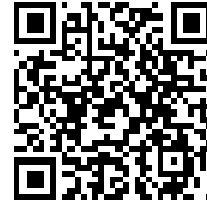


To: All Members of the Authority



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: 4113 Kelly Kellaway

Your ref:

Our ref HP/NP

Date: 19 May 2015

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **THURSDAY, 28TH MAY, 2015** in the Liverpool Suite at Merseyside Fire and Rescue Service Headquarters, Bridle Road, Bootle.

Yours faithfully,

Clerk to the Authority

Encl.

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MERSEYSIDE FIRE AND RESCUE AUTHORITY

AUTHORITY

28 MAY 2015

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 - 22)

The Minutes of the previous meeting of the Authority, held on 29th January 2015, are submitted for approval as a correct record and for signature by the Chair.

3. Lead Member Feedback 2014/15 (Pages 23 - 44)

To consider Report CFO/041/15 of the Monitoring Officer concerning feedback of work undertaken by the appointed Lead Members during 2014/15.

- a) **Lead Member for Strategy and Performance**
To consider a presentation from the Lead Member for Strategy and Performance, Councillor Barbara Murray, concerning feedback on the role for 2014/15.
- b) **Lead Member for People and Organisation**
To consider a presentation from the Lead Member for People and Organisation, Councillor Sharon Sullivan, concerning feedback on the role for 2014/15.
- c) **Lead Member for Prevention and Protection**
To consider a presentation from the Lead Member for Prevention and Protection, Councillor Roy Gladden, concerning feedback on the role for 2014/15.

- d) **Lead Member for Operational Response**
To consider a presentation from the Lead Member for Operational Response, Councillor Robbie Ayres, concerning feedback on the role for 2014/15.
- e) **Lead Member for Operational Preparedness**
To consider a presentation from the Lead Member for Operational Preparedness, Councillor Lesley Rennie, concerning feedback on the role for 2014/15.
- f) **Lead Member for Finance, Assets and Efficiencies**
To consider a presentation from the Lead Member for Finance, Assets and Efficiencies, Councillor Jean Stapleton, concerning feedback on the role for 2014/15.

4. **The Local Authorities (Standing Orders) Regulations (England) (Amendment) Regulation 2015: Statutory Officer Disciplinary Procedures** (Pages 45 - 56)

To consider Report CFO/042/15 of the Monitoring Officer concerning new Regulations in force relating to disciplinary procedures for statutory officers.

If any Members have queries, comments or require additional information relating to any item on the agenda please contact Committee Services and we will endeavour to provide the information you require for the meeting. Of course this does not affect the right of any Member to raise questions in the meeting itself but it may assist Members in their consideration of an item if additional information is available.

Refreshments

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

MERSEYSIDE FIRE AND RESCUE AUTHORITY

26 FEBRUARY 2015

MINUTES

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

Apologies of absence were received from: Councillors Ray Halpin

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 declaration of interest was made by individual Members in relation to items of business on the Agenda:
 - Cllr Lesley Rennie declared a personal interest in relation to Agenda Item 4 – Integrated Risk Management Plan Supplement 2015/17, due to being a Trustee of the Fire Support Network.
- 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 required the exclusion of the press and public during consideration thereof due to the possible disclosure of exempt information:
 - Agenda Item 10 – Part 2 EXEMPT Minutes of the Previous Meeting held on 29th January 2015
 - Agenda Item 11 – Disposal of Derby Road
 - Agenda Item 12 – Facilities Maintenance Contract

2. Minutes of the Previous Meeting

The Minutes of the previous meeting of the Authority, held on 29th January 2015, were approved as a correct record and signed accordingly by the Chair.

3. Local Government Subscription 2015/16

(CFO/006/15)

Members considered Report CFO/006/15 of the Deputy Chief Executive, concerning continuation of the Authority's membership of the Local Government Association.

Members Resolved that:

- a. The Authority continue membership with the Local Government Association (LGA) for 2015/16.
- b. the freeze of the LGA subscription fee for a further year and the 2.5% loyalty discount to all Fire and Rescue Authorities not on notice, alongside the 2.5% prompt payment discount to Authorities who pay the annual subscription in full by 30th June 2014, be noted;
- c. The Authority take up the offer of the discounted subscription, for 2015/16, of £10,460 plus VAT, and the Democratic Services Manager be instructed to raise purchase order and make subscription payment in full, before 30th June 2015.

4. INTEGRATED RISK MANAGEMENT PLAN SUPPLEMENT 2015/17

(CFO/007/15)

Members considered Report CFO/007/15 of the Deputy Chief Fire Officer, concerning the outcomes of the public consultation on the Integrated Risk Management Plan (IRMP) Supplement 2015/17 and publication of the final (post consultation) version of the IRMP 2015/17 Supplement.

The Deputy Chief Fire Officer provided Members with an overview of the report, which detailed the content of the IRMP Supplement 2015/17 document and the consultation process undertaken.

Members commented on the quality of the document, which they felt was very clear and useful for public consumption.

Members requested that the document detail more explicitly, the work which is undertaken with the Authority's partners and how they could work more closely with Health and Wellbeing Boards in the future.

Members Resolved that:

- a. The responses received to the consultation, be agreed as having been adequately considered and reflected within the Integrated Risk Management Plan 2015/17 Supplement, where appropriate.

- b. The document be amended slightly, to detail more explicitly work with partner agencies and how the Authority could work more closely with Health and Wellbeing Boards moving forward.
- c. With the amendments to the document as detailed above, the IRMP 2015/17 Supplement, be approved for publication.
- d. The document, which is a supplement to the IRMP 2013/16 and continues to reflect the challenging budget position, be noted. In order to set a balanced budget further savings of £6.3m will need to be made by 1st April 2016 (£2.9m from support staff, £3.4m from front line fire stations).

These savings will be made by:

- A reduction of approximately 90 Firefighter posts
 - Merging fire stations – 3 pairs of stations have been identified for potential merger
 - Closing fire stations – initially Allerton but potentially other sites in the future
 - Loss of 40+ support staff posts
- e. Their commitment to ensuring that the impact of the changes on the communities of Merseyside should be minimised and firefighter safety maximised, be re-affirmed and it be noted that there are areas of the IRMP that will have significant impact upon our staff. In line with all staffing matters these will be the subject of additional staff consultation/negotiation. Likewise fire station mergers and closures have been, and will continue to be, subject to extensive public consultation.
 - f. That the Chief Fire Officer be requested to report the outcomes of these consultations separately to the Authority, as appropriate.
 - g. Prior to any implementation (and in line with normal practice) the Chief Fire Officer be instructed to exercise his full delegated responsibility for completing those consultations/negotiations and managing the implementation of any changes.
 - h. A further report be brought back to an appropriate Committee, concerning a review of how the new Automatic Fire Alarm (AFA) Policy is working.
 - i. A report be brought to a future meeting of the Community Safety & Protection Committee, details the Authority's current involvement with an representation on the Health and Wellbeing Boards across the Districts of Merseyside.

5. Allerton Fire Station Consultation Outcomes

(CFO/008/15)

Members considered Report CFO/008/15 of the Chief Fire Officer, concerning the outcomes of the twelve week public consultation process regarding the draft proposal to close Allerton fire station.

Members were provided with a detailed overview of the report and the consultation process.

Members were informed of the timescales for the consultation process, the different type of events held to engage with a range of stakeholders; and how the events were advertised.

The Chief Fire Officer also provided Members with a summary of the outcomes of the consultation and responses received in relation to the online survey.

Members Resolved that:

- a. The outcomes of the comprehensive and informative Allerton public consultation, be noted.
- b. Full and carefully considered account be taken of those outcomes when considering report CFO/010/15 relating to the proposals for fire cover in Liverpool.

6. Operational Response Savings Options 2015/16 - Liverpool District

(CFO/010/15)

Members considered Report CFO/010/15 of the Chief Fire Officer, concerning operational response savings options for Liverpool following the consultation process (which commenced on 1st November 2014 and concluded on 26th January 2015) over the proposal to close Allerton fire station and relocate the Allerton appliance to Old Swan to be crewed on a wholetime retained basis on a 30 minute recall.

The Chief Fire Officer detailed the requirement for operational response savings to be made within the Liverpool District; and provided Members with a comprehensive overview of all the savings options considered, explaining why Allerton fire station was subsequently selected for closure and relocation of its appliance to Old Swan fire station, to be crewed on a wholetime retained basis.

The Chief Fire Officer re-iterated that all options open to the Authority would have a detrimental impact; and that the closure of Allerton fire station was considered to be the “least worst” option available in terms of the overall impact on operational response, in order to make the necessary savings.

Members Resolved that:

- a. the outcomes of the public consultation process and the professional view of the Chief Fire Officer over the option to deliver least impact on overall operational response, be noted.
- b. the proposal to close Allerton fire station and relocate the Allerton appliance to Old Swan on a wholetime retained basis on a 30 minute recall, be approved.

7. **Interim Measures to be Taken Under Delegated Authority to Ensure Appliance Availability**

(CFO/013/15)

Members considered Report CFO/013/15 of the Chief Fire Officer, concerning the interim measures taken by the Chief Fire Officer under delegated authority to ensure appliance availability prior to the structural changes required as a result of ongoing cuts to the Authority budget are implemented.

Members were informed that although the station merger options have been approved, there is still a lengthy process to be undertaken before any new stations can be built and become operational.

Therefore, to enable appliance availability to be maintained whilst these structural changes are being progressed, the Chief Fire Officer, in conjunction with the Representative Bodies, will seek to implement wholetime retained crewing of four appliances, which will subsequently allow for 24 hour crewing at eight stations.

Discussion took place around the appetite of staff to work the 24 hour shift system, which is clearly highlighted by the number of expressions of interest received to work the system. A further discussion took place over sickness absence levels assumed in the current staffing model.

Members Resolved that:

The measures being taken by the Chief Fire Officer under delegated authority to ensure appliance availability prior to the structural changes required as a result of ongoing cuts to the Authority budget are implemented, be noted.

8. **Financial Review 2014/15 - April to December**

(CFO/005/15)

Members agreed to consider the following Agenda Items together:

- ***Agenda Item 8 – Financial Review 2014/15 – April to December***
- ***Agenda Item 9 – Merseyside Fire & Rescue Authority Budget And Financial Plan 2015/2016 – 2019/2020***

Members considered Report CFO/005/15 of the Deputy Chief Executive, concerning a review of the financial position, both revenue and capital, for the Authority for 2014/15, covering the period April to December 2014.

Members were provided with an overview of the report, which identified a favourable revenue position of £0.4m, which it is recommended be added to the Capital Investment Reserve to help avoid borrowing.

Members Resolved that:

- a. The potential £0.4m favourable revenue position identified within this report, be noted.
- b. The utilisation of the £0.4m favourable revenue position to increase the capital investment reserve in light of the future station merger programme and Service investment needs, be approved; and
- c. The Deputy Chief Executive be instructed to continue to work with budget managers to maximise savings in 2014/15.

9. MERSEYSIDE FIRE AND RESCUE AUTHORITY BUDGET AND FINANCIAL PLAN 2015/2016 - 2019/2020

(CFO/014/15)

Members considered Report CFO/014/15 of the Deputy Chief Executive, concerning the setting of a medium term capital and revenue financial plan that allocates resources in line with the Authority's strategic aims and ensures that the Authority delivers an efficient, value for money service. This will allow the Authority to determine a budget for 2015/16 and a precept level in line with statutory requirements.

Members were advised that a 2 year financial plan had been approved by the Authority in 2013/14; and it is recommended that the Authority commit to the delivery of that financial plan, which assumes a Council Tax increase of just below 2 percent for 2015/16.

The Chair of the Authority – Councillor Dave Hanratty confirmed that a proposed Budget Resolution, submitted by the Labour Group, had been circulated to all Members; and that no alternative budget proposals had been received by the Clerk to the Authority.

Councillor Hanratty then formally moved the Labour Group Budget Resolution.

This motion was seconded by Councillor Linda Maloney.

Speaking in support of the Labour Budget Resolution, The Chair of the Authority highlighted the level of cuts the Authority has received over the duration of the

current parliament; and the reductions in employee numbers and changes to the service made as a result.

Discussion took place around the risks associated with continuing cuts and the impact on national resilience.

Members commented on the need to continue to work constructively with representative bodies, to help protect and shape the future of the Authority, to protect staff; and to maintain autonomy moving forward.

Members expressed their appreciation to Officers and all staff who in the face of continuous cuts and unprecedented change, continue to deliver a fantastic service on the Authority's behalf.

Cllr Rennie expressed support for the resolution and re-affirmed her continued commitment to collective, all party lobbying against further cuts.

Members then voted on the motion.

17 Members voted in favour of the motion.

0 Members voted against the motion.

0 Members abstained.

The Budget Resolution for 2015/16 was therefore unanimously approved.

Members Resolved that:

- a. The 2015/16 service budgets set out in the report, be noted.
- b. The Deputy Chief Executive's recommendation on maintaining the current level of general fund balance, £2.000m, and maintaining the reserves as outlined in Paragraph 151 to 153 of this report, be endorsed.
- c. Their current plan to increase the precept by just below 2% for 2015/16, raising the Band D Council Tax from £70.07 to £71.47 and confirm the strategy for future precept rises (the plan assumes 2% in each year thereafter), be endorsed.
- d. The approved 2014/15 – 2015/16 £6.300m saving plan outlined in Appendix C, be re-affirmed.
- e. The assumptions in developing the 2015/16 – 2019/20 Financial Plan outlined in the report, be endorsed and the Medium Term Financial Plan in Appendix D and the 2015/16 budget estimate of £62.169m, be approved.
- f. The capital strategy and investment strategy as summarised in Appendix B, be approved.

- g. The Minimum Revenue Payment (MRP) strategy for 2015/16 as outlined in Paragraph 79 of this report, be approved.
- h. The prudential indicators relating to the proposed capital programme, paragraph 90 to 92 of this report, be noted.
- i. The Treasury Management Strategy outlined in Section F and agree the Treasury Management indicators set out in paragraph 97 of this report, be approved for:-
 - External Debt
 - Operational Boundary for Debt
 - Upper limits on fixed interest rate exposure
 - Upper limits on variable rate exposure
 - Limits on the maturity structure of debt
 - Limits on investments for more than 364 days
- j. The recommendations above be noted as providing an approved framework within which officers undertake the day to day capital and treasury activities.
- k. The proposed Labour Budget Resolution, be approved as follows:

LABOUR BUDGET RESOLUTION 2015/16

Merseyside Fire and Rescue Authority Budget and Medium Term Financial Plan Resolution 2015/2016 - 2019/20

1. Merseyside Fire and Rescue Authority (the Authority) has suffered the largest cut in Government grant of any Fire and Rescue service in the country – over 35% since 2010.
2. The Authority has planned prudently to minimise the impact on frontline services. The Authority has made significant efficiency savings, cut management costs and reduced support services.
3. However, as a direct consequence of the scale of Government cuts there has been an inevitable impact on frontline services and already the Authority has seen the number of fire appliances in Merseyside reduce from 42 to only 28 which equates to 33% overall reduction in appliance availability since 2010.
4. The Authority had already planned prudently to deal with the cuts and established a two year financial plan which despite identifying £2.9m from support and technical savings still required an unavoidable reduction of £3.4m from the operational front line
5. The Government has confirmed the level of grant cut for 2015/16 as £3.7m in a single year.

6. The Authority is therefore extremely saddened to have to continue with its current financial plan which is based upon:-
 - (i) The loss of a further 90 firefighter posts
 - (ii) Leading to the loss of 4 immediately available fire appliances
 - (iii) Delivered by a programme of station mergers and closures.
 - (iv) Further reductions in support services to the detriment of the service
7. In order to minimise the impact on the Fire & Rescue Service the Authority has agreed a council tax increase of 2%.
8. The effect of the budget on council tax will be a ***Band D Council Tax of £71.47, an increase of less than 3p per week, which equates to a total of £1.37 per week*** towards the Fire & Rescue Service.
9. Most people in Merseyside will pay ***Band A Council Tax of £47.65 or 92p per week towards their Fire & Rescue Service.***
10. The Authority recognises that any future Government are likely to apply further cuts to the Fire and Rescue Service beyond 2015/16 although it is extremely difficult to assess at this time the scale of those financial challenges. The Authority will continue to lobby the Government against such a position and highlight the consequences that further cuts will have on effectively delivering an emergency service. It is recognised further cuts to funding will mean additional station closures, reductions in front line Firefighter's posts, fire appliances and cuts to its support services. The Authority will prepare plans for meeting these financial challenges during 2015/16 and beyond.
11. The Authority recognises that the Fire & Rescue Service is emergency risk based and not demand led. During this period of austerity we would urge this Government to reflect on the impact these cuts are having on the Fire & Rescue Service and properly review all risks facing the country in the light of emerging risks (for example a heightened terrorist threat or responding to increased flooding events through climate change) and would hope that resources are located in a way that allow Merseyside to continue to respond effectively to local and national threats.

The Financial Plan

12. The Authority has previously approved the financial plan as outlined in CFO/014/15 (*summarised in the attached Appendix A to this resolution*) and endorses the recommendations a. to j. in that report. The plan has a two year strategy for delivering a balanced budget over the 2014/15 – 2015/16 period and contains a package of £6.3m savings.
13. The Authority notes the progress in consulting with its communities delivering mergers of:-
 - (i) Huyton/Whiston at Prescot

- (ii) Upton/West Kirby at Saughall Massie Road
- (iii) Eccleston/St Helens at St Helens town centre

And the outright closure of Allerton.

14. The Authority requests that the Chief Fire Officer continue to bring back individual reports, including equality impact assessment, as soon as possible on specific business cases for mergers as detailed information and costs become available.
15. The Authority notes that to deliver any savings in Firefighter posts requires a reduction in the number of staff. The Authority is committed to seeking to try and avoid compulsory redundancy. It notes that to deliver the required reduction in Firefighter posts will take until 2016/17 based on natural retirement rates. The Authority has established a cost smoothing reserve to be used to avoid redundancy.
16. The Authority is committed to reducing its own costs as a consequence of government cuts and what that means for local services. The Authority has already made reductions in its member allowances of £24,000 as part of a four year target of reducing costs by 10%. Whilst that review is ongoing the Authority will in any case freeze all member allowances for the seventh consecutive year.
17. The Authority is also committed to reviewing its overall management structures to identify efficiencies and on an ongoing basis it expects the Chief Fire Officer to consider the managerial structure and capacity required to manage the Service at a time of such significant change.
18. The Authority notes that the capital programme at present only includes a provision for one station merger proposal, Prescott, as only station mergers that have been approved following public consultation are included in the programme. Whilst it is hoped that the availability of capital receipts, Government grant funding and the potential availability of reserves may assist in funding any building schemes it recognises that if this is not sufficient there may be a need to borrow to build which will impact on capital financing costs.
19. The Authority recognises that the exact timing of new station delivery and firefighter retirements is difficult to forecast and recognises that the Chief Fire Officer will need to continue to manage appliance availability on a dynamic basis using “whole-time retained” crewing where necessary under his delegated powers as the financial plan proceeds to delivery.
20. The Authority recognises that if suitable sites cannot be identified for mergers then station closures would be the next ‘least worst’ option.

IRMP

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

Implementation

22. The Authority recognises to fully deliver the savings required will take until the early part of 2016/17 if it wishes to minimise the likelihood of compulsory redundancy. It will reflect this phased approach in its reserve strategy.

23. The Authority requests the Chief Fire Officer to use every available measure and management tool to avoid compulsory redundancy and therefore it grants delegated power to utilise the Voluntary Severance / Voluntary Early Retirement Programme in line with the broad framework agreed by the Authority previously.

24. In relation to Firefighter post reductions the Authority will seek to use natural turnover rates recognising this will take until 2016/17 requiring the use of reserves in the intervening period if compulsory redundancies are to be avoided.

25. The Authority believes that a fully wholetime professionally trained workforce is the most robust and effective way of delivering a Fire & Rescue Service to its communities and is fully committed to maintaining this approach.

Council Tax

26. In identifying a financial deficit of £6.3m the Authority had already assumed a council tax increase at the maximum level allowed by the Government before a referendum of just below 2%.

27. Because of the scale of the financial challenge likely in future the Authority has agreed, with a heavy heart, to stick to this plan and increase council tax in 2015/16 by just below 2% to minimise the impact on the services to Merseyside in the future

28. The impact of the budget on council tax will be a ***Band D Council Tax of £71.47, an increase of less than 3p per week to a total of £1.37 per week*** towards the Fire & Rescue Service.

29. Most people in Merseyside will pay ***Band A Council Tax of £47.65 or 92p per week towards their Fire & Rescue Service.***

Recruitment

30. Despite the need to reduce Firefighter numbers in the short term as part of the budget plan this Authority recognises that over the next decade that without any recruitment Firefighter numbers will reduce to just over 250 due to retirements. The loss of such experience and knowledge will bring major challenges for the Authority and the need to recruit 250-400 firefighters by

about 2024. In addition it takes almost a year to train a firefighter across the full range of competencies.

31. In order to meet this challenge in a prudent and structured fashion the Authority has set aside a strategic reserve of £1m to support limited firefighter recruitment to manage effectively succession planning. The Authority looks forward to welcoming the first of those new recruits in the near future.
32. The Authority directs the Chief Fire Officer to explore the opportunities for succession planning including apprenticeship models and more flexible recruitment contracts and to report back to the Authority with proposals for strategic recruitment.

Interoperability with Blue Light Partners

33. This Authority is fully committed to securing efficiency and improvement and to making Merseyside safer by close working with Blue Light colleagues across the county. Many successes have been achieved so far including:-
- (i) The successful delivery of the JCC with the police
 - (ii) Sharing 7 sites with the Ambulance Service including NWAS HART working alongside the Search and Rescue team
 - (iii) Extensive joint planning and exercising

34. The Authority instructs the Chief Fire Officer to continue to build upon this success and in particular to actively seek out opportunities of working with NWAS and Merseyside Police around sharing buildings and other assets and resources.

Working with other Partners

35. The Authority will continue to work in partnership with each District Council in order to explore opportunities in which will mutually benefit each Authority in dealing with these and future financial challenges.
36. The Authority will examine the impacts of the devolution agenda and how best we can understand and develop constructive dialogue with the newly constituted Merseyside Combined Authority and requests the Chief Fire Officer and Chair to report back to the Authority when further information and details become available.

Planning for beyond the Election

37. The Authority is seriously concerned that this phase of cuts is likely to be followed by further cuts in 2016/17 and beyond. If any future Government follows through with proposals for public spending cuts (based upon how poorly local government, Fire and Rescue Service's and the Authority have fared in the current CSR) then future years would see further cuts in emergency cover across Merseyside unless council tax payers in Merseyside are willing to pay more for their Fire and Rescue Service.

38. The Authority, whilst continuing with its strong and direct approach to lobbying, recognises that it needs to plan prudently for what it would do if that approach is not successful.

Reserves

39. The Authority has prudently planned to meet its financial challenges over the medium term. The plan the Authority proposes is based upon the key assumptions around changes to grant, pay, tax and pension costs.

40. The Authority recognises that there are substantial risks associated with these assumptions and that, particularly in light of the current economic climate; it is not unreasonable to expect a significant degree of financial uncertainty and risk which will vary across the life of the financial plan. The Authority will therefore set a medium term financial plan based upon these key assumptions recognising that it may need to vary that plan to cope with changes arising.

41. In light of the risks within the financial plan the Authority therefore agrees to maintain the reserves as set out in Appendix B to this resolution and in particular maintain a general revenue reserve of £2.0m.

Capital Programme

42. The Authority approves the Capital Programme as set out in CFO/014/15 which includes a total investment of over £27.268m over 2015/16 – 2019/20 period. The programme for 2015/16 shall be approved as £13.780m.

43. The Authority notes the prudential indicators that this programme produces and recognises that the proposed capital investment programme is prudent, sustainable and the borrowing affordable. This programme makes use of the freedoms available to the Authority under the prudential regime and proposes 'prudential' borrowing of £10.405m in 2015/16 as part of a total borrowing of £21.443m across the life of the plan.

44. In the light of the capital programme and the prudential indicators agree the Treasury Management Strategy and the indicators set out in that strategy for:-

- (i) External Debt
- (ii) Operational Boundary for Debt
- (iii) Upper limits on fixed interest rate exposure
- (iv) Upper limits on variable rate exposure
- (v) Limits on the maturity structure of debt
- (vi) Limits on investments for more than 364 days

Basic calculations

45. Following consideration of the report of the Deputy Chief Executive (CFO/005/15 & CFO/014/15) and having taken into account views expressed

in consultations, and all other relevant matters, pursuant to the Local Government Finance Act 1992, as amended, (the "Act"), the Authority determines its budget requirement for the financial year 2015/16 as follows.

46. Approves the capital expenditure programme for the financial year 2015/16 for the total of £13.780m as set out in report CFO/014/15 and the five year programme totalling investment of £27.268m, and in this respect notes the advice of the Deputy Chief Executive that the programme is prudent, sustainable and the borrowing affordable.

47. The Authority resolves as follows:

(a) It be noted that on 26th February 2015, the Authority calculated the Council Tax Base 2015/16 for the whole Authority area as 342,548.40 [Item T in the formula in Section 42B of the Local Government Finance Act 1992, as amended (the "Act")].

(b) That the following amounts be calculated for the year 2015/16 in accordance with sections 40 to 47 of the Act:

The Authority calculates the aggregate of: (A)

- calculates the expenditure which it estimates it will incur in the financial year 2015/16 in performing its functions and will charge to the revenue account for the year in accordance with proper practices under S42A (2) (a) of the Act as £69.593m,
- calculates the allowance as the Authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to the revenue account for the year 2015/16 in accordance with proper practices under S42A (2) (b) of the Act as £0.000m,
- calculates the financial reserves which the Authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure for 2015/16 under S42A (2) (c) of the Act as £0.074m,
- calculates the financial reserves as are sufficient to meet so much of the amount estimated by the Authority to be a revenue account deficit for any earlier financial year as has not been already provided for under S42A (2) (d) of the Act as £0.000m.

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

- the income which it estimates will accrue to it in the year 2015/16 and which it will credit to a revenue account for the year in accordance with proper practices, other than income which it estimates will accrue to it in respect of any precept issued by it under S42A (3) (a) of the Act as £45.185m,

- The amount of the financial reserves which the Authority estimates that it will use in order to provide for the items mentioned in S42 (2) (a and b) under S42A (3) (a) of the Act as £1.303m.

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

The Authority calculates the basic amount of its council tax by dividing the aggregate amount of S42A (4) (item R) divided by the council tax base (item T) above. The council tax requirement for 2015/16 is £24,481,934 and the council tax base is 342,548.40, which is equal to £71.47 precept for a Band D property. This calculation meets the requirements under S42B of the Act.

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

2015/16	Property Band	Increase
£		£
£47.65	For properties in Band A	0.94
£55.59	For properties in Band B	1.09
£63.53	For properties in Band C	1.25
£71.47	For properties in Band D	1.40
£87.35	For properties in Band E	1.71
£103.23	For properties in Band F	2.02
£119.12	For properties in Band G	2.34
£142.94	For properties in Band H	2.80

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

PRECEPT		AUTHORITY
£		
6,751,020	Payable by	LIVERPOOL
6,385,480	Payable by	WIRRAL
3,416,838	Payable by	ST.HELENS
5,597,459	Payable by	SEFTON
2,331,137	Payable by	KNOWSLEY
24,481,934		

50. The Authority requests the Deputy Chief Executive to arrange for precepts to be issued to the constituent district councils pursuant to S40 of the Act before 1st March 2015, such sums to be payable by 10 equal instalments on or before the following dates:

21st April 2015
29th May 2015
6th July 2015
11th August 2015
17th September 2015
23rd October 2015
30th November 2015
8th January 2016
15th February 2016
17th March 2016

51. The Authority notes that The Deputy Chief Executive has advised that the 2015/16 budget is based upon robust estimates.

APPENDIX A

2015/16 - 2019/20 DRAFT MTFP

	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
2014/15 Approved Financial Plan	61,113	62,889	64,589	66,089	67,589
2015/16 Issues					
Increase in Sec 31 Grant for restricted NNDR increase	-77	-77	-77	-77	-77
New Sec 31 Grant to cover 2014/15 other NNDR adjustments (NNDR1 Part 1C In 25-29)increase in Autumn	-190				
Adjust Planned Drawdown from smoothing Reserve?	1,323				
Minimum Revenue Provision (MRP) & Interest Payable on loans			250	500	750
2015/16 Financial Plan Net Expenditure Forecast	62,169	62,812	64,762	66,512	68,262
FUNDING					
Government Funding					
Baseline Funding					
Council Tax Benefit Grant					
Top Up Grant (Post 15/16 uplift by previous yr change)	-13,765	-14,027	-14,294	-14,566	-14,843
CLG Estimate of Local Business Rate Share (Post 15/16 uplift by previous yr change)	-4,228	-4,310	-4,394	-4,480	-4,568
Allocation Within Baseline Funding Level	-17,993	-18,337	-18,688	-19,046	-19,411
2011/12 Ctax Freeze Grant uplift by previous yr change	-282	-287	-292	-297	-302
Total Baseline Funding Level	-18,275	-18,624	-18,980	-19,343	-19,713
RSG					
2013/14 - 2015/16 RSG Grant	-18,336				
2016/17-2018/19 uplift by previous yr change (-17.5%)		-15,073	-12,391	-10,186	-8,373
2011/12 Ctax Freeze Grant uplift by previous yr change	-393	-385	-377	-369	-361
	-18,729	-15,458	-12,768	-10,555	-8,734
Settlement Funding Assessment	-37,004	-34,082	-31,748	-29,898	-28,447
Adjustment for Business Rate income forecast from Districts	95	0	0	0	0
NNDR Collection Fund (surplus)/deficit	235	0	0	0	0
Council Tax -					
Base Precept Income	-23,430	-24,482	-24,972	-25,471	-25,980
Council Tax Base (increase) / decrease	-572	0	0	0	0
Assume 2% rise 2013/14 to 2015/16	-480				
Assume 2% rise 2016/17 to 2019/20		-490	-499	-509	-520
Precept Income yield, rounding adjustment					
Council Tax Collection Fund (surplus)/deficit	-1,013				
Forecast Council Tax Income	-25,495	-24,972	-25,471	-25,980	-26,500
Updated Income Forecast	-62,169	-59,054	-57,219	-55,878	-54,947
Potential Future Saving Requirement	0	3,758	7,543	10,634	13,315

Appendix B- Reserves

FORECAST USE OF RESERVES							
	EXPECTED USE						
	Estimate Balance 31.03.15	2015/16		2016/17	2017/18	Future Years	Balance
		Used in 2015/16 Budget	Forecast in year Use				
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<u>Emergency Related Reserves</u>							
Bellwin Reserve	147					-147	0
Insurance Reserve	370					-370	0
Emergency Planning	75					-75	0
Catastrophe Reserve	500					-500	0
<u>Modernisation Challenge</u>							
Smoothing Reserve	1,695	-372	-1,323	646		-646	0
Severance Reserve	600		-600				0
Ill Health Penalty Reserve	440		-220	-220			0
Recruitment Reserve	1,000		-400	-600			0
Capital Investment Reserve	10,786	-882	176	-4,500		-5,580	0
PFI Annuity Reserve	2,225	-49	-51	-100	-100	-1,925	0
Equality / DDA Investment	285		-285				0
Firefighter Safety Investment	800		-800				0
<u>Specific Projects</u>							
Community Sponsorship	4		-4				0
Equipment Reserve	111		-111				0
Contestable Research Fund	25		-25				0
FSD Reserve	6		-6				0
Healthy Living	35		-35				0
Water Rescue Reserve	1		-1				0
Inflation Reserve	500	0	572	0	0	-1,072	0
<u>Ringfenced Reserves</u>							
F.R.E.E. Reserve	41					-41	0
Princes Trust Reserve	279					-279	0
Community Youth Team	53					-53	0
Beacon Peer Project	50					-50	0
Innovation Fund Reserve	170					-170	0
Regional Control Reserve	0					0	0
Energy Reserve	84	74				-158	0
St Helens District Reserve	6					-6	0
New Dimensions Reserve	793					-793	0
Total Earmarked Reserves	21,081	-1,229	-3,113	-4,774	-100	-11,865	0
General Revenue Reserve	2,000	0	0	0	0	0	2,000
Total Reserves	23,081	-1,229	-3,113	-4,774	-100	-11,865	2,000

10. **Part 2 Minutes 29/01/2015 Authority**

The Part 2 EXEMPT Minutes of the previous meeting, held on 29th January 2015, were approved as a correct record and signed accordingly by the Chair.

11. **Disposal of Derby Road (MACC Building)**

(CFO/009/15)

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

12. **Facilities Maintenance Contract**

(CFO/011/15)

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

Close

Date of next meeting Thursday, 25 February 2016

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

This report is Restricted

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	28 MAY 2015	REPORT NO:	CFO/041/15
PRESENTING OFFICER	MONITORING OFFICER		
RESPONSIBLE OFFICER:	JANET HENSHAW, SOLICITOR TO THE AUTHORITY AND MONITORING OFFICER	REPORT AUTHOR:	KELLY KELLAWAY, DEMOCRATIC SERVICES MANAGER, EXT 4113
OFFICERS CONSULTED:	SUPPORTING OFFICERS: DEPUTY CHIEF EXECUTIVE - KIERAN TIMMINS AM OPERATIONAL RESPONSE - DAVE MOTTRAM AM OPERATIONAL PREPAREDNESS - NICK SEARLE GM PREVENTION - GARY OAKFORD & GM PROTECTION - GUY KEEN DIRECTOR OF STRATEGY & PERFORMANCE - DEB APPLETON DIRECTOR OF PEOPLE & ORGANISATIONAL DEVELOPMENT - NICK MERNOCK		
TITLE OF REPORT:	LEAD MEMBERS FEEDBACK 2014/15		

APPENDICES:	APPENDIX A	LEAD MEMBER ROLE DESCRIPTIONS
	APPENDIX B	LEAD MEMBER GUIDANCE DOCUMENT
	<i>FEEDBACK TO BE PRESENTED BY THE APPOINTED LEAD MEMBERS FOR 2014/15 AT THE MEETING</i>	

Purpose of Report

1. To provide Members with feedback of work undertaken by the appointed Lead Members during 2014/15.

Recommendation

2. That Members;
 - a. Note the feedback presented by the current Lead Members in relation to their involvement in their respective roles for 2014/15:

- b. Determine the value of continuing with the current Lead Member Roles for the coming Municipal year; and
- c. Should continuation of the current Lead Member roles be agreed, consider appointment to those Lead Member roles for 2015/16, for appointments to be formally agreed at the Annual General Meeting on 11th June 2015.

Introduction and Background

- 3. Members will recall that at the Annual Meeting June 2014, the Authority approved the appointment of six Lead Member roles within the Authority's structure. A specific role description was devised for each role (attached at Appendix A) and an additional responsibility allowance was aligned in recognition of the additional work and involvement those Members would be expected to undertake.
- 4. The appointments to the Lead Member roles and supporting officers for 2014/15 are set out in the table below:

<u>Area</u>	<u>Lead Member</u>	<u>Support Officer</u>
<i>Operational Preparedness</i>	Cllr Lesley Rennie	AM Operational Preparedness – Nick Searle
<i>Operational Response</i>	Cllr Robbie Ayres	AM Operational Response – Dave Mottram
<i>Prevention and Protection</i>	Cllr Roy Gladden	GM Prevention – Gary Oakford GM Protection – Guy Keen
<i>Strategy & Performance</i>	Cllr Barbara Murray	Director of Strategy & Performance – Deb Appleton
<i>People & Organisation</i>	Cllr Sharon Sullivan	Director of People & Organisational Development – Nick Mernock
<i>Finance, Assets & Efficiency</i>	Cllr Jean Stapleton	Deputy Chief Executive – Kieran Timmins

- 5. The intention of appointing Lead Member Roles was for these Members to gain valuable knowledge and understanding within a specific area of business,

working closely with their designated Support Officer, having regular meetings throughout the year. The Support Officer involves the Lead Member in the reporting process to ensure that the Member is fully aware of any reports being submitted under their reference. The Lead Member provides support to the Officer through representation at Authority Committee meetings; and to fellow colleagues on the Authority, through passing on their knowledge and experience.

6. Within the role description for each of the specific Lead Member roles, is the requirement for those appointed Members to provide feedback to the Authority at least once a year regarding their involvement in the role.
7. The Chair of the Authority has therefore requested that each of the appointed Lead Members for 2014/15, provide a brief presentation during this Authority meeting, in support of this report.
8. When evaluating the feedback provided, Members are requested to give consideration to the personal development value to both Members and Officers, derived through the opportunity of close working relationships and general understanding of each other's roles. They are also requested to consider the effect that this enhanced knowledge has on the Authority's decision making, which may provide a benefit to the Authority as a whole, and the community it serves.
9. All Lead Members for 2014/15 were provided with a Guidance document (Appendix B) and a copy of their respective Role Description, which they were asked to sign to confirm their acceptance of; and commitment to the role.

Equality and Diversity Implications

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

Staff Implications

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

Legal Implications

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

Financial Implications & Value for Money

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

Risk Management, Health & Safety, and Environmental Implications

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

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

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

BACKGROUND PAPERS

GLOSSARY OF TERMS

Lead Member Role Description – Finance, Assets & Efficiency

The Lead Member for Finance, Assets & Efficiency will be required to liaise with the Deputy Chief Executive (or other relevant Officers), on a regular basis, in order to contribute at a governance level to the excellent work of the Departments.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following area:

- Budget and Finances
- Shared Services
- Value for Money
- Audit
- Procurement Efficiencies
- Major Projects
- Estates Work
- ICT Arrangements
- Environmental Issues

As Lead Member for Finance, Assets & Efficiency, you will be required to:

1. Meet regularly (4 times per year as a minimum) with the Deputy Chief Executive (or other relevant Officers) to obtain updates.
2. Provide a well-informed view in relation to financial matters and major schemes and projects, or matters concerning efficiencies, or the Authority's assets, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the relevant Departments, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Deputy Chief Executive (or other relevant Officers), advice and guidance in respect of Finance, Asset and Efficiency matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
6. To consider and review environmental performance.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners? (from a Finance, Asset and Efficiency perspective).
- Scrutiny of major projects
- Environmental Performance (production of bi-annual reports)

Declaration of understanding and acceptance of Role:

SIGNED:	
DATE:	
PRINT NAME:	

Lead Member Role Description – Operational Preparedness

The Lead Member for Operational Preparedness will be required to liaise with the Area Manager responsible for Operational Preparedness on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following areas:

- Training and the TDA (Training & Development Academy)
- Operational Intelligence
- Operational Planning
- Operational Equipment
- Search & Rescue Team
- Marine Rescue Unit
- Merseyside Fire & Rescue Control (previously MaCC)

As Lead Member for Operational Preparedness, you will be required to:

2. Meet regularly (4 times per year as a minimum) with the Area Manager to obtain updates.
2. Provide a well-informed view in relation to Operational Preparedness matters, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the Operational Preparedness function, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Area Manager, advice and guidance in respect Operational Preparedness matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
7. Meet with the relevant Group Managers for each specific area to gain a broad understanding of the Directorate.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners? (from an Operational Preparedness perspective).
- Scrutiny of our response to flooding/ adverse weather – issues for the future?

Declaration of understanding and acceptance of Role:

SIGNED:	
DATE:	
PRINT NAME:	

Lead Member Role Description – Operational Response

The Lead Member for Operational Response will be required to liaise with the Area Manager responsible for Operational Response on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following areas:

- Operational Response Times/ Standards
- Operation of Community Fire Stations
- Health & Safety
- Incident Management
- Time & Resource Management (Operational Staffing and Appliance Availability)

As Lead Member for Operational Response, you will be required to:

3. Meet regularly (4 times per year as a minimum) with the Area Manager to obtain updates.
2. Provide a well-informed view in relation to Operational Response matter, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the Operational Response function, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Area Manager, advice and guidance in respect Operational Response matters.
5. To highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
8. Attend meetings of the Health, Safety and Welfare Committee.
9. Attend arranged Member Station Visits where possible.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- Impact of the reduction in Fire Appliance on response times

- Scrutiny of our response to flooding/ adverse weather – issues for the future?
- How well do we work with our partners? (from an Operational Response perspective).
- Production of the Health & Safety Annual Report.

Declaration of understanding and acceptance of Role:

SIGNED:	
DATE:	
PRINT NAME:	

Lead Member Role Description – People & Organisational Development

The Lead Member for People & Organisation will be required to liaise with the Director of People & Organisational Development, on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following area:

- Employee Issues
- Sickness/ Absence
- Professional Standards
- Work Routines
- Organisational Structure
- Industrial Relations
- Staff Consultation

As Lead Member for People & Organisation, you will be required to:

4. Meet regularly (4 times per year as a minimum) with the Director of People & Organisational Development (and/or other relevant Officers) to obtain updates.
2. Provide a well-informed view in relation to Employee matters, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the relevant Department, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Director of People & Organisational Development (or other relevant Officers), advice and guidance in respect of Employee matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
10. Attend any staff consultation events/ briefings wherever possible.
- 11.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners? (from an Employee perspective).
- What is our capacity to continue to provide services following cuts/ downsizing?

Declaration of understanding and acceptance of Role:

SIGNED:	
DATE:	
PRINT NAME:	

Lead Member Role Description – Prevention & Protection

The Lead Member for Prevention & Protection will be required to liaise with the Area Manager responsible for Prevention & Protection on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following areas:

- Fire Prevention
- Fire Protection
- Prosecutions
- Fire Service Direct
- Fire Support Network
- Incident Investigation
- Fireworks Misuse
- Hate Crime Issues
- Youth Engagement

As Lead Member for Prevention & Protection, you will be required to:

5. Meet regularly (4 times per year as a minimum) with the Area Manager to obtain updates.
2. Provide a well-informed view in relation to Prevention & Protection matters, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the Prevention & Protection function, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Area Manager, advice and guidance in respect Prevention & Protection matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
12. Attend Youth Engagement Events wherever possible.
13. Attend Bonfire Briefings wherever possible.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners? (from a Prevention & Protection perspective).
- What is the cost of our fire prevention activity?

Declaration of understanding and acceptance of Role:

SIGNED:	
DATE:	
PRINT NAME:	

Lead Member Role Description – Strategy & Performance

The Lead Member for Strategy & Performance will be required to liaise with the Director of Strategy & Performance, on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following area:

- Strategic Planning – specifically the IRMP (Integrated Risk Management Plan), Service Delivery Plan, Community Safety and Functional Plans
- Equality & Diversity
- Performance Management
- Community Engagement/ Consultation
- Corporate Risk Management
- Information Management and Governance
- Corporate Communications

As Lead Member for Strategy & Performance, you will be required to:

6. Meet regularly (4 times per year as a minimum) with the Director of Strategy & Performance (and/or other relevant Officers) to obtain updates.
2. Provide a well-informed view in relation to strategy or performance matters, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the relevant Department, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Director of Strategy & Performance (or other relevant Officers), advice and guidance in respect of strategy or performance matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
14. Attend any Community Consultation/ Engagement Events wherever possible.
15. Attend meetings of the Diversity Action Group (DAG).

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners?
- How Effective Is Our Consultation Process?
- Progress Against the Equality & Diversity Action Plan and production of the Equality & Diversity Annual Report.

Declaration of understanding and acceptance of Role:

SIGNED:	
DATE:	
PRINT NAME:	

MERSEYSIDE FIRE AND RESCUE AUTHORITY

Process and Guidance for Lead Members and Support Officers 2014 - 15



Introduction

1. The roles of Lead Members are important to the Authority. Although it is entirely appropriate that a Member should become involved in any area of interest, it is helpful for Members; and ultimately to the delivery of the Authority's mission, if certain areas of work have an appointed Lead Member, who can attain an enhanced understanding of a particular service area. It is also important that the knowledge obtained is shared with other Authority Members.
2. All authorities are required to produce an Annual Governance Statement; and the Lead Member Process will demonstrate how Authority Members work effectively together; and with Officers, to attain enhanced knowledge that assists in their leadership and decision making.
3. For 2014/15, the Authority has six Lead Members roles, each covering a specific area of service delivery and focusing on the strategic direction of the Authority over the coming years.

Lead Member Roles and Process

4. All Lead Members will work with Support Officers, who will provide them with information and guidance; and update them on developments within their appointed area.
5. Following their appointment, Lead Members are to meet with their Support Officers at their earliest convenience. At this initial meeting, both parties should agree a schedule of meetings for the year. Meetings should take place regularly, although the frequency and format of meetings will differ for each specific Role.
6. Lead Members should be invited to; and encouraged to attend any "Strategic" level internal meetings, Boards, or Events connected to their appointed area.
7. The partnership between Lead Members and their Support Officers should be a two way supportive process. Officers should aim to enhance the knowledge of the Lead Member; and in return, the Lead Member should contribute to discussions around their specific area when related items are considered during meetings of the Authority.
8. Both parties should discuss their expectations of the partnership at their initial meeting, which should be based around the specific role map for that area (attached as Appendix 2). Objectives should be agreed in writing using the attached template (Appendix 3) with copies provided to the Member, Support Officers and Democratic Services.
9. The Lead Member and Support Officers should work together to agree an Action Plan, for the completion of any Scrutiny Reviews connected to their area.
10. Lead Members should provide feedback to the rest of the Authority, on an annual basis (and individual Members when requested) to share the knowledge they have obtained; and enhance the understanding of other Members.
11. Support Officers should seek, wherever practicable, to discuss any reports they plan to submit to the Authority, with their Lead Member during the preparation stage, to enable the Member to contribute where appropriate; and be fully briefed on the issue. In turn, when the report is considered by the Authority, the Lead Member will be expected to contribute to discussions around the item.
12. Both Lead Members and Support Officers will play a key part in scrutiny reviews or Task & Finish Groups related to their specific area, both those contained within the Forward Work Plan for the Performance & Scrutiny Committee, and those requested by any Committee or individual Member. Both Members and Officers will be expected to participate fully in such reviews, attend

all associated meetings; and work together to produce a report for submission to the relevant Committee, detailing the findings of; and making recommendations in relation to the scrutiny review or on behalf of a Task And Finish Group. In addition, the Lead Member may be called upon to Chair any related Task & Finish Groups.

13. In order to assist the Authority's scrutiny arrangements, all Lead Members will be required to meet with the Chair of the Performance & Scrutiny Committee on a quarterly basis, to provide an update on all scrutiny reviews under their remit.
14. Support in relation to the Lead Members process will be provided by the Democratic Services Team, who will attend all relevant meetings to ensure accurate records are maintained.

Special Responsibility Allowance

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

<u>Area</u>	<u>Lead Member</u>	<u>Support Officer</u>
<i>Operational Preparedness</i>	Cllr	AM Nick Searle –Operational Preparedness
<i>Operational Response</i>	Cllr	AM Dave Mottram –Operational Response
<i>Prevention and Protection</i>	Cllr	AM Myles Platt –Prevention & Protection
<i>Finance, Assets & Efficiency</i>	Cllr	Kieran Timmins – Deputy Chief Executive
<i>People</i>	Cllr	Nick Mernock – Director of People & Organisational Development
<i>Strategy & Performance</i>	Cllr	Deb Appleton – Director of Strategy & Performance

Lead Member – Role Description

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

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

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

Declaration of understanding and acceptance of Role:

SIGNED:	
DATE:	
PRINT NAME:	

Lead Member Partnership
Agreed Objectives

Lead Member Role	
Lead Member's name/s	
Contact details: Phone Mobile Email Address	
Support Officer's name/s	
Contact Details: Phone Mobile Email Address	
Regular Meeting dates to be attended	1. 2. 3. 4
Agreed Objectives	1. 2. 3. 4
Process of reporting back to Authority Members	
Date Agreed	
Please send the completed form to Helen Peek, Democratic Services Manager, Service Headquarters 0151 296 4112	For Democratic Services use only: Date Received:

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	26 MAY 2015	REPORT NO:	CFO/042/15
PRESENTING OFFICER	MONITORING OFFICER		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	JANET HENSHAW
OFFICERS CONSULTED:	CHIEF FIRE OFFICER		
TITLE OF REPORT:	THE LOCAL AUTHORITIES (STANDING ORDERS) REGULATIONS (ENGLAND) (AMENDMENT) REGULATION 2015: STATUTORY OFFICER DISCIPLINARY PROCEDURES		

APPENDICES:	<p>APPENDIX A: LETTER TO CHIEF EXECUTIVES FROM DCLG DATED 25TH MARCH 2015</p> <p>APPENDIX B: THE LOCAL AUTHORITIES (STANDING ORDERS) REGULATIONS (ENGLAND) (AMENDMENT) REGULATIONS 2015</p>
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Purpose of Report

1. To inform Members about new Regulations in force relating to disciplinary procedures for statutory officers.

Recommendation

2. That Members;
 - a. Approve compliance with the Local Authorities (Standing Orders) Regulations (England) (Amendment) Regulations 2015 as far as possible as a matter of good practice
 - b. Approve the establishment of an Independent Panel with the appointment of a further Independent Person as described in paragraphs 8 and 14 below
 - c. Request the Director of People and Organisational Development to draft a new Procedure for Disciplinary Processes for Statutory Officers.
 - d. Request that the Monitoring Officer present a further report later in the year should any revisions be necessary in light of emerging good practice

Introduction and Background

3. In February 2013 and March 2014 proposals were put forward by the Department for Communities and Local Government (DCLG) to remove the requirements for a designated independent person (DIP) to be appointed to investigate allegations of misconduct for the Head of Paid Service (HoPS), Finance Officer (FO, often referred to as Section 151 officer) and Monitoring Officer (MO).
4. DCLG believes that through the earlier consultation processes there was consistent support for the removal of the DIP procedure as this was seen as bureaucratic and costly. New Regulations have been published which remove the requirement for certain Authorities to have such a process in place.
5. DCLG has laid Regulations in parliament, which provide for the new arrangements for taking disciplinary action against the specified statutory officers to be given effect by Authorities modifying their standing orders no later than at the first ordinary council meeting held after 7th May 2015 elections. To achieve this, the Regulations came into force on 11th May 2015.
6. Any decision to dismiss one of the above officers must now be taken by the full Authority, who must consider any advice, views or recommendations from an independent panel, the conclusions of any investigation into the proposed dismissal, and any representations from the officer concerned.
7. Authorities are now required to invite independent persons who have been appointed for the purposes of the members' conduct regime under section 28(7) of the Localism Act 2011 to form an independent panel. An independent panel will be formed if two or more independent persons accept the invitations, and Authorities should appoint in accordance with the following priority order;
 - a an independent person who has been appointed by the Authority and who is a local government elector,
 - b any other independent person who has been appointed by the Authority, and
 - c an independent person who has been appointed by another Authority or Authorities.
8. The DIP process is referred to in the national terms and conditions of chief executives (usually the HoPS) and the FO and MO contracts usually cross refer to this aspect of the chief executive terms and conditions. Due to this, in many cases the DIP process is often incorporated into personal contracts and will need to be amended accordingly.
9. These Regulations do not specifically apply to Fire and Rescue Authorities however there are elements of confusion aligned to this in that the letter from DCLG (attached as Appendix A to this report) refers to the application of the Regulations to "Principal Councils" whilst the Regulations themselves (at Appendix B) apply to "Local Authorities" and "Relevant Authorities" and there are different definitions for each – none of which, in these Regulations, includes Fire and Rescue Authorities.

10. However, the Local Government and Housing Act 1989, which provides for the mandatory creation of three statutory officer posts, does apply to Fire and Rescue Authorities.
11. There are other elements of inconsistency or lack of clarity in the Regulations and the accompanying guidance in that;
 - a The Regulations refer to cases of dismissal only, whereas the guidance refers to disciplinary action. The DIP process incorporated any disciplinary action that was likely to be greater than an informal warning. It is thought that the intention of the Regulations is for an independent panel to be required only in the cases of potential dismissal
 - b There is no requirement for the independent panel to make a recommendation of sanction(s) to the Authority and so varying practice may arise,
 - c There is no restriction on the option for council to apply a more severe sanction than may be recommended by an independent panel (currently it cannot exceed the DIP recommendation).
 - d Panel members are appointed for the purposes of the member code of conduct under section 28 of the Localism Act, so they may well not have the relevant expertise to carry out an investigation and report. The Regulations are silent on who carries out an investigation or how it is commissioned and so these are issues that Authorities will have to determine. As the investigation is a key part of a disciplinary process, a proper and thorough investigation will still be required.
12. Despite these inconsistencies and confusion about the application of the Regulations, it is proposed that Merseyside Fire and Rescue Authority accepts the Regulations as far as possible as good practice. The only other option would be to retain the current procedures (involving a DIP) which would mean that the Authority would have inconsistent practices.
13. It is further proposed that an Independent Panel be formed to be convened as and when required and other Local Authorities in Merseyside contacted regarding other independent persons who could possibly be approached under the Regulations as described in Paragraph 8c above. The latter may prove difficult as attempts to “share” such independent persons for the purposes of the Member Code of Conduct were unsuccessful. In this case the Authority would have to advertise as it currently has only one Independent person.
14. It is proposed that the People and Organisational Development Department (POD) is requested to draft a revised procedure which will retain the Monitoring Officer as an Investigator for these purposes. Should the investigation conclude that dismissal is a potential outcome then this will be referred to an Independent Panel who will have the responsibility for recommending an appropriate sanction.

15. Should the investigation conclude that action short of dismissal is a potential outcome then this will be referred to the Chief Fire Officer for a decision. Should the matter relate to the Chief Fire Officer then this too would be referred to the Panel in these circumstances.
16. Should Members approve the Recommendations of this report, the Constitution would need to be amended to reflect these arrangements.
17. All authorities are responding to this legislation very urgently and it is likely that sector best practice will emerge across the next few months. It is therefore recommended that this approach is reviewed closely and subsequent revisions brought back to the Authority later this year if required

Equality and Diversity Implications

18. Any investigation would take place with Equality and Diversity in full consideration.

Staff Implications

19. These Regulations affect only statutory officers and all are aware of the previous Regulations in respect of specific disciplinary action which is contained within their contract of employment.

Legal Implications

20. The Authority Constitution would require amendment in respect of Standing Order 36 and the Terms of Reference for the Audit sub Committee.

Financial Implications & Value for Money

21. Any costs associated with the appointment of a DIP would be avoided should Members accept the Recommendations of this report. There will be small costs associated with the appointment of another independent person which would follow current payments agreements of £50 per meeting attended and travel expenses.

Risk Management, Health & Safety, and Environmental Implications

22. There are no direct implications for risk management or health and safety contained within this report.

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

23. Compliance with these Regulations will give confidence to the communities of Merseyside that the full Authority is involved in any disciplinary issue regarding statutory officers.

BACKGROUND PAPERS

GLOSSARY OF TERMS

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Department for
Communities and
Local Government

Chief Executives
Principal Local Authorities in England

Via email

25 March 2015

Dear Chief Executive,

**THE LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) (AMENDMENT)
REGULATIONS 2015**

I am writing to let you know that today The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 have been laid in Parliament, to come into force on 11 May 2015.

These Regulations, which apply to all principal councils in England, simplify and localise the disciplinary process for the most senior officers of a council i.e. the Head of Paid Service, the monitoring officer and the chief finance officer. They remove the requirement that a Designated Independent Person be appointed to investigate and make a binding recommendation on disciplinary action against these senior staff.

The Regulations provide that, in place of the DIP process, the decision will be taken transparently by full council, who must consider any advice, views or recommendations from an independent panel, the conclusions of any investigation into the proposed dismissal, and any representations from the officer concerned.

In the case of a proposed disciplinary action against one of these most senior officers, the council is required to invite independent persons who have been appointed for the purposes of the members' conduct regime under section 28(7) of the Localism Act 2011 to form an independent panel, and must include in that invitation any of its independent persons who are electors for that council's area.

Councils are required to modify their standing orders to implement these Regulations no later than the first ordinary meeting of the council after the Regulations come into force on 11 May 2015.

I attach a copy of the Regulations and the explanatory memorandum for your information.

Any queries about the Regulations should be addressed to Tayo Peters at tayo.peters@communities.gsi.gov.uk or Hannah Brook at hannah.brook@communities.gsi.gov.uk.

Yours sincerely,

A handwritten signature in black ink that reads "P. Rowsell". The signature is written in a cursive style with a horizontal line underneath the name.

Paul Rowsell

2015 No. 881

LOCAL GOVERNMENT, ENGLAND

**The Local Authorities (Standing Orders) (England)
(Amendment) Regulations 2015**

<i>Made</i> - - - -	<i>25th March 2015</i>
<i>Laid before Parliament</i>	<i>25th March 2015</i>
<i>Coming into force</i> - -	<i>11th May 2015</i>

The Secretary of State for Communities and Local Government, in exercise of the powers conferred by sections 8, 20 and 190(1) of the Local Government and Housing Act 1989(a) makes the following Regulations.

Citation, commencement and interpretation

1.—(1) These Regulations may be cited as the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and come into force on 11th May 2015.

(2) In these Regulations—

“the 2001 Regulations” means the Local Authorities (Standing Orders) (England) Regulations 2001(b).

Amendments relating to approval of dismissal of certain officers

2.—(1) The 2001 Regulations are amended as follows.

(2) In regulation 5, after “the appointment or dismissal of the head of the authority’s paid service” insert “, or the dismissal of the authority’s monitoring officer or chief finance officer.”.

(3) For regulation 6 substitute—

“Standing orders in respect of disciplinary action

6. No later than the first ordinary meeting of the authority falling after 11th May 2015 a local authority must, in respect of disciplinary action against the head of the authority’s paid service, its monitoring officer or its chief finance officer—

- (a) incorporate in standing orders the provisions set out in Schedule 3 or provisions to the like effect; and
- (b) modify any of its existing standing orders in so far as is necessary to conform with those provisions, in particular by removing from its existing standing orders the provisions which were set out in Schedule 3 as it was immediately before the date

(a) 1989 c. 42. Section 20 was amended by section 119 of, and Schedule 6 to, the Local Democracy, Economic Development and Construction Act 2009 (c. 20).
(b) S.I. 2001/3384. There are no relevant amendments.

that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 came into force, or provisions to the like effect.”.

(4) Regulations 7 (investigation of alleged misconduct) and 10 (transitional and consequential provisions) are omitted.

(5) In Schedule 1 (provisions to be incorporated in standing orders relating to staff)—

(a) in paragraph 4 of Part 1 (authority with mayor and cabinet executive) and in paragraph 4 of Part 2 (authority with leader and cabinet executive), in each case for paragraph (1) substitute—

“(1) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the appointment of an officer designated as the head of the authority’s paid service, the authority must approve that appointment before an offer of appointment is made to that person.

(1A) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the dismissal of an officer designated as the head of the authority’s paid service, as the authority’s chief finance officer, or as the authority’s monitoring officer, the authority must approve that dismissal before notice is given to that person.”;

(b) for paragraph 4 of Part 4 (authority operating committee system), substitute—

“4.—(1) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the appointment of an officer designated as the head of the authority’s paid service, the authority must approve that appointment before an offer of appointment is made to that person.

(2) Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the dismissal of an officer designated as the head of the authority’s paid service, as the authority’s chief finance officer, or as the authority’s monitoring officer, the authority must approve that dismissal before notice of dismissal is given to that person.”.

(6) For Schedule 3 (provisions to be incorporated in standing orders in respect of disciplinary action) substitute the Schedule set out in the Schedule to these Regulations.

Transitional and saving provisions

3.—(1) Where, before the date on which these Regulations come into force, anything was being done in respect of an allegation of misconduct in accordance with—

(a) regulation 7 of the 2001 Regulations, including that regulation as applied by regulation 10(1)(b) of the 2001 Regulations; or

(b) the provisions set out in paragraph 4 of Part 1 of Schedule 1 to the Local Authorities (Standing Orders) Regulations 1993(a), or Schedule 3 to the 2001 Regulations (or provisions to the like effect) incorporated in the local authority’s standing orders,

the provisions mentioned in paragraphs (a) and (b) shall continue to apply in respect of the allegation of misconduct in question.

(2) Anything which, before the date on which the local authority incorporated or modified provisions in standing orders in accordance with the 2001 Regulations as amended by regulation 2, was being done by, to or in relation to an officer in accordance with a provision mentioned in paragraph (1) may be continued after that date by, to or in relation to that officer in accordance with that provision.

(a) S.I. 1993/202. The Local Authorities (Standing Orders) Regulations 1993 were repealed by S.I. 2001/3384 subject to savings specified in regulation 8(3) of S.I. 2001/3384

(3) Nothing in these Regulations shall apply in relation to the standing orders of the New Forest National Park Authority as provided for in Part 1 of Schedule 3 to the New Forest National Park Authority (Establishment) Order 2005(a).

Signed by authority of the Secretary of State for Communities and Local Government

Kris Hopkins

Parliamentary Under Secretary of State

Department for Communities and Local Government

25th March 2015

SCHEDULE

Regulation 2

“SCHEDULE 3

Regulation 6

Provisions to be incorporated in standing orders in respect of disciplinary action

1. In the following paragraphs—

- (a) “the 2011 Act” means the Localism Act 2011(b);
- (b) “chief finance officer”, “disciplinary action”, “head of the authority’s paid service” and “monitoring officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001(c);
- (c) “independent person” means a person appointed under section 28(7) of the 2011 Act;
- (d) “local government elector” means a person registered as a local government elector in the register of electors in the authority’s area in accordance with the Representation of the People Acts;
- (e) “the Panel” means a committee appointed by the authority under section 102(4) of the Local Government Act 1972(d) for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
- (f) “relevant meeting” means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and
- (g) “relevant officer” means the chief finance officer, head of the authority’s paid service or monitoring officer, as the case may be.

2. A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.

3. The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

4. In paragraph 3 “relevant independent person” means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.

(a) SI 2005/421. Article 16 of Part 1 of Schedule 3 of the Order applies regulation 7 of the 2001 Regulations to the New Forest National Park Authority, as if it were a local authority as referred to in the 2001 Regulations.

(b) 2011 c. 20.

(c) S.I. 2001/3384.

(d) 1972 c. 70.

5. Subject to paragraph 6, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order—

- (a) a relevant independent person who has been appointed by the authority and who is a local government elector;
- (b) any other relevant independent person who has been appointed by the authority;
- (c) a relevant independent person who has been appointed by another authority or authorities.

6. An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 5 but may do so.

7. The authority must appoint any Panel at least 20 working days before the relevant meeting.

8. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—

- (a) any advice, views or recommendations of the Panel;
- (b) the conclusions of any investigation into the proposed dismissal; and
- (c) any representations from the relevant officer.

9. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act."

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations amend the Local Authorities (Standing Orders) (England) Regulations 2001 ("the 2001 Regulations"), which require certain local authorities in England to make or modify standing orders so that they include certain provisions relating to staff and other matters.

Regulation 2 removes the provisions in the 2001 Regulations, except insofar as they apply in relation to the standing orders of the New Forest National Park Authority, relating to the "designated independent person" required to be appointed by a local authority before it could dismiss or discipline its head of paid service, monitoring officer or chief finance officer. It makes new provision about the procedure to be followed in such cases, which authorities are required to include in their standing orders. It also requires that the authority, when setting up its panel for the purpose of advising on matters relating to the dismissal of a relevant officer, invite independent persons who have been appointed under section 28(7) of the Localism Act 2011. The authority is required to appoint such independent persons to the panel in the specified priority order and the panel must have at least two members.

Regulation 3 makes transitional provisions in relation to regulation 2.

No impact assessment has been prepared in relation to these Regulations because no impact on the private or voluntary sectors is foreseen.

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