Member's feedback forms attached at appendices 1 to 6 to this report, against the Lead Member Role Description at appendix 7, and Guidance document at appendix 8.
  - b. Determine the value of continuing with Lead Member Roles for the coming Municipal year; and should continuation of such Roles be determined;
    - i. instruct the Democratic Services Manager to liaise with the Chair of the Authority to conduct a review of the Roles of Lead Members in line with the Authority's Scrutiny Forward work plan for the coming Municipal year, and report this back to the Annual Meeting, for consideration and appointments to be made.

## Introduction and Background

3. Members will recall that at the Annual Meeting June 2013, the Authority approved the appointment of six Lead Member roles within the Authority's structure. A role description (appendix 7) was approved within the Members Allowance Scheme, to which an additional responsibility allowance was aligned in recognition of the additional work and involvement those Members would be expected to undertake.
4. The appointments to the Lead Member roles and supporting officers for 2013/14 are set out in the table below:

<b><u>Area</u></b>	<b><u>Lead Member</u></b>	<b><u>Support Officer</u></b>
<b><i>Operational Preparedness</i></b>	Cllr Sharon Sullivan	AM Nick Searle – Director of Operational Preparedness
<b><i>Operational Response</i></b>	Cllr Barbara Murray	AM Dave Mottram – Director of Operational Response
<b><i>Prevention and Protection</i></b>	Cllr Pat Moloney	AM Myles Platt – Director of Prevention & Protection
<b><i>Environment, Health &amp; Safety</i></b>	Cllr Steve Niblock	GM John McNeil – Health And Safety Manager
<b><i>Equality and Diversity</i></b>	Cllr Robbie Ayres	Wendy Kenyon – Diversity & Consultation Manager

<b><i>Collaboration &amp; Community Partnerships</i></b>	Cllr Tony Newman	Stewart Woods – Facilities Manager

5. The intention of appointing Lead Members Lead Roles was for Lead Members to gain valuable knowledge and understanding within a specific area of business, working closely with their designated Support Officer, by having regular meetings throughout the year. The Support Officer involves the Lead Member in the reporting process to ensure the Member is fully aware of any reports being submitted under their reference. The Lead Member provides support to the Officer through representation at Authority committee meetings, as well as enabling Lead Members to pass on their knowledge and experience to fellow Colleagues on the Authority, in the form of a champion.
6. Appended to this report are feedback forms in relation to each of the above roles, which the Chair of the Authority requested be provided by Lead Members to Authority.
7. Members of the Authority are requested when evaluating the feedback of Lead Members, to give consideration to the personal development value to Members and Officers derived through the opportunity of close working relationships and general understanding of each other's roles, as well as any effect this has in relation to the Authority's decision making, which may benefit to the Authority as a whole, and the community it serves.
8. Guidance documents were provided to all Lead Members and Support Officers (appendix 8) which included a declaration form for each to sign and agree a schedule of meeting throughout the year.

---

### **Equality and Diversity Implications**

9. There are no direct equality and diversity implications relating to this report as this provides feedback from Members to the Authority. Should any work streams stem from this feedback, Equality and Diversity implications will be taken into consideration on a case by case basis.

---

### **Staff Implications**

10. Support Officers have seen an increase in their workload through holding regular meetings and increased engagement with their designated Lead Member. However it is important that the Authority are fully aware of how the Service is functioning especially as resources become increasingly reduced in the current financial climate.

---

### **Legal Implications**

11. There are no direct legal implications contained within this report.

---

**Financial Implications & Value for Money**

---

12. Lead Members currently receive an Additional Responsibility Allowance of £2,018.00 per annum, in recognition of the additional work required to perform their role. This forms part of the current Members Allowance Scheme, and is contained within the existing budget

---

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

---

13. There are no direct Risk, Health & Safety and Environmental implications arising from this report.

---

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

---

14. The development of Lead Member roles will empower the Authority to have a deeper understanding of specific areas of service provision, which will assist the Authority to make informed decisions regarding the provision of service to the Community of Merseyside.

---

**BACKGROUND PAPERS**

---

- CFO/058/13** Structure of the Authority  
**CFO/067/13** Scheme of Members' Allowances 2013/14

---

**GLOSSARY OF TERMS**

---

# Lead Member Feedback Form

## 2013/14

**Lead Members Name:** Cllr Sharon Sullivan

**Lead Member Role Title:** Operational Preparedness

**Supporting Officers Name:** AM N Searle

**Number of meetings take place between Lead Member and Supporting Officer during the year:** 2 formal, several informal

**At the first meeting held between the Lead Member and the relevant Officer Support, was a Forward Work Plan devised, and reviewed and updated at each subsequent meeting during the year?** No

**Please outline nature of these meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in the area for which you are appointed Lead Member.**

The meetings have been arranged to assist me with my knowledge of Operational Preparedness. During the meeting various matters were discussed including,

1. The Functional Delivery plan for Operational Preparedness.
2. Outcomes from the delivery of the 13/14 plan were provided and information on the 14/15.
3. Area Manager of Operational Preparedness was also responsible for the planning of Resilience arrangements during the recent industrial action.
4. Operational Preparedness also responsible (in conjunction with Response) for providing resilience during National deployments.

The supporting officer has kept me updated on all areas of Operational Preparedness.

**Have any reports been written in relation to this area of work, if so please confirm the title and meeting which the report was submitted to?**

Collaboration with Fire Service College – Policy and Resources Committee
NW FRA Peer Assessment - Authority
NR Assurance of MFRA USAR Capability – Community Safety and Protection
Merseyside LRF Secretariat – Authority
JESIP Consolidation Exercise – Community Safety and Protection
MFRS National Deployments during Wide Area Flooding - Community Safety and Protection
All of these reports have been written by Operational Preparedness and have been presented on by the CFO to Authority.

**What involvement did you have in the reporting process?**

Area Manager wrote reports which have been presented by CFO during Authority meetings.

**What were the outcomes as a result of the report?**

All of the reports have assisted MFRS in various ways. MFRS has been heavily involved in support other FRS during the recent flooding.

We will be hosting the (Joint Emergency Service Interoperability Programme) JESIP exercise on the 18<sup>th</sup> September 2014.

The LRF Secretariat positions will assist with the smooth running of the Local Resilience Forum.

**Have you been involved in any of the Authority's Task and Finish Group's? If so please detail how your Lead Member experience has assisted you as part of the Task and Finish Group.**

I have not been required to attend a Task and Finish group.

**What other meetings within Merseyside Fire and Rescue Authority or Partners, do you attend which have an influence on your Lead Member Area?**

I am a member of the Policy and Resources Committee and the Performance and Scrutiny Committee.

**How has attending the above meetings assisted you in your role?**

As the Lead Member for Operational Preparedness my understanding of this area of MFRS has been improved and I am now able to explain and assist other members.

**How has undertaking the Role as Lead Members enhanced your level of knowledge of this particular service area?**

As stated in the previous question, I am now able to understand, explain and assist others with questions relating to Operational Preparedness. I have the link with the support officer who is available to assist me with providing an answer if I am unsure.

**Please detail any lessons learnt (eg what you would have liked to include or done differently)?**

The benefit of having an immediate link to a support officer who can assist when required.

**What has been the main benefit to your appointment in this role?**

The main benefit of this role is that it has provided me with further knowledge of this particular area within the Organisation and it has provided me with a greater understanding which I can pass on to fellow members.

**Any other comments you would like to add**

More information of the role would have been of benefit.

**Support Officer Comments:**

Councillor Sullivan has been keen to be kept informed of any developments within Operational Preparedness.

Councillor Sullivan is interested in the overall effect Operational Preparedness has on the organisation and the level of support MFRS provides to fellow FRS when requested.

I believe that the working relationship which has been developed between the Lead Officer and Member is of benefit to the Organisation and will develop further over the coming year.

*Area Manager Searle*

This page is intentionally left blank



## Lead Member Feedback Form 2013/14

**Lead Members Name : Councillor Barbara Murray**

**Lead Member Role Title : Lead Member for Operational Response**

**Supporting Officers Name : AM Dave Mottram**

**Number of meetings that have taken place between Lead Member and Supporting Officer during the year : 4 to date**

**At the first meeting held between the Lead Member and the relevant Officer Support, was a Forward Work Plan devised, and reviewed and updated at each subsequent meeting during the year? No**

**Please outline nature of these meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in the area for which you are appointed Lead Member.**

Meetings were arranged to improve my knowledge of Operational Response by explaining in detail all the factors affecting Operational Response including national context and how well MFRS compares to other authorities.

As a result of these meetings my understanding is that Operational Response is crucial to situations such as putting out fires, rescuing people in emergencies for example traffic accidents or any other incidents that are totally dependent on the speed of the service to respond to get a better outcome, that is, when the speed of response can save lives, reduce injury and ensure that any medical needs are met as quickly as possible.

The main factors affecting the speed of response include:

- communications to ensure the correct response is sent to the correct situation;
- having a well trained team/staff
- availability and numbers of engines and fire fighters;
- having the right equipment to deploy for the given situation;
- proximity to any given incident

As a result of government cuts there have been some unprecedented changes to the service this year. All these changes such as merging stations, changing the work practices, reducing engines and fire fighters could potentially have a negative impact on Operational Response times and put the public and fire fighters at risk.

The supporting officer has kept me fully briefed on all these aspects and the anticipated impact on response times.

I am pleased that despite all these changes response to an emergency is ten minutes which compares very favourably with other authorities nationally.

In my opinion changes to date have been well managed by the authority.

**Have any reports been written in relation to this area of work, if so please confirm the title and meeting which the report was submitted to?**

The guidance document has been completed and submitted to committee services. This document will be submitted to the Chair and committee services. A power point presentation outlining changes to service which have impacted on response times has been produced by AM Mottram. I am happy to present this powerpoint to any committee as required.

**What involvement did you have in the reporting process?**

The guidance document was completed with the supporting officer.

I am writing this report.

The first draft of the power point has been prepared by AM Mottram. I have had oversight of the powerpoint and I will alter if necessary before presentation to ensure facts are presented in an acceptable format for my colleagues, no acronyms etc.

**What were the outcomes as a result of the report?**

None to date.

**Have you been involved in any of the Authority's Task and Finish Group's? If so please detail how your Lead Member experience has assisted you as part of the Task and Finish Group.**

I have not been required to attend a Task and Finish Group in this respect. However, my improved understanding of Operational Response has informed my attendance at meetings, strategy and budget days and more broadly as a member of Liverpool Council.

**What other meetings within Merseyside Fire and Rescue Authority or Partners, do you attend which have an influence on your Lead Member Area?**

I am a member of the Community Safety and Protection Committee and the Performance and Scrutiny Committee. It has been invaluable to my membership of both these committees to have an overview in terms of Operational Response and that has informed my decision making and my scrutiny of the policy changes for the authority that impact on response time.

**How has attending the above meetings assisted you in your role?**

My understanding as Lead Member for Operational response has been significantly improved when explaining the impact of the cuts to MFRS to others and to my grasp of changes MFRS is undergoing as a result of cuts.

I do champion MFRS and the fact we maintain a ten minute response time despite cuts. It is very useful to have well developed arguments supported by facts when doing this.

**How has undertaking the Role as Lead Members enhanced your level of knowledge of this particular service area?**

As stated above. Also I have been very keen to ensure that my decision making in this respect has been carefully balanced in terms of the safety of the public and the safety of fire fighters.

Operational Response is the core business of the authority if it is to retain its reputation and in this respect all members need to be fully briefed which is why I am keen to give a presentation on this as part of my role.

**Please detail any lessons learnt (eg what you would have liked to include or done differently)?**

It would have been helpful to have been more fully briefed with respect to the outcomes required of the role at the beginning of the appointment.

**What has been the main benefit to your appointment in this role?**

The main benefit is the fuller understanding of the importance of Operational Response to the extent I can converse with confidence when representing MFRS and I can question policy development in terms of any impact on current response times.

**Any other comments you would like to add**

It would have been useful to have a short induction for all lead members, for example, at a learning lunch and a timetable for the year stating from the outset date report(s) needed and date(s) presentation to be tabled to a given committee.

**Support Officer Comments:**

Councillor Murray has been a fully involved and committed Lead Member for Operational Response.

The last twelve months have seen some of the largest changes to how MFRA responds to incidents and how its operational workforce operates. Councillor Murray has kept abreast of these changes and developed a keen insight during our quarterly meetings.

Councillor Murray has constructively challenged in key areas of transition for Response and has offered valuable assistance, support and advice from her own experience of workplace change.

I believe the working relationship we have developed is effective and has benefitted the Service/ Authority. I hope to see this continue and strengthen into 2014 -15

Area Manager Mottram 31/3/14

This page is intentionally left blank

# Lead Member Feedback Form

## 2013/14

**Lead Members Name:** Cllr. Pat Moloney

**Lead Member Role Title:** Prevention and Protection

**Supporting Officers Name:** Myles Platt

**Number of meetings take place between Lead Member and Supporting Officer during the year:** Two

**At the first meeting held between the Lead Member and the relevant Officer Support, was a Forward Work Plan devised, and reviewed and updated at each subsequent meeting during the year?** In outline.

**Please outline nature of these meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in the area for which you are appointed Lead Member.**

The first meeting was a one to one between me and Myles.

The Second meeting was more detailed with Myles and his first line involving presentations and discussions around the roles, responsibilities and tasks.

**Have any reports been written in relation to this area of work, if so please confirm the title and meeting which the report was submitted to?**

No

**What involvement did you have in the reporting process?**

N/A

**What were the outcomes as a result of the report?**

N/A

**Have you been involved in any of the Authority's Task and Finish Group's? If so please detail how your Lead Member experience has assisted you as part of the Task and Finish Group.**

No.

**What other meetings within Merseyside Fire and Rescue Authority or Partners, do you attend which have an influence on your Lead Member Area?**

1. Authority meetings

2. Policy and Resources

3. Member Development Group

4. Consultation and Negotiation (as substitute)

5. Performance & Scrutiny (as substitute)

6. LGA Fire Conference

7. Liverpool consultation Forum

**How has attending the above meetings assisted you in your role?**

By increasing my knowledge and understanding of Merseyside Fire and Rescue Service generally, its policies and procedures.

**How has undertaking the Role as Lead Members enhanced your level of knowledge of this particular service area?**

The detailed information that I received in my meetings with Myles Platt and his team gave me a more detailed knowledge of Prevention and Protection within Merseyside Fire and Rescue Service.

**Please detail any lessons learnt (eg what you would have liked to include or done differently)?**

**What has been the main benefit to your appointment in this role?**

A better understanding of Prevention and Protection within MFRS. Also getting to know individual members of staff and their roles.

**Any other comments you would like to add**


**Support Officer Comments:**

Cllr Maloney has been active in gaining an understanding in the work carried out by prevention and protection and has offered to use his political influence in disseminating information and influence both in his local ward and the wider Merseyside area.
The majority of Committee reports written by P and P go to Performance and Scrutiny Committee and Community Safety and Protection Committee.
As Cllr Maloney is not a standing member of either of those committees then the information advice and influence that Cllr Maloney can provide is limited.

This page is intentionally left blank



# Lead Member Feedback Form

## 2013/14

**Lead Members Name:** Robbie Ayres

**Lead Member Role Title:** Equality and Diversity

**Supporting Officers Name:** Wendy Kenyon E&D Officer

**Number of meetings take place between Lead Member and Supporting Officer during the year:** Two Individual Meetings

**At the first meeting held between the Lead Member and the relevant Officer Support, was a Forward Work Plan devised, and reviewed and updated at each subsequent meeting during the year?** Yes a Three Year Plan to cover to 2016

**Please outline nature of these meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in the area for which you are appointed Lead Member.**

The meetings take place on a bi-monthly basis. They include an attendance representative from every department of MFRA.
Action points are highlighted and acted upon. These are then reported within the the equality and diversity annual report.
Equality and Diversity events taking place throughout the year are talked about.
Events such as Liverpool Pride, Older Persons Day, International Day of Persons with Disabilities

**Have any reports been written in relation to this area of work, if so please confirm the title and meeting which the report was submitted to?**

Numerous reports eg Health & Safety & Diversity

**What involvement did you have in the reporting process?**

Personal experience whether through Trade Union or Local Democracy knowledge

**What were the outcomes as a result of the report?**

Reports and Policies are deemed to be fit for purpose in every aspect

**Have you been involved in any of the Authority's Task and Finish Group's? If so please detail how your Lead Member experience has assisted you as part of the Task and Finish Group.**

No but I have offered on numerous occasions to be involved

**What other meetings within Merseyside Fire and Rescue Authority or Partners, do you attend which have an influence on your Lead Member Area?**

Policy and Resources committee's

**How has attending the above meetings assisted you in your role?**

It makes you much more aware of Equality and Diversity Issues throughout the Authority

**How has undertaking the Role as Lead Members enhanced your level of knowledge of this particular service area?**

It has given me an insight to what must be one of the best E & D organisations in the Country

**Please detail any lessons learnt (eg what you would have liked to include or done differently)?**

I still think more could be done in engaging people with mental disabilities

**What has been the main benefit to your appointment in this role?**

It gives you a much clearer picture of working lives and personal lives of minority groups in our society

**Any other comments you would like to add**

Obviously the cuts are affecting the role of Equality and Diversity which can be, if not careful, put on a back burner. But that is my role as an Authority Member to make sure that does not happen, and use my place on the Authority to keep my fellow Members informed if anything that seems incorrect, can be rectified by us as the Authority. In other words act as a scrutineer of our Authority to monitor the organisation in relation to Equality and Diversity e.g. new legislation

**Support Officer Comments:**

Having an Authority Member as a Lead for Equality & Diversity, is invaluable in bringing greater level of scrutiny and support. It demonstrates the level of importance that MFRA places on Equality & Diversity.

Positive benefits have been specifically seen in relation to having the opportunity to work with an Authority Member to discuss Equality & Diversity vision and plans; and highlight key achievements on a quarterly basis (through Reports and DAG Member Committee meetings).

Having a Lead Member as part of DAG Membership enables the Diversity & Consultation Manager to raise any issues for special attention by the Authority when reports are taken to Authority Committee meetings.

This page is intentionally left blank

# Lead Member Feedback Form

## 2013/14

**Lead Members Name:** Cllr Tony Newman

**Lead Member Role Title:** Collaboration & Community Partnerships

**Supporting Officers Name:** Stewart Woods, Facilities Manager

**Number of meetings take place between Lead Member and Supporting Officer during the year:** Three meetings have been held over the year.

---

**At the first meeting held between the Lead Member and the relevant Officer Support, was a Forward Work Plan devised, and reviewed and updated at each subsequent meeting during the year?** \_\_\_\_\_

---

**Please outline nature of these meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in the area for which you are appointed Lead Member.**

an update on all major projects and site visits have been carried out during each meeting.

17<sup>th</sup> Oct 2013 – Site Tour of the Construction site of JCC and 2 storey Refurb

14<sup>th</sup> Jan 2014 – Site Tour of the New office SHQ and JCC

26<sup>th</sup> Feb 2014 – Update of Station Mergers Project

### **Details of Major Projects**

#### **JCC & 2 Storey Refresh**

- New upstairs office completed on time and staff moved in 3<sup>rd</sup> march 2014
- Partial completion of new build accepted and staff relocated from the 'shining Corridor' into new build on the 17<sup>th</sup> March – 1 week later then last reported due to problem with Building control sign off and de misting system.
- Works on going with externals
- Shining corridor now under KIER' possession and under construction
- Police ICT team have start works on site

## Formby LLAR

- Land acquired and Architects appointed
- Discussion on going with police who are interested in coming in

## Collaboration with Private Partners

- Private company interested in share space in Vesty 1 Workshop – project progressing
- Private company interested in share space in Prescott

## Prescot

- Site at Manchester Road identified.
- Knowsley BC are willing to enter into a long term lease for the land to MFRS
- Development agreement to be drawn up
- Police are interested in coming in (but on a small scale only)
- NWAS not (currently) interested
- Private partner also interested in coming in with us
- Report to Authority 6 May
- Consultation for 12 weeks with residents of Huyton, Whiston & Prescot
- Report back to Authority on consultation outcomes in September
- Start on site before end of 2014

## St. Helens

- Several sites under consideration
- Some highways issues with most favoured location
- Meeting held with Council officers in attempt to resolve but still issues to overcome
- Looking at alternatives & further meetings planned
- Probably won't be able to confirm site for a few months
- Then report to Authority with business case
- Consultation
- Report back

## Wirral

- Potential site identified in Greasby (ideal location)
- However site looks too small & new build would have to incorporate existing buildings (library, community hall)
- Additional site identified on Upton By Pass
- NWAS very interested in coming in
- Latest information is that site may not be available
- Asked Wirral if any other land available
- Currently most problematic of three merger options
- Fall back may be to close West Kirby & rebuild Upton (last resort)

**Have any reports been written in relation to this area of work, if so please confirm the title and meeting which the report was submitted to?**

Not specifically but numerous reports have been written reference Station mergers and JCC

**What involvement did you have in the reporting process?**

None

**What were the outcomes as a result of the report?**


**Have you been involved in any of the Authority's Task and Finish Group's? If so please detail how your Lead Member experience has assisted you as part of the Task and Finish Group.**

Yes looking at sickness and absenteeism of staff working for the Authority, however this is not specifically in relation to my Lead Member role

**What other meetings within Merseyside Fire and Rescue Authority or Partners, do you attend which have an influence on your Lead Member Area?**

N/A

**How has attending the above meetings assisted you in your role?**

N/A

**How has undertaking the Role as Lead Members enhanced your level of knowledge of this particular service area?**

N/A

**Please detail any lessons learnt (eg what you would have liked to include or done differently)?**

N/A

**What has been the main benefit to your appointment in this role?**

N/A

**Any other comments you would like to add**

Site visit to be arranged to view any potential sites for the station mergers in Wirral and St Helens.

**Support Officer Comments:**

Have meet regular with Cllr Newman and kept him abreast of the developments to do with any major projects. Further site meeting will be arranged once sites have been identified for any possible mergers and further site tours of the new jcc and SHQ will be arranged.



## **APPENDIX C**

### **Lead Member – Role Description**

Lead Members will be appointed to liaise with managers at a senior level in order to contribute at a governance level to the excellent work of individual Departments.

Lead Members are not in any way responsible for the management of any aspect of the service but rather to provide assistance and support to managers in specific and general projects.

1. To meet regularly at least 4 times per year with the Area Manager/Director/Head of Service (as appropriate) to obtain updates.
2. To liaise between the Authority and the service in respect of the service/department allocated.
3. To provide a well informed view to the Performance and Scrutiny Committee and task and finish group as required.
4. To give an annual presentation to the Authority or specific decision making committee in respect of the work of the service in question over the proceeding 12 months.
5. To provide, in conjunction with the Area Manager/Director/Head of Service, advice and guidance to new Members of the Authority in respect of the service in question.
6. To be a point of contact, in conjunction with Area Manager/Director/Head of Service, for Senior Members in respect of the service in question.
7. To highlight any areas that they consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.

This page is intentionally left blank

**MERSEYSIDE FIRE AND RESCUE  
AUTHORITY**

**LEAD MEMBERS & SUPPORT  
OFFICERS**

**Process and Guidance for Lead Members and Support Officers  
2013 - 14**



## Introduction

1. The role of Lead Members is important to the Authority. Although it is entirely appropriate that a Member should become involved in any area of interest, it is helpful for Members and ultimately to the delivery of the Authority's mission, if certain areas of work have nominated Lead Members who can achieve an enhanced level of knowledge of a particular service area that they can share with other Members.
2. All authorities are required to produce an Annual Governance Statement and such an arrangement will demonstrate to auditors the way in which Authority Members work together and with officers to achieve a deeper level of understanding of the Service that ultimately assists them in their leadership and decision making.
3. Lead Members will be the key Members involved in assigned Task and Finish Groups called by the Authority, any of its Committees; or any Member.

## Lead Member Roles and Process

4. The Authority has six roles of Lead Member which are outlined in Appendix 1. The generic Lead Member role map is attached at Appendix 2. All Lead Members will work with a nominated Support Officer (also detailed in Appendix 1) who will provide them with information and guidance and update them on developments in the area for which they are the appointed Lead Member.
5. Once a Member is appointed as a Lead Member, arrangements will be made initially by Democratic Services for the Member and Support Officers to meet and set out a schedule of meetings throughout the year. Members and Officers will meet to discuss their expectations of the partnership. The partnership should be a two way, supportive process, with Officer Supports enhancing the knowledge of the Lead Member in their particular area and the Lead Member then feeding back and sharing that information with other Members at meetings of the Authority.
6. Officers and Lead Members should meet on a regular basis, with a series of meeting dates being set at the first meeting between Members and their Officer Supports. The format and frequency of these meetings will differ in the case of each Lead Member role but expectations around the individual partnerships should be based on the attached generic role map (Appendix 2) and agreed in writing using the attached template (Appendix 3) as soon as possible after the initial meeting, with a copy provided for the Member and Officer Support and a copy to the Democratic Services Manager for Members Records.
7. At the first meeting held between the Lead Member and the relevant Officer Support, a Forward Work Plan should be devised. This Plan should be reviewed and updated at each subsequent meeting held between the Member and Officer.

8. Where the Officer Support wishes to submit a Report to the Authority or its Committees, on a topic which falls within the remit of their Lead Member, they should seek wherever practicable to discuss this with their Lead Member prior to the report being considered by any meeting of the Authority. In turn, the Lead Member will be expected to contribute to discussions around the report when it is considered, which will aid the process of scrutiny.
9. Should the Authority, any of its Committees or indeed any Member request to scrutinise a particular topic which falls within the remit of a particular Lead Member, the relevant Member, their Support Officers and any key reference holders will be required to work together as a Task and Finish Group.
10. Democratic Services will notify the Lead Member and Support Officer/s of the request and request that the Support Officer make arrangements for a meeting of the Task And Finish Group.
11. Lead Members and Support Officers are to work together to produce a report for submission to the relevant Committee, detailing the findings of; and making recommendations on behalf of the Task And Finish Group.
12. Lead Members and Officer Supports are to keep Democratic Services informed of any meetings which take place, and any events attended, to enable an accurate record to be maintained of Member involvement. Democratic Services are also to be informed of any actions required by the Lead Member and wherever possible, copies of notes from meetings are to be submitted to the Democratic Services Team to ensure accurate records are maintained and to ensure that Democratic Services are aware of any reports to be included on forthcoming Agenda's.

#### Special Responsibility Allowance

13. Lead Members will each receive a Special Responsibility Allowance unless already in receipt of a Special Responsibility Allowance for any other additional responsibility under the Members Allowance Scheme.

<u>Area</u>	<u>Lead Member</u>	<u>Support Officer</u>
<b><i>Operational Preparedness</i></b>	Cllr Sharon Sullivan	AM Nick Searle – Director of Operational Preparedness
<b><i>Operational Response</i></b>	Cllr Barbara Murray	AM Dave Mottram – Director of Operational Response
<b><i>Prevention and Protection</i></b>	Cllr Pat Moloney	AM Myles Platt – Director of Prevention & Protection
<b><i>Environment, Health &amp; Safety</i></b>	Cllr Steve Niblock	GM John McNeil – Health And Safety Manager
<b><i>Equality and Diversity</i></b>	Cllr Robbie Ayres	Wendy Kenyon – Diversity & Consultation Manager
<b><i>Collaboration &amp; Community Partnerships</i></b>	Cllr Tony Newman	Stewart Woods – Facilities Manager

**Lead Member – Role Description**

Lead Members will be appointed to liaise with managers at a senior level in order to contribute at a governance level to the excellent work of individual Departments.

Lead Members are not in any way responsible for the management of any aspect of the service but rather to provide assistance and support to managers in specific and general projects.

1. To meet regularly at least 4 times per year with the Area Manager/Director/Head of Service (as appropriate) to obtain updates.
2. To liaise between the Authority and the service in respect of the service/department allocated.
3. To provide a well-informed view to the Performance and Scrutiny Committee and task and finish group as required.
4. To give an annual presentation to the Authority or specific decision making committee in respect of the work of the service in question over the preceding 12 months.
5. To provide, in conjunction with the Area Manager/Director/Head of Service, advice and guidance to new Members of the Authority in respect of the service in question.
6. To be a point of contact, in conjunction with Area Manager/Director/Head of Service, for Senior Members in respect of the service in question.
7. To highlight any areas that they consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.

**Declaration of understanding and acceptance of Role:**

<b>SIGNED:</b>	
<b>DATE:</b>	
<b>PRINT NAME:</b>	

**Lead Member Partnership**  
**Agreed Objectives**

<b>Lead Member Role</b>	
<b>Lead Member's name/s</b>	
<b>Contact details:</b>  <b>Phone</b> <b>Mobile</b> <b>Email</b> <b>Address</b>	
<b>Support Officer's name/s</b>	
<b>Contact Details:</b>  <b>Phone</b> <b>Mobile</b> <b>Email</b> <b>Address</b>	
<b>Regular Meeting dates to be attended</b>	
<b>Agreed Objectives</b>	
<b>Process of reporting back to Authority Members</b>	
<b>Date Agreed</b>	
<b>Please send the completed form to Helen Peek, Democratic Services Manager, Service Headquarters 0151 296 4112</b>	<b>For Democratic Services use only:</b>  <b>Date Received:</b>



<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>AUTHORITY</b>		
<b>DATE:</b>	<b>6 MAY 2014</b>	<b>REPORT NO:</b>	<b>CFO/043/14</b>
<b>PRESENTING OFFICER</b>	<b>KIERAN TIMMINS DEPUTY CHIEF EXECUTIVE OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>JANET HENSHAW</b>	<b>REPORT AUTHOR:</b>	<b>HELEN PEEK DEMOCRATIC SERVICES MANAGER EXT 4112</b>
<b>OFFICERS CONSULTED:</b>	<b>WENDY KENYON EQAULTY AND DIVERSITY OFFICER</b>		
<b>TITLE OF REPORT:</b>	<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY MEMBERS EQUALITY AND DIVERSITY MONITORING</b>		

<b>APPENDICES:</b>	<b>APPENDIX 1: MFRA MEMBERS EQUALITY AND DIVERSITY MONITORING FORM</b>
--------------------	--

### **Purpose of Report**

1. To advise Members of the introduction of formal Equality and Diversity monitoring of all Members appointed to Merseyside Fire and Rescue Authority.

### **Recommendation**

2. That Members;
  - a. note the introduction of the formal equality and diversity monitoring form for all Members appointed to the Authority; and,
  - b. approve that all Members be issued with the forms with their Annual Meeting Agenda Packs, for completion and return to the Democratic Services Manager at the Annual Meeting.

### **Introduction and Background**

3. Merseyside Fire and Rescue Authority are cognisant of their equality duties and endeavour, to make sufficient provision for its employee's, and through engagement with the community and community groups.
4. The Democratic Services Manager has always ensured that Members needs are catered for as far as practicable by the Democratic Services Team but this has been carried out informally to date.

5. An action has been set within the Equality and Diversity Action Plan for 2014/15 to create a formal monitoring form for completion by all Members appointed to the Authority. This will enable formal records to be maintained and appropriate measures put in place to make reasonable adjustments to enable Members appointed to the Authority to carry out their day to day duties if required.
6. The introduction of this form may also encourage Members to declare, in strict confidence, any impairments/disabilities which they may not previously have thought to mention. This also provides an instant opportunity for all Members, particularly New Members joining the Authority, to make contact with the Diversity and Consultation Manager at their own comfort to discuss any potential concerns they may have prior to completing the form and vice versa should anything be highlighted on completion of the form. Discussions can then take place and reasonable adjustments considered.
7. It is requested that the Authority consider the attached monitoring form (at appendix 1) and agree to the issue of these forms to all Members requesting that they be completed and returned to the Democratic Services Manager at the Annual Meeting to allow considerations to be given for any reasonable adjustments required for all Members appointed to the Authority for the new Municipal year.
8. Presently similar forms are completed by employees when joining the workforce, and it would seem appropriate that such information be requested in relation to Authority Members and will help MFRS to monitor how diverse its Authority representation is.

---

**Equality and Diversity Implications**

---

9. The introduction of a Equality Monitoring for Authority Members is positive in relation to Equality and Diversity and does not require an EIA

---

**Staff Implications**

---

10. Officers within Merseyside Fire and Rescue Authority will continue to support Members of the Authority with any specified requirements as far as practicable.

---

**Legal Implications**

---

11. The Equality Act 2010 requires public bodies to consider the needs of 9 protected groups in relation to the way it carries out its public services and supports its employees. This also covers the need to make meetings and services accessible for all Authority members, including those with specific disclosed disabilities and health conditions. The Authority has already approved the Equality Action Plan and this will continue to be monitored by the Performance and Scrutiny Committee.

---

**Financial Implications & Value for Money**

---

12. There are no specific financial implications in relation to this report, however there may be some financial implications dependent on the nature of reasonable adjustments which may be identified, e.g. special equipment

---

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

---

13. Health and Safety will be considered in all adjustments required to ensure any risks are reduced.

---

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

---

14. By ensuring that All Members and employees of Merseyside Fire and Rescue Authority can carry out their day to day duties in a safe and appropriate way.

---

**BACKGROUND PAPERS**

---

This page is intentionally left blank

# Merseyside Fire and Rescue Authority

## Welcome to Merseyside Fire and Rescue Authority

This Authority is committed to get the best out of people and to provide the best possible facilities and service to ensure you can fulfil your role to which you are appointed.

Please take the time to complete this questionnaire to ensure that we are aware of anything which we may need to know, to enable us to make reasonable adjustment or provision for you to perform your role.

This information will remain confidential. If there are any queries in relation to the information you provide on this form, or further information or action is required we will contact you.

Once all sections are complete please submit your form to Helen Peek, Democratic Services Manager, Merseyside Fire and Rescue Authority HQ, Bridle Road, Bootle, L30 4YD or email to [DemocraticServices@merseyfire.gov.uk](mailto:DemocraticServices@merseyfire.gov.uk)

Or if you prefer to speak directly to the Equality and Diversity Officer for further advice please contact Wendy Kenyon, tel 0151 296 4422 e-mail [wendykenyon@merseyfire.gov.uk](mailto:wendykenyon@merseyfire.gov.uk)

Name: \_\_\_\_\_

Preferred contact details (should we need to contact you regarding the information provided within this form): \_\_\_\_\_

Date joined Merseyside Fire and Rescue Authority: \_\_\_\_\_

Role/capacity appointed to: \_\_\_\_\_

1. Please choose ONE section from A to E and then tick the appropriate box to indicate your cultural background.

- |    |                               |  |  |  |  |
|----|-------------------------------|--|--|--|--|
| A. | White                         | <input type="checkbox"/> British                 | <input type="checkbox"/> Irish                 | <input type="checkbox"/> Any other White background, please write in ..... |  |
| B. | Mixed                         | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> White & Black African | <input type="checkbox"/> White & Asian                                     | <input type="checkbox"/> Any other Mixed background, please write in ..... |
| C. | Asian or Asian British        | <input type="checkbox"/> Indian                  | <input type="checkbox"/> Pakistani             | <input type="checkbox"/> Bangladeshi                                       | <input type="checkbox"/> Any other Asian background, please write in ..... |
| D. | Black or Black British        | <input type="checkbox"/> Caribbean               | <input type="checkbox"/> African               |  | <input type="checkbox"/> Any other Black background, please write in ..... |
| E. | Chinese or other Ethnic Group | <input type="checkbox"/> Chinese                 |  |  | <input type="checkbox"/> Any other, please write in .....                  |

2. Gender  Male  Female

# Merseyside Fire and Rescue Authority

3. Sexual Orientation  Bisexual  Gay/Lesbian  Heterosexual  Prefer not to say
4. Marital / Civil Partnership Status  Single  Married / Civil Partnership  Separated  Divorced  Widowed
5. Religion or Belief  Christian (Including Protestant, Catholic, Methodist, etc.)  Buddhist  Hindu  Jewish  Muslim  Sikh  Other  No Religion  Religion not stated
6. My age is:  16–21  22–30  31–40  41–50  51–60  61–65  65+
7. Do you have a physical or mental disability/impairment which has a substantial long term adverse effect on your ability to carry out normal day-to-day activities  Yes  No

**If you answered yes to question 7 please complete 7.a. and 7.b. if you answered no please go to 8.**

**7.a.** to help us provide all reasonable adjustments and make Authority meetings and events accessible to all, it would help to understand a little more about your disability/impairment. Please identify which best describes your Impairment/Condition :

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Visual Impairment<br>(Partially blind, Significant sight loss or Blind)     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hearing Impairment<br>(Hard of hearing or Deaf)                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Physical Impairment<br>(includes Mobility Impairment and Wheelchair users ) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Mental Health Disability  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Long term Health Condition  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| OR  |                              |                             |
| Prefer Not To Disclose  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



This page is intentionally left blank



<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>AUTHORITY</b>		
<b>DATE:</b>	<b>6 MAY 2014</b>	<b>REPORT NO:</b>	<b>CFO/045/14</b>
<b>PRESENTING OFFICER</b>	<b>KIERAN TIMMINS, DEPUTY CHIEF EXECUTIVE</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>KIERAN TIMMINS</b>	<b>REPORT AUTHOR:</b>	<b>KIERAN TIMMINS</b>
<b>OFFICERS CONSULTED:</b>			
<b>TITLE OF REPORT:</b>	<b>FIREFIGHTERS' PENSION SCHEME - NEW GOVERNANCE REQUIREMENTS</b>		

<b>APPENDICES:</b>	<b>N/A</b>
--------------------	------------

### Purpose of Report

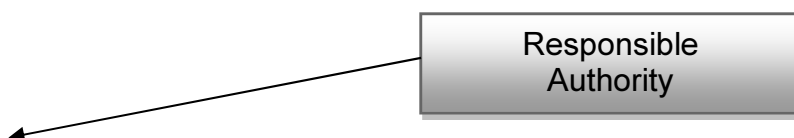
1. To advise members of the requirements of the Public Pensions Act 2013.

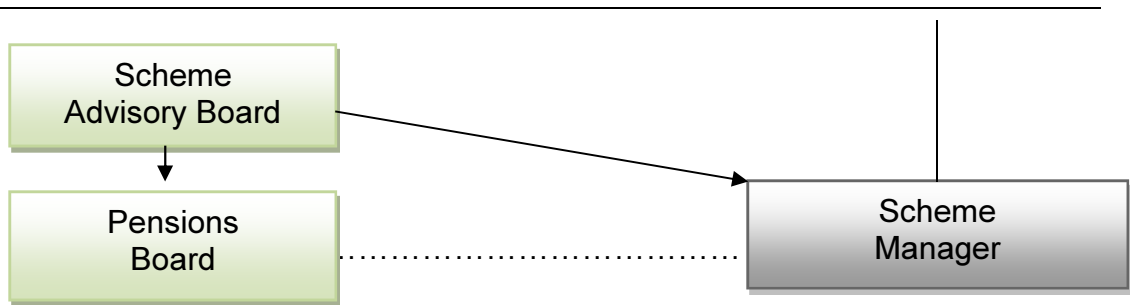
### Recommendation

2. It is recommended that Members note the report, and agree to the exploration of the delivery of a Pension Board at a regional level.

### Introduction and Background

3. The Public Service Pensions Act 2013 (the “2013 Act”) introduces key provisions on scheme governance in relation to the Firefighters’ Pension Scheme and other public service pension schemes. It provides for :-
  - 3.1. A “responsible authority” who makes the regulations for the scheme – this will be the Department for Communities and Local Government.
  - 3.2. A “scheme manager” to be responsible for managing the administering the scheme – this will be the Fire and Rescue Authority.
  - 3.3. The establishment of a new local “pension board” to assist the scheme manager.
  - 3.4. The establishment of a new national “scheme advisory board” to provide advice to the Department for Communities and Local Government in relation to changes to the scheme and to provide advice to the scheme manager(s) and pension board(s).





### Who is Affected and When?

4. In addition to the Firefighters' Pension Scheme, all of the main public service pension schemes will be affected by the new governance requirements, in particular, the Local Government Pension Scheme (LGPS), the NHS Pension Scheme, the Teachers' Pension Scheme, the Principal Civil Service Pension Scheme, the Armed Forces Pension Scheme, the Police Pension Scheme and the Judicial Pension Scheme.
5. From 1<sup>st</sup> April 2015 the Pensions Regulator will be formally responsible for setting the standards of governance and administration in relation to all of the public service schemes. The timetabling of this change is designed to coincide with the benefit changes to the main public service pension schemes (other than LGPS, which changed in April 2014), and the introduction of the new governance regimes for all the schemes.

### How will the new roles work in practice?

6. For the Firefighters' Pension Scheme, the Fire and Rescue Authority will be the scheme manager, although in practice much of the day to day administration may be outsourced to a third party. However, the new pension board will be a completely new entity separate to the scheme manager. It is anticipated that each Fire and Rescue Authority will be required to establish a board, although it is possible that there may be an option for shared boards covering several scheme managers.

### Scheme Manager

7. As part of managing and administering its fund within the Firefighters' Pension Scheme, each Fire and Rescue Authority will be required to :-
  - 7.1. Provide annual benefit information statements to each scheme member.
  - 7.2. Publish scheme information.
  - 7.3. Maintain scheme records.
  - 7.4. Report the late payment of contributions to the Pensions Regulator.
  - 7.5. Establish and maintain internal controls to ensure the scheme is managed in

---

accordance with the rules and legislative requirements.

### Pension Board

8. The new pension board will assist the Fire and Rescue Authority in its role as the scheme manager to :-
  - 8.1. Secure compliance with the relevant legislation in respect of governance and administration.
  - 8.2. Secure compliance with the requirements imposed by the Pensions Regulator.
  - 8.3. Assist with any other matters as may be specified in the relevant legislation.
9. The pension board has to include employer and member representatives in equal numbers. The requirements of the role are likely to be onerous and subject to new legal requirements.
10. Board members will be required to have appropriate knowledge and understanding of the rules of the Firefighters' Pension Scheme, the policy documents on scheme administration and the law relating to pensions. They will also be under a duty to report any breaches of the law to the Pensions Regulator.

### The Role of the Pensions Regulator

11. The Pensions Regulator intends to bring the standards of governance and administration of all public service pension schemes (including the Firefighters' Pension Scheme) into line with those applicable in the private sector. It has stated that it will prioritise education and enablement, through producing codes of practice and educational material, but that it will take any necessary action to ensure that public service schemes are run to a high standard.
12. The Pensions Regulator will have the power to :-
  - 12.1. Issue an improvement notice where there is contravention of legislation.
  - 12.2. Appoint a skilled person to assist the pension board.
  - 12.3. Require the pension board to provide information about the scheme in relation to the exercise of the Pension Regulator's functions.
  - 12.4. Report to the scheme manager any suspicions of misappropriation of assets by the pensions board or conflicts of interest.

### What is Required?

13. MFRA will have to :-
  - 13.1. Review existing pension committee structures to determine if fit for purpose.

- 
- 13.2. Set up the constitution and operating rules for the new pension board.
  - 13.3. Identify best practice and compliance with the Pension Regulator's new codes of practice.
  - 13.4. Implement the internal control requirements.
  - 13.5. Provide training so pension board members can comply with their knowledge and understanding requirements.
  - 13.6. Provide secretarial support for the scheme manager and/or pension board.
  - 13.7. Provide general legal advice to the scheme manager and/or pension board on governance issues.

#### Regional Options

14. The exact details of what are required will be in the final Regulations
15. The requirement to deliver a pension board locally is likely to be onerous. There have been some preliminary discussions between NW Treasurers about establishing a NW Pensions Board.
16. Potentially, this might be made up of :-
  - 5 employer representatives
  - 5 member representatives/staff/union reps.supported by appropriate Legal, HR and Finance skills.
17. It is recommended that this option is pursued.

---

#### **Equality and Diversity Implications**

---

18. None immediately arising from this report.

---

#### **Staff Implications**

---

19. Pensions is a core element of staff terms and conditions.

---

#### **Legal Implications**

---

20. The Authority is required to comply with the Public Pensions Act 2013 and with the Regulations when these are published. All other legal implications are fully explained within the body of the this report

---

**Financial Implications & Value for Money**

---

21. None immediately arising from this report. Training and maintaining skills of the Pension Board may incur cost and impact on Member and Officer time.

---

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

---

22. The actions proposed in this report manages risk of complying with pension law.

---

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

---

23. Maintaining effective pension arrangements for the firefighting workforce.

---

**BACKGROUND PAPERS**

---

N/A

---

**GLOSSARY OF TERMS**

---

This page is intentionally left blank

MERSEYSIDE FIRE & RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	6 <sup>TH</sup> MAY 2014	REPORT NO:	CFO/050/14
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	AM SEARLE	REPORT AUTHOR:	AM SEARLE
OFFICERS CONSULTED:	GM LONGSHAW MR. JIMMY BRANNAN (TRANSPORT MANAGER)		
TITLE OF REPORT:	DISPOSAL OF COMBINED PUMP PLATFORM, MAN AND MERCEDES VARIO FIRE APPLIANCES		

APPENDICES:	NONE
-------------	------

### Purpose of Report

1. To advise Members of disposal of the Combined Pump Platform (CPP), MAN and Mercedes Vario fire appliances at specialist auction in order to realise a capital receipt.

### Recommendation

2. That Members note the disposal of the CPP, MAN and Mercedes Vario fire appliances at specialist auction in order to realise a capital receipt.

### Introduction and Background

3. Due to the reduction from 42 appliances to 28 on 9<sup>th</sup> September 2013, several appliances have been identified as unsuitable for continued operational use. These vehicles are the CPP which is no longer utilised due to the alternate crewing of a support pump and Combined Platform Ladder (CPL) at Southport, the MAN appliance (a multi-terrain fire appliance) which was the support pump at Bootle/Netherton and the Mercedes Vario (a small fire appliance), which was the support pump at Kensington prior to both locations reverting to single appliance stations.
4. In order to maximise efficiencies from the fleet all front line and reserve appliances are now Scania's with standard rescue pump stowage. This has resulted in the CPP, MAN and Vario being held within Workshops for a considerable time.
5. The extant Authority procedure for the disposal of appliances once they have become surplus to requirements is to donate them to overseas countries such as Romania. The Authority does not currently sell appliances privately due to security issues such as the potential use as a 'Trojan' vehicle. The CPP, MAN

and Vario however are all relatively new appliances which are well short of the disposal age of 10 years and have a high residual value.

Due to the predicted value of the vehicles identified for disposal, it is proposed that they are sold within a specialist auction by the Transport Manager in order to realise the best possible capital receipt for the Authority.

---

**Equality and Diversity Implications**

---

6. There are no equality and diversity implications contained within this report.

---

**Staff Implications**

---

7. There are no staff implications contained within this report.

---

**Legal Implications**

---

8. There are no legal implications contained within this report.

---

**Financial Implications & Value for Money**

---

9. The sale of vehicles via auction will realise a financial sum for the Authority which otherwise would not be obtained. The longer the vehicles are left unattended and unused, the more the value will decrease.

10. A reserve price will be placed on the vehicles to enhance any financial gains.

---

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

---

11. Any vehicles identified for sale/disposal will be appropriately prepared so as to ensure no risk to the receiving party/organisation.

---

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

---

12. Any capital realised from the sale of the vehicles will be used towards the purchase of future rescue appliances ensuring the Authority maintains a modern and interoperable fleet.

---

**BACKGROUND PAPERS**

---

---

**GLOSSARY OF TERMS**

---

**CPP**                      **Combined Pump Platform**

**CPL**                      **Combined Platform Ladder**



MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	6 MAY 2014	REPORT NO:	CFO/044/14
PRESENTING OFFICER:	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	KIERAN TIMMINS	REPORT AUTHOR:	COLIN SCHOFIELD
OFFICERS CONSULTED:	DEB APPLETON, DIRECTOR OF STRATEGY & PERFORMANCE		
TITLE OF REPORT:	PROPOSED STATION MERGER OF HUYTON AND WHISTON		

APPENDICES:	<p>APPENDIX A: PLAN SHOWING LOCATION OF SITE FOR NEW FIRE STATION IN PRESCOT</p> <p>APPENDIX B: 10 MINUTE ISOCHRONES FROM HUYTON &amp; WHISTON STATIONS</p> <p>APPENDIX C: 10 MINUTE ISOCHRONES FROM THE NEW PRESCOT STATION</p> <p>APPENDIX D: RISK MAP OF MERSEYSIDE</p> <p>APPENDIX E: CONSULTATION PLAN</p> <p>APPENDIX F: REVENUE COSTS (EXEMPT)</p> <p>APPENDIX G: CAPITAL COSTS (EXEMPT)</p> <p>APPENDIX H: EQUALITY IMPACT ASSESSMENT</p>
-------------	---

***PLEASE NOTE: Appendices F and G are exempt under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.***

### Purpose of Report

1. To request that Members approve the merger of Huyton and Whiston fire stations at a new site on Manchester Road, Prescot subject to a 12 week period of public consultation to commence with effect from 6<sup>th</sup> May 2014 and reaching an agreement with the owners of the site, Knowsley Council, for a lease of the new site.

### Recommendation

2. That Members
  - a) approve the merger of Huyton and Whiston fire stations at a new site on Manchester Road, Prescot subject to a 12 week period of public consultation to commence with effect from 6<sup>th</sup> May 2014; and
  - b) request the submission of a report to the Authority detailing the outcomes of this consultation. This report will contain any operational implications of the merger including details of Section 13/16 mutual aid arrangements with Cheshire FRS for the coverage of Cronton.

## Introduction and Background

3. The Authority, at its meeting on 3<sup>rd</sup> December 2013 considered report CFO/136/13 and resolved that:

*“Members, in order to meet the budget cuts faced by the Authority as a result of Government announcements which will impact on the financial plan for 2014-16, approve in principle, subject to public consultation;*

- a) *The options presented for the merger of two stations on Wirral (West Kirby to merge with Upton at within Greasby), two stations in St Helens (Eccleston to merge with St Helens at a site in the St Helens town centre ward) and two stations in Knowsley (the merger of Huyton and Whiston at Prescott which already has Authority approval). These mergers, if approved, will deliver a reduction of 66 wholetime equivalent (WTE) posts, reduce the Authority asset base down from 26 stations to 23 and deliver additional savings from a reduction in premises overheads.*
- b) *The incremental move from wholetime crewing to day crewing to wholetime retained crewing of at least one appliance in Liverpool and/or Sefton, resulting in the closure of one or more station. This change in crewing and station closure, if approved, will deliver a saving of 22 WTE posts and deliver additional savings from a reduction in premises overheads*

*Members give delegated authority to the Chief Fire Officer (CFO) in consultation with the Chair and Party Spokespersons to;*

- i. Identify the most suitable merger sites from which to operate whilst ensuring response standards are maintained*
- ii. Identify potential partners for joint working*
- iii. Undertake the necessary preparatory work around the procurement of appropriate sites in order to expedite the mergers option in the event that Authority approval is confirmed after the public consultation process is concluded*
- iv. Submit a bid for resources to support any scheme as appropriate to any available funding sources*

*Members approve the associated consultation process*

*Reports be brought back on each of the individual mergers as soon as practicable.”*

4. The Authority, at its Budget Meeting on 27<sup>th</sup> February 2014, considered report CFO/020/14 and noted that all who had attended the stakeholder/public engagement events relating to station mergers and other operational response

options, came away fully informed and understand the position the Authority is faced with. Attendees also felt that the station merger option was the “least worst” option to adopt in the current circumstances. At this meeting the Authority resolved that:

*Members consider the outcomes of the stakeholder/public engagement as they make any decisions on proposals relating to their financial plans including station mergers and the other operational response options taking account of the position advanced within paragraph 17 of this report.”*

5. Paragraph 17 of the same report stated, inter alia, “The outcomes from the engagement that has taken place indicate there is general understanding amongst stakeholders of the Authority’s position regarding the challenges it faces and the options it is considering and an agreement that to do nothing is not an option. When discussed, the option for mergers was presented by the public as their preferred choice, a sentiment largely echoed by politicians”.
6. Consequently it is apparent that, following the consultation process undertaken to date, station mergers are the option that should now be pursued. This report deals with the merger of Huyton and Whiston stations at Prescott.

#### Prescot

7. Members may recall that they have previously considered a report (CFO/091/12) on the proposal to build a new fire station at Prescott and, following consideration of this report, the Authority, at its meeting on 3<sup>rd</sup> July 2012 resolved that:
  - a) *The proposal of the creation of a combined blue light centre at Prescott with the two pump fire station element to replace the existing one pump fire stations at Huyton and Whiston, subject to successful planning permission, the outcomes of public and staff consultation and final tender prices being known, be approved in principle.*
  - b) *The Chief Fire Officer be directed to enter into appropriate legal agreements with the Police and Ambulance Service.*
  - c) *The application for grant funding from CLG for £1.7m to support the project be approved.*
  - d) *The Chief Fire Officer (in consultation with the Chair) be granted delegated powers to commence public and representative body consultation.*
  - e) *The Chief Fire Officer be granted delegated powers to execute the procurement process for the project on behalf of the Authority and to apply for planning permission.*

f) *The Chief Fire Officer be directed to report back on the outcomes of the tender exercise, grant bid and the consultation processes before the final decision is taken on the project.*

8. However, Members will also recall that because of announcements made concerning cuts to overall grant funding from Government, little further work was done in respect of the resolution above with most of the actions being put 'on hold' until the overall position was clearer and a clearer approach to strategic changes to fire cover could be adopted.
9. A notable exception to this was that an application was made to CLG for capital grant funding to support this project. This application was successful and a grant payment of £0.885m was received in 2013/14 with a further payment of £0.885m due in early 2014/15. Since receipt, this grant funding has been held in a holding account and is now available, together with the 2014/15 payment, and totalling £1.770m to support the costs of the building work associated with the proposed merger.
10. At its meeting on 3<sup>rd</sup> September 2013, the Authority considered report CFO/102/13 "A Strategic Overview of Estates – Identification of Key Priorities". Whilst the report, and associated recommendations, covered the whole portfolio of building assets, the following parts of the Authority resolution are relevant to this report:-

*Members resolved that:*

*The Authority identify strategic mergers that allow operational response to be maintained, whilst improving community and firefighter facilities and reducing costs.*

*.....two key geographic options where strategic mergers should be considered following consultation are (Wirral and) St. Helens and Knowsley. Members have already approved in principle the working up of a feasibility study for the mergers of Huyton and Whiston fire stations at Prescott. There are a number of merger options to be considered across St. Helens and Knowsley, including Huyton/Whiston, St. Helens/Eccleston or Whiston/Eccleston.*

*The Chief Fire Officer report back with detailed proposals on how to take the above recommendations forward.*

*For all stations, the aim should be to encourage partners to create community hubs and to share costs, reduce wasted space and provide better facilities. Reserves should be used for invest to save schemes which deliver long term revenue streams from partners.*

11. As instructed by the Authority in December 2013, work has recommenced on the mergers and, as identified earlier in this report, the recommended option for Knowsley is the merger of Huyton and Whiston at Prescott. The preferred site, previously identified in report CFO/091/12, is at Manchester Road, Prescott on

the Prescott Business Park. The site is shown in yellow on the plan attached as Appendix A to this report. Knowsley Borough Council have agreed, in principle, to recommend to the Council the release of a portion of this land, for the new station, subject to the new station fitting in with an overall master plan for the development of the area, Prescott Business Park. Negotiations are therefore ongoing with the Council concerning the extent and location of the overall site.

12. Negotiations are ongoing with Knowsley Borough Council to acquire this land by way of a development lease. Agreement in principle to this lease has been obtained from officers at the Council but nothing will be finalised or formally approved by the Council until the outcome of the public consultation exercise is known & reported back to the Authority.
13. As the Chief Fire Officer has made clear in his reports and presentations to District Councils, the merger of two stations into one new station will not improve the operational service provided to the community. The attached plan (Appendix B) shows the 10 minute isochrones (this is the distance an appliance can cover in ten minutes from its station ground) from the existing Huyton and Whiston stations and Appendix C shows these from the proposed new Prescott station. As Members will note, there is a marginal reduction in overall coverage from the new location.
14. Both Appendices show the overall operational cover in the area, including by neighbouring stations from which Members will note that the vast majority of the area is still covered by the new Prescott station and surrounding stations (14, Speke/Garston; 16 Old Swan; 17, Belle Vale; 19, Croxteth; 42, Kirkby; 50, St. Helens; 51 Newton le Willows & 52 Eccleston). The Chief Fire Officer would emphasise that this only covers the Knowsley District & surrounding areas & does not include coverage from any stations in central Liverpool, Sefton or Wirral.
15. Also attached as Appendix D is the Risk Map of Merseyside. Members will note from comparing Appendices C and D that those areas not covered by the revised 10 minute isochrones from Prescott are either low or medium risk. The Chief Fire Officer will put additional preventative measures in place in those areas to ensure that any increased risk is mitigated including formalising mutual assistance arrangements with Cheshire FRA to cover Cronton from Widnes.
16. The new station will have one appliance staffed on a whole time basis and a second staffed on a whole time retained basis (recall to duty within 30 minutes).
17. As instructed, the Chief Fire Officer has sought to identify potential partners to share the new building and therefore the costs. Members may recall that the original proposal for Prescott was that it would be a 'Blue Light Hub' with a significant presence of both Merseyside Police and North West Ambulance Service (Nwas). However, since that proposal was put forward in 2012 Merseyside Police and Nwas have reconsidered their positions.
18. Discussions are still ongoing with Merseyside Police but current indications are that all they might require a relatively small presence in the new station.

19. NWS have confirmed that they will not now be co-locating at the new Prescott site.
20. However, the Chief Fire Officer has been approached by a security firm (currently based in industrial units next to the proposed building site) who expressed interest in leasing space at the site. A draft 10 year agreement has been proposed with the security firm to lease an area within the station for use as office & storage space. The Authority would seek protection around any such arrangement by the use of a bond or insurances.
21. If members approve the recommendation to proceed with the merger, a 12 week public consultation process will take place in Huyton, Whiston and Prescott. This consultation will also incorporate staff, representative bodies and station users. A copy of the proposed consultation plan is attached as Appendix E. It is also intended to produce a newsletter which will be used in the area around the stations to explain what is happening and encouraging them to participate in the consultation process.
22. The Chief Fire Officer will report back to the Authority in September 2014 on the outcome of the consultation process to allow any final decision to be made on the merger.
23. At that stage, it is anticipated that the Authority will have appointed a main contractor to design and build any of the first phase of new stations. If, as a result of considering the outcome of the consultation process, the Authority agrees to proceed with the new Prescott station, the contractor will immediately start work to design the new building and submit the appropriate planning applications to allow a start on site in early 2015.
24. It is anticipated that the build process should take no more than 12 months from start to finish.

---

### **Equality and Diversity Implications**

---

25. The Equality Impact Assessment (EIA) originally considered by the Authority as part of CFO/136/13 was updated following the recent engagement process and was then considered as part of report CFO/020/14. This EIA is now attached to this report as Appendix H. This will be further updated following the consultation (stage 3 of the EIA process) which will result from today's Authority decision and will be submitted to Members as part of the report back following the consultation process.

---

### **Staff Implications**

---

26. A staff saving of 22 WTE firefighter posts in merging Huyton and Whiston stations is anticipated. This equates to some £864,000 inclusive of employer's National Insurance and pension contributions. This saving is required to deliver one quarter of the operational savings of £3.4m assumed in the current financial plan. These savings are included in the table of revenue expenditure

attached as Appendix F to this report. Firefighter posts are being lost by using natural turnover rates – reserves are being used to avoid compulsory redundancy amongst this part of the workforce. Staff will have the opportunity to earn extra money by taking secondary retained contracts.

27. Formal consultation with Representative Bodies has commenced and will continue throughout the process. In particular, representatives from each station are to be appointed to work on the project team to ensure that the new Prescott station is suitable for a modern Fire & Rescue Service. This mirrors the process undertaken on the recent PFI Project with the aim of achieving a similar standard to that provided on the new PFI stations.

---

### **Legal Implications**

---

28. Any lease of the land will be subject to title investigation and satisfactory lease terms being agreed and approved by both Knowsley Borough Council and the Authority.. The lease and development agreement terms will not be agreed so as to be contractually binding until public consultation has been sought and the Authority has considered the outcomes of this consultation.
29. Knowsley Borough Council and potential lessees and public sector partners are aware that all negotiations with regards to the site are subject to public consultation and Authority consideration of the outcomes of this consultation.

---

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

---

30. The estimated operating costs of the current Huyton and Whiston stations currently total £1.993m. The forecast running costs of a new Prescott station are ££1.133m a saving of £0.860m. This forecast is based upon the operating costs of the new PFI stations. Details are included in Appendix F and as well as the potential development agreement/lease costs with Knowsley Borough Council for building on this land.
31. The estimated cost of acquiring the land at Prescott from Knowsley Borough Council as detailed in paragraph 11, is set out in Appendix G. Negotiations with Knowsley Borough Council are continuing and members will be advised of the agreed costs when the Chief Fire Officer reports back on the outcomes of consultation in September 2014.
32. The estimated build costs of the proposed new station are also included in Appendix G, together with an estimate of the potential income from the sale of the buildings and land at Huyton and Whiston.
33. Overall the forecast capital cost net of capital receipts and the government grant is £0.830m . It is currently anticipated that this cost will be met from reserves so as to avoid borrowing but the Deputy Chief Executive will report back in more detail alongside public consultation results.

---

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

---

34. A Risk Register will shortly be created for the Station Mergers project and this will be regularly monitored by the Strategic Management Group. Probably the most significant risk is that delays to the project, particularly building the new stations, will lead to there being insufficient firefighting resources to staff the available appliances. This was highlighted in report CFO/038/14 to Community Safety and Protection Committee on 27<sup>th</sup> March 2014.
35. All Health & Safety implications of the new station build will be fully risk assessed and mitigated by the responsible contractors.
36. Any new building will be built to achieve a BREEAM 'Very Good' rating as the absolute minimum.

---

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

---

37. Whilst, as stated above, the proposed station merger will not improve operational cover in the Knowsley area, it is the least worst option to adopt in the circumstances.
38. A new fire station will however provide an improved working environment for firefighters, including enhanced training facilities. It will also provide much improved community facilities compared to those available at the current Huyton and Whiston stations, which in turn will lead to greater interaction between firefighters and community groups and hence assist in creating safer communities.

---

**BACKGROUND PAPERS**

---

- CFO/091/12** Revised Duty System at Whiston
- CFO/102/13** A Strategic Overview of Estates – Identification of Key Priorities
- CFO/136/13** Station Mergers
- CFO/020/14** Outcomes from Station Merger Engagement
- CFO/038/14** Budget Resolution – Transitional Response Arrangements – Order of Appliance Unavailability
- 

---

**GLOSSARY OF TERMS**

---

- BREEAM** Building Research Establishment Environmental Assessment Methodology
- CLG** (Department of) Communities and Local Government

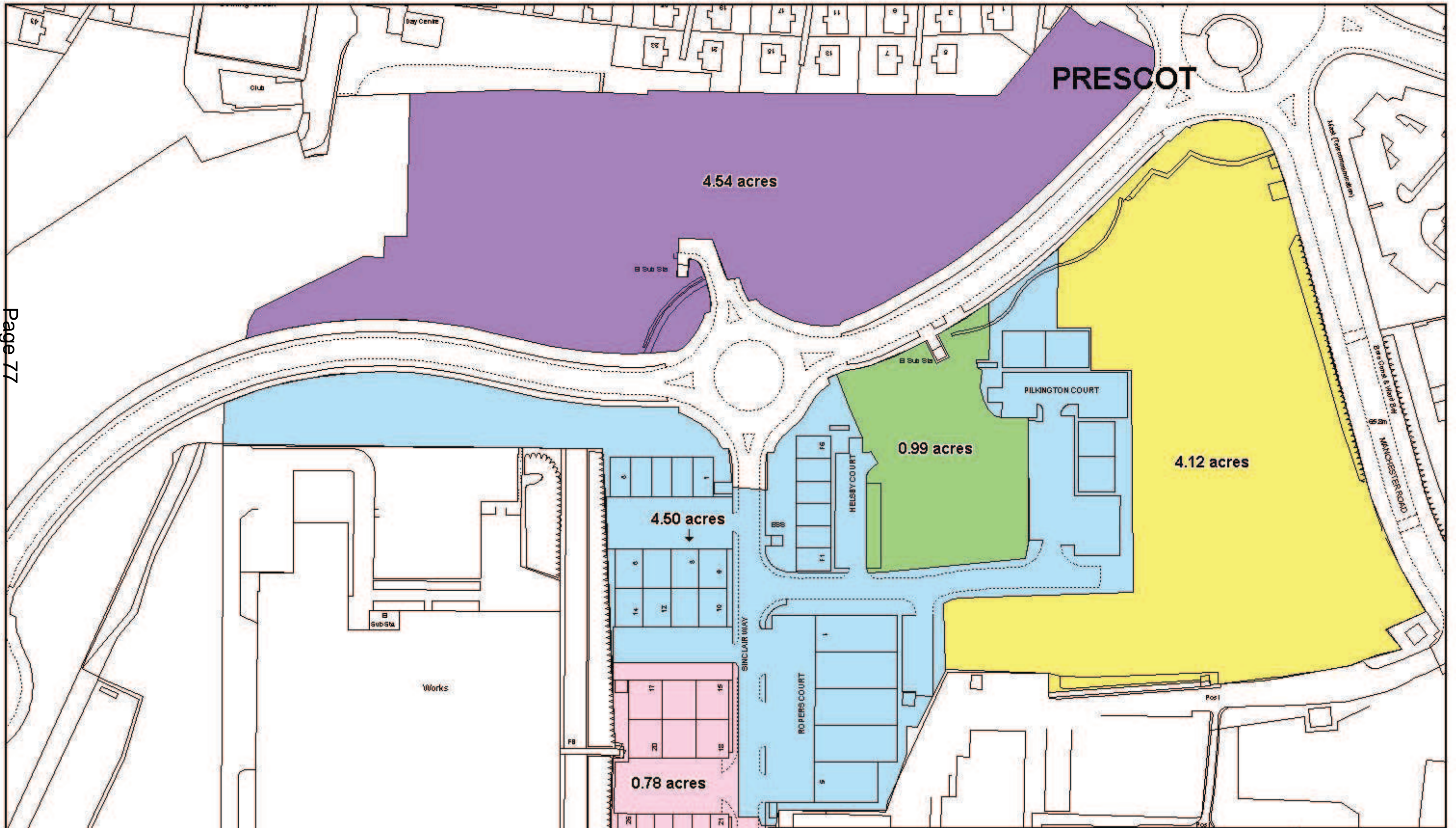


**NWAS** North West Ambulance Service

**WTE** Whole Time Equivalent

**ISOCHRONES** Travelling Time lines


This page is intentionally left blank



**PRESCOT BUSINESS PARK  
CABLES WAY  
PRESCOT**

Drawn	A.W.	Drawing No.	AM/259/A/2010
Date	08/12/2011	Other No.	NONE
Scale	NTS		

Reproduced from the Ordnance Survey Mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to Prosecution or civil Proceedings. Knowsley MBC. 100017655

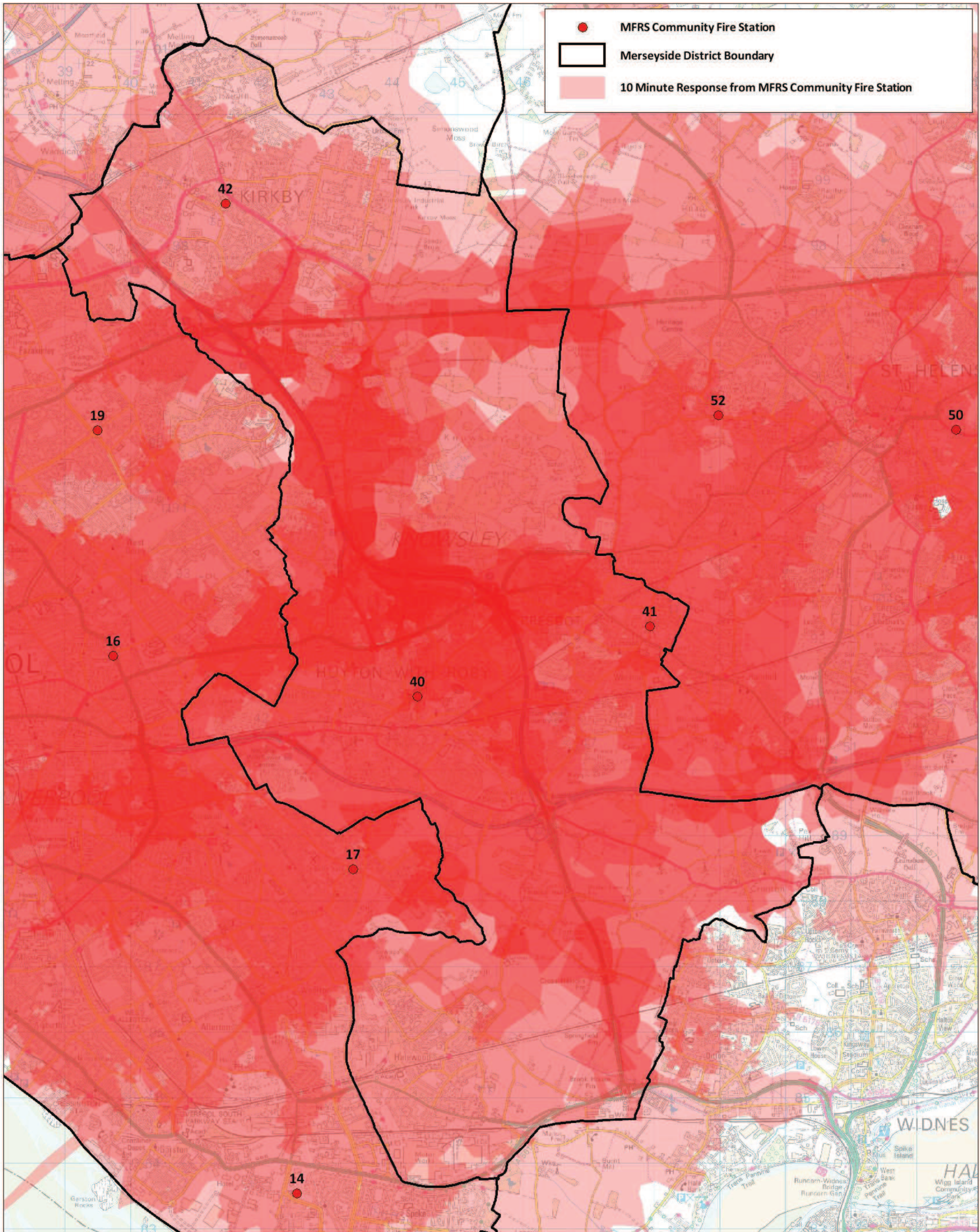
 METROPOLITAN Borough of Knowsley  
Directorate of Corporate Resources

Asset Management  
Council Offices, P.O.Box 26,  
Archway Road,  
Huyton, L36 9FB



This page is intentionally left blank





## 10 Minute Response Coverage from Community Fire Stations 14, 16, 17, 19, 40, 41, 42, 50, 51 and 52

Author: Gary Crosbie  
 Produced Using: MapInfo Professional v11.0  
 Date: 07.04.2014  
 Strategy and Performance Page 79

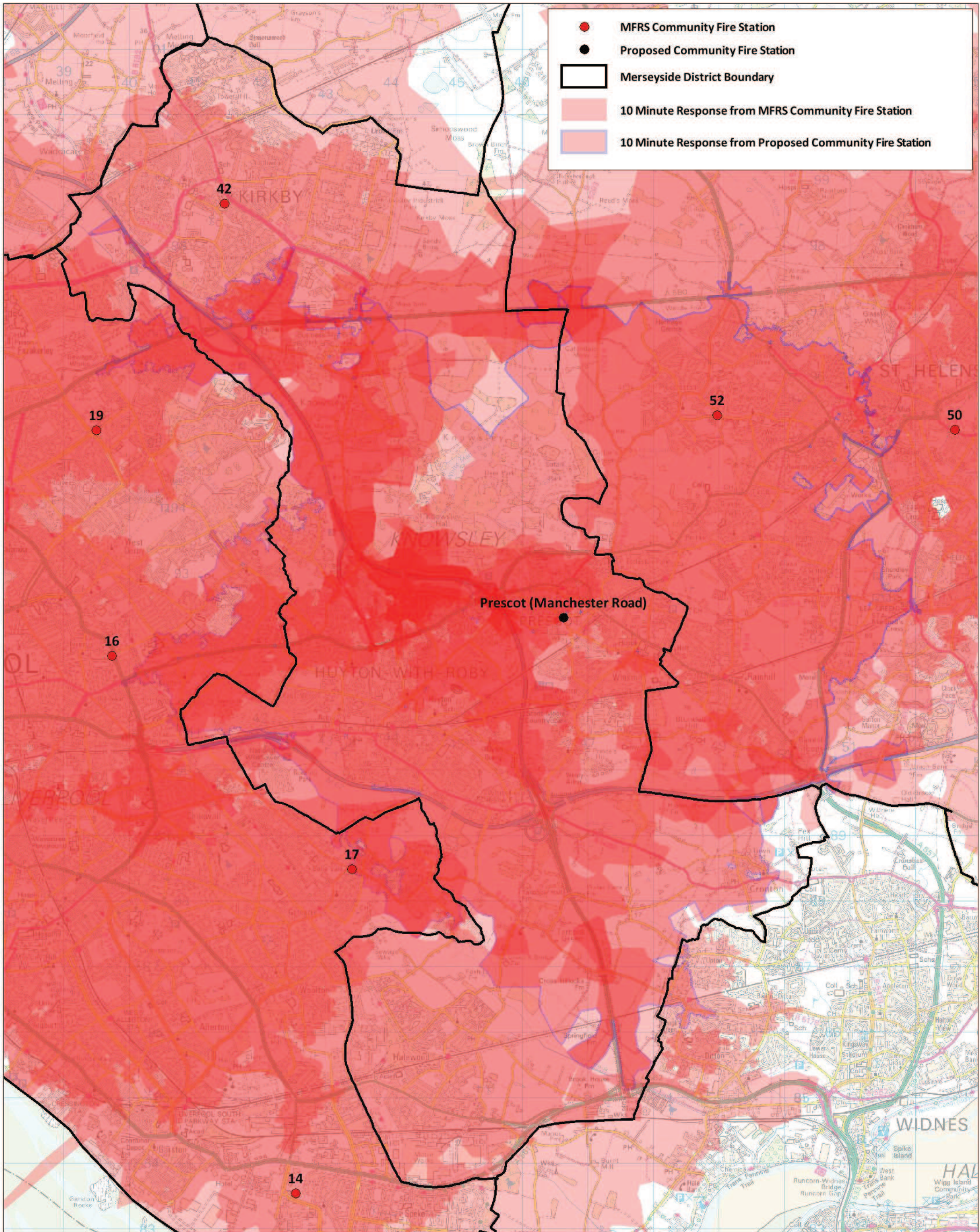
Map Reference:  
 KIM:\Work Requests\Data and Systems\Colin Schofield\  
 Work Request\_20140407\Response\_Current\_Zoomed In.png





This page is intentionally left blank





## 10 Minute Response Coverage from Proposed Site Location at Manchester Road, Prescot and Community Fire Stations 14, 16, 17, 19, 42, 50, 51 and 52

Author: Gary Crosbie  
 Produced Using: MapInfo Professional v11.0  
 Date: 07.04.2014  
 Strategy and Performance

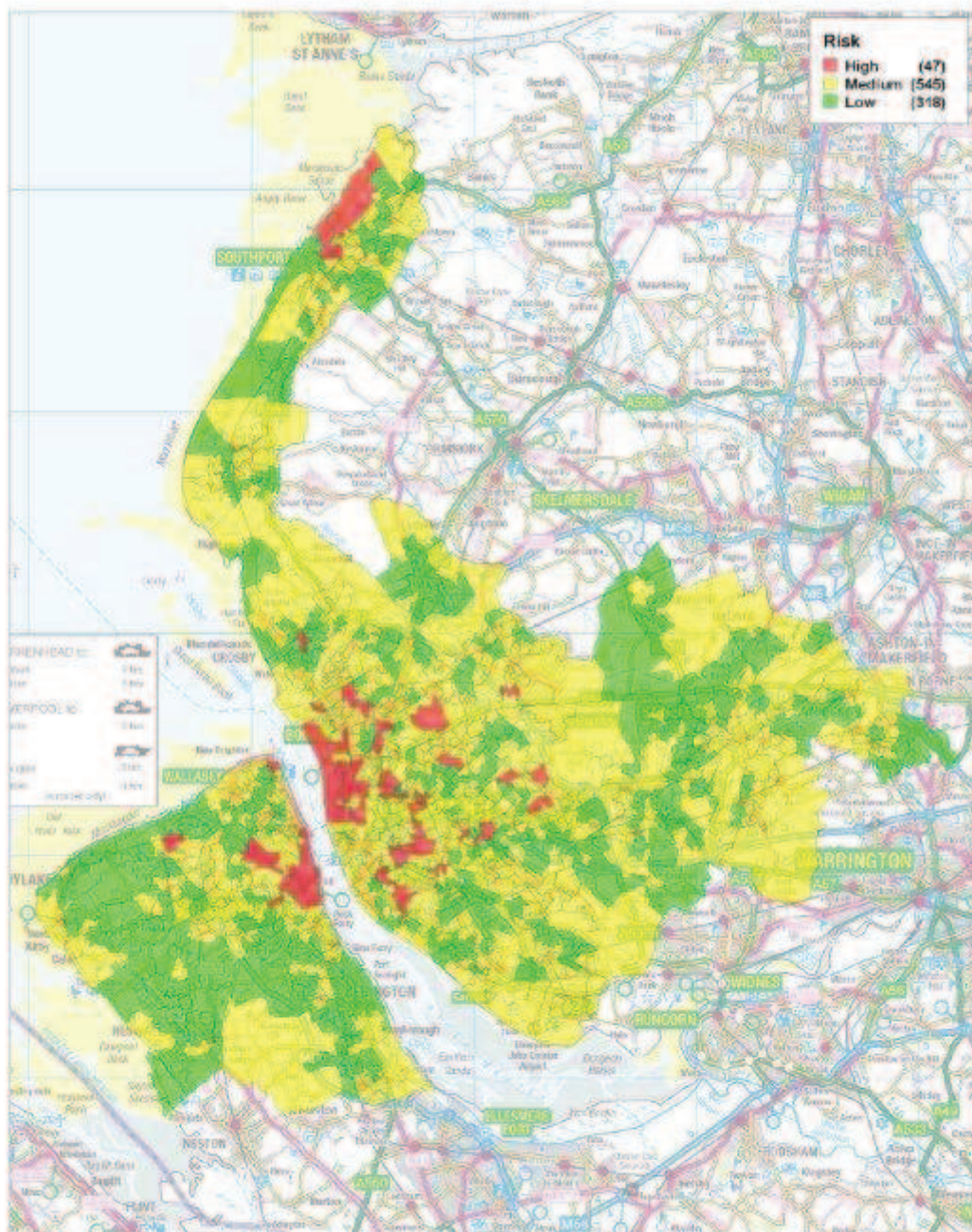
Map Reference:  
 KIM:\Work Requests\Data and Systems\Colin Schofield\  
 Work Request\_20140407\Response\_Proposed\_Zoomed In\_v2.0.png





This page is intentionally left blank





## Risk Map 2014

Author: James Poole  
 Date: 10/05/2013  
 Produced Using: MapInfo  
 Knowledge and Information Management

File Ref: W:\Systems Support\IRMP\Risk Methodology Data  
 Risk Map Date: 01/04/10, 31/03/13  
 Risk Map 2014\_Mapbase\_northn\_e\_port.png

Page 83



This page is intentionally left blank

**Knowsley Consultation Plan**

Authority approval 6th May 2014

Working Group - C Schofield, D Appleton, W Kenyon, P Rushton, J Sutton, G Oakford, V Campbell, S Nash

Events in bold to be facilitated by ORS

	Preparation & Marketing	Consultation	Communication				Consultation													
Type	Produce documentation for publication. Agree and organise media coverage/advertising.	Present to Council & other politicians	Marketing of consultation events	Staff communication Station 1	Staff communication Station 2	Staff communication - other stations in the council areas	Online surveys staff	Online surveys Public	Rep body consultation	Station users consultation	Public Focus Group NEW Station Area - PRESCOT	Public Focus Group Station Area 2	Public Focus Group Station Area 1	Public Meeting NEW Station Area - PRESCOT	Public Meeting Station Area 2	Public Meeting Station Area 1	Joint Stakeholder Business Breakfast	Joint Forum (using members of the existing IRMP forums) - BELLE VALE	Staff meeting - Station 1 and Station 2	Staff Meeting - other station in the council area
Plan Date	4 weeks prior to start of consultation	Wk 1	Weeks 1-5	Week 1	Week 1	Week 2-4	Week 1 - 12	Week 1 - 12	Week 1 - 12	Week 1-12	Week 5	Week 5	Week 5	Week 6	Week 6	Week 6	Week 7	Week 7	Week 8	week 9-11
Actual Date	w/c 7th April	6-9th May	6th May - 10th June	6-9th May	6-9th May	12 - 30th May	6th May - 29th July	6th May - 29th July	6th May - 29th July	6th May - 29th July	w/c 2nd June	w/c 2nd June	w/c 2nd June	w/c 9th June	w/c 9th June	w/c 16th June	w/c 16th June	w/c 16th June	w/c 23rd June	30th June - 28th July
Officer responsible or representing MFRS	CC, S&P	Principal Officer	CC, S&P	District Manager	District Manager	District Manager	CC, S&P	CC, S&P	CS	District Manager	Principal Officer	Principal Officer	Principal Officer	Principal Officer	Principal Officer	Principal Officer	Principal Officer	Principal Officer	District Manager	District Manager
External Facilitator (where applicable)										TBC	Yes	Yes	Yes	No	No	No	TBC	Yes		
Provisional Venues											Prescot Town Council - Council Chambers or Conference Rooms	Whiston Town Hall - Council Chamber	Christ the King - Page Moss Lord Derby Academy - Huyton Village	Prescot Town Council	Christ the King - Page Moss Lord Derby Academy - Huyton Village	St Edmunds Arrowsmith	Belle Vale Community Fire Station	Huyton Civic Suite Octogan Room		
Provisional Date											03.06.14	04.06.14	05.06.14	10.06.14	12.06.14	17.06.14	18.06.14	16.06.14 or 20.06.14		

PR - Peter Rushton  
 DA - Deb Appleton  
 SW - Sandra Wainwright  
 GO - Gary Oakford  
 WK - Wendy Kenyon  
 JS - Jackie Sutton  
 VC - Vicky Campbell  
 SN - Sue Nash  
 CS - Colin Schofield  
 CC - Corporate Comms  
 S&P - Strategy and Performance  
 ORS - Opinion Research Services

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

This report is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

This report is Restricted

This page is intentionally left blank



## Merseyside Fire and Rescue Service

### Equality Impact Assessment Form

<b>Title of policy/report/project:</b>	<b>Station Mergers , Closures and other Operational Response Options</b>
<b>Department:</b>	<b>Strategy and Performance</b>
<b>Date:</b>	<b>EIA Stage 1 - 19.11.13</b> <b>EIA Stage 2 – 31.1.14</b> <b>EIA Stage 3 -</b>
<p><b><u>Scope of EIA</u></b></p> <p>The purpose of this EIA is to review information and intelligence available at an early stage in the development of options for station mergers and closures. It is intended that the EIA can be used to help inform decisions as the options progress and will help Principal Officers and Authority Members to understand equality related impacts on the decisions being made in relation to local diverse communities</p> <p>The EIA will be a living document which will developed further during the life cycle of the consultation stages. This initial EIA will provide be an opportunity to plan ahead for various activities such as community and staff consultation and equality data gathering</p> <p>The EIA will be conducted in a number of stages :</p> <p><b>Stage 1 – Desk Top Assessment by 3/12/13</b> :To provide Principal Officers with some initial thoughts on equality impacts arising from the Mergers and Closures Authority Report and provide an outline of what further data, research and consultation may be needed to inform the EIA fully in preparation for Community Engagement and Consultation Exercises in the new year (by 19/11/13)</p> <p><b>Stage 2 – Consultation External and Internal:</b> to gain feedback from those communities and MF&amp;RS Staff groups affected by the mergers and closures options to ensure equality impacts are considered throughout the process and included in the final version of the EIA for review by final decision makers (Dec 2013 onwards)</p> <p><b>Stage 3 – More detailed assessment on the local areas affected by options:</b> for Authority members to take into account at their meeting when they review the EIA in full. (By April 2014)</p>	

## 1: What is the aim or purpose of the policy/report/project

*This should identify “the legitimate aim” of the policy/report/project (there may be more than one)*

The reports purpose is to provide Authority Members a number of recommendations for approval, subject to public consultation, around station mergers and closures as follows:

### Options for mergers

- Two stations on Wirral (West Kirby to merge with Upton at Greasby)
- Two stations in St Helens (Eccleston to merge with St Helens at a site in the St Helens town centre ward)
- Two stations in Knowsley (the merger of Huyton and Whiston which already has Authority approval)

In order to meet the budget cuts faced by the Authority as a result of Comprehensive Spending Review (CSR) 13. These merger options, if approved, will deliver a reduction of 66 whole time equivalent (WTE) posts, reduce the Authority asset base down from 26 stations to 23 and deliver additional savings from a reduction in premises overheads

### Options for closures

The incremental move from whole time crewing to day crewing to whole time retained crewing of at least one appliance in Liverpool and/or Sefton, resulting in the closure of one or more station. This change in crewing and station closure, if approved, will deliver a saving of 22 WTE posts deliver additional savings from a reduction in premises overheads

**The options for mergers and closures would not affect the local communities which live in and around the closure areas in relation to fire response times, they would remain within a 10 minute response time, and therefore this EIA will not focus on response times but around the following:**

- **The impact of the options and any changes (positive and negative) in relation to any particular equality groups of the local communities’ use of MF&RS services and stations**
- **The impact of options and any changes on staff affected by closures**

## 2: Who will be affected by the policy/report/project?

*This should identify the persons/organisations who may need to be consulted about the policy /report/project and its outcomes (There may be more than one)*

Communities of Wirral , St Helens, Liverpool, Sefton and Knowsley  
MF&RS staff affected by the mergers and closures

### 3. Monitoring

*Summarise the findings of any monitoring data you have considered regarding this policy/report/project. This could include data which shows whether it is having the desired outcomes and also its impact on members of different equality groups.*

#### What monitoring data have you considered?

3.1 Profile of Merseyside and Demographics 2012 report -

[http://intranetportal/sites/smd/equalityanddiversity/Shared%20Documents/Public%20Sector%20Equality%20Data%20-%20Reports%20for%202012/Profile%20of%20Merseyside%20\(Demography,%20Equality%20and%20Diversity\).pdf](http://intranetportal/sites/smd/equalityanddiversity/Shared%20Documents/Public%20Sector%20Equality%20Data%20-%20Reports%20for%202012/Profile%20of%20Merseyside%20(Demography,%20Equality%20and%20Diversity).pdf)

3.2 Ward Demographics from Census 2011 - **Appendix A**

3.2 Profile of MF&RS staff -

<http://intranetportal/sites/smd/equalityanddiversity/Shared%20Documents/Public%20Sector%20Equality%20Data%20-%20Reports%20for%202012/Public%20Sector%20Equality%20Data%20Report%20-%20Published%20version.pdf>

#### What did it show?

3.1 and 3.2 - The demographics in each of the districts is broadly similar with no significant differences to consider. (Significant being + or- 5% difference). To gain a greater understanding of the make-up of the local communities affected by the impact of the closures and mergers, demographics for the local wards broadly covered by each station have been produced in **Appendix A**

Notable highlights showing differences in relation to the average for each district area are as follows:

#### **Huyton**

Age Structure: The Huyton Station ground has a mix of age groups depending on the ward; the wards of Longview and Page Moss have younger populations whilst the wards of Prescot West, Roby and Stockbridge in particular have older populations.

Socio Economic (including Disability): In Page Moss, Longview and Stockbridge wards in particular there are well above average levels of people with disability or long term health problems. Within these same wards there are proportionally high levels of adult unemployment.

Racial Profile: Within the Station Ground the predominant ethnicity grouping is "White". Within the Huyton Station Area, the ward of Longview has above district average counts of BME population particularly "Asian/British Asian" persons.

### **Whiston**

Age Structure: The Whiston Station Ground has a mix of age groups depending on the ward. The wards of Rainhill and Whiston North primarily have older populations whilst the wards of Prescot East and Whiston South have younger populations.

Socio Economic: There are no negative Socio Economic factors in the Whiston station ground.

Racial Profile: Within the Station Ground the predominant ethnicity grouping is "White". However BME populations are more diverse within this station ground with above average populations of "Asian/British Asian" in each ward and above average populations of "Black /African /Caribbean/ Black British" within Prescot East.

### **St Helens**

Age Structure: The St Helens Station Ground has a mix of age groups depending on the ward. The wards of: Parr, Bold, Sutton, Thatto Heath, Town Centre tends to have younger populations - particularly Parr and Thatto Heath. By contrast the wards of: Billinge & Seneley Green and Blackbrook have older populations

Socio Economic: The wards of: Parr, Thatto Heath, Sutton and Moss Bank have higher than average levels of adult unemployment as well as having above average levels of disability / long-term illness in these wards.

Racial Profile: Within the Station Ground the predominant ethnicity grouping is "White". The wards of Town Centre and Thatto Heath (in particular) are the most culturally diverse with well above average counts particularly of "Asian/British Asian" residents. Both Wards also have above average counts of "Black /African /Caribbean/ Black British" people, though this is to a lesser extent to "Asian/British Asian" residents. St Helens has a significant Gypsy and Traveller community.

### **Eccleston**

Age Structure: The Eccleston Station Ground has a mix of age groups depending on the ward. The wards of Eccleston and Rainford (Rainford has one of the highest average population ages in Merseyside) have older populations whilst the wards of West Park and Windle have younger populations.

Socio Economic: The wards of Eccleston and West Park have slightly above average levels of unemployment within the Eccleston station ground. West Park also has slightly above average levels of long term sickness / disability.

Racial Profile: Within the Station Ground the predominant ethnicity grouping is "White", Rainford and West Park have particularly low levels of BME residents. Within the Station Area the Ward of Eccleston has slightly above average BME population "Asian/British Asian" for and West Park has slightly above average counts "Black /African /Caribbean/ Black British" residents.

### **Upton**

Age Structure: The Upton Station Ground has a mix of age groups depending on the ward. Pensby & Thingwall, Greasby, Frankby - Irby and Claughton have older than average populations.

Socio Economic: Generally within the Upton Station there are no particularly significant Socio Economic issues, with the Exception of the Bidston & St James ward which primarily rests within the Upton Station Ground. Bidston and St James

have well above average adult unemployment and levels of long term health problems / disability.

Racial Profile: Within the Station Ground the predominant ethnicity grouping is "White". Claughton and Bidston & St James have the most diverse populations with above average counts of "Asian/British Asian" residents.

**West Kirby**

Age Structure: The West Kirby Station Ground has a mix of age groups depending on the ward. The demographic for the wards of Hoylake & Meols and West Kirby & Thurstaston is much older than the Wirral average.

Socio Economic: There are no negative Socio Economic factors in the West Kirby station ground.

Racial Profile: Within the Station Ground the predominant ethnicity grouping is "White".

**3.3- Staff Demographics for Operational Staff**

95% of operational uniformed staff are Male and 5% are Female

65% of operational uniformed staff are aged 41 to 50

5% of Operational staff have declared a Disability or Long term health condition

3% of MF&RS staff are Black Minority Ethnic the remainder are classed as White

**4: Research**

*Summarise the findings of any research you have considered regarding this policy/report/project. This could include quantitative data and qualitative information; anything you have obtained from other sources e.g. CFOA/CLG guidance, other FRSs, etc*

**What research have you considered?**

4.1 A review of the Access Audit report - results for the stations affected by options

**What did it show?**

The Equality Act 2010 replaced and enhanced the Disability Discrimination Acts (DDA) 1995 & 2005. It sets out the legislation for Public Bodies to make reasonable adjustments to premises to enable disabled people to access all services and fully participate in public life. MF&RS has conducted access audits for all its stations (except new builds) and is in the process of reporting on the results and recommendations to the Authority in December 2013.

The Audits have highlighted significant access issues for the stations identified in the mergers and closures options with a total of **£ 267,875** cost for making them more accessible Community Fire Stations. It has been an

<p>Review of MF&amp;RS Community Profiles for station areas affected by proposals to help understand the type of communities who may be affected by the options and consider their needs.</p> <p>A review of current Partnership agreements for stations affected by proposals to help understand the impact of station closures /mergers on those service users</p>	<p>important factor when considering the options and proposals for station mergers and closures and the building of new stations.</p> <p>Currently being worked on ready for Stage 2 of the EIA</p> <p>Currently being worked on ready for Stage 2 of the EIA</p>
--	---

## 5. Consultation

*Summarise the opinions of any consultation. Who was consulted and how? (This should include reference to people and organisations identified in section 2 above)*  
*Outline any plans to inform consultees of the results of the consultation*

### What Consultation have you undertaken?

No Consultation has taken place at Stage 1 of this EIA, however consultation is proposed to take place in two stages to scrutinise the OPTIONS and consider others. As such it is proposed to enter into consultation comprising of a) a more open-ended listening and engagement phase on the OPTIONS and b) a Formal consultation process on the eventual PROPOSALS. Part of the consultation process will take into account the needs and experiences of those equality protected groups who have been deemed to be affected by the mergers and closures.

Consultation specifically with Protected Groups (as required by the Equality Act 2010) in relation to this EIA and its assessment of the mergers and closures report /options is currently being planned by the Diversity and Consultation Manager. A number of cost effective options are being considered within the time frame available including :

- The development of a new MF&RS Diversity Consultation Forum ; a public voice for diverse groups across each district
- Using the 2 stage consultation process mentioned above to consult on the EIA with representative groups from those protected groups affected by the Options and subsequent proposals (where representation is available )
- Consultation with Community Groups currently using the Stations identified as potentially being closed and merged – Impact on equality
- Making the EIA accessible via the Staff Portal and MF&RS Webpage to enable staff , stakeholders and the public to make comments and provide feedback easily

## What did it say?

To follow with Stage 2 and 3

### Stage 2 Engagement and Consultation January 2014

Stage two of the EIA involved engaging members of the public on the current EIA findings in relation to the Mergers and Closures options, specifically the 5 options provided to the Public Engagement Forums held in January 2014. The possible options discussed at the for further financial savings :

1. Additional "Low Level Activity and Risk Stations ( LLAR)
2. Introduction of "Day Crewing" at some whole time stations
3. Introduction of "Community Retained " (RDS) stations
4. Merger of pairs of older stations and their replacement by modern community fire stations
5. Closure of some stations without replacement

Five forums were held across each of MFRS District :

- Wirral - Saturday 11<sup>th</sup> January 2014 – 10.00am -1.30pm
- St Helens - Monday 13<sup>th</sup> January 2014 – 18.00pm -20.45pm
- Liverpool – Tuesday 14<sup>th</sup> January 2014 – 18.00pm- 20.45pm
- Knowsley – Wednesday 15<sup>th</sup> January 2014 - 18.00pm – 20.45pm
- Sefton – Thursday 16<sup>th</sup> January 2014 – 18.00pm – 20.45pm

Part of the engagement presentation included canvassing views from the forum on the impact of each of the 5 options in relation to protected equality groups. The forums were broadly representative of the current demographic profiles for each district when compared to the demographic reports for each district, with the exception of Ethnicity for Wirral, St Helens and Sefton.

**Table 1 – Equality Monitoring breakdown for each District engagement forums**

	WIRRAL	ST Helens	LIVERPOOL	KNOWSLEY	SEFTON
Gender	Male: 12	Male: 10	Male: 13	Male: 10	Male: 13
	Female: 11	Female: 11	Female: 12	Female: 6	Female: 9
Age	18-34: 5	18-34: 3	18-34: 7	18-34: 3	18-34: 4
	35-54: 7	35-54: 9	35-54: 10	35-54: 7	35-54: 8
	55+: 11	55+: 9	55+: 8	55+: 6	55+: 10
Social Grade	AB: 6	AB: 4	AB: 6	AB: 2	AB: 6
	C1: 8	C1: 7	C1: 9	C1: 3	C1: 5
	C2: 4	C2: 3	C2: 4	C2: 6	C2: 3
	DE: 5	DE: 7	DE: 6	DE: 5	DE: 8
BME	0	0	2	1	0
Disability	6	6	6	3	0

Members of the Forum were given a summary of the outcomes from the EIA stage one, and asked if there were any specific concerns about those outcomes and indeed any of the 5 options. No concerns about the options were raised in any of the Forums, the general view was that the favoured option chosen by the members; mergers and closures, would provide a positive opportunity for members of the Disabled community and those elderly residents with limited mobility to access new station for community events and activities more easily than some of the current stations. The building of new stations would benefit many minority community groups who may have limited access to community spaces.

Stage 3 of the EIA will now involve consulting with the Public Proposals which will include consultation with specific organisations who support specific Protected Groups through various consultation methods.

## **6. Conclusions**

*Taking into account the results of the monitoring, research and consultation, set out how the policy/report/project impacts or could impact on people from the following protected groups? (Include positive and/or negative impacts)*

### **(a) Age**

The needs of different Age groups, especially those minority age groups, in relation to station mergers and closures options and proposals are difficult to fully assess at this early stage of the EIA. Section 3 and 4 sets out the current age profiles which should be considered when taking into account possible options for closures and mergers. Engagement and consultation will provide more opportunities to assess negative and positive impacts and results will be used to inform Stage 2 and 3 of this EIA.

### **(b) Disability including mental, physical and sensory conditions)**

The building of new stations will be positive for the disabled communities affected by the station mergers as the development of new high functioning stations will enable disabled people to access community services delivered from Fire Stations.

### **(c) Race (include: nationality, national or ethnic origin and/or colour)**

*As a) above but in relation to Race and Minority ethnic groups*

### **(d) Religion or Belief**

*As a) above but in relation to Religion and Belief and minority faith groups*

### **(e) Sex (include gender reassignment, marriage or civil partnership and pregnancy or maternity)**



As a) above but in relation to Gender and Gender Reassignment

**(f) Sexual Orientation**

As a) above but in relation to the needs of minority sexual orientation groups

**(g) Socio-economic disadvantage**

As a) above but in relation to the needs of those most affected financially (if at all) by any mergers and closures.

## 7. Decisions

*If the policy/report/project will have a negative impact on members of one or more of the protected groups, explain how it will change or why it is to continue in the same way.*

*If no changes are proposed, the policy/report/project needs to be objectively justified as being an appropriate and necessary means of achieving the legitimate aim set out in 1 above.*

### EIA Stage 1 – Decisions

On reviewing the research and data available for stage 1 of this EIA, there are no significant equality Impacts established so far with the exception of Disability, where current stations earmarked for mergers are currently not fully accessible for disabled community groups.

It is important to note that the impact of the Mergers and Station Closure Options and subsequent Proposals will not impact on any members of the public disproportionately in relation to the current level of service received by these groups e.g. response times and fire safety , prevention and protection services

### EIA Stage 2 – Decisions

The outcomes of the Engagement forums across the 5 Districts has identified no particular negative impacts that need to be considered in any of the 5 Options. The Merger and Closure option appears to be the most positive for a number of minority equality groups in terms of accessibility to community spaces.

### EIA Stage 3 – Decisions

To Follow

## 8. Equality Improvement Plan

*List any changes to our policies or procedures that need to be included in the Equality Action Plan/Service Plan.*

## 9. Equality & Diversity Sign Off

***The completed EIA form must be signed off by the Diversity Manager before it is submitted to Strategic Management Group or Authority.***

Signed off

Wendy Kenyon

Date:

19.11.13- EIA Stage 1

31.1.14 – EIA stage 2

Action Planned	Responsibility of	Completed by
<b>Actions Identified during EIA stage 1</b> 9.1 Consultation with Staff , Stakeholders and Communities , in relation to the EIA and its assessment of the Mergers and Closures	Diversity and Consultation Manager (DCM) with Support from IRMP	Jan-April14

<p>Options and subsequent Proposals ; specifically those Protected groups and the potential impact ( both negative and positive )</p> <p>9.2 Analysis of Community Profiles for station areas affected to understand the types of communities affected by the Mergers and Closures Options and subsequent Proposals</p> <p>9.3 Equality analysis of those staff affected by the Options and subsequent Proposals to see if any particular protected group are affected disproportionately.</p>	<p>Officer</p> <p>Business Intelligence Manager and DCM</p> <p>DCM with support from POD</p>	<p>TBC</p> <p>TBC</p>
<p><b>Actions Identified during EIA stage 2</b></p> <p>Consider ways to engage further with members of different Ethnic communities when proposals are identified for consultation on in Stage 3 of the EIA</p>	<p>WK</p>	<p>TBC</p>
<p><b>Actions Identified during EIA Stage 3</b></p> <p>TBC</p>		
<p>For any advice, support or guidance about completing this form please contact the <a href="mailto:DiversityTeam@merseyfire.gov.uk">DiversityTeam@merseyfire.gov.uk</a> or on 0151 296 4237</p> <p><b>The completed form along with the related policy/report/project document should be emailed to the Diversity Team at: <a href="mailto:DiversityTeam@merseyfire.gov.uk">DiversityTeam@merseyfire.gov.uk</a></b></p>		

This page is intentionally left blank