

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: 12 October 2015

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **TUESDAY, 20TH OCTOBER, 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

20 OCTOBER 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 5 - 14)

The Minutes of the previous meeting of the Authority, held on 30th June 2015, are submitted for approval as a correct record and for signature by the Chair.

3. Minutes of the Extraordinary Meeting (Pages 15 - 18)

The Minutes of the extraordinary meeting of the Authority, held on 14th July 2015, are submitted for approval as a correct record and for signature by the Chair.

4. Minutes of Consultation and Negotiation Sub-Committee 24th March 2015 (Pages 19 - 22)

The Minutes of the decommissioned Consultation and Negotiation Sub-Committee held on 24th March 2015 are submitted for approval as a correct record and for signature by the Chair.

5. Deputation: Allowances and Expenses paid to Councillors

To consider a deputation from Mr John Brace concerning the allowances and expenses paid to councillors (and amounts paid on their behalf).

The deputation consists of two persons; John Brace, and Leonora Brace

6. **IVF Policy** (Pages 23 - 38)

(CFO/085/15)

To consider Report CFO/085/15 of the Deputy Chief Fire Officer, concerning the proposed in-vitro fertilisation (IVF) Policy and Service Instruction.

7. **Procurement Strategy** (Pages 39 - 68)

(CFO/071/15)

To consider Report CFO/071/15 of the Clerk to the Authority, concerning the adoption of a new Merseyside Fire & Rescue Authority Procurement Strategy and associated Policy.

8. **PROPOSED NEW FIRE STATION AT PRESCOT** (Pages 69 - 80)

(CFO/083/15)

To consider Report CFO/083/15 of the Chief Fire Officer, concerning final approval to build a new community fire and rescue station, incorporating a neighbourhood Police station, on land at Manchester Road, Prescott, Merseyside.

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

30 JUNE 2015

MINUTES

Present: Councillors Les Byrom, Linda Maloney, Peter Brennan, Roy Gladden, Ray Halpin, Jimmy Mahon, Barbara Murray, Lesley Rennie, Denise Roberts, James Roberts and Sharon Sullivan

Also Present:

Apologies of absence were received from: Cllr Dave Hanratty (Chair), Cllr Robbie Ayres, Cllr Steve Niblock and Cllr Jean Stapleton

CHAIR'S ANNOUNCEMENTS

Prior to the start of the meeting, information regarding general housekeeping was provided by the Chair to all in attendance.

The Chair confirmed to all present that the proceedings of the meeting would be filmed and requested that any members of the public present who objected to being filmed, make themselves known.

No members of the public voiced any objection therefore the meeting was declared open and recording commenced.

One member of the public present asked that Authority Members introduce themselves for the benefit of those in attendance.

The Chair of the meeting informed those present that this was not part of the Authority's Procedural Rules contained within its Constitution and that the meeting would therefore proceed.

At the opening of the meeting, those present were informed that the Chair of the Authority – Councillor Dave Hanratty, had submitted apologies for the meeting as he was attending the LGA Conference on behalf of the Authority.

The meeting would therefore be chaired by Councillor Les Byrom – Vice-Chair of the Authority.

1. Preliminary Matters

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

Resolved that:

- a) no declarations of interest were made by individual Members in relation to any item of business on the Agenda
- b) no additional items of business were determined by the Chair to be considered as matters of urgency.

However, Councillor Lesley Rennie requested that items 7 and 8 be considered prior to items 5 and 6, to allow members of the public in attendance specifically in relation to those items, to leave following their consideration.

The Chair stated that it would be useful for those present to hear items 5 and 6, as those items would provide some useful background information concerning the financial context within which structural changes are being proposed; and the similar structural changes being proposed within other areas across Merseyside.

Therefore, the Chair of the meeting stated that the Agenda would be considered in the order in which it is printed.

- c) The following items contained EXEMPT information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972:

- **Appendix M to Agenda Item 6 – *Proposals For Eccleston and St.Helens Fire Stations***
- **Appendix B to Agenda Item 8 – *Operational Response Options for West Wirral***

However, as there was no requirement to discuss these documents; members of the press and public were not required to leave during consideration of these items.

2. Minutes of the Previous Meeting

The Minutes of the previous meeting of the Authority, held on 11th June 2015, were approved as a correct record and signed accordingly by the Chair.

3. Petition concerning the merger of Upton and West Kirby Fire Stations

The Chair invited the member of the public who submitted the petition entitled – “*Stop the building of the Fire Station in Saughall Massie and the destruction of precious green belt land*”, to present the petition to the Authority.

The individual, who had been invited by officers of the Authority to attend the meeting and present their petition, was not in attendance.

Therefore, the Authority noted the petition and the comments contained within.

4. Deputation in relation to the merger of Upton and West Kirby Fire Stations

Prior to consideration of this item, the Clerk to the Authority outlined the procedure for receiving deputations, as detailed in the Procedural Rules contained within the Authority's Constitution.

A spokesperson for the deputation was then invited to address the Authority for up to 5 minutes.

Mr Les Spencer – Chairman of the Saughall Massie Village Area Conservation Society, proceeded to address the Authority on behalf of the deputation, outlining the views and concerns of the residents of Saughall Massie in relation to the proposals to merge West Kirby and Upton Fire Stations at a new site on Saughall Massie Road, Saughall Massie.

Mr Spencer's address raised a number of points:

- The significant opposition from residents within the Saughall Massie area to the plans.
- How the Chief Fire Officer states that the merger is necessary to maintain public safety, however it is acceptable to have West Kirby Fire Station closed on a regular basis. Therefore, it is felt by residents that the issue of public safety may have been exaggerated in an effort to demonstrate the special circumstances required to obtain planning permission on green belt land.
- The use of an Emergency Response Vehicle as an alternative means of providing fire cover to the West Kirby area - questioning why the Authority don't use such vehicles when they are widely used by other Fire & Rescue Authorities.
- The potential conflict of interest in the planning process, with Wirral Councillors making the decision over the granting of planning permission, on land currently owned by Wirral Borough Council, which may result in the Council receiving a commercial price for an otherwise worthless piece of land. Therefore, it was suggested that the main driver for the merger was financial rather public safety.

Mr Spencer also suggested that the Authority were trying to involve Merseyside Police and North West Ambulance Service, in an attempt to bolster their proposals.

After 5 minutes, Mr Spencer was requested by the Chair of the meeting, to conclude his address.

The Chair then asked if any other parties present had an alternative view that they wished to express.

Mr Tommy Hughes stated that he wished to address the Authority to express the view of the Fire Brigades Union on Merseyside and its members.

The Chair informed Mr Hughes that he had 5 minutes to make his address.

Mr Hughes stated that on this occasion, the FBU support the recommendation of the Chief Fire Officer and agree that full appliances available on a wholetime basis provide the safest system of work for firefighters, with safe effective crewing levels; and provide the best emergency response to communities.

Mr Hughes stated that the FBU are fundamentally opposed to the use of Small Fires Units, or Emergency Response Vehicles, as they divert funding away from fully equipped fire appliances. In emergency situations, every second counts; and having such vehicles responding, with limited equipment and resources, severely limits the response that can be provided in such emergency situations.

Mr Hughes also highlighted that it is not firefighters, the Chief Fire Officer, or indeed the Authority which have caused the current situation; and that it is the Government who have forced the situation that the Authority currently find itself in. It was also highlighted that in light of recent incidents across the world, the cuts to the Fire Service could be seen as being even more severe.

The Chair then stated that Members of the Authority had a further 5 minutes to raise any questions they may have to either party.

Councillor Lesley Rennie asked if the Chief Fire Officer would be provided with opportunity to respond to the questions and comments raised. She was advised that all points raised by both parties were covered within items on the agenda and could be picked up during consideration of those items.

Councillor Gladden asked a question of Mr Hughes regarding the amount of fires and RTC's now attended.

Mr Hughes responded that although the number of fires attended has reduced, given the scale of cuts to the Authority, they no longer have the luxury of having Small Fires Units, as these should only be funded as a supplement to full appliances, never as an alternative.

Members noted the points raised by Mr Spencer on behalf of the Deputation and Mr Hughes on behalf of the Fire Brigades Union.

5. REVENUE & CAPITAL OUTTURN 2014/15

Members considered Report CFO/061/15 of the Deputy Chief Executive, concerning the Authority's year-end financial position for 2014/15.

Members were provided with an overview of the report which highlighted the level of savings the Authority were required to make against its two year financial plan for 2014/15 and 2015/16; and progress against the achievement of those savings.

The update highlighted the requirement for the Authority to make £3.4m of savings from Operational Response, which equates to the deletion of approximately 100 firefighter posts. This has resulted in a reduction in the number of appliances available; and the requirement to make structural changes to facilitate those reductions.

Members were informed that further significant cuts to the Authority's Budget are expected, which will be made increasingly difficult to meet should the required savings for 2015/16 not be made.

Members Resolved that:

- a) The actual financial performance against the approved budget and the achievement of a net revenue saving in 2014/15 of £1.187m, be noted.
- b) The proposal to utilise the one-off saving of £1.187m, to fund an increase in the Capital investment Reserve, in light of the planned station merger and investment strategy, be approved.

6. Proposals For Eccleston and St. Helens Fire Stations

Members considered Report CFO/060/15 of the Chief Fire Officer, concerning the proposal to merge Eccleston and St. Helens fire stations at a new station on Canal Street, St. Helens; and the re-designation of one of the two existing wholtime appliances as "wholtime retained" (with a 30 minute recall), subject to a 12 week period of public consultation, to commence with effect from 3rd August 2015.

Members were provided with an overview of the report, which highlighted that although there are other options available to the Authority to deliver the necessary savings, these have not been recommended as the merger option delivers the least impact on operational response.

It was highlighted to Members that mergers are being used by fire and rescue authorities across the Country as a means of delivering savings.

Members were also informed that as a rule, mergers would not improve response times – however, in this case there would be an improvement in response to some locations, due to the close proximity to major road networks of the proposed site. However, Members were informed that there are a few

areas identified, which may not be reached within the ten minute response standard although there is little difference in predicted response times to those areas, from the current arrangements; and the areas not covered are predominately rural, with minimal housing.

Members commented that it is the responsibility of Councillors to ensure that they provide the best operational response to the people of Merseyside; and therefore they fully support the recommendations within report.

Members Resolved that:

- a) A 12 week period of public consultation (to commence with effect from 3rd August 2015) over the proposal to merge Eccleston and St. Helens fire stations at a new station on Canal Street, St. Helens and re-designate one of the two wholetime fire engines at these stations as "wholetime retained", be approved.
- b) Following conclusion of the consultation, a further report be submitted to the Authority detailing the outcomes of the consultation and any operational implications.

7. WIRRAL FIRE COVER CONSULTATION 2 OUTCOMES

Members considered Report CFO/059/15 of the Chief Fire Officer, concerning the outcomes of the twelve week public consultation regarding the draft proposal to merge Upton and West Kirby fire stations at a new station on Saughall Massie Road, Saughall Massie as an alternative to an outright closure of West Kirby fire station and re-designation of one of the two existing wholetime appliances as "wholetime retained".

Members were provided with a detailed overview of the report and the outcomes of the twelve week public consultation, which highlighted how the consultation process was publicised, the consultation events which took place and the specific outcomes of each event, outcomes of the online and postal questionnaires; and the outcomes of the public meetings, including a summary of questions raised and responses provided during those meetings.

The overview highlighted the financial implications, which detailed the cost of the consultation process (which is in addition to the cost of the first consultation process over the proposed Greasby site); and highlighted that the costs detailed do not take account of the amount of officer time invested in both consultation processes, which has been significant.

The Chief Fire Officer informed Members that there has been significant opposition to the merger from residents of Saughall Massie, however it is important that Members also consider the views of people from West Kirby, Hoylake and Meols, as they are the people who would lose out should the merger not proceed. It was highlighted that in general, the residents of these areas supported the merger option; and felt that it was appropriate.

Cllr Rennie raised some queries on behalf of residents and fellow ward Councillors. She stated that many residents have the opinion that there has been some collusion between the Chief Fire Officer and Wirral Borough Council, as they believe that there have been a number of alternative sites which have not been fully considered. She requested that the Chief Fire Officer go through each of the sites that were identified and explain why they were dismissed, in order to allay the fears of residents and dispel rumours.

The Chief Fire Officer stated that he would attempt to provide reassurance and proceeded to provide an overview of the sites considered, highlighting that the Authority cannot force people to sell or compulsory purchase land; and are ultimately beholden to land owners. He explained that once the Greasby site had been withdrawn by Wirral Borough Council, the land being considered in this report was the only suitable land available.

Members Resolved that:

- a) The outcomes of the comprehensive and informative Wirral public consultation, be noted.
- b) Those outcomes be taken into fully and carefully considered account, when considering Report CFO/058/15 relating to the possible future options for fire cover in West Wirral.

8. Operational Response Savings Options For West Wirral

Members considered Report CFO/058/15 of the Chief Fire Officer, concerning the merger of Upton and West Kirby fire stations at a new station on Saughall Massie Road, subject to agreement from Wirral Metropolitan Borough Council (MBC) to transfer ownership of the land to the Authority and the granting of planning permission.

The Chief Fire Officer provided Members with a comprehensive overview of the report, highlighting that the proposals were as a direct result of ongoing cuts to the Authority's budget and that doing nothing is not an option for the Authority.

The overview highlighted the operational rationale for the merger, explaining that the merger option was recognised by the majority of participants in the consultation process and across the Country, as being the option which delivers the least impact on operational response.

The Chief Fire Officer explained to Members that the overwhelming majority of concerns raised by residents were in relation to planning issues. He therefore proceeded to provide an explanation of the consideration given to issues raised, which had some bearing on operational response.

With regards to the suggestion raised to utilise Rapid Response Vehicles, as an alternative means of providing operational response cover, the Chief Fire Officer explained that Merseyside Fire & Rescue Authority were the first Authority to introduce such vehicles as a means of providing response to small, non life risk incidents. These vehicles were supplementary to the wholetime fire appliance at

some stations. However, as a direct result of the cuts to the Authority's budget, the provision of second appliances at all but two stations has been removed and the budgetary provision for the Small Fires Units was subsumed to retain as many rescue appliances as possible.

The Chief Fire Officer explained that all stations on the Wirral were now single pump stations; and that nowhere in the Country are such vehicles utilised instead of rescue pumps. In addition, National Guidance around breathing apparatus procedures, states that the minimum number of personnel required to deliver a safe response at a house fire is four, meaning that it is not a credible option to replace a full rescue pump with a Rapid Response Vehicle. In addition, to make the required savings, several other rescue pumps would need to be converted to Rapid Response Vehicles.

With regards to concerns raised regarding traffic conditions in the area, the Chief Fire Officer stated that this is strictly speaking a planning issue, however all drivers are fully trained, with the roads in West Wirral presenting no greater challenge than in any other areas across Merseyside. He further highlighted that if the Authority chose to proceed with the outright closure of West Kirby Fire Station, the appliance from Upton would still need to travel along the roads in question to respond to West Kirby.

The Chief Fire Officer informed Members that neither Merseyside Police nor North West Ambulance Service had committed to be involved in the development at present; and that any new station would not be fully operational until 2016/17.

He explained that it was no longer possible to crew appliances at non key stations at all times, therefore a number of non key stations may not be staffed on occasion, on a rotational basis. However, as an interim measure to maximise appliance availability, the Authority will introduce wholetime retained crewing where possible.

The Chief Fire Officer highlighted that other options considered were detailed fully within Agenda Item 7, however it must be noted that there are no options available which will improve matters; and the merger option is considered to be the one which will have the least impact on operational response.

Members made a number of comments concerning the recommendation. Members from all political parties recognised that they would not be making such decisions out of choice, but are required to do so as a direct consequent of the cuts to the Authority's budget. They also acknowledged the need for the Authority to consider what is in the best interest of communities across the whole of Merseyside, ensuring that the decisions they make provide the best possible fire cover for all.

Cllr Linda Maloney therefore moved the recommendation to approve the merger proposal, which was seconded by Cllr Denise Roberts.

A vote then took place as follows:

For
14 (unanimous)

Against
Nil

Abstain
Nil

Members Resolved that:

- a) The merger of Upton and West Kirby fire stations at a new station on Saughall Massie Road, subject to agreement from Wirral MBC to transfer ownership of the land to the Authority and the granting of planning permission, be approved.
- b) The relocation of the West Kirby fire appliance to Upton to be crewed wholetime retained as an interim measure prior to the construction of the new station, be approved.
- c) The Capital Programme be amended to incorporate the Saughall Massie fire station scheme; and
- d) Delegated authority be granted to the Chief Fire Officer to continue discussions with partners, including Merseyside Police and North West Ambulance Service, with a view to sharing the new building.

9. Freedom of Information Requests - 2014/15 update

Members considered Report CFO/062/15 of the Deputy Chief Fire Officer, concerning the number and type of Freedom of Information (FOI) requests received by the Authority between 1st April 2014 – 31st March 2015 and 1st April to date.

Members Resolved that the content of the report be noted.

10. MFRA Engagement Principles and Commitments

Members considered Report CFO/057/15 of the Deputy Chief Fire Officer, concerning the progress made in relation to staff engagement following the outcomes of the 2014 Staff Survey and to introduce Members to the Merseyside Fire and Rescue Authority Engagement Principles.

Members resolved that the MFRA Engagement Principles as outlined in Appendix A and the next steps identified within the report, be noted and embraced.

Close

Date of next meeting Tuesday, 14 July 2015

Signed: _____

Date: _____

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MERSEYSIDE FIRE AND RESCUE AUTHORITY

14 JULY 2015

MINUTES

Present: Cllr Dave Hanratty (Chair) Councillors Les Byrom, Linda Maloney, Robbie Ayres, Peter Brennan, Roy Gladden, Mike Kearns, Barbara Murray, Steve Niblock, Lesley Rennie, Denise Roberts, James Roberts, Jean Stapleton, Sharon Sullivan, Paul Tweed and Marianne Welsh

Also Present:

Apologies of absence were received from: Cllr Ray Halpin and Cllr Jimmy Mahon

CHAIR'S ANNOUNCEMENTS

Prior to the start of the meeting, information regarding general housekeeping was provided by the Chair to all in attendance.

The Chair confirmed to all present that the proceedings of the meeting would be filmed and requested that any members of the public present who objected to being filmed, make themselves known.

No members of the public voiced any objection therefore the meeting was declared open and recording commenced.

1. Preliminary Matters

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

Resolved that:

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

2. Implications of the Emergency Budget Announcement

Members were provided with a verbal update from the Deputy Chief Executive, concerning the Emergency Budget Announcement by the Chancellor on 8th July 2015; and the potential implications for Merseyside Fire & Rescue Authority.

The update highlighted that post 2015/16, the Authority are likely to be required to make further savings of between £7million and £14million, although the exact figures will not be known until the Grant Settlement is announced in the Autumn.

Officers were thanked for the update and for their input into the Strategy event held prior to the meeting.

3. Ongoing and Future Collaboration with Merseyside Police and PCC

(CFO/070/15 Appendix A)

Members considered Report CFO/070/15 of the Chief Fire Officer, concerning ongoing and potential future collaboration with Merseyside Police and Police and Crime Commissioner (PCC).

Members were provided with an overview of the report, which outlined the rationale for the creation of a joint committee, comprising of the Chair of the Authority and the two Vice-Chairs, with the Police and Crime Commissioner and the Deputy Police and Crime Commissioner co-opted onto the Committee, which will consider opportunities for further joint working and potential savings.

Discussion took place around payment of a co-optees allowance to the PCC and Deputy PCC. All Members considered that a co-optee allowance payment would not be appropriate.

Questions were also raised regarding Member involvement in this Committee and whether the Committee would have any delegated powers.

It was confirmed that the proposed Committee would be a non-decision making Committee, that would make recommendations to the full Authority.

Members Resolved that:

- a) The establishment of a Joint Fire and Rescue and Police Committee, consisting of the Chair and Vice-Chairs with the PCC and Deputy PCC as co-opted members, be approved.
- b) The Chief Fire Officer (CFO) and Chief Constable, be instructed to establish a small Project Team to consider current and potential future collaboration and to adopt agreed Terms of Reference.
- c) No Co-optee Allowance be made to the PCC or Deputy PCC for their appointment to this Committee.

4. Information

Prior to the close of business, the Chair of the Authority reminded Members of the forthcoming Liverpool Pride Event and encouraged all present to attend.

Close

Date of next meeting Tuesday, 20 October 2015

Signed: _____

Date: _____

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MERSEYSIDE FIRE AND RESCUE AUTHORITY

CONSULTATION AND NEGOTIATION SUB-COMMITTEE

24 MARCH 2015

MINUTES

Present: Cllr Jimmy Mahon (Chair) Councillors Linda Maloney, Roy Gladden and Dave Hanratty

Also Present:

Apologies of absence were received from: Cllr Les Byrom and Cllr Tony Robertson

1. Preliminary Matters

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

Resolved that:

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

2. Minutes of Previous Meeting

The Minutes of the Previous Meeting, held on 2nd December 2014 were approved as a correct record and signed accordingly by the committee chair.

3. Industrial Relations Update

(CFO/023/15)

Members considered report CFO/023/15 of the Deputy Chief Fire Officer concerning an update to Industrial Relations and matters of consultation and negotiation between Merseyside Fire and Rescue Authority and representative bodies.

Members were provided with an overview of the report which highlighted the following areas of progress:

- Consultation on 59 new or amended Service Instructions has been completed successfully, with 10 still remaining in the formal process.
- A review of the 12/12 duty system implemented in January 2014 was scheduled to take place a year later. This review has been postponed in light of the developments around the implementation of 24hr shifts.
- Following constructive dialogue around 24hr working and wholetime retained cover, the Authority is now in position to implement a system of 24hr self-rostered shifts with participating Firefighters providing wholetime retained cover on 8 days over an 8 week period. Whilst it was the intention to provide this system of working on 8 stations (4 station pairs providing for 4 appliances on wholetime retained), expressions of interest in the Liverpool pairing were too low to progress at this stage. Therefore the 24hr shift system will be implemented on 6 stations across 3 station pairs in Wirral, St Helens and Knowsley.
- The Executive Committee of the Fire Brigades Union (FBU), on 26th February 2015, has amended the action short of strike in relation to the National dispute on Firefighter Pensions so that it no longer includes a ban on overtime working. This means that the ban on Additional Voluntary Hours (AVH) has been lifted and subsequently there are more options available to the Authority, representative bodies and staff to pursue. As such there is on-going constructive dialogue with the FBU and the Fire Officer's Association (FOA) exploring how best to utilise AVH in maintaining appliance availability.

The Chair invited trade union representatives to comment.

The FBU highlighted the massive amount of work that has gone into agreeing the Service Instructions, which will be the subject of a forthcoming Learning Lunch. They commented on the significant changes to the Service as a result of the cuts to local government grants. The FBU emphasised the importance of staff having a choice in relation to insufficient take-up of the 24hr shifts in Liverpool. They confirmed that there was positive dialogue ongoing surrounding AVH and they were looking at a range of proposals to maintain appliance availability.

Members of the committee congratulated everyone involved in the recent consultations and negotiations, highlighting how achieving wholetime retained is part of the vision of the Authority going forward. Members further applauded Trade Unions and Officers for making the choice to put people first, in particular the courage needed to negotiate through difficult issues rather than standing still or walking away.

The Committee placed on record it's thanks to all involved: Representative bodies, officers and staff; and the commitment to protecting the frontline, including prevention and protection, and all the Service.

Resolved that:

1. The progress being made to;

- a. maintain effective and constructive industrial relations with Representative Bodies be noted, and;
- b. deliver the Authority's IRMP be noted.

Close

Signed: _____

Date: _____

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	20 OCTOBER 2015	REPORT NO:	CFO/085/15
PRESENTING OFFICER	PHIL GARRIGAN		
RESPONSIBLE OFFICER:	PHIL GARRIGAN	REPORT AUTHOR:	AMANDA CROSS
OFFICERS CONSULTED:	NICK MERNOCK DIRECTOR OF PEOPLE AND ORGANISATIONAL DEVELOPMENT. MIKE PILKINGTON, TIME AND RESOURCES MANAGER, PAUL BLANCHARD FLETT, OCCUPATIONAL HEALTH MANAGER.		
TITLE OF REPORT:	IVF SERVICE INSTRUCTION		

APPENDICES:	APPENDIX A: IVF SERVICE INSTRUCTION
	APPENDIX B: EIA IVF

Purpose of Report

1. To request that the Authority approve the proposed in-vitro fertilisation (IVF) Service instruction.

Recommendation

2. Approve the attached Service Instruction with regard to IVF.

Introduction and Background

3. It is recognised that IVF is a delicate and sensitive subject and Managers will be expected to treat the matter with the appropriate level of confidentiality required to ensure that the employee receives the best possible support.
4. IVF can take a number of different forms and each individual will react to the treatment in a different way. Merseyside Fire and Rescue Authority (MFRA) will work with the individual in a supportive and sympathetic manner looking at each case to provide a flexible approach to meet that person's needs.
5. Thousands of IVF babies have been born since the first in 1978. In 2009, nearly two per cent of all the babies born in the UK were conceived as a result of IVF treatment.
6. The Authority has had and currently has a number of employees who are accessing IVF in order to improve their chances of conceiving. IVF is a very technical and sensitive process. IVF requires invasive treatment and as such an agreed amount of time off to enable this will provide some support to those employees.

7. The Authority has been dealing sensitively with this issue on an informal basis. Officers have developed Service Instruction in order to formalise this process.

Equality and Diversity Implications

8. The attached Equality Impact Assessment outlines the Equality & Diversity implications for IVF. By introducing this process the Authority will be supporting the mental, emotional and physical well-being of its employees.

Staff Implications

9. Three employees are currently undertaking IVF treatment with similar numbers of employees undertaking treatment over the last 2 years. The process outlines what support an employee can have in relation to support with hospital visits and leave around the time the eggs are implanted.
10. IVF is a very private and sensitive subject and this will provide a framework for Managers to offer help and support to their employees. Where this has been used informally it has enabled a structured and supportive conversation and a planning of leave arrangements in advance.

Legal Implications

11. Women are protected from any less favourable treatment under the sex discrimination provisions of the Equality Act. Women will be considered to be undertaking IVF treatment from the point that the eggs are removed until the treatment concludes.

Financial Implications & Value for Money

12. In the majority, if not all, cases it is expected that any agreed time off can be managed and therefore avoid any requirement to cover any absences of employment through additional staff resourcing. In the cases to date the agreed time off has been planned and has not resulted in the employees resorting to sick leave.

Risk Management, Health & Safety, and Environmental Implications

13. Once an employee is pregnant they will be covered by the risk assessment for pregnant employees.

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

14. For some people an inability to have children and/or the psychological effects of unsuccessful IVF treatment can lead to depression. A National Infertility Awareness Campaign advised that 94% of couples who are unable to conceive have suffered depression and feelings of isolation. By providing a supportive

environment for our employees we will be actively working to reduce depression/mental ill health.

BACKGROUND PAPERS

GLOSSARY OF TERMS

IVF In-vitro Fertilisation

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“An Excellent Authority”

Service Instruction IVF

Document Control

Description and Purpose

This document is intended to give guidance to all employees of Merseyside Fire and Rescue Authority about in vitro fertilisation (IVF)

Active date	Review date	Author	Editor	Publisher
September 2013	June 2015	Amanda Cross	Nick Mernock	Sue Croker
Permanent	X	Temporary	If temporary, review date must be 3 months or less.	

Amendment History

Version	Date	Reasons for Change	Amended by
		New	

Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Document location
	X	Sept 2011	DAG	

Related Documents

Doc. Type	Ref. No.	Title	Document location
Policy	POLPOL03	Work life Balance	Portal
SI	0658	Maternity	Portal
SI	0659	Paternity	Portal

Contact

Department	Email	Telephone ext.
Amanda Cross	amandacross@merseyfire.gov.uk	4358

Target audience

All MFS	X	Ops Crews	Fire safety	Community FS
Principal officers		Senior officers	Non uniformed	

Relevant legislation (if any)

Equality Act 2010
EC Equal Treatment Directive
Mayr-v-Backerei und Konditorei Gerhard Flockner OHG
Sahata v (1) Home Office(2) Pipkin

Introduction

Merseyside and Rescue Fire Authority recognises that there are emotional and physical concerns about fertility treatment. We understand the anxiety and distress that both our employees and their partners may experience during the process. The Authority wishes to support employees who decide to undertake fertility treatment or whose partner is undergoing the process.

Although IVF is not covered by specific equality legislation this Service Instruction outlines the special leave arrangement for all employees regardless of their sex, gender reassignment, sexual orientation, married or civil partnership status, race, disability, age, religion or belief.

A woman is likely to be protected from any less favourable treatment under the sex discrimination provisions of the Equality Act from the point that her eggs are removed for in-vitro fertilisation (IVF) if she could show that the treatment was related to her IVF treatment.

This document applies to all employees, whether permanent or fixed term, and regardless of the number of hours worked per week or length of service.

It is recognised that IVF is a delicate and sensitive subject and Managers will be expected to treat the matter with the appropriate level of confidentiality required to ensure that the employee receives the best support.

IVF can take a number of different forms and each individual will react to the treatment in a different way. MFRA will work with the individual in a supportive and sympathetic manner looking at each case to provide a flexible approach to meet that person's needs.

Time off

Employees

The Authority recognises that a treatment cycle can be lengthy and requests that an employee discusses with their Manager the amount of leave they may need to take and the potential time scales involved.

Employees are expected, wherever possible, to arrange appointments outside of work, however where this is not possible an employee may be request up to 3 working days of paid leave in any 12 month period to cover time in hospital and recuperation. Applications for additional leave, up to a maximum level of 5 in any 12 month period, will be considered on a case by case basis but the Service will look sympathetically at such applications. Applications should be submitted to Time & Resource Management using the discretionary leave form and must be supported by documentary evidence from a medical practitioner or specialist.

If the employee requires additional time away from work then alternative leave arrangements should be agreed with their line manager and TRM which may include annual leave, PH's, flexi time or unpaid leave.

Partner

If it is an essential requirement as part of the course of treatment for the partner to attend a specific appointment, the Authority will grant 1 paid day within a 12 month period to undertake this treatment.

Where partners are not receiving treatment themselves but would like to attend appointments to support their partner the Authority will work with the employee to find a flexible solution, for example, altering times of work, self rostering, the flexible use of leave or granting unpaid leave.

Absence

It is recognised that because of the nature of fertility treatment there may be a range of side effects after the treatment has taken place.

IVF absence occurring in the period between removal of the ova and the implementation of the embryo (where this is confirmed on a medical practitioner's fit note) will be disregarded for the purposes of absence monitoring.

Women are regarded as pregnant from the point that her eggs are implanted until two weeks after she miscarries or is delivered of the baby. All women should have a health and safety risk assessment carried out immediately they return to work following the implantation in line with the Pregnancy and Maternity Policy. Particular reference will be paid to the woman's case history of IVF treatment, and her doctor's opinion when deciding how to manage the woman's pregnancy whilst at work.

Employment rights

Once her fertilised eggs are implanted, a woman is deemed to be pregnant and protected from any unfavourable treatment because of pregnancy or maternity. In the unfortunate event that the implantation has not been successful this protected period ends 2 weeks after the end of the pregnancy.

If the baby is lost at an early stage (before the 24th week) a woman is protected by the pregnancy and maternity legislation until two weeks after she is no longer pregnant. If she loses the baby after the 24th week, she is entitled to maternity leave and pay (see section on Still Birth or Death of Baby in the maternity SI).

Further information can be located in the maternity and paternity service instructions.

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Merseyside Fire and Rescue Service
Equality Impact Assessment Form

Title of policy/report/project:	IVF SI
Department:	POD
Date:	March 2014
<p>1: What is the aim or purpose of the policy/report/project</p> <p><i>This should identify “the legitimate aim” of the policy/report/project (there may be more than one)</i></p>	
<ul style="list-style-type: none"> • The policy outlines the support MFRA will offer to employees and partners of employees who are undergoing IVF. • It outlines the legal position relating the women undergoing IVF treatment. • It provide advice for Managers who have a team member undertaking IVF. 	
<p>2: Who will be affected by the policy/report/project?</p> <p><i>This should identify the persons/organisations who may need to be consulted about the policy /report/project and its outcomes (There may be more than one)</i></p>	
<ol style="list-style-type: none"> 1 SMG as the body authorised to make decisions regarding equality and diversity issues. 2. The Representative bodies via Joint Secretaries 3. Employees who require time off for treatment 4. Managers who need to grant time off for treatment 5. DAG. 	
<p>3. Monitoring</p> <p><i>Summarise the findings of any monitoring data you have considered regarding this policy/report/project. This could include data which shows whether it is having the desired outcomes and also its impact on members of different equality groups.</i></p>	
What monitoring data have you considered?	What did it show?

	<p>TRM manage and maintain a database of leave requests in order to ensure that each employee takes the permitted amount of leave. We have requested that IVF is recorded as authorised leave for privacy purposes. H&S are responsible for the completion and dissemination of information relating to risk assessments post fertilisation.</p> <p>We currently have 3 (known employees) who are undergoing treatment via IVF and 1 ex-employee whose personal experience contributed to the detail of the policy. 2 employees are female and White British, the male employee an operational employee and is white British.</p> <p>The ex-employee was a female white British employee who was a Jehovah's Witness.</p>
--	---

<p>4: Research</p> <p><i>Summarise the findings of any research you have considered regarding this policy/report/project. This could include quantitative data and qualitative information; anything you have obtained from other sources e.g. CFOA/CLG guidance, other FRSs, etc</i></p>	
<p>What research have you considered?</p>	<p>What did it show?</p> <p>The information pertaining to this SI was sourced from environmentally scanning Government websites such as DBIS, ACAS, the CIPD and TUC websites. It demonstrated that the response to IVF is mixed with some organisations referencing IVF as a separate policy, others included it within their maternity policy and many do not make reference to it all.</p> <p>The CIPD information demonstrated a divide between those who felt it was an elective treatment and those who feel it is a necessary option.</p> <p>Staffordshire, Cheshire and Bedfordshire FRS supplied their IVF policies for review. These tended to be general statements of intent.</p> <p>Specialised websites were accessed which provided background to the medical, financial and emotional impact of this process and assisted in the development of the EIA.</p> <p>An ex-employee kindly shared her experience and material about the practical aspects of this process.</p>

	<p>Large organisations in the public and private sectors were assessed to ensure that the proposed SI is in line with those of Employers of Choice. ASDA and HSBC notably provide high profile and generous schemes.</p>
<p>5. Consultation</p> <p><i>Summarise the opinions of any consultation. Who was consulted and how? (This should include reference to people and organisations identified in section 2 above)</i></p> <p><i>Outline any plans to inform consultees of the results of the consultation</i></p>	
<p>What Consultation have you undertaken?</p>	<p>What did it say?</p> <p>The SI was submitted to DAG for consultation and discussion in June 2011 and no amendments were requested. TRM have been involved to ensure the process is practicable.</p> <p>The Joint secretaries discussed the proposed policy and where possible their suggestions and amendments have been incorporated.</p> <p>The policy has been shared with the OH nurses team for their medical opinion.</p> <p>Employees undergoing IVF were consulted to ensure that the policy of reflective of their experience and offered practical guidance.</p>

6. Conclusions

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

(a) Age

As can be seen below the causes of infertility can be complex. However one common theme is that women are delaying the age at which they try to conceive and this has implications for fertility. IVF can extend the period of time that women can have children.

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

For some people an inability to have children and/or the psychological effects of unsuccessful IVF treatment can lead to depression. A National Infertility Awareness Campaign advised that 94% of couples who are unable to conceive have suffered depression and feelings of isolation. Employees who have had treatment for cancer may find that IVF is their only possibility of conceiving.

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

There are currently no statistics which imply that there is a significant adverse or positive affect on the grounds of race. All the employees who are undergoing IVF are white British.

National states have different process both within Europe and beyond, for example, Israel specifically prohibits discrimination on the grounds of IVF.

(d) Religion or Belief

Different cultures and faiths have varied views on the perceived interference in fertility notably the Roman Catholic Church.

Other faiths such as Jehovah's witnesses have strict rules regarding certain medical interventions such as allogeneic blood transfusion.

The policy however does not make judgements regarding personal choices on the grounds of faith and will support employees undertaking IVF regardless of their personal beliefs and faith background.

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

Infertility can affect 1 in 7 women. However both sexes can be affected. Over the past 50 years male sperm counts have halved. Sexually transmitted diseases such as Chlamydia and gonorrhoea which destroy the fallopian tubes have increased.

Women are protected from any less favourable treatment under the sex discrimination provisions of the Equality Act from the point that her eggs are removed for IVF, if she can show the treatment is related to the IVF process.

Whilst IVF treatment has a physical impact on women the policy recognises that there is an impact on the woman's partner which can also include physical medical intervention and emotional and psychological distress.

(f) Sexual Orientation

There is no adverse impact on either gender to use the IVF SI or to access IVF treatment or to request leave to support their partner.

(g) Socio-economic disadvantage

IVF is an emotive subject for both those who believe that employees should have paid time off to have IVF treatment and for those who believe it is an elective process. This division is reflected in CIPD forum discussions regarding whether time off for IVF treatment should be paid for or taken as unpaid leave.

IVF treatment is expensive. In 2005 the Government issued a policy statement advising that the first round of IVF treatment should be paid by the state. However with NHS budgets being reviewed some NHS trusts have suspended IVF treatments to concentrate on life critical and emergency treatment and in others it is being offered as a private treatment programme only. Within the North West the NHS will fund one or 2 cycles.

Employees may not only require time off to attend appointments but the process of IVF may itself cause absence from work because of the side effects of the treatment both physically and emotionally. Women are put in to an early menopause before being injected with hormones to restart and overload their reproductive cycle with hormones. Fertility treatments is not deemed as incapacity for SSP purposes, thus for organisations that do not have generous sickness provision this can add additional expense.

IVF in this context could therefore only be applicable to those families who have the financial means to afford it.

7. Decisions

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

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

IVF is a very divisive subject and in times of budget cuts the divisions about what should be funded by the NHS are deepening.

There are those who believe that having a child is a right and others who believe having a child and thus IVF is an elective choice. Other groups place a premium on the ability to provide families with children and others believe that any interference in human reproduction is immoral or ungodly.

This policy cannot legislate for personal beliefs, however it recognises that every person has the right to make a choice and that as an Equal Opportunity employer MFRS will remove barriers where practicably possible to reduce the stresses experienced by employees who are trying to conceive. It recognises that local health trusts already put significant checks in place for those people who want IVF, for example, having a certain BMI, passing alcohol and lifestyle checks. This policy is therefore to support those employees who meet the strict criteria laid down by the NHS and then face the emotional rollercoaster of the treatment and waiting time.

8. Equality Improvement Plan

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

9. Equality & Diversity Sign Off

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

Signed off by:

Date:

Action Planned	Responsibility of	Completed by

For any advice, support or guidance about completing this form please contact the

DiversityTeam@merseyfire.gov.uk or on 0151 296 4237

The completed form along with the related policy/report/project document should be emailed to the Diversity Team at: DiversityTeam@merseyfire.gov.uk

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	17 SEPTEMBER 2015	REPORT NO:	CFO/071/15
PRESENTING OFFICER	JANET HENSHAW		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	SHARON MATTHEWS
OFFICERS CONSULTED:	WENDY KENYON – DIVERSITY & CONSULTATION MANAGER STEWART WOODS – HEAD OF ESTATES		
TITLE OF REPORT:	PROCUREMENT STRATEGY		

APPENDICES:	APPENDIX 1:	2015-18 PROCUREMENT STRATEGY
	APPENDIX 2:	PROCUREMENT SOCIAL VALUE POLICY
	APPENDIX 3:	EQUALITY IMPACT ASSESSMENT

Purpose of Report

1. To request that Members adopt a new Merseyside Fire & Rescue Authority Procurement Strategy and associated Policy attached at Appendix 1 and 2.

Recommendation

2. That Members;
 - a. Approve the 2015 – 18 Procurement Strategy and
 - b. Approve the Procurement Social Value Policy.

Introduction and Background

3. A new Procurement Strategy has been drafted which sets out the role of procurement within the Authority, and defines procurement priorities for the period 2015-18.
4. The Strategy is applicable to all procurement and commissioning activity within MFRA. The Strategy acknowledges and takes cognisance of the regulatory framework within which the Authority works as well as best practice in the field.
5. A Procurement Social Value Policy has also been developed. This supercedes 2 existing policies (Equality & Diversity in Procurement and Sustainable Procurement) and is wider reaching than previous policies because it takes account of the Public Services (Social Value) Act 2012.
6. The Act requires all public bodies in England and Wales, including Local Authorities, to consider how the services they commission and procure might improve the socio-economic and environmental well-being of the communities

in which the public services are delivered. The policy defines objectives and actions which MFRA will take to adhere to the Act.

Equality and Diversity Implications

7. An Equality Impact Assessment has been completed and approved by the Diversity & Consultation Manager. A copy is attached for reference (Appendix 3).

Staff Implications

8. Procurement staff have been appraised of the new Strategy and Policy and are supportive of its introduction. No resource implications have been identified, and any support to staff will be provided by the Head of Procurement.

Legal Implications

9. The Strategy and Policy have been written to ensure compliance with relevant European procurement legislation, the Public Contracts Regulations (2015), the Equality Act (2010) and the Social Value Act (2012).
10. The Strategy and Policy also take account of existing governance arrangements such as Financial Regulations and Contract Standing Orders.

Financial Implications & Value for Money

11. There are no direct costs arising from this report.
12. The Strategy makes it clear that all procurement activity is carried out to ensure Value for Money, and that appropriate evaluation criteria must be applied to achieve this.
13. Value for Money can be achieved by the consistent use of corporate contracts, effective collaboration and the use of technology to streamline procurement processes.

Risk Management, Health & Safety, and Environmental Implications

14. The Strategy outlines the procurement approach to risk management. Effective and timely contract management, sound business continuity arrangements in the supply chain and open, fair and transparent procurement practices are all means by which to reduce risk. Improved risk management processes have recently been introduced to underpin the approach outlined in the Strategy.
15. Environmental considerations have been taken account of in the Strategy and the Policy. The Policy document outlines the expectations the Authority has for its supply chain.

16. The new Strategy and Policy positively contribute to the achievement of the Authority's mission. The Policy's overarching objectives are to promote employment and support economic sustainability in the local area.

BACKGROUND PAPERS

NONE

GLOSSARY OF TERMS

NONE

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Merseyside Fire & Rescue Authority

PROCUREMENT STRATEGY 2015-2018

Document Version Control

Issue No	Date	Issued by
1	9 th June 2015	Sharon Matthews

CONTENTS

1. INTRODUCTION.....	4
2. BACKGROUND.....	4
3. WHAT IS PROCUREMENT.....	4
4. APPLICABILITY	4
5. PROCUREMENT PRINCIPLES	5
6. CONTROLS, STANDARDS AND RISKS.....	7

1. INTRODUCTION

This Procurement Strategy defines the role of the Procurement function in the delivery of Merseyside Fire & Rescue Authority's commitment to providing best value for money. This document identifies procurement's priorities aligning with local, regional and national procurement policy and the critical actions required to deliver the strategy.

The Authority recognises the importance of a professional procurement department which provides commercial support and guidance in regard to the purchasing of goods, services and works.

The strategy sets a clear framework in regard to achieving compliant procurement throughout the Authority and reflects the Government agenda, the Authority's Corporate Plan and adherence to internal Contract Standing Orders and Financial regulations.

2. BACKGROUND

Merseyside Fire & Rescue Authority's non-pay expenditure for goods, services and/or works is approximately £18 million per year.

The impact of procurement is far greater than a simple definition of a process. The principles set out in this strategy illustrate the positive contribution that effective procurement arrangements make to the communities the Authority serves considering socio-economic agendas such as equality and diversity, a successful economy, community benefit and reducing environmental impact. Purchasing of goods, services and/or works represents a significant interface with the economic community on a local, regional and national level via contractual relationships developed with suppliers.

Effective procurement of good, services and/or works to support front line service provision is vital for the Authority in order to meet its core objectives and to reduce risk.

3. WHAT IS PROCUREMENT

The term 'procurement' has a far broader meaning than simply buying goods. Procurement is the acquisition of appropriate goods, services or works that are procured at the best possible cost, quality, quantity, time and location.

The procurement process spans the whole life cycle of a product or service from identification of the requirement through to the end of the life of that product or service or the end of the useful life of an asset. The Authority's procurement processes promote fair, open competition and minimise exposure to fraud and collusion.

The procurement department provides a professional internal support service to efficiently plan, design and commission purchasing activity.

4. APPLICABILITY

This strategy applies to all external procurement and commissioning of goods, services and works.

All procurement activity must comply with internal Contract Standing Orders, Financial Rules/Regulations. Contract Standing Orders determine the applicable thresholds and appropriate procurement procedures and should be adhered to at all times.

The framework of rules for procurement is determined by UK and European Law and any Domestic and European Procurement Directives must be complied with.

All members of staff and members involved in any procurement activity must be aware that procurement procedures must demonstrate probity and accountability and are auditable.

5. PROCUREMENT PRINCIPLES

Fundamental to this strategy are our Procurement Principles. These principles will guide how we conduct procurement and in recognition of the impact of effective procurement the Authority's approach to procurement will:

- Ensure effective and efficient procurement control and management;
- Deliver an innovative, cost effective and fit for purpose support service to internal customers;
- Deliver value for money via modern, economically and socially responsible practice, ensuring fairness and transparency;
- Increase the professionalism and commercial skill in regard to procurement activity;
- Maximise sustainability and collaboration in our procurement activities;
- Provide opportunities to local and SME (small to medium enterprises) suppliers to participate by increasing visibility of our procurement plans and opportunities;
- Deliver cost savings and efficiencies;
- Monitor and measure procurement performance, promoting continuous improvement;
- Improve stakeholder engagement.

General

For all procurement the outcomes and objectives to be achieved and the steps that will achieve them need to be clear. The assessment of risk associated with any procurement will be assessed and minimised accordingly.

All major procurement should be adequately planned and consideration given to the resources required achieving the desired outcome.

Wherever possible, requirements will be expressed in terms of outcome and performance to provide scope for innovation.

Value for money

Procurement procedures should be effective and focussed to enable the achievement of value for money.

Whole life costing methodologies should be used when appropriate i.e. consideration of the total cost associated with any purchase. An example may be the procurement of a fire appliance – costs associated with spare parts and ongoing maintenance needs to be considered.

Collaborative working will provide the opportunity for working with other fire authorities and public sector bodies i.e. one lead authority can manage a large scale procurement exercise on behalf of the NW region or public sector Consortium arrangements can be accessed. The Authority will review all options for the procurement of goods, services and/or works and consider potential collaboration with other fire authorities, local authorities, Consortia and the private sector where appropriate.

The Authority will continue to promote and invest in existing collaborative and partnership arrangements.

The consistent use of corporate Contracts and contracted suppliers across a wide range of areas whenever possible ensures that risk is reduced i.e. the contracted suppliers have been evaluated, governance has been undertaken and that internal systems have been set up to receive and promptly pay invoices. The Procurement department will have undertaken the appropriate process to ensure that improved terms e.g. extended warranty and improved pricing e.g. fixed prices for the term of the Contract are applied to the Contract. Failure to use contracted suppliers and/or existing arrangements can increase transaction costs.

E-Procurement

E-procurement systems streamline all aspects of the purchasing process. All the Authority's procurement activity should be processed via the appropriate electronic financial or e-tendering system.

The Authority seeks to process transactions electronically as far as possible. E-procurement solutions that provide efficiencies will be implemented as appropriate to deliver lower transaction costs, reduce off-contract spend* and minimise paperwork therefore providing efficiencies and environmental benefits.

EU Procurement Directives (for goods and services with a total contract value above £172,513 and for works above £4,322,000) e-procurement is mandated, specifically publishing notices to OJEU (Official Journal of the European Union). The Procurement department must be included in any EU procurement process and will publish the relevant documentation in adherence to internal Contract Standing Orders and the Directives.

Suppliers are encouraged to register on the Authority e-tendering system.

The Procurement department will ensure guidance, support and training is provided where necessary.

**Off-contract spend is expenditure for goods, services and/or works from a source outside of a formal existing arrangement*

Sustainable Procurement

Sustainable procurement is not simply about purchasing environmentally friendly products. The Authority's Social Value Policy supports and underpins the organisation's corporate environmental strategy and policies.

Suppliers are encouraged to adopt practices that minimise their environmental impact and deliver community benefits in relation to their own operations and throughout their supply chain. Sustainability enhancements and targets both internally and with the supply chain will be sought to support continuous improvement.

Small to medium sized Enterprises (SME's), local suppliers and the voluntary sector are encouraged to bid for appropriate contracts.

Whole life costs are to be considered when making purchases or tendering, to investigate not only the product purchased but also maintenance, re-use and disposal etc. to ensure value for money is achieved.

The Authority aims to reduce the amount of waste going to landfill by encouraging re-cycling of reusable materials and minimise wastage generally by encouraging staff and stakeholders to consider whether a product or service is required before they buy.

Equality & Diversity

Promoting equality and diversity throughout the procurement process and supply chain is a crucial objective for the Authority. Fairness, transparency, honesty, integrity, impartiality and objectivity must be evidenced in all procurement decisions.

Compliance with the requirements of the Equality Act 2010 is mandatory and will be considered appropriately in procurement processes, ensuring that consideration is given to ensure that suppliers follow best practice and adhere to the principles of no discrimination in regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Social Value

Compliance with the requirements of the Social Value Act 2012 is mandatory and requires the Authority to take into account economic, social and environmental well-being in connection with public sector contracting arrangements.

The Authority seeks to make a positive contribution towards social inclusion, securing improvements to the environment and minimising environmental impact through its purchasing activity. Evaluation criteria involving social considerations will be used as part of the tender evaluation process where appropriate.

Consultation with Stakeholders

Appropriate consultation will take place when making procurement decisions, ensuring that consideration is proportionate to the scale, complexity and value of the requirement. Different stakeholders may be required at different stages of the procurement.

Stakeholders may include internal and external members, staff, service users, representative bodies, suppliers and other fire authority staff.

Training and Development

The procurement team will deliver procurement training, guidance and advice at a local level as required within the Authority to raise awareness and improve compliance with Procurement rules and regulations.

6. CONTROLS, STANDARDS AND RISKS

Effective management arrangements to ensure contract monitoring, measure and review should achieve completion of service delivery on time, within budget and in accordance with the specification.

Project management principles should be adopted to monitor procurement projects in regard to costs, schedule plans, quality and service delivery.

Business Continuity Planning (BCP)

BCP is an integral part of the business planning strategy utilised throughout the Authority. Procurement projects must seek to protect all services and functions by increasing levels of preparedness and reduce risk to the organisation via a proactive approach to BCP.

Suppliers are encouraged to follow the same philosophy and consideration within complex, high value procurements must be included.

Risk Management

Procurement is subject to risk and uncertainty. The risk that procurement outcomes will not match the initial objectives need to be recognised from the outset and suitable risk management response developed. This may involve consultation with various directorates or departments at varying stages of the procurement cycle.

Commercial risk to the organisation should be managed effectively through best and robust procurement practice.

Risks should be managed and reside with those most able to effectively manage them. This may require the supplier to accept risk within the Contract terms.

Fraud Avoidance

The Authority recognises that when procuring goods, services or works there is the potential for fraudulent activity to occur. This will be managed by committing to ensure that fair and transparent procurement processes are implemented and followed accordingly.

The detection, prevention and reporting of fraud is the responsibility of all Members and employees of the Authority. All are expected to:

- Act with integrity
- Comply with all relevant codes of conduct
- Comply with Contract Standing Orders and Financial Regulations and the Bribery Act 2010
- Raise concerns as soon as impropriety is suspected

Members, employees and/or the general public are encouraged to raise concerns they may have in respect of fraud and corruption via:

- Internal Audit
- Monitoring Officer
- Chief Fire Officer

Continuous Improvement

Procurement performance will be monitored at a departmental level and will identify areas of good performance and areas for development. At times internal customers may be requested to complete satisfaction questionnaires and will always be encouraged to provide feedback on an ongoing basis to the Head of Procurement. This information will be used to develop and progress continuous improvement initiatives.

Procurement department staff will ensure that all relevant accreditations and qualifications are kept up to date and will operate in a professional manner ensuring the highest of standards are upheld.

Support and advice will be sought from industry experts and other fire authorities to gain experience and upskilling where appropriate.



Service Policy

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Document Control

Active date	Review date	Author	Editor	Publisher
August 2015	August 2017	S Matthews	S Matthews	

Amendment History

Version	Date	Author	Reasons for Change
001	July 2015	S Matthews	New policy

Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Comments
X		July 2015	W Kenyon	

Civil Contingencies Impact Assessment

Date	Reviewed by	Comments

Related Documents

Doc. Type	Ref No.	Title	Location

Distribution List

Name	Position	I/R
All MFRS		

Sign-Off List

Name	Position

Target audience

All MFS	X	Ops Crews		Fire safety		Community FS		Support Staff	
Principal off.		Senior off.		Suppliers	X				

Ownership

FOI exemption required?	Yes	URL
	No	X

Legislation

Title	2012
Public Services (Social Value) Act	

Contact

Department	Email	Telephone ext.
Sharon Matthews	sharonmatthews@merseyfire.gov.uk	4556

SOCIAL VALUE POLICY

1. Policy Introduction and Background

What is Social Value?

Social value involves looking beyond simply the price of a contract and considers the potential collective benefit to a community when choosing to award contracts.

LFRA and MFRA (the Authorities) define Social Value as:

- A process whereby each Fire and Rescue Authority (FRA) will obtain goods, services, works and utilities achieving maximum value for money on a whole life basis, generating benefits not only to the organisation but to the wider community and economy whilst minimising damage to the environment.

Why is it important?

The Public Services (Social Value) Act 2012 is an Act which requires all public bodies in England and Wales, including Local Authorities, to consider how the services they commission and procure might improve the socio-economic and environmental well-being of the communities in which the public services are delivered.

Value for money is the over-riding factor that determines all public sector procurement decisions. However, there is a growing understanding how whole-life cycle requirements can include social and economic requirements. Social Value requirements can be fully embraced in procurement practice providing certain criteria are met.

These criteria are:

- Social requirements should reflect policy adopted by the FRA;
- Social requirements should be capable of being measured in terms of performance;
- Social requirements drafted in the specification become part of the contract;
- Social requirements should be defined in ways that do not discriminate against any bidders across the European Union.

Actively considering social value in the procurement process can direct more taxpayers' money towards improving people's lives, opportunities and the environment.

2. Policy Explanation

Objectives of the Social Value Policy

The overarching objectives of this Social Value Policy are (where appropriate):

- To promote employment and economic sustainability facilitating the development of skills;
- To encourage suppliers to adopt the living wage and to source labour from within Lancashire and Merseyside wherever possible;
- To promote participation and citizen engagement - encourage resident participation/interaction;
- To assist in building the capacity and sustainability of the voluntary and community sector via practical support for local voluntary and community groups;
- To assure equality and fairness not only to FRA staff but also suppliers, community and voluntary sectors;
- To promote environmental sustainability reducing waste, limiting energy consumption and procuring materials from sustainable sources wherever practicable.

The Authorities are committed to considering in the procurement process how economic, social and environmental well-being may be improved and how procurement may secure those improvements under the provisions of the Public Services (Social Value) Act 2012 (the Act).

In procurement activities this will include the use of social value outcomes and measures (proportionate and relevant to the specification requirements) and evaluating tender responses in accordance with those social value outcomes and measures.

Where appropriate, bidders will be required to demonstrate social value outcomes and measures that they can deliver. Procurement will ensure the inclusion of appropriate weightings in tender evaluation models to assess the social value offer submitted by bidders.

Examples of Social Value can be found at Appendix 1.

Sustainability

In order to ensure continuous improvement and development in sustainable procurement the [Flexible-Framework](#), published by the Department of Environment, Food and Rural Affairs (DEFRA) can be used to self-assess, monitor and measure progress.

The framework is designed to be used by all organisations: from those with significant levels of

procurement expertise and resource to those with very limited resource at their disposal. The recommended approach to implementing the framework is to systematically work through each of the 5 themes from levels one (basic) to level five (excellence).

The Authorities are committed to ensuring that the following key areas will be considered, where applicable, within the procurement process.

- Waste Hierarchy
- Packaging & Re-Cycling
- Ethical Sourcing
- Employment Rights and Working Conditions
- Energy Use
- Low Carbon & Transport
- Sustainable Food
- Minimising the impact on the Environment

Suppliers are encouraged to comply with the standards in Appendix 2 and to source alternative and innovative environmentally friendly products, where practicable.

Small and Medium Sized Enterprises (SME's), local suppliers and the voluntary sector will be encouraged to bid for appropriate contracts.

Sustainability enhancements and targets both internally and with the supply chain will be sought to support continuous improvement.

Whole life costs are to be considered when making purchases or tendering, to investigate not only the product purchased but also associated manufacturing, packaging, delivery, re-use and disposal etc.

The Authorities aim to reduce the amount of waste going to landfill by encouraging re-cycling of reusable materials and minimise waste generally.

An action plan will be developed and implemented supporting organisational goals and providing measurable targets for example:

- Incorporating sustainability into procurement processes (where appropriate);
- Introduction and review of government buying standards;
- Development of a robust whole-life costing model;
- Improve contract management and supplier engagement;

-
-
- Review of the British Standard in Sustainable Procurement (BS8903) and how elements can be incorporated into internal working practices and the supply chain.
 - Raise Staff awareness and provide appropriate training where relevant.

Equality & Diversity

The Authorities embrace diversity and promotion of equality of opportunity. As employers the Authorities are committed to equality and valuing diversity within its staff portfolio.

The Authorities are committed to:

- Ensure that the principle of equality and fairness will be a cornerstone of all activities;
- To ensure that the principle of diversity is welcomed, valued and positively encouraged;
- The elimination of unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010;
- Advancement of equality of opportunity between people who share a protected characteristic; and

Suppliers are expected to be cognisant of these aims and are encouraged to adopt them within their own organisations.

The Authorities will seek to increase supplier diversity by:

- Use of e-tendering systems which reduce the bureaucratic burden for all suppliers and make it easier for smaller organisations to bid for contracts;
- Widely advertising opportunities to bid for contracts;
- The effective use of 'Lots' within larger scale procurement projects;
- Encourage prime contractors to use small, specialist and voluntary sector organisations where it is appropriate to do so.

Within the procurement process the Authorities will:

- Assess if equality is a core requirement of the contract, and incorporate this into tender documents as necessary;
- Consider the opportunities to 'add value' to the procurement (e.g. Use of apprenticeships or employment of long term unemployed);
- Use appropriate award criteria which takes account of equality requirements as specified in the

tender documents;

- Monitor Supplier obligations under the contract as part of the contract management process.

Within the procurement process Suppliers will:

- Give appropriate consideration to the 9 protected characteristics detailed in the Equality Act (2010). These are: Age, Disability, Gender Re-assignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion & Belief, Sex & Sexual Orientation.
- Conform (in so far as is permitted by law and in so far as has been communicated) to all legislation relating to Equality and Diversity and to the Authority's Policies and Codes of Practice in relation to its obligations under a Contract.

Mandatory requirements within procurement processes will include the obligation for suppliers to adhere to the above as a minimum. Where appropriate, tender requirements may detail further responsibilities in regard to equality and diversity.

APPENDIX 1

Examples of Social Value delivered through procurement :

- Within MFRA the construction project for the Toxteth Fire Fit Hub incorporated social value into the contract. It delivered social value by employing 100% of direct labour from the L8 post code, running 'meet the buyer' events to maximise supply chain opportunities for local business and suppliers, engaging 8 apprentices through the Merseyside Apprentices Programme and active participation in community activities during the pre construction and construction phase. In addition a Building Futures Programme took place to provide practical training for 14 individuals to create employability through the local supply chain.
- Other examples in the wider public sector include :
 - A community childcare organisation that invests in programmes to help long term unemployed people into childcare training, qualifications and employment
 - A local authority who organised 'meals on wheels' at a central point rather than in peoples' homes to reduce isolation and loneliness in the community
 - A transport company that provides added value through delivery of a community dial-a-ride service.

APPENDIX 2

Sustainability Standards

Suppliers are expected to adhere to the standards below and work closely with the LFRS and MFRS to drive forward sustainability in the supply chain, promote and encourage corporate social responsibility, environmental improvements and support to a greener economy.

1 Materials

1.1 Wherever possible, hazardous materials or chemical substances in products used should be minimal and not detrimental to the environment;

1.2 The percentage of recycled content (if available) and how any virgin content is obtained from a sustainably managed source should be provided;

1.3 Eco labels, e.g. EU Ecolabel, FSC, ENERGY STAR etc. (or equivalents) and other environmental standards should be provided;

1.4 Maximisation of environmental performance by seeking high standards in terms of:

- i. Re-use of materials;
- ii. Energy efficiency and renewable energy; and
- iii. Water conservation.

1.5 The Supplier should apply life-cycle thinking to select materials that impact lowest on the environment;

1.6 The manufacturer of the goods shall have a written procedure/routine for purchasing raw materials, which ensures that the raw materials come from legal sources. Raw materials from wood and fibres must not originate from:

- i. Protected areas or areas being processed to become protected areas;
- ii. Areas with unresolved ownership or usage rights
- iii. Illegally harvested raw materials;
- iv. Genetically modified trees and plants.

2. Packaging

2.1 The Supplier should ensure packaging is limited and/or the packaging is bio-degradable, made from post-consumer recycled materials;

2.2 Packaging used should be capable of recovery for further use or recycling;

2.3 Packaging waste should be minimised so that:

- i. Tertiary* and secondary** packaging consists of at least 70% recycled cardboard; and
- ii. Where other materials are used, the tertiary packaging must either be reusable.

**Tertiary packaging is used for bulk handling warehouse storage and transport shipping - normally used to group secondary packaging together to aid handling and transport). **Secondary packaging is outside the primary packaging - perhaps used to group primary*

packages together.

2.4 Where cardboard boxes are used, they shall be made of at least 50% recycled material. Where plastic bags or sheets are used for the final packaging, they shall be made of at least 50% recycled material or they shall be biodegradable or compostable, in agreement with the definitions provided by the EN 13432 (European Standard “Requirements for packaging recoverable through composting and biodegradation”).

2.5 All packaging materials shall be easily separable by hand into recyclable parts consisting of one material (e.g. cardboard, paper, plastic, textile).

2.6 The Supplier should take back packaging and describe how they intend to reduce the amount of packaging.

3. Waste

3.1 All waste from production and preliminary activities must be segregated for appropriate disposal at source, and the various fractions (e.g. plastic and metal) shall principally be recycled.

3.2 The Supplier should act, as far as is reasonable (given local waste plants/recycling facilities etc.), in adherence to the waste hierarchy (reduce, reuse, recycle, and avoid waste to landfill).

4. Use – Performance and Durability

4.1 The Supplier should fulfil the requirements on durability, strength, safety and stability in EN or ISO (when no EN exists) or an evaluation performed by an independent test institution on the basis of the design and choice of materials required (when no EN or ISO standard exists).

5. Labour Conditions

5.1 The Supplier should uphold their commitment relating to labour standards, which meet core ILO Conventions on Labour Rights and the Universal Declaration of Human Rights and may be required to provide proof as to how they apply this commitment.

5.2 The Supplier must provide information, when requested, to illustrate that its suppliers and production sites hold an independently audited and internationally-recognised standard relevant to the product, in order to demonstrate how they are addressing ethical and social issues e.g. living wage provision, avoidance of child labour, application of fair trade principles and adequate working conditions.

5.3 The Supplier should demonstrate how they actively engage with their supply chain and sub-contractors in minimising social and environmental issues.

6.0 Review








6.1 Suppliers will be expected to regularly report on sustainability and sustainable procurement within the Authorities contract management processes.

3. Policy Implementation

Equality Impact Assessment (EIA) Reporting Form

For any advice, support or guidance about completing this form please contact the DiversityTeam@merseyfire.gov.uk or on 0151 296 4236

Section 1: EIA Details

1.1) Author	Matthews, Sharon
1.2) Responsible Officer	Matthews, Sharon  
1.3) Function	Legal, Democratic Services and Procurement 
1.4) Department	Procurement 
1.5) What is the status of this EIA? <i>If "Revision" is selected, please ensure "1.7) Date of EIA" is revised and "1.5.1) Which sections have been revised?" is completed.</i>	New 
1.6) Title of EIA	Procurement - Social Value Policy
1.7) Date of EIA	25/06/2015 
1.8) What does the EIA relate to?	Policy 
1.9) Title reference of SI/policy/report/event/project	Social Value Policy
1.10) SI Policy Number of SI/policy/report/event/project	TBA

Section 2: Initial Assessment

2.1) What are the legitimate aims or purposes of the SI/policy/report/event/project?

The policy aims to demonstrate how the Authority can and will use the procurement processes to improve economic, social and environmental well being. It states how these considerations can be taken into account within a procurement and explains what actions the Authority will take in regard to increasing social value through its actions. It encourages suppliers to adopt similar aims and objectives.

2.2) Who will be affected?

Other

Existing and potential suppliers
Voluntary and community sector

2.3) Which of the protected groups below does this impact on for an initial assessment?

Protected Characteristics	Positive Impact	Negative Impact	Neutral
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sex	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Religion & Belief	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender Reassignment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marriage & Civil Partnership	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pregnancy and Maternity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual Orientation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Socio-Economic Disadvantage	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

2.4) Has there been any positive or negative impact identified as part of the Initial Assessment for this SI/Policy/report/event/project? Yes No

2.5) Please supply supporting comments as to why you feel there is no positive/negative impact caused as part of the Initial Assessment for this SI/Policy/report/event/project?

Section 3: Monitoring

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

3.1) What monitoring data have you considered?

None


3.2) What did it show in relation to Equality Impacts?

N/A

3.3) What future monitoring of effects/outcomes will be recorded?

The Authority will monitor it's supply chain - noting use of SME's, geographical location of suppliers

3.4) Supporting Document

 [Click here to attach a file](#)

Section 4: Research

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

4.1) What research have you considered?

Sustainable Procurement Taskforce documentation
GMCA Social Value Policy
Defra guidance - the Flexible Framework
Buying Better Outcomes - - EHRC


4.2) What did it show in relation to Equality Impact?

All documents highlighted the positive impact effective, open, transparent and fair procurement processes can have on the local area and people.

4.3) What did the exercise tell in relation to Equality Impact?

The exercise demonstrated the actions procurement can take to improve outcomes in respect of equality and diversity in the local community and supply chain.

4.4) Supporting Document

 [Click here to attach a file](#)

Section 5: Consultation

Summarise the opinions of any consultation. Who was consulted and how? (This should include reference to people and organisations identified in 3.2). Outline any plans to inform consultees of the results of the consultation.

5.1) What Consultation have you undertaken to help identify any further equality issues?

None


5.2) What did it say?

N/A

5.3) Which Groups/persons?

N/A

5.4) Supporting Document

 [Click here to attach a file](#)

Section 6: Conclusions

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

(a) Age

The policy aims to promote engagement of all citizens regardless of age. The policy could specifically positively impact on younger people by the inclusion of appropriate social value measures in contracts - resulting in apprenticeships and training programmes for this group.

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

The policy aims to support the expansion of capacity in the voluntary and community sector via practical support. Procurement may use procurement regulations (PCR 2015) to contract directly with sheltered workshops and economic operators whose main aim is the social and professional integration of disabled or disadvantaged persons.

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

The policy requires Suppliers to give appropriate consideration to this protected characteristic and to conform with legislation.

(d) Religion or Belief

The policy requires Suppliers to give appropriate consideration to this protected characteristic and to conform with legislation.

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

The policy requires Suppliers to give appropriate consideration to this protected characteristic and to conform with legislation.

(f) Sexual Orientation

The policy requires Suppliers to give appropriate consideration to this protected characteristic and to conform with legislation.

(g) Socio-economic disadvantage

The policy will enable procurement to consider the opportunities to 'add value' to the procurement (e.g. Use of apprenticeships or employment of long term unemployed) to positively impact socio-economic disadvantage in the community.

Section 7: Decisions

If the SI/policy/report/event/project will have a negative impact on members of one or more of the protected groups, explain how it will change or why it is to continue in the same way. If no changes are proposed, the SI/policy/report/event/project needs to be objectively justified as being an appropriate and necessary means of achieving the legitimate aim set out in 3.1

N/A

Section 8: Actions (Admin Use Only)

8.1) Actioned Required Yes No


8.2) Details of Action Required

8.3) DAG Consultation Required Yes No


8.4) Approved Yes No

8.5) Responsibility Of

8.6) Completed By 

8.7) Review Date 

Section 9: Equality & Diversity Sign Off (Admin Use Only)

9.1) Signed off by Wendy Kenyon 

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	20 OCTOBER 2015	REPORT NO:	CFO/083/15
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DCFO PHIL GARRIGAN	REPORT AUTHOR:	COLIN SCHOFIELD
OFFICERS CONSULTED:	STEWART WOODS IAN CUMMINS SARAH BOURNE		
TITLE OF REPORT:	PROPOSED NEW FIRE STATION AT PRESCOT		

APPENDICES:	APPENDIX A:	PRESCOT – PROPOSED ELEVATIONS
	APPENDIX B:	CAPITAL COSTS OF THE NEW PRESCOT FIRE STATION – <i>EXEMPT BY VIRTUE OF PARA 3 OF PART 1 OF SCH 12A OF THE LOCAL GOVERNMENT ACT 1972</i>

Purpose of Report

1. To request that Members give the final approval to build a new community fire and rescue station; incorporating a neighbourhood Police station on land at Manchester Road, Prescot, Merseyside.

Recommendation

2. That Members
 - a. approve the building of a new community fire station, including a neighbourhood Police station, on land at Manchester Road, Prescot.
 - b. note the increase in costs from the initial £3.1m (estimated) cost to £5.350m.
 - c. approve the drawdown of an additional £1.550m from the capital investment reserve to fund the increase in the capital cost not covered by partners.

Introduction and Background

3. On 6th May 2014, the Authority considered report CFO/044/14 and resolved that the merger of Huyton and Whiston fire stations at a new site in Manchester Road, Prescot be approved, subject to a 12 week period of public consultation to commence from 7th May 2014.

4. Members also resolved that a further report be submitted detailing the outcomes of this consultation, including details of any operational implications of the merger, including details of Section 13/16 mutual aid arrangements with Cheshire FRS for the coverage of Cronton.
5. The outcomes of this public consultation were fully considered by the Authority on 2nd October 2014 in report CFO/094/14 and were noted.
6. The Authority also considered report CFO/095/14 and resolved that:
 - The merger of Huyton and Whiston fire stations at a site in Manchester Road, Prescot be approved;
 - The change in crewing of the Whiston fire appliance from wholetime to wholetime retained be approved;
 - The capital programme be amended to incorporate the £3.1 million Prescot fire station scheme;
 - The Chief Fire Officer be given delegated authority to continue discussions with partners, including Merseyside Police, with a view to sharing the building; and
 - 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.
7. On 16th April 2015, Community Safety and Protection Committee considered report CFO/028/15 entitled 'Update on Estates Projects' which provided an update on the progress of the Prescot merger and the appetite from partners (Merseyside Police / North West Ambulance Service (NWAS)) to co-locate at the new site.
8. It was noted in the report that the project had been subject to delay and in order to minimise any future delays Members were asked to grant delegated authority to the Chief Fire Officer. As such the Committee resolved that:
 - Delegated authority be granted to the Chief Fire Officer in consultation with the Chair, to negotiate the purchase of additional land with Knowsley Metropolitan Borough Council;
 - Delegated authority be granted to the Chief Fire Officer to undertake all actions necessary to minimise delay to the project; and
 - The Chief Fire Officer be directed to bring back a 'go/no go' report as soon as practical with an agreed cost plan, including partner contributions.
9. This report is the requested 'go/no go' report and provides an update on all associated issues.

Emergency Service Partners

10. As indicated in report CFO/028/15, there have been extensive discussions with emergency services partners concerning the possibilities of sharing the site and co-locating services. Because of this, the original pre-planning application which was submitted to Knowsley Borough Council on 26th January 2015 (which was solely for a community fire station on this site) was put on hold.
11. This report has been written in order to update Members on the progress made in this regard.

Merseyside Police

12. The Police & Crime Commissioner (PCC) for Merseyside has confirmed she wishes to include a neighbourhood police station within the building and plans have been developed and agreed in principle with officers from Merseyside Police.
13. Individuals from Merseyside Police now sit on the Project Design Team to identify their build requirements and ensure that the building meets their needs with regard to their specific office space (some 154 m²) as well as the communal areas they will share with Fire & Rescue Service colleagues.
14. Merseyside Police officers have also indicated that they wish to utilise the training facilities being designed for this site.
15. Discussions have been ongoing with Police colleagues to produce a formal Agreement which sets out the understanding reached between the Authority and PCC as to how the PCC will be involved in the project. Negotiations as to the content of this document are now nearing conclusion.
16. Once the design works for the project are concluded, the Authority and PCC will enter into a Development Agreement and agreement for lease which will set out the arrangements to complete the project and will contractually require the PCC to enter into a lease on completion of the works.
17. Upon completion the Authority will grant a sub-lease to the PCC for the occupation of both self-contained and shared parts of the building.

NWAS

18. As indicated in report CFO/028/15, NWAS had indicated that they were very keen to develop an operational ambulance station and 'Make Ready' hub at the Prescott site which would provide a base for personnel, ambulances and other vehicles covering the east of Merseyside. They were particularly keen on this site due to its proximity to Whiston hospital.
19. A number of meetings were held with NWAS colleagues, involving MFRS officers, and some also including representatives of the appointed contractor (Wates) and their architects, to develop this concept which included extensive use of the main building, including training rooms and other NWAS-specific facilities. This necessitated a redesign of the building to add a second floor as

well as two additional appliance bays' from which the emergency ambulances could be mobilised.

20. The concept also included a wash-down area and a standalone 'Make Ready' facility to which ambulances and other vehicles could be returned after use, cleaned and restocked ready for collection by paramedics and operational personnel.
21. As a result of these extensive requirements, MFRS officers negotiated and agreed with Knowsley Metropolitan Borough Council, additional areas of land on the same site to accommodate the increased footprint for buildings as well as parking for additional emergency vehicles and catering for a significant increase in private cars for staff and visitors.
22. MFRS officers worked with Wates and Todd & Ledson (the Authority's quantity surveyors and agents) to draw up a detailed cost plan for all the buildings and an apportionment of these buildings between MFRS, Police & NWAS reflecting their respective requirements. Officers also worked with NWAS officers to assist in building up a business case for them to submit to the NHS Trust Board.
23. However, on 18th June 2015, MFRS officers were informed that NWAS no longer wished to go ahead with the development at this site.
24. This decision was received some four months after NWAS had said they wished to be included and consequently MFRS officers and the Authority's contractors have been involved in four months of abortive work. Officers are currently in discussion with NWAS over the payment of the costs directly attributable to their decision to withdraw from the programme.
25. The buildings and site layout subsequently had to be redesigned to reflect the reduced requirement including just MFRS and Merseyside Police. As Members will appreciate, this withdrawal by NWAS has not only incurred increased costs for the Authority, both for abortive works and redesign, it has also considerably delayed the project. It was originally intended to present a 'go/no go' report to the Authority at its meeting on 30th June 2015 but this had to be delayed to today's meeting.

Land at Manchester Road

26. As indicated above, officers negotiated with officers from Knowsley Metropolitan Borough Council and obtained approval in principle to acquire the whole of the Manchester Road site, rather than just some 50% of this, as was originally planned. Heads of Terms for this acquisition have been agreed.
27. However, recent discussions with officers from Knowsley Metropolitan Borough Council have resulted in the proposed community fire station building being moved to the northern end of the site to fall in line with developments approved on neighbouring sites and to meet planning requirements. This has meant that the full site is no longer required and it is likely that only some 50% will now be

needed. Consequently the Heads of Terms for the land acquisition will need to be revised but it is thought this exercise can be completed quickly as all the underlying principles have been agreed.

28. The Authority and Knowsley Metropolitan Borough Council jointly appointed a commercial land and property agency (GVA) to value this site over 12 months ago. However, with the additional land being included, then excluded, and with the passage of time officers have instructed GVA to update the valuation. The updated price is still awaited, due to the recent developments outlined in this report, but GVA have provided an initial figure which is set out in the Financial Implications section below. This figure is subject to reduction for abnormal issues found on site so should represent the maximum cost.
29. Topographical, geotechnical and environmental assessments of this site have been carried out by specialist contractors and their reports and findings taken into account in the design of the site. It has been established that there are disused mineshafts on the site but it can be confirmed that the location of each is known and they have all previously been appropriately capped. In accordance with good practice, no building will be sited above any of the capped mine shafts.
30. As required, the Health and Safety Executive were formally notified (on 2nd September 2015) of the intention to build on this site.
31. Following the NWAS withdrawal, plans and designs were redrawn and an updated pre-planning application was submitted to Knowsley Metropolitan Borough Council on 24th July. An initial meeting with Council officers was held on 12th August to discuss this and the information required to accompany a full application identified. However, as a result of further discussions with Knowsley officers (and as set out above) the site plans have had to be redrawn to reflect the revised location of the building within the overall site.
32. To give Members an idea of what the building might look like, Appendix A shows the proposed elevation drawings. Due to the recent changes, it has not yet been possible to provide a drawing showing the proposed site layout but it is anticipated that this will be available for Members to examine at the meeting. All drawings are subject to amendment during the planning application process.

Timetable

33. Now that the Project is back on schedule and subject to approval at today's meeting, it is anticipated that the land purchase will be concluded by mid-December 2015. The purchase is conditional upon granting of full planning permission which it is hoped will be received in mid-January 2016. Assuming planning approval is received in January, it is anticipated that work should commence on site in late February 2016 and with a 12 month build period. The new community fire and rescues station and neighbourhood Police station should therefore be operational in March 2017.

Equality and Diversity Implications

34. Members have previously considered the Equality Impact Assessment for the station mergers programme in general and the proposed new Prescott community fire station in particular, in earlier reports. There is no update to the Equality Impact Assessment as a result of this report.

Staff Implications

35. The implications for personnel, involving the net saving of 22 WTE firefighter posts from this merger, have been previously reported to the Authority and the financial savings anticipated have been included in the Budget for the appropriate years.
36. Formal consultation with Representative Bodies has continued throughout this process. Staff from Huyton and Whiston stations, as well as other staff affected, have been consulted over the design of the new facilities.

Legal Implications

37. As stated above, Heads of Terms for the land purchase need to be revised and agreed with Knowsley Borough Council and, subject to approval to proceed, a Building Licence will be prepared by Knowsley Metropolitan Borough Council to allow the building of the new community fire station and neighbourhood police station on this site.
38. Also as stated above, an Agreement which sets out the understanding reached between the Authority and PCC as to how the PCC will be involved in the Project is yet to be concluded. Once the designs for the Project are concluded, the Authority and PCC will enter into a Development Agreement and agreement for lease which will set out the arrangements to complete the Project and will contractually oblige the PCC to enter into a lease on completion of the works. Upon completion the Authority will grant a sub-lease to the PCC for the occupation of both self-contained and shared parts of the building.

Financial Implications & Value for Money

39. The cost of land, net of any reductions for abnormal issues found on site, is anticipated to be in the region of £0.250m.
40. The cost of building works including preliminaries, abnormals, design and pre-construction, substructure and superstructure, internal finishes, services, external works including training facilities, ICT and furniture and fittings is estimated to be some £5.100m. These costs are based upon an indicative cost plan, most of which has been benchmarked against market rates on similar projects, including emergency services accommodation in neighbouring Authorities. Until the final cost plan is agreed, which includes any requirements imposed by the planning process, the completion of all benchmarking and any

other fine tuning required, this is only a budgetary figure. However, it is not anticipated that these costs will increase, therefore approval is sought to revise the budget figure within the capital programme for the Project to £5.350m, an increase of £2.250m.

41. Members will note that the total cost of land and buildings is considerably more than the estimate provided in report CFO/095/14 (£3.100 million). However, as stated in that report, the original figure quoted was based upon the most recent build projects on behalf of MFRS and was subject to revision, following appointment of the main contractor.
42. It was also solely for a community fire station & had no additional land or facilities for partners included. The design now includes provision for a training house, rather than a tower as had originally been planned. Furthermore, building costs are increasing at some 5.5% per annum so this will have increased costs since the estimate was provided.
43. The direct build costs include pre-construction costs which include the abortive and re-design costs for NWAS involvement, detailed above. The costs also include any direct site related costs, which were unknown at the time of the previous report, including remediation of contamination, lowering of services in the pavements and other abnormal costs. They also include a training house, rather than a tower, as was originally envisaged.
44. The capital contribution from Merseyside Police, which is based upon an agreed apportionment of the buildings, is estimated to be some £0.600m. This figure is still subject to final agreement with Merseyside Police.
45. DCLG grant already received for this Project amounts to £1.770m. Capital receipts for the sale of land and buildings at Huyton and Whiston are also anticipated and details are provided in Appendix B.
46. Members have set aside funds in the capital investment reserve to meet any funding shortfall in the capital build cost of the station mergers initiative. Therefore the amount to be met from the capital investment reserve (and not by any additional borrowing) will increase from £0.830m to £2.380m.
47. Appendix B to this report summarises the proposed changes to the capital programme as a result of the information above.

Risk Management, Health & Safety, and Environmental Implications

48. All Health & Safety implications of the new build will be fully risk assessed and mitigated Wates, as the appointed principal contractor.
49. The new building is being designed and will be built to achieve a BREEAM 'Very Good' rating.

50. A new community fire and rescue station will provide an improved working environment for firefighters, included enhanced training facilities. It will also provide improved facilities for community use, compared to what is available at the current Huyton and Whiston stations, which in turn will lead to greater interaction between firefighters and community groups and hence assist in creating safer communities. Sharing the facilities with colleagues from Merseyside Police will lead to closer working relationships.

BACKGROUND PAPERS

CFO/044/14	Proposed Station Merger of Huyton and Whiston
CFO/094/14	Knowsley Station Mergers Consultation Outcome
CFO/095/14	Proposed Station Merger of Huyton and Whiston
CFO/028/15	Update on Estates Projects

GLOSSARY OF TERMS

BREEM	Building Research Establishment Environmental Assessment Methodology
MFRS	Merseyside Fire & Rescue Service
NWAS	North West Ambulance Service
PCC	Police & Crime Commissioner (for Merseyside)
WTE	Whole Time Equivalent

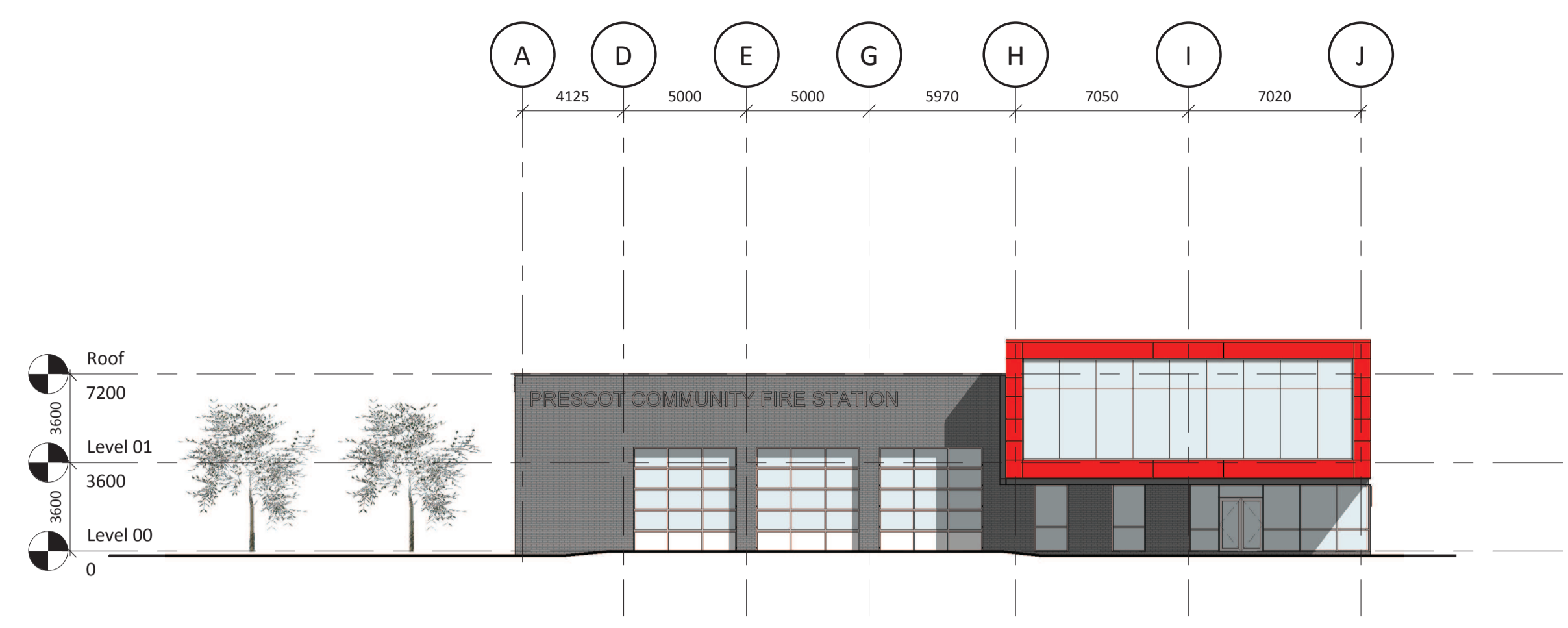
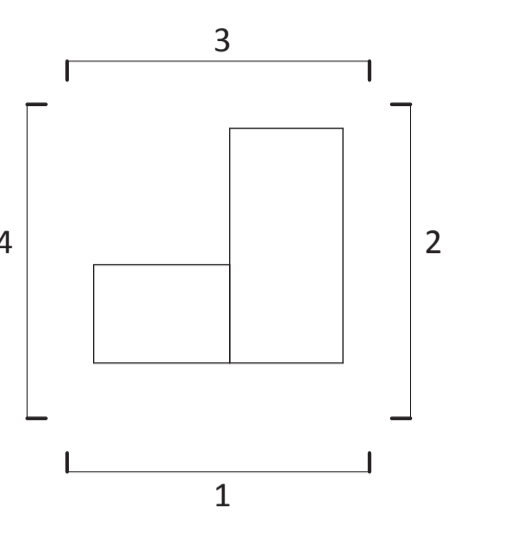
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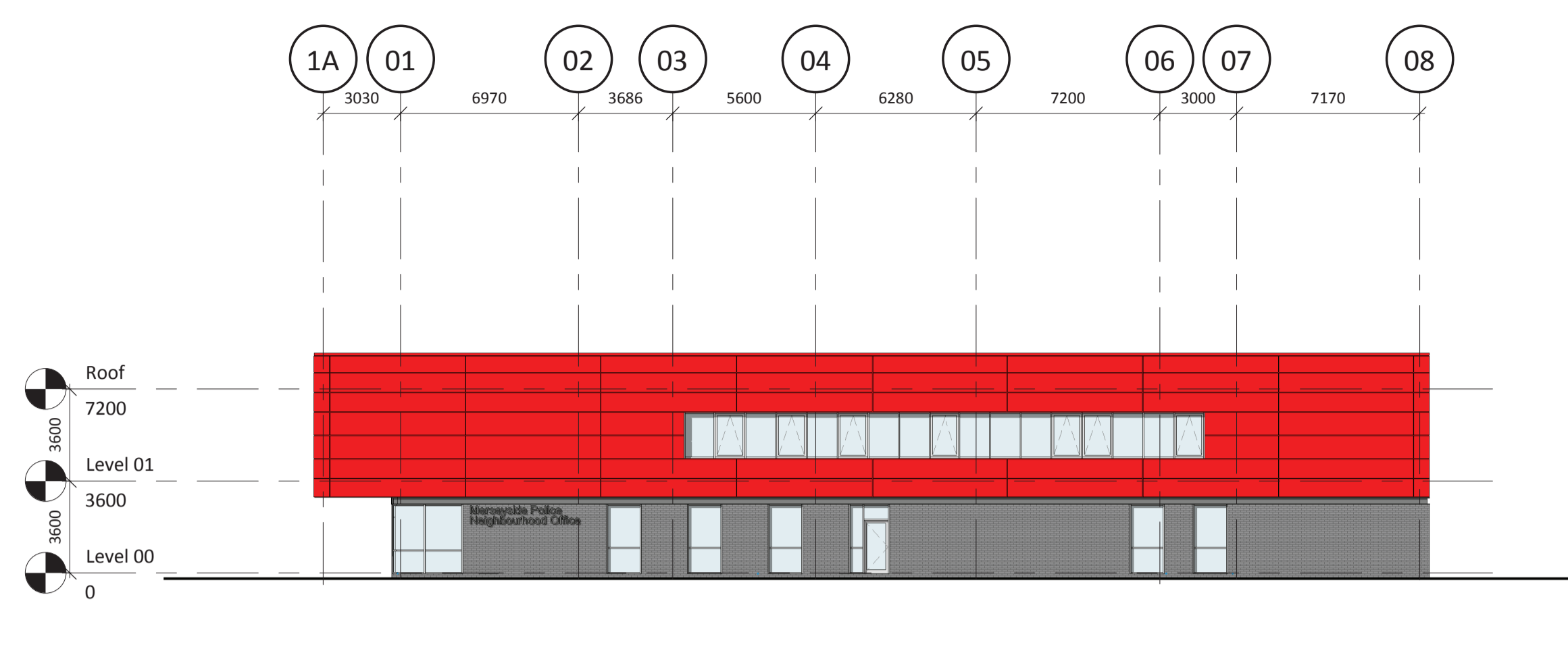
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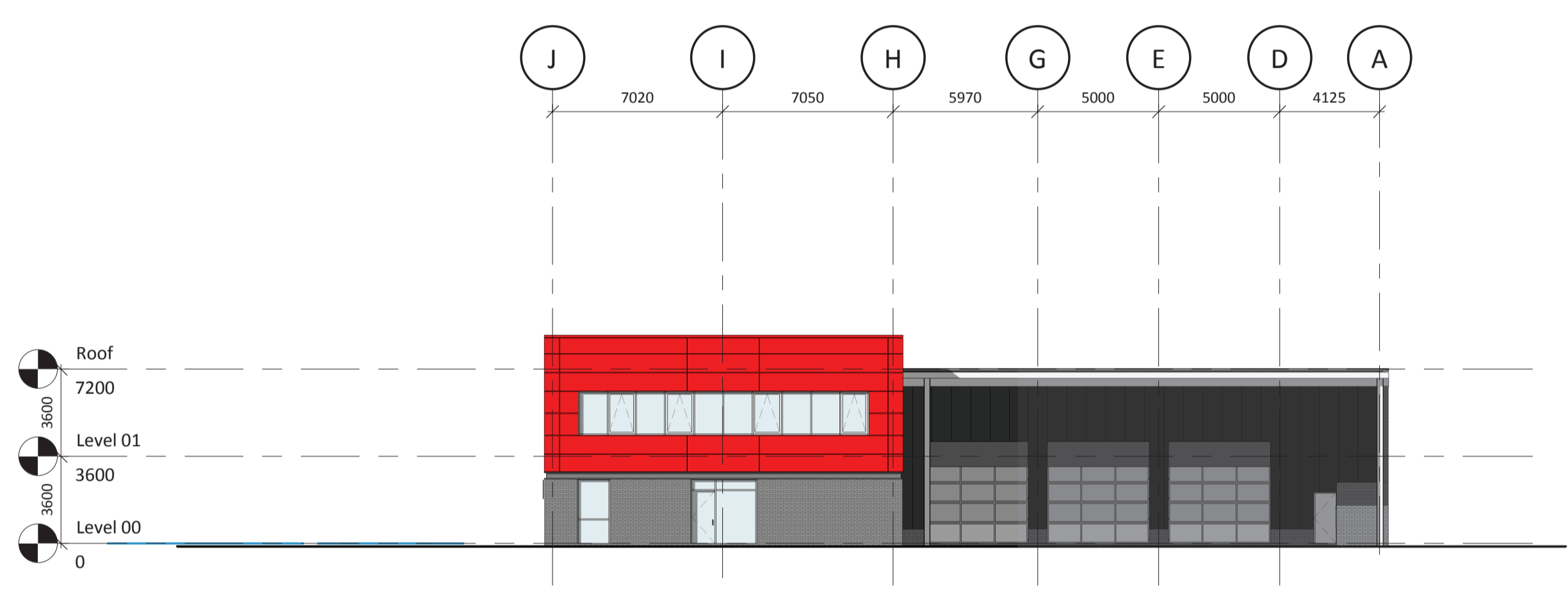
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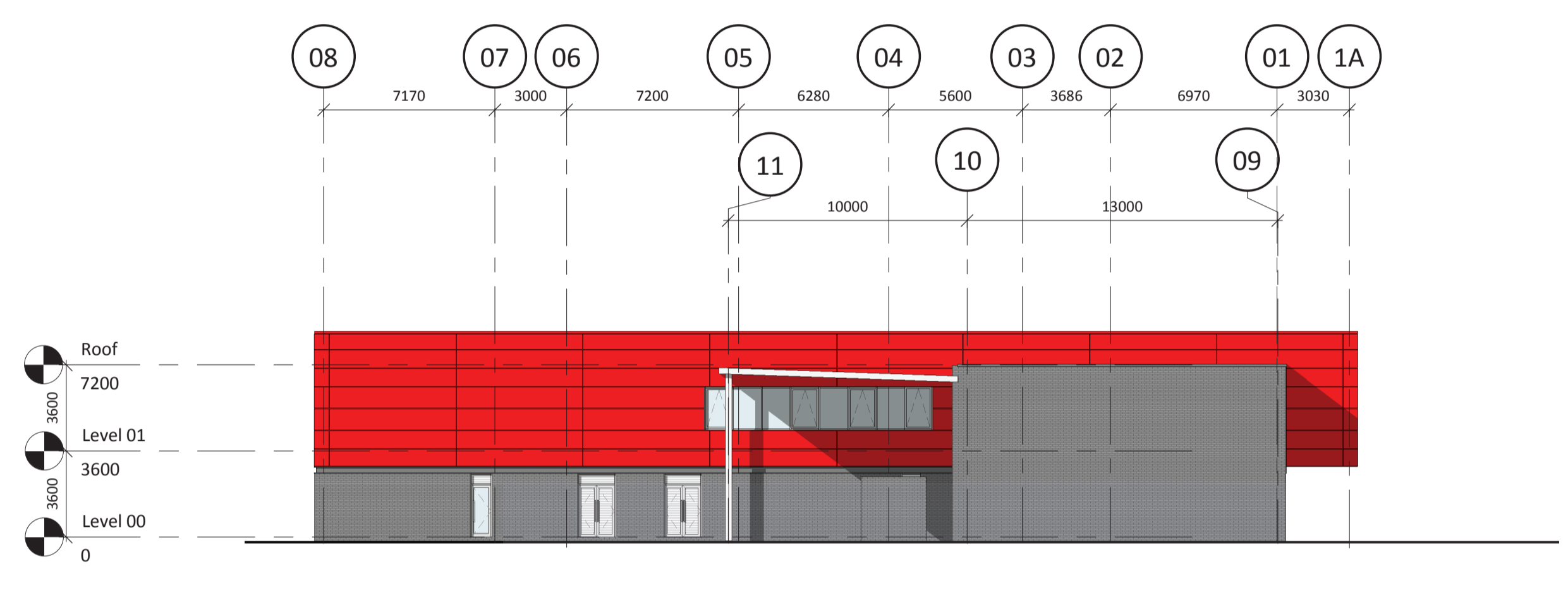
Elevation 1 (East)
1 : 200



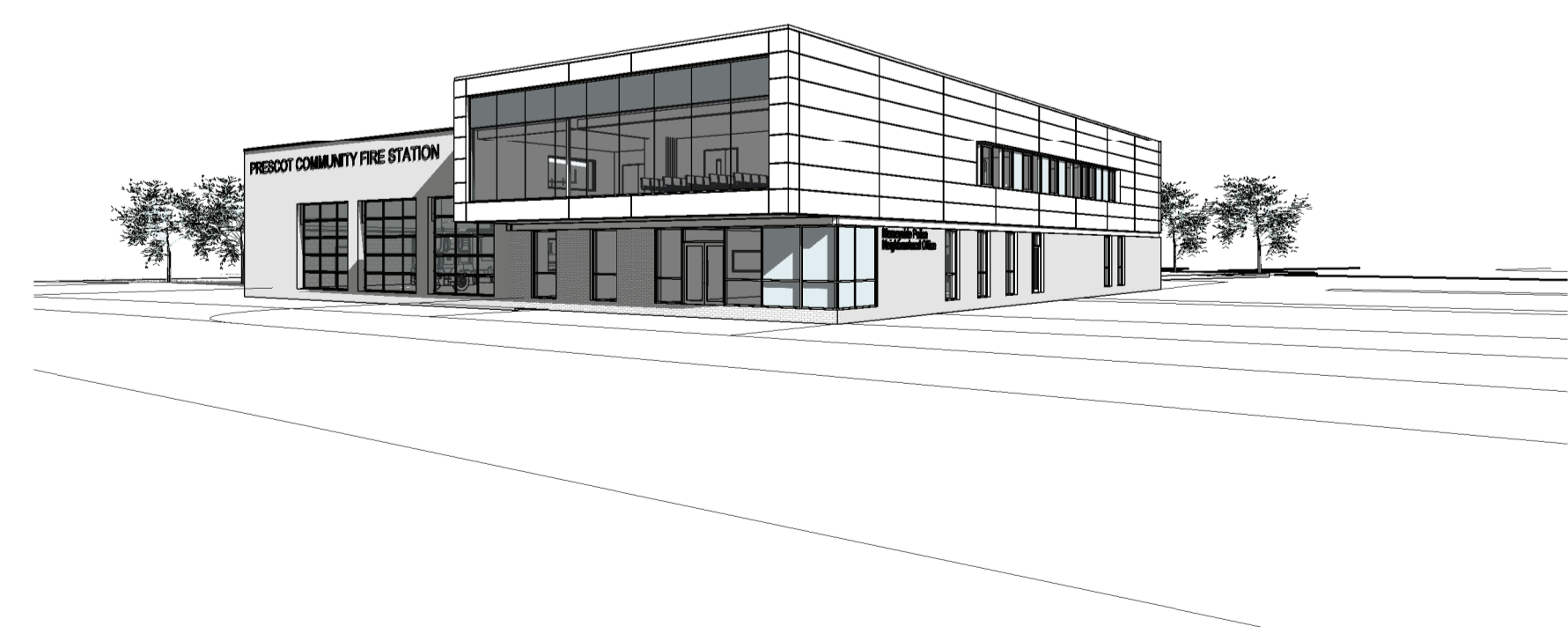
Elevation 2 (North)
1 : 200



Elevation 3 (West)
1 : 200



Elevation 4 (South)
1 : 200



Revision	Date	Drawn by	Checked by
P7	04/09/15	AAI	SFr
Updated inline with plan changes. First floor ribbon window length reduced.			
P6	10/08/15	AAI	SFr
Updated to include panel joints to cladding.			
P5	23/07/15	AAI	SFr
Station redesigned due to withdrawal of NWAS. New proposal is a 2 storey 3 bay station. Previous revisions removed for clarity.			
P1	21/04/15	AAI	SFr
First issue			

Amendment

Purpose of Issue
Preliminary

Project
Merseyside Fire and Rescue Service
Prescot Community Fire Station
Prescot

Drawing
GA Elevations

Drawing No.	Project ID	Originator	Zone	Level	Type	Rate	Number
PRESCOT	-	RYD	- 00 - ZZ - DR - A	- 3601			
Ryder Project No.	Scale at A3	Drawn By	Status	Revision			
2864-00-00	1 : 200	AAI	D1	P7			

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