

**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: 22 June 2016

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **THURSDAY, 30TH JUNE, 2016** in the Liverpool Suite at Merseyside Fire and Rescue Service Headquarters, Bridle Road, Bootle.

Yours faithfully,

Clerk to the Authority

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**MERSEYSIDE FIRE AND RESCUE AUTHORITY**

**AUTHORITY**

**30 JUNE 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 - 16)**

The Minutes of the previous meeting of the Authority, held on 14<sup>th</sup> June 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 17 - 18)**

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

**4. REVIEW OF SICKNESS ABSENCE (Pages 19 - 30)**

To consider Report CFO/058/16 of the Deputy Chief Fire Officer, concerning an overview of sickness absence levels following the introduction of the capability procedure and associated HR policies in 2014/15.

**5. Approved Exemptions to Contract Standing Orders 2015-16 (Pages 31 - 40)**

To consider Report CFO/057/16 of the Monitoring Officer, concerning approved exemption requests for the period 2015/16.

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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 JUNE 2016

### MINUTES

**Present:** Cllr Dave Hanratty (Chair) Councillors Les Byrom, Linda Maloney, Peter Brennan, Barbara Murray, Lesley Rennie, James Roberts, Jean Stapleton, Sharon Sullivan, Paul Tweed, Marianne Welsh, Connor, De'Asha, Grace, Kenny and Meaden

**Also Present:**

**Apologies of absence were received from:** Cllr Allen and Cllr McNeill

#### **17. CHAIR'S ANNOUNCEMENT**

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.

The Chair confirmed that seven new Members had been appointed to the Authority for 2016/17; and those present were introduced.

The Chair also welcomed previous Members Robbie Ayres, Jimmy Mahon and Mike Kearns, who were in attendance; and informed those present of former Members leaving the Authority, who were unable to attend.

Those previous Members in attendance were presented with a small gift on behalf of the Authority in recognition of their contributions, and each was invited to say a few words.

#### **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.



**5. Election of Vice-Chairman**

Nominations for Vice Chair position/s of the Authority were requested.

**Nominees**

Councillor Linda Maloney - moved by Councillor Dave Hanratty,  
seconded by Councillor Sharon Sullivan

Councillor Les Byrom - moved by Councillor Dave Hanratty,  
seconded by Councillor Sharon Sullivan

The above nominations were unanimously agreed.

**Resolved that:**

Both Councillor Linda Maloney and Councillor Les Byrom be re-appointed as Vice Chairs of the Authority for 2016/17.

**6. Membership of the Authority 2016/17**

Members considered Report CFO/055/16 of the Monitoring Officer, concerning changes to the Membership of the Authority for 2016/17.

Members noted the replacement of:

Robbie Ayes (St. Helens – Labour)  
Steve Niblock (Wirral – Labour)  
Jimmy Mahon (Sefton – Labour)  
Mike Kearns (Knowsley – Labour)  
Cllr Ray Halpin (Knowsley – Labour)  
Cllr Denise Roberts (Wirral – Labour)  
Cllr Roy Gladden (Liverpool – Labour)

With:

Cllr Joe De'Asha (St. Helens – Labour)  
Cllr Chris Meaden (Wirral – Labour)  
Cllr Janet Grace (Sefton – Labour)  
Cllr Denise Allen (Knowsley – Labour)  
Cllr Veronica McNeill (Knowsley – Labour)  
Cllr Brian Kenny (Wirral – Labour)  
Cllr Sharon Connor (Liverpool – Labour)

The Authority for 2016/17 will comprise of 18 Elected Members, with the political makeup being; 16 Labour, 1 Conservative and 1 Liberal Democrat Member, appointed from the 5 District Councils as follows:

Liverpool Councillors

Wirral Councillors

Knowsley Councillors

Barbara Murray  
(Labour)

Chris Meaden  
(Labour)

Denise Allen  
(Labour)

Dave Hanratty  
(Labour)

Jean Stapleton  
(Labour)

Veronica McNeill  
(Labour)

James Roberts  
(Labour)

Lesley Rennie  
(Conservative)

Peter Brennan  
(Labour)

Brian Kenny  
(Labour)

Sharon Connor  
(Labour)

Sharon Sullivan  
(Labour)

Sefton Councillors

St Helens Councillors

Les Byrom  
(Labour)

Linda Maloney  
(Labour)

Janet Grace  
(Labour)

Joe De'Asha  
(Labour)

Paul Tweed  
(Labour)

Marianne Welsh  
(Liberal Democrat)

The Authority will also continue with the Appointment of Independent Person Anthony Boyle.

**Resolved that:**

The content of the report be noted.



**7. Structure Of The Authority 2016/17**

Members considered report CFO/054/15 of the Monitoring Officer, regarding the minimum legal structure of the Authority, the decision making structure to be set for 2016/17, the appointment of Members to Committees, nomination of Chairs and determination of powers and duties of Committees; and the appointment of Members to Lead Member and Ambassador Roles.

**Resolved that:**

- a) That the following Appointments, Committees and decision making structure of the Authority for 2016/17 be approved:

**Chair of the Authority: Cllr Dave Hanratty**  
**Vice-Chair of Authority: Cllr Les Byrom**

Vice-Chair of Authority: Cllr Linda Maloney

Labour: Group Leader: Cllr Dave Hanratty (Chair).

Opposition Spokesperson: Cllr Lesley Rennie

<b>Committee</b>	<b>Members</b>
Community Safety & Protection Committee  8 Members (7 Labour, 1 Opposition)	1 <b>Linda Maloney(Chair)</b> 2 Peter Brennan 3 Paul Tweed 4 Denise Allen 5 Chris Meaden 6 Janet Grace 7 Brian Kenny 8 <b>Marianne Welsh</b>
<b>Policy &amp; Resources Committee</b>  8 Members (7 Labour, 1 Opposition)	1 <b>Les Byrom (Chair)</b> 2 Jean Stapleton 3 Barbara Murray 4 James Roberts 5 Sharon Sullivan 6 Joe De'Asha 7 Veronica McNeill 8 <b>Lesley Rennie</b>

Committee	Members
<b>Audit &amp; Scrutiny Sub-Committee</b> Extended for 2016/17 to incorporate Scrutiny following abolition of Performance & Scrutiny Committee <b>5 Members</b> <b>(4 Labour, 1 Opposition)</b> Plus <b>1 Independent Person</b>	<b>1 Jean Stapleton (Chair)</b> <b>2 James Roberts</b> <b>3 Sharon Connor</b> <b>4 Joe De'Asha</b> <b>5 Lesley Rennie</b>
<b>Appointments Committee</b> <b>(3 Labour, 1 Conservative, 1 Lib Dem)</b> Made up of the Chair, Vice Chairs, and Opposition Members	<b>1 Dave Hanratty (Chair)</b> <b>2 Les Byrom</b> <b>3 Linda Maloney</b> <b>4 Lesley Rennie</b> <b>5 Marianne Welsh</b>
<b>Appeals Committee</b> <b>(3 Labour, 1 Conservative, 1 Lib Dem)</b> Made up of the Chair, Vice Chairs, and Opposition Members	<b>1 Dave Hanratty (Chair)</b> <b>2 Les Byrom</b> <b>3 Linda Maloney</b> <b>4 Lesley Rennie</b> <b>5 Marianne Welsh</b>
<b>Member Development &amp; Engagement Group (2 Labour, 1 Conservative, 1 Lib Dem)</b>	<b>1. Barabara Murray (Chair)</b> <b>2. Sharon Connor</b> <b>3. Lesley Rennie</b> <b>4. Marianne Welsh</b>

Lead Members and Ambassador:

Lead Role	Lead Member
Strategic Change & Resources	Cllr James Roberts
Operational Preparedness	Cllr Lesley Rennie
Operational Response	Cllr Marianne Welsh
People & Organisational Development	Cllr Sharon Sullivan
Community Risk Management (inc remit of Youth Engagement Ambassador)	Cllr Peter Brennan
Strategy & Performance	Cllr Barbara Murray
Ambassador Health & Wellbeing	Cllr Paul Tweed

Should Members be unable to attend a meeting they are appointed to, they are to arrange for an appropriate Alternate Member to attend on their behalf, to ensure correct political balance; and inform Democratic Services of such representatives prior to the start of the relevant meeting.

- b) The deletion of the Performance & Scrutiny Committee from the Authority's decision making structure for 2016/17; and subsequent saving of £6,053 pa associated with the payment of Special Responsibility Allowance for the Chair of this Committee, be noted.
- c) The remit of the Audit Sub-Committee be extended to encompass scrutiny, with the Committee being renamed the Audit & Scrutiny Sub-Committee.
- d) The remit of the Member Development Group be extended to encompass employee engagement activities, with the Group being renamed the Member Development & Engagement Group.
- e) The roles of Member Ambassador for Youth Engagement and Lead Member for Community Risk Management, be combined, resulting in a saving of £2,018 pa, associated with the payment of Special Responsibility Allowances for such roles.

## **8. The Authority Constitution 2016/2017**

Members considered Report CFO/046/16 of the Monitoring Officer, concerning the draft amended Constitution for Merseyside Fire and Rescue Authority (the Authority) for 2016/17.

### **Members Resolved that:**

- a). The draft amended Constitution for 2016/17, be approved.
- b). the Monitoring Officer to the Authority be instructed to review the Constitution in light of any changes in legislation and to bring a further report to the Authority in these circumstances.

## **9. Authority Meeting Dates for 2016/17; and Draft Dates for 2017/18**

Members considered Report CFO/052/16 of the Monitoring Officer, concerning draft dates for Authority Committee meetings and events for 2016/17; and draft dates for Authority Committee meetings for 2017/18.

The Chair of the Authority highlighted the Strategy Days included within the draft meeting schedule and encourage Members attendance at these events.

Other events, such as Princes Trust Presentation Evenings were also highlighted; and attendance encouraged.

### **Resolved that:**

- a) The schedule of meeting dates and events for 2016/17 (attached at Appendix A and provisionally agreed at the AGM 26<sup>th</sup> June 2015), be confirmed.

- b) The schedule of meeting dates for 2017/18, be approved as draft dates, to be ratified at the 2017 Annual General Meeting.

**10. Members Allowance Payments 2015/16**

Members considered Report CFO/049/16 of the Monitoring Officer, concerning payments made to Members in the form of allowances, during the financial year 2015/16.

The Chair of the Authority informed Members of the target set to reduce the Members Allowance Budget by 10% over a 4 year period, with 2016/17 being the fourth year.

Members were informed that the deletion of the Performance & Scrutiny Committee and the saving associated with the special responsibility allowance payment for the Chair of that Committee, will ensure that the savings target for year 4 is met. Furthermore, the combining of the roles of Lead Member for Community Risk Management and Member Ambassador for Youth Engagement, will result in the Authority exceeding its savings target.

Members Resolved that:

The information contained within the report and Appendix A, be noted.

**11. Scheme Of Members Allowances 2016/17**

Members considered Report CFO/050/16 of the Monitoring Officer, concerning a review of the current Scheme of Members Allowances and any changes it wishes to make to the Scheme.

The Chair of the Authority informed Members that inflationary increases to the Members Scheme of Allowances is aligned to the previous year's firefighter pay increase, however for several years the Authority have choose to reject any increase to their allowances.

He informed Members that the firefighters pay increase for last year was 1%, however he recommended that Members Allowances continue to be frozen.

Co-Opted Member Mr Anthony Boyle was thanked by the Authority for his enthusiasm and involvement during 2015/16.

Members Resolved that:

- a) The current Members' Allowance Scheme, be continued for 2016/17.
- b) The confirmation of Members at the Authority's AGM on the 11<sup>th</sup> June 2016, of their intention to reject any pay increase in line with the

Firefighters Pay Award for 2015/16, which would have applied to the 2016/17 Allowance, be noted.

- c) Members intention to reject any pay increases in line with Firefighters Pay Award for 2016/17, which would apply to 2017/18 allowances, be confirmed.
- d) Continuation with the combined roles of Co-opted Member (previously appointed to the Performance and Scrutiny Committee as a non-voting Member) and Independent Person, by Mr Anthony Boyle, be confirmed with Mr Boyle:
  - i. being appointed to the Audit and Scrutiny Sub-Committee.
  - ii. continuing to consider any complaints against Members, alleged to have breached the Members' Code of Conduct as "Independent Person"
  - iii. being paid for conducting such roles following submission and verification of invoices, at a daily attendance rate of £50 (as and when required) as is the current case.

## **12. Questions On The Discharge Of Functions**

Members considered Report CFO/047/16 of the Monitoring Officer, concerning the nomination of a Member from each of the five constituent District Councils, as the Member responsible for answering questions in their Council on the discharge of the functions of the Authority.

Members Resolved that:

The following Members be appointed by the Authority as the Members responsible for answering questions within their Council on the discharge of the functions of Merseyside Fire & Rescue Authority:

<u>Councillor</u>	-	<u>Council</u>
Councillor Denise Allen	-	Knowsley
Councillor Dave Hanratty	-	Liverpool
Councillor Les Byrom	-	Sefton
Councillor Linda Maloney	-	St Helens
Councillor Jean Stapleton	-	Wirral

## **13. Appointment Of Authority Members To Outside Organisations**

Members considered Report CFO/051/16 of the Monitoring Officer, concerning the outside organisations to which it is currently affiliated; and where

appropriate, confirmation of continuing affiliation for 2016/17 and the appointment of representatives to those organisations.

**Members Resolved that:**

- a) Continuation of affiliation with the following organisations; and the appointment of the following Members to those organisations, be approved:

<b><u>Organisation</u></b>	<b><u>Representative Member</u></b>
Local Government Association Fire Services Commission	Cllrs Dave Hanratty & Les Byrom (with Cllr Linda Maloney as an additional Member)
North West Employers Organisation	T.B.C
North West Fire and Rescue Advisory Forum	Cllrs Dave Hanratty, Linda Maloney, Les Byrom (observer) and Lesley Rennie
Community Risk Intervention Service (formally Fire Support Network)	Cllr Jean Stapleton (plus Cllr Lesley Rennie by personal invite)
Association of Metropolitan Fire & Rescue Authorities	Cllrs Dave Hanratty & Linda Maloney

- b) Continued affiliation with Merseyside Brussels Office, be confirmed, however representation will be by an Officer rather than Member.
- c) Consideration be made to appointment of a Member to the Pensions Board.

**14. Approved Conference And Outside Meetings**

Members considered Report CFO/053/16 of the Monitoring Officer, concerning their approval for attendance at conferences and outside meetings by representatives of Merseyside Fire & Rescue Authority, to be determined by the Chair of the Authority.

Members Resolved that:

Approval for attendance at conferences and outside meetings by representatives of Merseyside Fire & Rescue Authority, to be determined by the Chair of the Authority, be confirmed.

**15. Meetings With National Politicians At Party Political Conferences**

Members considered Report CFO/048/16 of the Monitoring Officer, concerning the attendance of Members at meetings held at the location of party political conferences, in order to make Authority related representations in line with the Members Scheme of Allowances.

Members Resolved that:

- a) Attendance by appropriate representatives of the political groups of the Authority at meetings with Ministers, Opposition Spokespersons and other relevant national politicians, to be held at the location of their own party political conferences, to discuss issues relating to the business of the Authority, be approved.
- b) The payment of appropriate travel and subsistence expenses for such meetings , but not payment of conference fees, be approved:
- c) Following attendance at such meetings, Members are to report back to the Authority regarding issues raised and responses; and progress on information received.

**16. Provision of Travel Management Services**

***This Report 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, 30 June 2016

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

This report is Restricted

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<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>AUTHORITY</b>		
<b>DATE:</b>	<b>30 JUNE 2016</b>	<b>REPORT NO:</b>	<a href="#">CFO/058/16</a>
<b>PRESENTING OFFICER</b>	<b>DEPUTY CHIEF FIRE OFFICER</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>NICK MERNOCK</b>	<b>REPORT AUTHOR:</b>	<b>NICK MERNOCK</b>
<b>OFFICERS CONSULTED:</b>	<b>PAUL BLANCHARD-FLETT PHILOMENA DWYER LIAM WILLIAMSON</b>		
<b>TITLE OF REPORT:</b>	<b>REVIEW OF SICKNESS ABSENCE</b>		
<b>APPENDICES:</b>			

### Purpose of Report

1. To provide members with an overview of sickness absence levels following the introduction of the capability procedure and associated HR policies in 2014/15.
2. To ask that members acknowledge the supportive manner in which the policies have been implemented in order to support positive health and wellbeing in the workplace, whilst also proactively addressing the management of an sickness absence
3. To detail the current sickness figures (long term and short term) for Operational staff (Grey Book), APT&C employees and Control Room (Green and Red Book staff) staff and compare them to the previous year's figures.
4. To advise members on future approaches aimed at tackling short term absenteeism.

### Recommendation

5. That Members note the content of the report and the improvement that has been achieved in relation to long term sickness absence through the utilisation of innovate Occupational Health practice, and the transparent and supportive management of sickness absence.
6. That members note the increase in short term absence and request a further report be provided with regards to the proposed actions to address this current increase.

### Introduction and Background

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7. The Authority fully understands the impact that sickness absence can have on the running of the service, most notably on the availability of fire appliances to respond to life risk incidents across Merseyside. As a result the Authority approved the introduction of a number of HR policies which aimed to reduce the impact that such absence can have, whilst supporting individuals to return to work as expediently as possible.
  8. This report details the initial impact of those procedures, notably a significant reduction in overall/long term sickness absence.

#### Capability sickness management

9. The Authority agreed a revised Absence procedure and Capability procedure in April 2015. This was implemented through extensive training and is now contributing to the improved sickness figures.
10. Employees have received a clear supportive and transparent assessment of their personal situation, in conjunction with the production, were appropriate, of a support plan to ensure their return to work and their sustained attendance following a full recovery.
11. All support plans are supported by the Occupational Health team.
12. In the cases where improvement is not achieved the procedure continues to explore and identify all appropriate options to ensure the employee stays in work, but also openly explains the implications of each stage and the potential outcomes.
13. During the period April 2015 to May 2016 the Authority has dealt with 180 informal capability cases and 9 formal cases.

#### Occupational Health provisions

14. The Service Occupational Health Team supports all staff when they are unfit or unable to perform their usual role. This support ranges from fitness advice and rehabilitation programmes, a range of mental health support and counselling options, to the medical advice and assistance from our professionally qualified occupational health physicians and nurse.
  15. Our Occupational Health (OH) interventions are based on the principles of proactive preventive health support, and we will act early in all relevant cases to provide access for our staff to the medical team.
  16. Merseyside is the only Fire and Rescue Authority that offers firefighters two yearly health screenings, introduced in response to the change in the Asbestos Regulations and considered as a positive health measure. Additionally OH are to introduce a Nurse led Service Driver Health Screening that will cover virtually all
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support staff. This intervention will be provided on a three yearly basis.

17. The Authority provides comprehensive mental health support for all staff, and firefighters have a Critical Incident Stress Management system that provide for defusing and debriefing following traumatic incidents. There are counselling options and the Service Chaplain to offer welfare support for all.
18. The Authority's extensive mental health offering for staff has been recognised with the work undertaken on the Blue Light Project and the continuing work with MIND.
19. These services are supported by the Authority's Representative Bodies and the collaborative approach has undoubtedly contributed towards the reduced sickness absence, together with the introduction of capability sickness management.
20. To support staff achieve positive levels of attendance all staff have access to:

#### Mental Health and Wellbeing Support

- Critical Incident Stress Management
- Counselling Services
- Stress Risk Assessment process
- Help line

#### Fitness and Wellbeing Support

- Fitness Advisor
- Designated time to undertake physical training
- Access to fully equipped Gyms with state of the art equipment

#### Medical Support and Advice

- Doctor
- Mental Health Nurse
- Health Nurse
- Physiotherapy support

#### Additional support

- Firefighters charity
- Puffel – an online wellness portal

#### Revised Working Arrangements

21. The Authority has also sought to develop flexible working arrangements that support employees in work, and address where possible all work life balance issues.
  22. The Authority has dealt with 19 requests for family friendly working patterns, all of which have resulted in a variation to default working patterns.
  23. The Authority has also introduced self-rostering on some stations, which it is believed may have an impact on absence levels as shifts can be worked around family commitments.
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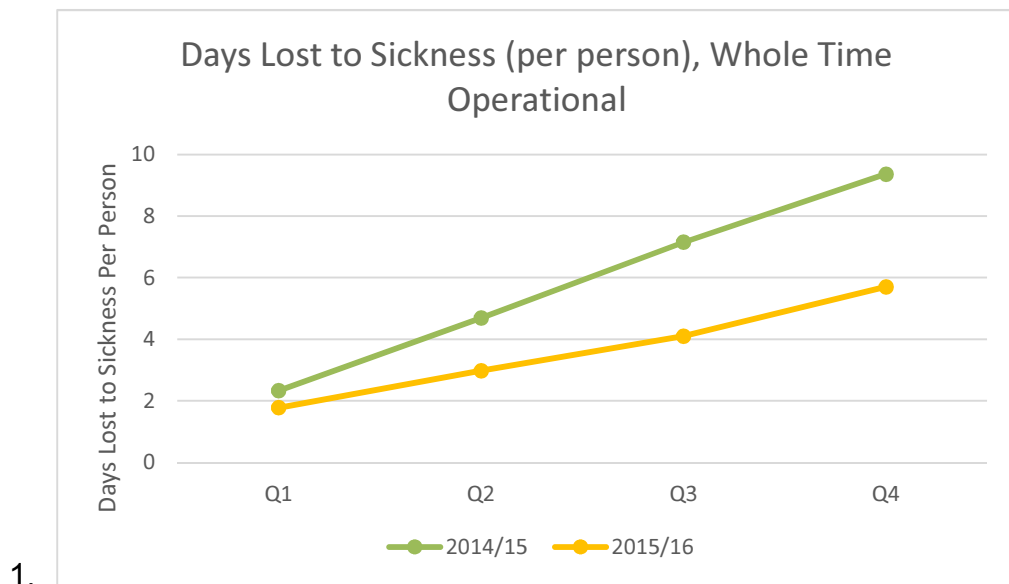
24. An evaluation of the impact of such changes on sickness levels is currently ongoing as given the increase in short term sickness absence it is too early to link the reduction in overall sickness levels to such approaches.

Performance since the introduction of the associated policies

25. The charts below are based upon the calculation based on Days Lost to Sickness Absence per Person to compare financial years 2014/15 and 2015/16.

26. Chart 1 (below) demonstrates that, across Operational personnel, there were considerably less shifts lost to sickness absence per person in financial year 2015/16 than there were in financial year 2014/15

**This equated to 5.7 days in comparison to 9.36 days.**

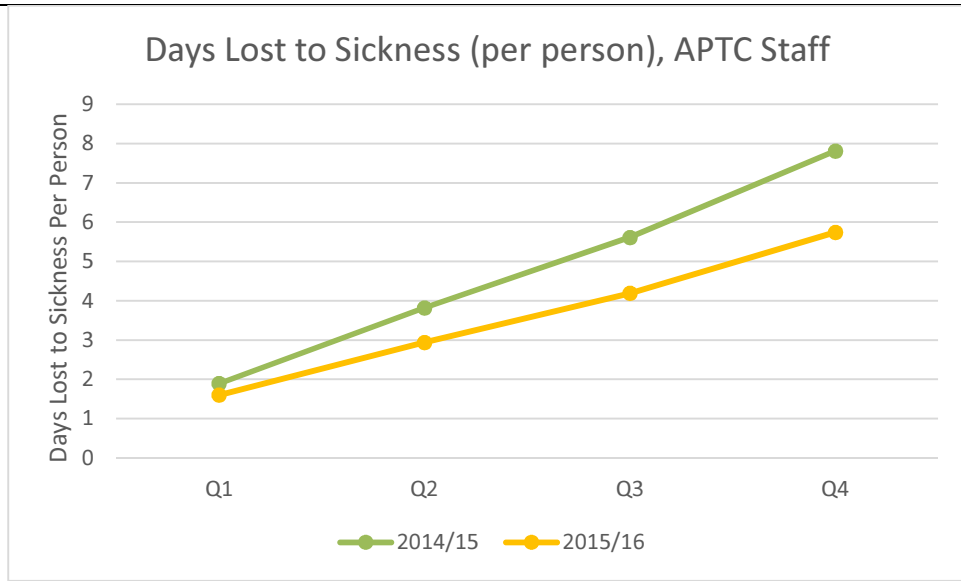


27. Chart 2 (below) shows that for APTC staff, shifts lost to sickness were less in year 2015/16 than in 2015/16

**This saw sickness absence dropping from 7.81 days per person to 5.74 days**

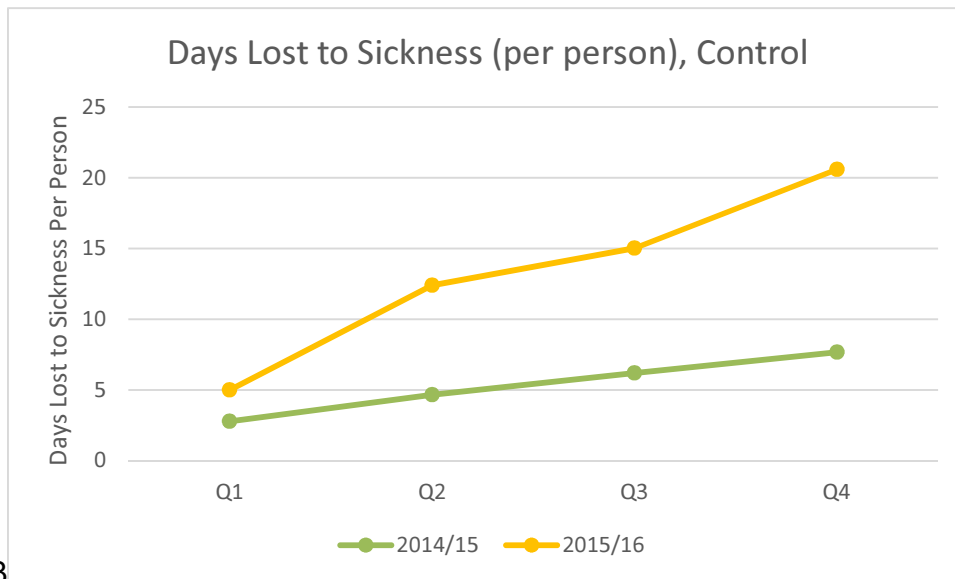
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28. Chart 3 (below) shows indicates higher levels of sickness absence amongst Fire Control staff, where the number of shifts lost to sickness absence per person has continued to rise between years 2014/15 and 2015/16 from 7.67 days to 20.6.

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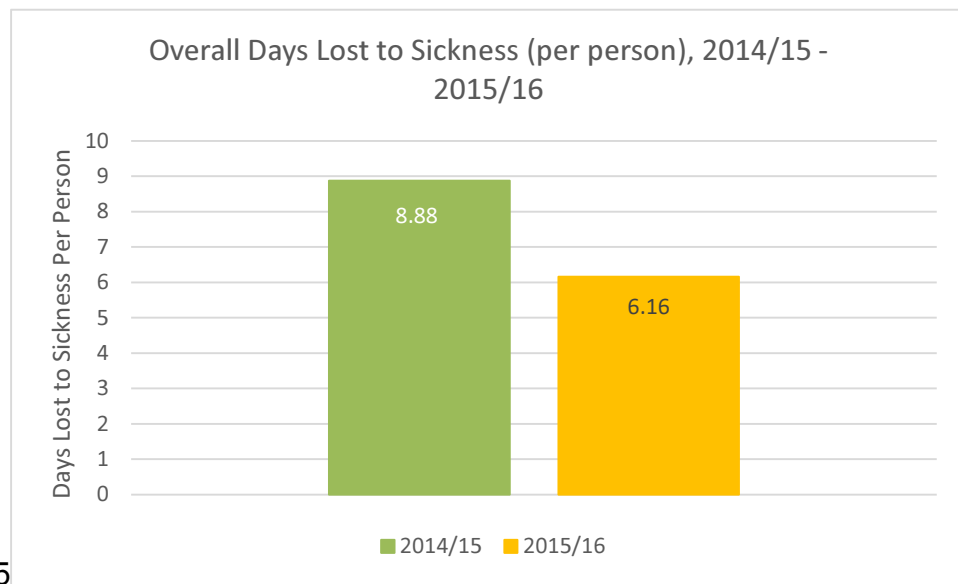
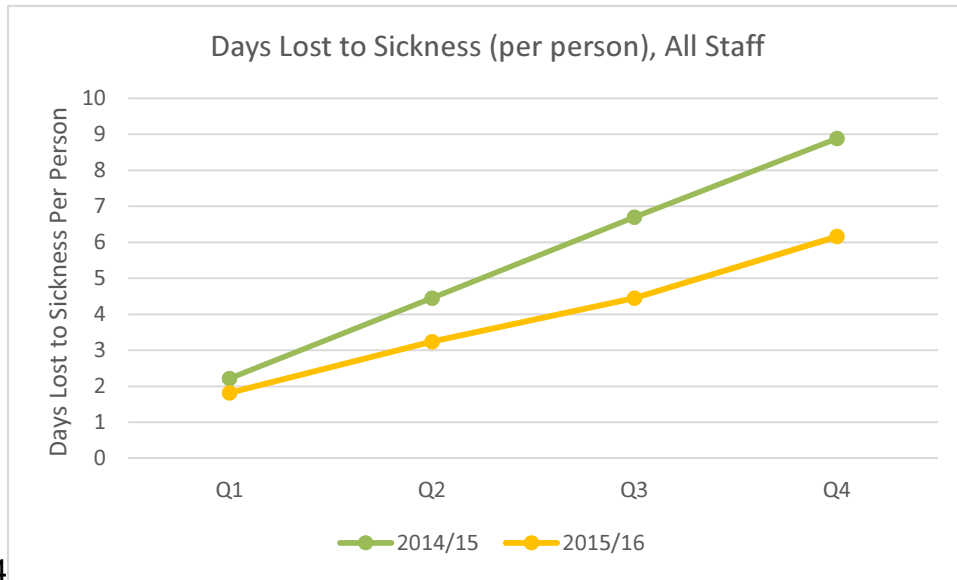
27. Charts 4 and 5 (below), provide the details across the whole organisation.

28. This is a combined look, encompassing the three areas mentioned above Operational Grey Book, Fire Control and APTC Staff.

29. It shows days lost to sickness absence per person dropped from financial year 2014/15 to 2015/16 across all quarters.

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30. Overall, the number has dropped from 8.88 days per person (2014/15) to 6.16 days per person (2015/16).

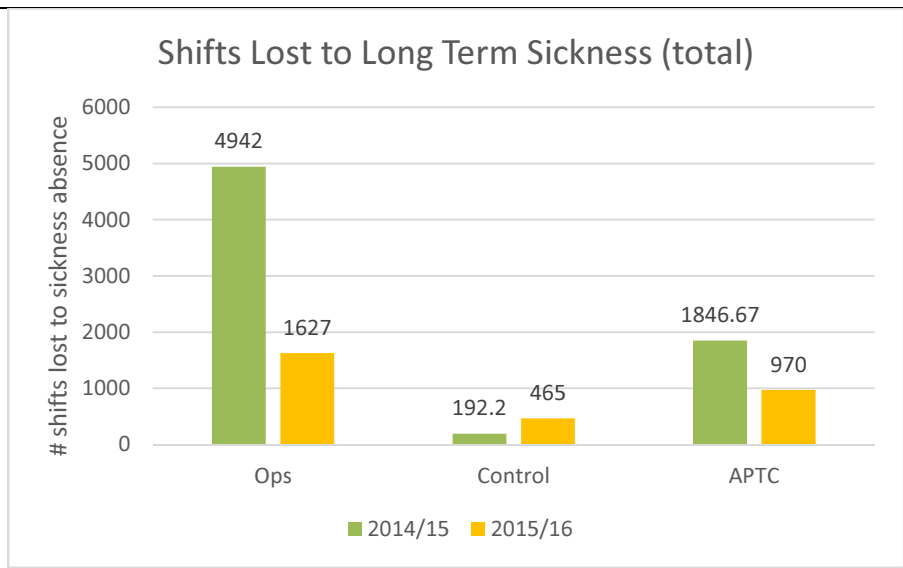


Analysis of the Data

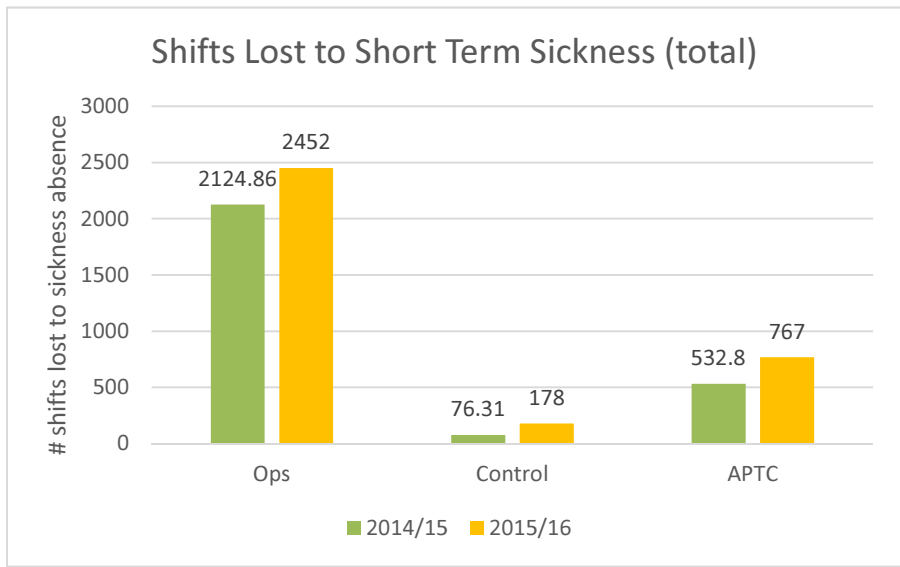
31. Analysis of the data shows a decrease in excess of 50% in long term (over 28 days) absence.

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32. However short term absence has increased over the same period and this now becomes the priority focus and will be the subject of a further report to the Authority in the next quarter.



**Causal Factors**

- 33. In continuing to address all sickness absence further analysis of the reasons provided for employee absence will be considered.
- 34. The main causal factors related to long term and short term absence are broken down below:
- 35. The table below shows Working days lost to sickness by causation

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	WT	Control	Non-uniform	Total
Musculo Skeletal - Back	467	49	36	552
Musculo Skeletal - Lower Limb	516	88	207	811
Musculo Skeletal - Upper Limb	135	0	53	188
Musculo Skeletal - Neck	37	0	24	61
Musculo Skeletal - Shoulder	194	0	0	194
Musculo Skeletal - Other/Unable to define	208	6	4	218
Mental Health - Stress	344	82	48	474
Mental Health - Depression	59	0	63	122
Mental Health - Anxiety	92	0	68	160
Mental Health - Other	85	24	76	185
Respiratory - Chest Infection	87	4	2	93
Respiratory - Cold/Cough/Influenza	139	49	178	366
Respiratory - Asthma		1	6	7
Respiratory - Other	0	0	0	0
Gastro-Intestinal (abdominal pain, gastroenteritis, vomiting, diarrhoea)	364	5	70	439
Heart, Cardiac and Circulatory problems	77	0	15	92
Blood disorders (eg anaemia)	8	0	2	10
Cancer and Tumours	94	262	8	364
Hospital/Post Operative	474	8	529	1011
Ear, Nose, Throat	79	2	11	92
Eye Problems	0	0	0	0
Headache/Migraine/ Neurological	78	42	217	337
Nervous System Disorder	0	0	0	0
Genitourinary / Gynaecological/ Reproductive	104	13	35	152
Pregnancy related disorders	3	0	5	8
Virus/infectious diseases	121	1	51	173
Endocrine/glandular problems	4	0	5	9
Skin Condition	40	0	0	40
Other known causes (not specified above)	0	7	0	7
Unknown causes, not specified	215	0	24	239
Cause Known, but not Specified	55	0	0	55
Total	4079	643	1737	6459

36. The table below shows actual periods of sickness in the same causation categories;

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Sickness Occurances

	WT	Control	Non-uniform	Total
Musculo Skeletal - Back	60	5	8	73
Musculo Skeletal - Lower Limb	35	2	7	44
Musculo Skeletal - Upper Limb	16	0	2	18
Musculo Skeletal - Neck	8	0	3	11
Musculo Skeletal - Shoulder	9	0	0	9
Musculo Skeletal - Other/Unable to define	24	3	1	28
Mental Health - Stress	17	2	3	22
Mental Health - Depression	1	0	1	2
Mental Health - Anxiety	3	0	4	7
Mental Health - Other	6	3	7	16
Respiratory - Chest Infection	21	2	1	24
Respiratory - Cold/Cough/Influenza	34	10	29	73
Respiratory - Asthma	0	1	2	3
Respiratory - Other	0	0	0	0
Gastro-Intestinal (abdominal pain, gastroenteritis, vomiting, diarrhoea)	107	2	29	138
Heart, Cardiac and Circulatory problems	2	0	1	3
Blood disorders (eg anaemia)	1	0	1	2
Cancer and Tumours	2	1	2	5
Hospital/Post Operative	36	1	24	61
Ear, Nose, Throat	18	1	3	22
Eye Problems	0	0	0	0
Headache/Migraine/ Neurological	9	3	8	20
Nervous System Disorder	0	0	0	0
Genitourinary / Gynaecological/ Reproductive	7	2	7	16
Pregnancy related disorders	2	0	1	3
Virus/infectious diseases	26	1	10	37
Endocrine/glandular problems	1		1	2
Skin Condition	5	0	0	5
Other known causes (not specified above)	0	2	0	2
Unknown causes, not specified	18	0	8	26
Cause Known, but not specified	14	0	0	14
Total	482	41	163	686

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## Conclusion / Next Stages

37. The major levels of improvement have been within the area of long term sickness absence. Through the use of a number of policies and procedures supporting fitness, and rehabilitation, and addressing areas positive mental health and wellbeing the Authority is now seeing a positive move in the right direction.
38. The next stage is to address shorter term absences in areas where this has not seen the same levels of success, using the same level of employee interaction and support. Through analysing the sickness statistics and any obvious patterns or trends it is envisaged that similar results can be achieved, which will be reported back to members.
39. Additionally the topic of employee reward and incentive will be considered, and if viewed as appropriate options will be presented to members for their consideration within the next report.

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## **Equality and Diversity Implications**

40. The measures detailed within this report ensure that employees are treated equitably and that they are supported within the workplace.

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## **Staff Implications**

40. The Authority has an Occupational Health and Wellbeing programme that is very well regarded by staff, and benefits all employees who require assistance. A combination of innovative policies and procedures, and clear and transparent management in conjunction with the representative bodies has seen some improvement in the long term support and management of sickness absence.

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## **Legal Implications**

41. All practices and procedures conform to the appropriate employment law and legislation.

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## **Financial Implications & Value for Money**

42. A further report will be brought to members which will address the financial implication of improved sickness absence.

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## **Risk Management, Health & Safety, and Environmental Implications**

The improved sickness levels have a direct impact on appliance and staff availability, ensuring a reduction in the number of Appliances becoming unavailable for operational response.

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

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43. By improving sickness absence and providing a system of wellbeing support for our employees it ensures Merseyside Fire and Rescue Authority continues to deliver the highest level of service delivery within a continuing arena of financial constraint.

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**BACKGROUND PAPERS**

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**GLOSSARY OF TERMS**

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	30 JUNE 2016	REPORT NO:	<a href="#">CFO/057/16</a>
PRESENTING OFFICER	JANET HENSHAW		
RESPONSIBLE OFFICER:	JANET HENSHAW JANET HENSHAW	REPORT AUTHOR:	SHARON MATTHEWS
OFFICERS CONSULTED:			
TITLE OF REPORT:	APPROVED EXEMPTIONS TO CONTRACT STANDING ORDERS 2015/16		

APPENDICES:	APPENDIX 1:           TABLE OF EXEMPTIONS
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### **Purpose of Report**

1. To advise Members of approved exemption requests for the period 2015/16.

### **Recommendation**

2. That Members;
  - a. Note the report

### **Introduction and Background**

3. Contract Standing Orders form part of the Authority's Constitution. The Constitution provides a framework for managing the Authority's financial affairs and apply to every Member and Officer of the Authority.
4. Within Contract Standing Orders there is a requirement to keep a register of Exemptions. This report provides this information for Members information.
5. Exemptions to the contract procedures are permitted where it can be proven that it is inefficient or uneconomic to comply with the requirements detailed in Contract Standing Orders :
  - The Goods, Works or Services are unique and provided by only one organisation with no reasonably satisfactory alternatives available.
  - The procurement involves the purchase of proprietary or patented Goods or Services obtainable from one firm; are sold at a fixed price and no reasonably satisfactory alternative is available.

- The Goods, Works or Services constitute an extension of an existing contract which is allowed within the contract terms, or the Goods/materials, Works or Services consist of repairs to, or the supply of parts for, existing proprietary plant or equipment and/or where the initial contract value or specification is not fundamentally changed or increased.
- That new Works or Services are required which are a repetition of Works or Services carried out under an original contract.
- That Goods are required as a partial replacement for, or addition to, existing Goods or installations and obtaining them from another source would result in issues with compatibility or disproportionate technical difficulties in operation or maintenance.
- Tenders are invited on behalf of any consortium or collaboration, of which MFRA is an identified member, in accordance with any method adopted by that body. Where however, an MFRA officer invites tenders on behalf of the consortium the receipt, opening and acceptance of tenders must comply with the MFRA Financial Regulations and Financial Procedure Rules or any overriding National or European Union legislation.
- The Goods, Works or Services are of a sensitive nature (such as security) where publication of the tender documents would constitute a security breach and undermine the effectiveness of the final product.

No exemptions can be granted which would result in a breach of European or UK law.

6. This report provides the detail in respect of all approved exemption requested for the 01.04.15 – 31.03.16.
7. A total of 82 exemptions with a combined value of £1,119,947.67 were approved in this period.
8. Table 1 below summarises the main reasons for these approvals, with a detailed analysis at Appendix 1.

Table 1

<b>Reason for exemption</b>	<b>Cumulative value of exemptions (£)</b>
Contract extension beyond original scope	£129,790.00
Direct award (no reasonable alternatives available)	£324,817.55
New works or services which are a repetition under	£171,000.00



an original contract	
Other	£234,111.00
Partial replacement or addition to existing goods or installation	£212,526.38
Proprietary or Patented Goods (no alternative available)	£43,470.74
Sensitive nature of goods, services or works	£4,232.00

9. An analysis of the data identifies which areas of the business had exemption requests approved in the period (Table 2 refers).

Table 2.

<b>Department</b>	<b>Number of approved exemptions</b>
0026: Training & Development Academy	5
0061: Ops Appliances & Equipment Stores	8
0062: Clothing/Consumable Stores	1
0063: Ops Planning	1
0076: Estates	10
0085: Information Technology (IT)	4
0086: Workshop	11
0087: Water Section	1
0100: Stores FSHQ	1
0110: Finance Department	1
0111: People & Organisational Development	2
0116: Occupational Health	5
0117: Strategy and Performance	1
0121: Operational Response	1
0127: Organisational Development	8
0128: Equal Opportunities	1
0131: Insurance	1

0133: Fire Support Network	1
0137: Princes Trust	3
0140: Recharge A/c Bridle Road (corporate )	1
0184: PFI Team	1
0190: Catering	4
0221: National Resilience (In House)	3
0229: Fire Fit	2
0244: Firelink	1
0253: MTFA	1
0255: Firefit Hub	1
0265: Schools Project	1
1030: Central Expenses	1

10. With respect to the areas with the highest number of exemptions, Procurement are already taking action to reduce the reliance on exemptions. The team are working with Workshops on a sourcing strategy for their requirements to reduce their requirement for exemptions, and to increase efficiency in this area generally.
11. Additionally, number of Estates exemption requests received in 2015/16 will not be required again as their needs are captured within the outsourced Facilities Management contract.

### **Equality and Diversity Implications**

12. No equality and diversity implications have been identified, therefore no Equality Impact Assessment has been completed.

### **Staff Implications**

13. No staff implications are identified as a result of this report.

### **Legal Implications**

Exemption requests may only be considered by Officers where it is allowed within framework of the Authority's Constitution, the Public Procurement Regulations (2015) and European Union Law (Public Contracts Directive 2014/24/EU).

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**Financial Implications & Value for Money**

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14. There are no direct financial implications arising from this report. Officers scrutinise each exemption request before approval is given. Section 3 of Contract Standing Orders state that this approval must be provided prior to any commitment being given by the Authority to any supplier, thereby safeguarding the Authority's monies.

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**Risk Management, Health & Safety, and Environmental Implications**

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14. No risk management, health and safety or environmental implications have been identified.

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

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15. Effective financial processes, including the exemptions procedure support our mission by ensuring that monies are spent compliantly and appropriately.

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**BACKGROUND PAPERS**

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**NONE**

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**GLOSSARY OF TERMS**

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APPENDIX 1 - TABLE OF EXEMPTIONS 2015/16

Name	Confirmed By Date	Supplier Name	Description Of Goods	Pricing Information	Cost Centre	Exemption Type
<a href="#">AECSO198.xml</a>	23/04/15	Robcliffe	To Supply scrap cars for training purposes.	£13,000.00	0026: Training & Development Academy	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO240.xml</a>	22/03/16	Laerdal Medical Ltd	3 Resusci Anne QCPR full body with airway heads in trolley case.3 Simpad Skill reporters 3 RA Wireless SR Software 3 Licenses.	£9,898.06	0026: Training & Development Academy	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO276.xml</a>	22/03/16	Laerdal Medical Ltd	3 Resusci Anne QCPR AW Torso Carry Bag, 3 SimPad SkillReporter (UK). 1 RA Wireless SR software 3 Licenses	£7,927.98	0026: Training & Development Academy	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO280.xml</a>	30/03/16	adecco	agency staff for TDA canteen	£2,000.00	0026: Training & Development Academy	Contract Extension beyond scope of original contract
<a href="#">AECSO260.xml</a>		Adecco	Agency staff for TDA Canteen	£3,000.00	0026: Training & Development Academy	Contract Extension beyond scope of original contract
<a href="#">AECSO206.xml</a>	12/05/15	Draeger Safety UK Ltd	Draeger Quaestor 7000 BA set test rig and training in the use of the rig.	£19,157.69	0061: Ops Appliances & Equipment Stores	Proprietary or Patented Goods (no alternative available)
<a href="#">AECSO209.xml</a>	26/05/15	RSG ENGINEERING LTD	NEW CCTV KIT	£1,218.99	0061: Ops Appliances & Equipment Stores	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO213.xml</a>	30/06/15	Clan Tools Ltd	Hydraulic Rescue Equipment	£7,732.00	0061: Ops Appliances & Equipment Stores	Partial replacement or addition to existing goods or installation
<a href="#">AECSO222.xml</a>	03/09/15	RSG Engineering Ltd	CCTV hard drive and accessories kit for use with existing RSG data logger systems.	£35,500.00	0061: Ops Appliances & Equipment Stores	Partial replacement or addition to existing goods or installation
<a href="#">AECSO228.xml</a>	20/10/15	Clan Tools Ltd	For the provision of 8 sets of battery operated hydraulic rescue equipment to equip MFRS rescue pumps.	£150,000.00	0061: Ops Appliances & Equipment Stores	Partial replacement or addition to existing goods or installation
<a href="#">AECSO265.xml</a>	26/02/16	Angus Fire Ltd	Fire fighting foam concentrate in 20 litre drums	£5,000.00	0061: Ops Appliances & Equipment Stores	Partial replacement or addition to existing goods or installation
<a href="#">AECSO245.xml</a>		SPYMASTER	RENEWAL OF PREPAID SIM CARDS FOR SATELLITE PHONES.	£8,400.00	0061: Ops Appliances & Equipment Stores	Other
<a href="#">AECSO252.xml</a>		Sea & Sea Ltd	Supply vizion Z3 waterproof helmet torch for SRT water rescue teams	£313.05	0061: Ops Appliances & Equipment Stores	Proprietary or Patented Goods (no alternative available)
<a href="#">AECSO257.xml</a>	27/01/16	BERENDSEN UK LTD	LAUNDRY SERVICE FOR MFRS	£1,500.00	0062: Clothing/Consumable Stores	Partial replacement or addition to existing goods or installation
<a href="#">AECSO238.xml</a>		Merseyside Police	Merseyside Police participation at COMAH exercises (in line with MoU between Police, Fire and Ambulance, costs are recovered by MFRS from the operator for all three services and then Police and Ambulance are reimbursed).	£7,978.77	0063: Ops Planning	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO199.xml</a>	23/04/15	Leymac Engineering Ltd	Provision of mechanical and electrical repairs, service, maintenance and PPM services until 30th June 2015	£80,000.00	0076: Estates	New works or services which are a repetition under an original contract
<a href="#">AECSO201.xml</a>	23/04/15	Veolia Services Ltd	Provision of waste disposal services	£14,000.00	0076: Estates	New works or services which are a repetition under an original contract
<a href="#">AECSO196.xml</a>	06/05/15	Jenkinson's Office Interiors	Supply of office furniture in keeping with original contract	£9,000.00	0076: Estates	Partial replacement or addition to existing goods or installation
<a href="#">AECSO207.xml</a>	21/05/15	Jenkins Design services	To Provide a client advisor role on the CDM Regulations to MFRS for 9 months while the transition from the old Regulation to the new Regulation come into force	10,000-00	0076: Estates	Contract Extension beyond scope of original contract
<a href="#">AECSO211.xml</a>	18/06/15	Leymac Engineering Ltd	Projects carried out under CAPITAL BUDGET. The Estates function will be outsourced on 01/07/2015 to an FM provider.	£25,000.00	0076: Estates	New works or services which are a repetition under an original contract
<a href="#">AECSO216.xml</a>	30/06/15	Dante FS Group Ltd	Replacement FM200 Gas 139KG for the MAIN FIRE comms room A gas suppression system. The gas was released following an activation of the system.	£5,000.00	0076: Estates	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO217.xml</a>	02/07/15	Dave Robinson Project & Event Management Ltd	Provision of Project Management Services in relation to NWA JCC project	£20,000.00	0076: Estates	Contract Extension beyond scope of original contract
<a href="#">AECSO241.xml</a>	14/12/15	Dante Fire & security	To alter the main JCC Fire alarm system within the Police contact centre. To remove all sounders within main contact room and replace with 11 visual Beacons only.	£3,000.00	0076: Estates	Partial replacement or addition to existing goods or installation
<a href="#">AECSO262.xml</a>	26/02/16	ICS	To extend the access control system fitted at SHQ as part of the JCC project to cover other areas of SHQ including 1st and ground floors of the two storey block, ICT, reception and Ops response	£10,000.00	0076: Estates	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO251.xml</a>		Eagle Containers Ltd	Continued hire of container for secure storage of evidence for IIT team. Provision of storage was provided when JCC project commenced and previous secure storage was demolished. This container still has evidence material stored and currently there is not	£500.00	0076: Estates	Partial replacement or addition to existing goods or installation
<a href="#">AECSO221.xml</a>	19/08/15	Airbus	Annual renewal of Support & maintenance for Hydra (Water Management Application) and STEPS (Incident Management Application) for the period 1st June 2015 to 31st May 2016.	£9,110.00	0085: Information Technology (IT)	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO235.xml</a>	26/11/15	3ami (Solution Profiling Ltd)	Renewal of Support & maintenance for 3ami ICT monitoring application 18th May 2015 to 18th May 2016.	£6,975.00	0085: Information Technology (IT)	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO258.xml</a>	09/02/16	Ricardo-AEA	125 User Chemdata Corporate License Support 01/04/2016-31/03/2017.	£14,320.00	0085: Information Technology (IT)	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO243.xml</a>		3AM001 (Solution Profiling Ltd)	3 Year Fixed Term Contract 18/05/2015 - 18/05/2018. Renewal of Product support and maintenance for 3ami ICT Monitoring Application.	£13,950.00	0085: Information Technology (IT)	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO208.xml</a>	26/05/15	Haydock Commercials	Parts and service from Scania Dealer	£20,000.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO215.xml</a>	30/06/15	RSG RSG001	Maintenance contract Data support and parts for data loggers and some CCTV on the newer appliance.	£10,000.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO224.xml</a>	08/09/15	SR Motor Body Repairers Ltd [SRM001]	Repairs to accident damaged vehicles	£3,000.00	0086: Workshop	Contract Extension beyond scope of original contract
<a href="#">AECSO232.xml</a>	12/11/15	Fuchs Lubricants	Supplier of Bulk engine and transmission oils and various other types eg hydraulic, gear oil etc.to our specifications.	£3,000.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO231.xml</a>	13/11/15	Godiva Ltd	Suppliers of all spare parts for fire pumps fitted in our appliances.	£3,000.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO233.xml</a>	19/11/15	Supply+Ltd SUP011	This company is the manufacturer and sole supplier for spare ladder, gantry, locker, roller shutter, shelving and hose reel parts. These are required due to Traffic Collision damage and wear and tear.	£4,000.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO239.xml</a>	14/12/15	Arco	Supply of Workshop sundries	£2,000.00	0086: Workshop	Other
<a href="#">AECSO242.xml</a>	20/01/16	SR Body Repairers	Repairs to accident damaged vehicles	£3,000.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO272.xml</a>	16/03/16	Fuchs Lubricants	Supplier of bulk engine and transmission oil. to our specifications.	£1,200.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO277.xml</a>	23/03/16	Angloco	Certification of Aerial appliances and specialist repairs to Bronto Skylift.	£1,000.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO278.xml</a>	24/03/16	Angloco	Certification of Aerial appliances and specialist repairs to Bronto Skylift.	£1,000.00	0086: Workshop	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO129.xml</a>	14/04/15	PN DALY (PND001)	Installation of New Fire Hydrants	£8,000.00	0087: Water Section	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO214.xml</a>	25/06/15	Merseytravel	Call off order required from 01/07/15 to 31/03/15 for tunnel tag fees for Fire Service and lease vehicles	£13,500.00	0100: Stores FSHQ	Direct Award (no reasonable alternatives available / specialised provision)

<a href="#">AECSO263.xml</a>	CIPFA Business Ltd (CIP014)	AMS Capital Accounting & Variation modules and hosting service for the period 1/2/16 - 31/1/17 at a cost of £4445. The exemption is also to cover CIPFA Finance Advisory Network 1/4/16 - 31/3/17, Tisonline full subscription 1/4/16 - 31/3/17 and CIPFASTATS	£12,000.00	0110: Finance Department	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO205.xml</a>	08/05/15 Peoplefluent	Recruitment Management System 1 year subscription/license to use software including support	£20,000.00	0111: People & Organisational Development	Contract Extension beyond scope of original contract
<a href="#">AECSO246.xml</a>	Disclosure & Barring Service	Cost for using the Disclosure & Barring Service (DBS) Update Service following completion of an enhanced DBS check for all operational staff. The cost of signing up is £13 per person and we have approximately 712 operational staff	£9,256.00	0111: People & Organisational Development	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO202.xml</a>	28/04/15 Diocese of Liverpool	Chaplaincy Services provided by Reverend Bill Sanders. Pastoral care support for the FRS and support role for in the new Critical Incident Stress Management and is a trained Mental First Aid Instructor.	£12,000.00	0116: Occupational Health	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO225.xml</a>	28/08/15 ARCO	Arco are the billing agent for UVEX who we have agreed to use for FF Safety Spectacles and BA inserts.	£2,000.00	0116: Occupational Health	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO253.xml</a>	22/01/16 ARCO	ARCO are the billing company for UVEX that the Service use for the supply of BA Inserts and Fireground glasses	£3,000.00	0116: Occupational Health	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO274.xml</a>	22/03/16 Cumbria County Council	Cumbria's Service Physical Training Instructor on secondment one day per week as per Agreements, approved by Legal Team. Also part of Inter-Service collaboration. This Purchase Order would take the total expenditure to £7k in this financial year.	£4,000.00	0116: Occupational Health	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO237.xml</a>	Knowsley Council	Hepatitis B Inoculations for the Service Operational Firefighters required by NWAS for the Service to undertaking Corresponding.	£50,500.00	0116: Occupational Health	Other
<a href="#">AECSO267.xml</a>	01/03/16 Aligned Assets	Corporate Gazetteer provided by Aligned Assets - Bluelight Enterprise Package Annual Maintenance Renewal 1st March 2016 - 28th February 2017	£15819.75	0117: Strategy and Performance	New works or services which are a repetition under an original contract
<a href="#">AECSO282.xml</a>	Process Evolution	Software maintenance for FIRS and FLP software	£10,540.00	0121: Operational Response	Contract Extension beyond scope of original contract
<a href="#">AECSO195.xml</a>	22/04/15 Learnpro	E-Learning Provider and Web Hosting Services	£18,000.00	0127: Organisational Development	Contract Extension beyond scope of original contract
<a href="#">AECSO204.xml</a>	01/05/15 Capita (Fire Service College)	Following the training needs analysis carried out for 2015-16 the attached courses have been identified for Senior Officer/Instructor Training. Instructor courses are required for newly appointed instructors at Merseyside Fire Training Academy. (Attached	£75,000.00	0127: Organisational Development	Other
<a href="#">AECSO197.xml</a>	13/05/15 Brathay Trust	To undertake offsite development programmes for team building and leadership training incorporating outdoor challenge activities. The precise cost of the Brathay courses is dependant upon the number of attendees and costs include tutoring, accommodation a	£30,000.00	0127: Organisational Development	Other
<a href="#">AECSO210.xml</a>	01/06/15 The Outreach Organisation, Bangor	Water Rescue training, Confined Space, Safe Working at Height & Rope Instructor	£18,000.00	0127: Organisational Development	Other
<a href="#">AECSO218.xml</a>	03/07/15 SERCO LTD (Emergency Planning College)	Exercising Emergency Plans for up to 16 delegates	£5,000.00	0127: Organisational Development	Other
<a href="#">AECSO247.xml</a>	04/01/16 The Jockey Club - Aintree Racecourse	Room hire for IFE Examinations in March 2016. Also desk hire.	£550.00	0127: Organisational Development	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO244.xml</a>	19/01/16 Local Solutions	Use of training facilities for operational crews at Liverpool Waterfront	£2,000.00	0127: Organisational Development	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO254.xml</a>	22/01/16 Fire Service College Ltd, C/O Capita Business Services Ltd	Specialist Senior Officer Courses January-March 16 which includes:- 2 Incident Command Level 3 Courses. One ICMAGIC Course, One NILO (National Inter Agency Liaison Officer) and one BAI Instructor Course	£15,000.00	0127: Organisational Development	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO255.xml</a>	People insight	Delivery of On Line Staff Survey and Production of Benchmark Reports produced off site to enable staff to complete with a good degree of confidence in confidentiality - last Survey was 68%	£12,000.00	0128: Equal Opportunities	New works or services which are a repetition under an original contract
<a href="#">AECSO273.xml</a>	E. Coleman & Co Ltd	Marine insurance for the marine assets and hovercraft	£13,516.75	0131: Insurance	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO275.xml</a>	31/03/16 Fire Support Network	Delivery of low risk Home Fire safety Checks and Community Reassurance Campaigns	£48,750.00	0133: Fire Support Network	Contract Extension beyond scope of original contract
<a href="#">AECSO227.xml</a>	07/10/15 Merseytravel	Mersey travel have funded £7,000 worth of bus tickets for students of Prince's Trust	£1,001.00	0137: Princes Trust	Other
<a href="#">AECSO256.xml</a>	22/01/16 MerseyTravel	Weekly bus tickets for Prince's Trust Students	£5,460.00	0137: Princes Trust	Other
<a href="#">AECSO269.xml</a>	16/03/16 Prince's Trust	MFRS deliver Prince's Trust programmes and a fee of £1,400.00 is a requisite to utilise their brand and deliver their course. This is a standard cost across the UK for other PT Delivery Partners. Historically this has been paid from MFRS College partner	£16,800.00	0137: Princes Trust	Proprietary or Patented Goods (no alternative available)
<a href="#">AECSO200.xml</a>	23/04/15 OCS Security	Supply of staffed security services at SHQ	£40,000.00	0140: Recharge A/c Bridle Road	New works or services which are a repetition under an original contract
<a href="#">AECSO230.xml</a>	07/12/15 Local Partnerships	Undertake a desktop review of the project. The objective of the review is to identify key areas for savings and provide you with a high level implementation plan.	£15,750.00	0184: PFI Team	Other
<a href="#">AECSO226.xml</a>	07/09/15 B Clarke & Family	Supply of meat and poultry to Canteens at HQ and TDA	£3,000.00	0190: Catering	Other
<a href="#">AECSO229.xml</a>	28/10/15 B Clarke & Family	Supply of meat and poultry to Canteens at HQ and TDA	£1,000.00	0190: Catering	Other
<a href="#">AECSO281.xml</a>	30/03/16 adecco	agency staff for SHQ canteen	£1,500.00	0190: Catering	Contract Extension beyond scope of original contract
<a href="#">AECSO259.xml</a>	Adecco	Agency staff for SHQ canteen.	£3,000.00	0190: Catering	Contract Extension beyond scope of original contract
<a href="#">AECSO261.xml</a>	09/02/16 The Outdoors Company	Highlander Olive Aluminium Camp beds	£223.68	0221: National Resilience (In House)	Partial replacement or addition to existing goods or installation
<a href="#">AECSO236.xml</a>	09/02/16 Shaw Sheet Metal	12 x Bespoke boat engine removal frame and storage unit.	£7,200.00	0221: National Resilience (In House)	Proprietary or Patented Goods (no alternative available)
<a href="#">AECSO266.xml</a>	26/02/16 The Outdoors company	Highlander Olive aluminium camp beds	£70.70	0221: National Resilience (In House)	Partial replacement or addition to existing goods or installation
<a href="#">AECSO248.xml</a>	07/01/16 Toxteth Fire Fit Hub	The aim of the project is to improve the health and wellbeing of participants in the local community over a 12 week period. The financial contribution required to deliver the pilot project from Merseyside Fire and Rescue Authority as a key stakeholder is	£15,000.00	0229: Fire Fit	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO234.xml</a>	Merseyside Fire Service Football Club	We have agreed a £6k limit with this supplier. There will be a possible requirement for future invoices up to value of £10,000 for the remainder of this financial year. The main cost centres for these payments will be 0267 – Liverpool FC Foundation and 02	£10,000.00	0229: Fire Fit	Other
<a href="#">AECSO212.xml</a>	22/06/15 Autodata Limited	50 x Autodata Licenses for MDT's 30/06/2015 - 29/06/2016	£10,250.00	0244: Firelink	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO279.xml</a>	24/03/16 Med Tree Ltd	Personal trauma response packs for MTFA responders	£4,232.00	0253: MTFA	Sensitive nature of goods, services or works

<a href="#">AECSO220.xml</a>	12/08/15 Toxteth Fire Fit Hub	Details provided in MOU.	£50,000.00	0255: Firefit Hub	Direct Award (no reasonable alternatives available / specialised provision)
<a href="#">AECSO268.xml</a>	Dealership Services Ltd	Fire Cadet National Uniform (t-shirt, shirt, trousers, jacket) and Firekit (drill suit).This is a 1 off order for newly opened fire cadet units - and will only then be ordered in the future if new cadets join the units or wear/tear of existing uniform	£9,000.00	0265: Schools Project	Other
<a href="#">AECSO271.xml</a>	Chief Fire Officers Association	Annual subscription to Chief Fire Officers Association for the period 1st April 2016 - 31st March 2017.	£9,166.00	1030: Central Expenses	Direct Award (no reasonable alternatives available / specialised provision)
			<b><u>£1,119,947.67</u></b>		

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