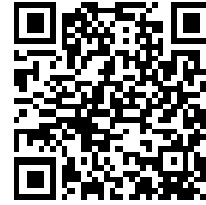


To: All Members of the Authority



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

J. Henshaw
LLB (Hons)
Clerk to the Authority

Tel: 0151 296 4000
Extn: 4112 Helen Peek

Your ref:

Our ref HP/NP

Date: 8 December 2014

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **11.00 am** on **TUESDAY, 16TH DECEMBER, 2014** in the Temporary Meeting Room at Merseyside Fire and Rescue Service Headquarters, Bridle Road, Bootle.

Yours faithfully,

Clerk to the Authority

Encl.

This page is intentionally left blank

MERSEYSIDE FIRE AND RESCUE AUTHORITY

AUTHORITY

16 DECEMBER 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 - 6)

The Minutes of the previous meeting of the Authority, held on 2nd October 2014, are submitted for approval as a correct record and for signature by the Chair.

3. Petition Concerning Amendments To The MFRA Constitution And Meeting Reporting Protocol And Procedure (Pages 7 - 10)

To consider a petition concerning amendments to Merseyside Fire & Rescue Authority's Constitution and its Meeting Reporting Protocol And Procedure.

4. Petition Concerning Proposed Merger Of West Kirby And Upton Fire Stations (Pages 11 - 20)

To consider a petition concerning the proposed merger of West Kirby and Upton Fire Stations.

**5. NRAT Assurance Visit 2014 (Pages 21 - 30)
(CFO/128/14)**

To consider Report CFO/128/14 of the Chief Fire Officer, concerning the

outcomes of the recent assurance process conducted by the National Resilience Assurance Team (NRAT) of the Authority's National Resilience (NR) assets.

**6. Statement of Assurance 2013/14 (Pages 31 - 50)
(CFO/125/14)**

To consider Report CFO/125/14 of the Deputy Chief Fire Officer, concerning the Authority's draft Statement of Assurance 2014 for publication on the website.

**7. Local Government Transparency 2014 (Pages 51 - 88)
(CFO/127/14)**

To consider Report CFO/127/14 of the Deputy Chief Fire Officer, concerning arrangements for implementing the Local Government Transparency Code 2014.

**8. Internal Audit Service Provision from 2015/16 (Pages 89 - 92)
(CFO/114/14)**

To consider Report CFO/114/14 of the Deputy Chief Executive, concerning the granting of delegated authority to the Deputy Chief Executive, to negotiate a rolling annual Service Level Agreement with Liverpool City Council's Internal Audit Service.

**9. Wirral and Liverpool consultation update (Pages 93 - 128)
(CFO/126/14)**

To consider Report CFO/126/14 of the Chief Fire Officer concerning progress and development in relation to the Wirral and Liverpool operational response consultation process.

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.

This page is intentionally left blank

MERSEYSIDE FIRE AND RESCUE AUTHORITY

2 OCTOBER 2014

MINUTES

Present: Cllr Dave Hanratty (Chair) Councillors Les Byrom, Linda Maloney, Robbie Ayres, Ted Grannell, John Kelly, Jimmy Mahon, Barbara Murray, Steve Niblock, Lesley Rennie, Denise Roberts, James Roberts, Tony Robertson and Jean Stapleton

Also Present:

Apologies of absence were received from: Councillors Peter Brennan, Roy Gladden, Sharon Sullivan and Ray Halpin

Chairs Announcements

Prior to the opening of Agenda Business, the Chair:

- a) Requested that any Members of the Press and public present, who intend to record the proceedings of the meeting, make themselves known, and advised all present that the meeting was not being recorded.
- b) Welcomed Guests; Charlie Cartwright, Theresa Simmonds, Steve Worrall, and Nick Herbert from Shropshire Fire & Rescue Authority and Denise McKinney, Shaun Turner, and Brian Grimley from Merseyside Fire and Rescue Authority, who were in attendance to present the Members Learning Lunch in support of item 5 of the Agenda.
- c) Welcomed representatives of the Greasby Centre, who were in attendance in relation to item 10 on the Agenda.
- d) Requested all Members to remain following the close of business on the Agenda, for Members Equality & Diversity Training in relation to Equality Impact Assessments.
- e) Expressed condolences on behalf of the Authority to Cllrs Sharon Sullivan and Linda Maloney on the sad passing of their respective Mother's.

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) The following declarations of interest were made by Members in relation to items on the agenda:

- Cllr Linda Maloney declared a personal interest in relation to Agenda Item 9, due to her being employed by BICC prior to her retirement.

b) no additional items of business were determined by the Chair to be considered as matters of urgency; and

c) the following items of business contained EXEMPT information *By virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972* and therefore required the exclusion of the press and public due to the disclosure of EXEMPT information.

Item 9 Proposed Station Merger of Huyton & Whiston – Appendix B

Item 10 Proposals for Upton and West Kirby Fire Stations - Appendix H

Item 11 Operational Response Savings Options 2015/16 Liverpool District -Appendix Ba.-

2. Minutes of the Previous Meeting

The Minutes of the previous meeting held on 24th July 2014, were agreed as a true record and signed accordingly by the Chair.

3. Minutes of the Additional Urgent Meeting

The Minutes of the Additional Urgent meeting of the Authority, held on 1st August 2014, were approved as a true record and signed accordingly by the Chair.

4. Change of Appointment to The Authority

(CFO/100/14)

Members considered report CFO/100/14 of the Clerk to The Authority, advising of a Change of Appointment by Knowsley Council to Merseyside Fire and Rescue Authority with effect from 1st October 2014.

The Chair and other Members of the Authority expressed their thanks and appreciation to Cllr Newman, who had been a Member of MFRA for over 20 years, 8 years of which were served as Chair of the Authority.

It was noted that during his time on the Authority; and particularly during his time as Chair, Cllr Newman worked with all political parties during some challenging times, acting in the best interests of the Authority.

Resolved that:

- a) Councillor Tony Newman's resignation from and final date of appointment to, Merseyside Fire and Rescue Authority as of midnight 30th September 2014 be noted.
- b) the appointment of Councillor Ray Halpin (Labour), as Knowsley Council's representative to Merseyside Fire and Rescue Authority, with effect from 1st October 2014 be noted.
- c) the nominated Member, appointed by Knowsley Council, to replace Councillor Newman, as the Member responsible for answering questions on the discharge of the functions of Merseyside Fire & Rescue Authority, within Knowsley Council be Councillor Grannell.
- d) Councillor Ray Halpin be appointed to the vacant position on Policy and Resources Committee.

5. Operation Sabre – Aid to Romania 2014

(CFO/099/14)

Members were provided with a Learning Lunch in support of Agenda Item 5, prior to the opening of the meeting, by representatives from Shropshire and Merseyside Fire and Rescue Authorities.

Members considered the content of the presentation and Report CFO/099/14, of the Deputy Chief Fire Officer, regarding the aid provided by the Authority to Romania via Operation Sabre.

Resolved that:

- a) The Authority's contribution to Operation Sabre through the provision of a Fire Appliance to Romania be noted.
- b) The Authority's thanks and appreciation be recorded, to staff from both MFRA and Shropshire F&RA, for their excellent work and participation in Operational Sabre.

6. Health, Safety & Welfare Annual Report

(CFO/092/14)

Members considered report CFO/092/14 of the Deputy Chief Fire Officer providing a review of the content of the Annual Health, Safety & Welfare Report

and consider the performance of the Authority with regard to Health Safety and Welfare outcomes for 2013/14.

Resolved that:

- a) The content of the Annual Health, Safety & Welfare Report for the period April 2013 to March 2014, be noted.
- b) Performance in relation to Health Safety & Welfare across the Authority for the period April 2013 to March 2014, be noted.
- c) The objective in relation to increasing the number of near hit/ miss reports by 20%, continue to be reviewed to ensure that performance against the objective improves.

7. JCC Official Opening

(CFO/103/14)

Members considered Report CFO/103/14 of the Chief Fire Officer, concerning arrangements for the official opening of the Joint Control Centre.

Resolved that:

- a) The official opening of the Merseyside Joint Control Centre on 16th December 2014, by a member of the Royal Family, be noted.
- b) The requirement for a change of time for the Authority Meeting on 16th December 2014, to facilitate the official opening, be noted.

8. Knowsley Station Mergers Consultation Outcomes

(CFO/094/14)

Members considered Report CFO/094/14 of the Chief Fire Officer, concerning the outcomes of the twelve week public consultation regarding the proposed station merger in Knowsley and the next steps.

Resolved that:

The outcomes from the Knowsley public consultation be noted.

9. Proposed Station Merger of Huyton and Whiston

(CFO/095/14)

Members considered Report CFO/095/14 of the Chief Fire Officer, concerning the merger of Huyton and Whiston fire stations at Prescot, having considered the outcomes of the public consultation as detailed in report number CFO/094/14.

Discussion took place around the report and representatives from the Representative Bodies were given opportunity to address the Authority in relation to the report and recommendations.

Resolved that:

- a) The merger of Huyton and Whiston fire stations at a site in Manchester Road, Prescot, be approved.
- b) The change in crewing of the Whiston fire appliance from wholetime to wholetime retained, be approved.
- c) The capital programme be amended to incorporate the £3.1m Prescot fire station scheme.
- d) The Chief Fire Office be given delegated authority to continue discussions with partners, including Merseyside Police, with a view to sharing the building; and
- e) The Chief Fire Officer be given delegated authority in consultation with the Deputy Chief Executive, the Clerk to the Authority and the Chair of the Authority, to agree appropriate lease terms with Knowsley Metropolitan Borough Council and enter into a lease.

10. Proposals For Upton And West Kirby Fire Stations

(CFO/101/14)

Members considered Report CFO/101/14 of the Chief Fire Officer, concerning the proposal to merge Upton and West Kirby fire stations at a new station on Frankby Road, Greasby, as an alternative to an outright closure of West Kirby fire station, subject to a 12 week period of public consultation, to commence with effect from 3rd October 2014.

Discussion took place around the report and recommendations; and representatives from the Greasby Association, were invited to address the Authority.

Resolved that:

- a) The proposal to merge Upton and West Kirby fire stations at a new station on Frankby Road, Greasby, as an alternative to an outright closure of West Kirby fire station, be approved, subject to a 12 week period of public consultation to commence with effect from 3rd October 2014.
- b) Following conclusion of the consultation, a further report be submitted to the Authority detailing the outcomes and any operational implications, for Members to determine at that point, which proposal to implement.

11. Operational Response Saving Options 2015/16 - Liverpool District

(CFO/102/14)

Members considered Report CFO/102/14 of the Chief Fire Officer, concerning operational response savings options for 2015/16 from the Liverpool District and to recommend, subject to the outcomes of a 12 week public consultation, the closure of Allerton Fire Station and the relocation of the Allerton fire appliance to Old Swan to be crewed on a wholetime retained basis.

Resolved that:

A 12 week public consultation on the proposed closure of Allerton fire station and the relocation of the Allerton fire appliance to Old Swan to be crewed on a wholetime retained basis, be approved.

12. Results of the Employee Engagement Survey

(CFO/104/14)

Members considered Report CFO/104/14 of the Deputy Chief Fire Officer, concerning the results of the MFRA staff engagement survey.

Resolved that:

- a) The contents of the report, be noted.
- b) The development of an Action Plan, to be generated in response to the priority actions contained within the report, be supported and approved.
- c) The release of the People Insight reports on to the MFRA website on 3rd October 2014 from 10:00am, be approved.
- d) The outcomes of the staff engagement survey be scrutinised by the relevant Lead Member.
- e) The Performance & Scrutiny Committee closely monitor progress against the action plan.

Close

Date of next meeting Tuesday, 16 December 2014

Signed: _____

Date: _____

2nd December 2014

Janet Hershaw (Monitoring Officer)
Merseyside Fire and Rescue Headquarters
Bridle Road
Bootle
Merseyside
L30 4YD

Dear Janet Hershaw,

Please class this letter as notice of my intention to present a petition to the Merseyside Fire and Rescue Authority meeting of the 16th December 2014. The petition should be attached to this letter. Please could you inform me before 16th December 2014 whether you regard the petition as proper to be presented.

Yours sincerely,
John Braae

We, the undersigned, in light of the coming into force of the Openness of Local Government Bodies Regulations 2014, on 6th August 2014, specifically regulations 3 and 4 call upon the Mersey Fire and Rescue Authority to:-

- (a) amend its constitution by deleting Standing Order 19.4 and
- (b) make ~~any necessary changes~~ ^{a change} to the MFRA Meeting Reporting Protocol and Procedure (deleting the ~~two~~ ^{four} sentences starting with which are "He or she will then ask attendees whether they agree to be filmed, photographed and/or audio-recorded to allow them to register a personal objection. If anyone has a personal objection then the Chair can temporarily suspend filming, photographing and/or audio-recording to allow attendees to have their say.

Note: this does not apply to Members and officers.
 If the Chair considers that the filming, photographing and/or audio-recording is disrupting the meeting he/she can instruct you to stop doing so.

Name	Signature	Local govt elector
JOHN BRACE	John Brace	✓
LEOWORA BRACE	LEOWORA BRACE	✓

**Janet Henshaw
Monitoring Officer and Director of
Legal Services**

Merseyside Fire & Rescue Authority
Legal Services Department,
Fire Service Headquarters,
Bridle Road,
Bootle,
Merseyside
L30 4YD

Telephone: 0151 296 4301

Fax: 0151 296 4202

Web Site: www.merseyfire.gov.uk

Your ref:

Our ref: JH/ST

Date: 3 December 2014

Dear Mr Brace

YOUR PETITON

Thank you for your letter of 2 December 2014 and the enclosed Petition.

The petition will be placed onto the Agenda for the Authority Meeting on 16 December 2014.

For the avoidance of doubt, you will be allowed up to five minutes to present your petition to the Authority, such presentation shall be confined to reading out or summarising the subject of the petition, indicating the number and description of signatories and making further supporting remarks which are relevant to the petition.

Yours sincerely

**Janet Henshaw
Monitoring Officer and Director of Legal Services**

This page is intentionally left blank

**SAVE WEST KIRBY FIRE STATION
SAVE GREASBY PUBLIC LIBRARY
SAVE UPTON FIRE STATION**

We were shocked to hear of the proposed closures of West Kirby Fire Station and of Upton Fire Station.

The demolition of Greasby Public Library, to make way for a new, £2.8 million fire station at Frankby Road, Greasby, is completely unacceptable.

We urge Merseyside Fire and Rescue Authority (MFRA) to cancel all plans to close West Kirby Fire Station and Upton Fire Station. We call on MFRA to make available to the public details of MFRA financial reserves including valuations of assets and of 'cash at bank and in hand', since MFRA is relying on financial arguments to justify fire station closures.

Wirral Metropolitan Borough Council should oppose any plans to demolish Greasby Public Library.

The Council should make sure that as many West Kirby residents as possible are able to participate in any future decision-making, concerning the future of all fire stations and public libraries.

Members of the public are entitled to participate in environmental matters when all options are open and when public participation can be effective (Google: the Convention on Access to Information, Public Participation in decision-Making and Access to Justice in Environmental Matters, also known as the 'Aarhus Convention'). The Aarhus Convention requires public authorities, like MFRA and Wirral Metropolitan Borough Council to act in an open, transparent and fair manner. We call on MFRA and Wirral Metropolitan Borough Council to do so.

We are also opposed to plans to build a 260,000 square feet shopping mall, together with a multi-storey car park known as the 'Greater Concourse Project' (google: 'West Kirby.renewal', for details).

SIGNATURE	NAME	ADDRESS	DATE
	JOAN DODD	68 Church Rd W/K	18/11/14
	N. Beyle	28 Eaton Rd W/K	
	R. Harris	28 Leigh Rd W/K	
	L. McComaen	8 Ashburton Rd W/K	
	Z. Hansen	26 Ashton Drive CH48 0RQ	20/11/14
	ANN JONES	123 NEWTON CROSS LANE CH48 9XG	21-11-14
	L. M. O'Connell	41 CH48 9 4A	21/11/14

Please send to: Dave Hanratty, Chair, Merseyside Fire and Rescue Authority, Bridle Road, Bootle, Merseyside, L30 4YD, OR email it to davehanratty@merseyfire.gov.uk

SIGNATURE

NAME

ADDRESS

DATE

E. N. Taylor

E. N. TAYLOR

110 The Rake, Bromborough

22. 11. 14

M. McCourt

M. McCourt

7a Hillbarn Rd. W.K.

23/11/14

A. P. ...

ANN PRITCHARD

226a Rake Lane

23/11/14

SAVE WEST KIRBY FIRE STATION SAVE GREASBY PUBLIC LIBRARY SAVE UPTON FIRE STATION

We were shocked to hear of the proposed closures of West Kirby Fire Station and of Upton Fire Station.








The demolition of Greasby Public Library, to make way for a new, £2.8 million fire station at Frankby Road, Greasby, is completely unacceptable.

We urge Merseyside Fire and Rescue Authority (MFRA) to cancel all plans to close West Kirby Fire Station and Upton Fire Station. We call on MFRA to make available to the public details of MFRA financial reserves including valuations of assets and of 'cash at bank and in hand', since MFRA is relying on financial arguments to justify fire station closures.

Wirral Metropolitan Borough Council should oppose any plans to demolish Greasby Public Library.

The Council should make sure that as many West Kirby residents as possible are able to participate in any future decision-making, concerning the future of all fire stations and public libraries. Members of the public are entitled to participate in environmental matters when all options are open and when public participation can be effective (Google: the Convention on Access to Information, Public Participation in decision-Making and Access to Justice in Environmental Matters, also known as the 'Aarhus Convention'). The Aarhus Convention requires public authorities, like MFRA and Wirral Metropolitan Borough Council to act in an open, transparent and fair manner. We call on MFRA and Wirral Metropolitan Borough Council to do so.

We are also opposed to plans to build a 260,000 square feet shopping mall, together with a multi-storey car park known as the 'Greater Concourse Project' (google: 'West Kirby.renewal', for details).

SIGNATURE	NAME	ADDRESS	DATE
	ELWYN EDWARDS	4 CROBY CLIFFE DRIVE Greasby	16.11.14
	JULIE LIGHTFOOT	3 Ethelbert Rd Meas	16.11.14
	J.P. GRIFFITHS	12 Graham Rd. West Kirby	16.11.14
	T. SHIEL	36 meadowcroft	16.11.14
	J. SMITH	31 Meadowcroft	16.11.14
	Dawn Womell	25 Westburn Road	16.11.14
	Patsy Roberts	24 Meadow Road	16.11.14

Please send to: Dave Hanratty, Chair, Merseyside Fire and Rescue Authority, Bridle Road, Bootle, Merseyside, L30 4YD, OR email it to davehanratty@merseyfire.gov.uk

SIGNATURE	NAME	ADDRESS	DATE
<i>Mackintosh</i>	ROSEMARY	129, Banks Rd, West Kirby	16-11-2014
<i>M. DDD</i>	M. DDD	22, GLEESIDE, WEST KIRBY	17.11.2014
<i>SSWIFT</i>	SSWIFT	23 Springfield Ave	17.11.14
<i>C. Swift</i>	C. Swift	23 Springfield Ave	17/11/14
<i>Sophie Hodgson</i>	Sophie Hodgson	10 Westbarne Rd, West Kirby	17/11/14
<i>See O'drum</i>	See O'drum	46 Moose Cunt Haylake	17/11/14
<i>Mike Pearson</i>	Mike Pearson	3 Proctor Rd Haylake	17/11/14
<i>L. KIRBY</i>	L. KIRBY	1 GROVESIDE WK	18/11/14
<i>G. WOODS</i>	G. WOODS	13, RIVERSDALE RD, WEST KIRBY	18/11/14
<i>H. DASLICKA</i>	H. DASLICKA	22 SHREWSBURY RD, WEST KIRBY	20/11/14
<i>RUTH TORMEY</i>	RUTH TORMEY	38 ACHURCH ROAD, WEST KIRBY	24/11/14
<i>J. BIRD</i>	J. BIRD	2 KINGTON RD W. KIRBY	24/11/14

SAVE WEST KIRBY FIRE STATION SAVE GREASBY PUBLIC LIBRARY SAVE UPTON FIRE STATION

We were shocked to hear of the proposed closures of West Kirby Fire Station and of Upton Fire Station.


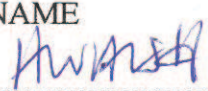
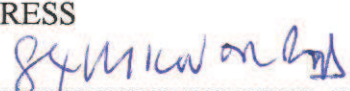
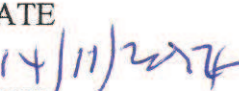



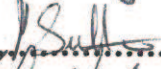
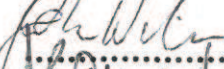

The demolition of Greasby Public Library, to make way for a new, £2.8 million fire station at Frankby Road, Greasby, is completely unacceptable.

We urge Merseyside Fire and Rescue Authority (MFRA) to cancel all plans to close West Kirby Fire Station and Upton Fire Station. We call on MFRA to make available to the public details of MFRA financial reserves including valuations of assets and of 'cash at bank and in hand', since MFRA is relying on financial arguments to justify fire station closures.

Wirral Metropolitan Borough Council should oppose any plans to demolish Greasby Public Library.

The Council should make sure that as many West Kirby residents as possible are able to participate in any future decision-making, concerning the future of all fire stations and public libraries. Members of the public are entitled to participate in environmental matters when all options are open and when public participation can be effective (Google: the Convention on Access to Information, Public Participation in decision-Making and Access to Justice in Environmental Matters, also known as the 'Aarhus Convention'). The Aarhus Convention requires public authorities, like MFRA and Wirral Metropolitan Borough Council to act in an open, transparent and fair manner. We call on MFRA and Wirral Metropolitan Borough Council to do so.

We are also opposed to plans to build a 260,000 square feet shopping mall, together with a multi-storey car park known as the 'Greater Concourse Project' (google: 'West Kirby.renewal', for details).

SIGNATURE	NAME	ADDRESS	DATE
			
	J. BUCK	13 Brian Dr. Herwall	14/11/2014
	S. TAYLOR	11. Grove Ave.	14.11.2014
	P. TAYLOR	29 CORNELIUS DR. PENSBY	19/11/2014
	I. SUTTON	15 SOUTH VIEW IRBY	19/11/14
	J. WILLIAMS	15 Pump Lane Greasby	18/11/2014
	A. AUSTIN	93 South Road	21/11/2014

Please send to: Dave Hanratty, Chair, Merseyside Fire and Rescue Authority, Bridle Road, Bootle, Merseyside, L30 4YD, OR email it to davehanratty@merseyfire.gov.uk

SAVE WEST KIRBY FIRE STATION SAVE GREASBY PUBLIC LIBRARY SAVE UPTON FIRE STATION

We were shocked to hear of the proposed closures of West Kirby Fire Station and of Upton Fire Station.

The demolition of Greasby Public Library, to make way for a new, £2.8 million fire station at Frankby Road, Greasby, is completely unacceptable.

We urge Merseyside Fire and Rescue Authority (MFRA) to cancel all plans to close West Kirby Fire Station and Upton Fire Station. We call on MFRA to make available to the public details of MFRA financial reserves including valuations of assets and of 'cash at bank and in hand', since MFRA is relying on financial arguments to justify fire station closures.

Wirral Metropolitan Borough Council should oppose any plans to demolish Greasby Public Library.

The Council should make sure that as many West Kirby residents as possible are able to participate in any future decision-making, concerning the future of all fire stations and public libraries. Members of the public are entitled to participate in environmental matters when all options are open and when public participation can be effective (Google: the Convention on Access to Information, Public Participation in decision-Making and Access to Justice in Environmental Matters, also known as the 'Aarhus Convention'). The Aarhus Convention requires public authorities, like MFRA and Wirral Metropolitan Borough Council to act in an open, transparent and fair manner. We call on MFRA and Wirral Metropolitan Borough Council to do so.

We are also opposed to plans to build a 260,000 square feet shopping mall, together with a multi-storey car park known as the 'Greater Concourse Project' (google: 'West Kirby.renewal', for details).

SIGNATURE	NAME	ADDRESS	DATE
	SIMON HOBSTER	102A BANKS ROAD	16/11/2014
	ALAN RUNDLE	126a Banks Rd W/K	16/11/2014
	N. McQueen-Jones	19 Spidgiff Court South Beach	17.11.2014
	D. JOHNSON	Lang La W Kirby	18.11.14
	K. FLEMING	44, Downham Rd North	20/11/14
	C. ALAND	21 Groveside W/K Heswall	22.11.14.
	H. PORCELL	11 PARR GROVE GREASBY	23/11/14

Please send to: Dave Hanratty, Chair, Merseyside Fire and Rescue Authority, Bridle Road, Bootle, Merseyside, L30 4YD, OR email it to davehanratty@merseyfire.gov.uk

SAVE WEST KIRBY FIRE STATION SAVE GREASBY PUBLIC LIBRARY SAVE UPTON FIRE STATION

We were shocked to hear of the proposed closures of West Kirby Fire Station and of Upton Fire Station.

The demolition of Greasby Public Library, to make way for a new, £2.8 million fire station at Frankby Road, Greasby, is completely unacceptable.

We urge Merseyside Fire and Rescue Authority (MFRA) to cancel all plans to close West Kirby Fire Station and Upton Fire Station.

Wirral Metropolitan Borough Council should oppose any plans to demolish Greasby Public Library.

The Council should make sure that as many West Kirby residents as possible are able to participate in any future decision-making, concerning the future of all fire stations and public libraries. Members of the public are entitled to participate in environmental matters when all options are open and when public participation can be effective (Google: the Convention on Access to Information, Public Participation in decision-Making and Access to Justice in Environmental Matters, also known as the 'Aarhus Convention').

We are also opposed to plans to build a 260,000 square feet shopping mall, together with a multi-storey car park known as the 'Greater Concourse Project' (google: 'West Kirby.renewal', for details).

SIGNATURE	NAME	ADDRESS	DATE
<i>M. McAnally</i>	<i>M. McANALLY</i>	<i>WIRRAL PENINSULA RD, PENINSULA</i>	<i>25/11/14</i>
<i>N.J. Evans</i>	<i>N.J. EVANS</i>	<i>25A BENNETT HILL OXTON</i>	<i>27/11/14</i>
<i>C. Billing</i>		<i>Wirral</i>	<i>27/11/14</i>
.....
.....
.....
.....

Please send to: Dave Hanratty, Chair, Merseyside Fire and Rescue Authority,
Bridle Road, Bootle, Merseyside, L30 4YD, OR email it to davehanratty@merseyfire.gov.uk

SAVE WEST KIRBY FIRE STATION SAVE GREASBY PUBLIC LIBRARY SAVE UPTON FIRE STATION

We were shocked to hear of the proposed closures of West Kirby Fire Station and of Upton Fire Station.

The demolition of Greasby Public Library, to make way for a new, £2.8 million fire station at Frankby Road, Greasby, is completely unacceptable.

We urge Merseyside Fire and Rescue Authority (MFRA) to cancel all plans to close West Kirby Fire Station and Upton Fire Station.

Wirral Metropolitan Borough Council should oppose any plans to demolish Greasby Public Library.

The Council should make sure that as many West Kirby residents as possible are able to participate in any future decision-making, concerning the future of all fire stations and public libraries. Members of the public are entitled to participate in environmental matters when all options are open and when public participation can be effective (Google: the Convention on Access to Information, Public Participation in decision-Making and Access to Justice in Environmental Matters, also known as the 'Aarhus Convention').

We are also opposed to plans to build a 260,000 square feet shopping mall, together with a multi-storey car park known as the 'Greater Concourse Project' (google: 'West Kirby.renewal', for details).

SIGNATURE	NAME	ADDRESS	DATE
<i>G. Hebden</i>	G. Hebden	Allport RD Bromborough	20-11-14
<i>J. Jones</i>	G. GRIFFIN	11 NABURNUM CROFT RD	21/11/2014
<i>V. Jenkins</i>	V. JENKINS	2161 SUZ	
<i>P. Agger</i>	P. AGGER	2 BRIMSTABE GRN HESWALL	
<i>A. Hussain</i>	A. HUSSAIN	15A DOWNHAY RD STA. CHESWICK	24/11/14
<i>J. Keane</i>	73A	Ridgewood DRIVE PENSBY	25/11/214
<i>K. Barnes</i>	K. BARNES	28 BRIDGE NORTH RD, PENSBY. CH41 8SQ	25/11/14

Please send to: Dave Hanratty, Chair, Merseyside Fire and Rescue Authority,

Bridle Road, Bootle, Merseyside, L30 4YD, OR email it to davehanratty@merseyfire.gov.uk

SAVE WEST KIRBY FIRE STATION SAVE GREASBY PUBLIC LIBRARY SAVE UPTON FIRE STATION

We were shocked to hear of the proposed closures of West Kirby Fire Station and of Upton Fire Station.

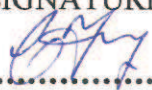



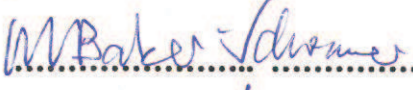
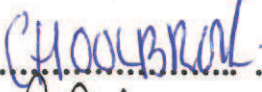

The demolition of Greasby Public Library, to make way for a new, £2.8 million fire station at Frankby Road, Greasby, is completely unacceptable.

We urge Merseyside Fire and Rescue Authority (MFRA) to cancel all plans to close West Kirby Fire Station and Upton Fire Station.

Wirral Metropolitan Borough Council should oppose any plans to demolish Greasby Public Library.

The Council should make sure that as many West Kirby residents as possible are able to participate in any future decision-making, concerning the future of all fire stations and public libraries. Members of the public are entitled to participate in environmental matters when all options are open and when public participation can be effective (Google: the Convention on Access to Information, Public Participation in decision-Making and Access to Justice in Environmental Matters, also known as the 'Aarhus Convention').

We are also opposed to plans to build a 260,000 square feet shopping mall, together with a multi-storey car park known as the 'Greater Concourse Project' (google: 'West Kirby.renewal', for details).

SIGNATURE	NAME	ADDRESS	DATE
	CYNTHIA FRY	23 BANKS RD. W/K.	20.11.14
	D. HARRIS	29 BRIDGEPORTHE	20.11.14
	E. GRIFFITHS	FLAT 10 RED DALE	20.11.14
	A. STEWART,	W. NESTON	20-11-14.
	M. BAKER-SCHUMIER	Meads	"
	C. HOOBRON	4 GAYTON LANE	19.11.14
	E. WIGGER	3 Wood Green	20.11.2014.

Please send to: Dave Hanratty, Chair, Merseyside Fire and Rescue Authority,

Bridle Road, Bootle, Merseyside, L30 4YD, OR email it to davehanratty@merseyfire.gov.uk

SAVE WEST KIRBY FIRE STATION SAVE GREASBY PUBLIC LIBRARY SAVE UPTON FIRE STATION

We were shocked to hear of the proposed closures of West Kirby Fire Station and of Upton Fire Station.

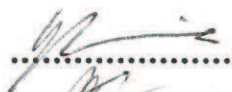


The demolition of Greasby Public Library, to make way for a new, £2.8 million fire station at Frankby Road, Greasby, is completely unacceptable.

We urge Merseyside Fire and Rescue Authority (MFRA) to cancel all plans to close West Kirby Fire Station and Upton Fire Station.

Wirral Metropolitan Borough Council should oppose any plans to demolish Greasby Public Library.

The Council should make sure that as many West Kirby residents as possible are able to participate in any future decision-making, concerning the future of all fire stations and public libraries. Members of the public are entitled to participate in environmental matters when all options are open and when public participation can be effective (Google: the Convention on Access to Information, Public Participation in decision-Making and Access to Justice in Environmental Matters, also known as the 'Aarhus Convention').

We are also opposed to plans to build a 260,000 square feet shopping mall, together with a multi-storey car park known as the 'Greater Concourse Project' (google: 'West Kirby.renewal', for details).

SIGNATURE	NAME	ADDRESS	DATE
	H. JUSTIN	93 SOUTH PARADE	21/11/14
	A. LEAR	9 Kingston Rd.	24/11/14
	M. Woodall	22 Hilbirt Rd, W.K.	24/11/14
.....
.....
.....
.....

Please send to: Dave Hanratty, Chair, Merseyside Fire and Rescue Authority,
Bridle Road, Bootle, Merseyside, L30 4YD, OR email it to davehanratty@merseyfire.gov.uk

MERSEYSIDE FIRE & RESCUE AUTHORITY			
MEETING OF THE:			
DATE:	16 DECEMBER 2014	REPORT NO:	CFO/128/14
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	NICK SEARLE	REPORT AUTHOR:	GM LONGSHAW
OFFICERS CONSULTED:	N/A		
TITLE OF REPORT:	NRAT ASSURANCE VISIT 2014		

APPENDICES:	APPENDIX A:	NRAT ASSURANCE OCTOBER 2014 TIMETABLE
	APPENDIX B:	MFRS SUMMATIVE FEEDBACK

Purpose of Report

1. To advise Members of the outcomes of the recent assurance process conducted by the National Resilience Assurance Team (NRAT) of the National Resilience (NR) assets hosted by Merseyside Fire and Rescue Authority.

Recommendation

2. That Members note the contents of this report.

Introduction and Background

3. As Members will be aware the Authority hosts a number of NR assets including Urban Search and Rescue (USAR), Mass Decontamination (MD), Detection, Identification and Monitoring (DIM) and High Volume Pumping (HVP).
4. NRAT conduct annual assurance visits to all NR asset holding FRAs in order to gather evidence specific to the assurance objectives. The outcomes of this assurance process are reported to the Department of Communities and Local Government (DCLG) who retain overall strategic responsibility for National Resilience on behalf of the Government.
5. Historically, such assurance visits have focussed on one specific NR capability. The 2014/15 process departed from this methodology and adopted a broader, equally weighted approach that had the primary objective of confirming operational readiness across all capabilities within each FRA. Additionally the process sought to provide assurance that the roles and procedures outlined in the National Co-ordination and Advisory Framework (NCAF) are understood and integrated into FRA operational planning.

6. The outcomes of the assurance process seek to confirm that the statutory duties outlined in the Fire and Rescue Services Act 2004 and The Fire and Rescue Services (Emergencies) (England) Order 2007 in relation to National Resilience assets are being satisfactorily discharged. The process also assists NRAT in producing an annual report which as mentioned in paragraph 4, through the National Resilience Board, provides assurance to Government that all NR assets are capable of responding to a national scale incident with the required amount of competent personnel with equipment that is operationally fit for purpose.
7. The process also provides an efficient and accurate tool for producing factual information on which the FRA can refer to with a view to improving its performance.
8. The process uses a system of conformity or non-conformity to categorise the various levels of compliance against the assurance process criteria. It also records areas that can be identified as opportunities for improvement and similarly areas considered to be notable practice.

Summary of Assurance Process

9. The process accords with established principles within the Fire and Rescue Operational Assessment Toolkit and has pre-determined Key Areas of Assessment (KAAs) against which conformity/none conformity is established.
10. These KAAs are:
 - **Prior to call preparation**
Deals with the FRA ability to mobilise NR assets to an incident.
 - **Mobilisation and support to the incident**
Deals with the FRA arrangements for managing the mobilisation of National Resilience assets and the provision of relevant information and support to responding crews.
 - **Command & Control**
Deals with the responsibilities and actions of attending personnel and the integration of the NR capability into planned or existing command and control arrangements.
 - **Operational Response**
Deals with the structures, policies and arrangements in place to allow attending crews to achieve the objectives of the incident.
 - **Monitoring and review**
Deals with the evaluation and recording of NR incidents and exercises.

- **Integration of National Resilience capability**
Deals with the integration of NR capability into planning assumptions for identified or emerging local risks.
 - **Multi-agency integrated response**
How does the FRA engage with other organisations and agencies to meet effective resolution to NR incidents?
11. The process also includes the completion of an assurance question set which is submitted to NRAT via their on-line recording system by the MFRS officer assigned as the single point of contact (SPOC) for NR matters. This question set is submitted a minimum of one month prior to the assurance visit.
 12. The assurance visit itself involves a series of interviews and consultations over 2 days with various staff and departments ranging from firefighter up to middle manager. The timetable is provided for indicative purposes at Appendix A.
 13. MFRS achieved a conformity rating in all 7 KAAs with no areas for improvement identified.
 14. The following were identified as areas of notable practice:
 - The integration of the NR capabilities (particularly USAR) as part of MFRS' front line emergency response.
 - MFRS' proactive use of the National Resilience Assurance Toolkit hosted within the National Resilience website.
 - MFRS were identified as the highest performing FRS in the country in regards to assurance toolkit reporting completion; with an average completion rate of 98.4%
 - MFRS' provision of personnel in excess of the National minimum standards that facilitates the ability to support major incidents within the region for more sustained periods.
 - Fire Control's knowledge of the NR capabilities and their engagement with FRSNCC in London.
 - Fire Control's protocols and procedures for ensuring information is disseminated within the department and across the Service to relevant stakeholders.
 - MFRS' ability to support, facilitate and manage National scale exercises (Joint Endeavour, Roaring Lion and Orion)
 - The use of values based appraisals to identify development needs as part of succession planning.
 15. NRAT's final report has been made available to the Principal Officers, Area Managers, Fire Control and the NR asset holding locations. A one page summative document has also been produced by NRAT and is provided at Appendix B of this report.

Equality and Diversity Implications

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

Staff Implications

17. There are no staff implications arising from this report.

Legal Implications

18. The findings from the assurance process confirm that MFRS are according with the requirements of:

- Fire and Rescue Services Act 2004 – section 9
- The Fire and Rescue Services (Emergencies) (England) Order 2007 – Articles 3, 4 and 5
- National Framework Document – section 3.4

Financial Implications & Value for Money

19. In sustaining high standards of response in regard to its NR capabilities MFRS will continue to receive grant support from Government to maintain and support the NR capabilities.

Risk Management, Health & Safety, and Environmental Implications

20. MFRS' continued high standards in regards to NR support and integration ensures that our personnel are best equipped and resourced to support local, regional and national scale incidents.

21. There are no environmental implications arising from this report.

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

22. MFRA' continued proactive approach to NR also affords our personnel and communities the benefit of enhanced equipment and procedures with specially trained personnel with the ability to provide additional resources to support local, regional and national scale incidents.

BACKGROUND PAPERS

N/A

GLOSSARY OF TERMS

AM	Area Manager
DIM	Detection Identification and Monitoring
FRSNCC	Fire and Rescue Service National Coordination Centre
HVP	High Volume Pumping
KAA	Key Area of Assessment
MD	Mass Decontamination
MFRS	Merseyside Fire and Rescue Service
NCAF	National Coordination Advisory Framework
NR	National Resilience
NRAT	National Resilience Assurance Team
SPOC	Single Point of Contact
USAR	Urban Search and Rescue

This page is intentionally left blank



Merseyside FRS
National Resilience Assurance Visit
15th and 16th October 2014

TIMETABLE

Author: GM Kevin Longshaw
Date: 9th October 2014
Version: 3.0

Day 1: 15th October 2014

Time	Location	Activity	Officers
0900	Service HQ, Bridle Rd, JCC Room	Welcome; introductions; overview of assurance process	CFO Stephens AM Searle GM Longshaw
1000	Fire Control, Bridle Rd	Mobilisation and support to the incident	GM Longshaw GM Lomax/SM Voce Fire Control WM
1145	TDA, Storrington Ave, Conference 1	Prior to call preparation Command and Control	GM Longshaw SM Sheridan
1300	Buffet Lunch – TDA Conference 1		
1400	TDA, Storrington Ave, Conference 1	Monitoring and Review	GM Longshaw GM Hitchen
1500	Kirkdale Fire Station, Derby Rd L20 8EH	Operational Response – CBRN(E)	GM Longshaw SM McGuinness Duty WMs Duty personnel
1630	Tea/Coffee – Kirkdale Fire Station		
1630	Kirkdale Fire Station, Derby Rd L20 8EH	Review of day 1 Overview for day 2 Return to accommodation	GM Longshaw

Day 2: 16th October 2014

Time	Location	Activity	Officers
0930	Croxteth Fire Station, Storrington Ave L11 9AP	Operational Response - USAR	GM Longshaw SM Brown Duty WMs Duty personnel
1130	West Kirby Fire Station, Grange Rd CH48 4HX	Operational Response - HVP	GM Longshaw SM Gadsdon Duty WMs Duty personnel
1300	Buffet Lunch – TDA Conference 1		
1400	TDA, Storrington Ave, Conference 1	Integration of NR Capability Multi-Agency Integrated Response	GM Longshaw SM Lawless
1530	Tea/Coffee – TDA Conference 1		
1600	TDA, Storrington Ave, Conference 1	Closing remarks Overview of next stage	CFO Stephens AM Searle GM Longshaw



Merseyside Fire & Rescue Service

National Resilience multi capability assurance audit 15th / 16th October 2014

Summary information

The audit visit was supported by a comprehensive and accurate evidence submission.

The audit team spoke to a range of personnel covering all NR assets held by MFRS. The audit team examined systems and procedures within Service Control and asset holding stations. This identified a number of good practices such as the way new and updated information is received and disseminated. Fire Control staff knowledge of NCAF, NR Health & Safety / Technical issues reporting was of a high standard. Several suggestions were also made for improvements to the NR Assurance Toolkit which will be taken forward by NRAT.

Organisationally MFRS have very clear and specifically structured management, information and training models. These have provided an environment within which all NR capabilities have not only been established but have developed beyond standard requirements and continue to do so. National and regional deployment/exercise examples were extensive and all had been examined with outcomes and issues recorded and, where identified, actioned.

Multi agency engagement is extensive in both administrative and operational areas. The location of Fire, Police, Ambulance and LRF Emergency planners at SHQ is beginning to provide positive and effective working relationships.

MFRS have demonstrated a clear and considered commitment to all NR capabilities held. Despite evidence of significant re organisation and lower levels of resources, MFRS have focussed on their systems and have adapted existing structures such as appliance and crew disposition and availability to ensure consistency in the NR response.

The team evidenced all elements of the audit to be in conformity.

G Garmston

Richard Gordon

National Resilience Assurance Team

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	STRATEGIC MANAGEMENT GROUP		
DATE:	9 DECEMBER 2014	REPORT NO:	CFO/125/14
PRESENTING OFFICER	DEPUTY CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	DEB APPLETON
OFFICERS CONSULTED:	JACKIE SUTTON – IRMP OFFICER		
TITLE OF REPORT:	STATEMENT OF ASSURANCE 2013/14		
APPENDICES:	APPENDIX A: STATEMENT OF ASSURANCE		

Purpose of Report

1. To request that Members consider and approve the Authority’s draft Statement of Assurance 2014 for publication on the website.

Recommendation

2. That Members approve the Authority’s draft Statement of Assurance 2014 for publication on the website.

Introduction and Background

3. The Fire and Rescue Service National Framework published in 2012 sets out a requirement for fire and rescue authorities to publish Statements of Assurance. It says:

‘Fire and rescue authorities must provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their integrated risk management plan and the requirements included in the Framework. To provide assurance, fire and rescue authorities must publish an annual statement of assurance’.

4. The National Framework. One of the principal aims of the statement of assurance is to provide an accessible way in which communities, Government, local authorities and other partners may make a valid assessment of their local fire and rescue authority’s performance. The statement of assurance will also be used as a source of information on which to base the Secretary of State’s biennial report under the *Fire and Rescue Act 2004* Section 25.

5. Where fire and rescue authorities have already set out relevant information that is clear, accessible, and user-friendly within existing documents, they may wish to include extracts, or links to these documents within their statement of assurance.
6. With this in mind, MFRA's Statement of Assurance has been prepared in a way that does not substantially duplicate existing plans, reports and other documents, but instead includes links to existing documents held on the website, or in some cases to documents held by other organisations or the Government.

Equality and Diversity Implications

7. Accessibility has been considered and although the Statement is designed to be read as an electronic document with links to other material, Copies of documents will be provided on request.

Staff Implications

8. There are no staff implications arising from this report.

Legal Implications

9. The publication of a Statement of Assurance is a requirement of the Fire and Rescue Service National Framework, which is itself a requirement of the Fire and Rescue Service Act 2004.

Financial Implications & Value for Money

10. There are no financial implications arising from this report. The Statement gives details on financial performance and future challenges.

Risk Management, Health & Safety, and Environmental Implications

11. There are no risk management, health and safety or environmental implications arising from this report.

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

12. Producing the Statement will ensure that the Authority complies with legal requirements but will also provide accessible information to any stakeholders who wish to learn more about MRFA.

BACKGROUND PAPERS

CFO/137/13 Statement of Assurance 2013

GLOSSARY OF TERMS

This page is intentionally left blank



Statement of Assurance

2013/14



**SAFER, STRONGER COMMUNITIES; SAFE
EFFECTIVE FIREFIGHTERS**

www.merseyfire.gov.uk

Merseyside Fire & Rescue Authority

ANNUAL STATEMENT OF ASSURANCE 2013/14

CONTENTS

1. Foreword	Page 2
2. Introduction	2
3. Governance Arrangements	3
4. Overview of MFRS	5
5. The risks we face in Merseyside	7
6. Risks beyond our borders	8
7. Our Services to the Community	9
8. Our Performance	10
9. Financial Performance	11
10. Our Future Plans	12
11. Glossary of Terms	14

Merseyside Fire & Rescue Authority

ANNUAL STATEMENT OF ASSURANCE 2013/14

1. Foreword

Fire and Rescue Authorities are accountable for their performance and as such, information regarding effectiveness and value for money should be accessible, transparent and accurately reported to the communities they serve. Along with legislation which governs how FRA's provide their services, the [Fire and Rescue National Framework for England 2012](#) requires Merseyside Fire and Rescue Authority (MFRA) to produce this Annual Statement of Assurance.

The aim of this Statement of Assurance is **'to provide an accessible way in which communities, Government, local authorities and other partners may make a valid assessment of their local fire and rescue authority's performance.'**

DCLG Guidance on Statements of Assurance for FRA's in England'

Merseyside FRA has faced budget cuts on an unprecedented scale over the period. These cuts have had a significant impact on organisational capacity and have resulted in a 33% reduction in the number of immediately available fire engines (from 42 to 28). This has had an impact on the speed and weight of attack when responding to incidents and in the ability of the Service to maintain the levels of community safety intervention delivered over the last decade. It is expected cuts will continue to 2020. Whilst the Service will continue to deliver excellent standards of response it will not be at the levels delivered prior to the cuts.

We hope that you find this Statement of Assurance useful and that it provides the context and scale of the challenges faced by the Authority now and in the future. It is intended to direct readers to other published reports, rather than repeating existing material and as a result it contains several hyperlinks. If you require copies of any documents or have any comments or questions please contact Jackie Sutton – Integrated Risk Management Planning Officer on 0151 296 4563 or by email on jackiesutton@merseyfire.gov.uk

2. Introduction

Merseyside is a Metropolitan County in the north west of England, which straddles the Mersey Estuary and includes the metropolitan districts of Knowsley, Liverpool, Sefton, St Helens and Wirral.

Merseyside spans 249 square miles (645 Km²) of land containing a mix of high density urban areas, suburbs, semi-rural and rural locations, but overwhelmingly the land use is urban. It has a focused central business district, formed by Liverpool City Centre, but Merseyside is also a polycentric county with five metropolitan districts, each of which has at least one major town centre and outlying suburbs.

Mid 2013 estimated figures showed that Merseyside has a population total of 1,386,589 which is a 0.39% increase on the 2011 Census figures. The population is split 48.6% male and 51.4% female. Merseyside has a lower proportion of children (16.5%) and higher proportions of working age residents (66.3%) and older people (17.2%) than the North West averages (*Census 2011*). Our [Profile of Merseyside Demography, Equality and Diversity](#) report outlines the communities we serve.

Merseyside Fire and Rescue Authority continues to face a challenging financial future following significant cuts in our Government Grant. The Government grant is our main source of income and the latest cut follows cuts requiring savings of £9.2m between 2011 and 2013 with further savings of £6.3 million required before April 2015.

The organisation is, however, meeting these challenges from a position of strength following a period in which we have significantly reduced fires, fire deaths and injuries and made Merseyside a safer place. In addition, we have worked hard over the last year to anticipate the impact of the cuts and reduce the effect they will have on our communities. We are, at present, consulting on merging 6 stations into 3 more centrally located stations and closure of another fire station.

Our prevention work has been widely acknowledged and has been duly replicated around the world; however we have had to get even smarter, sharing risk data and intelligence with partners to ensure we identify and target our efforts towards the most vulnerable and at risk within our communities. We still give universal help and advice, but free smoke alarms will only be fitted in high risk homes or properties which we have not visited previously. Merseyside Fire & Rescue Authority actively supports the reduction of Hate Crime across Merseyside and has introduced Safe Havens across all Fire Stations. We use target hardening techniques to prevent incidents and/or reduce the effects on victims.

To date we have managed to maintain a very fast response to incidents (despite a reduction in appliance numbers) and by targeting our prevention activity and working smarter, we are still having a real impact on the safety of the people of Merseyside.

MFRA published the [Service Delivery Plan 2014/15](#) in June 2014 and [IRMP 2013/16](#) in June 2013 to respond to the changing risks and needs within our communities. The Service Delivery Plan establishes the standards of performance expected and reported on the 2013/14 outcomes. The Integrated Risk Management Plan sets out how we will continue to deliver our services to meet local risks. It describes a noticeably leaner but dynamic Service delivered in the most effective and efficient way. Anyone who needs us in an emergency will still receive one of the fastest responses in the country.

3. Governance arrangements

Merseyside Fire and Rescue Authority was established on 1st April 1986 by the Local Government Act 1985 which made provision for joint authorities to be established in the major metropolitan areas following the abolition of the metropolitan county councils.

Although the Authority does not have all the powers of a Council, it is nonetheless a Local Authority in its own right, separate and distinct from the constituent councils. It is therefore subject to many of the same rules and regulations which govern other local authorities.

The Authority

The Authority is made up of 18 Members, all of whom must be a Councillor elected to one of the five constituent district councils within Merseyside (Knowsley, Liverpool, Sefton, St Helens and Wirral). There is also an independent person. Members of the Authority have a responsibility to the whole community of Merseyside and are directly accountable to the people of Merseyside for the running of the Fire and Rescue Service. All Members meet together as the Fire and Rescue Authority. Meetings of the Authority are normally open to the public and details are published on our website Merseyfire.gov.uk - Authority.

The Authority has ultimate responsibility for decision making but has delegated many decisions to committees as part of their Terms of Reference (available to view in the Constitution) and Officers. Members work closely with Officers (the staff employed by the Authority) in developing policies, plans and strategies to give direction to the Service and to ensure that services are delivered in line with the Authority's objectives.

There are a number of organisations which are independent from the Authority, but have an impact on its service areas. In order that the Authority can maintain effective partnerships with a number of these organisations, Members of the Authority sit on the various committees and forums that are responsible for them:

- Association of Metropolitan Fire & Rescue Authorities
- Fire Support Network
- Local Government Association
- Merseyside Brussels Office
- National Joint Council
- North West Employers' Organisation
- North West Fire and Rescue Forum
- Firefit Hub

Our legal responsibilities

The full [Merseyside Fire and Rescue Authority Constitution and Governance](#) can be found on our website and it details how the Authority conducts its business and includes detailed procedures and codes of practice including:

- Members code of conduct
- [Authority Constitution 2014/15](#) and allowances
- Meetings, agendas and decisions
- [Complaints Procedure](#)

The Authority has approved and adopted a code of corporate governance which is consistent with the principles of the CIPFA/SOLACE framework [CIPFA Delivering Good Governance in Local Government](#). The key principles of the Authority's Code of Corporate Governance are outlined below;

Three high level principles underpin Corporate Governance:-

- Openness and inclusivity
- Accountability
- Integrity

The Fire and Rescue Service National Framework

The Government has a responsibility to ensure that the public is adequately protected. For fires and other emergencies it does this by providing significant financial resources, giving authorities the power to raise additional local funding, and maintaining a statutory framework within which a local fire and rescue authority should operate.

The [Fire and Rescue National Framework for England 2012](#) sets out the Government's priorities and objectives for FRA's in England. It recognises that operational matters are best determined locally by FRA's in partnership with their communities.

The priorities are:

- To identify and assess the full range of foreseeable fire and rescue related risks their area may face, make provision for prevention and protection activities and respond to incidents appropriately.
- To work in partnership with their communities and a wide range of partners locally and nationally to deliver their service
- To be accountable to communities for the service they provide.

4. [Overview of Merseyside Fire and Rescue Service](#)

Our Mission, Aims and Values

Our Mission; "Safer, stronger communities; safe, effective fire fighters", our aims and our values run as a golden thread through MFRA.

Our Aims

Excellent Operational Preparedness

We will provide our fire fighters with the training, information, procedures and equipment to ensure they can safely and effectively resolve all emergency incidents.

Excellent Operational Response

We will maintain an excellent emergency response to meet risk across Merseyside with safety and effectiveness at its core.

Excellent Prevention and Protection

We will work with our partners and our community to protect the most vulnerable through targeted local risk reduction interventions and the robust application of our legal powers.

Excellent People

We will develop and value all our employees, respecting diversity, promoting opportunity and equality for all.

We plan our actions by embedding our **core values** into the way we deliver our services:

- Make a positive difference to our community;
- Provide an excellent and affordable service

- Everyone matters
- Respect our environment
- Our people are the best they can be.

An overview of the structure of MFRA is available in our Organisational Structure chart

Responsibility & accountability of the Chief Fire Officer

The Chief Fire Officer is the Head of Paid Service in law under S. 4 of the Local Government & Housing Act 1989. The Chief Fire Officer is responsible for;

- *Ensuring that the staffing needs of the organisation are adequate to perform the Authority's statutory functions*
- *Ensuring that the discharge of the Authority's functions is efficiently and effectively co-ordinated*
- *Arranging for and ensuring the proper appointment and management of the Authority's staff.*
- *Arranging for and ensuring the effective organisation of the Authority's staff in an appropriate structure with relevant departments.*

The Chief Fire Officer is accountable to the Authority. Details of the powers delegated to the Chief Fire Officer (and in their absence the Deputy Chief Fire Officer,) who may further delegate to any member of either the Executive Team or the Strategic Management Group as appropriate, can be found on page 43 of the [MFRA Constitution 2013/14](#).

The success of our service provision is largely dependent on the skills, abilities and dedication of our staff. That is why we invest resources in ensuring that our people are the best they can be through training and development, appraisal, health and wellbeing. Our aim at MFRA is to have Excellent People:

'We will develop and value all our employees, respecting diversity, promoting opportunity and equality for all'.

Staffing levels, including the number of Officers, can be found on the [DCLG](#) (Department for Communities and Local Government) and [CIPFA](#) (Chartered Institute of Public Finance and Accountancy) websites. A log in is required.

Organisational Development

Performance appraisal and personal development reviews are based on MFRA's personal values. Each member of staff has their individual training, learning and development needs identified by their line manager. This in turn informs an annual training needs analysis. This is used to identify new equipment, methods of working, health and safety risks, and compliance with legislation or succession planning which have arisen, or may, arise in the coming year.

Leadership Development

MFRA recognises the huge contribution our managers and leaders can make to our organisation. To support their development, and that of emerging managers, and to ensure the changing requirements of the organisation are being met, we invest both time and training hours in these individuals.

Leadership courses such as CMI (Chartered Management Institute) Levels 3 and 5, Institute of Occupational Safety and Health) IOSH and National Examination Board of Safety and Health (NEBOSH) are attended by both uniformed and non-uniformed staff. Uniformed staff interested in development into the role of

supervisory manager can enter the Supervisory Management Gateway and attend Operational Incident Command courses at the Fire Service College. MFRA support staff in the Institute of Fire Engineers (IFE) examinations.

Operational managers are offered courses aimed at developing their knowledge, skills and values to enable them to effectively take over command on the incident ground.

Staff consultation - Representative Bodies

Uniformed staff are represented by the Fire Brigades Union (FBU) and the Fire Officers Association (FOA), non-uniformed staff by UNISON, UNITE and GMB. All are invited to take part in consultation around changes to staffing levels or conditions of service, the IRMP and any changes to the service MFRA provide. All are active members of Joint Secretaries, which is a meeting which brings together the representative bodies with the Authority's Consultation Manager and our Director of People and Organisational Development.

Equality and Diversity

The public sector Equality Duty, of the Equality Act 2010, requires public bodies to consider all individuals when carrying out their day to day work – in shaping policy, in delivering services and in relation to their own employees. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities. MFRA is committed to considering equality and diversity in the way we provide our services and the [MFRA Equality and Diversity Statement](#) and supporting documentation is available on the website.

We have published an [Equality and Diversity Annual Report 2013/14](#) which sets out how we have met our legal obligations and improved outcomes for our communities.

5. The risks we face in Merseyside

[Fire and Rescue Services Act 2004](#) requires every fire and rescue authority to produce an Integrated Risk Management Plan [link] to develop services to respond to those risks and help prevent incidents occurring. [The Civil Contingencies Act 2004](#) also places a legal duty on local emergency responders to carry out assessments on the risks to their area and publish them. The

[Merseyside Community Risk Register 2014](#) identifies the areas of potential risk to the population and infrastructure of Merseyside and the nature of that risk. The likelihood of an event occurring has been assessed using historical evidence and projected occurrence data relating to the risk occurring over a five year period at the magnitude reflected within the outcome description. The potential impact of such an emergency has been assessed with regard to health, social, economic and environmental effects in accordance with national guidance.

Social Risk

We know that deprivation and environment can increase risk from fire and other emergencies. In Merseyside there are some areas of affluence, for example in West Wirral and North Sefton, but large areas of Merseyside fall within the highest ratings of social deprivation. The indices of multiple deprivation indicate that 40 per cent of the wards in Merseyside are ranked in the top 5 per cent of the most deprived

wards in England with high levels of social exclusion and crime. In addition, all the local authorities in Merseyside are within the top 20 per cent of the most income deprived in England. We consider this when we plan our services and target those services at people we identify as most at risk.

Environmental & Economic Risks

There are other types of risk too. Other risks within the Merseyside area include:

- Coastline bordering the west of the MFRA area.
- John Lennon Airport
- Under and over ground rail links, including under the River Mersey
- Two road tunnels under the River Mersey
- Two premier league football stadia
- Liverpool City Centre and many heritage buildings
- Dock estates in Liverpool and Birkenhead
- Beaches and areas of natural beauty such as Freshfield Pinewoods, Hilbre Island and Carr Mill Dam
- RAF Woodvale airfield, Altcar Army camp and rifle range.
- Industrial estates accommodating large factories down to small industrial units.
- Ten Control of Major Accident Hazard (COMAH) sites such as Nustar petrochemical plant.
- Large shopping areas including Liverpool One in the City Centre.
- Three Universities with large blocks of student accommodation both in and outside the city centre.

6. Risks beyond our borders

National & Local Resilience

Over recent years large scale emergency incidents have increased in the UK. This has been due to climate change and terrorist activities. As a direct result of this the Government introduced the 'National Resilience' project.

MFRA provides a substantial commitment to National Resilience by hosting an Urban Search and Rescue (USAR) team, a USAR canine team, USAR Subject Matter Advisors (SMA's), a High Volume Pump (HVP), a Detection, Identification and Monitoring (DIM) team, Incident Response Unit (IRU) and Mass Decontamination Disrobe unit (MDD). We also have a total of 5 type B flood rescue teams declared on the Department for Environment Food and Rural Affairs (DEFRA) national flood rescue asset register and one Subject Matter Adviser. All of these assets are available at all times for national deployment.

In 2012 MFRA extended its USAR role, becoming a member of the UK International Search and Rescue Team (UKISAR), the internationally deployable International Search and Rescue Advisory Group (INSARAG) heavy classified USAR team. This team is available for deployment to incidents anywhere in the world.

Under Sections 13 and 16 of the [Fire and Rescue Services Act 2004](#) MFRA are required to have in place mutual assistance arrangements with neighbouring FRA's. These agreements are regularly reviewed.

Management of Risk

The fire and rescue service is a 24 hour a day, 365 days a year operation and as a result MFRA produces plans that enable it to respond to any events that could threaten service delivery in Merseyside. These plans include:

- Service Delivery Plan 2014/15 for 2013/14 outcomes
- IRMP 2013/16
- Budget 2014/15
- Corporate Risk Register 2013/14

All serve to identify and plan for new and potential risks to the Authority's assets and services.

Our [Business Continuity Management Policy](#) provides clear and defined strategies to address the following:

- Total loss of any Merseyside Fire & Rescue Service Department.
- Significant/partial damage to any Merseyside Fire & Rescue Authority Department.
- Significant/partial Failure of the Information Technology system.
- Loss of /damage to information/data
- Loss of/disruption to primary utilities.
- Loss of staff/Pandemic.
- Loss of suppliers.

Functional Business Continuity Plans can be found on the internal MFRA portal.

7. [Our Services to the Community](#)

MFRA operates within clearly defined statutory and policy framework requirements as set out in the:

- [Fire and Rescue Services Act 2004](#)
- [The Fire and Rescue Services \(Emergencies\) \(Order\) 2007](#)
- [The Civil Contingencies Act 2004](#)
- [Localism Act 2011](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Fire and Rescue National Framework for England 2012](#)
- [Local Government Acts 1972 to date.](#)

The [Service Delivery Plan 2014/15](#) highlights MFRA's commitment to delivering an excellent service to the communities of Merseyside. This document brings together actions from the [IRMP 2013/16](#), District and Station Community Safety Delivery Plans, Functional, [Equality and Diversity](#) planning and details of outcomes from 2013/14. All these plans are available to view through the MFRA Portal [Service Delivery Plan Link](#).

[Excellent Operational Response](#)

The Authority's priorities clearly stated in the [Service Delivery Plan 2014/15](#) are:

- To maintain an effective emergency response to meet risk across Merseyside with safety and effectiveness at its core
- The [Operational Response](#) function ensures that the Authority, on behalf of the public, is assured with regard to the readiness of its operational workforce, appliances, stations and equipment to respond appropriately and in a timely manner to emergencies, and that when we do respond our firefighters, procedures and equipment are safe and effective.
- The Operational Response function is led by an Area Manager who is responsible for the operational element of the MFRA workforce. This equates to approximately 800 people across the 26 Fire Stations, our Fire Control and Officer Group. It should be noted however, that our IRMP proposed reductions in the number of firefighters to achieve the £3m savings we are required to

make from our frontline service resulting in an anticipated establishment of 764 people by the end of this current round of cuts.

Prevention and Protection

Priorities for the [Prevention and Protection](#) function are:

Excellent Prevention

- Working with partners and our community to protect the most vulnerable
- The four key drivers for MFRA's Prevention Strategy are; Home Safety, Road Safety – Road Traffic Collision Reduction, Arson/Anti-Social Behaviour Reduction and Youth Engagement
- The Prevention Team is led by the Area Manager for Prevention and Protection. The work is led by teams in the five districts of Merseyside and each of these key areas also has a functional co-ordinator with responsibility for joining up prevention activity and improved outcomes for communities, including seasonal campaigns such as the bonfire period and community reassurance following incidents.

Excellent Protection

- Working in partnership to reduce risk in the built environment
- MFRA has duties to enforce, consult and provide fire safety advice on matters relating to Community Fire Protection. The Regulatory Reform (Fire Safety) Order 2005 is most commonly associated with Fire Authority enforcement; additional relevant legislation includes sub-surface railways, petroleum, fireworks and explosives, and building regulations.
- The Community Fire Protection (CFP) Policy was refreshed in October 2013 to:
- Provide the rationale and basis of the Authority's risk based audit approach to CFP;
- Provide strategic direction on the extent to which fire safety legislation applies;
- Direct resources to ensure levels of fire protection are met and enforced as required in the relevant fire safety legislation;
- Provide overarching direction for all CFP priorities, instructions and guidance

8. [Our Performance](#)

The MFRA [Service Delivery Plan 2014/15](#) reports on performance for 2012/13 and establishes the Local Performance Indicators (LPI's) and service delivery standards for 2013/14. Performance against the LPI's is reported to Authority in the [Service Delivery Plan Quarterly Reports](#) and to Strategic Management Group and the Performance Management Group (PMG) on a monthly basis.

Budget cuts of £10m have meant that we have had to become smarter about how we target our prevention and protection work. This is reflected in both our planning and performance with fewer Home Fire Safety Checks carried out, but these are delivered to specifically targeted people identified in need of our intervention. Likewise we have introduced an Unwanted Fire Signal Strategy which has seen the number of incidents of this type that we attend drop by 50%.

All Districts and stations produce and report on a Community Safety Delivery Plan, in consultation with partners and stakeholders, to agree local targets for priorities within in each district. These plans are

available to view in community fire stations and on each community fire station page on our website www.merseyfire.gov.uk

Performance is managed and reported on at all levels and in all functions with staff working hard to reduce the number of emergency incidents that occur in Merseyside. The table illustrates the number of incidents attended by type, for an average day between 2006/07 and 2013/14. The table identifies that during 2013/14 42 incidents were attended on a daily basis against 87 during 2006/07. This reduction provides evidence that working with local partners and MFRA's own initiatives and campaigns has had a beneficial impact on the peoples and communities of Merseyside.

Average count of incidents attended per day

Incident Type	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Accidental Fires in the Home	3.75	3.6	3.57	3.55	3.28	3.27	3.11	3.16
Other Building and Property Fires	5.8	4.75	4.24	3.93	3.26	3.16	2.46	2.30
Vehicle Fires	5.44	4.15	3.72	3.3	2.61	2.2	1.97	1.84
All Antisocial Behaviour Fires	36.84	29.63	22.85	21.88	20.72	18.52	11.79	15.77
False Automatic Fire Alarms	14.7	15.02	16.57	16.31	16.21	15.23	12.4	7.55
Other False Alarms	9.88	8.71	7.4	6.83	5.7	4.96	4.77	4.47
Road Traffic Collisions	2.45	2.08	1.99	1.78	1.53	1.39	1.28	1.41
Other Special Services	7.8	6.59	5.97	5.46	5.9	5.25	5.27	5.55
Grand Total	86.66	74.52	66.31	63.05	59.21	53.99	43.06	42.05

What others have said about our performance?

In October 2014 a CFOA National Resilience Audit Team examined all MFRA National Resilience resources including systems and procedures within Fire Control and at asset holding stations. They stated in their summary report ***'Organisationally MFRS have very clear and specifically structured management, information and training models'***. They found multi agency engagement to be extensive in both administrative and operational areas. The Team stated the location of Fire, Police, Ambulance and Local Resilience Forum planners at Service Headquarters is ***'beginning to provide positive and effective working relationships'***

In summary the audit found ***'MFRS demonstrated a clear and considered commitment to all National Resilience capabilities held'***.

Following an OHSAS 18001:2007 audit by the British Safety Council **OHSAS 18001** (an internationally-applied British Standard for occupational health and safety management systems) the Audit report concluded:

'Merseyside Fire and Rescue Service have an excellent framework Safety Management System which meets the requirements of Fire Service departments and premises.'

9. [Financial Performance](#)

In accordance with the statutory requirement under the [Accounts and Audit \(England\) Regulations 2011](#) MFRA published a [Statement of Accounts 2013-14](#) and [Annual Governance Statement 2013-14](#) to illustrate that business is being conducted transparently and in accordance with the law and ‘that public money is being properly accounted for and used economically, efficiently and effectively’. *Section 3 of the Local Government Act 1999.*

Internal Audit

The Authority procured its internal audit service under a service level agreement from Liverpool City Council and the arrangement and service was in accordance with the Public Sector Internal Audit Standards (PSIAS).

The Annual Review of Internal Audit Report concluded that:

“the Authority’s framework of governance, risk management and controls is both adequate and effective”

External Audit

External audit services are carried out by the Grant Thornton.

Grant Thornton’s 2013/14 Audit Findings Report and Audit Report provided an unqualified opinion on the Authority’s financial statements and value for money conclusion. These documents reflect the Auditor’s findings and conclusions from auditing the Statement of Accounts.

The [Statement of Accounts](#), [Annual Governance Statement](#) and [Annual Audit letter](#) (*link to 13/14 when available*) covering 2013/14 are available on the MFRA website. The documents confirm the Authority’s overall performance continues to be strong.

Our budget for 2014/15

Merseyside Fire and Rescue Authority will have delivered £19.2 million of savings by April 2015 with further cuts of £6.3 million announced by Government for 2015/16 and 2016/17. This presents the Authority with significant challenges as it seeks to minimise the impact on the levels of service provided to the public. A summary of the budget challenges and plans for 2014/15 is available in both the [Service Delivery Plan 2014/15](#) and [IRMP 2013/16](#). An IRMP Supplement covering 2015/17 is due for publication in April 2015.

Financial Management

The Authority produces a five year financial plan that takes into account Revenue, Capital, Reserves and Prudential Borrowing forecasts. In February 2015 the Budget for 2014/15 was agreed by the Authority.

[Budget Summary Update 2014-15](#)

The Authority has a history of strong and effective financial management as confirmed in Audit reports. Have a link to the summary budget statement here

Our long term financial challenges and commitments

The Authority is seriously concerned about Government’s future requirements to balance the books and the possible impacts on MFRA funding. The Authority have prepared a comprehensive plan to deliver these savings including merging and closing fire stations and further savings from support staff.

10. Our Future Plans

Our future plans are detailed in the [IRMP 2013/16](#) and [Service Delivery Plan 2014/15](#) we will be focused on delivering an excellent service to the residents and businesses of Merseyside with fewer resources, making more efficient use of resources we have. The planning process for the Service Delivery Plan and Community Safety Delivery Plans will begin in December 2014 and will include some challenging targets. The Authority have prepared a plan for further budget cuts of around £6.3m for the years 2015-17. It will be impossible to make these savings without impacting on service delivery and MF&RA have undertaken consultation on proposed station mergers or closures with all stakeholders and residents of affected areas.

Community Engagement & Communication

MF&RA undertakes extensive consultation on all aspects of planning including the IRMP and changes to how we provide our services. All relevant IRMP documentation is available in the Authority section - [Consultation Reports for IRMP 2013/16](#)

We consult with our communities at independently facilitated public consultation events in the five districts. Principal Officers and district management teams deliver briefings and consultation exercises with staff, representative bodies, Councillors, partners, stakeholders and Local Authority leaders. The [Corporate Communications Policy](#) (available on MF&RA Portal) presents a co-ordinated approach to delivering information.

Extensive [Consultation](#) with stakeholders within the community is embedded within all aspects of planning in MF&RA with all relevant documentation available on the MF&RA website and in the [IRMP 2013/16](#). We host a wide variety of consultation and engagement forums including:

- Public consultation facilitated by an independent partner organisation – [ORS Public Consultation on Station Mergers Report 2014](#)
- Staff consultation
- Local authority and strategic partner consultations
- Staff representative bodies (trade unions)
- Consultation on specific issues such as station closures.

Merseyside Fire and Rescue Authority wishes to continue to be provided with assurance in relation to its fire and rescue service including financial health, governance arrangements and service delivery performance. It will be necessary in 2015 to consult further with all interested parties and make difficult decisions around service delivery. However the communities of Merseyside can be assured of the Authority's absolute commitment to continuing to deliver the best service it possibly can.

Access to Information held by Merseyside Fire & Rescue Authority

Government Legislation has been introduced to make public sector organisations more open and accountable to the public. There are primarily three key Acts of Parliament that have been put in place. These consist of:-

- The Data Protection Act 1998 which allows people to have access to their personal information that is held by the Authority.

- The Freedom of Information Act 2000, which broadens people's access to information that is held by public authorities, for example: reports, minutes of meetings etc.
- The Environmental Information Regulations which gives the public increased access to environmental information held by public authorities, for example: reports, readings, research findings etc.
- The Local Government Transparency Regulations 2014.

How to gain [Access to information](#) held by MF&RA and details of how the legislation above governs what information can be released can be found on the MF&RA website.

Authorisation

This Statement of Assurance is signed on behalf of Merseyside Fire and Rescue Authority as approved at the Authority meeting on **Tuesday 16th December 2014**.

Councillor Dave Hanratty.
Chair of Merseyside Fire and Rescue Authority

Glossary of Terms

CFP	Community Fire Protection or Prevention
CIPFA	Chartered Institute of Public Finance and Accountancy
CMI	Chartered Management Institute
COMAH	Control of Major Accident Hazard
DCLG	Department for Communities and Local Government
DEFRA	Department for Environmental, Food and Rural Affairs
DIM	Detection, Identification and Monitoring
FBU	Fire Brigades Union
FOA	Fire Officers Association
FRA	Fire and Rescue Authority
HVP	High Volume Pump
INSARAG	International Search and Rescue Advisory Group
IOSH	Institute of Occupational Safety and Health
IRMP	Integrated Risk Management Plan
MACC	Mobilising and Communication Centre
MDD	Mass Decontamination Disrobe
MFRA	Merseyside Fire and Rescue Authority
NEBOSH	National Examination Board of Safety
PSIAS	Public Sector Internal Audit Standards
SMA	Subject Matter Adviser
SOLACE	Society of Local Authority Chief Executives
UKISAR	UK International Search and Rescue Team
USAR	Urban Search and Rescue

MERSEYSIDE FIRE & RESCUE AUTHORITY			
MEETING OF THE:			
DATE:	16 DECEMBER 2014	REPORT NO:	CFO/127/14
PRESENTING OFFICER	DEPUTY CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DCFO GARRIGAN	REPORT AUTHOR:	DEB APPLETON
OFFICERS CONSULTED:	STRATEGIC MANAGEMENT GROUP HEADS OF PROCUREMENT; FINANCE; ESTATES AND ICT		
TITLE OF REPORT:	LOCAL GOVERNMENT TRANSPARENCY CODE 2014		

APPENDICES:	APPENDIX A:	LOCAL GOVERNMENT TRANSPARENCY CODE 2014
--------------------	--------------------	--

Purpose of Report

1. To inform Members of the arrangements for implementing the Local Government Transparency Code 2014.

Recommendation

2. That Members note the action being taken to implement to Local Government Transparency Code 2014 (Appendix A).

Introduction and Background

3. The Government is keen that local authorities publish as much data as possible in a way that is accessible to the public, so that interested stakeholders can scrutinise expenditure. There has been a requirement for some time for authorities to publish expenditure over £500 and the new Code published in October extends that requirement to several other areas. Full details can be found in the Code at Appendix A. In brief, the data that must now be published by the Fire and Rescue Authority and the responsible officers are detailed below:

Mandatory publication	Frequency	Responsible Department	Deadline for first publication
Expenditure exceeding £500	Quarterly (already published monthly)	Finance	N/A
Procurement	Quarterly	Procurement	31 st December

Information			2014
Fire and Rescue Service Land	Annually	Estates	2 nd February 2015
Grants to voluntary, community and social enterprise organisations	Annually	Finance	2 nd February 2015
Organisation chart	Annually	People and Organisational Development	2 nd February 2015
Trade union facility time	Annually	People and Organisational Development	2 nd February 2015
Senior salaries	Annually	People and Organisational Development/Finance	2 nd February 2015
Constitution	Annually (already on the website)	Legal and Democratic Services	N/A
Pay multiple	Annually	People and Organisational Development/Finance	2 nd February 2015
Fraud	Annually	Finance	2 nd February 2015
Waste contracts	Annually	Estates	2 nd February 2015
Revision to the website to facilitate publication	N/A	ICT	Early December 2014

4. Expenditure exceeding £500 and Procurement Information must be published quarterly (by 31st December 2014), the remainder annually (initially by 2nd February 2015). The £500 expenditure information is already published on the website.
5. Responsible departments have been made aware of the requirement and the ICT department are amending the existing section on the website to host the new information.
6. Although the process so far has been coordinated by the Director of Strategy and Performance, responsibility for uploading the data and information will lie with the responsible officers.

Equality and Diversity Implications

-
7. The Merseyside Fire and Rescue Service website has been designed to meet accessibility requirements.

Staff Implications

8. Responsible officers are aware of the requirements of the Code and the implications for their departments.

Legal Implications

9. Publication of this data is a requirement of the Local Authority Data Transparency Regulations 2014.

Financial Implications & Value for Money

10. There are no direct costs associated with this report however compliance with the code places additional burdens on departments at a time of unprecedented financial challenge.

Risk Management, Health & Safety, and Environmental Implications

11. There are no Health, Safety or environmental implications associated with this report.

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

12. Publishing this data is designed to allow any interested person to scrutinise the Authority.

BACKGROUND PAPERS

GLOSSARY OF TERMS

This page is intentionally left blank



Department for
Communities and
Local Government

Local Government Transparency Code 2014

© Crown copyright, 2014

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, www.nationalarchives.gov.uk/doc/open-government-licence/ or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This document/publication is also available on our website at www.gov.uk/dclg

If you have any enquiries regarding this document/publication, email TransparencyCode@communities.gsi.gov.uk or write to us at:

Department for Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: <https://twitter.com/CommunitiesUK>

October 2014

ISBN: 978-1-4098-4324-5

Contents

1	Part 1: Introduction	4
2	Part 2: Information which must be published	9
3	Part 3: Information recommended for publication	19
4	Annex A: Table summarising all information to be published	24
5	Annex B: Detecting and preventing fraud	33

Part 1: Introduction

Policy context

1. This Code is issued to meet the Government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision making process and help shape public services. Transparency is the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society. The availability of data can also open new markets for local business, the voluntary and community sectors and social enterprises to run services or manage public assets.
2. 'Data' means the objective, factual data, on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery. This should be the basis for publication of information on the discharge of local authority functions.
3. The Government believes that in principle all data held and managed by local authorities should be made available to local people unless there are specific sensitivities (eg. protecting vulnerable people or commercial and operational considerations) to doing so. It encourages local authorities to see data as a valuable resource not only to themselves, but also their partners and local people.
4. Three principles have guided the development of this Code:
 - **Demand led** – there are growing expectations that new technologies and publication of data should support transparency and accountability. It is vital that public bodies recognise the value to the public of the data they hold, understand what they hold, what their communities want and then release it in a way that allows the public, developers and the media to use it
 - **Open** – provision of public data should become integral to local authority engagement with local people so that it drives accountability to them. Its availability should be promoted and publicised so that residents know how to access it and how it can be used. Presentation should be helpful and accessible to local people and other interested persons, and
 - **Timely** – the timeliness of making public data available is often of vital importance. It should be made public as soon as possible following production even if it is not accompanied with detailed analysis.

5. Respondents to the Government’s consultation on ‘Improving Local Government Transparency: Making ‘The Code of Recommended Practice for Local Authorities on Data Transparency’ enforceable by regulations’¹ suggested datasets that should be included in this Code². The Government has decided not to include them. However, local authorities are encouraged to consider what respondents said and look to go further than this Code, in line with the principle that all data held and managed by local authorities should be made open and available to local people unless there are specific sensitivities to doing so. Annex A summarises the publication requirements for datasets covered by this Code.
6. Fraud can thrive where decisions are not open to scrutiny and details of spending, contracts and service provision are hidden from view. Greater transparency, and the provisions in this Code, can help combat fraud. Local authorities should also use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the Chartered Institute of Public Finance and Accountancy Red Book 2 – Managing the Risk of Fraud – Actions to Counter Fraud and Corruption³. Annex B provides further information on combating fraud.

Application

7. This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 (“the Act”) to issue a Code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act. It replaces any previous Codes issued in relation to authorities in England under those powers.
8. The Code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the:
 - Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
 - Environmental Information Regulations 2004
 - Re-use of Public Sector Information Regulations 2005
 - Infrastructure for Spatial Information in the European Community Regulations 2009, and
 - Section 15 of the Audit Commission Act 1998 which provides a right for persons interested to inspect a local authority’s accounting records and supporting documentation, and to make copies of them, for a limited period each year.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14855/Making_the_Code_of_Recommended_Practice_mandatory_-_consultation.pdf

²https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266815/Transparency_Code_Government_Response.pdf (See paragraph 37)

³http://www.cipfanetworks.net/governance/documentation/default_view.asp?library=157&category=1255&content_ref=7550

9. This Code does not apply to Police and Crime Commissioners, for whom a separate transparency framework applies.
10. This Code only applies to local authorities in relation to descriptions of information or data where that type of local authority undertakes the particular function to which the information or data relates.
11. The Code applies in England only.

Definitions

12. In this Code:

“local authority” means:

- a county council in England
- a district council
- a parish council which has gross annual income or expenditure (whichever is the higher) exceeding £200,000
- a London borough council
- the Common Council of the City of London in its capacity as a local authority
- the Council of the Isles of Scilly
- a National Park authority for a National Park in England
- the Broads Authority
- the Greater London Authority so far as it exercises its functions through the Mayor
- the London Fire and Emergency Planning Authority
- Transport for London
- a fire and rescue authority (constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, and a metropolitan county fire and rescue authority)
- a joint authority established by Part IV of the Local Government Act 1985 (fire and rescue services and transport)
- a joint waste authority, i.e. an authority established for an area in England by an order under section 207 of the Local Government and Public Involvement in Health Act 2007
- an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- a combined authority established under section 103 of that Act
- a waste disposal authority, i.e. an authority established under section 10 of the Local Government Act 1985, and
- an integrated transport authority for an integrated transport area in England.

“voluntary and community sector organisations” means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.

“a social enterprise⁴” means a business that trades for a social and/or environmental purpose and is a business which:

- aims to generate its income by selling goods and services, rather than through grants and donations
- is set up to specifically make a difference, and
- reinvests the profits it makes for the purpose of its social mission.

“a small or medium sized enterprise” means an undertaking which has fewer than 250 employees.

Data protection

13. The Government believes that local transparency can be implemented in a way that complies with the Data Protection Act 1998. Where local authorities are disclosing information which potentially engages the Data Protection Act 1998, they must ensure that the publication of that information is compliant with the provisions of that Act. The Data Protection Act 1998 does not restrict or inhibit information being published about councillors or senior local authority officers because of the legitimate public interest in the scrutiny of such senior individuals and decision makers. The Data Protection Act 1998 also does not automatically prohibit information being published naming the suppliers with whom the authority has contracts, including sole traders, because of the public interest in accountability and transparency in the spending of public money.

14. For other situations where information held by local authorities contains public data which cannot be disclosed in a Data Protection Act compliant manner, the Information Commissioner’s Office has published guidance on anonymisation of datasets, enabling publication of data which can yield insights to support public service improvement, whilst safeguarding individuals’ privacy⁵.

⁴ <https://www.gov.uk/set-up-a-social-enterprise>

⁵ http://ico.org.uk/for_organisations/data_protection/topic_guides/anonymisation

Commercial confidentiality

15. The Government has not seen any evidence that publishing details about contracts entered into by local authorities would prejudice procurement exercises or the interests of commercial organisations, or breach commercial confidentiality unless specific confidentiality clauses are included in contracts. Local authorities should expect to publish details of contracts newly entered into – commercial confidentiality should not, in itself, be a reason for local authorities to not follow the provisions of this Code. Therefore, local authorities should consider inserting clauses in new contracts allowing for the disclosure of data in compliance with this Code.

Exclusions and exemptions

16. Authorities should ensure that they do not contravene the provisions of sections 100A, 100B or 100F of the Local Government Act 1972.
17. Where information would otherwise fall within one of the exemptions from disclosure under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Infrastructure for Spatial Information in the European Community Regulations 2009 or falls within Schedule 12A to the Local Government Act 1972 then it is at the discretion of the local authority whether or not to rely on that exemption or publish the data. Local authorities should start from the presumption of openness and disclosure of information, and not rely on exemptions to withhold information unless absolutely necessary.

Timeliness and errors

18. Data should be as accurate as possible at first publication. While errors may occur, the publication of information should not be unduly delayed to rectify mistakes. Instead, publication should be used to help address any imperfections and deficiencies. This concerns errors in data accuracy, not errors in redacting personal data. The best way to achieve this is by having robust information management processes in place.
19. Where errors in data are discovered, or files are changed for other reasons (such as omissions), local authorities should publish revised information making it clear where and how there has been an amendment. Metadata on data.gov.uk should be amended accordingly.

Further guidance and support

20. The Department for Communities and Local Government will work with sector led organisations such as the Local Government Association and the Local eGovernment Standards Body, the Local Public Data Panel and the Information Commissioner's Office to ensure guidance on transparency (eg. technical guidance notes, best practice examples and case studies) is available to local authorities.

Part 2: Information which must be published

Part 2.1: Information to be published quarterly

21. Data covered by this section includes:

- expenditure exceeding £500 (see paragraphs 23 and 24)
- Government Procurement Card transactions (paragraph 25), and
- procurement information (see paragraphs 26 and 27).

22. The data and information referred to in this Part (2.1) must be published:

- on the first occasion, not later than 31 December 2014, and
- thereafter, not less than quarterly and not later than one month after the quarter to which the data and information is applicable.

Expenditure exceeding £500

23. Local authorities must publish details of each individual item of expenditure that exceeds £500⁶. This includes items of expenditure⁷, consistent with Local Government Association guidance⁸, such as:

- individual invoices
- grant payments
- expense payments
- payments for goods and services
- grants
- grant in aid
- rent
- credit notes over £500, and
- transactions with other public bodies.

⁶ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

⁷ Salary payments to staff normally employed by the local authority should not be included. However, local authorities should publish details of payments to individual contractors (e.g. individuals from consultancy firms, employment agencies, direct personal contracts, personal service companies etc) either here or under contract information.

⁸ <http://www.local.gov.uk/practitioners-guides-to-publishing-data>

24. For each individual item of expenditure the following information must be published:

- date the expenditure was incurred
- local authority department which incurred the expenditure
- beneficiary
- summary of the purpose of the expenditure⁹
- amount¹⁰
- Value Added Tax that cannot be recovered, and
- merchant category (eg. computers, software etc).

Government Procurement Card transactions

25. Local authorities must publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:

- date of the transaction
- local authority department which incurred the expenditure
- beneficiary
- amount¹¹
- Value Added Tax that cannot be recovered
- summary of the purpose of the expenditure, and
- merchant category (eg. computers, software etc).

⁹ This could be the descriptor that local authorities use in their accounting system providing it gives a clear sense of why the expenditure was incurred or what it purchased or secured for the local authority.

¹⁰ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

¹¹ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

Procurement information

26. Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services¹² with a value that exceeds £5,000^{13, 14}. For each invitation, the following details must be published:

- reference number
- title
- description of the goods and/or services sought
- start, end and review dates, and
- local authority department responsible.

27. Local authorities must also publish details of any contract¹⁵, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000¹⁶. For each contract, the following details must be published:

- reference number
- title of agreement
- local authority department responsible
- description of the goods and/or services being provided
- supplier name and details
- sum to be paid over the length of the contract or the estimated annual spending or budget for the contract¹⁷
- Value Added Tax that cannot be recovered
- start, end and review dates
- whether or not the contract was the result of an invitation to quote or a published invitation to tender, and
- whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number¹⁸.

¹² This includes contracts for staff who are employed via consultancy firms or similar agencies.

¹³ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

¹⁴ Tenders for framework agreements should be included, even though there may be no initial value.

¹⁵ This includes contracts for staff who are employed via consultancy firms or similar agencies.

¹⁶ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

¹⁷ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

¹⁸ For example, this might be the company or charity registration number.

Part 2.2: Information to be published annually

28. Data covered by this section includes:

- local authority land (see paragraphs 30 and 31)
- grants to voluntary, community and social enterprise organisations (see paragraphs 32 and 33)
- organisation chart (see paragraph 34)
- trade union facility time (see paragraph 35)
- parking account (see paragraph 36)
- parking spaces (see paragraph 37)
- senior salaries (see paragraphs 38 and 39)
- constitution (see paragraph 40)
- pay multiple (see paragraphs 41 and 42), and
- fraud (see paragraph 43).

29. The data and information in this Part (2.2) must be published:

- on the first occasion, not later than 2 February 2015, and
- thereafter, not less than annually and not later than one month after the year to which the data and information is applicable¹⁹.

Local authority land

30. Local authorities must publish details of all land and building assets including:

- all service and office properties occupied or controlled by user bodies, both freehold and leasehold
- any properties occupied or run under Private Finance Initiative contracts
- all other properties they own or use, for example, hostels, laboratories, investment properties and depots
- garages unless rented as part of a housing tenancy agreement
- surplus, sublet or vacant properties
- undeveloped land
- serviced or temporary offices where contractual or actual occupation exceeds three months, and
- all future commitments, for example under an agreement for lease, from when the contractual commitment is made.

¹⁹ In relation to parking account data, where the local authority's annual accounts have not been finalised, the authority should publish estimates within one month after the year to which the data is applicable and subsequently publish final figures as soon as the authority's accounts are finalised.

However, information about the following land and building assets are to be excluded from publication:

- social housing²⁰
- rent free properties provided by traders (such as information booths in public places or ports)
- operational railways and canals
- operational public highways (but any adjoining land not subject to public rights should be included)
- assets of national security, and
- information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses).

31. For each land or building asset, the following information must be published together in one place:

- Unique Property Reference Number
- Unique asset identity - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (eg. on one site there could be several buildings or in one building there could be several users floors/rooms etc – where this is the case, each of these will have a separate asset identity). This must include the original reference number from the data source plus authority code
- name of the building/land or both
- street number or numbers - any sets of 2 or more numbers should be separated with the '-' symbol (eg. 10-15 London Road)
- street name – this is the postal road address²¹
- post town
- United Kingdom postcode
- map reference – local authorities may use either Ordnance Survey or ISO 6709 systems to identify the location of an asset, but must make clear which is being used. Where an Ordnance Survey mapping system is used (the grid system) then assets will be identified using Eastings before Northings. Where geocoding in accordance with ISO 6709 is being used to identify the centre point of the asset location then that reference must indicate its ISO coordinates

²⁰ To avoid data protection issues it is recommended that the specific location details of social housing is not included in the published list.

²¹ Local authorities should use the official postal address. Exceptionally, where this is not available, local authorities should use the address they hold for the asset.

- whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:

for freehold assets:

- occupied by the local authority
- ground leasehold
- leasehold
- licence
- vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode²²).

for leasehold assets:

- occupied by the local authority
- ground leasehold
- sub leasehold
- licence.

for other assets:

- free text description eg. rights of way, access etc²³.

- whether or not the asset is land only (i.e. without permanent buildings) or it is land with a permanent building.

Grants to voluntary, community and social enterprise organisations

32. Local authorities must publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:

- tagging and hence specifically identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over £500 or published procurement information, or
- by publishing a separate list or register.

²² The first part of the postcode, or Outward Code, refers to the area and the district only, http://www.postcodeaddressfile.co.uk/products/postcodes/postcodes_explained.htm

²³ Where a local authority feels unable to verify rights of way information, for example, it should add a short narrative explaining why it is unable to identify and verify the information.

33. For each identified grant, the following information must be published as a minimum:

- date the grant was awarded
- time period for which the grant has been given
- local authority department which awarded the grant
- beneficiary
- beneficiary's registration number²⁴
- summary of the purpose of the grant, and
- amount.

Organisation chart

34. Local authorities must publish an organisation chart covering staff in the top three levels of the organisation²⁵. The following information must be included for each member of staff included in the chart:

- grade
- job title
- local authority department and team
- whether permanent or temporary staff
- contact details
- salary in £5,000 brackets, consistent with the details published under paragraph 38, and
- salary ceiling (the maximum salary for the grade).

Trade union facility time

35. Local authorities must publish the following information on trade union facility time:

- total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives)
- total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties
- names of all trade unions represented in the local authority
- a basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary), and
- a basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary divided by the total pay bill).

²⁴ For example, this might be the company or charity registration number.

²⁵ This should exclude staff whose salary does not exceed £50,000.

Parking account

36. Local authorities must publish on their website, or place a link on their website to this data if published elsewhere:

- a breakdown of income and expenditure on the authority's parking account^{26, 27}. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices, and
- a breakdown of how the authority has spent a surplus on its parking account^{25,28}.

Parking spaces

37. Local authorities must publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces.

Senior salaries

38. Local authorities are already required to publish, under the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817)²⁹:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- details of remuneration and job title of certain senior employees whose salary is at least £50,000, and
- employees whose salaries are £150,000 or more must also be identified by name.

39. In addition to this requirement, local authorities must place a link on their website to these published data or place the data itself on their website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000. The key differences between the requirements under this Code and the Regulations referred to above is the addition of a list of responsibilities, the inclusion of bonus details for all senior employees whose salary exceeds £50,000 and publication of the data on the authority's website.

²⁶ A parking account kept under section 55 of the Road Traffic Regulation Act 1984 as modified by Regulation 25 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

²⁷ Local authorities should also have regard to both statutory guidance, *The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions*, <http://assets.dft.gov.uk/publications/tma-part-6-cpe-statutory-guidance/betterprkstatutoryguid.pdf>, and non-statutory operational guidance, *Operational Guidance to Local Authorities: Parking Policy and Enforcement*, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/212559/parkinginforcepolicy.pdf

²⁸ Section 55 (as amended) of the Road Traffic Regulation Act 1984 sets out how local authorities should use a surplus on their parking account. Local authorities should breakdown how they have spent a surplus on their parking account within the categories set out in section 55.

²⁹ These Regulations are to be replaced by Regulations made under the Local Accountability and Audit Act 2014.

Constitution

40. Local authorities are already required to make their Constitution available for inspection at their offices under section 9P of the Local Government Act 2000. Local authorities must also, under this Code, publish their Constitution on their website.

Pay multiple

41. Section 38 of the Localism Act 2011 requires local authorities to produce Pay Policy Statements, which should include the authority's policy on pay dispersion – the relationship between remuneration of chief officers and the remuneration of other staff. Guidance produced under section 40 of that Act³⁰, recommends that the pay multiple is included in these statements as a way of illustrating the authority's approach to pay dispersion.

42. Local authorities must, under this Code, publish the pay multiple on their website, defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. The measure must:

- cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)
- use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year, and
- exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.

³⁰ Openness and accountability in local pay: Guidance under Section 40 of the Localism Act (February 2012), https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5956/2091042.pdf

Fraud

43. Local authorities must publish the following information about their counter fraud work³¹:

- number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014³², or similar powers³³
- total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud
- total number (absolute and full time equivalent) of professionally accredited counter fraud specialists
- total amount spent by the authority on the investigation and prosecution of fraud, and
- total number of fraud cases investigated.

Part 2.3: Information to be published once only

Waste contracts

44. Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraph 27. Local authorities must publish this information at the same time as they first publish quarterly procurement information under paragraphs 22, 26 and 27 of this Code.

Part 2.4: Method of publication

45. Public data should be published in a format and under a licence that allows open re-use, including for commercial and research activities, in order to maximise value to the public. The Open Government Licence published by the National Archives should be used as the recommended standard. Where any copyright or data ownership concerns exist with public data these should be made clear. Data covered by Part 2 of this Code must be published in open and machine-readable formats (further information about machine-readable formats can be found in Part 3.2).

³¹ The definition of fraud is as set out by the Audit Commission in *Protecting the Public Purse*.

³² S.I. 2014/899.

³³ For example, the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013 gives local authorities the power to require information from listed bodies, during the investigation of fraud connected with an application for or award of a reduction under a council tax reduction scheme: <http://www.legislation.gov.uk/uksi/2013/501/contents/made>

Part 3: Information recommended for publication

46. Part 2 of this Code set out details of the minimum data that local authorities must publish. The Government believes that in principle all data held and managed by local authorities should be made available to local people unless there are specific sensitivities to doing so. Therefore, it encourages local authorities to go much further in publishing the data they hold, recognising the benefits of sharing that data for local people, more effective service delivery and better policy making. Part 3 of this Code sets out details of data that the Government recommends local authorities publish.

Part 3.1: Information recommended for publication

47. Data covered by this section includes:

- expenditure data (see paragraph 48)
- procurement information (see paragraphs 49 and 50)
- local authority land (see paragraph 51 and 52)
- parking spaces (see paragraphs 53 and 54)
- organisation chart (see paragraph 55)
- grants to voluntary, community and social enterprise organisations (see paragraphs 56 and 57), and
- fraud (see paragraph 58).

Expenditure data

48. It is recommended that local authorities go further than the minimum publication requirements set out in Part 2 and:

- publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication)
- publish details of all transactions that exceed £250 instead of £500. For each transaction the details that should be published remain as in paragraph 24
- publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card. For each transaction the details that should be published remain as set out in paragraph 25
- publish the total amount spent on remuneration over the period being reported on, and
- classify purpose of expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.

Procurement information

49. It is recommended that local authorities place on Contracts Finder³⁴, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide goods and/or services with a value that exceeds £10,000. For each invitation, the details that should be published are the same as those set out in paragraph 26.

50. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as 'real-time' publication)
- every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000. The details that should be published are the same as those set out in paragraph 26
- details of invitations to quote where there has not been a formal invitation to tender. The details that should be published are the same as those set out in paragraph 26
- all contracts in their entirety where the value of the contract exceeds £5,000³⁵
- company registration number at Companies House
- details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months. The details that should be published are the same as those set out in paragraph 26
- details of the geographical (eg. by ward) coverage of contracts entered into by the local authority
- details of performance against contractual key performance indicators, and
- information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, Charity or Charitable Incorporated Organisation, Community Interest Company, Industrial and Provident Society, Housing Association, etc).

Local authority land

51. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish information on a monthly instead of annual basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication). It is also recommended that local authorities should publish all the information possible on Electronic Property Information Mapping Service.

³⁴ Documentation for all procurements valued at over £10,000 is stored on Contracts Finder for public viewing as part of government's transparency commitment. <https://online.contractsfinder.businesslink.gov.uk/>

³⁵ Where a contract runs into several hundreds of pages or more, a local authority should publish a summary of the contract or sections of the contract, if this would be more helpful to local people and businesses.

52. It is further recommended that local authorities also go further than the minimum publication requirements set out in paragraph 31 by publishing, alongside them in one place, the following information:

- size of the asset measured in Gross Internal Area (m²) for buildings or hectares for land, in accordance with the Royal Institute of Chartered Surveyors Code of Measuring Practice. The Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at each floor level. Local authorities using Net Internal Area (m²) should convert measurements to Gross Internal Area using appropriate conversion factors³⁶ and state the conversion factor used
- services offered from the asset using the services listed in the Effective Services Delivery government service function list <http://doc.esd.org.uk/FunctionList/1.00.html> (listing up to five main services)
- reason for holding asset such as, it is occupied by the local authority or it is providing a service on the authority's behalf, it is an investment property, it supports economic development (eg. provision of small businesses or incubator space), it is surplus to the authority's requirements, it is awaiting development, it is under construction, it provides infrastructure or it is a community asset
- whether or not the asset is either one which is an asset in the authority's ownership that is listed under Part 5 Chapter 3 of the Localism Act 2011 (assets of community value) and/or an asset which the authority is actively seeking to transfer to the community
- total building operation (revenue) costs as defined in the corporate value for money indicators for public services³⁷
- required maintenance - the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at that standard. This should exclude improvement projects but include works necessary to comply with new legislation (eg. asbestos and legionella)
- functional suitability rating using the scale:
 - good – performing well and operating efficiently (supports the needs of staff and the delivery of services)
 - satisfactory – performing well but with minor problems (generally supports the needs of staff and the delivery of services)
 - poor – showing major problems and/or not operating optimally (impedes the performance of staff and/or the delivery of services)
 - unsuitable – does not support or actually impedes the delivery of services
- energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007.

³⁶ Local authorities are not expected to re-measure buildings. Research undertaken for the Scottish Government offers one method of converting Net Internal Area to Gross Internal Area and can be found at: <http://www.scotland.gov.uk/Resource/Doc/217736/0121532.pdf>

³⁷ <http://www.nao.org.uk/wp-content/uploads/2013/02/2010-11-Estates-Management.pdf> (See page 17).

Parking spaces

53. It is recommended that local authorities should publish the number of:

- free parking spaces available in the local authority's area and which are provided directly by the local authority, and
- parking spaces where charges apply that are available in the local authority's area and which are provided directly by the local authority.

54. Where parking space is not marked out in individual parking bays or spaces, local authorities should estimate the number of spaces available for the two categories in paragraph 53.

Organisation chart

55. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- charts including all employees of the local authority whose salary exceeds £50,000
- the salary band for each employee included in the chart(s), and
- information about current vacant posts, or signpost vacancies that are going to be advertised in the future.

Grants to voluntary, community and social enterprise organisations

56. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish information on a monthly instead of annual basis where payments are made more frequently than a single annual payment, or ideally, as soon as the data becomes available and therefore known to the authority (commonly known as 'real-time' publication).

57. It is further recommended that local authorities publish information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association, etc).

Fraud

58. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- total number of cases of irregularity investigated
- total number of occasions on which a) fraud and b) irregularity was identified
- total monetary value of a) the fraud and b) the irregularity that was detected, and
- total monetary value of a) the fraud and b) the irregularity that was recovered.

Part 3.2: Method of publication

59. The Government endorses the five step journey to a fully open format:

One star	Available on the web (whatever format) but with an open license
Two star	As for one star plus available as machine-readable structured data (eg. Excel instead of an image scan of a table)
Three star	As for two star plus use a non-proprietary format (eg. CSV and XML)
Four star	All of the above plus use open standards from the World Wide Web Consortium (such as RDF and SPARQL ²¹)
Five star	All the above plus links an organisation's data to others' data to provide context

60. The Government recommends that local authorities publish data in three star formats where this is suitable and appropriate³⁸, alongside open and machine-readable format, within six months of this Code being issued.

Shehla Husain
A Senior Civil Servant in the Department for Communities and Local Government

Department for Communities and Local Government
3 October 2014

³⁸ Statistical data, lists etc should be capable of being published in this format but others (eg. organisation charts) may be more difficult.

Annex A: Table summarising all information to be published

Information title	Information which must be published	Information recommended for publication
<p>Expenditure exceeding £500</p>	<p>Quarterly publication Publish details of each individual item of expenditure that exceeds £500, including items of expenditure, consistent with Local Government Association guidance, such as:</p> <ul style="list-style-type: none"> • individual invoices • grant payments • expense payments • payments for goods and services • grants • grant in aid • rent • credit notes over £500 • transactions with other public bodies. <p>For each individual item of expenditure the following information must be published:</p> <ul style="list-style-type: none"> • date the expenditure was incurred • local authority department which incurred the expenditure • beneficiary • summary of the purpose of the expenditure • amount • Value Added Tax that cannot be recovered • merchant category (eg. computers, software etc). 	<ul style="list-style-type: none"> • Publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as ‘real-time’ publication). • Publish details of all transactions that exceed £250 instead of £500. For each transaction the details that should be published remain as set out in paragraph 24. • publish the total amount spent on remuneration over the period being reported on. • classify purpose of expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.

Information title	Information which must be published	Information recommended for publication
Government Procurement Card transactions	<p>Quarterly publication Publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:</p> <ul style="list-style-type: none"> • date of the transaction • local authority department which incurred the expenditure • beneficiary • amount • Value Added Tax that cannot be recovered • summary of the purpose of the expenditure • merchant category (eg. computers, software etc). 	<ul style="list-style-type: none"> • Publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card. For each transaction the details that should be published remain as set out in paragraph 25.
Procurement information	<p>Quarterly publication Publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. For each invitation, the following details must be published:</p> <ul style="list-style-type: none"> • reference number • title • description of the goods and/or services sought • start, end and review dates • local authority department responsible. <p>Quarterly publication Publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:</p> <ul style="list-style-type: none"> • reference number • title of agreement • local authority department responsible 	<p>Place on Contracts Finder, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide goods and/or services with a value that exceeds £10,000.</p> <p>Publish:</p> <ul style="list-style-type: none"> • information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as ‘real-time’ publication) • every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000 • details of invitations to quote where there has not been a formal invitation to tender • all contracts in their entirety where the value of the contract exceeds £5,000

Information title	Information which must be published	Information recommended for publication
	<ul style="list-style-type: none"> • description of the goods and/or services being provided • supplier name and details • sum to be paid over the length of the contract or the estimated annual spending or budget for the contract • Value Added Tax that cannot be recovered • start, end and review dates • whether or not the contract was the result of an invitation to quote or a published invitation to tender • whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number. 	<ul style="list-style-type: none"> • company registration number at Companies House • details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months • details of the geographical (eg. by ward) coverage of contracts entered into by the local authority • details of performance against contractual key performance indicators • information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association, etc).
Local authority land	<p>Annual publication</p> <p>Publish details of all land and building assets including:</p> <ul style="list-style-type: none"> • all service and office properties occupied or controlled by user bodies, both freehold and leasehold • any properties occupied or run under Private Finance Initiative contracts • all other properties they own or use, for example, hostels, laboratories, investment properties and depots • garages unless rented as part of a housing tenancy agreement • surplus, sublet or vacant properties • undeveloped land • serviced or temporary offices where contractual or actual occupation exceeds three months • all future commitments, for example under an agreement for lease, from when the contractual commitment is made. 	<p>Publish information on a monthly instead of annual basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication). It is also recommended that local authorities should publish all the information possible on Electronic Property Information Mapping Service.</p> <p>Publish the following additional information:</p> <ul style="list-style-type: none"> • the size of the asset measured in Gross Internal Area (m²) for buildings or hectares for land, in accordance with the Royal Institute of Chartered Surveyors Code of Measuring Practice. The Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at

Information title	Information which must be published	Information recommended for publication
	<p>However, information about the following land and building assets are to be excluded from publication:</p> <ul style="list-style-type: none"> • social housing • rent free properties provided by traders (such as information booths in public places or ports) • operational railways and canals • operational public highways (but any adjoining land not subject to public rights should be included) • assets of national security • information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses). <p>For each land or building asset, the following information must be published together in one place:</p> <ul style="list-style-type: none"> • Unique Property Reference Number • Unique asset identity - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (eg. on one site there could be several buildings or in one building there could be several users, floors/rooms etc – where this is the case, each of these will have a separate asset identity). This must include the original reference number from the data source plus authority code • name of the building/land or both • street number or numbers - any sets of 2 or more numbers should be separated with the '-' symbol (eg. 10-15 London Road) • street name – this is the postal road address • post town • United Kingdom postcode 	<p>each floor level. Local authorities using Net Internal Area (m²) should convert measurements to Gross Internal Area using appropriate conversion factors and state the conversion factor used</p> <ul style="list-style-type: none"> • the services offered from the asset, using the services listed in the Effective Services Delivery government service function list http://doc.esd.org.uk/FunctionList/1.00.html (listing up to five main services) • the reason for holding asset such as, it is occupied by the local authority or it is providing a service in its behalf, it is an investment property, it supports economic development (eg. provision of small businesses or incubator space), it is surplus to the authority's requirements, it is awaiting development, it is under construction, it provides infrastructure or it is a community asset • whether or not the asset is either one which is an asset in the authority's ownership that is listed under Part 5 Chapter 3 of the Localism Act 2011 (assets of community value) and/or an asset where the authority is actively seeking transfer to the community • total building operation (revenue) costs as defined in the corporate value for money indicators for public services

Information title	Information which must be published	Information recommended for publication
	<ul style="list-style-type: none"> • map reference – local authorities may use either Ordnance Survey or ISO 6709 systems to identify the location of an asset, but must make clear which is being used. Where an Ordnance Survey mapping system is used (the grid system) then assets will be identified using Eastings before Northings. Where geocoding in accordance with ISO 6709 is being used to identify the centre point of the asset location then that reference must indicate its ISO coordinates • whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below: <ul style="list-style-type: none"> <i>for freehold assets:</i> <ul style="list-style-type: none"> ○ occupied by the local authority ○ ground leasehold ○ leasehold ○ licence ○ vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode) <i>for leasehold assets:</i> <ul style="list-style-type: none"> ○ occupied by the local authority ○ ground leasehold ○ sub leasehold ○ licence <i>for other assets:</i> <ul style="list-style-type: none"> ○ free text description eg. rights of way, access etc. • whether or not the asset is land only (without permanent buildings) or it is land with a permanent building. 	<ul style="list-style-type: none"> • required maintenance - the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at that standard. This should exclude improvement projects but include works necessary to comply with new legislation (eg. asbestos and legionella) • functional suitability rating using the scale: <ul style="list-style-type: none"> ○ good – performing well and operating efficiently (supports the needs of staff and the delivery of services) ○ satisfactory – performing well but with minor problems (generally supports the needs of staff and the delivery of services) ○ poor – showing major problems and/or not operating optimally (impedes the performance of staff and/or the delivery of services) ○ unsuitable – does not support or actually impedes the delivery of services • energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007.

Information title	Information which must be published	Information recommended for publication
Grants to voluntary, community and social enterprise organisations	<p>Annual publication</p> <p>Publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:</p> <ul style="list-style-type: none"> • tagging and hence specifically identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over £500 or published procurement information or, • by publishing a separate list or register. <p>For each identified grant, the following information must be published as a minimum:</p> <ul style="list-style-type: none"> • date the grant was awarded • time period for which the grant has been given • local authority department which awarded the grant • beneficiary • beneficiary's registration number • summary of the purpose of the grant • amount 	<ul style="list-style-type: none"> • Publish information on a monthly instead of annual basis where payments are made more frequently than a single annual payment, or ideally, as soon as the data becomes available and therefore known to the authority (commonly known as 'real-time' publication). • information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association etc).
Organisation chart	<p>Annual publication</p> <p>Publish an organisation chart covering staff in the top three levels of the organisation. The following information must be included for each member of staff included in the chart:</p> <ul style="list-style-type: none"> • grade • job title • local authority department and team • whether permanent or temporary staff • contact details • salary in £5,000 brackets, consistent with the details published for Senior Salaries • salary ceiling (the maximum salary for the grade). 	<p>Local authorities should publish:</p> <ul style="list-style-type: none"> • charts including all employees in the local authority whose salary exceeds £50,000 • the salary band for each employee included in the chart(s) • information about current vacant posts, or signpost vacancies that are going to be advertised in the future.

Information title	Information which must be published	Information recommended for publication
Trade union facility time	Annual publication Publish the following information: <ul style="list-style-type: none"> • total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives) • total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties • names of all trade unions represented in the local authority • a basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary), and • a basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary divided by the total pay bill). 	
Parking account	Annual publication Publish on their website, or place a link on their website to this data published elsewhere: <ul style="list-style-type: none"> • a breakdown of income and expenditure on the authority's parking account. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices • a breakdown of how the authority has spent a surplus on its parking account. 	
Parking spaces	Annual publication Publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces.	Local authorities should publish the number of: <ul style="list-style-type: none"> • free parking spaces available in the local authority's area and which are provided directly by the local authority, and

Information title	Information which must be published	Information recommended for publication
		<ul style="list-style-type: none"> parking spaces where charges apply that are available in the local authority's area and which are provided directly by the local authority. <p>Where parking space is not marked out in individual parking bays or spaces, local authorities should estimate the number of spaces available for the two categories.</p>
Senior salaries	<p>Annual publication</p> <p>Local authorities must place a link on their website to the following data or must place the data itself on their website:</p> <ul style="list-style-type: none"> the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000 details of remuneration and job title of certain senior employees whose salary is at least £50,000 employees whose salaries are £150,000 or more must also be identified by name. a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits in kind', for all employees whose salary exceeds £50,000. 	
Constitution	<p>Annual publication</p> <p>Local authorities must publish their Constitution on their website.</p>	
Pay multiple	<p>Annual publication</p> <p>Publish the pay multiple on their website defined as the ratio between the highest taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. The measure must:</p>	

Information title	Information which must be published	Information recommended for publication
	<ul style="list-style-type: none"> cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure. 	
Fraud	<p>Annual publication Publish the following information:</p> <ul style="list-style-type: none"> number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud total number (absolute and full time equivalent) of professionally accredited counter fraud specialists total amount spent by the authority on the investigation and prosecution of fraud total number of fraud cases investigated. 	<p>Local authorities should publish:</p> <ul style="list-style-type: none"> total number of cases of irregularity investigated total number of occasions on which a) fraud and b) irregularity was identified total monetary value of a) the fraud and b) the irregularity that was detected, and total monetary value of a) the fraud and b) the irregularity that was recovered.
Waste contracts	<p>One-off publication Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraphs 27 of the Code, at the point they first publish quarterly contract information under Part 2 of this Code.</p>	

Annex B: Detecting and preventing fraud

Tackling fraud is an integral part of ensuring that tax-payers money is used to protect resources for frontline services. The cost of fraud to local government is estimated at £2.1 billion a year. This is money that can be better used to support the delivery of front line services and make savings for local tax payers.

A culture of transparency should strengthen counter-fraud controls. The Code makes it clear that fraud can thrive where decisions are not open to scrutiny and details of spending, contracts and service provision are hidden from view. Greater transparency, and the provisions in this Code, can help combat fraud.

Sources of support to tackle fraud include:

Fighting Fraud Locally, The Local Government Fraud Strategy

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118508/strategy-document.pdf), was drafted by the National Fraud Authority and CIPFA (the Chartered Institute of Public Finance and Accountancy). The document calls for the adoption of a tougher approach to tackle fraud against local authorities. The strategy is part of a wider collaboration on counter fraud and is the local authority contribution to the national fraud strategy – *Fighting Fraud Together* (<https://www.gov.uk/government/publications/nfa-fighting-fraud-together>) which encompasses both the public and private sectors response to fraud in the UK.

Local authorities should use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the *Chartered Institute of Public Finance and Accountancy Red Book 2 – Managing the Risk of Fraud – Actions to Counter Fraud and Corruption* (http://www.cipfa.org/-/media/files/topics/fraud/cipfa_corporate_antifraud_briefing.pdf). The document sets out a step by step toolkit to tackling fraud: identifying and understanding your fraud risks and potential exposure to fraud loss; assessing current resilience to fraud; evaluating the organisation's ability to respond to potential or identified fraud; and developing a strategy. Developing an anti-fraud culture is an important part of improving resilience; the benefits of improving resilience to fraud include reduced exposure to fraud and an organisation that is better able to identify attempted frauds or vulnerabilities.

The National Fraud Authority have produced a guide on procurement fraud, *Procurement Fraud in the Public Sector*, (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118460/procurement-fraud-public-sector.pdf) which deals with the whole process, from bidding during the pre-contract award phase through to false invoicing in the post-contract award phase.

There are some specific steps local authorities can take to prevent procurement fraud. These might include:

- Only accepting requests for changes to supplier standing data in writing.
- Seeking confirmation from the supplier that the requested changes are genuine, using contact details held on the vendor data file or from previous and legitimate

correspondence; and not contacting the supplier via contact details provided on the letter requesting the changes.

- Ensuring that there is segregation of duties between those who authorise changes and those who make them.
- Only authorising changes when all appropriate checks have been carried out with legitimate suppliers and only making the changes when the proper authorisations to do so have been given.
- Maintaining a suitable audit trail to ensure that a history of all transactions and changes is kept.
- Producing reports of all changes made to supplier standing data and checking that the changes were valid and properly authorised before any payments are made.
- Carrying out standard checks on invoices before making any payments.
- Regularly verifying the correctness of standing data with suppliers.

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	16 DECEMBER 2014	REPORT NO:	CFO/114/14
PRESENTING OFFICER	DEPUTY CHIEF EXECUTIVE		
RESPONSIBLE OFFICER:	KIERAN TIMMINS	REPORT AUTHOR:	IAN CUMMINS
OFFICERS CONSULTED:	JANET HENSHAW, STEPHEN ASHTON		
TITLE OF REPORT:	INTERNAL AUDIT SERVICE PROVISION FROM 2015/16		

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

Purpose of Report

1. To request that Members delegate authority to the Deputy Chief Executive (DCE) to negotiate a service level agreement with Liverpool City Council's Internal Audit Service.

Recommendation

2. That Members
 - a Instruct the DCE to enter into negotiations with Liverpool City Council (LCC), for the procurement of Internal Audit services for a three year period, and
 - b Delegate to the DCE authority to enter into a service level agreement with LCC for these services.
 - c Instruct the Director of Legal, Procurement and Democratic Services to enter into a procurement exercise before the three year period expires

Introduction and Background

3. Internal Audit is an independent appraisal function established by the management of an organisation for the review of the internal control system as a service to the organisation. It objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper economic, efficient and effective use of resources. (Source: Code of Practice for Internal Audit in Local Government).
4. The Authority has a statutory duty to ensure that it maintains an adequate and effective system of Internal Audit of its accounting records and control systems. (Accounts and Audit Regulations 2011).
5. Most large local authorities fulfil this function through an in-house internal audit service. MFRA, in common with other metropolitan Fire and Rescue Authorities, had its internal audit service provided by a lead authority when it was established in

1986. The lead authority for MFRA was Liverpool City Council's Internal Audit Service (LCC).

6. In 2004, 2007 and again in 2010 a competitive tendering exercise for the provision of the Service's internal audit function was undertaken by MFRA. LCC won the contract on each occasion and it was clear the Council offered the best service for price and quality of services at that time. The value of the internal audit contract in 2014/15 is £35,500 for which the Authority receives 112 audit days and the work is undertaken by experienced qualified audit staff. It is considered that 112 days is sufficient based on the systems and risks facing the Authority. It would not be justifiable for the Authority to maintain an in-house resource to deliver this service. The current internal audit contract ends on 31st March 2015, and the Authority must enter into a new contract before this date.
7. Officers can continue to test the market to see if an alternative internal audit provider can offer the Authority an enhanced audit function at a similar or reduced cost to that currently being charged by LCC. This will require significant management input to create a contract specification, evaluate tenders and to negotiate with any potential contractor. In addition any new provider will need to familiarise itself with the Authority's systems and procedures.
8. LCC have confirmed that they are willing to continue to provide the Authority's internal audit function, however they are not in a position to commit the required senior management time to engage in a formal tendering process as a consequence of recent downsizing of the senior management levels in the department. The auditing resource available has so far not been affected by this.
9. The priority for the DCE is that the Service procures an effective internal audit function that offers value for money mitigates risk and minimises administration
10. For the past 28 years LCC have delivered an effective internal audit function and have on the three occasions the function has been market tested have proven to offer the best value for money option at the time. In addition;
 - External Audit when assessing the level of work required on checking MFRA fundamental systems have been able to rely upon the work LCC have carried out,
 - MFRA can access computer audit specialists through LCC
 - LCC staff have built up a significant knowledge of the MFRA systems and processes
 - LCC understand the local authority environment and priorities of a public sector service
 - LCC have established a good working relationship with the Authority and can prioritise the audit plan around the needs of the service
 - LCC have consistently offered value for money when the internal audit service has been market tested.

11. A “soft” market test has been carried out by the Procurement service in which three external internal audit providers were asked to provide an indicative price and suggested number of audit days to fulfil the Authority’s internal audit function. This information was used to assess if the service being offered by LCC would deliver a value for money (VFM) service. From the returns received the price based on 112 audit days ranged from £35,600 to £42,850. Some of these potential providers have indicated however that 112 days is not necessarily necessary.
12. The DCE seeks Members’ approval to delegate authority to him to enter into negotiations with LCC and agree a service level agreement for internal audit function. The DCE will undertake as a minimum a three yearly market test to ensure LCC continue to offer the most effective and value for money option to the Authority.

Equality and Diversity Implications

13. None arising from this report.

Staff Implications

14. None arising from this report.

Legal Implications

15. The Authority has a statutory duty to ensure that it maintains an adequate and effective system of Internal Audit of its accounting records and control systems. (Accounts and Audit Regulations 2011).
16. The cost of the Internal Audit Service from LCC in 2014/15 is £35,500. The Authority had made adequate budget provision in 2014/15 and future years to cover this level of charge.
17. Section 1 of the Local Authorities (Goods and Services) Act 1970 enables local authorities to provide to any other "public body", including local authorities, maintained schools and academies *inter alia* any administrative, professional or technical services.
18. However, where the arrangements amount to a contract for relevant goods, services or works under the Public Contracts Regulations 2006, and the contract value exceeds the statutory threshold, the purchasing public authority is obliged to competitively tender the contract.
19. Over a three year period the value of this contract with LCC will amount to £106,500 (as thresholds are calculated along the full life of any contract). This will then have reached the threshold for a procurement exercise under the Authority’s own contract Standing Orders. The threshold for EU Tendering provided by the Public Contracts Regulations 2006 is £172,514.

20. Under these circumstances the Monitoring Officer advises that a procurement exercise is carried out in 3 years' time in order to ensure continuing value for money and compliance with relevant legislation.

Financial Implications & Value for Money

21. The cost of the Internal Audit Service from LCC in 2014/15 is £35,500. The Authority had made adequate budget provision in 2014/15 and future years to cover this level of charge.

Risk Management, Health & Safety, and Environmental Implications

22. Internal Audit is an essential tool in managing the financial control framework.

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

23. The Authority is committed to ensuring strong internal control processes are in place to ensure all information and services delivered are transparent and fair and all audit requirements are adhered to. The Authority continues to strive to maintain the highest level of standards and commitment to the community it serves.

BACKGROUND PAPERS

NONE

GLOSSARY OF TERMS

MFRA	Merseyside Fire and Rescue Authority
MFRS	Merseyside Fire and Rescue Service
DCE	Deputy Chief Executive
LCC	Liverpool City Council Internal Audit Services

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	MERSEYSIDE FIRE AND RESCUE AUTHORITY		
DATE:	16 DECEMBER 2014	REPORT NO:	CFO/126/14
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DCFO PHIL GARRIGAN	REPORT AUTHOR:	DEB APPLETON
OFFICERS CONSULTED:	STRATEGIC MANAGEMENT GROUP		
TITLE OF REPORT:	WIRRAL AND LIVERPOOL CONSULTATION UPDATE		

APPENDICES:	APPENDIX A	WIRRAL CONSULTATION DOCUMENT 2
	APPENDIX B	LIVERPOOL CONSULTATION DOCUMENT 2

Purpose of Report

1. To inform Members of progress and developments in relation to the Wirral and Liverpool operational response consultation process.
2. A final report on the consultation outcomes on the Wirral consultation will be presented to a full Authority meeting on 29th January if the recommendation below is approved. A final report on the consultation outcomes on the Liverpool consultation will be presented to the Authority Budget meeting on 26th February 2015.

Recommendation

3. That Members;
 - a) Note that the land at Frankby Rd, Greasby has been withdrawn from consideration by Wirral Metropolitan Borough Council (WMBC)
 - b) Note that a potential site on Saughall Massie Road has been identified by WMBC
 - c) Note the progress in relation to the consultation process in Liverpool and Wirral
 - d) Approve a proposal to re-designate the Audit Sub Committee on 29th January 2015 as a full Authority meeting to consider the outcome of the Wirral consultation which closes on 5th January 2015.

Introduction and Background

Wirral Consultation

4. Members will recall that the Authority approved the following recommendation at its meeting on 2nd October 2014 (report CFO/101/14)

“That Members approve a proposal to merge Upton and West Kirby fire stations at a new station on Frankby Road, Greasby as an alternative to an outright closure of West Kirby fire station. This is subject to a 12 week period of public consultation to commence with effect from 3rd October 2014.

Following the conclusion of the consultation a further report will be submitted to Authority detailing the outcomes and any operational implications. At that point Members will determine which proposal to implement.”

5. On 3rd October an initial consultation newsletter and on-line survey were published on the Merseyside Fire and Rescue Service website. Facebook, Twitter and a press release were used to launch the consultation. The consultation launch was reported on by the Wirral Globe and Liverpool Echo.
6. Throughout the period since 3rd October, the Wirral Globe and Liverpool Echo have reported on developments relating to the consultation process and the Chief Fire Officer was interviewed on Radio Merseyside to promote the consultation process and the public meetings in particular. Social media continues to be used regularly during the consultation period to encourage participation.
7. Consultation documentation has been printed and distributed in the areas affected.
8. Two public meetings have taken place in Greasby (the second due to high demand), one in West Kirby and one in Upton. Approximately 800 people attended the two Greasby meetings (with some people attending both), with 30 to 40 people attending the Upton and West Kirby meetings. There was significant opposition expressed at the Greasby meetings to the proposal to build on the Frankby Road site. At each public meeting, the Chief Fire Officer made it clear that the site was being considered as it was not subject to any planning restrictions unlike the other sites in the area suitable from an operational response perspective, all of which were in the Green Belt or designated as Urban Green Space. The Chief Fire Officer also made it clear that should a suitable alternative site be identified, where the special circumstances required to achieve planning consent for building on Green Belt or Urban Green Space land could be met then he would recommend that the Authority reconsider its draft proposal.
9. Many of those opposing the site made it clear that they had little concern for attendance times to West Kirby, preferring to retain the station at Upton to ensure that a new station wasn't built in Greasby. It is very clear that some

people were unable to distinguish between the Authority's duty to provide fire cover and the Council's duties in relation to planning and land use, and this will be considered in any future consultation process. Others understood the logic of building a new station in a central location to equalise attendance times between Upton and West Kirby, but objected to the use of the Frankby Road site.

10. In addition to public meetings; focus groups, a stakeholder meeting, a forum meeting and a number of meetings with individual stakeholder groups such as the Greasby Community Centre, Friends of Greasby Library, Wirral Older People's Parliament and Wirral Heartbeat have taken place.
11. The Chief Fire Officer has also met with local and national politicians to brief them on the proposals which are the subject of the consultation process.
12. Numerous individual letters and e-mails from interested members of the public and politicians have been responded to by the Chief Fire Officer and other MFRA officers.
13. As a result of the public and political opposition and following discussions with the Chief Fire Officer, the leader of Wirral MBC instructed Wirral MBC officers to remove the Frankby Road site from consideration on 23rd November 2014. As a potential alternative to the Frankby Road site Wirral MBC made the Chief Fire Officer aware of a site in Council ownership on Saughall Massie Road.
14. To date, over 900 responses to the survey have been received on line and in hard copy. These are currently being analysed.
15. A second consultation document was published on 2nd December 2015 specifically to address some of the frequently asked questions arising from the consultation so far and providing detailed information on the other options considered by the Authority. A copy of this consultation document is attached at Appendix A.
16. Despite the withdrawal of the Frankby Road site from consideration, the primary aim of the consultation process is to gauge the public's views on the principle of the merger proposal from an operational response perspective and to consult on the communities potentially adversely affected about the impact on them.
17. It is therefore appropriate that the consultation process remains open, transparent, comprehensive and robust and that it continues until the agreed end date of 5th January 2015. It should be noted that the average attendance times being quoted in the consultation documentation relate to the Greasby site, as the Authority has not agreed any alternative site. Those figures still give a reasonable indication of potential attendance times for a centrally located station.
18. Originally it was proposed that the results of the consultation would be reported back to the Authority budget meeting on the 26th of February 2015. After

reviewing Authority business it is now proposed to re-designate the Audit Sub Committee on 29th January 2015 as a full Authority meeting and to take the outcomes of the Wirral public consultation to that meeting instead.

19. If the Authority is minded to accept the Recommendations of this report, following the closure of the consultation on the 5th January 2015, a full report on the consultation process and outcomes will be presented to the Authority on 29th January 2015.
20. Members will recall that the proposals under consultation form part of their balanced budget for 2015/16,

Liverpool Consultation

21. Members will recall that the Authority approved the following recommendation at its meeting on 2nd October 2014 (report CFO/102/14)

“That Members approve a 12 week public consultation on the proposed closure of Allerton fire station and the relocation of the Allerton fire appliance to Old Swan to be crewed on a wholetime retained basis.”

22. On 1st November an initial consultation newsletter and on-line survey were published on the Merseyfire website. Facebook, Twitter and a press release were used to launch the consultation and Liverpool Echo reported on this. Use of social media continues throughout the consultation period.
23. On 15th November officers from the Service attended Allerton Farmers’ Market to offer information regarding the consultation proposal.
24. Consultation documents have been printed and distributed in the area.
25. A public meeting was held on 9th December, with a second meeting planned for 15th January. A focus group, forum and stakeholder meeting have also taken place.
26. A second consultation document was published on 2nd December specifically to address some of the frequently asked questions arising from the consultation so far and providing detailed information on the other options considered by the Authority. A copy of this consultation document is attached at Appendix B.
27. Some queries have been received from members of the public and have been responded to by the Chief Fire Officer and other MFRA officers.
28. The consultation is due to conclude on 26th January 2015, following which At the conclusion of the consultation process a full report will be prepared that analyses all of the consultation responses to assist the Authority make further decisions on the draft proposals. This report will be presented to the Authority at the Budget meeting on 26th February.

Equality and Diversity Implications

29. An EIA for the whole mergers and closures programme has been produced and will be revised once the outcomes from consultation are known.

Staff Implications

30. There are no staff implications arising from this report.

Legal Implications

31. The Authority is consulting on its proposals to ensure it meets its legal obligations.

Financial Implications & Value for Money

32. There are no financial implications arising from this report. Full details of the costs associated with the consultation process will be reported back to the Authority at the conclusion of the consultation.

Risk Management, Health & Safety, and Environmental Implications

33. There are no risk, health & safety or environmental implications arising from this report. Any such implications will be addressed in future reports.

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

34. Consulting on operational response proposals ensures that the public of Merseyside have an opportunity to influence MFRA policy.

BACKGROUND PAPERS

GLOSSARY OF TERMS

This page is intentionally left blank



Merseyside Fire and Rescue Authority

Wirral Fire Cover Consultation

Consultation Document 2

December 2014

Introduction

On 3rd October Merseyside Fire and Rescue Authority (MFRA) began consulting on a draft proposal to close West Kirby and Upton fire stations and build a new station in a more central location on Frankby Road, Greasby, as an alternative to the outright closure of West Kirby. This is known as a station merger. The consultation process is due to run until the 5th of January 2015.

This second consultation document has been produced to answer some frequently asked questions raised so far during the consultation and provide an update on the Greasby site.

Since the beginning of the consultation the Authority has held four public consultation meetings in Wirral; two in Greasby, one in Upton and one in West Kirby. There have also been three focus group meetings at Greasby, Upton and West Kirby and a stakeholders' meeting and forum will take place in December.

The meetings have generated many questions and requests for further information about the proposals and the consultation process in particular. There were strong objections at the Greasby meetings to the proposed site for the new station and the Chief Fire Officer has noted those views and discussed them with Wirral Council. As a result, the Frankby Road site has now been withdrawn.

After the conclusion of the current consultation, the Fire and Rescue Authority will decide the best way forward; but meanwhile the consultation will continue to seek the views of the people of West Wirral on the principle of a station merger without nominating particular sites.

Why the Fire and Rescue Service has to change

MFRA is responsible for providing fire and rescue services for Merseyside's 1.4 million people at 26 fire stations across the five districts. This currently includes delivering fire and rescue services in Wirral from six stations; Birkenhead, Bromborough, Heswall, Upton, Wallasey and West Kirby.

Over the last four years MFRA has had to make savings of £20 million as a result of Government spending reductions and now the Authority is required to make a further £6.3 million savings in 2015/16. It is also possible that future savings will be required – whichever party is in power: possibly up to £9.1 million in 2016/17 and up to £20 million in total by 2020.

MFRA has already had to make significant reductions in its support services and back office staff. The number of firefighters MFRA employs has reduced from 1,400 to 764, with fire appliances reducing from 42 to 28 across the county. All but two stations have only one appliance. What has not changed in more than 20 years is the number of

community fire stations (26) and the Authority will not be able to afford to maintain all of them in the future.

To save £6.3 million in 2015/16 the Authority aims to deliver £2.9 million from support services (such as Finance, Human Resources and Estates management) and technical areas such as debt financing. The remaining £3.4 million would then come from our emergency response and this will require the equivalent of at least four station mergers or outright closures.

The Authority is making these changes reluctantly, but the situation is such that the existing number of fire stations cannot be maintained in the future.

The options considered

Before making proposals to change fire cover in Merseyside, the Authority considered a number of other options and consulted the public about them.

The options were:

- Some outright station closures.
- Increasing the number of “Low Level of Activity and Risk” (LLAR) stations.
- Some station mergers.
- Crewing some stations only during the day.
- Using community retained firefighters to crew some stations.

The merger of stations was recognised by the public as the best option given the circumstances; with least impact on operational response. The closure of stations was preferred over changes to the way fire stations and fire engines are crewed (because they understood that it is firefighters and fire engines that save lives, not the fire stations).

Following this consultation, three possible mergers were identified as offering opportunities to replace old buildings with new facilities in locations which offer the best incident response coverage possible in the circumstances. The draft proposals were to:

1. Close the stations at Huyton and Whiston while building a new station at Prescott;
2. Close the stations at Upton and West Kirby while providing a new station at a central location (initially the Frankby Road site);
3. Close the stations at Eccleston and St Helens while providing a new station in the proximity of St Helens Town Centre.

Each of these merged stations would have two fire engines. In each case, one fire engine would be crewed 24/7 (as now) while the other would be a “reserve”, or “back-up” vehicle to be crewed by “wholetime retained” firefighters on a 30-minute recall basis for periods of exceptionally high demand.

A fourth merger in Liverpool has also been considered but given the age and proximity of stations it is proposed that outright closure of a station would be the most sensible option.

The Fire and Rescue Authority believes that each of these changes may be made safely and will provide significant savings. The information below gives more detail about why the Authority has approved the draft proposal for Wirral.

The information below is a detailed explanation of the alternative options to station mergers or outright closure and the operational rationale as to why these have been considered and discounted by the Chief Fire Officer at this time.

Context

1. *Paragraph 3.2 of the Merseyside Fire and Rescue Authority scheme of delegation places the following responsibilities on the Chief Fire Officer;*

To control all matters of the day to day administration of the Fire & Rescue Service which shall include taking and implementing decisions that are:-

- (a) Concerned with maintaining the operational effectiveness of the Service,*
- (b) Matters incidental to the discharge of the Authority's functions which fall within a policy decision taken by the Authority.*

2. *The Fire and Rescue National Framework for England directs that 'The Fire and rescue authority must hold their Chief Fire Officer to account for the delivery of the fire and rescue service'.*
3. *The Chief Fire Officer is therefore responsible for all operational matters and is held to account by the Authority for decisions taken in this regard.*
4. *In 2015/16 the Authority must make savings of £6.3m in addition to the £20m savings required as a result to cuts in the Authority budget over the period 2011/12 – 2014/15.*
5. *The Authority has increased its council tax by the maximum amount it can (2%) without undertaking a referendum. A referendum is estimated to cost £1m.*
6. *The Authority has also identified all the non-operational savings available to it and adopted them in full. These total £2.9m. However this still means that of the £6.3m savings, £3.4m must be delivered from operational response. This equates to a reduction of around 90 wholetime equivalent (WTE) Firefighter posts. These posts will be lost through natural turnover as firefighters retire.*
7. *The Authority currently has 26 fire stations and 28 fire appliances. Of the 26 fire stations, 24 have 1 fire appliance and 2, Kirkdale and Southport, have 2 fire appliances. Kirkdale is the Operational Resource Centre for the Authority housing all of the non-Urban Search and Rescue (USAR) special appliances (which are located at Croxteth with the USAR team). The second appliance*

at Kirkdale operates as a support appliance to the special appliances. Southport has 2 fire appliances because of its geographic location and the travel distances involved for additional appliances responding from elsewhere on Merseyside.

8. Of our 26 stations, 10 are designated as Key Stations. From these stations we can provide a 10 minute response to all areas of Merseyside on 90% of occasions (our response standard).
9. The number of wholetime Firefighters employed directly equates to the numbers of fire appliances that can be staffed for an immediate response by fully trained Firefighters and therefore the numbers of fire stations the Authority can operate.
10. The removal of 90 Firefighter posts will result in the loss of 4 wholetime fire appliances. It is the view of the Chief Fire Officer that the Authority should maintain 2 appliances at Kirkdale and Southport, because of the location of Southport and the fact that Kirkdale is the Operational Resource Centre for Merseyside. In maintaining 2 appliances at Kirkdale and Southport the Authority can only staff enough appliances to maintain 22 fire stations on a wholetime basis. The Authority could as an alternative maintain 26 stations through altering the crewing arrangements on specific stations or across the Service. The reasons why these options have been discounted by the Chief Fire Officer in favour of station mergers or outright closures are detailed in paragraphs below.
11. The operational logic for station mergers is to close two adjacent stations (which each currently house one appliance on a wholetime basis) and build a new station (that would house one wholetime appliance and one appliance staffed on a wholetime retained basis). Building the new station at a location in between the two existing stations would deliver the best response times achievable in the circumstances from the one remaining wholetime appliance. Such an option is possible in Knowsley, Wirral and St Helens due to the age and proximity of the stations.
12. In each of the merged stations, the second appliance would be crewed on a "wholetime retained" basis. "Wholetime retained" crewing in this instance means wholetime Firefighters having a second retained contract whereby they provide cover on their days off to respond and crew the second appliance within 30 minutes of an alert- because a 30-minute response time delay would attract volunteers from sufficient numbers of existing staff to make the system viable.
13. The retained (second) appliance would only be called in during periods of high operational demand and they would not be used for immediate response to incidents in the station area. Its function is as part of a strategic reserve, not as a first line response until such time as the crew had been called in, which would take up to 30 minutes. The advantage of this option is that it uses wholetime firefighters rather than community retained firefighters (see paragraphs 33– 39 below).

14. There are no viable merger options in Liverpool due to the age and proximity of the stations across the city. An outright closure and the relocation of the wholetime appliance to be crewed on a wholetime retained basis at a neighbouring station has been proposed in these circumstances as it delivers the least impact on response times of all of the achievable options.

Low Level of Activity and Risk

15. The Low Level of Activity and Risk (LLAR) duty system is currently in operation at 4 of the Authority's 26 stations. The system consists of a 12 hour wholetime day shift followed immediately by a 12 hour retained night shift (spent off the station) where the crew must respond to an incident within 1 minute 54 seconds of an alert thus maintaining a comparable alert to mobile time as achieved by other wholetime staff during their night-time rest period.

16. Changing the crewing at a station from wholetime to LLAR would deliver a saving of 8 wholetime equivalent (WTE) posts. In order to deliver the same savings as for a station merger 3 wholetime stations would need to convert to LLAR. Whilst this option would maintain an immediate emergency response (assuming it was possible to secure accommodation for the night time retained period separate from the station but within a 1 minute 54 seconds alert to mobile time) it is less resilient than wholetime crewing as the same staff cover the 12-hour wholetime period and the 12-hour retained period. For example, if a crew attends incidents during the night-time period they will then require a period of stand down time to recover during the day shift, meaning they are either not available to provide operational response or unable to undertake prevention work or normal scheduled duties. As the number of appliances reduces the ability for Fire Control to not mobilise LLAR appliances during the retained period is also reduced meaning they will attend more incidents and potentially no longer meet the Low Level of Activity and Risk threshold.

17. To make the £3.4m savings required from operational response the Authority would need to convert 12 wholetime appliances to LLAR in addition to the existing 4 LLAR appliances. This would result in 16 of the Authority's 28 appliances being crewed in this way.

18. In order to comply with working time regulations the Authority would be required to provide separate accommodation for the retained duty period that is within a 1 minute 54 second response from the stations in question. The cost of building accommodation at existing LLAR stations has been around £300k. Converting 12 appliances to LLAR would therefore require a capital spend of around £3.6m for accommodation. Of the 10 key stations only one, Formby, is currently crewed LLAR which is as a result of its geographic location and the very low numbers of incidents on the station ground and number of appliance mobilisations. In any other circumstances a key station would not be crewed on the LLAR duty system. Of the stations not designated as 'key' a number have appliance mobilisation numbers which exceed the LLAR threshold of 825 incidents to the station area agreed in 2006 (Kirkdale,

Kensington, City Centre and Birkenhead). A number also do not have sufficient space within the curtilage of the station to build separate accommodation necessary to make the 1 minute 54 seconds alert to mobile time during the retained period (Toxteth and Aintree).

19. There is a very low likelihood indeed that the Authority could attract and indeed retain sufficient volunteers from existing staff to crew an additional 12 LLAR appliances. Whilst the Authority could recruit Firefighters directly on to the LLAR system this would result in crews on LLAR stations with a disproportionately high number of inexperienced Firefighters until such time as they were able to demonstrate competence in role. It would also invariably result in existing wholetime firefighters who did not wish to volunteer for the LLAR duty system being placed at risk of compulsory redundancy.
20. It is for these reasons that LLAR has not been proposed by the Chief Fire Officer as an option to maintain operational effectiveness at this time.

Day Crewing

21. The Authority does not currently operate the Day Crewing duty system at any station on Merseyside. This system consists of a wholetime day shift (typically 10 hours duration) immediately followed by a 14 hour retained night shift where a response is made by a Firefighter from home within 5 minutes of an alert.
22. Changing the crewing at a station from wholetime to Day Crewing would deliver a saving of 10.8 wholetime equivalent (WTE) posts (assuming a 10% retaining fee). In order to deliver the same savings as a station merger would, 2 wholetime stations would need to convert to Day Crewing.
23. To make the £3.4m savings required from operational response the Authority would need to convert 8 wholetime appliances to Day Crewing in addition to the existing 4 LLAR appliances. This would result in 12 of the Authority's 28 appliances either on Day Crewing or LLAR crewing. Day Crewing is less resilient than wholetime crewing for similar reasons as for LLAR as the same staff cover the 10 hour wholetime period and the 14 hour retained period. As the number of appliances reduces the ability for Fire Control to not mobilise LLAR or Day Crewing appliances during the retained period is also reduced.
24. This option would introduce a 5-minute delay in responding from 8 appliances for 14 hours each day. Assuming the 5-minute delay in responding in to the station and given the geography of Merseyside, it is likely that the nearest wholetime appliances would be able to attend an incident in at least the same time as the Day Crewing appliance if not quicker during the retained period.
25. There is a very low likelihood indeed that the Authority could attract and indeed retain sufficient volunteers from existing staff to crew 8 Day Crewing appliances. Whilst the Authority could recruit Firefighters directly on to the Day Crewing system this would result in crews on Day Crewing stations with a disproportionately high number of inexperienced Firefighters until such time

as they were able to demonstrate competence in role. It would also invariably result in existing wholetime firefighters who did not wish to volunteer for the Day Crewing duty system being placed at risk of compulsory redundancy.

26. It is for these reasons that Day Crewing has not been proposed by the Chief Fire Officer as an option to maintain operational effectiveness. If as expected the Authority faces further cuts beyond 2015/16 this option may have to be reconsidered as a means of maintaining capacity during the daytime period.

Day only crewing

27. The Authority does not currently operate day only crewing at any station on Merseyside. This system involves Firefighters crewing the station for a 12-hour wholetime day shift only in order to maintain capacity to undertake training and community safety activities.

28. Changing the crewing at a station from wholetime to day only crewing would deliver a saving of 12 wholetime equivalent (WTE) posts. In order to deliver the same savings as the station merger option 2 wholetime stations would need to convert to day only crewing.

29. To make the £3.4m savings required from operational response the Authority would need to convert 8 wholetime appliances today only crewing in addition to the existing 4 LLAR appliances. This would result in 12 of the Authority's 28 appliances either on day only crewing or LLAR crewing.

30. Whilst an immediate response to incidents would be achieved during the 12-hour day shift there would be no response at all during the 12-hour night-time period from day only crewed stations.

31. There is a very low likelihood indeed that the Authority could attract and indeed retain sufficient volunteers from existing staff to crew 8 days only appliances. Whilst the Authority could recruit Firefighters directly on to day only crewing this would result in crews on day only stations with a disproportionately high number of inexperienced Firefighters until such time as they were able to demonstrate competence in role. It would also invariably result in existing wholetime firefighters who did not wish to volunteer for day only crewing being placed at risk of compulsory redundancy.

32. It is for these reasons that day only crewing has not been proposed by the Chief Fire Officer as an option to maintain operational effectiveness at this time. If as expected the Authority faces further cuts beyond 2015/16 this option may have to be reconsidered as a means of maintaining capacity during the day time period. It should be noted that these appliances would in all likelihood be used as a pan Merseyside resource to for example stand in at key stations to facilitate the key appliance crew attending the Training and Development Academy for crew-based training. It would make more financial sense therefore to relocate the day crewed only appliance permanently to a key station thus allowing the Authority to make permanent savings on

premises overheads (on average around £100k per year) through closing the non key station.

Retained

- 33. The Authority does not currently operate retained only crewing at any station on Merseyside. This system involves members of the community who live or work within 5 minutes of a fire station volunteering to be available for up to 120 hours per week for a retaining fee equivalent to 10% of a wholetime Firefighter's salary.*
- 34. Changing the crewing at a station from wholetime to retained would deliver a saving of 22 wholetime equivalent (WTE) posts. In order to deliver the same savings as for a station merger 1 wholetime station would need to convert to retained crewing.*
- 35. To make the £3.4m savings required from operational response the Authority would need to convert 4 wholetime appliances to retained in addition to the existing 4 LLAR appliances. This would result in 8 of the Authority's 28 appliances either on retained or LLAR crewing.*
- 36. Pursuing this option would require the Authority to either seek volunteers from existing Firefighters who would be required to live within a 5-minute response time of the station (wholetime retained) or for the Authority to recruit members of the public who live or work within 5 minutes of the station.*
- 37. There is a very low likelihood indeed that the Authority could attract and indeed retain sufficient volunteers from existing staff to crew 4 wholetime retained appliances on a 5 minute recall. That being so, the Authority would need to recruit almost a full crew of retained Firefighters. It is the view of the Chief Fire Officer that a retained Firefighter does not have sufficient contact (training) time within the Grey Book (Firefighters' nationally agreed conditions of service) retained contract to acquire and maintain the skills of an existing Merseyside wholetime Firefighter. Also, the Merseyside Trainee Firefighter course is currently 40 weeks long and the wholetime work routine allocates in excess of 20 hours per week to on station training. A retained firefighter has approximately 2/3 hours per week contact time at station for training, development and maintenance duties). If the Authority were minded to still pursue this option they would have to accept that the retained Firefighters would not be trained to the same level as their wholetime counterparts and it would take a long period of time to train the crew to a position whereby they were deemed fit to ride. Additionally to maintain retained appliance availability a minimum of 4 members of the crew including a driver and an officer in charge would have to be permanently available within 5 minutes of the station.*
- 38. With 3 hours contact time each week retained Firefighters would not be able to undertake any amount of community safety work.*

39. Assuming the 5-minute delay in responding in to the station and given the geography of Merseyside, it is likely that the nearest wholetime appliances would attend an incident in at least the same time as the retained crew if not quicker.

It is for these reasons that retained crewing has not been proposed by the Chief Fire Officer as an option to maintain operational effectiveness at this time.

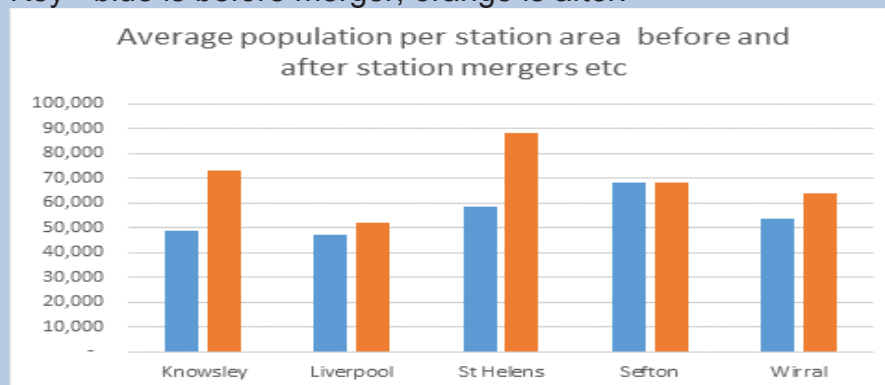
Frequently asked questions

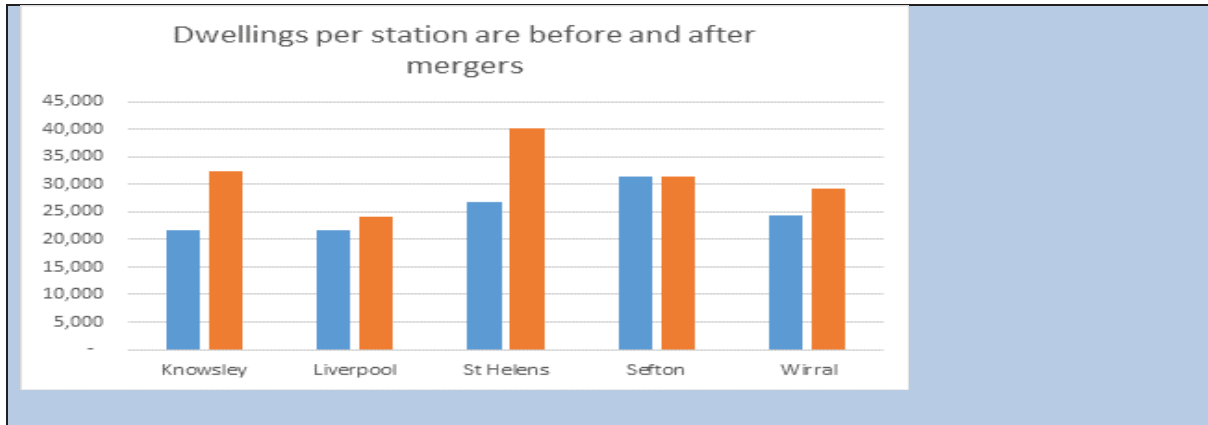
How do you provide emergency response in Wirral?

Of the six fire stations in Wirral two (Bromborough and Upton) are designated as key stations under our operational response model. This is because all of Wirral can be covered within 10 minutes from these locations, with the exception of a very small rural area in Hoylake. If we maintain at least one fire appliance in each area we can respond to an incident within our response standard for life risk incidents of 10 minutes on 90% of occasions. We apply the same logic across Merseyside with 10 designated key stations out of 26. It should be noted that the response standard applies only to the attendance time of the first appliance. The Authority mobilise a minimum of 2 appliances to a life risk incident and 3 appliances to any property fire where persons are reported to be trapped in the property.

As can be seen in the graphs below, even after any merger, the Wirral station areas will still serve a relatively low number of people and homes compared to other districts.

Key - blue is before merger; orange is after.





How quickly do you get to incidents in Wirral?

Whilst the Authority has set a 10-minute response target the actual average response standard to life risk incidents across Merseyside is 5 minutes and 24 seconds. The average response time on the Upton station area is 4 minutes 34 seconds. The average response time on the West Kirby station area is 5 minutes and 24 seconds.

What impact would the cuts have on attendance times?

If we were to close West Kirby outright the average response time to incidents on the West Kirby station area would increase to 8 minutes 43 seconds with the first response from Upton. If we were to close West Kirby and Upton and build a new station in a central location the average response time to the combined station areas would be 6 minutes 18 seconds. It is the Authority's aim to achieve, as far as possible, equal levels of average response for people in both station areas.

We could redevelop Upton in order to accommodate our colleagues from North West Ambulance Service who are interested in the location due to its proximity to Arrowe Park Hospital but this would be to the substantial disadvantage of emergency response cover in the West Kirby station area.

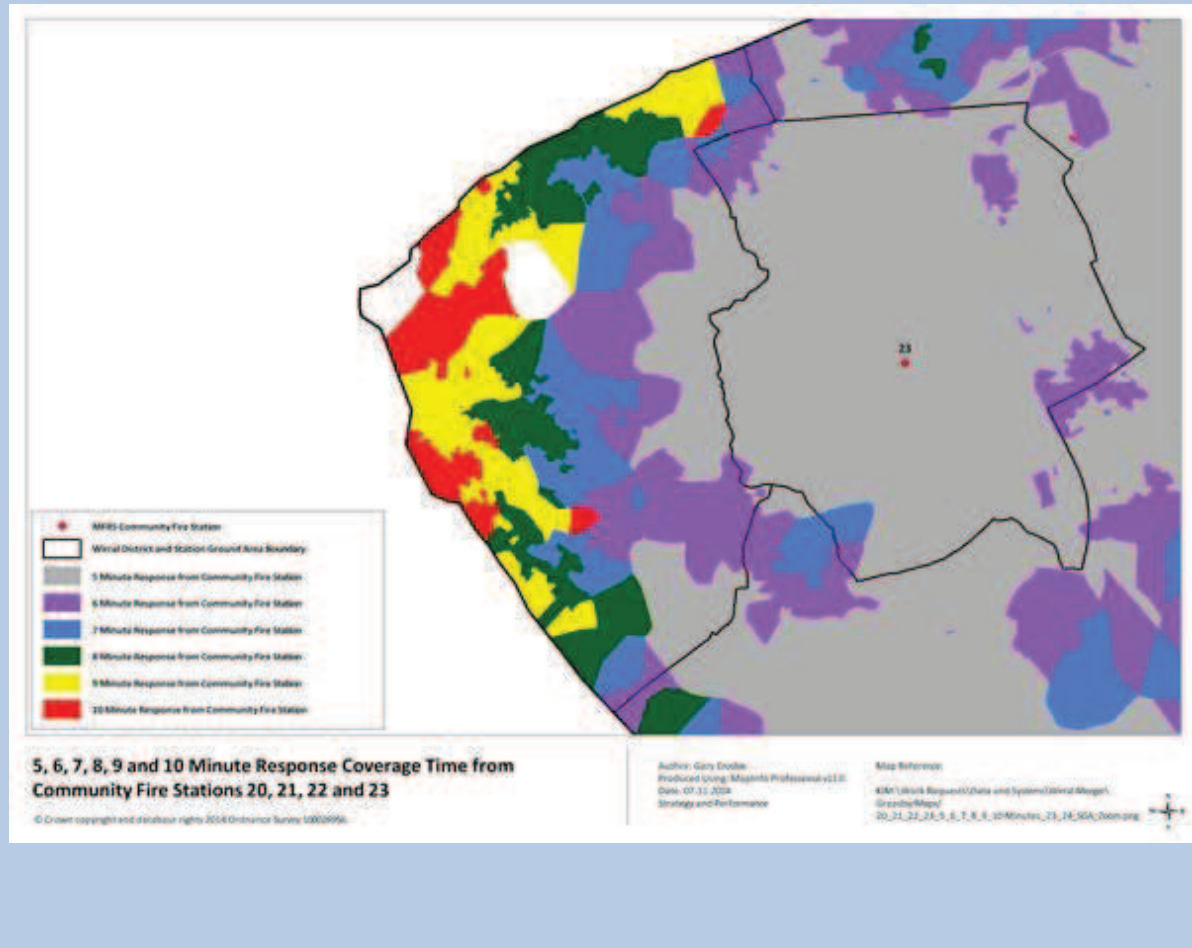
Accepting that we cannot leave the stations as they are (because of the savings we have to make) and that there is no option that can improve response performance, the option that would have the least impact on overall response times would be to build a new station at a central location.

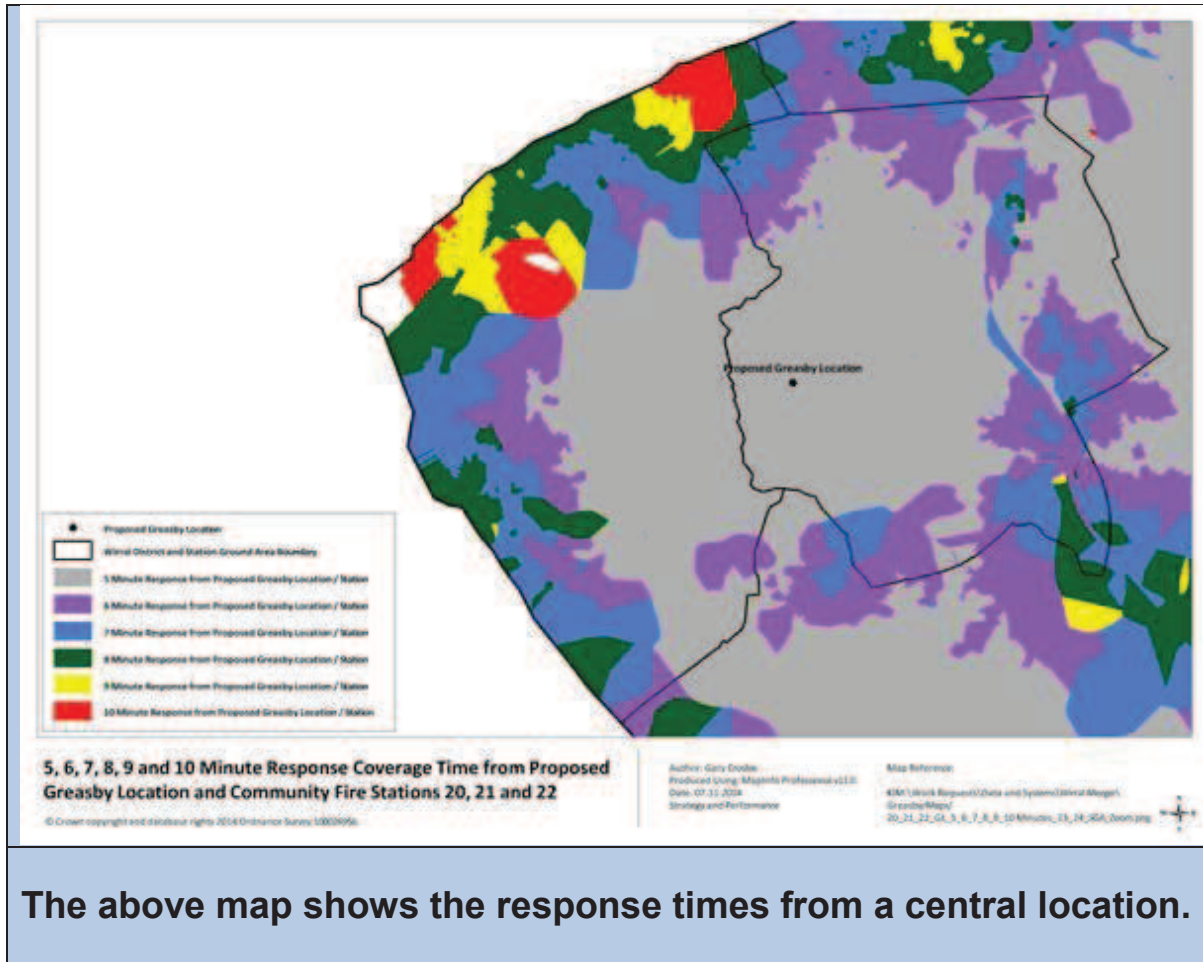
Whilst more incidents occur on Upton's area than on West Kirby's area, neither station is busy, but Upton is not quite as quiet as West Kirby.

The likelihood of a life risk incident in either area is low but the potential severity of any incident is high (there could be a fatality). In light of this, if the Authority were to knowingly accept a much slower response to West Kirby it would then be impossible to argue to maintain a faster response anywhere else on Merseyside.

The impact of moving to a more central location is shown below. The maps, on this page and the next page, illustrate how the response times are equalised across the area when the fire station is positioned more centrally. The maps use Frankby Road, Greasby, as this location illustrates the benefits of a more central location even though the exact site is not available.

Current Response times on West Wirral.





Why are attendance times so important in this consultation?

The duties of the Fire and Rescue Authority are to respond to fires, Road Traffic Collisions (RTCs), and Chemical, Biological, Radiological, Nuclear and Conventional Explosive (CBRNE), Urban Search and Rescue (USAR) and serious transport incidents

The Authority also has the power to respond to any incident where a person or animal may die, be injured or become ill.

The Secretary of State must prepare a Fire and Rescue National Framework and Fire and Rescue Authorities (FRA) must have regard to the framework in carrying out their functions.

As a result, the Fire and Rescue Authority sets out an attendance time standard in its Integrated Risk Management Plan, as this is one of the ways it shows how it plans to meet its duties.

Heswall Fire Station

Merseyside Fire and Rescue Authority has no plans to close Heswall fire station. Heswall responds into Neston and in fact provides the first response into that area under the mutual aid arrangements between Cheshire and Merseyside Fire and

Rescue Authorities. There has been some speculation about commercial interest in the Heswall station site in the past and it has been raised at some of our recent consultation meetings in West Wirral. The Chief Fire Officer has always pointed out that the station is not for sale.

The average response time from Heswall into the West Kirby station area is 10 minutes 38 seconds although the average response time to Hoylake specifically is 13 minutes 5 seconds.

Moving to Wholetime Retained in West Kirby

The Fire and Rescue Authority would need to change the crewing status of the West Kirby appliance from wholetime to wholetime retained (WTR) long before any new station was built as we simply would not have the numbers of wholetime Firefighters in the organisation by that time to crew the appliance on a wholetime basis.

Wholetime retained involves our existing wholetime firefighters providing cover on two of their days off, providing a 30-minute response to stations. This fire appliance would only be used during periods of very high demand and will not offer an immediate emergency response.

Is West Kirby available all the time now?

No. Although the Fire and Rescue Service employs enough firefighters, there are, at certain times, a number of them unavailable due to sickness or not fit enough to ride fire engines as they are recovering from an injury or illness. When that happens, operational decisions have to be taken not to staff fire appliances for shifts at a time. This always has to be a non-key station such as West Kirby. This is one of the reasons we are proposing to build a new station in a central location, because the current situation of responding from Upton on these occasions does not provide an equal emergency response for the people living in the West Kirby station area.

The location of a new station

Many questions have focussed on the Frankby Road site. As this site is no longer available to the Fire and Rescue Authority, these questions are no longer relevant and are not answered here.

The Authority will consider all the options open to it following conclusion of the consultation and agree further proposals in early 2015. Providing the most effective response to emergency incidents for all areas of Wirral, within the resources it has available, remains the Authority's priority.

How you can share your views during the consultation

The Authority is interested in how reasonable the public and other stakeholders consider our plans for Wirral are given the major cuts we continue to face. We are continuing with our consultation programme in Wirral before any final decisions are made.

Our online survey remains available on our website www.merseyfire.gov.uk on the page: <http://surveys.merseyfire.gov.uk/surveys/Wirral/wirralmergerconsultation.htm> and you can also email consultation2@merseyfire.gov.uk or write to us at Wirral Consultation, Merseyside Fire and Rescue Service, Bridle Road, Bootle, L30 4YD.

This page is intentionally left blank



Merseyside Fire and Rescue Authority

Liverpool Fire Cover Consultation

Consultation Document 2

December 2014

Introduction

Merseyside Fire and Rescue Authority (MFRA) is consulting on a draft proposal to close Allerton fire station and relocate its fire appliance to Old Swan fire station. The consultation began on the 1st of November and will close on the 26th of January 2015. A newsletter was published on the 1st of November and this second document provides additional information to help people respond to the consultation.

Why the Fire and Rescue Service has to change

MFRA is responsible for providing fire and rescue services for Merseyside's 1.4 million people at 26 fire stations across the five districts. This currently includes delivering fire and rescue services in Liverpool from ten stations; Kirkdale, Liverpool City, Kensington, Allerton, Speke & Garston, Toxteth, Old Swan, Belle Vale, Aintree and Croxteth.

Over the last four years MFRA has had to make savings of £20 million as a result of Government spending reductions and now the Authority is required to make a further £6.3 million of savings in 2015/16. It is also possible that future savings will be required – whichever party is in power: possibly up to £9.1 million in 2016/17 and up to £20 million in total by 2020.

MFRA has already had to make significant reductions in its support services and back office staff. The number of firefighters MFRA employs has reduced from 1,400 to 764, with fire appliances reducing from 42 to 28 across the county. All but two stations have only one appliance. What has not changed in more than 20 years is the number of community fire stations (26) and the Authority will not be able to afford to maintain all of them in the future.

To save £6.3 million in 2015/16 the Authority aims to deliver £2.9 million from support services (such as Finance, Human Resources and Estates management) and technical areas such as debt financing. The remaining £3.4 million would then come from our emergency response and this will require the equivalent of at least four station mergers or outright closures.

The Authority is making these changes reluctantly, but the situation is such that the existing number of fire stations cannot be maintained in the future.

The options considered

Before making proposals to change fire cover in Merseyside the Authority considered a number of other options and consulted with the public about them.

The options were:

- Some outright station closures.
- Increasing the number of “Low Level of Activity and Risk” (LLAR) stations.

- Some station mergers.
- Crewing some stations only during the day.
- Using community retained firefighters to crew some stations.

The merger of stations was recognised by the public as the best option given the circumstances; with least impact on operational response. The closure of stations was preferred over changes to the way fire stations and fire engines are crewed (because they understood that it is firefighters and fire engines that save lives, not the fire stations).

Following this consultation, three possible mergers were identified as offering opportunities to replace old buildings with new facilities in locations which offer the best incident response coverage possible in the circumstances. The draft proposals were to:

1. Close the stations at Huyton and Whiston while building a new station at Prescott;
2. Close the stations at Upton and West Kirby while providing a new station at a central location (initially the Frankby Road site);
3. Close the stations at Eccleston and St Helens while providing a new station in the proximity of St Helens Town Centre.

Each of these merged stations would have two fire engines. In each case, one fire engine would be crewed 24/7 (as now) while the other would be a “reserve”, or “back-up” vehicle to be crewed by “wholetime retained” firefighters on a 30-minute recall basis for periods of exceptionally high demand.

A fourth merger in Liverpool has also been considered but, given the age and proximity of stations, it is proposed that outright closure of a station would be the most sensible option.

The Fire and Rescue Authority believes that each of these changes may be made safely and will provide significant savings. The information on the next page gives more detail about why the Authority has approved the draft proposal for Allerton.

The information below is a detailed explanation of the alternative options to station mergers or outright closure and the operational rationale as to why these have been considered and discounted by the Chief Fire Officer at this time.

Context

1. Paragraph 3.2 of the Merseyside Fire and Rescue Authority scheme of delegation places the following responsibilities on the Chief Fire Officer:

To control all matters of the day to day administration of the Fire & Rescue Service which shall include taking and implementing decisions that are:-

*(a) Concerned with maintaining the operational effectiveness of the Service,
(b) Matters incidental to the discharge of the Authority's functions which fall within a policy decision taken by the Authority.*

2. *The Fire and Rescue National Framework for England directs that "The Fire and rescue authority must hold their Chief Fire Officer to account for the delivery of the fire and rescue service".*
3. *The Chief Fire Officer is therefore responsible for all operational matters and is held to account by the Authority for decisions taken in this regard.*
4. *In 2015/16 the Authority must make savings of £6.3 million in addition to the £20 million savings required as a result to cuts in the Authority budget over the period 2011/12 – 2014/15.*
5. *The Authority has increased its council tax by the maximum amount it can (2%) without undertaking a referendum. A referendum is estimated to cost £1m.*
6. *The Authority has also identified all the non-operational savings available to it and adopted them in full. These total £2.9m. However, this still means that of the £6.3m savings, £3.4m must be delivered from operational response. This equates to a reduction of around 90 wholetime equivalent (WTE) Firefighter posts. These posts will be lost through natural turnover as firefighters retire.*
7. *The Authority currently has 26 fire stations and 28 fire appliances. Of the 26 fire stations, 24 have one fire appliance and two, Kirkdale and Southport, have two fire appliances. Kirkdale is the Operational Resource Centre for the Authority housing all of the non-Urban Search and Rescue (USAR) special appliances (which are located at Croxteth with the USAR team). The second appliance at Kirkdale operates as a support appliance to the special appliances. Southport has two fire appliances because of its geographic location and the travel distances involved for additional appliances responding from elsewhere on Merseyside.*

8. *Of our 26 stations, 10 are designated as Key Stations. From these stations we can provide a 10-minute response to all areas of Merseyside on 90% of occasions (our response standard).*
9. *The number of wholetime Firefighters employed directly equates to the numbers of fire appliances that can be staffed for an immediate response by fully trained Firefighters and therefore the numbers of fire stations the Authority can operate.*
10. *The removal of 90 Firefighter posts will result in the loss of 4 wholetime fire appliances. It is the view of the Chief Fire Officer that the Authority should maintain two appliances at Kirkdale and Southport, because of the location of Southport and the fact that Kirkdale is the Operational Resource Centre for Merseyside. In maintaining two appliances at Kirkdale and Southport the Authority can only staff enough appliances to maintain 22 fire stations on a wholetime basis. The Authority could, as an alternative, maintain 26 stations through altering the crewing arrangements on specific stations or across the Service. The reasons why these options have been discounted by the Chief Fire Officer in favour of station mergers or outright closures are detailed in paragraphs below.*
11. *The operational logic for station mergers is to close two adjacent stations (which each currently house one appliance on a wholetime basis) and build a new station (that would house one wholetime appliance and one appliance staffed on a wholetime retained basis). Building the new station at a location in between the two existing stations would deliver the best response times achievable in the circumstances from the one remaining wholetime appliance. Such an option is possible in Knowsley, Wirral and St Helens due to the age and proximity of the stations.*
12. *In each of the merged stations, the second appliance would be crewed on a “wholetime retained” basis. “Wholetime retained” crewing in this instance means wholetime Firefighters having a second retained contract whereby they provide cover on their days off to respond and crew the second appliance within 30 minutes of an alert - because a 30-minute response time delay would attract volunteers from sufficient numbers of existing staff to make the system viable.*
13. *The retained (second) appliance would only be called in during periods of high operational demand and they would not be used for immediate response to incidents in the station area. Its function is as part of a strategic reserve, not as a first-line response until such time as the crew had been called in, which would take up to 30 minutes. The advantage of this option is that it uses wholetime firefighters rather than community retained firefighters (see paragraphs 33 – 39 below).*
14. *There are no viable merger options in Liverpool due to the age and proximity of the stations across the city. An outright closure and the relocation of the wholetime appliance to be crewed on a wholetime retained basis at a*

neighbouring station has been proposed in these circumstances as it delivers the least impact on response times of all of the achievable options.

Low Level of Activity and Risk

- 15. The Low Level of Activity and Risk (LLAR) duty system is currently in operation at four of the Authority's 26 stations. The system consists of a 12-hour wholetime day shift followed immediately by a 12-hour retained night shift (spent off the station) where the crew must respond to an incident within 1 minute 54 seconds of an alert thus maintaining a comparable alert to mobile time as achieved by other wholetime staff during their night-time rest period.*
- 16. Changing the crewing at a station from wholetime to LLAR would deliver a saving of 8 wholetime equivalent (WTE) posts. In order to deliver the same savings as for a station merger, 3 wholetime stations would need to convert to LLAR. Whilst this option would maintain an immediate emergency response (assuming it was possible to secure accommodation for the night-time retained period separate from the station but within a 1 minute 54 seconds alert to mobile time) it is less resilient than wholetime crewing as the same staff cover the 12-hour wholetime period and the 12-hour retained period. For example, if a crew attends incidents during the night-time period they will then require a period of stand down time to recover during the day shift, meaning they are either not available to provide operational response or unable to undertake prevention work or normal scheduled duties. As the number of appliances reduces the ability for Fire Control to not mobilise LLAR appliances during the retained period is also reduced meaning they will attend more incidents and potentially no longer meet the Low Level of Activity and Risk threshold.*
- 17. To make the £3.4m savings required from operational response, the Authority would need to convert 12 wholetime appliances to LLAR in addition to the existing 4 LLAR appliances. This would result in 16 of the Authority's 28 appliances being crewed in this way.*
- 18. In order to comply with working time regulations the Authority would be required to provide separate accommodation for the retained duty period that is within a 1 minute 54 second response from the stations in question. The cost of building accommodation at existing LLAR stations has been around £300k. Converting 12 appliances to LLAR would therefore require a capital spend of around £3.6m for accommodation. Of the 10 key stations only one, Formby, is currently crewed LLAR which is as a result of its geographic location and the very low numbers of incidents on the station ground and number of appliance mobilisations. In any other circumstances a key station would not be crewed on the LLAR duty system. Of the stations not designated as "key" a number have appliance mobilisation numbers which exceed the LLAR threshold of 825 incidents to the station area agreed in 2006 (Kirkdale, Kensington, City Centre and Birkenhead). A number also do not have sufficient space within the curtilage of the station to build separate accommodation necessary to make the 1 minute 54 seconds alert to mobile time during the retained period (Toxteth and Aintree).*

19. *There is a very low likelihood indeed that the Authority could attract and indeed retain sufficient volunteers from existing staff to crew an additional 12 LLAR appliances. Whilst the Authority could recruit Firefighters directly on to the LLAR system this would result in crews on LLAR stations with a disproportionately high number of inexperienced Firefighters until such time as they were able to demonstrate competence in role. It would also invariably result in existing wholetime firefighters who did not wish to volunteer for the LLAR duty system being placed at risk of compulsory redundancy.*
20. *It is for these reasons that LLAR has not been proposed by the Chief Fire Officer as an option to maintain operational effectiveness at this time.*

Day Crewing

21. *The Authority does not currently operate the Day Crewing duty system at any station on Merseyside. This system consists of a wholetime day shift (typically 10 hours duration) immediately followed by a 14-hour retained night shift where a response is made by a Firefighter from home within 5 minutes of an alert.*
22. *Changing the crewing at a station from wholetime to Day Crewing would deliver a saving of 10.8 wholetime equivalent (WTE) posts (assuming a 10% retaining fee). In order to deliver the same savings as a station merger would, 2 wholetime stations would need to convert to Day Crewing.*
23. *To make the £3.4m savings required from operational response the Authority would need to convert 8 wholetime appliances to Day Crewing in addition to the existing 4 LLAR appliances. This would result in 12 of the Authority's 28 appliances either on Day Crewing or LLAR crewing. Day Crewing is less resilient than wholetime crewing for similar reasons as for LLAR as the same staff cover the 10 hour wholetime period and the 14-hour retained period. As the number of appliances reduces the ability for Fire Control to not mobilise LLAR or Day Crewing appliances during the retained period is also reduced.*
24. *This option would introduce a 5-minute delay in responding from 8 appliances for 14 hours each day. Assuming the 5-minute delay in responding in to the station and given the geography of Merseyside, it is likely that the nearest wholetime appliances would be able to attend an incident in at least the same time as the Day Crewing appliance if not quicker during the retained period.*
25. *There is a very low likelihood indeed that the Authority could attract and indeed retain sufficient volunteers from existing staff to crew 8 Day Crewing appliances. Whilst the Authority could recruit Firefighters directly on to the Day Crewing system this would result in crews on Day Crewing stations with a disproportionately high number of inexperienced Firefighters until such time as they were able to demonstrate competence in role. It would also invariably result in existing wholetime firefighters who did not wish to volunteer for the Day Crewing duty system being placed at risk of compulsory redundancy.*

26. *It is for these reasons that Day Crewing has not been proposed by the Chief Fire Officer as an option to maintain operational effectiveness. If, as expected, the Authority faces further cuts beyond 2015/16 this option may have to be reconsidered as a means of maintaining capacity during the daytime period.*

Day only crewing

27. *The Authority does not currently operate day only crewing at any station on Merseyside. This system involves Firefighters crewing the station for a 12-hour wholetime day shift only in order to maintain capacity to undertake training and community safety activities.*

28. *Changing the crewing at a station from wholetime to day only crewing would deliver a saving of 12 wholetime equivalent (WTE) posts. In order to deliver the same savings as the station merger option, 2 wholetime stations would need to convert to day only crewing.*

29. *To make the £3.4m savings required from operational response the Authority would need to convert 8 wholetime appliances today only crewing in addition to the existing 4 LLAR appliances. This would result in 12 of the Authority's 28 appliances either on day only crewing or LLAR crewing.*

30. *Whilst an immediate response to incidents would be achieved during the 12-hour day shift there would be no response at all during the 12-hour night-time period from day only crewed stations.*

31. *There is a very low likelihood indeed that the Authority could attract and indeed retain sufficient volunteers from existing staff to crew 8 days only appliances. Whilst the Authority could recruit Firefighters directly on to day only crewing this would result in crews on day only stations with a disproportionately high number of inexperienced Firefighters until such time as they were able to demonstrate competence in role. It would also invariably result in existing wholetime firefighters who did not wish to volunteer for day only crewing being placed at risk of compulsory redundancy.*

32. *It is for these reasons that day only crewing has not been proposed by the Chief Fire Officer as an option to maintain operational effectiveness at this time. If, as expected, the Authority faces further cuts beyond 2015/16 this option may have to be reconsidered as a means of maintaining capacity during the day time period. It should be noted that these appliances would in all likelihood be used as a pan-Merseyside resource to, for example, stand in at key stations to facilitate the key appliance crew attending the Training and Development Academy for crew-based training. It would make more financial sense therefore to relocate the day crewed only appliance permanently to a key station thus allowing the Authority to make permanent savings on premises overheads (on average around £100k per year) through closing the non key station.*

Retained

33. *The Authority does not currently operate retained only crewing at any station on Merseyside. This system involves members of the community who live or work within 5 minutes of a fire station volunteering to be available for up to 120 hours per week for a retaining fee equivalent to 10% of a wholetime Firefighter's salary.*
34. *Changing the crewing at a station from wholetime to retained would deliver a saving of 22 wholetime equivalent (WTE) posts. In order to deliver the same savings as for a station merger 1 wholetime station would need to convert to retained crewing.*
35. *To make the £3.4m savings required from operational response the Authority would need to convert 4 wholetime appliances to retained in addition to the existing 4 LLAR appliances. This would result in 8 of the Authority's 28 appliances either on retained or LLAR crewing.*
36. *Pursuing this option would require the Authority to either seek volunteers from existing Firefighters who would be required to live within a 5-minute response time of the station (wholetime retained) or for the Authority to recruit members of the public who live or work within 5 minutes of the station.*
37. *There is a very low likelihood indeed that the Authority could attract and indeed retain sufficient volunteers from existing staff to crew 4 wholetime retained appliances on a 5-minute recall. That being so, the Authority would need to recruit almost a full crew of retained Firefighters. It is the view of the Chief Fire Officer that a retained Firefighter does not have sufficient contact (training) time within the Grey Book (Firefighters' nationally agreed conditions of service) retained contract to acquire and maintain the skills of an existing Merseyside wholetime Firefighter. Also, the Merseyside Trainee Firefighter course is currently 40 weeks long and the wholetime work routine allocates in excess of 20 hours per week to on station training. A retained firefighter has approximately 2/3 hours per week contact time at station for training, development and maintenance duties). If the Authority were minded to still pursue this option they would have to accept that the retained Firefighters would not be trained to the same level as their wholetime counterparts and it would take a long period of time to train the crew to a position whereby they were deemed fit to ride. Additionally to maintain retained appliance availability a minimum of 4 members of the crew including a driver and an officer in charge would have to be permanently available within 5 minutes of the station.*
38. *With 3 hours contact time each week retained Firefighters would not be able to undertake any amount of community safety work.*
39. *Assuming the 5-minute delay in responding in to the station and given the geography of Merseyside, it is likely that the nearest wholetime appliances*

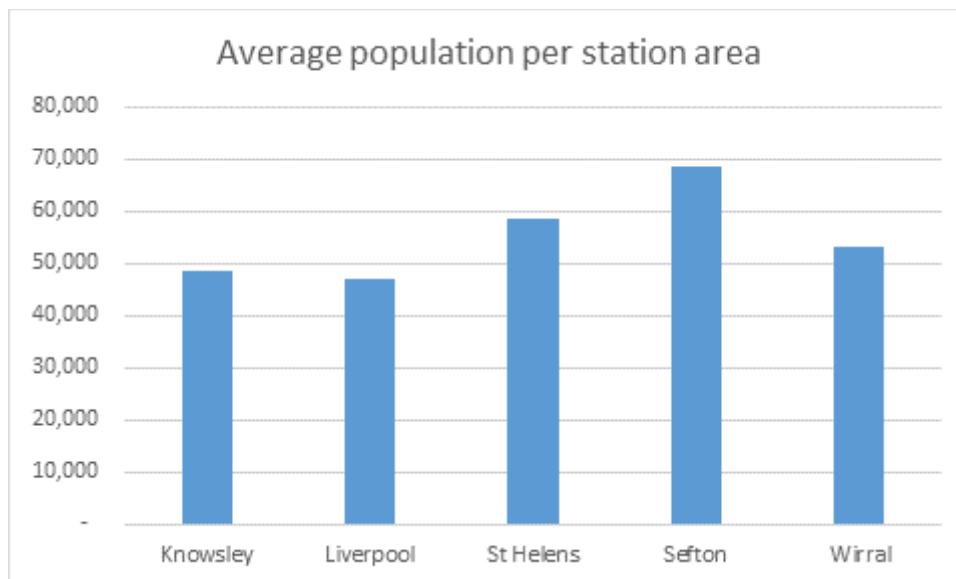
would attend an incident in at least the same time as the retained crew if not quicker.

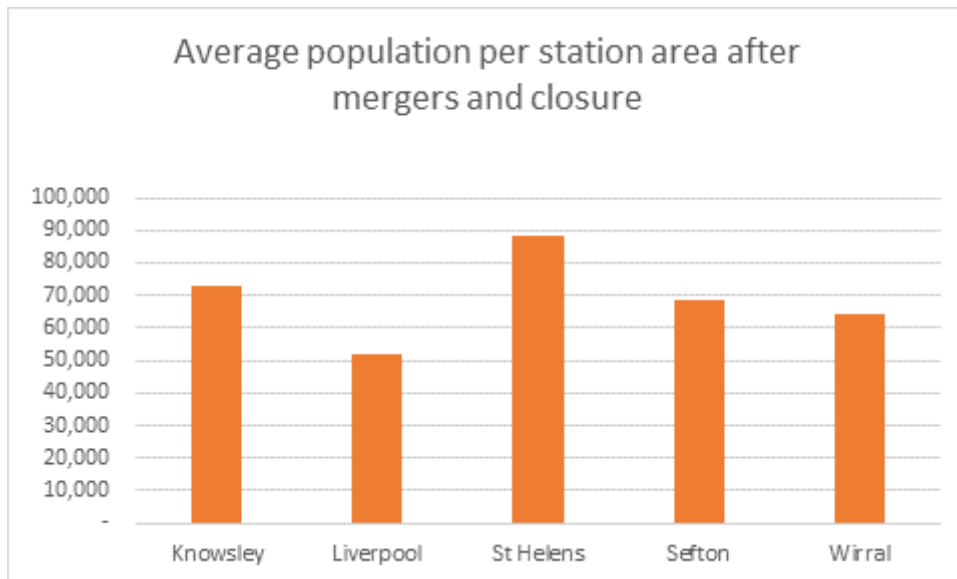
It is for these reasons that retained crewing has not been proposed by the Chief Fire Officer as an option to maintain operational effectiveness at this time.

Why Allerton is the Authority's proposed option for closure.

The draft proposal is to close Allerton Fire Station and relocate the Allerton fire appliance to Old Swan Fire Station, where it would be crewed on what is known as a wholetime retained basis. More detail on this system has been provided earlier in this document, but in summary, this would involve our existing wholetime firefighters providing cover on two of their days off, providing a 30-minute response to stations. This fire appliance would only be used during periods of very high demand and will not offer an immediate emergency response.

Merseyside has a greater density of fire stations than any other fire and rescue service and this density is most evident in Liverpool which has 10 stations in a relatively small geographic area. Liverpool stations also provide services to fewer people per station than in any other Merseyside district, as is shown in the graph below:





Our analysis of Liverpool stations shows that because Liverpool has so many stations and those are located so close to each other, the closure of any station makes little or no difference to overall emergency response performance.

Of the ten stations, however the closure of Kensington, Aintree or Allerton would have the least impact on operational response. There is no discernible difference between these three stations in terms of overall performance.

Because the effect on performance is minimal whichever of the three stations is closed, we then considered the number of calls in each station area. Kensington has a greater number of incidents occurring in the station area and the fire appliance is used more than the appliances at Aintree and Allerton.

Aintree has a greater number of incidents occurring in the station area and the fire appliance is used more than the appliance at Allerton.

The tables below illustrate this:

Incident Numbers by Station Ground

Station	2011/12	2012/13	2013/14	Grand Total
13 - Allerton	513	396	280	1189
18 - Aintree	875	641	569	2085
12 - Kensington	1137	946	929	3012

Appliance Mobilisations

Appliance	2011/12	2012/13	2013/14	Grand Total
13 - Allerton	611	724	717	2052
18 - Aintree	909	982	1021	2912
12 - Kensington	2103	1040	956	4099

Difference Between 2004/05 and 2013/14

Station	2004/05	2013/14	Difference	% Difference
13 - Allerton	791	280	-511	-64.60%
18 - Aintree	1267	569	-698	-55.09%
12 - Kensington	1962	929	-1033	-52.65%

The analysis also demonstrates that neighbouring stations are so closely located together that they already provide good cover for Allerton and would continue to do so if Allerton was closed.

In Liverpool, the merger of stations would be less beneficial as there are no pairs of older stations which could be closed and a new one built to replace them.

Allerton is also one of the older fire stations and would require significant expenditure to bring it up to modern standards.

The potential impact on response times to life risk incidents

Over the last decade, incidents across Merseyside have reduced by 55% (18,428 incidents). Allerton has seen a fall of 64.6% (from 791 incidents in 2004/5 to 280 incidents in 2013/14 – the highest reduction across all three stations).

If Allerton station is closed, our most up-to-date analysis shows that the average response to life risk incidents (such as house fires and road traffic collisions) in the station area would increase from the current 5 minutes 9 seconds to a predicted 5 minutes 56 seconds*. The national average for house fires is 7 minutes 24 seconds.

But when an incident does occur, particularly where there is a risk to life, the Authority wants to continue to provide the fastest response possible.

Allerton station area is well covered by Old Swan, Speke Garston, Belle Vale and Toxteth.

How you can share your views during the consultation period

The Authority is interested in how reasonable the public and other stakeholders consider our plans for Allerton are given the major cuts we continue to face. We are continuing with our extensive consultation programme in Allerton before any final decisions are made.

This will involve public meetings at 7pm on the 9th of December and 7pm on the 15th of January, both to be held at Bluecoat School, Church Road, Allerton, L15 9EE.

There will also be a focus group, a meeting of our Liverpool consultation forum and a stakeholders meeting. In addition, representatives from the Fire and Rescue Service attended an Allerton Farmers Market on Saturday the 15th of November to provide information.

Our online survey remains available on www.merseyfire.gov.uk on the page: <http://surveys.merseyfire.gov.uk/surveys/allerton/allerton.htm> and you can also email consultation2@merseyfire.gov.uk or write to us at Allerton Consultation, Merseyside Fire and Rescue Service, Bridle Road, Bootle, L30 4YD.

***The attendance times have been revised from those previously published to include data up to 31st October 2014. The results are a marginal improvement on those previously published.**

This page is intentionally left blank