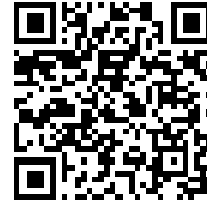


To: All Members of the Authority



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: 18 May 2016

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **THURSDAY, 26TH MAY, 2016** 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

26 MAY 2016

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 - 6)

The Minutes of the previous meeting of the Authority, held on 14th April 2016, are submitted for approval as a correct record and for signature by the Chair.

3. Part 2 - EXEMPT Minutes of the Previous Meeting (Pages 7 - 8)

The Part 2 – EXEMPT Minutes of the previous meeting of the Authority, held on 14th April 2016, are submitted for approval as a correct record and for signature by the Chair.

These Minutes contain EXEMPT information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

4. Lead Members And Ambassadors Feedback 2015/16 (Pages 9 - 40)

To consider Report CFO/041/16 of the Monitoring Officer, concerning work undertaken by the appointed Lead Members and Member Ambassadors during 2015/16.

5. DISPOSAL OF ALLERTON FIRE STATION (Pages 41 - 46)

To consider Report CFO/042/16 of the Deputy Chief Fire Officer, concerning the sale of Allerton Fire Station.

This Report contains EXEMPT information by virtue of Paragraph 3 of

Part 1 of Schedule 12A of the Local Government Act 1972.

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

Refreshments

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

MERSEYSIDE FIRE AND RESCUE AUTHORITY

14 APRIL 2016

MINUTES

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

Also Present:

Apologies of absence were received from: Cllr Jimmy Mahon

5. CHAIRS ANNOUNCEMENTS

Prior to the opening of the meeting, the Chair of the Authority informed Members that Cllr Mahon has sent his apologies; and has confirmed he will be stepping down as a councillor at the next Local Elections.

Members were also informed that Robbie Ayres has resigned as a Councillor; and Steve Niblock has left the Labour Party and will be standing as an Independent in the next Local Elections. Therefore, both are no longer Members of the Authority.

The Chair informed Members that Cllr Jimmy Mahon, Robbie Ayres and Steve Niblock, will all be formally invited to attend the Annual General Meeting on 14th June 2016, to be presented with a small gift in recognition of their services to 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) The following declarations of interest were made in relation to items of business on the Agenda:
 - Councillors Kearns and Halpin declared a personal interest in Agenda Item 4 – “Proposed Prescott Fire Station-Additional Costs”, due to being Knowsley Councillors.
- b) No additional items of business were determined by the Chair to be considered as matters of urgency; and

c) The following items of business on the Agenda required the exclusion of press and public during consideration thereof, due to the possibility of the disclosure of EXEMPT information:

- Agenda Item 3 – “Part 2 – EXEMPT Minutes of the Budget Authority Meeting 25th February 2016”
- Agenda Item 4 – “Proposed Prescott Fire Station – Additional Costs”

2. Minutes of the Previous Meeting

The Minutes of the Budget Authority meeting, held on 25th February 2016, were approved as a correct record and signed accordingly by the Chair.

3. Part 2 - EXEMPT Minutes of the Budget Authority Meeting 25th February 2016

The Exempt Minutes of the Budget Authority meeting, held on 25th February 2016, were approved as a correct record and signed accordingly by the Chair.

4. Proposed Prescott Fire Station - Additional Costs

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

Close

Date of next meeting Thursday, 26 May 2016

Signed:_____

Date:_____

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

This report is Restricted

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	26 MAY 2016	REPORT NO:	CFO/041/16
PRESENTING OFFICER	MONITORING OFFICER		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	KELLY KELLAWAY – DEMOCRATIC SERVICES MANAGER, EXT 4113
OFFICERS CONSULTED:	<u>SUPPORTING OFFICERS:</u> DEPUTY CHIEF FIRE OFFICER AM OPERATIONAL RESPONSE – DAVE MOTTRAM AM OPERATIONAL PREPAREDNESS – NICK SEARLE AM STRATEGIC CHANGE & RESOURCES – JOHN MCNEIL AM COMMUNITY RISK MANAGEMENT - JAMES BERRY DIRECTOR OF STRATEGY & PERFORMANCE – DEB APPLETON DIRECTOR OF PEOPLE & ORGANISATIONAL DEVELOPMENT – NICK MERNOCK		
TITLE OF REPORT:	LEAD MEMBERS AND AMBASSADORS FEEDBACK 2015/16		

APPENDICES:	APPENDIX A:	LEAD MEMBER OPERATIONAL RESPONSE – FEEDBACK
	APPENDIX B:	LEAD MEMBER OPERATIONAL PREPAREDNESS – FEEDBACK
	APPENDIX C:	LEAD MEMBER STRATEGIC CHANGE & RESOURCES – FEEDBACK
	APPENDIX D:	LEAD MEMBER STRATEGY & PERFORMANCE – FEEDBACK
	APPENDIX E:	LEAD MEMBER PEOPLE & ORGANISATIONAL DEVELOPMENT – FEEDBACK
	APPENDIX F:	AMBASSADOR FOR YOUTH ENGAGEMENT – FEEDBACK

	APPENDIX G: AMBASSADOR FOR HEALTH & WELLBEING – FEEDBACK (TO FOLLOW)
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Purpose of Report

1. To provide Members with feedback on work undertaken by the appointed Lead Members and Member Ambassadors during 2015/16.

Recommendation

2. That Members;
 - a. Note the feedback provided by Lead Members and Member Ambassadors in relation to their involvement in their respective roles for 2015/16;
 - b. Determine the value of continuing with the current Lead Member and Member Ambassador roles for the coming Municipal year; and
 - c. Should continuation of the current Lead Member and Member Ambassador roles be agreed, consider appointment to those roles for 2016/17, for appointments to be formally agreed at the Annual General Meeting on 14th June 2016.

Introduction and Background

3. Members will recall that at the Annual General Meeting on 11th June 2015 the Authority approved the appointment of six Lead Member roles within the Authority's structure. In addition to those Lead Members, the Authority also approved the appointment of two new Member Ambassador roles.
4. A specific role description was devised for each role and an additional responsibility allowance was aligned in recognition of the additional work and involvement those Members would be expected to undertake.
5. The appointments to the Lead Member and Ambassador Roles; and supporting officers for 2015/16 are set out in the table below:

<u>Role</u>	<u>Appointed Member</u>	<u>Support Officer</u>
<i>Lead Member – Operational Response</i>	Cllr Ray Halpin	AM Operational Response – Dave Mottram

<i>Lead Member – Operational Preparedness</i>	Cllr Lesley Rennie	AM Operational Preparedness – Nick Searle
<i>Lead Member – Strategic Change & Resources</i>	Cllr Jean Stapleton	AM Strategic Change & Resources – John McNeil
<i>Lead Member – Community Risk Management</i>	Cllr Jimmy Mahon	AM Community Risk Management – James Berry
<i>Lead Member – Strategy & Performance</i>	Cllr Barbara Murray	Director of Strategy & Performance – Deb Appleton
<i>Lead Member – People & Organisational Development</i>	Cllr Sharon Sullivan	Director of People & Organisational Development – Nick Mernock
<i>Ambassador for Youth Engagement</i>	Cllr Peter Brennan	Deputy Chief Fire Officer
<i>Ambassador for Health & Wellbeing</i>	Cllr Roy Gladden	Deputy Chief Fire Officer

6. The intention of appointing Lead Member Roles was for these Members to gain valuable knowledge and understanding within a specific area of business, through working closely with their designated Support Officer, meeting regularly throughout the year. The Support Officer involves the Lead Member in the reporting process to ensure that the Member is fully aware of any reports being submitted under their reference. The Lead Member provides support to the Officer through representation at Authority Committee meetings; and to fellow colleagues on the Authority, through passing on their knowledge and experience.
7. The Ambassador roles were created to deal with issues relating to Youth Engagement and Health and Wellbeing - both of which are at the forefront of the Authority's preventative work; and are aligned to partnerships with other statutory agencies.
8. Within the role descriptions for Lead Members and Ambassadors, is the requirement for those appointed Members to provide feedback to the Authority regarding their involvement in their roles.
9. The Chair of the Authority has therefore requested that each of the appointed Lead Members and Ambassadors for 2015/16, provide a written overview of

their involvement in their roles over the past year. The feedback provided by Members is attached as appendices to this report.

10. When evaluating the feedback provided, Members are requested to give consideration to the personal development value to Members and Officers, derived through the opportunity of close working relationships and general understanding of each other's roles. They are also requested to consider the effect that this enhanced knowledge has on the Authority's decision making, which may provide a benefit to the Authority as a whole and the community it serves.
11. Cllr Jimmy Mahon – Lead Member for Community Risk Management retired as a Councillor at the Local Elections 2016; and therefore is no longer a Member of Merseyside Fire and Rescue Authority. Due to personal circumstances, Cllr Mahon was unable to attend meetings for the latter part of the year; and his Lead Member remit was covered temporarily by Cllr Peter Brennan – Member Ambassador for Youth Engagement. As such, no feedback is provided in relation the Lead Member role for Community Risk Management.

Equality and Diversity Implications

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

Staff Implications

13. Support Officers have seen an increase in their workload through the holding of regular meetings and engagement with designated Lead Members and Ambassadors. However, it is important that the Authority is fully aware of how the Service is functioning, especially as resources continue to reduce. Members are asked to ensure that they attend meetings arranged with Officers at the designated time so that workloads can be managed effectively.

Legal Implications

14. There are no direct legal implications in relation to this report.

Financial Implications & Value for Money

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

Risk Management, Health & Safety, and Environmental Implications

16. There are no direct implications in relation to risk, health and safety or environmental, arising from this report.

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

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

BACKGROUND PAPERS

GLOSSARY OF TERMS

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Lead Member/Ambassador

Feedback Form 2015/16

Lead Member/Ambassador:

Cllr Halpin

Area of Responsibility:

Response

Supporting Officer:

Director/3rd Officer Mottram

Number of meetings taken place between Lead Member/Ambassador and Supporting Officer during the year:

4

1. Please outline the nature of the meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in your area of responsibility.

Outline Nature of Meetings:

Quarterly update on Response and H&S

Agreed Outcomes	
(i)	Review key performance indicators for Response and H&S
(ii)	Discuss progress against functional Plan objectives for year 15/16
(iii)	Act as champion for response within fire authority

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

Report Title	Meeting
Annual review of response	Performance and Scrutiny
Annual review of H&S	Performance and Scrutiny
Functional Delivery Plan – Response	Performance and Scrutiny

3. What involvement did you have in the reporting process?

On-going involvement throughout year. Being available as the point of contact for other Authority members for questions relating to operational response.

4. What were the outcomes as a result of the report(s)?

(i) Satisfied that response is being led and managed very effectively and that targets and performance are better than expected with diminishing resources
(ii) Health and safety is performing excellently with injuries and vehicle collisions both on a downward trend
(iii) EMR – introduced this year, which has been a ground-breaking project already saving lives across Merseyside

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

(i) Policy and Resources Committee
(ii) Performance & Scrutiny Committee
(iii) Health, Safety & Welfare Committee (Internal)

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

How collaboration is working effectively between management and representative bodies – shows a clear indication that both parties have the health and well-being of MFRA staff and members of the public as a priority.

7. How has undertaking the role as Lead Member/Ambassador enhanced your level of knowledge of this particular service area?

A clear understanding of emergency response and the challenges being faced by this directorate in maintaining excellent response & Health and safety performance whilst faced with the challenge of a reducing budget year on year.

8. Please detail any lessons learnt (e.g. what you would have liked to include or done differently)?

I've been really pleased in how effectively I have witnessed communication happening between management and representative bodies, in regard to some challenging issues which are being dealt with in a very mature and reasonable way.

9. What has been the main benefit to you or the Authority of your appointment in this role?

Fully understanding the effect of austerity upon emergency response and the challenges this brings. I'm assured on behalf of the Authority that staff welfare and safety is a priority in MFRA.

10. Any other comments you would like to add

I have been impressed by the open and transparent way in which change is being achieved. I have witnessed excellent listening and communication from all parties as part of the health and safety committee.

11. Support Officer Comments:

Excellent support and challenge from councillor Halpin who has demonstrated a keen understanding of the challenges facing Operational Response and Health and Safety.

There has been learning for me as a director in understanding the wider political landscape through discussions with my lead member.

Many thanks Dave Mottram Director, Operational Response

Lead Member/Ambassador

Feedback Form 2015/16

Lead Member/Ambassador:

Councillor Lesley Rennie

Area of Responsibility:

Operational Preparedness

Supporting Officer:

3RD Officer Nick Searle

Number of meetings taken place between Lead Member/Ambassador and Supporting Officer during the year:

4

- 1. Please outline the nature of the meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in your area of responsibility.**

Outline Nature of Meetings:

All meetings have taken place in Nick Searle's office at the JCC. Meetings have consisted of a brief update on the current status of the Directorate followed by a review of progress on the Functional Plan objectives. Each meeting was attended by a member of the Democratic Services team. I also took the opportunity to meet with other Managers within the Directorate and visit Fire and Rescue Control.

Agreed Outcomes
<ul style="list-style-type: none"> • Input and discussion on the Ops Preparedness Directorate Functional Plan
<ul style="list-style-type: none"> • Introduction of the Business Continuity Department attached to Operational Intelligence. Exercise carried out on 13th May 2016.
<ul style="list-style-type: none"> • There have been various National Resilience deployments during the year – Flooding in Cumbria, Flooding in North Yorkshire, Explosion and subsequent search at Bosley Mill Cheshire, Collapse at Didcot power station; • MFRS sent a response to each of the above which we discussed in our catch up meetings
<ul style="list-style-type: none"> • Introduction of new Standard Operating Procedures in line with National Operational Guidance. Ops Prep have maintained a team who have been designated with this work.
<ul style="list-style-type: none"> • This year has seen a successful audit of the JESIP principles by the HMI. JESIP has been mainstreamed within the Directorate and is now included in all guidance.
<ul style="list-style-type: none"> • Successful recruitment of Firefighters. A course has been run at the TDA of 16 firefighters who are now continuing development at Station 19, Croxteth.
<ul style="list-style-type: none"> • Various exercises have been organised by the Directorate ranging from multi agency MTFA to COMAH. The most recent being a MTFA exercise in St Johns precinct and a COMAH exercise on the 12th May on the Wirral.
<ul style="list-style-type: none"> • The TDA has introduced a new course on Methods of Entry which has been completed by all Operational personnel. This has been designed due to issues raised by FF stating that door designers are making locking systems which are becoming impregnable. The course has been a success which we are sharing with Merseyside Police. • A new course on IOR (Initial Operational Response) has also been delivered to all personnel.
<ul style="list-style-type: none"> • Workshops have introduced the new Fleet Management System which manages all vehicles and assets owned by MFRA. • This year has also seen the purchase on 3 new pumping appliance to align with the Service policy of all front line appliances being no older than 10 years.

<ul style="list-style-type: none"> • New purchases by the Operational Equipment team have included, E Hydraulics for appliances, new door entry kit and battery operated saws. • A review of the training facilities at the TDA is in the process of being carried out which will result in new facilities to support the ongoing strategic direction for training. A proposal will be taken to SMG in July 2017 and once approved to Authority for further governance and approval.
<ul style="list-style-type: none"> • As per the Functional plan, a review of the current MFRS Site Specific Risk Information (SSRI) has been carried out which has resulted in the temporary employment of a business analyst to assist in the development of a new system. This work stream is ongoing however will be delivered in 2016/2017.
<ul style="list-style-type: none"> • A review of the Command Support arrangements has been carried out which has resulted in changes which include the writing of a tender document for a new Incident Command Vehicle and a SMG report on support for officers via Command Support arrangements within the JCC.

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

Report Title	Meeting
Numerous reports on the above have been written for the above.	All reports have either been to SMG or to Full Authority meetings.

3. What involvement did you have in the reporting process?

My views and observations were taken into account when formulating the reports. When reports were presented to SMG or Full Authority meeting I was able to make comment and contribute in the debate from of position of some knowledge.

4. What were the outcomes as a result of the report(s)?

<ul style="list-style-type: none"> • As stated above, all items have been introduced into the Service over the last year. Several are works in progress and are either contained within the Operational Preparedness Functional plan 2016-17 or the IRMP.
--

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

(i) I attend regular Committee meeting, scrutiny panels and Full Authority meetings.

(ii) I am a Member of the North West Fire Forum which shares best practice and new ideas regarding Operational Preparedness.

(iii) Regular meetings with local residents and Community Groups to explain to them and give assurance that MFRS is a first rate service and Operational Preparedness is well planned and delivered in a professional manner to ensure the safety of all residents, businesses both locally, nationally and internationally when called upon.

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

I have had the opportunity to understand the ways of working of this service department and have had one to one discussions with Officers and staff and the wider community.

7. How has undertaking the role as Lead Member/Ambassador enhanced your level of knowledge of this particular service area?

Lead Members are fortunate to be afforded the time and opportunity to scrutinise and support a particular Directorate. I hope the knowledge which I have gained can be shared with colleagues and the wider community to raise awareness of the Service. Knowledge gained should be knowledge shared.

8. Please detail any lessons learnt (e.g. what you would have liked to include or done differently)?

Increase the number of opportunities to have 'Round the Table', meet the Lead Member discussions with staff. This provides for open discussion opportunities for both sides to explore solutions to issues which are causing either concern or ideas for better ways of working.

9. What has been the main benefit to you or the Authority of your appointment in this role?

Knowledge gained and being able to openly discuss the working of the Directorate with senior officers and all staff members. I would wish to put on record my thanks to AM Searle and all his staff for their welcome and the time given to me.

10. Any other comments you would like to add

As a Lead Member I have had the advantage of gaining in depth knowledge of this service area. I have taken every opportunity whenever it was presented to me to meet on a one to one basis with MP's, MEP's, Government Ministers and Cabinet Members and Members of the House of Lords to raise the awareness of this service area.

11. Support Officer Comments:

The work carried out with Councillor Rennie over the last year has been invaluable to the Operational Preparedness Directorate. It has provided me the opportunity to discuss ongoing matters within the Directorate directly with the Fire Authority. It has ensured that I have had the opportunity to highlight the excellent work carried out by the Directorate teams to Councillor Rennie and subsequently afforded her the opportunity to meet with the teams in person.

I have also been able to discuss ongoing matters within the Directorate and how this will be viewed from an Authority perspective. Councillor Rennie has made it clear that if I need to discuss any matters or require advice/guidance she is always available to be contacted.

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Lead Member/Ambassador

Feedback Form 2015/16

Lead Member/Ambassador:

Jean Stapleton

Area of Responsibility:

Strategic Change & Resources

Supporting Officer:

John McNeill

Number of meetings taken place between Lead Member/Ambassador and Supporting Officer during the year:

Two

- 1. Please outline the nature of the meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in your area of responsibility.**

Outline Nature of Meetings:	
<u>Lead Member Update Oct 2015</u> <u>ICT</u> <ul style="list-style-type: none">• Telent contract is up for re-newel the Tender process is complete and we are in negotiation with Telent over costs (only one tender received).• An internal benchmarking process has been undertaken to ensure we have something to compare against• We are actively moving toward internal development of applications given enhanced technology enabling easier development. This is seen as a more cost effective option than expensive off the shelf products which are often not fully in line with our needs.	

- ESMCP project is underway to nationally procure a new emergency services communication platform – MFRA have an internal transition team in place.

Estates

- Asset re-fresh strategy has been drafted and will be agreed by SMG
- Capital expenditure has been provisionally set, however strategic decisions on number of stations / locations following CSR will have a bearing on this programme.

Station Building / Change programme

- Prescott –application submitted; Police are to share the building. Site altered at request of Knowsley, Knowsley now being cooperative.
- St Helens – site identified, negotiation with landowner continues, Police and NWAS considering sharing the facility
- Saughall Massie – Pre app submitted, CFO and Chair have met with the Chief Exec (Wirral), CFO to attend the Policy and Performance Regeneration & Environment Committee. Postponed once – now scheduled for early December.

Blue Light Collaboration

- Initial 28 day Project “initiation phase” complete, now into the opportunities assessment, meetings being planned with all responsible people from Police & FRS as part of the corporate services review.
- Shared property is being considered for all areas, including Fire Stations workshops and training centre.
- Collaboration Committee (Chair PCC & Deputies) has met twice and the programme board also.

All working groups have been established with terms of reference

Lead Member Update Feb 2016

ICT

- Telent Contract has been approved by Authority and will be renewed in April 2016 when current contract ends.
- An internal benchmarking process has been undertaken to ensure we have something to compare against this demonstrated that the relationship we have with Telent is a good one and represents value for money for the Authority.
- We are actively moving toward internal development of applications given enhanced technology enabling easier development. This is seen as a more cost effective option than expensive off the shelf products which are often not fully in line with our needs.
- ESMCP project is underway to nationally procure a new emergency services communication platform – MFRA have an internal transition team in place. John McNeill now attends Principle Officer level regional meetings to provide governance for the project.

Estates

- Asset re-fresh strategy has been drafted and agreed by SMG, will be on the agenda for the Authority meeting on Thursday (25th Feb 2016)
- Capital expenditure has been provisionally set, however strategic decisions on number of stations / locations

Station Building / Change programme

- Prescott –application submitted; Police are to share the building. Site altered at request of Knowsley, some delay due to additional cost of site repair.
- St Helens – site identified, negotiation with landowner continues, Police considering sharing the facility NWAS not interested in site.
- Saughall Massie – Pre app submitted, CFO and Chair have met with the Chief Exec (Wirral),

Blue Light Collaboration

- Outcome of Opportunities assessment has been presented to the Board and there will be a committee meeting in march 2016
- Shared property is being considered for all areas, including Fire Stations workshops and training centre.
- Government announced the response to the collaboration and the following week the first reading of the Police & Crime Bill which places a duty on emergency services to collaborate in achieving value for money.

Agreed Outcomes

(ii) AM McNeill to provide further update for CLLR Stapleton.

(ii) AM McNeill to provide further update for CLLR Stapleton.

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

Report Title	Meeting
Fire & Police Collaboration Programme	Fire & Police Committee
Emergency Services Communications programme	Policy & Resources
Asset management Plans	Policy & Resources

3. What involvement did you have in the reporting process?

Availability to discuss issues particularly in terms of Police and Fire collaboration.

4. What were the outcomes as a result of the report(s)?

(i) All recommendations agreed

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

(i) Trustee of Fire Support Network

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

7. How has undertaking the role as Lead Member/Ambassador enhanced your level of knowledge of this particular service area?

8. Please detail any lessons learnt (e.g. what you would have liked to include or done differently)?

9. What has been the main benefit to you or the Authority of your appointment in this role?

10. Any other comments you would like to add

11. Support Officer Comments:

Cllr Stapleton has shown interest in the various areas I am responsible for, in particular the area of collaboration where she has been able to offer advice around the governance, as she is a personal acquaintance of the Police & Crime Commissioner.

Lead Member/Ambassador

Feedback Form 2015/16

Lead Member/Ambassador:

Cllr Barbara Murray

Area of Responsibility:

Strategy and Performance

Supporting Officer:

Deb Appleton

Number of meetings taken place between Lead Member/Ambassador and Supporting Officer during the year:

28/4/15, 3/9/15, 20/10/15, 5/5/16 (1/3/16 cancelled due to lead officer sickness)

- 1. Please outline the nature of the meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in your area of responsibility.**

28th April 2015 (TDA)

We discussed the 4th Quarter report on the 2014/15 Service Delivery Plan that was due to go to Performance and Scrutiny Committee on 24th May. A point of particular interest was road traffic collisions

We discussed the fire fatality report for the previous year

3rd September 2015 (SHQ)

We discussed the first quarter of the Service Delivery Plan for 2015/16

I met separately Wendy Kenyon also met during September to discuss Member training in relation to staff engagement (an outcome of the staff survey)

Separate conversations also with Wendy took place about the E&D annual report –

including the contribution of content.

20th October 2015 (SHQ)

We discussed the 2nd Quarter report on the 2015/16 Service Delivery plan that went to P&S Committee on 5th November.

We also discussed in more detail the Members training that had taken place and the Member/support staff engagement event due to take place in November.

5th May (TDA)

We discussed:

The work being undertaken to carry out the staff engagement survey.

The creation of a corporate applications development and governance team within the department.

The Internal Audit report on the Authority's consultation processes (ie report for Performance and Scrutiny). I considered the report and gave an opinion on it to Deb.

The end of year Service Delivery Plan report for Performance and Scrutiny including the increase in fatalities, road traffic collisions and false alarms

Other activities:

September 2015 - Active support for the national BME Protection seminar developed and hosted by MFRS.

November 2015 and March 2016 – I was instrumental in promoting the Member/support staff engagement sessions that took place in response to the 2014 staff survey.

March 2016 – Enthusiastic supporter of the event put on by MFRS to celebrate International women's Day.

Agreed Outcomes	
(i)	Audit of Consultation arrangements – Report to P&S Committee in May 2016
(ii)	Promoting and delivering effective Member/staff engagement
(iii)	Scrutinising the Service Delivery Plan and Equality and Diversity Action Plan

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

Report Title	Meeting
Several Service Delivery Plan Reports	Performance and Scrutiny
Several E&D Action Plan Reports	Performance and Scrutiny
Staff Engagement Reports	Performance and Scrutiny
Public Consultation Audit Report	Performance and Scrutiny

3. What involvement did you have in the reporting process?

I am consulted with respect to all reports and my opinion is actively sought by staff and frequently acted upon. An example of this has been with respect to the presentation of statistics and data in reports to the Authority. They are now more meaningful and easier for members to understand.

4. What were the outcomes as a result of the report(s)?

(i) Members are able to effectively manage the performance of the FRS
(ii) Members are assured that public consultation is effective
(iii) Members were able to develop an approach to engagement with support staff

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

(i) Diversity Action Group & SEG
(ii) Various meetings with Committee Services planning engagement sessions
(iii) MFRS Strategy Days

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

All the meetings with Deb and her team give me a very clear overview of how the service is performing and prepare me so that I have a good understanding of any issues to answer questions in committee meetings.

DAG & SEG have given me greater insight into the operational planning and monitoring that takes place behind the services commitment to be a supporter of equal opportunities for staff and residents.

The engagement sessions have been successful in increasing the understanding and knowledge of the role of members for staff, and members have gained a much better insight into all the varied works that are undertaken by staff.

7. How has undertaking the role as Lead Member/Ambassador enhanced your level of knowledge of this particular service area?

As Lead Member for Performance and Scrutiny I have gained knowledge about the whole service and how service areas fit together.

8. Please detail any lessons learnt (e.g. what you would have liked to include or done differently)?

I would not do anything differently but I have learnt a great deal in this role this year.

9. What has been the main benefit to you or the Authority of your appointment in this role?

I believe I bring a wide professional experience to the role as I have worked in several sectors: housing; education; retail and the civil service. I am really interested in this role and hope I do bring effective interrogation and scrutiny to it.

10. Any other comments you would like to add

Deb, Wendy, Jackie and Vicky have all been very supportive and helpful during my time in this role. They listen to my views and ensure they are reflected in their work, roles and reports. I would like to thank them all and staff in Committee Services, mainly Kelly, for all the fantastic help with Member Training and Staff Engagement sessions.

11. Support Officer Comments:

Cllr Murray is an enthusiastic supporter of the work of the Strategy and Performance function and she provides insightful and useful scrutiny and feedback to assist officers prepare reports and presentations that meet the needs of the elected members.

In addition, she is an effective spokesperson for Equality and Diversity, staff engagement and performance management in the Service.

Cllr Murray takes a real and informed interest in the work of the function and this is appreciated by the staff.

Lead Member/Ambassador

Feedback Form 2015/16

Lead Member/Ambassador:

Sharon Sullivan

Area of Responsibility:

People and Organisational Development

Supporting Officer:

Nick Mernock

Number of meetings taken place between Lead Member/Ambassador and Supporting Officer during the year:

- 1. Please outline the nature of the meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in your area of responsibility.**

Outline Nature of Meetings:

Scrutiny of strategic direction of the Department and the ongoing issues raised during staff engagement events.

Agreed Outcomes	
(i)	Further reduction in sickness absence figures
(ii)	Continued development of the Apprenticeship programme
(iii)	Expansion of positive action processes to ensure MFRS is fully inclusive with all communities in the area
(iv)	Seeking ways to avoid compulsory redundancies whilst still addressing future budget constraints

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

Report Title	Meeting
IVF Service Instruction	Authority
Introduction of the Living Wage	Policy and Resources
Apprentice Update	Community Safety and Protection

3. What involvement did you have in the reporting process?

Discussion around the strategic direction of policies relating to personnel employed within MFRS. Availability to facilitate staff engagement.

4. What were the outcomes as a result of the report(s)?

(i) Successful implementation of IVF Service Instruction
(ii) MFRS being fully aware of the implications of the National Living Wage and its possible impact in the future
(iii) The widening of the apprentice scheme across departments within MFRS

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

(i) Policy and Resources
(ii) Performance and Scrutiny

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

It has broadened my understanding of the policies and strategic direction of MFRS

7. How has undertaking the role as Lead Member/Ambassador enhanced your level of knowledge of this particular service area?

Broadened my knowledge around legislation

8. Please detail any lessons learnt (e.g. what you would have liked to include or done differently)?

9. What has been the main benefit to you or the Authority of your appointment in this role?

Enabling role which allows me to contribute to debate around staff issues

10. Any other comments you would like to add

I have found this role satisfying and have enjoyed engaging with staff within the organisation.

11. Support Officer Comments:

The role of Lead Member has interacted well with the work of the People and Organisational Development Team. It allows Member scrutiny of the work which has been undertaken and is planned. It has complemented elected member station visits by enabling transparent dialogue based on facts, and it has facilitated interaction with teams to resolve issues raised at the station meetings

YEAR END OVERVIEW

KEY WORK COMPLETED

- (1) **Industrial relations** – highly productive work has been completed with the support and engagement of the representative bodies. A continued transparent approach ensures a ‘no surprises’ culture that facilitates outcomes that are Merseyside focused and key to protecting employment whilst continuing to operate at the highest standards within a constrained budget situation

This has seen the introduction of new ways of working including a 24 Hour duty system, an agreement for a longer term Additional Voluntary Hours agreement which supports cost effective staffing, and a major increase in the number of Retained contracts within the Service
- (2) **Sickness Absence Management** – the introduction of the revised capability procedures, and longer term support and management of the long term sickness cases has seen the delivery of a reduction in the organisational sickness figures. This addresses the trend that has seen sickness absence rise over the past years and provides a strong platform to continue to improve performance in this field
- (3) **Annual Appraisals** – All employees are now receiving an Appraisal, which provides the opportunity for interaction with their line manager, the ability to contribute to personal and organisational delivery, and to plan their own personal development. This is either through short term development, or supported progression into the Development gateway which provides each employee with the potential to gain the skills to progress towards the Leadership test of Potential and gain promotion within the service.
- (4) **Occupational Health Services** – the Authority continues to develop its range of Health and Wellness support to all employees. The Service provides numerous support packages to assist in areas such as fitness, mental health and stress management. The team has also provided support to other North West Authorities in relation to Employee assistance programmes, critical incident debriefs and mental Health awareness.
- (5) **Apprenticeship Development** – the Service has made major developments in the support of young people within our communities through the introduction of Apprenticeship schemes within the Fire Service. We are running our second cohort within the Community Protection Department following the very successful first group of 12 young people, many of whom have now secured permanent roles within the Fire Authority. We are currently developing apprenticeships within the Finance Department, Catering, Reception and Professional Standards.

Lead Member/Ambassador

Feedback Form 2015/16

Lead Member/Ambassador:

CLlr Peter Brennan

Area of Responsibility:

Ambassador Youth Engagement

Supporting Officer:

DCO Phil Garrigan

Number of meetings taken place between Lead Member/Ambassador and Supporting Officer during the year:

Three meetings and several attendances at Prince's Trust, Cadet Passing out Presentation and Apprentices presentation

- 1. Please outline the nature of the meetings and any agreed outcomes, including any information, guidance and updates which have been provided to you with regard to developments in your area of responsibility.**

Outline Nature of Meetings:	
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Agreed Outcomes	
(i)	Apprentices potential funding/expansion programme meet with Theresa Griffin MEP.
(ii)	Princes Trust Presentations encouraging staff and supporting the programme and young people and encouraging other MFRA members to attend/support.
(iii)	Meeting with Merseyside Fire Network – consolidate our partnership working.

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

Report Title	Meeting
Structure of the Authority – CFO/044/15	AGM – Appendix D
Apprentice Update	Community Safety and Protection

3. What involvement did you have in the reporting process?

I have not been involved in any report writing as such

4. What were the outcomes as a result of the report(s)?

(i) Agreement to meet with Theresa Griffin MEP (TBC).
(ii) Presentation by apprentices and staff/partners to Theresa Griffin.
(iii) Attending and assisting on the Apprentices award ceremony, Prince's Trust and Cadet's Passing Out Presentation.

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

(i) LCC Neighbourhood Select Committee advising on MFRA involvement in youth engagement/issues.
(ii) COMMUTUAL partnership with Toxteth Fire Fit Hub.
(iii) Linking in with Merseyside Fire Network.

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

Sharing of 'Best Practice' principles of MFRS. Assisted me in promoting and supporting the work of MFRA/MFRS Youth Engagement in local community events, problem solving groups (PSGs) and representing MFRA at many events e.g. Prince's Trust, Cadets' Passing Out Event.

7. How has undertaking the role as Lead Member/Ambassador enhanced your level of knowledge of this particular service area?

I have a greater understanding of the breadth of work and support for youth engagement agenda across the authority and the areas we are involved in.

8. Please detail any lessons learnt (e.g. what you would have liked to include or done differently)?

Potentially combining the Youth Engagement Ambassador role into the Lead Member role for Prevention and Protection to give more gravitas and support to staff working on the many varied projects/programmes.

9. What has been the main benefit to you or the Authority of your appointment in this role?

Being able to support and encourage MFRS staff in their delivery of the many and varied projects/programmes and thanking them for the brilliant work which they do.

10. Any other comments you would like to add

We must continue to support such invaluable programmes/projects as I have witnessed first-hand how they change and in some cases save lives and families and give hope and aspiration to so many vulnerable young people/young adults. And long may they continue!

11. Support Officer Comments:

Cllr Brennan provides valuable support in all areas of youth engagement. Quarterly meetings have been arranged for regular updates.

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

This report is Restricted

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