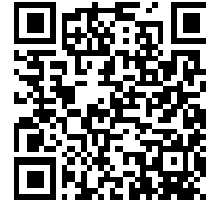


**To: All Members of the Policy and Resources Committee
(and any other Members who may wish to attend)**



**J. Henshaw
LLB (Hons)
Clerk to the Authority**

Tel: 0151 296 4000
Extn: 4112 Helen Peek

Your ref:

Our ref HP/NP

Date: 6 January 2014

Dear Sir/Madam,

You are invited to attend a meeting of the **POLICY AND RESOURCES COMMITTEE** to be held at **1.00 pm** on **TUESDAY, 14TH JANUARY, 2014** in the Wirral Suite at Merseyside Fire and Rescue Service Headquarters, Bridle Road, Bootle.

PLEASE NOTE: This meeting will be preceded by a Scrutiny Training Event at 12.00pm. All Members should try to attend as they may be called upon to sit on a Task and Finish group.

The meeting will be directly followed by a meeting of the Task and Finish Group for HR Policies.

Yours faithfully,

Clerk to the Authority

Encl.

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MERSEYSIDE FIRE AND RESCUE AUTHORITY

POLICY AND RESOURCES COMMITTEE

14 JANUARY 2014

AGENDA

Members

Les Byrom (Chair)
Robbie Ayres
Roy Gladden
Ted Grannell
Steve Niblock
Denise Roberts
Sharon Sullivan
Pat Moloney

1. Preliminary Matters

Members are 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 - 4)

The Minutes of the previous meeting of the Policy and Resources Committee, held on 19th November 2013, are submitted for approval as a correct record and for signature by the Chair.

3. Part 2 - EXEMPT Minutes of the Previous Meeting (Pages 5 - 6)

The Part 2 – EXEMPT Minutes of the previous meeting of the Policy & Resources Committee, held on 19th November 2013, are submitted for approval as a correct record and for signature by the Chair.

4. **Joint Control Centre Update** (Pages 7 - 16)

To consider Report CFO/004/14 of the Deputy Chief Executive, concerning progress on all the work streams associated with the Joint Merseyside Fire & Rescue Service and Police Command and Control Centre (JCC) development at SHQ Bridle Road, including the Heritage Centre and Vesty Unit 1; and to look ahead at the key programme milestones between now and practical completion.

5. **Freedom of Information Requests** (Pages 17 - 20)

To consider Report CFO/001/14 of the Deputy Chief Fire Officer, concerning the number and type of Freedom of Information (FOI) requests received by the Authority between 2011 and 2013.

6. **Licences for the Playing of Music and films** (Pages 21 - 32)

To consider report CFO/005/14, including appendix A and B, of the Clerk to the Authority regarding the Licences for the playing of music and films.

This Item contains EXEMPT information by virtue of Paragraph 3 of Part 1 of Schedule 12A to 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.

Agenda Item 2

MERSEYSIDE FIRE AND RESCUE AUTHORITY

POLICY AND RESOURCES COMMITTEE

19 NOVEMBER 2013

MINUTES

Present: Cllr Leslie T. Byrom CBE (Chair) Councillors Robbie Ayres, Ted Grannell, Denise Roberts, Sharon Sullivan and Pat Moloney

Also Present:

Apologies of absence were received from: Councillors Roy Gladden and Steve Niblock

1. Preliminary Matters

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

Resolved that:

- a) no declarations of interest were made by individual Members in relation to any item of business on the Agenda
- b) no additional items of business to be considered as matters of urgency were determined by the Chair; and
- c) the following items of business required the exclusion of the press and public during consideration thereof, due to the possibility of the disclosure of exempt information:
 - **Agenda Item 6** – Exemption To Contract Standing Orders For The Refurbishment Of Fire Service Headquarters
 - **Agenda Item 7** – Purchase Of A Time & Resources Management (TRM) Application

2. Minutes of the Previous Meeting

The Minutes of the previous meeting of the Policy and Resources Committee, held on 26th September 2013, were approved as a correct record and signed accordingly by the Chair.

3. Treasury Management Interim Report 2013/14

(CFO/128/13)

Members considered Report CFO/128/13 of the Deputy Chief Executive, concerning a review of the Authority's Treasury Management activities and performance for the period April to September, for the financial year 2013/14.

Members resolved that the report be noted.

4. Financial Review 2013/14 April To September

(CFO/129/13)

Members considered Report CFO/129/13 of the Deputy Chief Executive, concerning a review of the financial position, both revenue and capital, for the Authority for the period April to September 2013.

Members Resolved that:

- a) The potential £0.9m favourable revenue position identified within this report, be noted.
- b) The 2013/14 budget amendments, as set out in the report, be approved; and
- c) The Deputy Chief Executive, be instructed to continue to work with budget managers, to maximise savings in 2013/14.

5. Review Of The Information Governance And Security Policy And Associated Service Instructions

(CFO/130/13)

Members considered Report CFO/130/13 of the Deputy Chief Fire Officer, concerning the revised Policy and Service Instructions that have resulted from a fundamental review of existing Information Governance and Security documents, taking into account new legal and best practice requirements.

Members Resolved that:

- a) The revised Policy and Services Instructions (attached as appendices A-F), be approved.
- b) The Service Instructions be subjected to the internal consultation process adopted for all Service Instructions.
- c) A future training session be arranged for Members, concerning internet and IT security.

6. **Exemption To Contract Standing Orders For Refurbishment Works At Fire Service Headquarters**

(CFO/131/13)

This Minute contains EXEMPT information by virtue of Paragraph 3 of Part 1 of Schedule 12A to the local Government Act 1972

7. **Purchase Of A Time & Resource Management (TRM) Application**

(CFO/132/13)

This Minute contains EXEMPT information by virtue of Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

Close

Date of next meeting Tuesday, 14 January 2014

Signed: _____

Date: _____

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

This report is Restricted

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY & RESOURCES COMMITTEE		
DATE:	14TH JANUARY 2014	REPORT NO:	CFO/004/14
PRESENTING OFFICER	DCEO K TIMMINS		
RESPONSIBLE OFFICER:	DCEO K TIMMINS	REPORT AUTHOR:	DAVID ROBINSON
OFFICERS CONSULTED:	I CUMMINS		
TITLE OF REPORT:	JOINT CONTROL CENTRE UPDATE		

APPENDICES:	NONE
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Purpose of Report

1. To inform Members of progress on all the work-streams associated with the Joint Command and Control Centre, (JCC) development at SHQ Bridle Road including the Heritage Centre and related Workshops works and to look ahead at the key programme milestones between now and practical completion.

Recommendation

2. That Members
 - a) note the report
 - b) approve the budget amendments outlined in the financial implications section
 - c) grant delegated power to the DCE to approve any required further minor variations to the capital budget for any finalised variations (in consultation with the chair and to fund these from the capital reserve that members have set aside for this purpose already.

Executive Summary

Excellent progress has been made on the project especially on the 2 storey building. However, Kier have recently identified a small delay (of a maximum 6 weeks) which has arisen because of unexpected issues arising in the building phase including:-

- the discovery of an unknown sewerage manhole in the main computer room,
- design delays for the diverse power solution/ power and data termination at the workstations
- the discovery of “low-level” asbestos in the existing switch room which required specialist removal.

The project remains ahead of the original CLG reported timescales.

A number of staff teams have decanted from HQ as the office refurbishment progresses.

The Police are reconsidering their use of the Gym and this may require a reconfigured design with minimal cost to MFRA.

It has been identified that relocating the reception desk would allow an "invest to save" proposal of approximately £110k which would allow ongoing revenue savings and efficiencies. It is proposed to fund this and some other minor variations from the capital investment reserve that members had set aside for this purpose.

The project has delivered 5 apprenticeships with a further 3 to come. 83 % of subcontractors used come from within 20 miles of HQ.

Introduction and Background

3. Members will recall that it is just 2 years since the first informal discussions with Merseyside Police around the concept and feasibility of creating a combined control room and strategic/tactical command suites took place.
4. Since then, very rapid progress requiring significant resource input by, in particular, in-house ICT (and telent), Legal, Estates & Procurement departments has been made. Key activities (now completed) were to:-
 - Agree a governance structure
 - Form a joint project team
 - Identify the best site to build from both an operationally effective and economic perspective.
 - Procure additional land from Sefton Council for car parking
 - Agree on terms for the Development Agreement (terms during the building phase) and a Tenancy Agreement (terms when building in occupation)
 - Agree a Service Level Agreement which provides a framework for re-charging Merseyside Police for the actual cost of sharing the site
 - Decide on the route to market for a building contractor and then tender and select a winner
 - Develop site and building designs taking account of the stringent requirements for high levels of security and power and other infrastructure resilience and diversity
 - Secure planning permission with a concession for a relatively high ratio of car parking spaces to staff
 - Engage with stakeholders across both organisations to identify culture differences and explore ways of harmonising the workforces
 - Agree and draft a Security Protocol setting out steady-state management of security including staff vetting
 - Develop decant plans for the JCC with the arising from the major refresh to the existing 2-storey SHQ building
 - Manage the on-going complex site and traffic management H&S issues during the build phase

- Develop a design for extending the Heritage Centre and secure a partnership with NWAS together with funding
- Develop a design for extending Vesty Unit 1 (Workshops) to accommodate a commercial partner and further centralise storage
- Develop a new SHQ training facility including a training tower, explosives store and quad bike “garage”
- Develop existing space at the Training and Development Academy (TDA) to accommodate Secondary MACC and go-live
- Agree a significant capital investment in “state of the art” control room technology (SAN H & ICCS) and via telent go out to market for their supply.

JCC Progress

5. Since the last update in June, 1st phase work developing the new 2-storey extension has continued on programme. In addition, a new replacement Secondary Control Room for resilience has been developed at the TDA. The facility was recently successfully used operationally to facilitate planned maintenance at the main MACC at Derby Road.
6. On 9th December 2013 work also started to refresh and refurbish the existing 2-storey SHQ block. Members will recall that the work is being carried out by ADTW through a contract let directly by the Authority and not as a sub-contractor to Kier.
7. The works have been phased to allow for decant of staff between floors and into other service buildings. Currently the 1st floor is undergoing strip-out and over a 10 week period will be completely refreshed including furniture and new office layouts. Following a 2 week gap and decant back in to the 1st floor from ground, the ground floor including the Occupational Health Unit will undergo an identical exercise.
8. Members have approved development work on the Heritage Centre and the Workshops. This was expected to be achieved by way of variation to the existing main contract with Kier, however, it has become increasingly obvious that to do so would result in the risk of significant slippage to the main JCC works due to over-stretching what Kier describe as their limited resources which they are reluctant to increase. Consequently, it was decided to re-phase and re-procure this work separately. The aim is to go to tender (the route to market being under consideration by the procurement department) in March/April 2014 with work commencing on-site in May 2014.
9. Work has progressed extremely well on the 2 Storey Extension and at the time of writing Kier is engaged in the second fix of mechanical & electrical equipment, completing the suspended ceiling grid, completing internal screens, completing the computer floor, applying floor finishes, fitting automatic doors (atrium) and painting and decorating all areas.
10. However, alongside the excellent progress of this design & build scheme a number of unavoidable issues have emerged as you might expect on a project of

this scale. These will impact on programme as we move forward in to the final fit-out of JCC and on to the refurbishment of the old “Shining” corridor. The main complications were:-

- the discovery of an unknown sewerage manhole in the main computer room,
- design delays for the diverse power solution/ power and data termination at the workstations
- the discovery of “low-level” asbestos in the existing switch room which required specialist removal.
- In some instances design delays have been compounded by lengthy negotiations over commercial issues. This particularly applies to the issue of providing suitable terminations for power and data at workstations.

11. As a result of the above, Kier recently announced (19/12/13) that currently they estimate a definite slippage period of 3 weeks and a further *potential* slippage of 3 weeks giving a worst-case slippage of 6 weeks. Work is underway with a view to minimise this.

The JCC project Team is in discussions with Kier about the cost of Kier’s presence on site (known as preliminaries) for an extra 6 weeks and contractual penalties for late completion.

12. The following table shows the old & new key milestones based on the worst-case scenario:

Milestone	Old Date	New Date
Completion of JCC 2-storey extension	24/1/14	10/3/14
Police licence for limited occupation activates	4/2/14	20/3/14
Full Practical Completion including “Shining” refurbishment	12/5/14	23/6/14
Police tenancy activates	22/5/14	3/7/14
Go-Live JCC	To be agreed but post above date	To be agreed but post above date

It is considered prudent that the project bases decant and migration programmes around the worst case new dates and the scheduling is being reviewed and revised accordingly. It should be noted that this represents a relatively small variation on a project of this scale and the deadlines remain well ahead of where CLG expect the Authority to be.

Police use of Gym

13. At a very early stage in the project the then Merseyside Police Authority decided that Police staff would not use the new gym and consequently, the Police Authority should not have to share the cost of developing that area. This decision is reflected in the apportionment of costs as captured in the Development Agreement.

14. The decision significantly influenced gym design. The 70m² floor area currently proposed is the same as the existing gym at SHQ as this has proven to be sufficient for the use of HQ staff and will also accommodate the slight increase in numbers resulting from the MACC relocation.
15. Recently, Merseyside Police have expressed an interest in using the gym. As a consequence a complete review of the design of the gym and associated locker rooms and showers is underway, with Merseyside Police funding the majority of the redesign fees. The design brief is to increase the floor area to approximately 130m² and provide double the number of pod-style showers.
16. Design options together with budget costs will be available for consideration early in the New Year and at this point informed decisions can be taken. Any net additional cost (after police contribution) is not expected to be major and it is recommended that delegated authority be granted to the DCE in consultation with the Chair to agree any variations to the scheme arising from the final design, up to a value of 5% of the total project cost.

New Reception

17. As site design developed it became apparent that the optimum location for SHQ/ JCC reception should be close to and accessible from the Visitor car park, accessed from the new vehicle entrance at the South West end of the site. This has the added appeal of releasing space in the existing location for storage and offices for representative bodies and the Sports & Social Club. In addition, the re-design presents the opportunity to generate additional revenue savings and efficiencies by :
 - Co-locate reprographics with reception and post-room and in so doing ensure optimum staff working arrangements and efficiencies
 - Explore alternative accessible pedestrian access arrangements for site visitors
18. A design is yet to be finalised but the scheme will require additional invest to save funding (see Financial Implications section)

Community Engagement

19. Pulse Regeneration was appointed by Kier Construction to act as the Community Engagement Champion on the project. During the pre-construction period this role has included consultation with key partners in order to develop a community engagement plan for the project to ensure that the local and wider community within Sefton benefits from the scheme in the longer term.
20. As at 20th December 2013, the following progress has been made in relation to providing 8 young people opportunities in building trade related apprenticeship schemes:
 - 4 apprenticeships secured

- One trainee directly employed
- The final three apprenticeship positions will be secured early in the New Year

21. Records are maintained of the use of local subcontractors -83% of companies employed are located within a 20 mile radius and 60% of companies have an “L” postcode.

Equality and Diversity Implications

22. The design of the JCC will comply in full with the requirements of the Equality Act 2011 and current Building Regulations.

Staff Implications

23. MACC staff currently located at the Derby Road site in Bootle will have to re-locate to Bridle Road, a distance of 4.2 miles by road. Bus routes run along Bridle Road and there are bus stops within 100m in both directions. Aintree train station is less than 1 mile away.

24. The re-location is not expected to cause staff any undue travel difficulties. It is expected that a negotiated solution would be reached with staff around a small amount of support for transport cost increases (for those suffering an increase) in line with Authority policy on relocation.

25. The new site will provide much improved facilities and working environment for staff.

26. The new JCC will form part of the Critical National Infrastructure. As such, it will be necessary to ensure that all staff and contractors that have access to the facility are vetted by the police to level 3 clearance. MFRA staff affected includes the MACC and Operational Planning teams together with cleaners, estates and ICT/Telent who will, on occasion, have to enter to maintain the building. A security protocol detailing access levels and management responsibilities has been agreed with Merseyside Police.

27. A series of communication workshops are underway during which police staff responsible for vetting will explain the process to affected MFRA staff. MFRA HR Department is currently considering policies to meet all eventualities including the management and support arrangements required should any issues or concerns arise from the vetting process.

Legal Implications

28. A Development Agreement has been signed by MFRA and the PCC which covers the cost apportionment and responsibilities during the design and build phases of the project.
29. The Development Agreement includes an agreement for lease clause which obliges MFRA to grant a lease and the PCC to enter into a lease on practical completion of the project.
30. The risk of a Judicial Review of the planning decision ceased on 3rd July 2013.
31. The form of lease is attached to the Development Agreement and will be signed in substantially the same form as that attached to the Development Agreement. The lease will deal with the terms of PCC's occupation of the JCC including a service charge for utilities, maintenance and services.
32. An amendment to the Development Agreement will be required if police belatedly decide to use the gym and the request can be accommodated.

Financial Implications & Value for Money

33. The currently approved budget for the project overall including all elements and the ICT upgrades and improvements to MACC equipment totals £11.4m as set out in the table below. The Merseyside element being £6.3m.

Currently Approved Budget			
	Current Budget	Split	
	Total	MP	MFRA
	£'000	£'000	£'000
Key Build Elements			
Main JCC Project	9,679.6	5,053.0	4,626.6
Training Tower	185.0		185.0
Museum	150.0		150.0
Workshops	350.0		350.0
Key Merseyside ICT Elements			
JCC Airwave Solution	667.0		667.0
JCC Specialist IT	244.0		244.0
JCC Conference Room Refresh	58.0		58.0
New back up Control	16.0		16.0
	11,349.6	5,053.0	6,296.6
Funded by			
Government Grant	1,800.0		1,800.0
Borrowing	726.6		726.6
Reserves	2,995.0		2,995.0
PCC/MPA	5,053.0	5,053.0	0.0
Capital Receipt Derby Road	700.0		700.0
External Contribution to museum	75.0		75.0
	11,349.6	5,053.0	6,296.6

34. As discussed above there have been some minor variations and innovations to the project as delivery has progressed. Notably the proposal to invest additionally in the reception design to deliver long term revenue efficiencies which has an invest to save cost of approximately £110k.

35. In addition there have been other variations, for example the diverse power solution, which have further increased costs but many of these are related to police requirements where they meet the cost. The total increase in the capital budget overall is £328,000, of which £166,000 is attributable to MFRA (Including the reception relocation). Members will recall that they established a capital reserve to cover such unforeseen variations and to manage the risks associated with major capital projects. It is there therefore recommended that £163,000 is allocated from that reserve to cover this cost.

36. The overall project cost will now therefore be £11.7m.
37. There remain a number of smaller items/risks outstanding on the project which may lead to smaller variations in cost overall including the potential for gym design amendments as discussed in the body of the report. These are not expected to be major variations (Less than 1% of scheme total). A number of items have been identified as either providing scheme enhancements or are required to resolve existing building-related issues including:

- Access Control
- Gym
- Furniture & Fittings (Fire only)
- 1:50 Changes (new drawings)
- Switch Room
- Front Reception Entrance
- Temporary Reception
- Generator move
- Cashless Payment System

38. This report seeks approval to allow the DCE to amend the capital budget for any finalised variations (in consultation with the chair) if any minor variations do materialise and to fund these from the capital reserve that members have set aside for this purpose already (capped at 5% of project budget).

Risk Management, Health & Safety, and Environmental Implications

39. In order to provide adequate controls and management of risk a PRinCE2 project management approach has been employed in line with other major projects run in recent times by the Authority. The organisational structure spans all partners. A Steering Group comprising of Elected Members and Principle Officers sits at the top of the organisational structure. A conventional PRinCE2 Project Board manages the day-day issues and risks.
40. The design team have been briefed to incorporate construction measures which will result in a BREEAM standard of at least "Very Good"
41. The design team have liaised with the counter-terrorism unit to ensure appropriate safeguards are provided to the site.
42. The Construction (Design Management) Regulations 2007 will be fully complied with at the construction phase of the project and independent consultants will be appointed to advise.
43. Suitable arrangements will be made for business continuity and in particular fall back arrangements for MACC whilst building and decant take place. Once relocated the fall back arrangements for MACC are intended to be provided at the TDA

44. Increased public perception and re-assurance that the emergency services collaboration leads to a more effective response.
45. Local knowledge and experienced control personnel enabling a speedier response to incidents (in comparison to regional centres)
46. Co-location of Fire, Police, and NWAS Operational Planning Teams with Local Authority Emergency Planning Teams will foster cross-pollination of ideas and greater understanding and appreciation of service-specific issues in the context of multi-agency planning.
47. Sharing of information, e.g., gazetteer building in command and control for potential 'risk sites i.e., COMAH Sites'.
48. Potential for reduction in response times through multi agency approach.
49. Enhanced staff training opportunities, which will accrue through a single, seamless approach.

BACKGROUND PAPERS

CFO/081/13

GLOSSARY OF TERMS

NWAS	North West Ambulance Service
JCC	Joint Control Centre
MACC	Mobilising & Communication Centre
ICCS	Integrated Command & Communication System
SAN H	Service Access Node H (Airwave Ground Base Network Fibre Feed)

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	14 JANUARY 2014	REPORT NO:	CFO/001/14
PRESENTING OFFICER	DEPUTY CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	DEB APPLETON
OFFICERS CONSULTED:	JEAN CRIMMINS, JULIE YARE – CORPORATE INFORMATION SHARING OFFICERS		
TITLE OF REPORT:	FREEDOM OF INFORMATION REQUESTS		

APPENDICES:	NONE
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Purpose of Report

1. To inform Members of the number and type of Freedom of Information (FOI) requests received by the Authority between 2011 and 2013.

Recommendation

2. That Members note the content of this report.

Introduction and Background

3. At the meeting of the Policy and Resources Committee held on 19th November 2013 Members requested an update on the number and type of Freedom of Information requests received by the Authority.
4. As of 1st January 2005, all public authorities have had a legal obligation under the Freedom of Information (FOI) Act 2005 to provide information through an approved publication scheme and in response to requests made by anyone regardless of age, location or nationally. Those requesting information do not need to mention the FOI Act 2000 in their request.
5. This obligation applies to all information held by the Authority but personal information will also be subject to compliance under the Data Protection Act 1998 and is generally exempt information under the FOI Act 2000. All staff have a responsibility to comply with the FOI Act 2000. Under the Act staff do not have the right to ask why the information is required, but they can ask for more details to assist in locating the information.
6. Requests must be received in a written format and from the moment a written request is received a 20 working day countdown begins. All written requests for information are subject to the FOI Act 2000 requirements whether or not they mention the Act, but all the requests detailed below have been specifically sent

as FOI requests and dealt with by the Strategy and Performance Department in conjunction with the department holding the information.

7. A number of exemptions exist which the Authority can apply in order to refuse a FOI request, but these are used infrequently, with the exception of Exemption 21 which allows the Authority not to provide the information requested if it already exists elsewhere. In these cases a link to the information is included in the refusal letter. In 2013, 16 requests have been refused, of which four were only partly refused. The majority of these were citing exemption 21. There was one internal review/appeal against a refusal to supply the information requested, which was unsuccessful, the public interest test was applied in that case. The public interest test is applied to determine whether it would be in the public interest to release otherwise exempt information. There were no complaints to the Information Commissioners Office.

Freedom of Information requests received

8. The table below details the number of requests received over the last three years. It is important to note that each request could include anything from one to twenty questions, so the time taken to deal with them can vary considerably. As can be seen from the table, there has been an increase in FOI requests since 2011.

MONTH	Requests made in 2011	Requests made in 2012	Requests made in 2013 (to November)
January	7	4	5
February	8	10	7
March	7	10	5
April	8	5	15
May	3	12	4
June	7	7	9
July	7	7	9
August	6	1	9
September	4	4	10
October	7	7	11
November	9	9	8
December	3	3	
Total	76	79	92

9. Examples of the types of information requested are set out below. There are a number of recurring themes and these often relate to what is topical in the media at the time. It is the case however, that although similar in theme each request is slightly different and almost invariably requires the information to be provided in a different format.

FOI Reference	Exemption applied	Details of Information Requested	Was the request fulfilled within the 20 working day deadline
Request for ICT contract Information			
FOI/08/2013	No	ICT Contract Information	Yes
FOI/13/2013	No	Information on mobile and fixed Estate details	Yes
FOI/15/2013	No	ICT contract information	Yes
FOI/18/2013	No	Mobile phones Contract Information	Yes
FOI/40/2013	Yes section 38	Winning contract Information	Yes
FOI/42/2013	No	ICT contract Information	Yes
FOI/43/2013	Yes section 43 to part of the request	Information on Telecommunications and Internet Services	Yes
FOI/48/2013	No	ICT contract Information	Yes
FOI/62/2013	No	WiFi Information	Yes
FOI/92/2013	No	Telephone Support and Maintenance Information	Yes
Requests for various statistics			
FOI/04/2013	No	Number of call outs to incidents for 'burnt toast'	Yes
FOI/05/2013	No	Information on Fitness tests for MFRS Staff	Yes
FOI/16/2013	No	Projected response times	Clock stopped
FOI/30/2013	No	Hoax calls attended and received by MFRS for Southport and its suburbs for yrs 2011/12/13.	Yes
FOI/31/2013	No	Deliberate Fires proven in Southport 2011/2012/2013	Yes
FOI/37/2013	No	Data on Fire incidents that included a Mobility Scooter	Yes
FOI/55/2013	No	Number of Fires at Recycling plants/Waste Management sites	Yes
FOI/56/2013	No	Number of HFSCs for 2010/2011/2012	Yes
FOI/68/2013	No	Fire callouts for e-cigarettes	Yes
FOI/70/2013	No	Fire incidents where the cause was cigarettes	Yes
FOI/76/2013	No	Response times, staff information on stress related absence and number of fire crew.	Yes
FOI/78/2013	No	Stats information about rescues	Yes
FOI/83/2013	No	Statistics on various breakdowns	Yes
Requests from the Press			
FOI/01/2013	No	No. of settlements and compensation	Yes
FOI/07/2013	No	Information on no. of injuries on MFRA premises and compensation paid	Yes
FOI/23/2013	Yes section 21	Copy of a Fire Report for a hotel	Yes
FOI/28/2013	No (Information not held)	Information for NW Trading Ltd	Yes
FOI/30/2013	No	Hoax calls attended and received by MFRS for Southport and its suburbs for yrs 2011/12/13.	Yes
FOI/31/2013	No	Deliberate Fires proven in Southport 2011/2012/2013	Yes
FOI/34/2013	No	Information about complaints about fire Service staff	Yes
FOI/35/2013	No	Fitness tests	Yes
FOI/49/2013	No	Attendance to incidents at Waste Management sites	Yes
FOI/55/2013	No	No. of fires at recycling/waste management plants	Yes
FOI/56/2013	No	No. of HFSC for 2010/2011/2012	Yes
FOI/63/2013	No	Details of secondary jobs for staff	Yes
FOI/68/2013	No	Fire callouts for e-cigarettes	Yes
FOI/70/2013	No	Fire incidents where the cause was cigarettes	Yes
FOI/74/2013	Yes section 21	Information on attendance to an incident on RN Intrepid	Yes
FOI/93/2013	No	No. of call outs for people locked in bathrooms or toilets	Yes

Nb. the "clock stopped" reference above relates to the provision within the Act for the 20 day response period to be suspended whilst clarification is sought from the applicant.

Equality and Diversity Implications

10. There are no equality and diversity implications arising from the report. The EIA for the Information Security and Governance Policy (Agreed by Policy and Resources Committee on 19th November 2013) has an equality impact assessment and this highlighted the need to ensure that assistance is provided to any person who wishes to submit a FOI request. This could for example mean waiving the requirement to apply in writing if this is not possible for the applicant.

Staff Implications

11. There are no implications for staff arising from this report.

Legal Implications

12. The Authority complies with the FOI Act 2000 when dealing with requests for information and also the changes made to that Act by the Protection of Freedoms Act 2012.

Financial Implications & Value for Money

13. There are no financial implications arising from this report.

Risk Management, Health & Safety, and Environmental Implications

14. The Authority has in place processes that enable requests for information to be dealt with in accordance with the law, thus reducing risk to the Authority.

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

15. Unless an exemption applies, individuals are provided with the information they require about the Authority in an efficient manner.

BACKGROUND PAPERS

NONE

GLOSSARY OF TERMS

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

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