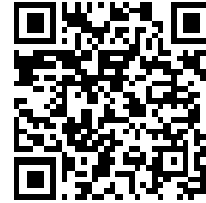


**To: All Members of the Policy and Resources Committee
(and any other Members who may wish to attend)**



The Protocol and Procedure for visitors attending meetings of Merseyside Fire and Rescue Authority can be found by clicking [here](http://www.merseyfire.gov.uk) 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: 7 December 2016

Dear Sir/Madam,

You are invited to attend a meeting of the **POLICY AND RESOURCES COMMITTEE** to be held at **1.00 pm** on **THURSDAY, 15TH DECEMBER, 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

POLICY AND RESOURCES COMMITTEE

15 DECEMBER 2016

AGENDA

Members

Les Byrom (Chair)
Joe De'Asha, St Helens
Veronica McNeill, Knowsley Council
Barbara Murray
Lesley Rennie
James Roberts
Jean Stapleton
Sharon Sullivan

1. Preliminary Matters

Members are 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 7 - 12)

The Minutes of the previous meeting of the Policy and Resources Committee, held on 28th July 2016 are submitted for approval as a correct record and for signature by the Chair.

3. Annual Audit Letter - 2015-16 (Pages 13 - 28)

To consider the Annual Audit Letter produced by the Authority's External Auditors – Grant Thornton, concerning the key findings arising from the work carried out at Merseyside Fire & Rescue Authority for the year ended 31st March 2016.

This report will be presented by a representative of the Authority's External Auditors – Grant Thornton.

4. **FINANCIAL REVIEW 2016/17 - APRIL TO SEPTEMBER** (Pages 29 - 56)

To consider Report CFO/086/16 of the Treasurer, concerning a review of the financial position, revenue and capital, for the Authority for 2016/17. The Authority receives regular comprehensive financial reviews during the year, which provide a full health check on the Authority's finances. This report covers the first six months of the year (April – September 2016).

5. **STATEMENT OF ASSURANCE 2015-16** (Pages 57 - 80)

To consider Report CFO/084/16 of the Deputy Chief Fire Officer, concerning the Authority's Statement of Assurance 2015/16 for publication on the Authority's website.

6. **EQUALITY AND DIVERSITY ACTION PLAN 2013-17 YEAR 4 ACTIONS 6 MONTH UPDATE** (Pages 81 - 132)

To consider Report CFO/083/16 of the Deputy Chief Fire Officer, concerning an update on the agreed Equality and Diversity Actions for year 4 (2016/17), together with an update on progress against the actions for Quarter 1 and Quarter 2; and an update on the progress against the Equality Objectives for 2016/17 as at Quarter 2.

7. **MFRA Partnership with LFC Foundation** (Pages 133 - 146)

(Please enter Reference 1)

To consider Report CFO/082/16 of the Deputy Chief Fire Officer, concerning continuation of the partnership between MFRA and the LFC Foundation.

8. **Outcome of a 1st Tier Tribunal Hearing: Freedom of Information and Costs** (Pages 147 - 164)

To consider Report CFO/085/16 of the Monitoring Officer, concerning the outcome of a recent Hearing of the 1st Tier Tribunal.

9. **Provision of B type pumping appliances** (Pages 165 - 168)

To consider Report CFO/089/16 of the Chief Fire Officer, concerning the procurement of four replacement fire appliances, with an option to purchase a further six appliances. This approach is consistent with our current asset refresh strategy.

10. Microsoft Enterprise Agreement (EA) renewal 2017 (Pages 169 - 174)

To consider Report CFO/088/16 of the Deputy Chief Fire Officer, concerning renewal of the Authority's Microsoft Enterprise Agreement.

Although this report does not contain EXEMPT information, the Verbal Update to be provided in support of this item, will contain EXEMPT information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Therefore, this item will require the exclusion of press and public during consideration thereof.

11. Proposed Prescott Fire Station - Update (Pages 175 - 182)

To consider Report CFO/087/16 of the Deputy Chief Fire Officer, concerning the developments and progress made at the site of the proposed Fire and Rescue and Police Station, Prescott. The report covers a period of six months.

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.

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MERSEYSIDE FIRE AND RESCUE AUTHORITY

POLICY AND RESOURCES COMMITTEE

28 JULY 2016

MINUTES

Present: Cllr Leslie T. Byrom CBE (Chair) Councillors Lesley Rennie, James Roberts, Jean Stapleton, Sharon Sullivan, Peter Brennan, Dave Hanratty and Chris Meaden

Also Present: Linda Maloney

Apologies of absence were received from:
Joe De'Asha, Veronica McNeill and Barbara Murray

9. 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 that proceedings of the meeting would not be filmed on this occasion and opened the meeting.

1. Preliminary Matters

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

Resolved that:

- a) no declarations of interest were made by individual Members in relation to any item of business on the Agenda
- b) no additional items of business to be considered as matters of urgency were determined by the Chair; and
- c) The following item of business contained EXEMPT information:
 - Item 3 – Part 2 EXEMPT Minutes of the previous meeting 24th March 2016.

However, as Members confirmed that this item did not require discussion, it was not necessary to exclude members of the press and public during consideration thereof.

2. Minutes of the Previous Meeting

The Minutes of the previous meeting of the Policy and Resources Committee, held on 24th March 2016 were approved as a correct record and signed accordingly by the Chair.

3. Part 2 EXEMPT Minutes

The Part 2 EXEMPT minutes of the previous meeting of the Policy and Resources Committee, held on 24th March 2016 were approved as a correct record and signed accordingly by the Chair.

4. Grant Thornton - Audit Findings 2015-16

Michael Thomas representing the Authority's External Auditors – Grant Thornton, presented the Audit Findings report for 2015/16.

He informed Members that the report for last year was presented in September, however as the process for reporting is due to be brought forward, it was decided to bring this report earlier in preparation. He thanked the Finance Team for their work in ensuring this occurred.

Members were advised that Grant Thornton had, that morning, received a query on the Authority's Statement of Accounts from a member of the public, which will need to be dealt with. However, Grant Thornton are confident that the matter can be resolved soon and the accounts be signed.

Members were then provided with an overview of the Audit Findings for 2015/16, including an explanation on the statutory basis of the audit and the responsibilities of Grant Thornton; and areas currently being finalised.

The overview outlined the key findings within the report and explained that the accounts have been produced to a good standard with no significant amendments required.

In terms of value for money, the report highlights that the Authority are experiencing a period of significant change and financial challenge, however the arrangements in place to meet this challenge are sufficient.

Furthermore, in terms of material, significant and other risks, and estimates and judgements, no issues were identified.

Questions were raised regarding the format of the report and whether future reports could be produced in a more accessible format; and around how the anomalies identified occurred.

A full explanation was provided regarding the anomalies; and Members were informed that the format would be considered for future reports.

A further question was raised regarding the Annual Governance Statement; and whether a comment can be included from the external auditors in response to comments from Government that the Annual Governance Statement does not include any comments regarding the consequences of the cuts.

Members were informed that within the Annual Governance Statement, Grant Thornton do try to reflect the challenges facing the Authority, as far as they are able to do so within the Code of Practice.

The Chair thanked Grant Thornton and all officers involved in the production of the reports.

Members Resolved that

The content of the report be noted.

5. REVENUE AND CAPITAL OUTTURN 2015/16

Members considered report CFO/061/16 of the Treasurer, concerning the Authority's year-end financial position for 2015/16.

Members were informed that the outturn position identifies a 2% favourable variance in revenue; and it is proposed to use this to increase the Capital Investment reserve.

A summary of the report was provided, which included some background to the budget, information regarding the revenue outturn, details on where savings have been achieved, a summary of the year end reserves; and information concerning the capital outturn position.

Questions were raised around the plans for development of the Training and Development Academy and how much has been set aside.

Members were advised that the Strategic Management Group are currently identifying requirements and a report regarding this will be brought back to Members at a later stage.

Members Resolved that:

- a) The actual financial performance against the approved budget and the achievement of a net revenue saving in 2015/16 of £2.362m, be noted.
- b) The £2.362m saving be utilised to:
 - i) Fund the creation of £0.791m year-end earmarked reserves in order to finance approved 2015/16 spend that has been re-phased into 2016/17. And

- ii) Fund an increase in the Capital Investment Reserve of £1.571m to support the planned investment in the Training and Development Academy.

6. Statement of accounts 2015/16 - authorisation for issue

Members considered report CFO/062/16 of the Treasurer, concerning the audited 2015/16 Statement of Accounts.

Members were advised that current requirements are that the Statement of Accounts be approved before the end of September, however this requirement will be moving to the end of July for future years. Therefore, the Statement of Accounts are being brought to Members for approval earlier this year, in preparation for future deadlines.

Members were provided with a summary of the report, which highlighted the four core financial statements and confirmed that the Statement of Accounts have been prepared in line with the relevant codes of practice.

A question was raised around the information contained within the table regarding the Authority's non-financial performance - in particular concerning the number of deliberate fires and how many perpetrators are subsequently caught and prosecuted.

Members were informed that the incident investigation team locate forensic evidence, which can then assist the Police in developing a case. They were advised that this has resulted in a number of successful prosecutions and information on these can be shared with Members.

Members Resolved that:

- a) The audited Statement of Accounts 2015/16, attached as Appendix A to this report, be approved.
- b) The Statement of Accounts 2015/16 be approved and authorised for issue.
- c) The Letter of Representation in relation to the 2015/16 accounts, attached as Appendix B, be approved.

7. IRMP 2017-20 PREPARATION & PLANNING PRINCIPLES

Members considered report CFO/064/16 of the Deputy Chief Fire Officer, concerning the approval of planning principles which have been created in order to inform the development of proposals within the Integrated Risk Management Plan (IRMP) 2017-20. These principles have been the subject of public consultation.

Members were provided with an overview of the report, which highlighted the public consultation undertaken around the planning principles to be considered when developing the Integrated Risk Management Plan (IRMP) and proposals to address the £11m financial challenge.

Members were informed that should these planning principles be approved, a Draft IRMP will be prepared and submitted to the Authority Meeting on 20th October 2016 for Members to approve for 12 weeks public consultation. During this period of public consultation, a vast range of stakeholders will also be engaged, including employees and Representative Bodies. Following consultation, the final draft of the IRMP will be brought back to the Budget Authority Meeting in February 2017 for approval.

Discussion took place around plans within Wirral Council to improve public consultation, by producing their own publication and distributing to every Wirral resident; and it was suggested that this publication could be utilised to help promote the work of MFRA.

Comments were made regarding previous consultation events and it was suggested that the language used could be better tailored to the public to aid their understanding of the issues.

Further discussion took place around enabling the public to understand the likely changes in governance arrangements and how the service is likely to look in the future.

Members raised questions around restrictions on who we can consult with and around the use of daily news bulletins to promote what MFRA are doing.

Members were informed that officers are not aware of any limitations on the breadth of consultation, so long as the consultation is considered to be reasonable.

With regards to news bulletins, Members were advised that Control staff are able to update the newsfeed on the Internet with incident information; and significant use is also made of social media.

A further point was raised regarding the weighting of prevention work in our communities during the public consultation.

Members were informed that proposals will reflect the importance of our prevention work.

Members Resolved that:

The planning principles be approved as the basis for development of proposals for the IRMP 2017-20.

8. Contract for Trauma Care Training

Members considered report CFO/065/16 of the Chief Fire Officer, concerning the approval of expenditure in excess of £250,000 under the contract for

Trauma Care Training and extension of the contract to its maximum term of 5 years.

Members were informed that operational staff often attend incidents where basic life support is required. As such, it is essential that all operational staff are trained to a good standard. The qualification undertaken within MFRA is FPOS (First Person on Scene), which ensures consistency with the standards adopted by NWS.

Although this training is a requirement for all operational staff, the training would have been phased over a four year period had agreement not been reached with the Fire Brigades Union for all stations to participate in the EMR trial. As a result, all staff have received initial training in year one, meaning refresher training will be required sooner. This will result in expenditure exceeding the threshold and Authority approval being required to increase the level of expenditure with the supplier and to extend the contract to cover the refresher training.

Members were advised that due to national reasons, the FBU now wish to limit the trial to three stations, however dialogue with the FBU regarding this continues.

Discussion took place around comments made by operational staff during recent Station Visits, regarding the maintenance of skills and knowledge.

Members were advised that elements of the FPOS syllabus are included in the ongoing station training programme.

Members Resolved that:

- a) The continued use of the current contract for Trauma Care Training for initial and refresher training with a total anticipated expenditure in excess of £250,000, be approved.
- b) The extension of the contract for the period 1st February 2018 to 31st January 2020, be approved.

Close

Date of next meeting Thursday, 15 December 2016

Signed: _____

Date: _____

The Annual Audit Letter for Merseyside Fire and Rescue Authority

Year ended 31 March 2016

October 2016

Page 13

Michael Thomas
Director

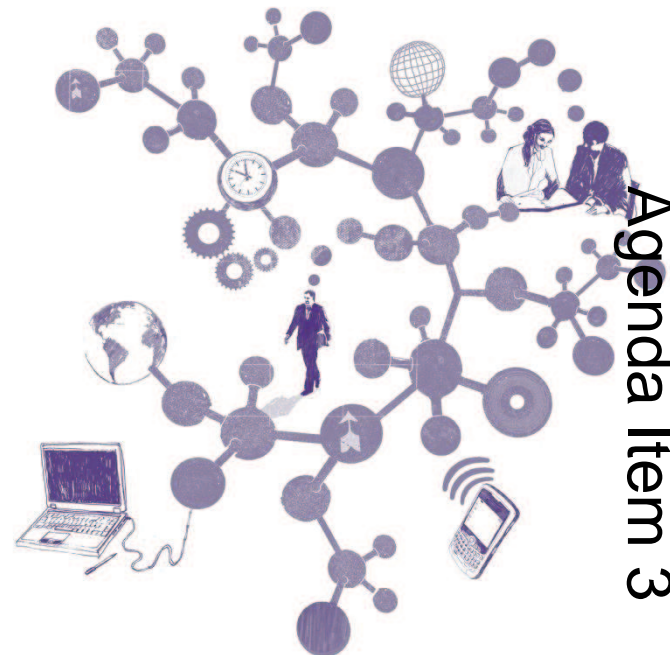
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Agenda Item 3

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Executive summary

Purpose of this letter

Our Annual Audit Letter (Letter) summarises the key findings arising from the work that we have carried out at Merseyside Fire and Rescue Authority (the Authority) for the year ended 31 March 2016.

This Letter is intended to provide a commentary on the results of our work to the Authority and its external stakeholders, and to highlight issues that we wish to draw to the attention of the public. In preparing this letter, we have followed the National Audit Office (NAO)'s Code of Audit Practice (the Code) and Auditor Guidance Note (AGN) 07 – 'Auditor Reporting'.

We reported the detailed findings from our audit work to the Authority's Policy and Resources Committee as those charged with governance in our Audit Findings Report on 28th July 2016.

Our responsibilities

We have carried out our audit in accordance with the NAO's Code of Audit Practice, which reflects the requirements of the Local Audit and Accountability Act 2014 (the Act). Our key responsibilities are to:

- give an opinion on the Authority's financial statements (section two); and
- assess the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources (the value for money conclusion) (section three).

In our audit of the Authority's financial statements, we comply with International Standards on Auditing (UK and Ireland) (ISAs) and other guidance issued by the NAO.

Our work

Financial statements opinion

We gave an unqualified opinion on the Authority's financial statements on 29th July 2016. Due to the excellent engagement between the finance and audit teams, the on-site work was delivered in a shorter timescale this year. In previous years we have issued our opinion in September. The accounts were prepared to a good standard and we did not identify any adjustments to the reported financial position.

Value for money conclusion

We were satisfied that the Authority put in place proper arrangements to ensure economy, efficiency and effectiveness in its use of resources during the year ended 31 March 2016. We reflected this in our audit report issued on 29th July 2016.

Whole of government accounts

We completed work on the Authority's consolidation return following guidance issued by the NAO and submitted our Assurance Statement on 24th August 2016.

Certificate

We certified that we had completed the audit of the accounts Merseyside Fire and Rescue Authority in accordance with the requirements of the Code on 24th August 2016.

Other statutory powers and duties

We have not identified any issues that have required us to apply our statutory powers and duties under the Act.

Looking Forward

Working with Merseyside Fire and Rescue Authority

We would like to record our appreciation for the assistance and co-operation provided to us during our audit by the Authority's staff. We reported in our Audit Findings Report that:

- The financial statements submitted for audit were, yet again, of good quality, delivered by an effective closedown process and supported by excellent working papers.
- Of particular note was the speed and efficiency that queries were responded to by Authority staff across all departments.
- We did not identify any material adjustments affecting the Authority's reported financial position. Both the draft and audited financial statements record net expenditure on the provision of services as £34.945million.
- We did identify a relatively small number of disclosure errors to improve the presentation of the financial statements.

Due to the excellent engagement between the finance and audit teams, the on-site work was delivered in a shorter timescale with an opinion being issued in July 2016. In previous years we have issued our opinion in September. This places the Authority in an excellent position to meet the reduced timescales for delivery of the audit which will impact in 2017/18.

The Authority's accounts show a strong financial position going forward, due to:

- Appropriate levels of reserves, specifically usable reserves, with an upward movement in Earmarked Reserves. The Authority's reserves are not used to subsidise the day to day transactions of the Authority.
- A reduced level of long-term borrowing, which is at its lowest level for five years.

The changing landscape

The fire sector continues to face a period of unprecedented change. Merseyside Fire and Rescue Authority has demonstrated that it fully supports service wide transformation and has already achieved significant savings following reductions in central government funding of approximately £25 million over the Comprehensive Spending Review (CSR) period 2011/12 to 2015/16.

Funding reductions of this scale impact on both service support and service delivery functions and have required more challenging and innovative approaches to support the delivery of internal and external community facing services. Service transformation has been achieved at the same time as delivering against the Service's priorities and outcomes, set out in the Integrated Risk Management Plan (IRMP). In response to the scale of the financial challenge, the Authority has continued to develop its programme of fire station mergers. The implementation of the fire station merger strategy will take shape over the next two years.

The Authority continues to recognise the importance of the first appliance attending a life risk incident as quickly as possible. The target is to attend within 10 minutes on 90% of occasions. Operational crews have met and exceeded this target steadily each month with a cumulative 96.2% achievement to date.

Looking forward over the next four years (2016/17 to 2019/20), the Authority is expecting further reductions in core funding of approximately £11 million. The Fire Service will continue to explore different approaches to achieve efficiencies to offset these funding reductions by focusing on collaboration and taking a considered view on the options for change in response to the IRMP.

Audit of the accounts

Our audit approach

Materiality

In our audit of the Authority's accounts, we used the concept of materiality to determine the nature, timing and extent of our work, and in evaluating the results of our work. We defined materiality as the size of the misstatement in the financial statements that would lead a reasonably knowledgeable person to change or influence their economic decisions.

We determined materiality for our audit of the Authority's accounts to be £1,347,000, which is 2% of the Authority's gross revenue expenditure. We used this benchmark, as in our view, users of the Authority's accounts are most interested in how it has spent the income it has raised from taxation and grants during the year.

We also set a lower level of specific materiality for certain areas such as senior officer and auditors remuneration. This is due to the public interest in these disclosures and the statutory requirement for them to be made.

We set a lower threshold of £68,000, above which we reported errors to the Authority in our Audit Findings Report.

The scope of our audit

Our audit involved obtaining sufficient evidence about the amounts and disclosures in the financial statements to give reasonable assurance that they are free from material misstatement, whether caused by fraud or error.

This included assessing whether:

- the Authority's accounting policies were appropriate, had been consistently applied and adequately disclosed;
- significant accounting estimates made by management were reasonable; and
- the overall presentation of the financial statements gave a true and fair view.

We also read the narrative report and annual governance statement to check they were consistent with our understanding of the Authority and with the accounts on which we gave our opinion.

We carried out our audit in line with the ISAs (UK and Ireland) and the NAO Code of Audit Practice. We believe the audit evidence we obtained was sufficient and appropriate to provide a basis for our opinion.

Our audit approach was based on a thorough understanding of the Authority's business and is risk based.

We identified key risks and set out overleaf the work we performed in response to these risks and the results of this work.

Audit of the accounts of Merseyside Fire and Rescue Authority

These are the risks which had the greatest impact on our overall strategy and where we focused more of our work.

Risks identified in our audit plan	How we responded to the risk
<p>The revenue cycle includes fraudulent transactions</p> <p>Under ISA (UK&I) 240 there is a presumed risk that revenue may be misstated due to the improper recognition of revenue.</p>	<p>Having considered the risk factors set out in ISA240 and the nature of the revenue streams at Merseyside Fire and Rescue Authority we have determined that the risk of fraud arising from revenue recognition could be rebutted because:</p> <ul style="list-style-type: none"> • there is little incentive to manipulate revenue recognition; • opportunities to manipulate revenue recognition are very limited; and • the culture and ethical frameworks of Authorities including Merseyside Fire and Rescue Authority, means that all forms of fraud are seen as unacceptable. <p>Our audit work did not identify any issues in respect of revenue recognition within the financial statements.</p>
<p>Management over-ride of controls</p> <p>Under ISA (UK&I) 240 it is presumed that the risk of management over-ride of controls is present in all entities.</p>	<p>As part of our audit work we have :</p> <ul style="list-style-type: none"> • reviewed the journal control environment and not identified any significant control weaknesses; • tested key journal entries and not found any items which impacted on our opinion; • reviewed the accounting estimates, judgements and decisions made by management; and • reviewed any unusual, significant transactions and not identified anything which would impact on our opinion. <p>Our audit work did not identify any evidence of management over-riding controls. In particular, the findings of our review of journal controls and testing of journal entries did not identify any significant issues.</p>
<p>Valuation of pension fund net liability</p> <p>The Authority's pension fund asset and liability, as reflected in its balance sheet, represents a significant estimate in the accounts.</p> <p>The values of the pension fund net liability is estimated by specialist actuaries.</p>	<p>As part of our audit work we have:</p> <ul style="list-style-type: none"> • documented and walked through the key controls put in place by the Authority to ensure they were designed as expected; • reviewed whether the experts used by the Authority were sufficiently knowledgeable and independent for us to rely on their work. Gained an understanding of the basis on which the IAS 19 valuation was carried out, undertaking procedures to confirm the reasonableness of the actuarial assumptions made; and • agreed receipt of the top-up grant receivable from DCLG to meet the pension fund liability. • reviewed the consistency of the pension fund asset and liability disclosures in the notes to the financial statements and found them to be consistent with the actuarial report. <p>Our audit work did not identify any issues in respect of the pensions liability.</p>

Audit of the accounts of Merseyside Fire and Rescue Authority

These are the risks which had the greatest impact on our overall strategy and where we focused more of our work.

Risks identified in our audit plan	How we responded to the risk
<p>Valuation of property plant and equipment</p> <p>The Authority revalues its assets with a full valuation every fifth year. The valuation of such assets involves a degree of estimation uncertainty given the need to make assumptions and use significant judgements.</p>	<p>As part of our audit work we have:</p> <ul style="list-style-type: none">• reviewed management's processes and assumptions for the calculation of the valuation.• reviewed the competence, expertise and objectivity of the Valuer used by management.• reviewed the instructions issued to the valuation experts and the scope of their work.• discussed the basis on which the valuation was carried out, and challenged the key assumptions.• tested the revaluations made to ensure they were input correctly into the asset register.• evaluated the assumptions made by management for those assets not revalued during the year and how management satisfied themselves that these were not materially different to current value. <p>Our review of the valuation of property, plant and equipment has not highlighted any issues which we wish to bring to your attention.</p>
<p>Operating expenses</p> <p>Creditors understated or not recorded in the correct period (Operating expenses understated)</p>	<p>As part of our audit work we have:</p> <ul style="list-style-type: none">• documented and walked through the key controls over the operating expenses transaction cycle to ensure they were designed and operating as expected.• tested the reconciliation of operating expenditure recorded in the general ledger.• tested payments made after the year-end to identify potential unrecorded liabilities and gain assurance over the completeness of the payables balance in the accounts.• substantively tested operating expenses including sample testing of expenditure, year end accruals and creditor balances. <p>We did not identify any issues to report from our testing of operating expenses.</p>

Audit of the accounts of Merseyside Fire and Rescue Authority

These are the risks which had the greatest impact on our overall strategy and where we focused more of our work.

Risks identified in our audit plan	How we responded to the risk
Employee remuneration Employee remuneration accruals understated (Remuneration expenses not correct)	<p>As part of our audit work we have:</p> <ul style="list-style-type: none">• documented and walked through the key controls put in place to ensure they were designed and operating as expected.• substantively tested a sample of staff and officer payroll payments, ensuring that payments are made in accordance with the individual's contract of employment.• tested the reconciliation of payroll expenditure recorded in the general ledger.• analysed trends to identify any anomalous areas for further investigation.• tested to confirm the completeness of payroll transactions and appropriate cut-off. <p>Our review and testing of employee remuneration did not identify any issues to report. We confirmed that the pay costs for our random sample agreed with the employee's payslip and contract documentation.</p>
Fire Service Pensions Benefits Payable Benefits improperly computed / Claims liability understated	<p>As part of our audit work we have:</p> <ul style="list-style-type: none">• documented and walked through the key controls over the pensions benefits payments transaction cycle to ensure they were designed and operating as expected.• tested the reconciliation of pension benefit payments recorded in the general ledger.• analysed trends and relationships to identify any anomalous areas for further investigation.• substantively tested commutation and monthly pension benefit payments made in the year. <p>We did not identify any issues to report from our testing of pension payments. Our audit work confirmed that the pension benefits paid agreed with the supporting documentation.</p>

Audit of the accounts

Audit opinion

We gave an unqualified opinion on the Authority's accounts on 29th July 2016, in advance of the 30 September 2016 national deadline.

The Authority made the accounts available for audit in line with the agreed timetable, and provided a good set of working papers to support them. The Finance Team responded promptly and efficiently to our queries during the course of the audit. We worked with colleagues from the Finance Team to smooth audit delivery this year by bringing forward some of our detailed testing to the pre-year end period and providing earlier in the year the details of the ledger reports and data downloads required for the audit.

Issues arising from the audit of the accounts

We reported the key issues from our audit of the accounts of the Authority to the Policy and Resources Committee on 28th July 2016. We did not identify any issues that required amendments to the main financial statements. We did identify a relatively small number of changes to the supporting notes to improve presentation and consistency within the notes to the accounts.

Annual Governance Statement and Narrative Report

We are also required to review the Authority's Annual Governance Statement and Narrative Report. The Authority published them on its website with the draft accounts in line with the national deadlines.

Both documents were prepared in line with the relevant guidance and were consistent with the supporting evidence provided by and with our knowledge of the Authority.

Other statutory duties

We also have additional powers and duties under the Act, including powers to issue a public interest report, make written recommendations, apply to the Court for a declaration that an item of account is contrary to law, and to give electors the opportunity to raise questions about the Authority's accounts and to raise objections received in relation to the accounts.

We were not required to invoke our additional powers and duties during the completion of this audit.

Value for Money

Background

We carried out our review in accordance with the NAO Code of Audit Practice (the Code), following the guidance issued by the NAO in November 2015 which specified the criterion for auditors to evaluate:

In all significant respects, the audited body takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people.

Key findings

The key risks we identified and the work we performed are set out in the table on pages 11 and 12. Our main considerations in arriving at our value for money conclusion were:

- the Authority's medium term financial position and future projected savings efficiency requirements; and
- the collaborative developments and link to future strategies.

We reviewed relevant documents up to the date of giving our report, and did not identify any significant risks where we needed to perform further work. The Authority has general fund balances of £2 million and earmarked reserves of £26.2 million as at 31 March 2016. which appear adequate at the present time.

The Authority set a balanced budget for 2016/17 which forms the first year of the Medium Term Financial Strategy (MTFS) for the 4 year period to 2019/20. The MTFS currently anticipates further savings and efficiency requirement of £11million over the MTFS period.

The Authority continues to respond effectively to meeting the challenges of on-going reductions in central government funding. The Chief Fire Officer has maintained a focus on maintaining operational performance and is continuing to work with officers from Merseyside Police Service to identify to identify areas for collaboration and savings.

Overall VfM conclusion

We are satisfied that in all significant respects the Authority put in place proper arrangements to secure economy, efficiency and effectiveness in the use of resources for the year ending 31 March 2016.

Value for Money

Risk identified	Work carried out	Findings and conclusions
<p>Overall vision for the Service</p> <p>The Authority has made significant progress in developing its Fire Station Merger Strategy. This is projected to deliver a reduction of 86 whole-time equivalent (WTE) posts, reduce the Authority asset base down from 26 stations to 22 and deliver additional savings from a reduction in premises overheads.</p> <p>Following the provisional LG finance settlement it is inevitable that the Authority will need to make further changes to the number of stations or the way in which fire engines are crewed.</p> <p>The Authority will need to take a considered view and evaluate the change in response times arising from the options.</p> <p>The risk is that the merger strategy may not deliver the performance outcomes required due to delays in the planning process.</p>	<p>We reviewed the Authority's progress in updating its fire station merger strategy.</p> <p>We also enquired from key officers the delivery of the merger strategy against plans. The work included a review as to whether the IRMP needs to be developed further to take into account the financial challenges and the progress in developing the Fire Station Merger Strategy</p>	<p>A key consideration for the Authority has been the move to merge fire stations which is designed to deliver savings and provide resilience to the service. The merger strategy along with the operational plans form a key part of the IRMP.</p> <p>Significant progress has been achieved with the closure of Allerton Fire Station and the construction of a Fire and Police Station on the Prescott Business Park. Discussions are continuing with the merger of St. Helens and Eccleston Fire Stations on a new site on Canal Street. Progress on the site at Saughall Massie on the Wirral has stalled as the scheme cannot proceed to planning application without an ecological survey.</p> <p>The Authority also undertakes a detailed analysis of external drivers via its financial modelling economic and political considerations. The analysis highlights the potential impact on the Authority of various identified changes and the action the Authority has already taken in response to these identified issues. There is evidence of sensitivity analysis on projections. The Authority has not planned further than 4 years ahead financially as there is such uncertainty around grant funding.</p> <p>An update report was taken to the Authority in December 2015 provided a high level briefing on the discussions around the merger programme. Once projects receive planning approval the update reports could be developed further to contain information on milestone achievements and their financial impact.</p> <p>The Authority's Service Delivery plan sets out the key plans and efficiencies intended for the Authority and is supported by the IRMP supplement for 2015 - 17. Performance reports show a decrease in the number of deaths and serious injuries from Road Traffic Collisions (RTCs) and the number of injuries and deaths from fire compared with 2014/15. The Service continues to work closely with its partners in relation to RTC's and its prevention activity is continuing to have an impact on the key deliverable of the decreasing the number of deaths, injuries, accidental dwelling fires and deliberate fires.</p> <p>On that basis we concluded that the risk was sufficiently mitigated and the Authority has proper arrangements in place.</p>

Value for Money

Risk identified	Work carried out	Findings and conclusions
<p>Financial health - arrangements to secure financial balance</p> <p>The Authority has historically managed its finances well, achieving financial targets and is on course to deliver its 2015/16 budget.</p> <p>Nevertheless the scale and pace of change for the Fire Service will effect future projections, particularly following announcements from the Comprehensive Spending Review, Autumn Statement 2015 and then more recently the provisional Local Government Finance Settlement 2016/17 published in December 2015.</p> <p>The Authority has approved a 4 year plan from 2016/17 to achieve savings of £11m by 2019/20. The savings are to be achieved from variety of factors including new ways of working and the retirement profile of uniformed employees. However actual spending in this period will be under pressure as costs increase.</p>	<p>We reviewed the Authority's progress in updating its financial position and forward strategy. We also review the arrangements for putting together and agreeing the medium term financial plans and the identification of savings plans. The work included a review of the finance reports to the Authority, review of the out-turn position for 15/16 and the financial plans going forward for 2016/17.</p>	<p>The Authority has a detailed medium-term financial strategy which sets out expected changes in income and expenditure over the period to 2019/20. The MTFP allows the Authority to model future expenditure budgets by varying assumptions about staff and officer pay inflation, non-pay inflation and other key factors.</p> <p>We have reviewed the expenditure assumptions in the latest version of the financial strategy. In our view the assumptions in respect of pay and non-pay inflation are reasonable and broadly in line with those used by other similar organisations. The budget assumptions applied in the forecast includes sensible expectations that pay and non pay inflation will increase and that grant funding as a whole is likely to go down; which is consistent with those used by other fire bodies. The sensitivity analysis detailed in the MTFP considers the main sources of funds grant and precept income and pay and price rises.</p> <p>The Authority has a proven track record for meeting significant financial challenges in the past. The Authority has delivered over £19m of savings in the last three financial years but the financial challenges remain. In the period from 2016/17 to 2019/20 the target for efficiency savings is £11m. The MTFP shows that in 2016/17 the budget gap is met by the use of reserves and efficiency savings of £1.1m. Subsequent years 2017/18 to 2019/20 show savings of £8.3m are required. At around 14%, the level of savings being targeted by 2019/20 appears challenging and will require a long term solution. This may mean further remodelling of the budget and savings profile be required to deliver the savings set out above from 2017/18 onwards.</p> <p>While it is clear that the Authority faces a financial challenge, the overall approach of balancing a long-term, strategic cost saving programme with a planned use of available reserves to support the budget position and invest in the capital schemes is reasonable. There is a risk that, as the operational response changes are completed, the anticipated benefits may vary from that envisaged in medium term financial strategy. Linked to this the options will be fully evaluated over the coming months and officers will consult with the public on the response options as part of the IRMP 2017/20 pre-planning.</p> <p>On that basis we concluded that the risk was sufficiently mitigated and the Authority has proper arrangements in place.</p>

Working with Merseyside Fire and Rescue Authority

Our work with you in 2015/16

We are really pleased to have worked with you over the past year. We have established a positive and constructive relationship. Working together, we have contributed to:

An efficient audit – we delivered the accounts audit by the 29 July 2016, in advance of the 30 September deadline and in line with the timescale we agreed with you. Our audit team are knowledgeable and experienced in your financial accounts and systems. Our relationship with your team provides you with a financial statements audit that continues to finish ahead of schedule releasing your finance team for other important work. We will continue to work with you to identify further efficiencies in the process to ensure a continued, smooth audit delivery.

Improved financial processes – during the year we reviewed your financial systems and processes including employee remuneration, non-pay expenditure and Fire Service pensions payments.

Understanding your operational health – through the value for money conclusion we examined your operational effectiveness. We tracked your financial budget position, medium term planning arrangements and strategic partnership working and considered this as part of our value for money assessment.

Sharing our insight – we provided independent external audit commentary and insight in your key issues through senior attendance at every Audit Committee. We have also shared with you our insights on various accounting issues including earlier closure timetables.

Technical dialogue – we have been involved in early discussions on a number of developments to ensure that appropriate accounting and audit implications are identified

Provided information - we provided regular audit committee updates covering best practice. Areas we covered included e.g. 'Advancing closure – Transforming the financial reporting of local authority accounts '

Supporting development – we provided workshops for senior finance officers on accounting changes. We also attended your budget strategy events to see first-hand how you were working with other organisations to create ideas for budget savings that would improve value for money and impact positively in your performance.

We are looking forward to working with you next year and will continue to support you. Locally, our focus will be on:

- An efficient audit – continuing to deliver an efficient audit
- Improved financial processes – we will challenge our approach to ensure that as much work is brought forward as possible to support faster close
- Understanding your operational health – we will focus our value for money conclusion work on challenges from new models of working
- Supporting development – we will be in discussion with you on providing access to our CEO Room to provide space and support for your Chief Fire Officer as he works more strategically as part of the Liverpool City Region.

Appendix A: Reports issued and fees

We confirm below our final fees charged for the audit and provision of non-audit services

Fees

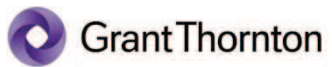
	Planned £	Actual fees £	2014/15 fees £
Statutory audit of Fire and Rescue Authority	32,424	32,424	43,232
Total fees (excluding VAT)	32,424	32,424	43,232

Fees for other services

Service	Fees £
Audit related services	0
Non-audit services	0

Reports issued

Report	Date issued
Audit Plan	July 2016
Audit Findings Report	July 2016
Annual Audit Letter	October 2016



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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	15 DECEMBER 2016	REPORT NO:	CFO/086/16
PRESENTING OFFICER	TREASURER		
RESPONSIBLE OFFICER:	IAN CUMMINS	REPORT AUTHOR:	IAN CUMMINS
OFFICERS CONSULTED:			
TITLE OF REPORT:	FINANCIAL REVIEW 2016/17 - APRIL TO SEPTEMBER		

APPENDICES:	APPENDIX A1: REVENUE BUDGET MOVEMENTS SUMMARY APPENDIX A2: FIRE AND RESCUE SERVICE REVENUE BUDGET MOVEMENTS SUMMARY APPENDIX A3: AUTHORITY REVENUE BUDGET MOVEMENTS SUMMARY APPENDIX A4: MOVEMENTS ON RESERVES APPENDIX B: CAPITAL PROGRAMME 2016/17 APPENDIX C: APPROVED AUTHORITY CAPITAL PROGRAMME 2016/17 – 2020/21
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Purpose of Report

1. To review the financial position, revenue and capital, for the Authority for 2016/17. The Authority receives regular comprehensive financial reviews during the year which provide a full health check on the Authority's finances. This report covers the first 6 months of the year (April – September 2016).

Recommendation

2. That Members;
 - Note the potential £0.550m favourable revenue position identified within this report,
 - Approve the utilisation of the £0.550m favourable revenue position to increase the firefighter recruitment reserve in light of the expected firefighter retirement profile and the need to recruit trainees before the establishment falls below the approved staffing level, and
 - Instruct the Treasurer to continue to work with budget managers to maximise savings in 2016/17.

Executive Summary

Revenue:

The Authority has a detailed medium-term financial plan. The key elements of this are :-

- To control Council Tax
- To continue with its modernisation programme and deliver the Authority's mission of achieving Safer Stronger Communities – Safe Effective Firefighters
- To deliver the required savings through efficiencies of which most are employee related whilst minimising the impact of the cuts.

The Authority is on target to deliver the approved 2016/17 budget savings and is progressing well with the required structural changes in its workforce in order to maintain the required savings on a permanent basis. The Authority has a strategy of maximising savings and delivering its savings plan as early as possible in order to increase reserves as a hedge against future financial challenges. Overall this report has identified that in cash terms the Authority is £0.550m ahead of its saving plan target. Members are asked to approve utilising this saving to fund an increase in the firefighter recruitment reserve in light of the expected firefighter retirement profile and the need to recruit trainees before the establishment falls below the approved staffing level. The Treasurer is continuing to work with budget holders to maximise savings in 2016/17.

The total budget requirement remains at the original budget level of £61.507m. Appendix A1 – A4 outline in detail all the revenue budget and reserve movements between April and September 2016.

Capital:

The capital programme planned spend has increased by £0.985m, of which £0.600m relates to the Authority procuring National Resilience Assets on behalf of the Home Office funded by a grant and £0.382m relates to an increase in the new Prescot fire station scheme costs. Overall the changes have resulted in no movement to the level of required borrowing within the programme. The revised Capital Programme is outlined in Appendix B and C.

Reserves & Balances:

The general balance remains unchanged at £2.000m. All movements in earmarked reserves are outlined in Appendix A4.

Treasury Management:

In August 2016 the Bank of England cut the base rate to 0.25%. Short-term interest rates are expected to remain at 0.25% until the end of the year. No new long term borrowing has been arranged and the Authority has continued its policy of reducing investments and only taking short term borrowing to cover cash flow requirements.

Financial Processes:

Performance in Financial processes remains strong.

Introduction and Background

3. The purpose of this report is to enable the Authority to monitor its income and expenditure levels against its budget on a regular basis throughout the year to ensure effective financial management.
4. This report is the review of the Authority's position up to the end of September of the financial year 2016/17 (April – September 2016).
5. In order to ensure that the financial reviews provide a regular and effective financial health check on all aspects of the Authority's finances the following structure has been adopted.

Financial Review Structure

<u>Section</u>	<u>Content</u>
A	Current Financial Year Review (Revenue Budget, Capital Programme and movement on Reserves)
B	Treasury Management Review
C	Internal Audit

(A) Current Financial Year – 2016/17

6. The purpose of the financial review report is to provide Members with an assurance that the approved budget remains robust and that the current forecast of expenditure can be contained within the available resources. If actual expenditure or income for the year is inconsistent with the current budget then the report will, if necessary, identify the appropriate corrective action.

Revenue Position:

7. **Budget Movements**: The attached Appendix A to this report summarises the movements in the revenue budget. The net budget requirement remains at £61.507m which is consistent with the original budget.
 8. There have been a number of budget adjustments with no net impact because they are either self-balancing virements within department budgets or budget increases financed by reserves in line with previously agreed Authority decisions. Members granted delegated authority to the CFO to reach an agreement with the Home Office over MFRA taking on the role of Lead Authority for the delivery of National Resilience assurance (CFO/029/16). The agreement has now been signed-off and expenditure and grant income budget lines have been increased to reflect the receipt of a £1.275m revenue and a £0.600m capital grant to fund National Resilience related expenditure incurred on behalf of the Home Office and
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Fire and Rescue Service. The firefighters pay award was agreed at 1% and £0.239m was drawn down from the inflation provision to reflect that outcome. The net use of reserves for the period was a contribution to reserves of £3.205m. The re-phasing of the spend on Saughall Massie and St Helens station new builds resulted in a reversal of the £3.728m drawdown from the capital investment reserve in 2016/17. The balance in reserve movements reflected other planned project drawdowns in the quarter.

9. **Update on Budget Savings Implementation:**

Pre-2016/17 Budget the Authority had approved savings of £25.557m as part of the 2015/16 medium term financial plans with a target of £25.297m by 2016/17. The formal completion of the station merger proposals will ensure all outstanding saving options are formally implemented and the necessary structural changes have been actioned. The operational savings will take until 2017 to deliver in full because they are being achieved by natural firefighter retirement rates. The full saving target will be delivered in cash terms as long as the retirement rate remains consistent with the current expectation.

Table A below summarises the progress in implementing the approved saving options at the time of writing this report:

Table A

Progress in Implementing 2011/12 - 2015/16 Approved Saving Options					
	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000
A) Options formally implemented into budget	-23,541	-23,401	-23,401	-23,401	-23,401
B) Approved Saving Options yet to be formally implemented:					
Operational Response - Prescott / Saughall Massie / St Helens - <u>but FF retirements are delivering the saving in cash terms</u>	-1,756	-2,156	-2,156	-2,156	-2,156
Total	-25,297	-25,557	-25,557	-25,557	-25,557

Actual staff numbers are continually monitored to ensure the Service continues to deliver in “cash” terms the required saving target.

10. **The Authority approved an additional £11.0m of savings in the 2016/17 Budget Authority meeting on 25th February 2016**, to be delivered in full by 2019/20. The saving plan included;

- efficiency savings of £6.0m by reducing management and support services costs,
- a known £1.0m increase in the council tax base that the plan assumed is permanent.

Despite identifying efficiencies of £7.0m the Authority had to approve an unavoidable reduction of £4.0m from the operational front line in order to balance the financial plan by 2019/20. The operational saving has been phased so it can

be achieved by firefighter anticipated retirement rates.

All saving options assumed in 2016/17 have been successfully implemented. In addition the 2016/17 staff pay awards are consistent with the 1% assumption in the plan. Progress is ongoing to deliver the future years savings.

The table below summarises the 2016/17 budget's approved saving options (£11.0m less the 2016/17 Council Tax base income increase £1.023m)

2016/17 - 2019/20 MTFP				
	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
Saving Proposals:-				
Pay Strategy:				
Change Pay Assumption from 2% to 1% over 2016/17 - 2019/20 period	-450	-950	-1,450	-1,950
Review long term FPS Employer Budget	0	-180	-255	-375
Review NI increase following SERPS changes	0	-125	-125	-125
Council Tax – Tax Base:				
Assume increase of 0.5% in 2016/17 base from 2017/18	0	-125	-125	-125
Non-Employee and Technical saving options:				
Review Non-Employee Budgets	-350	-350	-350	-350
Review MRP payments	0	-500	-675	-825
Review Inflation for non-employee / cash limit budgets	-198	-500	-650	-728
Support Staff & Senior Management	-499	-1,249	-1,499	-1,499
Operational Response Staff Saving	0	-1,000	-2,800	-4,000
Use of Smoothing Reserve	331	-1,075	-406	0
	-1,166	-6,054	-8,335	-9,977

11. **Actual Expenditure in comparison to Revenue Budget:** The Authority is facing further grant cuts over the period 2017/18 – 2019/20 and therefore has directed the Chief Fire Officer to maximise savings in the year to contribute towards the building up of reserves. Such reserves can then be used as part of an implementation and risk management strategy to deliver savings. After reviewing spend up to the end of September 2016 Officers have identified the following savings:

Employee Costs;

Employee costs make-up approximately 75% of the Authority's revenue budget and is the most risk critical area of the financial plan. As a result these costs are monitored extremely closely.

Firefighter retirements are slightly ahead of schedule compared to the forecast profile adopted for the financial strategy. After taking account of other small employee variances on the employee budget the expected overall saving on employee costs is £0.250m, equivalent to -0.5%.

Other Non-Employee Revenue Costs;

Additional one-off savings have been identified within the Supplies and Services – minor supply budget savings in accounts such as administrative, training, cleaning supplies, travel, subsistence and subscriptions and have contributed to a forecast saving of £0.065m.

Contingency for 2016/17 Pay & Price Increases;

All pay awards for 2016/17 have been settled and are in line with the 1% assumed in the financial plan. Officers are continuing to control the allocation of the non-employee inflation provision to determine if any efficiencies can be identified in light of the forthcoming financial challenge. At this point in time a saving of £0.235m is anticipated.

The Treasurer is continuing to work with budget holders to maximise savings in 2016/17 and will continue to monitor actual staff numbers during the year to ensure the Service continues to deliver in “cash” terms the required saving target.

Summary of Revenue Forecast Position: The Authority has made good progress in implementing the approved budget saving options and required organisational structural changes.

Overall the latest forecast has identified a revenue saving of £0.550m. Members are asked to approve the utilisation of this saving to fund an increase in the firefighter recruitment reserve in light of the expected firefighter retirement profile and the need to recruit trainees before the establishment falls below the approved staffing level (see Reserves section). Table B summarises the revenue year-end forecast position based on spend to the end of September 2016:

Table B: Anticipated Year-End Revenue Position

	FIRE SERVICE BUDGET	Fire Authority	TOTAL BUDGET	ACTUAL as at 30.09.16	FORE- CAST	VARI- ANCE
	£'000	£'000	£'000	£'000	£'000	£'000
Expenditure						
Employee Costs	46,244	401	46,645	23,441	46,395	-250
Premises Costs	2,670	0	2,670	1,065	2,670	0
Transport Costs	1,381	0	1,381	611	1,381	0
Supplies and Services	3,226	44	3,270	1,035	3,205	-65
Agency Services	5,842	0	5,842	2,861	5,842	0
Central Support Services	434	92	526	193	526	0
Capital Financing	10,488	0	10,488	0	10,488	0
Income	-6,509	0	-6,509	-2,903	-6,509	0
Net Expenditure	63,776	537	64,313	26,303	63,998	-315
Contingency Pay&Prices	703		703	0	468	-235
Cost of Services	64,479	537	65,016	26,303	64,466	-550
Interest on Balances	-372		-372	-26	-372	0
Movement on Reserves	-3,137		-3,137	0	-3,137	0
Total Operating Cost	60,970	537	61,507	26,277	60,957	-550

Capital Programme Position:

12. The last financial review report (CFO/066/165) approved a 5 year capital programme worth £41.999m. This has now been updated for scheme additions and changes during Quarter 2 of £0.985m which are summarised in the table below:

TABLE C

Movement in the 5 Year Capital Programme						
	Total Cost	2016/17	2017/18	2018/19	2019/20	2020/21
Expenditure	£'000	£'000	£'000	£'000	£'000	£'000
Amendments to Approved Schemes;						
New Prescott Fire station - increase (CFO/028/16)	382.0	382.0				
New ICT hardware funded from Revenue	2.8	2.8				
National Resilience Assets	600.0	600.0				
	984.8	984.8	0.0	0.0	0.0	0.0
Funding						
Borrowing:						
Capital Reserve (ICT Hardware)						
Prescot New CFS- increase (CFO/28/16)	340.0	340.0				
Prescot New CFS- Knowsley MBC to cover knotweed removal	42.0	42.0				
Revenue Contribution to Capital Outlay(RCCO)						
IT Equipment (IT003)	2.8	2.8				
Capital Grant						
National Resilience Assurance Grant	600.0	600.0				
	984.8	984.8	0.0	0.0	0.0	0.0

13. Although the level of planned expenditure has increased the level of required borrowing has remained the same as all the changes are funded by non-borrowing resources. Details of the planned changes in Quarter 2 are outlined below:
- Members have considered and approved the build of a new community fire station at Prescott. At the Authority meeting on 24th April 2016 report CFO/028/16 advised members of a required increase in the planned spend for this scheme. Members approved the request to increase the scheme costs from £5.350m to £7.018m for the build requirement and £0.145m for the land purchase. The additional costs were to be met from the capital investment reserve. Knowsley have now offered the land for free but the works costs have increase by £0.382m as the result of additional ground remedial works to make good the disused mineshafts and the removal of Japanese Knotweed for which Knowsley MBC have contributed £0.042m. The additional cost, £0.382m, is to be funded from external contributions of £0.042m and an increase in the drawdown from the capital investment reserve of £0.340m.
 - The Home Office have asked MFRS to provide the lead on National Resilience Assurance. This responsibility includes the capital asset refresh spend, £0.600m, funded by a grant. This initiative has now been included within the capital programme.
 - Additional ICT hardware funded from revenue £0.003m.
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14. The revised detailed capital programme is attached as **Appendix B** (2016/17 Capital Programme) and **Appendix C** (2016/17–2020/21 Capital Programme) to this report.

Use of Reserves:

15. The analysis in Appendix A4 outlines the £3.205m movement on reserves during the second quarter of 2016/17. The net increase in reserves reflects;
- the re-phasing of the Saughall Massie and St Helens new station build schemes into 2017/18 and therefore the drawdown of £3.728m capital reserve can be re-credited back to the reserves this year,
 - the planned use of the firefighter ill health reserve to cover £0.163m of penalty charges for ill health retirements from previous years,
 - the increase in new fire station at Prescot, £0.340m,
 - the balance, £0.020m, relates to the planned spend in specific projects carried forward from 2015/16.

The general revenue reserve has remained unchanged at £2.000m.

16. The expected firefighter retirement profile will see the number of current firefighter fall from the just under 700 full time equivalents now to around 300 by 2025. It can take up to 2 years for a trainee firefighter to become competent and therefore new recruits must be taken on in advance of the establishment falling critically below the required operational staffing level. On average over the next 10 years the service is expecting around 40 firefighters to retire each year. The CFO has established a workforce planning strategic group to consider when and how many firefighters the Service needs to recruit and on what contractual basis. What is clear is that these recruits will need to be appointed before the establishment falls below the budgeted level given the numbers who are expected to leave the Service over the next 10 years. This matter will be considered in more detail during the 2017/18 budget making process but initial thoughts are that the current recruitment reserve of £1.000m, will need to be increased by between £3m - £6m. A review of the current reserves is being carried out that will hopefully see a significant contribution towards that target with the balance coming from any future revenue underspends in this and future years. It is therefore recommended that the £0.550m revenue saving identified in this report is allocated to increase the firefighter recruitment reserve.

(C) Treasury Management

17. The Authority continues to “buy in” Treasury Management from Liverpool City Council. The following paragraphs reflect Treasury Management activities in the period April to September 2016.
18. **Prospects For Interest Rates;**
Business confidence endured a sharp shock and recovery following the Brexit vote in June. However it is generally anticipated that growth in the economy will be weak throughout the second half of 2016 and in 2017. The Bank of England addressed the expected slowdown in growth by a package of measures including a cut in the base rate to 0.25%. A further cut to 0.10% is anticipated before the end of the year. One off increases in inflation following a devaluation of the pound are
-

likely to be accepted by the Bank of England with base rates not now expected to increase again until May 2018.

There has been significant volatility in PWLB rates rising and falling as the gilt market reacted to news in the run up to the referendum. After the vote, there was a flight to safety as equities were sold and investments transferred to gilts resulting in PWLB rates falling to historically low levels. Long term PWLB rates fell by 1% during the first half of the financial year. The prospect of further quantitative easing purchases of gilts in the coming months has continued the downward pressure on PWLB rates.

The strategy indicated that the overall structure of interest rates whereby short term rates are lower than long term rates was expected to remain throughout 2016/17. In this scenario, the strategy would be to reduce investments and borrow for short periods and possibly at variable rates when required.

19. Capital Borrowings and the Portfolio Strategy;

The borrowing requirement comprises the expected movements in the Capital Financing Requirement and reserves plus any maturing debt which will need to be re-financed. The Authority does not envisage that any new long term borrowing will be required in 2016/17. Current market conditions continue to be unfavourable for any debt rescheduling.

20. Annual Investment Strategy;

The investment strategy for 2016/17 set out the priorities as the security of capital and liquidity of investments. Investments are made in accordance with DCLG Guidance and CIPFA Code of Practice. Investments are made in sterling with an institution on the counterparty list.

The credit ratings and individual limits for each institution within the categories of investments to be used by the Authority in 2016/17 are as follows:

UK Government (including gilts and the DMADF)	Unlimited
UK Local Authorities (each)	Unlimited
Part Nationalised UK banks	£4m
Money Market Funds (AAA rated)	£3m
Enhanced Money Market (Cash) Funds (AAA rated)	£3m
UK Banks and Building Societies (A- or higher rated)	£2m
Foreign banks registered in the UK (A or higher rated)	£2m

Extreme caution has been taken in placing investments to ensure security of funds rather than rate of return. The use of deposit accounts with highly rated or nationalised banks and AAA rated money market funds has enabled reasonable returns in a low interest rate environment. In the period 1st April to 30 September 2016 the average rate of return achieved on average principal available was 0.56%. This compares with an average seven day deposit (7 day libid) rate of 0.20%.

The Authority had investments of £38.9m as at 25th September 2016, (this included a £25.8m firefighters' pension grant that will be utilised in the year). The

table below outlines the breakdown of where the current investments are held:

ANALYSIS OF INVESTMENTS END OF QUARTER 2 2016/17				
Institution	Credit Rating	MM Fund*	Bank / Other	Building Society
		£	£	£
Aberdeen Liquidity Fund	AAA	3,000,000		
Blackrock	AAA	3,000,000		
Deutsche/DGLS/State Street	AAA	2,500,000		
Federated Investors UK	AAA	3,000,000		
Fidelity	AAA	3,000,000		
Goldman Sachs	AAA	1,900,000		
LGIM (Legal & General)	AAA	3,000,000		
Morgan Stanley	AAA	500,000		
Standard Life Investors (Ignis)	AAA	3,000,000		
Handelsbanken Inst Access	AA		2,000,000	
HBOS 12 MTH FTD	A+		2,000,000	
HBOS 12 MTH FTD	A+		2,000,000	
Santander 365 day Notice Account	A		2,000,000	
Cumberland B Soc	Unrated			1,000,000
Nationwide B Soc	A			2,000,000
Newcastle B Soc	Unrated			1,000,000
Nottingham B Soc	Unrated			1,000,000
Principality B Soc	Unrated			1,000,000
Skipton B Soc	A-			1,000,000
West Brom B Soc	Unrated			1,000,000
Totals		22,900,000	8,000,000	8,000,000
Total Current Investments				38,900,000
<p><i>*MM Fund - Money Market Funds -these are funds that spread the risk associated with investments over a wide range of credit worthy institutions.</i></p>				

21. External Debt Prudential Indicators;

The external debt indicators of prudence for 2016/17 required by the Prudential Code were set in the strategy as follows:

Authorised limit for external debt:	£73 million
Operational boundary for external debt:	£61 million

Against these limits, the maximum amount of debt reached at any time in the first half of the financial year 2016/17 was £60.1million.

22. Treasury Management Prudential Indicators;

The Treasury Management indicators of prudence for 2016/17 required by the Prudential Code were set in the strategy as follows:

a) Interest Rate Exposures

Upper limit on fixed interest rate exposures: 100%

Upper limit on variable interest rate exposures: 50%

The maximum that was reached in the first half of the financial year 2016/17 was as follows:

Upper limit on fixed interest rate exposures: 100%

Upper limit on variable interest rate exposures: 0%

b) Maturity Structure of Borrowing

Upper and lower limits for the maturity structure of borrowing were set and the maximum and minimum that was reached for each limit in the first half of the financial year 2016/17 was as follows: -

Maturity Period	Upper Limit	Lower Limit	Maximum	Minimum
Under 12 months	50%	0%	5%	5%
12 months and within 24 months	50%	0%	2%	0%
24 months and within 5 years	50%	0%	3%	3%
5 years and within 10 years	50%	0%	8%	8%
10 years and above	90%	0%	84%	82%

c) Total principal sums invested for periods longer than 364 days

The limit for investments of longer than 364 days was set at £2 million for 2016/17. No such investments have been placed during 2016/17.

(D) Internal Audit

23. The Authority continues to “buy in” Internal Audit services from Liverpool City Council. Since the last financial review report Internal Audit have completed some audit work but the reports have yet to be agreed. Most audit work is carried out in the second part of the year to fit in with service work demands and provide relevant data for the year-end audit.
-

Equality and Diversity Implications

24. There are no equality and diversity implications contained within this report.

Staff Implications

25. There are no staff implications contained within this report.

Legal Implications

26. There are no legal implications contained within this report.

Financial Implications & Value for Money

27. See Executive Summary.

Risk Management, Health & Safety, and Environmental Implications

28. There are no risk management, health and safety or environmental implications contained within this report.

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

29. The achievement of actual expenditure within the approved financial plan and delivery of the expected service outcomes is essential if the Service is to achieve the Authority's Mission.

BACKGROUND PAPERS

CFO/014/15 CFO/008/16 "MFRA Budget and Financial Plan 2016/2017-2019/2020"
Authority 25th February 2016.

CFO/074/15 "Financial Review 2016/17- April to June" Audit and Scrutiny Committee
15th September 2016.

GLOSSARY OF TERMS

PWLB Public Works Loans Board

APPENDIX A1

2016/17 REVENUE BUDGET MOVEMENT SUMMARY

Actual 2015/16	SERVICE REQUIREMENTS	Base Budget 2016/17	Qtr 1 Budget 2016/17	Reserve Draw- down	Vire- ments	Qtr 2 Budget 2016/17
£'000		£'000	£'000	£'000	£'000	£'000
59,617	Fire Service	66,374	68,740	-3,205	337	65,872
491	Corporate Management	533	533	0	4	537
0	NRAT MFRS Lead Authority (Budget Neutral)	0	0	0	0	0
0	2014 - 15 New Dynamic Staff Saving	-1,756	-1,756	0	0	-1,756
60,108		65,151	67,517	-3,205	341	64,653
0	Contingency for Pay/Price Changes	1,044	1,044	0	-341	703
60,108	TOTAL SERVICE EXPENDITURE	66,195	68,561	-3,205	0	65,356
-203	Interest on Balances	-372	-372	0	0	-372
59,905	NET OPERATING EXPENDITURE	65,823	68,189	-3,205	0	64,984
	Contribution to/(from) Reserves:					
	<u>Emergency Related Reserves</u>					
0	Insurance Reserve	0	-181	0	0	-181
	<u>Modernisation Challenge</u>					
-372	Smoothing Reserve	977	977	250	0	1,227
-256	Severance Reserve	0	0	0	0	0
-100	Ill Health Penalty Reserve	0	0	-163	0	-163
	<u>Capital Investment Reserve</u>					
2,400	Capital Investment Reserve	-5,292	-7,413	3,388	0	-4,025
-53	PFI Annuity Reserve	-49	-83	0	0	-83
-40	Firefighter Safety Investment Reserve	0	0	0	0	0
	<u>Specific Projects</u>					
-2	Community Sponsorship Reserve	0	0	0	0	0
200	Equipment Reserve	0	0	-16	0	-16
230	Training Reserve	0	0	0	0	0
-74	Healthy Living / Olympic Legacy	0	-30	66	0	36
150	Clothing / Boots Reserve	0	0	0	0	0
17	Communications Reserve	0	0	0	0	0
	<u>Ringfenced Reserves</u>					
-1	F.R.E.E. Reserve	0	0	-51	0	-51
0	Princes Trust Reserve	0	0	-250	0	-250
0	Community Youth Team Reserve	0	0	-58	0	-58
0	Beacon Peer Project Reserve	0	0	-62	0	-62
2	Community Risk Management Reserve	0	0	111	0	111
72	Energy Reserve	48	48	0	0	48
0	St Helens District Reserve	0	0	-10	0	-10
91	New Dimensions Reserve	0	0	0	0	0
0	Appropriation to / From Revenue Balances	0	0	0	0	0
2,264	Contribution to/(from) Reserves	-4,316	-6,682	3,205	0	-3,477
62,169	BUDGET REQUIREMENT	61,507	61,507	0	0	61,507
-36,909	Settlement Funding Assessment	-34,926	-34,926	0	0	-34,926
-778	Collection Fund Deficit	-647	-647	0	0	-647
-24,482	Precept Income	-25,934	-25,934	0	0	-25,934
-62,169	BUDGET FUNDING	-61,507	-61,507	0	0	-61,507

APPENDIX A2

2016/17 FIRE SERVICE REVENUE BUDGET MOVEMENT

Actual 2015/16	SERVICE REQUIREMENTS	Base Budget 2016/17	Qtr 1 Budget 2016/17	Reserve Draw- down	Virements	Qtr 2 Budget 2016/17
£'000		£'000	£'000	£'000	£'000	£'000
	EMPLOYEES					
	Uniformed					
31,183	Firefighters	31,700	31,702		891	32,593
1,231	Control	1,239	1,239		38	1,277
1,755	Additional Hours	1,243	1,265		5	1,270
34,169	TOTAL UNIFORMED	34,182	34,206	0	934	35,140
	APT&C and Manual					
8,466	APT&C	9,269	9,380		-434	8,946
133	Handymen/Cleaning	102	102		6	108
111	Catering	134	146		6	152
544	Transport Maintenance	510	510		16	526
57	Other Manual	70	70		2	72
137	Casuals	0	0		5	5
9,448	TOTAL APT&C/MANUAL	10,085	10,208	0	-399	9,809
	Other Employee Expenses					
103	Allowances	61	83		18	101
516	Training Expenses	525	543		-11	532
305	Other Expenses	33	31		-1	30
11	Staff Advertising	10	9			9
52	Development Expenses	59	53		34	87
475	Employee Insurance	143	465			465
50	Enhanced Pensions	52	52			52
4	SSP & SMP Reimbursements	-16	-16			-16
132	Catering Expenditure	124	124			124
-443	HFRA Capitalisation Payroll	-450	-450			-450
1,205	TOTAL OTHER EMPLOYEE EXPENSES	541	894	0	40	934
	Pensions					
1,790	Injury Pension	1,780	1,780			1,780
271	Ill Health Retirement Charges	174	174	163		337
15	Injury Gratuity	0	0			0
2,076	TOTAL PENSIONS	1,954	1,954	163	0	2,117
46,898	TOTAL EMPLOYEES	46,762	47,262	163	575	48,000
	PREMISES					
108	Building Maintenance Repairs	128	137		-6	131
59	Site Maintenance Costs	10	10			10
831	Energy	832	832			832
14	Rent	80	80			80
1,162	Rates	1,333	1,333			1,333
195	Water	198	198			198
61	Fixtures	30	31		4	35
35	Contract Cleaning	0	0		5	5
48	Insurance	51	46			46
2,513	TOTAL PREMISES	2,662	2,667	0	3	2,670
	TRANSPORT					
331	Direct Transport	384	375	2	-6	371
25	Tunnel & Toll Fees	25	19			19
138	Operating Lease	178	172		1	173
376	Other Transport Costs	478	478			478
122	Car Allowances	121	123			123
346	Insurance	355	217			217
1,338	TOTAL TRANSPORT	1,541	1,384	2	-5	1,381

APPENDIX A2

2016/17 FIRE SERVICE REVENUE BUDGET MOVEMENT (continued)

Actual 2015/16 £'000	SERVICE REQUIREMENTS	Base Budget 2016/17 £'000	Qtr 1 Budget 2016/17 £'000	Reserve Draw- down £'000	Virements £'000	Qtr 2 Budget 2016/17 £'000
	SUPPLIES & SERVICES					
25	Administrative Supplies	24	24			24
275	Operational Supplies	275	276		-1	275
14	Hydrants	9	9			9
47	Consumables	36	38			38
132	Training Supplies	142	147		-17	130
98	Fire Prevention Supplies	96	108		2	110
36	Catering Supplies	24	27		5	32
297	Uniforms	290	299		2	301
146	Printing & Stationery	152	161		-7	154
1	Operating Leases	2	1			1
447	Professional Fees/Service	453	511	18	27	556
721	Communications	684	653			653
14	Postage	29	29			29
6	Command/Control	6	6			6
244	Computing	264	314		-3	311
197	Medicals	274	274		-13	261
81	Travel & Subsistence	77	83		4	87
89	Grants/Subscriptions	81	92		1	93
7	Advertising	7	10		-1	9
60	Furniture	24	24			24
82	Laundry	81	82			82
14	Insurances	35	36			36
6	Hospitality	5	5			5
3,039	TOTAL SUPPLIES & SERVICES	3,070	3,209	18	-1	3,226
	AGENCY SERVICES					
108	Super Fund Admin	100	100		3	103
1,485	ICT Service Provider	1,421	1,399			1,399
195	Third Party Payments (CRIS)	195	195			195
399	ICT Managed Suppliers	338	423			423
2,647	PFI Unitary Charges ((Int/Principal/Op Costs)	2,663	2,697			2,697
792	Estates Service Provider	1025	1,025			1,025
5,626	TOTAL AGENCY SERVICES	5,742	5,839	0	3	5,842
	CENTRAL EXPENSES					
413	Finance & Computing	432	432		2	434
413	TOTAL CENTRAL EXPENSES	432	432	0	2	434
	CAPITAL FINANCING					
5,869	PWLB Debt Charges	6,356	6,356			6,356
66	MRB Debt Charges	76	76			76
987	Revenue Contribution to Capital	5,743	7,781	-3,388	3	4,396
6,922	TOTAL CAPITAL FINANCING	12,175	14,213	-3,388	3	10,828
66,749	TOTAL EXPENDITURE	72,384	75,006	-3,205	580	72,381
	INCOME					
3,898	Specific Grants	3,648	3,769			3,769
1,497	Fees & Charges	850	985		214	1,199
777	Rents etc	767	767			767
573	Recharges Secondments	456	456		20	476
240	Contributions	170	170		5	175
108	Recharges Internal	108	108			108
39	Other Income	11	11		4	15
7,132	TOTAL INCOME	6,010	6,266	0	243	6,509
59,617	NET EXPENDITURE	66,374	68,740	-3,205	337	65,872

APPENDIX A3**2016/17 FIRE SERVICE REVENUE BUDGET MOVEMENT**

Actual 2015/16	SERVICE REQUIREMENTS	Base Budget 2016/17	Qtr 1 Budget 2016/17	Reserve Draw- down	Virements	Qtr 2 Budget 2016/17
£'000		£'000	£'000	£'000	£'000	£'000
	EXPENDITURE					
	Finance & Legal costs					
79	Finance Officer	79	79			79
93	Legal Officer	102	102		4	106
	Democratic Rep (1020)					
11	- Travel & Subsistence	30	30		4	34
2	- Conference Fees	10	10		-3	7
224	- Members Allowances	216	216			216
0	- Telephones	1	1			1
1	- Training	1	1			1
0	- Hospitality	2	2		-1	1
	Central Expenses (1030)					
16	Bank Charges	17	17			17
32	District Audit Fees	43	43			43
33	Subscriptions	32	32			32
491	TOTAL EXPENDITURE	533	533	0	4	537

APPENDIX A3**2016/17 NATIONAL RESILIENCE ASSURANCE BUDGET**

Actual 2015/16	SERVICE REQUIREMENTS	Base Budget 2016/17	Qtr 1 Budget 2016/17	Reserve Draw- down	Virements	Qtr 2 Budget 2016/17
£'000		£'000	£'000	£'000	£'000	£'000
	EXPENDITURE	0	0	0	1,275	1,275
	INCOME - HO Grant	0	0	0	1,275	1,275
0	TOTAL EXPENDITURE	0	0	0	0	0

APPENDIX A4

Budgeted Movement on Reserves 2016/17

	Opening Balance	Original Budget Planned Use	Qtr 1 Drawdown & changes	Qtr 2 Drawdown & changes	Closing Balance
Earmarked Reserves	£'000	£'000	£'000	£'000	£'000
<u>Emergency Related Reserves</u>					
Bellwin Reserve	147				147
Insurance Reserve	870		-181		689
Emergency Planning Reserve	75				75
Catastrophe Reserve	500				500
<u>Modernisation Challenge</u>					
Smoothing Reserve	1,323	977		250	2,550
Severance Reserve	365				365
Ill Health Penalty Reserve	900			-163	737
Recruitment Reserve	1,000				1,000
<u>Capital Investment Reserve</u>	14,439	-5,242	-2171	3,388	10,414
PFI Annuity Reserve	2,173	-49	-34		2,090
Equality / DDA Investment Reserve	285				285
Firefighter Safety Investment Reserve	760				760
<u>Specific Projects</u>					
Community Sponsorship Reserve	2				2
Equipment Reserve	422			-16	406
Contestable Research Fund Reserve	25				25
Training Reserve	230				230
Healthy Living / Olympic Legacy	34		-30	66	70
Inflation Reserve	500				500
Clothing / Boots Reserve	166				166
Communications Reserve	17				17
CFOA Road Safety Reserve	100				100
<u>Ringfenced Reserves</u>					
F.R.E.E. Reserve	51			-51	0
Princes Trust Reserve	368			-250	118
Community Youth Team Reserve	58			-58	0
Beacon Peer Project Reserve	62			-62	0
Community Risk Management Reserve	173			111	284
Energy Reserve	156	48			204
St Helens District Reserve	10			-10	0
New Dimensions Reserve	1,038				1,038
Total Earmarked Reserves	26,249	-4,266	-2,416	3,205	22,772
General Revenue Reserve	2,000				2,000
Total Reserves	28,249	-4,266	-2,416	3,205	24,772

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Capital Programme 2016/17

EXPENDITURE		Approved Budget	Qtr 1 Budget	Qtr 2 Re-Phasings (to 17/18)	QTR 2 Amend-ments	QTR 2 Virements	Qtr 2 Budget	Actual to 30.09.16
		£			£	£	£	£
BUILDING & LAND PROGRAMME								
BLD001	Roofs & Canopy Replacements	40,000	74,000				74,000	14,205
BLD004	Concrete Yard Repairs	20,000	34,000				34,000	11,068
BLD005	Tower Improvements	18,000	37,500				37,500	25,384
BLD007	L.E.V. Sys In App Rooms	5,000	5,000				5,000	0
BLD013	Appliance Room Floors	40,000	68,000	-25,000			43,000	0
BLD014	Boiler Replacements	15,000	30,000				30,000	9,524
BLD016	Community Station Investment	25,000	26,200			10,000	36,200	30,790
BLD018	Conference Facilities H/Q	10,000	10,000				10,000	0
BLD020	5 Year Electrical Test	30,000	75,500	-25,000			50,500	4,320
BLD026	Corporate Signage	5,000	10,000				10,000	3,458
BLD031	Diesel Tanks	130,000	150,000				150,000	0
BLD032	Power Strategy (Generators)	20,000	20,000				20,000	0
BLD033	Sanitary Accommodation Refurb	30,000	78,000			-10,000	68,000	0
BLD034	Office Accommodation	25,000	36,200				36,200	0
BLD036	L.L.A.R. Accommodation Formby	310,000	310,000				310,000	20,910
BLD039	F.S. Refurbishment Heswall	350,000	350,000	-250,000			100,000	0
BLD041	F.S. Refurbishment Aintree	0	15,000				15,000	0
BLD042	St Helens Conversion	0	10,000				10,000	0
BLD044	Asbestos Surveys	25,000	42,000	-25,000			17,000	0
BLD045	City Centre Community Facility		300				300	265
BLD050	LLAR Accommodation Belle Vale	25,000	25,000	-25,000			0	0
BLD055	F.S. Refurbishment Bromborough						0	0
BLD058	H.V.A.C. Heating, Vent & Air Con	30,000	60,000				60,000	9,891
BLD060	D.D.A. Compliance Work	100,000	164,000	-100,000			64,000	3,553
BLD061	Lighting Conductors Surge Protectors	10,000	20,000				20,000	2,316
BLD062	Emergency Lighting	5,000	20,000				20,000	14,750
BLD063	F.S. Refurbishment Kirby	350,000	375,000	-300,000			75,000	0
BLD067	Gym Equipment Replacement	40,000	44,500				44,500	3,174
BLD068	SHQ Joint Control Room						0	-5,820
BLD070	Workshop Enhancement	100,000	248,000				248,000	12,761
BLD071	Station Refresh	25,000	32,000				32,000	33,961
BLD073	SHQ Museum	191,000	191,000				191,000	0
BLD075	Llar Accommodation Newton Le Willows	310,000	310,000				310,000	20,710
BLD076	F.S. Refurbishment Huyton	0	25,000	-25,000			0	0
BLD080	Prescot Fire Station Build	4,350,000	6,502,500		382,000		6,884,500	305,255
BLD081	SHQ Stage C Works						0	0
BLD082	Saughill Massie Fire Station Build	3,000,000	3,068,000	-2,750,000			318,000	27,257
BLD083	St Helens Fire Station Build	4,250,000	4,250,000	-4,000,000			250,000	0
BLD084	F.S. Refurbishment Croxteth	150,000	150,000	-150,000			0	0
BLD085	F.S. Refurbishment Speke/Garston	50,000	50,000				50,000	0
BLD086	F.S. Refurbishment Old Swan	50,000	50,000				50,000	0
BLD087	F.S. Refurbishment City Centre	150,000	150,000				150,000	0
BLD088	F.S. Refurbishment Kensington	40,000	40,000				40,000	0
BLD090	F.S. Refurbishment Wallasey	25,000	25,000	-25,000			0	0
BLD091	Refurbishment TDA	0	89,000	-89,000			0	0
BLD092	Service HQ. Offices	200,000	200,000	-200,000			0	0
CON001	Energy Conservation Non-Salix	25,000	77,000				77,000	8,650
CON002	Energy Conservation Salix	0	5,000				5,000	0
EQU002	Fridge/Freezer Rep Prog	10,000	14,500				14,500	7,527
EQU003	Furniture Replacement Prog	10,500	18,000				18,000	5,960
TDA001	Fire House Refurbishment	30,000	30,000				30,000	0
	Total	14,624,500	17,615,200	-7,989,000	382,000	0	10,008,200	569,868
FIRE SAFETY								
FIR002	Smoke Alarms (H.F.R.A.)	300,000	300,000				300,000	46,450
FIR005	Installation Costs (H.F.R.A.)	450,000	450,000				450,000	0
FIR006	Deaf Alarms (H.F.R.A.)	25,000	25,000				25,000	22,000
FIR009	Risk Management Residential Blocks	200,000	200,000				200,000	
	Total	975,000	975,000	0	0	0	975,000	68,450

Capital Programme 2016/17

EXPENDITURE		Approved Budget	Qtr 1 Budget	Qtr 2 Re-Phasings (to 17/18)	QTR 2 Amend-ments	QTR 2 Virements	Qtr 2 Budget	Actual to 30.09.16
		£			£	£	£	£
ICT								
FIN001	F.M.I.S. Replacement	0	76,000				76,000	74,211
IT002	I.C.T. Software	142,000	150,000				150,000	141,763
IT003	I.C.T. Hardware	131,000	171,800		2,800		174,600	37,133
IT005	I.C.T. Servers	180,000	185,000				185,000	11,784
IT018	I.C.T. Network	209,000	244,500				244,500	
IT026	I.C.T. Operational Equipment	62,000	62,000				62,000	
IT027	I.C.T. Security	2,000	4,000				4,000	
IT028	System Development Portal	18,000	50,500				50,500	30,971
IT030	I.C.T. Projects / Upgrades	5,000	5,000				5,000	
IT040	Analytical Tool CFS Work	14,000	14,000				14,000	1,375
IT050	Community Protection System	0	30,000				30,000	
IT051	JCC Airwave Solution	0	22,000				22,000	21,677
IT053	JCC Backup MACC	0	39,500				39,500	
IT055	C3i C&C Comms and Info system	15,000	17,500				17,500	
IT056	PFI Access Door System	0	18,000				18,000	
IT057	Fleet Management System	0	8,500				8,500	7,800
	Total	778,000	1,098,300	0	2,800	0	1,101,100	326,713
OPERATIONAL EQUIP. & HYDRANTS								
OPS001	Gas Tight Suits Other Ppe	0	32,000				32,000	
OPS003	Hydraulic Rescue Equipment	0	10,500				10,500	
OPS005	Resuscitation Equipment	0	15,500				15,500	
OPS009	Pod Equipment	75,000	112,500				112,500	
OPS011	Thermal Imaging Cameras	0	11,500				11,500	
OPS022	Improvements To Fleet	20,000	23,000				23,000	
OPS023	Water Rescue Equipment	90,000	96,000				96,000	9,488
OPS024	BA equipment / Comms	130,000	157,500				157,500	4,484
OPS026	Rope Replacement	0	30,000				30,000	3,366
OPS027	Light Portable Pumps	20,000	20,000				20,000	0
OPS031	Cctv Equipment/Drone	0	21,000				21,000	
OPS034	Operational Ladders	16,000	16,000				16,000	15,417
OPS036	Radiation Detection Equipment	45,000	45,000				45,000	0
OPS038	Water Delivery System	52,000	52,000				52,000	0
OPS039	Water Delivery Hoses	0	17,500				17,500	7,520
OPS049	Bulk Foam Attack Equipment	48,000	48,000				48,000	
OPS052	DEFRA FRNE Water Rescue Grant	0	16,000				16,000	
OPS055	NRAT Asset Refresh				600,000		600,000	11,855
HYD001	Hydrants (New Installations)	18,500	18,500				18,500	15,500
HYD002	Hydrants (Rep Installations)	18,500	18,500				18,500	18,500
	Total	533,000	761,000	0	600,000	0	1,361,000	86,132
VEHICLES								
VEH001	Wtl'S Purchased	730,000	731,500				731,500	
VEH002	Ancilliary Vehicles	495,900	604,400				604,400	
VEH004	Special Vehicles	2,447,100	2,578,100				2,578,100	95,971
VEH005	Vehicles water Strategy	16,400	16,400				16,400	
WOR001	Workshop Equipment	0	63,000				63,000	
	Total	3,689,400	3,993,400	0	0	0	3,993,400	95,971
	Grand Total	20,599,900	24,442,900	-7,989,000	984,800	0	17,438,700	1,147,134

Capital Programme 2016/17

FINANCING		Approved Budget	Qtr 1 Budget	Qtr 2 Re-Phasings (to 17/18)	QTR 2 Amend-ments	QTR 2 Virements	Qtr 2 Budget	Actual to 30.09.16
		£			£	£	£	£
Capital Receipts	Sale of Formby LLAR House	0	350,000				350,000	
	Sale of Newton 2 LLAR House	0	275,000	-275,000			0	
	Sale of Huyton FS	250,000	250,000	-250,000			0	
	Sale of Whiston FS	250,000	250,000	-250,000			0	
	Sale of Upton FS	350,000	350,000	-350,000			0	
	Sale of West Kirby FS	200,000	200,000	-200,000			0	
	Sale of West Kirby LLAR House	400,000	400,000	-400,000			0	
	Sale of Allerton FS	400,000	400,000				400,000	
R.C.C.O. / Capital Reserve	Capitalisation of Sals HFRA (FIR005)	450,000	450,000				450,000	
	Museum Internal walls (BLD016)	0	1,200				1,200	
	It Equipment (IT003)	0	4,800		2,800		7,600	
	FSN Charge for Alarms (FIR002)	15,000	15,000				15,000	
	Prescott FS New Build (BLD080) Cap Inv Res	1,550,000	3,582,000		340,000		3,922,000	
	Saughill FS New Build (BLD082) Cap Inv Res	1,564,000	1,564,000	-1,564,000			0	
	St Helens FS New Build (BLD083) Cap Inv Res	2,164,000	2,164,000	-2,164,000			0	
Grant	(Capital Grant) Police Grant (Prescott)	600,000	650,000				650,000	
	(Capital Grant) NWAS Grant (Prescott)	100,000	0				0	
	Prescot Fire Station Build Grant	1,770,000	1,770,000				1,770,000	
	Prescot Fire Station Knowsley Council				42,000		42,000	
	Suaghill FS Capital Transformation Grant	1,290,000	1,358,000	-1,040,000		0	318,000	
	St Helens FS Capital Transformation Grant	1,490,000	1,490,000	-1,240,000		0	250,000	
	Balance of Capital Transformation Grant	1,192,000	1,192,000	-1,192,000		0	0	
	National Resilience Assurance Team Grant				600,000		600,000	300,000
Total Non Borrowing		14,035,000	16,716,000	-8,925,000	984,800	0	8,775,800	300,000
Borrowing Requirement	Unsupported Borrowing	6,564,900	7,726,900	936,000		0	8,662,900	847,134
	Borrowing	6,564,900	7,726,900	936,000	0	0	8,662,900	847,134
Total Funding		20,599,900	24,442,900	-7,989,000	984,800	0	17,438,700	1,147,134

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Approved Capital Programme for 2016/2017 - 2020/2021

Capital Expenditure	Total Cost £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
Building/Land	23,984,200	10,008,200	12,059,500	630,500	905,500	380,500
Fire Safety	3,575,000	975,000	650,000	650,000	650,000	650,000
ICT	3,759,100	1,101,100	900,000	596,000	511,000	651,000
Operational Equipment & Hydrants	2,738,000	1,361,000	440,000	324,000	435,000	178,000
Vehicles	8,927,400	3,993,400	1,228,000	858,000	1,227,000	1,621,000
Expenditure	42,983,700	17,438,700	15,277,500	3,058,500	3,728,500	3,480,500
2016/17 - 2020/21 Qtr 1 Approved Programme	41,998,900	24,442,900	7,288,500	3,058,500	3,728,500	3,480,500
Q2 Current to Q1 Change	984,800	(7,004,200)	7,989,000			
Q2 Movements Explained by:						
Rephasing of Building Schemes		(7,989,000)	7,989,000			
New ICT/Bild schemes funded from Revenue	2,800	2,800				
National Resilience Assurance Assets	600,000	600,000				
Increase in Prescott Scheme	382,000	382,000				
Q2 Movement	984,800	(7,004,200)	7,989,000			
Financing Available	Total £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
Capital Receipts	3,175,000	750,000	500,000	1,925,000		
Sale of Huyton FS (CFO/095/14)			250,000			
Sale of Whiston FS (CFO/095/14)			250,000			
Sale of Upton FS (CFO/058/15)				350,000		
Sale of West Kirby FS (CFO/058/15)				200,000		
Sale of LLAR House West Kirby				400,000		
Sale of LLAR House Formby		350,000				
Sale of LLAR House Newton				275,000		
Sale of Allerton CFS/House		400,000				
Sale of St Helens				100,000		
Sale of Eccleston				600,000		
RCCO	9,983,800	4,395,800	4,418,000	390,000	390,000	390,000
'CFS alarm installation (salaries)		450,000	375,000	375,000	375,000	390,000
'CFS alarm installation (FSD)		15,000	15,000	15,000	15,000	
'Museum Internal walls (BLD016)		1,200				
'It Equipment (IT003)		7,600				
Capital Reserves		3,922,000				
Prescot FS New Build, Capital Investment Reserve (CFO/83/15)			1,564,000			
Saughall Massie FS New Build			2,464,000			
St Helens FS New Build (CFO/059/15)						
Grants	7,102,000	3,630,000	3,472,000			
Prescot FS New Build (CFO/095/14)		1,770,000				
Prescot FS New Build, Merseyside PA Contribution (CFO/83/15)		650,000				
Prescot FS New Build, Knowsley Council		42,000				
Saughall Massie FS New Build, Capital Transformation Grant		318,000	1,040,000			
St Helens FS New Build (CFO/059/15)		250,000	1,240,000			
Balance of Transformation Grant used to fund Saughall/St Helens			1,192,000			
National Resilience Assurance Cap Grant - Asset Refresh		600,000				
Total Non Borrowing	20,260,800	8,775,800	8,390,000	2,315,000	390,000	390,000
Unsupported Borrowing	22,722,900	8,662,900	6,887,500	743,500	3,338,500	3,090,500
Total Funding	42,983,700	17,438,700	15,277,500	3,058,500	3,728,500	3,480,500
Q1 Funding Level for 2016/17 - 2020/21 Programme	41,998,900	24,442,900	7,288,500	3,058,500	3,728,500	3,480,500
Q2 to Q1 Change	984,800	(7,004,200)	7,989,000			
Funding Change Explained by:						
RCCO	2,800	2,800				
IT Equipment (IT003)		2,800				
Capital Reseve	340,000	(3,388,000)	3,728,000			
Prescot FS New Build increased costs		340,000				
Saughall Massie New CFS - Capital Investment Reserve Re-phasing		(1,564,000)	1,564,000			
St Helens New CFS - Capital Investment Reserve Re-phasing		(2,164,000)	2,164,000			
Capital Receipts		(1,725,000)	(200,000)	1,925,000		
Sale of Huyton FS Rephasing from 16/17 to 17/18		(250,000)	250,000			
Sale of Whiston FS Rephasing from 16/17 to 17/18		(250,000)	250,000			
Sale of Upton FS Rephasing from 16/17 to 18/19		(350,000)		350,000		
Sale of West Kirby FS Rephasing from 16/17 to 18/19		(200,000)		200,000		
Sale of St Helens FS Rephasing from 17/18 to 18/19			(100,000)	100,000		
Sale of Eccleston FS Rephasing from 17/18 to 18/19			(600,000)	600,000		
Sale of LLAR House West Kirby - Rephasing from 16/17 to 18/19		(400,000)		400,000		
Sale of LLAR House Newton - Rephasing from 16/17 to 18/19		(275,000)		275,000		
Grants	642,000	(2,830,000)	3,472,000			
Prescot New CFS - Rephasing of Transformation Grant		(1,192,000)	1,192,000			
Prescot New CFS - Knowsley Council		42,000				
Saughall Massie New CFS - Rephasing of Transformation Grant		(1,040,000)	1,040,000			
St Helens New CFS - Rephasing of Transformation Grant		(1,240,000)	1,240,000			
NRAT Asset Refresh Grant		600,000				
Unsupported Borrowing		936,000	989,000	(1,925,000)		
Capital Schemes Rephased		(7,989,000)	7,989,000			
Capital Receipts Rephased		1,725,000	200,000	(1,925,000)		
Capital Reserves Repahsed		3,728,000	(3,728,000)			
Capital Grants Rephased		3,472,000	(3,472,000)			
Q2 Movements	984,800	(7,004,200)	7,989,000			

Building / Land - Approved Budget 2016/17 to 2020/21

Type of Capital Expenditure	Total Cost £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
Major Site Refurbishments						
BLD039 FS Refurbishment Heswall	375,000	100,000	250,000			25,000
BLD041 FS Refurbishment Aintree	15,000	15,000				
BLD055 FS Refurbishment Bromborough	350,000		350,000			
BLD063 FS Refurbishment Kirkby	375,000	75,000	300,000			
BLD070 Workshop Enhancement	248,000	248,000				
BLD071 Station Refresh	107,000	32,000	25,000	25,000	25,000	
BLD076 FS Refurbishment Huyton	25,000		25,000			
BLD084 FS Refurbishment Croxteth	300,000		150,000		150,000	
BLD085 FS Refurbishment Speke/Garston	300,000	50,000	250,000			
BLD086 FS Refurbishment Old Swan	300,000	50,000		250,000		
BLD087 FS Refurbishment City Centre	150,000	150,000				
BLD088 FS Refurbishment Kensington	40,000	40,000				
BLD089 FS Refurbishment Toxteth/Hub - Fire Station Element	100,000				100,000	
BLD089 FS Refurbishment Toxteth/Hub - Hub Element	100,000				100,000	
BLD090 FS Refurbishment Wallasey	25,000		25,000			
BLD093 Marine Fire 1 Refurbishment	150,000				150,000	
BLD016 Community Station Investment	136,200	36,200	25,000	25,000	25,000	25,000
TDA001 Fire House Refurbishment	30,000	30,000				
BLD042 St Helens Conversion	10,000	10,000				
BLD091 TDA Refurbishment	1,089,000		1,089,000			
	4,225,200	836,200	2,489,000	300,000	550,000	50,000
Station Mergers						
BLD080 Prescot FS New Build (CFO/095/14)	6,884,500	6,884,500				
BLD082 Saughall Massie FS New Build (CFO/058/15)	4,068,000	318,000	3,750,000			
BLD083 St Helens FS New Build (CFO/059/15)	5,250,000	250,000	5,000,000			
	16,202,500	7,452,500	8,750,000			
Other						
BLD073 SHQ Museum	191,000	191,000				
	191,000	191,000				
LLAR Accomodation Works						
BLD036 LLAR Accomodation Formby	310,000	310,000				
BLD050 LLAR Accomodation Belle Vale	50,000		25,000		25,000	
BLD075 LLAR Accomodation Newton-le-Willows	310,000	310,000				
	670,000	620,000	25,000		25,000	
General Station Upgrade Works						
BLD001 Roofs & Canopy Replacements	234,000	74,000	40,000	40,000	40,000	40,000
BLD004 Concrete Yard Repairs	114,000	34,000	20,000	20,000	20,000	20,000
BLD005 Tower Improvements	77,500	37,500	10,000	10,000	10,000	10,000
BLD013 Non Slip Coating to Appliance Room Floors	188,000	43,000	55,000	30,000	30,000	30,000
BLD014 Boiler Replacements	90,000	30,000	15,000	15,000	15,000	15,000
BLD020 Electrical Testing	165,500	50,500	55,000	20,000	20,000	20,000
BLD031 Diesel Tanks	150,000	150,000				
BLD033 Sanitary Accomodation Refurbishment	158,000	68,000	30,000	20,000	20,000	20,000
BLD044 Asbestos Surveys	97,000	17,000	50,000	10,000	10,000	10,000
BLD060 DDA Compliance	274,000	64,000	150,000	20,000	20,000	20,000
	1,548,000	568,000	425,000	185,000	185,000	185,000
Other Works						
BLD007 L.E.V. System in Appliance Rooms	25,000	5,000	5,000	5,000	5,000	5,000
BLD018 Conference Facilities SHQ	30,000	10,000	5,000	5,000	5,000	5,000
BLD026 Corporate Signage	30,000	10,000	5,000	5,000	5,000	5,000
BLD032 Power Strategy	60,000	20,000	10,000	10,000	10,000	10,000
BLD034 Office Accomodation	96,200	36,200	15,000	15,000	15,000	15,000
BLD045 City Centre Community Facility	300	300				
BLD053 Headquarters Lighting	25,000					25,000
BLD058 HVAC - Heating, Ventilation & Air Con	140,000	60,000	30,000	25,000	25,000	
BLD061 Lightening Conductors & Surge Protection	60,000	20,000	10,000	10,000	10,000	10,000
BLD062 Emergency Lighting	40,000	20,000	5,000	5,000	5,000	5,000
BLD067 Gym Equipment Replacement	144,500	44,500	40,000	20,000	20,000	20,000
BLD092 Service Headquarters Offices	200,000		200,000			
CON001 Energy Conservation Non-Salix	177,000	77,000	25,000	25,000	25,000	25,000
CON002 Energy Conservation Salix	5,000	5,000				
EQU002 Replacement programme for Fridge Freezers	54,500	14,500	10,000	10,000	10,000	10,000
EQU003 Furniture Replacement Programme	60,000	18,000	10,500	10,500	10,500	10,500
	1,147,500	340,500	370,500	145,500	145,500	145,500
	23,984,200	10,008,200	12,059,500	630,500	905,500	380,500
Original Budget	20,611,500	14,624,500	4,070,500	630,500	905,500	380,500
Current Programme	23,984,200	10,008,200	12,059,500	630,500	905,500	380,500
Changes	3,372,700	(4,616,300)	7,989,000			
Q1 Movements/Adjustments	2,990,700	2,990,700				
Q2 Movements/Adjustments	281,900	(7,707,100)	7,989,000			
Qtr 2 Rephasing:						
BLD039 FS Refurbishment Hewswall		(250,000)	250,000			
BLD063 FS Refurbishment Kirkby		(300,000)	300,000			
BLD076 FS Refurbishment Huyton		(25,000)	25,000			
BLD084 FS Refurbishment Croxteth		(150,000)	150,000			
BLD090 FS Refurbishment Wallasey		(25,000)	25,000			
BLD091 TDA Refurbishment		(89,000)	89,000			
BLD082 Saughall Massie FS New Build		(2,750,000)	2,750,000			
BLD083 St Helens FS New Build		(4,000,000)	4,000,000			
BLD050 LLAR Accommodation Belle Vale		(25,000)	25,000			
BLD013 Non Slip Coating to Appliance Room Floors		(25,000)	25,000			
BLD020 Electrical Testing		(25,000)	25,000			
BLD044 Asbestos Surveys		(25,000)	25,000			
BLD060 DDA Compliance		(100,000)	100,000			
BLD092 Service Headquarters Offices		(200,000)	200,000			
Qtr 2 Amendments:						
BLD080 Prescot FS New Build increased costs		281,900				
CUMMULATIVE MOVEMENTS	20,611,500	(7,707,100)	7,989,000			

Fire Safety - Approved Budget 2016/17 to 2020/21

Type of Capital Expenditure		Total Cost £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2019/20 £
FIR002	Smoke Alarms (100,000 HFRA target)	1,300,000	300,000	250,000	250,000	250,000	250,000
FIR005	Installation costs (HFRA)	1,950,000	450,000	375,000	375,000	375,000	375,000
FIR006	Deaf Alarms (HFRA)	125,000	25,000	25,000	25,000	25,000	25,000
FIR009	Fire Risk Management in Residential Blocks (CFO/135/13)	200,000	200,000				
		3,575,000	975,000	650,000	650,000	650,000	650,000
Original Budget		3,575,000	975,000	650,000	650,000	650,000	650,000
Current Programme		3,575,000	975,000	650,000	650,000	650,000	650,000
Changes							

ICT - Approved Budget 2016/17 to 2020/21

Type of Capital Expenditure	Total Cost £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
IT002 ICT Software						
Software Licences	10,000	2,000	2,000	2,000	2,000	2,000
New Visualistaion Infrastructure	75,000			75,000		
3 Year Licences Antivirus & Filtering	169,000		169,000			
Microsoft EA Agreement (Servers & Security)	248,000	68,000	60,000	60,000	60,000	
Microsoft EA Agreement (Office Desktop)	460,000	80,000	80,000	80,000	80,000	140,000
	962,000	150,000	311,000	217,000	142,000	142,000
IT003 ICT Hardware						
PC, monitor and laptop replacement (target 20%)	423,600	123,600	80,000	80,000	70,000	70,000
PC, monitor and laptop growth	25,000	5,000	5,000	5,000	5,000	5,000
Peripherals replacement (target 20%)	15,000	3,000	3,000	3,000	3,000	3,000
Mobile device replacement (target 20%)	15,000	3,000	3,000	3,000	3,000	3,000
Tablets (Ipad)	90,000			30,000	30,000	30,000
LFS Laptops	40,000	40,000				
IP TV Asset Refresh	50,000				50,000	
Audio Visual Conference Facility	120,000					120,000
	778,600	174,600	91,000	121,000	161,000	231,000
IT005 ICT Servers						
Server/storage replacement (target 20%)	330,000	70,000	65,000	65,000	65,000	65,000
Server/storage growth	95,000	15,000	15,000	15,000	25,000	25,000
New SAN Solution	100,000	100,000				
	525,000	185,000	80,000	80,000	90,000	90,000
IT018 ICT Network						
Local Area Network replacement (discrete)	20,000	4,000	4,000	4,000	4,000	4,000
Network Switches/Routers replacement	305,500	95,500	100,000	110,000		
Network Switches/Router growth	25,000	5,000	5,000	5,000	5,000	5,000
Network Switches/Router - Additional for JCC/TDA Resilience	10,000				10,000	
Vesty Road Network Link Refresh	40,000				40,000	
IP Telephony	100,000	100,000				
Wireless Network	40,000	40,000				
	540,500	244,500	109,000	119,000	59,000	9,000
IT026 ICT Operational Equipment						
Pagers/Alerters	35,000	7,000	7,000	7,000	7,000	7,000
Station End Kit	25,000	5,000	5,000	5,000	5,000	5,000
Incident Ground Management System	50,000	50,000				
MDT Replacement (Not incl. in ESMCP)	120,000					120,000
	230,000	62,000	12,000	12,000	12,000	132,000
IT058 New Emergency Services Network (ESN)						
ESN Radios / Infrastructure - Estimate	250,000		250,000			
	250,000		250,000			
SHQ/JCC Major Refurbishment						
IT051 JCC Airwave Solution	22,000	22,000				
IT052 JCC Specialist IT						
IT053 JCC Backup MACC/Secondary Control Resilience	39,500	39,500				
	61,500	61,500				
Other IT Schemes						
IT027 ICT Security - Remote Access Security FOBS	12,000	4,000	2,000	2,000	2,000	2,000
IT028 System Development (Portal)	150,500	50,500	25,000	25,000	25,000	25,000
IT030 ICT Projects/Upgrades	25,000	5,000	5,000	5,000	5,000	5,000
IT040 Integrated Planning & Performance M.S.	14,000	14,000				
IT050 Community Protection IMS System	30,000	30,000				
IT055 C.3.I. C & C Communication & Information System	77,500	17,500	15,000	15,000	15,000	15,000
IT056 P.F.I. Door Access System	18,000	18,000				
IT057 Fleet Management System	8,500	8,500				
FIN001 FMIS/Eproc/Payroll/HR Replacement	76,000	76,000				
	411,500	223,500	47,000	47,000	47,000	47,000
	3,759,100	1,101,100	900,000	596,000	511,000	651,000
Original Budget	3,436,000	778,000	900,000	596,000	511,000	651,000
Current Programme	3,759,100	1,101,100	900,000	596,000	511,000	651,000
Changes	323,100	323,100				
Q1 Movements/Adjustments	323,100	323,100				

Operational Equipment - Approved Budget 2016/17 to 2020/21

Type of Capital Expenditure	Total Cost £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
<u>OPS003 Hydraulic Rescue Equipment</u>						
Hydraulic Rescue Equipment - Replacement Programme	250,500	10,500	75,000		80,000	85,000
	250,500	10,500	75,000		80,000	85,000
<u>OPS005 Resuscitation Equipment</u>						
Resuscitation Rescue Equipment	45,500	15,500			30,000	
Defibrillator Batteries	12,000			12,000		
Appliance Resuscitation Equipment & Cylinders	30,000				30,000	
	87,500	15,500		12,000	60,000	
<u>OPS024 BA Equipment/Communications</u>						
BA Cylinder Replacement	36,500	36,500				
BA Sets (back pack/face mask/tubes/equip) Replacement	11,000	11,000				
Replacement of hand held communication radios	110,000	110,000				
BA Telemetry Breathing Units	45,000		45,000			
Replacement of hand held communication radios	15,000		15,000			
BA Test Rig	12,000			12,000		
Oxygen Booster Pumps	12,000			12,000		
ESAS, Badoliers & Air Line Reducers	45,000			45,000		
	286,500	157,500	60,000	69,000		
<u>OPS049 Bulk Foam Equipment</u>						
Bulk Foam Attack Equipment	73,000	48,000	25,000			
Bulk Foam Stock	70,000			70,000		
	143,000	48,000	25,000	70,000		
<u>Other</u>						
OPS001 Gas Tight Suits Other PPE	182,000	32,000	150,000			
OPS009 POD Equipment (Demountable Unit Refurb 2013/14 IRMP)	112,500	112,500				
OPS011 Thermal imaging cameras	176,500	11,500			165,000	
OPS022 Improvements to Fleet	143,000	23,000	30,000	30,000	30,000	30,000
OPS023 Water Rescue Equipment	196,000	96,000	50,000	50,000		
OPS026 Rope Replacement	65,000	30,000			35,000	
OPS027 Light Portable Pumps	20,000	20,000				
OPS031 CCTV Equipment	21,000	21,000				
OPS034 Operational Ladders	74,000	16,000	13,000	16,000	13,000	16,000
OPS036 Radiation Detection Equipment	45,000	45,000				
OPS038 Water Delivery System	52,000	52,000				
OPS039 Water Delivery Hoses	47,500	17,500		10,000	10,000	10,000
OPS052 DEFRA FRNE	16,000	16,000				
OPS053 Methods of Entry						
OPS054 Electrical Equipment	35,000			30,000	5,000	
OPS055 NRAT Asset Refresh	600,000	600,000				
	1,785,500	1,092,500	243,000	136,000	258,000	56,000
<u>Hydrants</u>						
HYD001 Hydrants (New Installations)	92,500	18,500	18,500	18,500	18,500	18,500
HYD002 Hydrants (Replacements)	92,500	18,500	18,500	18,500	18,500	18,500
	185,000	37,000	37,000	37,000	37,000	37,000
	2,738,000	1,361,000	440,000	324,000	435,000	178,000
Original Budget	1,910,000	533,000	440,000	324,000	435,000	178,000
Current Programme	2,738,000	1,361,000	440,000	324,000	435,000	178,000
Changes	828,000	828,000				
<u>Q1 Movements/Adjustments</u>	828,000	828,000				

Vehicles - Approved Budget 2016/17 to 2020/21

Type of Capital Expenditure	Price Per Unit	Total		2016/17		2017/18		2018/19		2019/20		2020/21	
		Units	Cost £	Units	£	Units	£	Units	£	Units	£	Units	£
<u>VEH002 Ancillary Vehicles</u>													
<u>Cars</u>													
Car 1 (5 door Fiesta/Corsa/Hyundai)	9,500	21	199,500	21	199,500								
Car 2 (5 door Fiesta/Corsa/Hyundai)	12,000	3	36,000							3	36,000		
Officer Response Car 1	22,000	2	44,000	2	44,000								
Officer Response Car 2	26,000	2	52,000			2	52,000						
Officer Response Car 3	20,000	2	40,000					2	40,000				
7 Seater Galaxy	23,000	2	46,000					2	46,000				
Car - Automatc	25,000	1	25,000			1	25,000						
<u>4x4s</u>													
4x4 (Isuzu/Hilux)	27,000	4	108,000			2	54,000			2	54,000		
4x4 SMA/IIT	23,000	2	46,000			2	46,000						
4x4 SMA/IIT	26,250	9	236,250									9	236,250
4x4 (Climbing Wall Vehicle)	22,000	1	22,000					1	22,000				
<u>Vans</u>													
Small Vans (Fiesta/Corsa)	9,810	5	49,050	5	49,050								
Panel Van Renault Master 2	22,250	9	200,250	9	200,250								
Panel Van 2 Jumbo Van	25,000	2	50,000			2	50,000						
Ford Connect Van	10,500	6	63,000	4	42,000	2	21,000						
Dog Van Mercedes Vito	49,750	1	49,750									1	49,750
<u>Other</u>													
PCVs (Ford Transit 17 Seater)	23,200	3	69,600	3	69,600								
PCVs (Ford Transit 17 Seater)	24,000	3	72,000							3	72,000		
			1,408,400		604,400		248,000		108,000		162,000		286,000
<u>VEH004 Special Vehicles</u>													
Aerial Appliance 1 (CPL)	650,000	1	650,000	1	650,000								
Prime Movers 1	98,000	1	98,000	1	98,000								
Prime Movers 2 (Part Built)		2	131,000	2	131,000								
Prime Movers 3	144,550	2	289,100	2	289,100								
IMU	650,000	1	650,000	1	650,000								
CPL - Aerial Appliance	650,000	1	650,000	1	650,000								
Mercedes IMU	105,000	1	105,000									1	105,000
MF1 Boat	300,000	1	300,000									1	300,000
Relief Boat	150,000	1	150,000									1	150,000
MF1 Boat Refurbishment			65,000		65,000								
Water Rescue Unit	45,000	1	45,000	1	45,000								
			3,133,100		2,578,100								555,000

<u>Other Vehicles</u>													
VEH001 Fire Appliances		17	4,281,500	3	731,500	4	980,000	3	750,000	4	1,040,000	3	780,000
VEH005 Vehicles Water Strategy			16,400		16,400								
			4,297,900		747,900		980,000		750,000		1,040,000		780,000
<u>WOR001 Workshop Equipment</u>													
Equipment			20,000		20,000								
Replace steam clean lift			43,000		43,000								
Equipment Cable free vehicle Lift.	19,000	1	19,000							1	19,000		
Two Post Light Vehicle Lift.	6,000	1	6,000							1	6,000		
			88,000		63,000						25,000		

			8,927,400		3,993,400		1,228,000		858,000		1,227,000		1,621,000
Original Budget			8,623,400		3,689,400		1,228,000		858,000		1,227,000		1,621,000
Current Programme			8,927,400		3,993,400		1,228,000		858,000		1,227,000		1,621,000
Changes			304,000		304,000								
<u>Q1 Movements/Adjustments</u>			304,000		304,000								

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	15 DECEMBER 2016	REPORT NO:	CFO/084/16
PRESENTING OFFICER	DEPUTY CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	JACKIE SUTTON
OFFICERS CONSULTED:	STRATEGIC MANAGEMENT GROUP		
TITLE OF REPORT:	STATEMENT OF ASSURANCE 2015-16		

APPENDICES:	APPENDIX A: STATEMENT OF ASSURANCE 2015-16
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Purpose of Report

1. To request that Members consider and approve the Authority's Statement of Assurance 2015-16 for publication on the Authority website.

Recommendation

2. That Members consider the information contained within this report and approve the Authority's draft Statement of Assurance 2015-16.

Introduction and Background

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

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

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

5. Where fire and rescue authorities have already set out relevant information that is clear, accessible and user-friendly within existing documents, they may wish to include extract, or links to these documents within their statement of assurance.
6. With this in mind, the Authority's Statement of Assurance (which reflects back on the 2015/16 performance year) has been prepared in a way that does not substantially duplicate existing plans, reports and other documents, but instead includes links to existing documents held on the MFRA website, or in some cases to documents held by other organisations or within Governmental Departments.

Equality and Diversity Implications

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

Staff Implications

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

Legal Implications

9. The publication of a Statement of Assurance is a requirement of the Fire and Rescue Service National Framework, which is itself a requirement of the Fire and Rescue Services Act 2004 section 21.

Financial Implications & Value for Money

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

Risk Management, Health & Safety, and Environmental Implications

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

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

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

BACKGROUND PAPERS

CFO/095/15 Statement of Assurance 2014-15

GLOSSARY OF TERMS

MFRA Merseyside Fire and Rescue Authority

MFRS Merseyside Fire and Rescue Service

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Draft - Statement of Assurance

2015/16



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

www.merseyfire.gov.uk

Merseyside Fire & Rescue Authority

ANNUAL STATEMENT OF ASSURANCE 2015/16

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MERSEYSIDE FIRE & RESCUE AUTHORITY

ANNUAL STATEMENT OF ASSURANCE 2015/16

1. Foreword

Fire and Rescue Authorities are accountable for their performance and as such, information regarding effectiveness and value for money should be accessible, transparent and accurately reported to the communities they serve. Along with legislation which governs how FRA's provide their services, the [Fire and Rescue National Framework for England 2012](#) requires Merseyside Fire and Rescue Authority (MFRA) to produce this Annual Statement of Assurance. The Statement of Assurance focuses on Authority governance, performance and activity that took place between 1st April 2015 and 31st March 2016.

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

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

Merseyside FRA has faced budget cuts on an unprecedented scale over a number of years. These cuts have had a significant impact on organisational capacity and have resulted in a reduction in the number of immediately available fire engines from 42 to 24 (2 additional appliances are available through recall arrangements). This has had an impact on the speed and weight of attack when responding to incidents and in the ability of the Service to maintain the levels of community safety intervention delivered over the last decade. During 2015/16, the Authority continued to work towards the merger* of fire stations in Knowsley, St Helens and Wirral. When complete, these mergers will contribute to delivering the cuts made in previous years. Further cuts between 2016/17 and 2019/20 will require further savings of £11m. Between £2m and £4m of this total will have to come from emergency response (fire appliances and firefighters). It is increasingly likely that cuts will continue beyond 2020. Whilst you should be reassured that the Service will continue to deliver a fast response to an emergency and will carry out prevention activities aimed at those people most at risk, it is an unfortunate reality that the speed of response to emergency calls (especially the speed of the second and third responding fire engine) will not be at the levels delivered prior to the cuts.

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

*Merger = closure of two fire stations, replacing them with one new fire station in an optimal location.

2. Introduction

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

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

Mid 2015 estimated figures showed that Merseyside has a population total of 1,398,030. This is a 1.2% increase on 2011 census figures. The population is split 48.2% male and 51.8% female. Merseyside has a lower proportion of children (16.7%) and higher proportions of working age residents (64.8%) and a higher proportion of older people (18.5%) than North West averages. Our [Profile of Merseyside Demography, Equality and Diversity](#) report outlines the communities we serve.

In the current economic climate, where resources are increasingly under pressure, it is challenging to constantly deliver high quality services across all areas of the organisation. This, however, highlights the importance of keeping equality and diversity at the forefront of our minds, ensuring we understand how our decisions affect our business, communities and the people who work for MFRA.

We have worked hard over the last few years to anticipate the impact of the cuts and reduce the effect they will have on our communities. By using natural retirement rates and reserves it has not been necessary to make any staff compulsorily redundant. However the Comprehensive Spending Review for 2016/17 was announced in late 2015 and this requires the Authority to deliver further savings of £11m between 2016/2020. Redundancy may not be avoidable in the future.

We believe that fire does discriminate against the old and infirm and those in socio-economically disadvantaged areas. We have developed policies and procedures to ensure we identify and target our efforts towards the most vulnerable and at risk within our communities.

We will continue to fit smoke alarms FREE of charge to those over 65 and those referred by other agencies who understand fire risk, or by our staff as part of specific campaigns following fatal fires or otherwise e.g. Private landlord accreditation scheme.

Other Merseyside residents can access free fire safety advice on request. This can include the installation of smoke alarms if necessary and the person requesting the service is asked to cover the unit cost of the alarm (this service is provided by volunteers on a non-profit basis).

Merseyside Fire & Rescue Authority actively supports the reduction of Hate Crime across Merseyside and has introduced Safe Havens at all fire stations. We use target hardening techniques to prevent incidents and/or reduce the effects on victims.

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

MFRA published the [Service Delivery Plan 2016/17](#) in April 2015 and the [IRMP Supplement 2015/17](#) in April 2015 to respond to the changing risks and needs within our communities. This is a 2 year supplement to the existing [IRMP 2013/16](#) published to take account of the Government grant being released for 2 years (2015/17). The Service Delivery Plan establishes the standards of performance expected and reported on the 2015/16 outcomes. The Integrated Risk Management Plan sets out how we will continue to deliver our services to meet local risks. It describes a noticeably leaner but dynamic fire and rescue service delivered in the most effective and efficient way. Anyone who needs us in an emergency will still receive one of the fastest responses in the country.

Note: the Authority published its draft Integrated Risk Management Plan for 2017-20 on 24th October 2016 for twelve weeks consultation.

3. Governance arrangements

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

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

The Authority

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

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

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

- Association of Metropolitan Fire & Rescue Authorities
- Community Risk Intervention Service
- Local Government Association
- Liverpool City Region Brussels Office
- National Joint Council
- North West Employers' Organisation
- North West Fire and Rescue Forum
- The Toxteth Firefit Hub Charity

Our legal responsibilities

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

- Members code of conduct
- [Authority Constitution 2015-16](#) and allowances
- Meetings, agendas and decisions
- [Complaints Procedure](#)

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

Three high level principles underpin Corporate Governance:-

- Openness and inclusivity
- Accountability
- Integrity

The Fire and Rescue Service National Framework

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

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

The priorities are:

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

4. Overview of Merseyside Fire and Rescue Service

Our Mission, Aims and Values

Our Mission; “Safer, Stronger Communities; Safe, Effective Firefighters”, our aims and our values run as a golden thread through everything we do.

Our Aims

Excellent Operational Preparedness

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

Excellent Operational Response

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

Excellent Prevention and Protection

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

Excellent People

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

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

- Make a positive difference to our community;
- Provide an excellent and affordable service
- Everyone matters
- Respect our environment
- Our people are the best they can be.

Responsibility & accountability of the Chief Fire Officer

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

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

The Chief Fire Officer is accountable to the Authority. Details of the powers delegated to the Chief Fire Officer (and in their absence the Deputy Chief Fire Officer,) who may further delegate to any member of either the Executive Team or the Strategic Management Group as appropriate, can be found on page 42 of the MFRA [Constitution 2015-16](#) .

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

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

Staffing levels, including the number of officers, can be found on the [DCLG 2015](#) (Department for Communities and Local Government) and [CIPFA 2015](#) (Chartered Institute of Public Finance and Accountancy) websites. A log in is required.

Organisational Development

Each member of staff has their individual training, learning and development needs identified by their line manager at their annual performance appraisal and development review. This in turn informs an annual training needs analysis. This is used to identify new equipment, methods of working, health and safety risks, and compliance with legislation or succession planning which have arisen, or may, arise in the coming years.

Leadership Development

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

Leadership courses such as CMI (Chartered Management Institute) Levels 3 and 5, Institute of Occupational Safety and Health) IOSH and National Examination Board of Safety and Health (NEBOSH) are attended by uniformed and non-uniformed staff. Uniformed staff interested in development into the role of supervisory manager can enter the Supervisory Management Gateway and attend Operational Incident Command courses at the Fire Service College. MFRA require staff seeking progression to undertake the Institute of Fire Engineers (IFE) examinations to demonstrate the underpinning knowledge required for the role. Operational managers are offered courses aimed at developing their knowledge, skills and values to enable them to effectively take over command on the incident ground.

Staff consultation - Representative Bodies

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

Staff Survey

Merseyside Fire and Rescue Authority conducted a staff survey, facilitated by an independent organisation (People Insight), between 16th June and 28th July 2014. 68% of staff took part.

Participation in the survey was more than twice that of the last employee survey despite being conducted at a difficult time for the organisation against a background of industrial action around the national

firefighter pension dispute, four years of Government cuts and the resulting reductions in the number of staff employed in recent years.

As a result of the report MFRA has developed a set of engagement principles which are being embedded across the service.

Note: A further staff survey was carried out in June 2016 with results being published in October 2016.

A summary report on the Staff Survey results provided by People Insight was considered by Merseyside Fire and Rescue Authority. This report, and the report for the 2016 Survey when available, summarise all of the results produced by People Insight and can be found on the MFRA website [Staff Survey Results 2014 and 2016](#)

Equality and Diversity

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

We have published an [Annual Equality and Diversity Report 2015/16](#) which sets out how we have met our legal obligations and improved outcomes for our communities.

5. The risks we face in Merseyside

The [Fire and Rescue Services Act 2004](#) requires every fire and rescue authority to produce an Integrated Risk Management Plan ([IRMP Supplement 2015/17](#)) to develop services to respond to those risks and help prevent incidents occurring. [The Civil Contingencies Act 2004](#) also places a legal duty on local emergency responders to carry out assessments on the risks to their area and publish them. The [Merseyside Community Risk Register](#) identifies the areas of potential risk to the population and infrastructure of Merseyside and the nature of that risk. The likelihood of an event occurring has been assessed using historical evidence and projected occurrence data relating to the risk occurring over a five year period at the magnitude reflected within the outcome description. The potential impact of such an emergency has been assessed with regard to health, social, economic and environmental effects in accordance with national guidance.

Social Risk

We know that deprivation and environment can increase risk from fire and other emergencies. In Merseyside there are some areas of affluence, for example in West Wirral and North Sefton, but large areas of Merseyside fall within the highest ratings of social deprivation. The Indices of Multiple Deprivation 2015 indicate that 32 per cent of the super output areas (SOA's) in Merseyside are ranked in the top 10 per cent of the most deprived SOA's in England with high levels of social exclusion and crime. In addition, all

the local authorities in Merseyside are within the top 20 per cent of the most income deprived in England. We consider this when we plan our services and target those services at people we identify as most at risk. We are particularly targeting the increasing number of older people who are now remaining in their own homes.

Environmental & Economic Risks

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

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

6. Risks beyond our borders

National & Local Resilience

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

MFRA is the lead authority for National Resilience on behalf of Home Office and provides a substantial commitment by hosting an Urban Search and Rescue (USAR) team, a USAR canine team, USAR [Tactical Advisors \(Tac Ads\)](#), a High Volume Pump (HVP), a Detection, Identification and Monitoring (DIM) team, Incident Response Unit (IRU) and Mass Decontamination Disrobe unit (MDD). We also have 2 type B flood rescue teams and one [Flood Tactical Advisor](#) declared on the [DEFRA](#) national flood rescue asset register. All of these assets are available at all times for national deployment.

In 2012 MFRA extended its USAR role, becoming a member of the UK International Search and Rescue Team (UKISAR), the internationally deployable International Search and Rescue Advisory Group (INSARAG) heavy classified USAR team. This team is available for deployment to incidents anywhere in the world on behalf of the UK Government. [The Merseyside FRS contingent formed part of the team that were successfully reclassified via INSARAG in 2016.](#)

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

Management of Risk

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

- [Service Delivery Plan 2016/17](#) for 2015/16 outcomes
- IRMP 2013/16 and IRMP Supplement 2015/17
- [Budget Summary 2015-16](#)
- Corporate Risk Register 2015/16

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

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

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

Functional Business Continuity Plans have been prepared and are tested regularly.

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

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

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

The [Service Delivery Plan 2016/17](#) highlights MFRA's commitment to delivering an excellent service to the communities of Merseyside. This document brings together actions from the [IRMP 2013/16](#), [IRMP Supplement 2015/17](#), Station Community Safety Delivery Plans, Functional Plans, [Equality and Diversity](#) planning and details of outcomes from 2015/16. All these plans are available to view through the MFRA Portal.

Excellent Operational Response

The Authority's priorities clearly stated in the [Service Delivery Plan 2016/17](#) are:

- To maintain an effective emergency response to meet risk across Merseyside with safety and effectiveness at its core

- The [Operational Response](#) function ensures that the Authority, on behalf of the public, is assured with regard to the readiness of its operational workforce, appliances, stations and equipment to respond appropriately and in a timely manner to emergencies, and that when we do respond our firefighters, procedures and equipment are safe and effective.
- The Operational Response function is led by an Area Manager Third Officer who is responsible for the operational element of the MFRA workforce. This equates to approximately 950 people across the 25 Fire Stations, our Fire Control and Officer Group.

Community Risk Management

Community Risk Management incorporates the [Prevention and Protection](#) functions. The Community Risk Management function is led by an Area Manager. The team includes operational and non-operational fire safety officers, community safety advocate teams and administration support staff. Priorities for Community Safety Function are:

Excellent Prevention

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

Excellent Protection

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

8. [Our Performance](#)

The MFRA [Service Delivery Plan 2016/17](#) reports on performance for 2015/16 and establishes the Key (KPI) and Local Performance Indicators (LPI's) and service delivery standards for 2016/17. Performance against the KPI's is reported to Authority in the [Service Delivery Plan reports](#) and to Strategic Management Group and the Performance Management Group (PMG) on a monthly basis.

Budget cuts have meant that we have had to become smarter about how we target our prevention and protection work. This is reflected in our planning and performance, with Home Fire Safety Checks being delivered to specifically targeted people identified as being in need of our intervention. Likewise, our Unwanted Fire Signal Strategy has contributed towards the number of incidents of this type that we attend reducing by 50% since 2011/12.

All fire stations produced and reported on a Community Safety Delivery Plan, in consultation with partners and stakeholders, to agree local targets for priorities within in each station area. These plans are available to view in community fire stations and on each community fire station page on our portal.

Performance is managed and reported on at all levels and in all functions, with staff working hard to reduce the number of emergency incidents that occur in Merseyside. The table illustrates the number of incidents attended by type, for an average day between 2006/07 and 2015/16. The table identifies that during 2015/16 40 incidents were attended on a daily basis against 87 during 2006/07. This reduction provides evidence that working with local partners and MFRA's own initiatives and campaigns has had a beneficial impact on the people and communities of Merseyside.

Average Count of Incidents attended per day

Incident Type	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Accidental Fires in the Home	3.8	3.6	3.6	3.6	3.3	3.3	3.1	3.2	2.9	3.0
Other Building and Property Fires	5.8	4.8	4.2	3.9	3.3	3.2	2.5	2.3	2.1	2.8
Vehicle Fires	5.4	4.2	3.7	3.3	2.6	2.2	2.0	1.8	1.9	1.4
All Antisocial Behaviour Fires	36.8	29.6	22.9	21.9	20.7	18.6	11.8	15.8	12.0	12.5
False Automatic Fire Alarms	14.7	15.0	16.6	16.3	16.2	15.3	12.5	7.5	7.7	7.9
Other False Alarms	9.9	8.7	7.4	6.8	5.7	5.0	4.7	4.5	4.4	4.8
Road Traffic Collisions	2.5	2.1	2.0	1.8	1.5	1.4	1.3	1.4	1.6	1.5
Other Special Services	7.8	6.6	6.0	5.5	5.9	5.3	5.3	5.6	5.6	6.0
Grand Total	86.7	74.5	66.3	63.1	59.2	54.2	43.0	42.0	38.2	39.9

What others have said about our performance?

‘Merseyside have been key contributors to the content of National Operational Guidance and are well advanced in integration of the content into their policies, operational tactics and standard operational procedures. We’re looking forward to a continuing strong relationship and welcome you continuing to share your work with us and with others.’

Nick Collins – Head of Programme – National Operational Guidance

From the Institute of Fire Engineers (IFE) regarding our application to become an awarding centre for an IFE qualification:

Merseyside Fire and Rescue Service have been successful in becoming an accredited centre for the IFE Level 3 Certificate for Operational Supervisory Managers in Fire and Rescue Services. In doing so you have become only the 2nd Service in the UK with this status.

Your application portfolio demonstrated a commitment to ensuring suitably competent personnel were assigned with the responsibility of undertaking operational command assessments and provided clear evidence of having resilience within a cohort of 15 officers. Your assessor team not only has the appropriate qualifications and technical knowledge, but a more than suitable level of experience that we would seek in personnel tasked with assessing others.

We are pleased to inform you that you have become the first Fire and Rescue Service to formally register candidates for this award and we look forward to a long standing successful relationship in years to come.

From Charlotte Bailey, Executive Director at Sefton Council regarding Prevention Team work:

Merseyside fire service have played a critical and invaluable role to the shaping and implementation of the welfare reform anti-poverty agenda for Sefton. They have been an active partner stimulating activity as well as influencing direction. Welfare reform and anti-poverty is about supporting our most vulnerable people across Sefton, who may at times find themselves in need of help and support. What we do together across Sefton to reduce poverty and mitigate the impacts of welfare reform make a difference to people’s lives and the fire service have really played a key role in this over the last 12 months. The fire service have also helped us move the agenda into early action; so it’s no longer just about responding to crisis but about early intervention, pre-empting problems even before they even start.

Gail Porter - Programme Director, Office of the Chief Executive, Liverpool City Council

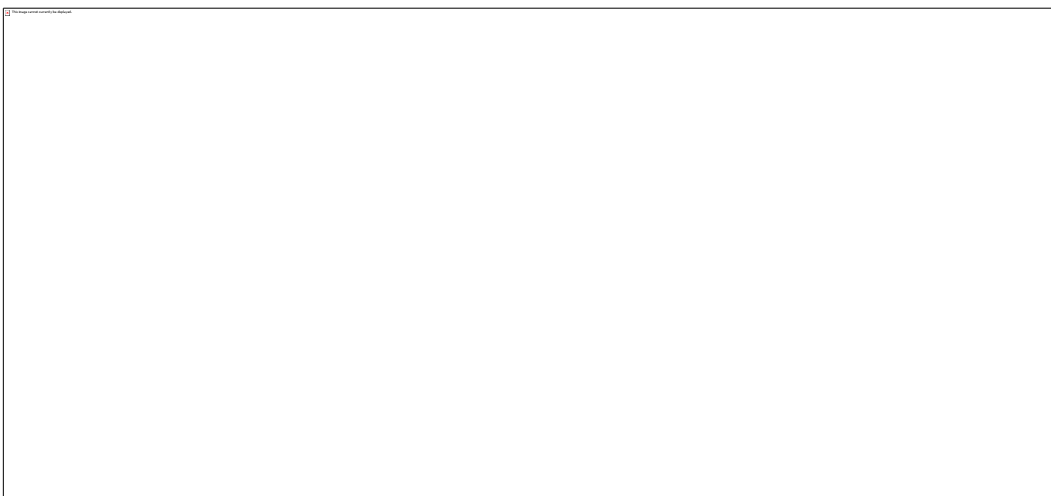
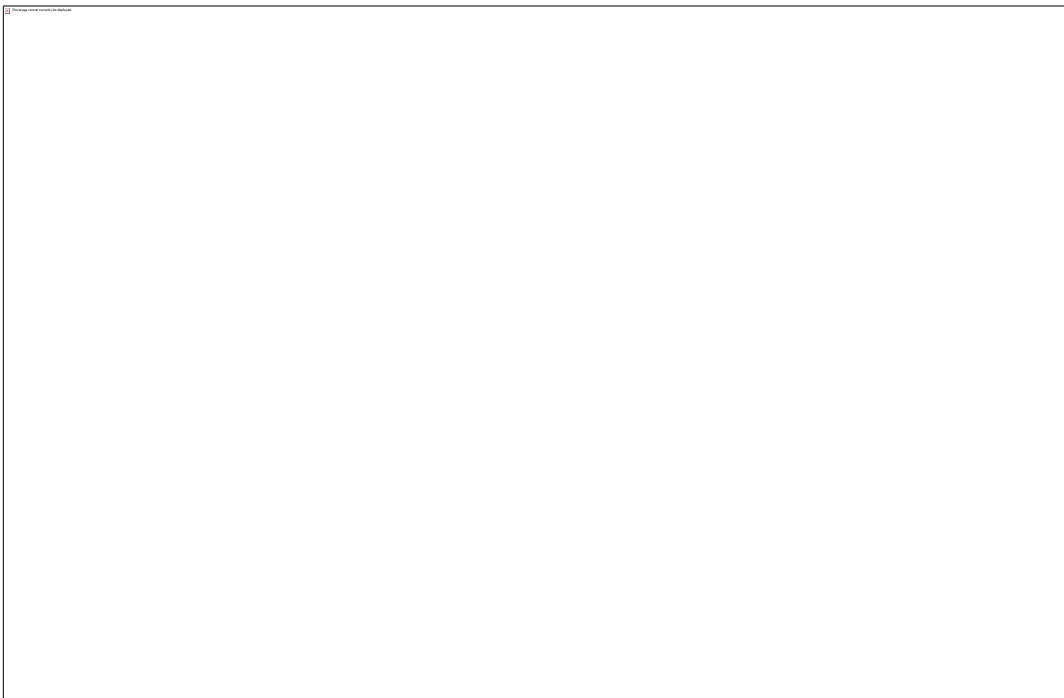
Merseyside Fire and Rescue Service (MFRS) are longstanding members of Liverpool’s Families Strategic Group, the governance arrangement which oversees the delivery of the city’s response to the national Troubled Families Programme.

Through representation on the group, MFRS have helped to deliver against the strategic priorities for the Families Programme. In particular they have contributed to:

- Prevention and early intervention, using an intelligence-led approach to target our resources and opportunities effectively;
- Better coordination of public sector service planning and investment to improve outcomes and value for money.

Their participation in, and contribution to, partnership working across the city and the wider Merseyside area is recognised and appreciated.

The following is from Mr David Rutley MP (Macclesfield) regarding our response to the Bosley Wood Flour Mill incident in Cheshire:



'MFRS leadership had the foresight and opportunity to get involved early in the NOGP. This has clearly helped the policy team not only to understand but to embrace, adopt and adapt the framework methodology to audit and review their own local doctrine.

By applying the hazard and control measure methodology they have developed a refined SOP framework which focuses on information firefighters need in the operational environment.

Change is never easy but should be constant if we are truly passionate about operational improvement and applying robust H&S management protocols but lasting change will only be delivered with the vision and leadership demonstrated by John, Brian and the MFRS policy team.'

Lee Drawbridge – Programme Senior Supplier – National Operational Guidance

9. Financial Performance

In accordance with the statutory requirement under the Accounts and Audit (England) Regulations 2015 MFRA published a [Statement of Accounts 2015-16](#) and [Annual Governance Statement 2015-16](#) to illustrate that business is being conducted transparently and in accordance with the law and 'that public money is being properly accounted for and used economically, efficiently and effectively'. *Section 3 of the Local Government Act 1999.*

Internal Audit

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

The Annual Review of Internal Audit Report concluded that:

Internal Audit works to a risk based audit plan. The plan is designed to give reasonable assurance that controls are in place and working effectively. From the Internal Audit work undertaken in compliance with the PSIAS in 2015/16, it is our opinion that we can provide **Substantial Assurance** that the system of internal control in place at Merseyside Fire & Rescue Service for the year ended 31st March 2016 accords with proper practice.

External Audit

External audit services are carried out by the Grant Thornton.

Grant Thornton's 2015/16 Audit Findings Report and Audit Report provided an unqualified opinion on the Authority's financial statements and value for money conclusion. These documents reflect the Auditor's findings and conclusions from auditing the Statement of Accounts.

The [Statement of Accounts 2015-16](#), [Annual Governance Statement 2015-16](#) and [External Audit Findings Report 2015-16](#) are available on the MFRA website. The documents confirm the Authority's overall performance continues to be strong.

Our budget for 2016/17

This Fire and Rescue Authority has suffered the largest cut in Government grant of any fire and rescue service in the country – over 35% between 2010/11 and 2015/16. The Government has imposed further significant grant cuts between 2016/17 and 2019/20, which in real terms means that the Authority faces a further 50% reduction in grant funding. This presents the Authority with significant challenges as it seeks to minimise the impact on the levels of service provided to the public. A summary of the budget challenges and plans for 2016/17 is available in both the [Service Delivery Plan 2016/17](#), [IRMP Supplement 2015/17](#) and [Draft IRMP 2017-20](#) which is in a 12 week consultation period until January 2017.

Financial Management

The Authority produces a five year financial plan that takes into account Revenue, Capital, Reserves and Prudential Borrowing forecasts. In February 2016 a budget was agreed for 2016/17 and it was agreed to accept a four year local government settlement and the financial plan was agreed. A summary is available on the MFRA website [Budget and Financial Plan 2015/16-2019/20](#)

Our long term financial challenges and commitments

The Authority is seriously concerned about Government's future requirements to balance the books and the possible impacts on MFRA funding. The Authority have prepared a comprehensive plan to deliver these savings including merging fire stations, changes to work patterns/shifts to match resources to demand and further savings from support staff and non-employee expenditure.

10. Our Future Plans

Our future plans are detailed in the [IRMP Supplement 2015/17](#), [draft IRMP 2017-20](#) (due for publication in February 2017) and [Service Delivery Plan 2016/17](#). We will be focused on continuing to deliver an excellent service to the residents and businesses of Merseyside with fewer resources, making more efficient use of resources we have. The annual planning process for the Service Delivery Plan and Community Safety Plans begins in November, approved by Authority and published on 1st April.

The Authority have prepared a plan for savings of £11m for the years 2016-2020 as a result of the latest budget cuts. The Authority has planned prudently to minimise the impact on frontline services and has assumed significant efficiency savings of £6m by reducing management and support service costs. The Authority has benefitted from a known £1m increase in the council tax base and the financial plan assumes this increase is permanent. Despite these efficiencies which have identified £7m savings, an unavoidable saving of up to £4m must still be found from operational response. MFRA are undertaking 12 weeks consultation (until 17th January 2017) on proposed changes contained with our [Draft IRMP 2017-2020](#).

Station mergers have been approved by the Authority in three Districts. All three mergers are at different stages with work about to commence at Prescott (merging Huyton and Whiston fire stations), planning permission is being sought at Saughall Massie on Wirral (Upton and West Kirby) and agreement on a site in St Helens (St Helens and Eccleston) is progressing.

Collaboration

The Policing and Crime Bill will introduce a duty on all three emergency services, to collaborate on the basis of improved efficiency and/or effectiveness in taking forward the Government's commitment to enable fire and police services to work more closely together and develop the role of PCC's.

In Merseyside we are already working closely with our blue light partners. Merseyside Police share our Joint Control Centre at Service Headquarters and have plans to share a number of fire stations including Formby, Heswall and the new station at Prescott. We are also exploring ways of sharing transactional corporate services with the Police.

North West Ambulance Service (NWAS) share a number of our fire stations (Formby, Southport, Bootle and Netherton, Birkenhead and Newton le Willows) and we have piloted a response to Emergency Medical (Cardiac Arrest) incidents alongside the Ambulance Service. NWAS Hazardous Response Team (HART) are based at Croxteth Fire Station with the Merseyside Fire and Rescue Service Urban Search and Rescue (USAR) Team.

Community Engagement & Communication

MFRA undertakes extensive consultation on all aspects of planning including the IRMP and changes to how we provide our services. All relevant [IRMP Supplement 2015/17](#) documentation is available in the Authority section - Authority Budget Committee on 26th February 2015.

We consult with our communities at independently facilitated public consultation events in the five districts council areas. Principal Officers and management teams deliver briefings and consultation exercises with staff, representative bodies, Councillors, partners, stakeholders and Local Authority leaders.

[Consultation](#) with stakeholders within the community is embedded within all aspects of planning in MF&RA with all relevant documentation available on the MFRA website and in the [IRMP 2013/16](#) and [IRMP Supplement 2015/17](#). During 2014/15 we undertook extensive consultations regarding the merger and closure of fire stations. During this process we host a wide variety of consultation and engagement forums including:

- Public consultation facilitated by an independent partner organisation – [ORS Consultation Report 2015](#)
- Staff consultation
- Local authority and strategic partner consultations
- Staff representative bodies (trade unions)
- Consultation on specific issues such as station closures.

Merseyside Fire and Rescue Authority wishes to continue to be provided with assurance in relation to its fire and rescue service including financial health, governance arrangements and service delivery performance. It will be necessary in 2016/17 to consult further with all interested parties and make difficult decisions around service delivery. However the communities of Merseyside can be assured of the Authority's absolute commitment to continuing to deliver the best service it possibly can.

Access to Information held by Merseyside Fire & Rescue Authority

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

- The Data Protection Act 1998 which allows people to have access to their personal information that is held by the Authority.
- The Freedom of Information Act 2000, which broadens people's access to information that is held by public authorities, for example: reports, minutes of meetings etc.
- The Environmental Information Regulations which gives the public increased access to environmental information held by public authorities, for example: reports, readings, research findings etc.
- The Local Government Transparency Regulations 2014.

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

Privacy Notice

We process information securely and follow the principles of the Data Protection Act 1998. We use secure methods when transferring the data and also apply appropriate retention periods. We also ensure that the data is disposed of securely when it is no longer required. The [Privacy Policy](#) can be found on the MFRA website.

Authorisation

This Statement of Assurance is signed on behalf of Merseyside Fire and Rescue Authority as approved at the Authority's Policy and Resources committee on Thursday 15th December 2016.

Councillor Dave Hanratty.
Chair of Merseyside Fire and Rescue Authority

Glossary of Terms

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

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	15 DECEMBER 2016	REPORT NO:	CFO/083/16
PRESENTING OFFICER	DEPUTY CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	WENDY KENYON
OFFICERS CONSULTED:			
TITLE OF REPORT:	EQUALITY AND DIVERSITY ACTION PLAN 2013-17 YEAR 4 ACTIONS 6 MONTH UPDATE		

APPENDICES:	APPENDIX A:	EQUALITY AND DIVERSITY ACTION PLAN YEAR 4 AND PROGRESS UPDATE AS AT QUARTER 2
	APPENDIX B:	EQUALITY OBJECTIVES 2016/17, PROGRESS UPDATE AS AT QUARTER 2

Purpose of Report

1. The purpose of the report is to provide Members with :
 - a. An update on the agreed Equality and Diversity actions for Year 4 (2016/17) together with an update on progress against the actions for quarter 1 and 2 and;
 - b. An update on the progress against the Equality Objectives for 2016/17 as at quarter 2.

Recommendation

2. That Members note the content of the Equality and Diversity Progress report and Equality Objectives and provide feedback on the amount of progress made.

Introduction and Background

3. The E&D Action Plan was first introduced in April 2013 to help MFRA progress its long term Equality and Diversity objectives, to ensure compliance with the Equality Act 2010 and the Public Sector Equality Duty (PSED) and to reflect the fact that E&D was embedded and delivered across all functions of the Organisation.

4. Members of staff with a responsibility for delivering E&D actions attended a Year 4 E&D planning workshop meeting in April 2016, facilitated by the Diversity and Consultation Manager (DCM), attendees also included the Deputy Chief Fire Officer and Lead Councillor for E&D, Cllr Barbara Murray. The workshop provided an opportunity for staff to revisit their achievements for year 3, to plan activities for year four and to add to the priorities contained within the plan to support the achievement of the Local Government Association Equalities Excellence Framework.

Progress

5. Year four of the E&D plan has a total of 27 priorities across all the functions of MFRA. This report provides a high level summary of the activity delivered for each of the priority areas for quarter 1 and 2, where progress has been made to date. Members should note that the report does not necessarily reflect the amount of resources and time taken to achieve and deliver the actions and this will need to be considered when scrutinising the progress, some actions can be delivered very quickly and others could take months or even years to be fully implemented.
6. Appendix A includes updates for each action under the heading “Quarter 1 & 2 update” where there has been activity delivered.
7. Some notable achievements for year 4 delivery so far include;
 - a. A total of 3,383 HFSC’s have been conducted by the district prevention teams during the 6 month period (April – September) to over 65’s, 4% of which were delivered to BME householders. A total of 30,656 HFSC carried out by all staff across the organisation, for this period.
 - b. The MFRA E&D Annual Report 2015/16 has been completed and is being distributed to staff and key stakeholders. The report can be found as an electronic version on the Authority website and members will receive their own printed version.
 - c. The diversity of young people on our Princes Trust courses increases with the new intake of 44 students during quarter 2. The group has been recruited from different protected and vulnerable minority groups including:
 - i. Students with Physical Disabilities (Cerebral Palsy, Hemiplegia, partially sighted)
 - ii. Students with Learning Disabilities (including Asperger’s, ADHD, Dyspraxia, Dyslexia and Dyscalculia)
 - iii. Students with Mental Health disorders (personality disorders, depression and psychosis)
 - iv. Asylum seekers and Refugees
 - v. Students from the LGBT community
 - vi. Students from minority Religions (Pagan and Muslim)

- d. The Liverpool Pride event took place in July 2016, with a bigger turn out than previous years. Attendees included Staff, Apprentices, New Recruits, Trade Union Representatives, Authority Members and family and friends. The event also launched the first FireProud Allies Programme. Allies are individuals who do not themselves identify as LGBT but believe that lesbian, gay, bi and trans people should be free to be themselves and reach their full potential. Allies have a critical role to play in creating inclusive environments and they are key to advancing fair treatment for LGBT people in their work, at home and in their communities. To date we have 65 members of staff who have volunteered to be FireProud Allies.
- e. The second Staff Engagement Survey has been completed and the results have been communicated to Staff, Authority Members and Representative Bodies. The Survey showed a significant increase of 19% points in the organisation's overall engagement score.
- f. Positive Action for the recruitment of Business Fire Safety Advisors (BFSA) in the protection department took place during Quarter 2. The outcomes of the recruitment have been considered and further plans are in place to target BME applicants for future positions. The recent recruitment saw four Female BFSA being successfully recruited, helping to increase the gender diversity of the department.
- g. The Wirral District Prevention Team have begun attending the Alzheimer's Society's Weekly Dementia Cafes at four meeting points across Wirral to engage with those affected by dementia and Alzheimer's to offer the support of MFRS prevention function. Fire awareness sessions at Harbour housing for their residents who have long term and enduring mental health issues have also been delivered.
- h. Liverpool prevention team supported a family of asylum seekers (3 generations) living on the 13th floor of a block of flats. Translation of Fire safety advice and lift use advice into Bengali was provided, together with information about local facilities and signposting to other services.
- i. Sefton District prevention team delivered a Home Safety Presentation for a group of disabled young adults from the Can Do Leonard Cheshire disability group. The session was well received and the group arranged a visit to Bootle and Netherton Community Fire Station.
- j. MFRA have recently entered into a new partnership with Knowsley Metropolitan Borough Council as part of the Syrian Refugee Resettlement programme. An advocate from Sefton district prevention team has been seconded on a part time basis to assist with translation for the Syrian refugee families who are coming to live in Knowsley. This work has been well received in the partnership.

- k. The Arson Reduction Advocate from St. Helens district prevention team worked in partnership with Merseyside Police to ensure that a Romany Gypsy funeral was able to take place safely. A site visit and a meeting with the family established what was going to be involved. And MFRS were able to provide safety advice. There was a reassurance with the local community and businesses but also support from those involved.
8. Progress towards our five Equality Objectives is detailed in Appendix C, against each Objective in graphical format together with a short narrative which explains the position in more detail for scrutiny purposes.

Equality and Diversity Implications

9. This report focuses on Equality and Diversity progress, implications of which are critical to MFRA maintaining its legal duty under the Equality Act 2010- Public Sector Equality Duty and working towards the achievement of the CLGA Equality Excellence framework

Staff Implications

10. Staff have been integral to the creation of this report through a number of processes including attending the Diversity Action Group Forum, meeting with the Diversity and Consultation Manager and providing regular written communication updates. Staff attending the DAG also receive regular E & D training and briefings to help them better engage with their communities and staff.

Legal Implications

11. The Equality and Diversity Report demonstrates the work that is being conducted to meet the Equality Act 2010 and Public Sector Equality Duty requirements.

Financial Implications & Value for Money

12. There are no direct financial implications arising from this report.

Risk Management, Health & Safety, and Environmental Implications

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

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

14. Delivering services in a way that meets Equality and Diversity legal duties and best practice is essential for a public sector organisations. This report contributes to demonstrating how we make our diverse communities safer and

stronger and how we support the needs of our staff in relation to their protected characteristics

BACKGROUND PAPERS

GLOSSARY OF TERMS

DAG	Diversity Action Group
SEG	Strategic Equalities Group
E and D	Equality and Diversity
HFSC	Home Fire Safety Check
PSED	Public Sector Equality Duty
SEG	Strategic Equality Group
SMG	Strategic Management Group

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MERSEYSIDE FIRE & RESCUE AUTHORITY



EQUALITY & DIVERSITY PRIORITIES

ACTION PLAN 2013 – 2017

Year 4

Our Mission: To Achieve Safer Stronger Communities – Safe Effective Firefighters							
KEY – Equality Objective – Service Delivery Plan 1 To reduce accidental fires in the home and the deaths and injuries they cause on Merseyside by a further 5% by 2017 2 To cut accidental kitchen fires in Social Housing 3 Reduce deliberate antisocial behaviour fire setting. 4 Reduce the number of people killed or seriously injured in road traffic collision by 37.5% 5. To increase the diversity of our workforce and volunteers in order to reflect the local community we serve and increase applications for roles within the organisation (including volunteering) for those protected groups under-represented currently within our workforce				MFRA - Missions Values and objectives		1. Excellent Operational Preparedness 2. Excellent Operational Response 3. Excellent Prevention and Protection 4. Excellent People	
Ref	E and D activity	How the activity can be delivered	DAG Champion /Specialist Advisor	Sponsor	Equality Framework Standard	Quarter 1 Update	Quarter 2 Update
	COMMUNITY RISK MANGAMENT						
Page 88	Community Fire Prevention: Road Safety, engage with at risk groups and local partners to contribute to the reduction in the number and severity of road traffic collisions across Merseyside	1.4 Monitor the impact of MFRA Road safety Interventions by District by risk group and by Protected Characteristic group (where data exists) -Review against the National Strategy Campaign 2020- to reduce RTC by 37.5 % and celebrate success stories	Sean McGuiness	Gary Oakford	Knowing your communities 1: Collecting, analysing and using information	The team has delivered 41 individual presentations in this quarter. 1567 individuals have been engaged with including 110 senior road users. There have been 18 serious injuries and 1 fatality in this quarter. This compares to 16 serious injuries and 3 fatalities in the same quarter last year.	The team has delivered 31 individual presentations in this quarter. 1500 individuals have been engaged in Q2. Over 200 Senior Road Users at events with our partners in Sefton, Wirral and St Helens. There have been 15 serious injuries and 0 fatalities in this quarter. This compares to 34 serious injuries and 2 fatalities in the same quarter last year.

Our Mission: To Achieve Safer Stronger Communities – Safe Effective Firefighters							
KEY – Equality Objective – Service Delivery Plan 1 To reduce accidental fires in the home and the deaths and injuries they cause on Merseyside by a further 5% by 2017 2 To cut accidental kitchen fires in Social Housing 3 Reduce deliberate antisocial behaviour fire setting. 4 Reduce the number of people killed or seriously injured in road traffic collision by 37.5% 5. To increase the diversity of our workforce and volunteers in order to reflect the local community we serve and increase applications for roles within the organisation (including volunteering) for those protected groups under-represented currently within our workforce				MFRA - Missions Values and objectives 1. Excellent Operational Preparedness 2. Excellent Operational Response 3. Excellent Prevention and Protection 4. Excellent People			
Ref	E and D activity	How the activity can be delivered	DAG Champion /Specialist Advisor	Sponsor	Equality Framework Standard	Quarter 1 Update	Quarter 2 Update
Page 89		1.5 We will continue to deliver road safety education to young people aged 16 – 25 years.				<p>The bulk of our delivery has been to the 15 to 18 year old age group. 3 sessions have been delivered to Liverpool Youth offending team groups and all MFRS Prince’s Trust and cadet teams now receive road safety input from the team.</p> <p>Comparing this quarter to the same quarter in 2015/16 there is a clear shift in the demographic of the injuries. For 2015/16 there were 23 injuries in the under 25 category in Q1. For the same quarter this year there have been 12. This could be an indication that interventions with this age group are being successful.</p>	<p>The majority of our delivery has been to the 15 to 18 year old age group. Sessions have been delivered to Liverpool Youth offending team groups and St Helens Youth offending groups, Liverpool FC Foundation and Everton FC U18’s, all MFRS Princes Trust and Cadet Teams now receive road safety input from the team.</p> <p>Comparing this quarter to the same quarter in 2015/16 there is a clear shift in the demographic of the injuries. For 2015/16 there were 23 injuries in the under 25 category in Q2. For the same quarter this year there have been 22. This could be an indication that interventions with this age group are being successful although the figures seem to have plateaued.</p>
	2 Community Fire Prevention: To Improve the Equality Monitoring data collected from HFSC	<p>2.2 Review the HFSC leaflets and information given out to the public about Equality Monitoring and Equality related information such as Deaf alarms and update in line with best practice.</p> <p>2.5.1 To produce annual Equality Monitoring reports to show where HFSC have been delivered against the Protected Groups</p>	<p>Kevin Johnson</p> <p>Kevin Johnson</p>	<p>Gary Oakford</p> <p>Gary Oakford</p>	<p>Knowing your communities 1: Collecting, analysing and using information</p> <p>Knowing your communities 1: Collecting, analysing and using information 2: Sharing information between partners</p>	<p>The HFSC leaflet is under review with Corporate Communications in respect of layout, content and design. It will also incorporate the four aspect of the Safe and Well visit (Falls Prevention, Bowel Cancer Screening, Smoking Cessation and Alcohol Reduction). E&D will form part of the task and finish group to ensure that the relevant equality and monitoring information is included.</p> <p>Whilst the return of equality monitoring data from Community Risk Management appears to be improving, accuracy of data from operational crews could be improved. This will be resolved when tablets are introduced and the handset will passed to the occupier for their E&D information confidentially then handed back to the MFRS staff member. The introduction of handheld tablets is still in the planning stage. However in the meantime, further training has been rolled out to the Station Managers to discuss the implications of missing Equality Data. A 3 month window has been offered to make some improvements on returns before further</p>	

Our Mission: To Achieve Safer Stronger Communities – Safe Effective Firefighters							
KEY – Equality Objective – Service Delivery Plan 1 To reduce accidental fires in the home and the deaths and injuries they cause on Merseyside by a further 5% by 2017 2 To cut accidental kitchen fires in Social Housing 3 Reduce deliberate antisocial behaviour fire setting. 4 Reduce the number of people killed or seriously injured in road traffic collision by 37.5% 5. To increase the diversity of our workforce and volunteers in order to reflect the local community we serve and increase applications for roles within the organisation (including volunteering) for those protected groups under-represented currently within our workforce				MFRA - Missions Values and objectives		1. Excellent Operational Preparedness 2. Excellent Operational Response 3. Excellent Prevention and Protection 4. Excellent People	
Ref	E and D activity	How the activity can be delivered	DAG Champion /Specialist Advisor	Sponsor	Equality Framework Standard	Quarter 1 Update	Quarter 2 Update
						Quality/Performance Management is considered station by station.	
3	Youth Engagement	3.1 Positive Action – Utilising Positive action campaigns for any future recruitment /vacancies in the Youth team including volunteering and Princes trust/cadets	Karen Metcalf	Gary Oakford	A SKILLED COMMITTED WORKFORCE 16: Workforce Strategy	We have not utilised Positive Action at this time as we have not had vacancies within the Department. Cadet Volunteers recruitment was open to everyone within MFRS – at this time no external volunteers have been recruited. Positive Action is utilised to support all C&YP across Merseyside to have an opportunity to access all MFRS youth programmes - Staff attend campaign events to widen the reach of MFRS recruitment drive.	During this quarter we have not had any vacancies within the Youth Engagement Department, however; we did carry out an open invitation to everyone within MFRS volunteering opportunities to support the Fire Cadets across Merseyside. We are at this time in the process of recruiting external volunteers for Fire Cadets and to that end we will be utilising Positive Action to carry this out
		3.2 To ensure that all equipment is assessable to all young people on youth engagement programmes to enable them to fully participate with all aspects of the course.	Karen Metcalf	Gary Oakford	There is no direct link to the to a particular section within the Equality Framework	We endeavour to ensure all equipment is accessible – examples being:- A young person was unable to wear cadet gloves due to their disability – a supplier was sourced and a bespoke glove has been designed. One young person with complex physical disabilities and it was necessary to have a fire boot specifically designed for them, whilst still providing the comfort and specification required for safety. Alternative ways of producing written work are available e.g. coloured paper to accommodate learning i.e. dyslexia	All Cadets &Young Peoples are able to participate in all aspects of Youth Engagement programmes – any modifications to equipment is and has been made

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Page 91		3.3 Re-fresh the Safeguarding process for young people.	Caroline Crichton – Young person Safeguarding	Gary Oakford	Knowing your communities 2: Sharing information between partners	Ongoing at Strategic level	
		3.4 We will look to include aspects of mental health first aid and mindfulness on Princes Trust Programmes to assist young adults develop additional coping mechanisms in preparation for working life and development as young adults.	Karen Metcalf	Gary Oakford		Staff within YE have received Mental health training and will use this knowledge to sign post C&YP to those organisations who can support them. All team rooms display information, advice & guidance on many subjects including mental health, coping with stress & making the right choices e.g. resisting peer pressure.	Within PT YE we have Mental Health First Aid trained staff and provide literature/posters for Information, Advice & Guidance in all PT team rooms. We have accessed various training from Merseyside Youth Association and CAMHS. Staff will carry out 1:1 staff to student coping sessions looking at a range of strategies to enable them to cope with life’s challenges..
4	Community Fire Prevention To ensure that prevention advocate teams are supported around their skills and knowledge on Equality, Diversity & Inclusion as identified at the Equality & Diversity briefings in year 3 to engage with Diverse Communities	4.1 To establish additional training for DPM’s, FSD staff and Apprentices, to assist with key topics such as human trafficking, use of E Cards for those community members with a disability and advice on Do Not Resuscitate (DNR) to all frontline staff. We will develop and enhance their skills in key specialist areas such as ageing, dementia and mental health. 4.2 The development of an Advocate Questionnaire to support appraisals, to identify if our Advocates have any interests relating to a protected group, do they have any current knowledge on that group, if so how did they acquire it, would they like to learn more about a group and if so which group. This list can then help develop a personal resource list for use when targeting and engaging with specific groups, such qualities would then benefit activities such as joint work with protection around engaging with eastern European or Muslim groups 4.3 Develop a media package including information on our external facing internet site on what interventions the prevention team provide and how many we have	Mark Jones	Ben Ryder	Knowing your communities 1: Collecting, analysing and using information 2: Sharing information between partners Leadership, partnership and organisational commitment 4: Local vision and priorities 8: Effective communication Involving your communities 9: Engagement	See District updates attached	4.1 work is ongoing to make contact with external agencies for the delivery of training on Human Trafficking, teams have received training on Mental health and Dementia awareness within the quarter 4.2 List of bilingual advocates and those with BSL skills created, offer passed to partners should services required. Currently Suzanne Hazza is providing assistance in Knowsley for the introduction of refugees being located within the area. 4.3 Stock items collated and costing for the value of our interventions complete with total

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Page 92		issued in the past 12 months 4.4 Generate data and information on groups that the prevention team engage with to support the bid to secure the Excellent Award			structures Responsive and accessible services 13. The Service provides accessible services to a wide range of individuals and groups. A Skilled Committed Workforce 22: Promoting an inclusive working environment		number of completed visits compiled for the 2015/16 period and 2016 to date. Next step is to liaise with Corporate Communications to develop the space on the external internet site. Quarterly report generated to identify ethnic and religious groups engaged with during that period. Work is ongoing to try to identify the 9 high risk groups.
	5 Community Fire Prevention: To increase the use of partnerships to support Knowing our Diverse communities and deliver campaigns	5.1 We will develop Strategic Alliances with AGE UK and other partners to assist in the identification of Vulnerable Persons. 5.2 We will through the Community Safety Partnerships look to work collaboratively to support communities and provide reassurance when necessary to do so. 5.3 We will re-examine all of our data sharing protocols to ensure they are fit for purpose and current to ensure	Ben Ryder	James Berry	Knowing your communities 1: Collecting, analysing and using information 2: Sharing information between partners Leadership, partnership and organisational commitment 4: Local vision and priorities Involving your communities 10: Working in partnership Responsive services and	There are numerous existing data sharing and referral pathways that identify vulnerable people to MFRA. A gap analysis of these data sets and pathways is required in order to identify areas needing improvement/development. The partnerships and governance model SMG paper has been completed and a short overview presented to Authority on 19 th July 2016. The first partnerships and knowing your communities meeting is scheduled for 27 th July 2016 and this will be the forum to action and evidence this area. Extensive work in this area can be evidenced (HCJAG, VVJAG, MARAC etc). There are numerous existing data sharing and referral pathways that identify vulnerable people to MFRA. A gap analysis of these	The third Knowing our communities and partners meeting took place on 5th October, where discussions were held around collaborations working with Merseyside Police; discussions around partnership work and progress with Data Intelligence. Good progress is being made. Making plans on delivering new activities to support diverse groups is an area at Risk due to resources being deployed on over 65's HFSC strategy

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Page 93		that we are making the correct interventions.			customer care 13: Responsive and accessible services	data sets and pathways is required in order to identify areas needing improvement/development.	
		5.4 We will work with Directors of Public Health to support campaigns for alcohol, smoking cessation and exercise.				This work is ongoing via links to H&W boards. Station Manager Phil Byrne is the lead in this area.	
		5.5 Develop themed quarterly diversity campaigns which will link in with both the CFOA PPRS Calendar and the E&D Calendar – i.e. Q4 - Chinese New Year 2017 linked with Cook Safe and Chinese Lanterns or Q2 – Ramadan (inc Eid Ul Fitr) with the Muslim communities. Also work with local charities and partners for specific campaigns e.g. Deaf Awareness week – work with local charities such as Merseyside Society for Deaf People (MSDP) to do a direct mailshot to highlight the tailored HFSC available for deaf people. These will include a designated lead for each campaign.				The Service is currently working on community demographic as per 5.2. Once the business intelligence is accurate, campaigns will be tailored to target wards with high prevalence of protected characteristics.	Business intelligence will be available January 2017, campaigns will need to be established thereafter subject to resourcing being made available from Operational Response and Community Risk Management.
		5.6 With the possible introduction of volunteers, utilise their time to engage directly in the community influencing people’s awareness of home safety in large numbers, to all the equality strands, this will also assist in the positive recruitment of diverse groups into the volunteer arena which will greatly assist with the effectiveness of the engagement				Volunteers programme has been launched but more work will need to be done to establish "Diverse volunteers" to help meet this priority.	
6	Community Fire Protection: Embedding E and D across all activities within Business Fire Safety	6.1 Positive Action to enhance the diversity across the department Utilisation of positive action to recruit, select, train and develop a cadre of Fire Safety Business Support Advisers. To reflect the communities we serve through positive action in our future recruitment campaigns for Protection staff roles Develop a Protection Communications Strategy to include Social Media. Review, enhance and update all outward facing Communications from Protection – both internal (portal, guidance, hot news) & external (website, leaflets,	Karen Hughes	Guy Keen	Knowing your communities 1: Collecting, analysing and using information 2: Sharing information between partners Leadership, partnership and organisational	Positive Action campaign for Protection Officers has been completed. A debrief meeting has been scheduled now that the 7 protection officers have started in post, to look at how the positive action campaign could be enhanced to help support applicants. The gender mix for the new team is 4 female and 3 male, which is very good. It did not deliver all of the outcomes hoped for, with no successful BME applicants. The new team members come from a wide range of backgrounds including staff from within MFRS and two who have moved from GMFRS. There have been a number of issues identified:- 1. Lack of experience and knowledge of completing application forms.	

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Page 94		letters, Facebook, twitter, etc). to keep the media sites regularly updates			commitment 4: Local vision and priorities 8: Effective communication Involving your communities 9: Engagement structures 11: Commissioning and procuring services 13: Responsive and accessible services A skilled and committed workforce 16: Workforce Strategy	2. Some applicants (due to cultural background) not understanding the importance of having a drivers licence, and will only apply for driving licence once they receive a job offer. Another FRS are currently recruiting for similar roles and although they have a higher percentage of population who are from BME groups they are still finding it difficult to recruit staff from these minority groups.	
		6.4 Collecting and Analysing Equality Monitoring Data for Businesses that we regulate Continue to collect the data for businesses and review it Annually to identify any trends	Karen Hughes	Guy Keen	Knowing your communities 1: Collecting, analysing and using information 2: Sharing information between partners	The recording of Equality data is still not a high as we would like. A recent email to the CFOA Communities group, requesting more information on how other services are collecting data and any findings, has actually created more questions from other FRS looking for information.	

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Page 95		6.5 Following on from the National Conference to establish best practice and lessons learnt across the FRS sector in relation to Engaging with BME businesses Gain approval from CFOA Business Safety Group for taking the “Engaging Diverse Workforce “ Report forward , including commissioning more research in Fire Safety behaviours of Diverse Communities and the development of a Toolkit to support Business Safety Staff	Karen Hughes	Guy Keen /Wendy Kenyon	Monitoring and Scrutiny 7. The Service benchmarks its achievements against comparable others and shares its experience in developing notable practices Sharing Notable practice 15. The Service creates and develops notable practice, internally and externally. Other organisations look to it for information and advice.	No further commitment established from CFOA at this point. There is a change in roles which needs to be established. However meetings with MF&RS and GMFRS have agreed to work with AFSA in starting the development of a Protection Toolkit during 2017, subject to resources being available from both organisations and other AFSA members. The outcomes from the Conference were used to help shape the CFOA Business Safety Week – encouraging FRS to focus on diverse business communities referencing the conference report.	
People & Organisational Development (POD)							

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7	Recruitment To review and enhance the current MFRA recruitment policies, practices and assessment practice to ensure they are supporting MFRA resourcing strategy	7.1.3 Carry out a EIA in relation to the Recruitment Policy, Procedures and Selection methods for all recruitment exercises including any promotions (for all contract types)and address any particular areas for development.	Lynn Hughes	Nick Mernock	Leadership, Partnership, and Organisational Commitment 6: Meeting the Public Sector Equality Duty (PSED) A Skilled Committed Workforce 18: Policies and procedures	<p>This area of work is now considered with in the broader Strategic Workforce Planning Group.</p> <p>EIA was produced for previous uniformed promotion campaigns. The EIA is in draft for recruitment and selection following debrief of major recruitment campaigns.</p>	<p>The recruitment Policy is currently being revised. And will be subject to a revised EIA</p>
8	Fire Fighter Testing To carry out ongoing development of functional fitness tests as opposed to simulate tests.	8.1 Move simulated testing out of health screening 2017/18. This will equate to fairer Firefighter tests based what they are required to do in their role. 8.2 National Working Group on Aging Workforces to review and disseminate information to SEG to inform further action	Paul Blanchard-Flett	Nick Mernock	Leadership, Partnership, and Organisational Commitment 7. Monitoring and Scrutiny	<p>8.1 It is understood that the Functional Firefighter Fitness is currently due to be launched at the Firefit Conference in October 2016. Merseyside FRS have been involved in the practical trials of the new drill ground test and will be inputting on the setting of the times that firefighters will need to achieve as a pass in this test. Until its formal introduction to the Service we will maintain the use of the simulated test within the two yearly Health Screenings.</p> <p>8.2 The National Working Group on the Ageing Workforce is still ongoing. MFRS have proposed a meeting of this Group at the Firefit Conference.</p>	<p>Firefit conference is taking place 12th - 14th October. It is hoped that the functional drill ground assessments will be launched at the conference. The new drill ground assessments will replace the simulated tests currently being used.</p> <p>There has been a change in the structure of the group, with a new Chairperson being appointed. The date of the next meeting is still to be confirmed but should be taking place before the end of the year.</p>

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9	Equal Pay Review	To review & monitor the Equal Pay work carried out so far to support the self-assessment framework and to establish how the equal pay/job evaluation has worked in making fairer pay outcomes for both men & women & BME Groups	Lynn Hughes/Mike Cummings	Nick Mernock	A Skilled and committed workforce 21. Equal Pay Review	Work is ongoing	
Operational Preparedness							
10	Cross directorate review of Operational PPE and support staff uniform To ensure a full EIA is completed to establish any Equality and Diversity Considerations	10.1 Create a Project Team headed by AM Ops Preparedness. 10.2 Carry out an audit of current uniform issue and examine the recommendations from the HSE/Bureau Veritas Fire Kit investigation 10.3 Review options of new uniform under the National Procurement arrangement 10.4 Conduct user trials 10.5 Agree options report 10.6 Seek approval from SMG 10.7 Establish a procurement strategy including tender process, and appointment of preferred supplier	Ops Support GM R Pritchard	AM N Searle	Leadership, Partnership, and Organisational Commitment 7. Monitoring and Scrutiny Responsive service and Customer care 11. commissioning and procuring services	Uniform task group established and reviewing uniform for all operationally trained personnel and control staff. Samples available. North West contract is in place for uniform options. (Lead FRS – GMFRS) this followed a full tender process including trialling the uniform options. NB. Uniform and PPE should be entirely different subjects. Firefighting PPE – Flash hoods, Gloves and boots are currently being trialled as part of a NW collaboration lead by Merseyside. Helmets are to be trialled later this year.	

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11	To review the TDA facilities and Croxteth Fire Station site in line with the core training delivery model. To ensure areas around Equality and Diversity are considered from Access point of view and inclusion from gender specific firefighter facilities.	11.1 Survey sites 11.2 Identify options for the core training delivery model 11.3 Secure budget 11.4 Options Report to AM and then SMG 11.5 Work to commence	GM Training K Longshaw	AM N Searle	A skilled and Committed workforce 19. Learning and development	30.06.16 – Initial scoping document for the TDA/Croxteth site development has been produced. Initial meetings with MFRS Estates dept and architect have also been undertaken. A further technical document will be produced by GM Longshaw to inform a feasibility study to be conducted by the architects in regards to viable options and considerations for proposals around site development	2/9/2016 2 separate meetings have now been held with Estates and Paul Kidley (architect). GM Longshaw has produced a scoping document and technical report which have been provided to the architect. These will be utilised to inform a feasibility study as to options for the TDA/Croxteth site development. A further meeting between GM Longshaw, Paul Kidley and Estates is scheduled for 14.09.16.
12	Create a mobile logistics/welfare system available for deployment to assist with Firefighter welfare and ensure Equality and Diversity issues are considered	12.1 Review current arrangements of welfare, logistics, equipment and PPE support at incidents 12.2 Create a dedicated vehicle to house the appropriate resources. 12.3 Arrange staffing of the vehicle and deployment process 12.4 Vehicle adapted or procured 12.5 Staff contracts agreed and signed	Ops Support GM R Pritchard	AM N Searle	Leadership, Partnership, and Organisational Commitment 7. Monitoring and Scrutiny	Welfare logistics unit has been set up since Aug 2015, carrying 2 x toilets, Chairs, Floodlights, generators, bottled water, tents, female welfare packs, blankets. The unit (MN832) is housed at Kirkdale and is transported by prime mover. It is alternatively staffed by a prime mover driver. It is available on request via control from Officer in charge. Senior officers have been briefed to utilise unit at protracted incidents.	Interim solution in place but further work to be undertaken. Options of vehicles being considered. This action will form part of the rationalisation of PODs review.

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	Operational Response						
Page 99 13	To ensure that operational staff contribute to Knowing our diverse communities and engage with them to ensure they are safer from fire and risk	13.1 Stations to provide Diversity Information about their communities on station grounds to assist with “knowing your communities” engaging with GM Oakford and GM Ryder on Prevention issues	Dean Bolton	AM Mottram	Knowing your communities 1: Collecting, analysing and using information 2: Sharing information between partners Leadership, partnership and organisational commitment 4: Local vision and priorities	SM Clarke nominated as point of contact to work with GM Ryder. A wider ranging approach working with both GM Oakford and GM Ryder will be developed during Q2 2016	All SM’s have been informed that the figures for the collection of E&D information on the HFSC form is too low and gives no representative data. Emails have been sent and presentations have been made to the SM cohort at standardisation to reinforce the importance of this information. It is expected the station based SM group will pass this importance on to crews and that the figures will rise. Monitoring of the E&D information gathered will show any increase and any further action required.
		13.2 Audits to cover quality Assurance of completed HFSC’s Information Specifically around Diversity information and to make improvements where gaps are. Through Diversity briefings (E&D Training Package to include rationale for why E&D info is important on HFSC’s).	Dean Bolton		Involving your communities 10: Working in partnership Responsive services and customer care 13: Responsive and accessible services	Audit Of HFSCs by Service delivery SMs is scheduled for end of Q2 start of Q3 2016 following the completion of SSRI audit process	SM’s have been asked to quality assure any HFSC’s that they have access to and ensure E&D data is being recorded.

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		13.3 Assist with Protection & Partnership work for Diversity campaigns to our Diverse Communities	Dean Bolton			Liverpool City development FF team and Toxteth are involved in arrangements for Liverpool Pride July 2016. Further work will be undertaken during the remainder of the year	Stations are continuing to work with partnerships both internal and external when they are able to. The on-going and projected work with the protection department during SOFSA’s allows continued contact with all community groups.
Strategy and Performance							
14	Review and develop further E&D education and awareness support for FF, Staff, Line Managers and Authority members including education around cultural awareness	14.3 Develop an Equality and Diversity Training Brief that sets out what is required for different levels of staff 14.4 identify suitable e-learning training packages and suppliers. 14.5 Procure and Develop the e-learning training package. 14.6 Plan and schedule the launch of the new Equality and Diversity E-learning packages relevant levels of staff 14.7 Roll out new training for each group of staff and communicate to all staff what is on offer.	Wendy Kenyon	Deb Appleton	Leadership, partnership and organisational commitment 5: Corporate policies and processes 6: Meeting the Public Sector Equality Duty (PSED) 8: Effective communication A Skilled Committed Workforce 18: Policies and Procedures 19: Learning and Development	Established the brief to look at different packages and established that no one package is entirely suitable without further work. Decided to develop our own in house package using firefighter knowledge and experience of E-learning Packages	Draft package being developed using learn pro, and should be launched early 2017. The package is being developed in house using Learn Lab a new function of Learn Pro. This has saved significant money for the Authority as opposed to buying externally. Building in house will allow changes to be made to the package without extra costs.
15	Disability Disclosure and reasonable adjustments Review the support for staff to disclose a disability and for line managers to feel confident in supporting disabled staff and make the	15.3 Develop guidance and a resource library to provide staff and line managers with more information on specific illnesses, conditions	Wendy Kenyon	Deb Appleton	A Skilled Committed Workforce 19. Learning and	Disability Disclosure, Reasonable adjustments and access to work guidance has been developed and is being consulted on over the next quarter before being communicated to all staff via the E and D eLearning package and portal pages.	

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	process transparent and accessible	15.4 Review and develop resources to support training and education for all Fire & Rescue Service Staff, within the equality and diversity resource library using Business Disability Forum, enie and stonewall	Vicky Campbell	Wendy Kenyon	development 22: Promoting an inclusive working environment	Resources around LGBT issues, in particular Transgender, which have been published by Stonewall have been added to the resources section on the FireProud Portal Page and to the E&D Resource Library.	
Page 101	Fire and Rescue Equality Framework	16.1 Provide briefing to SMG on proposed framework timescales and approach to preparing for the self-assessment/peer assessment.	Wendy Kenyon	Deb Appleton	A Skilled Committed Workforce 18: Policies and Procedures 19: Learning and Development	Report to SMG 25 th October 2016 has outlined the Key milestones for the Self-Assessment in preparation for the Peer Assessment booked for the 28 th and 29 th of June 2017.	
		16.2 Host round table meetings on each framework standard inviting senior managers and key officers responsible for delivery and contributing to the standard to ensure <ul style="list-style-type: none"> Staff are gathering evidence Identify any gaps and solutions on how they can be filled Contribute to self-assessment 16.3 Prepare self-assessment and gather case study evidence. 16.4 Peer Assessment and engagement with key staff 16.5 Communicate outcomes to staff				A project Timeline has been set and agreed by SMG for:- 1.Round table interviews booked in diaries 2.Format of discussions agreed 3.Key members of staff who can contribute towards the self-assessment are aware of their roles and responsibilities 4. Starting to collate and identify case studies to assist with the evidence for the Self-Assessment	
17	Effective Communications Develop a consistent, and accessible approach to communications	17.1 Monitor the outcomes from internal and external communications. Seek advice regarding communicating with protected characteristics groups and individuals, including guidance on font size, e.g. minimum of 12, logo size, best colours to use for Accessibility.	Andrew Highton	Deb Appleton	Leadership, Partnership and Organisational Commitment 8: Effective communication Involving your Communities 14: Customer Satisfaction	It is difficult to monitor the outcomes of many of the campaign we are involved in. Work is continuing to improve the library of photographs available for the use in campaigns to better reflect the diversity of Merseyside.	
		Include guidance on font size, e.g. minimum of 12, Logo Size, Best Colours to use for Accessibility 17.2 Redevelop external Service Website to make it more accessible. <ul style="list-style-type: none"> Simplify the look and feel Include links to Social Media More engaging & relevant content Stands out from other FRS Include more Videos and Photo 			A Skilled Committed Workforce 22: Promoting an inclusive working environment	Feedback is received via social media and we have received good responses for the Pride coverage and we received a direct response from the member of the public following the shootings at a Florida Nightclub. He called into reception to say he was pleased to see that MF&RS were showing their support for the LGBT community by flying our Rainbow flag at half-mast. The project is moving forward for the redevelopment of the MFRS website. A number of meetings are being held in October with suppliers to discuss what we are looking for. The new website will be easier to navigate and will be more engaging with more photographic and video contents.	

Our Mission: To Achieve Safer Stronger Communities – Safe Effective Firefighters							
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Ref	E and D activity	How the activity can be delivered	DAG Champion /Specialist Advisor	Sponsor	Equality Framework Standard	Quarter 1 Update	Quarter 2 Update
		17.3 Review embedded the MFRS brand to ensure more consistent internal and external communications and improve accessibility to those communications. (including the use accessible formats and translation).			23: Values and Behaviours	Work is ongoing with embedding the MFRS branding into all documents, and communications being produced throughout the service	
Page 102	Staff Survey 2016	18.1 Prepare for the staff survey, sign off questions and set launch date 18.2 Communicate with key staff to ensure Survey is successfully completed by all staff groups and levels 18.3 Launch Survey & Communicate to all via posters, emails and briefings by managers 18.4 Evaluate results and communicate and develop action plan where required	Wendy Kenyon	Deb Appleton	A Skilled Committed Workforce 20. Staff Engagement 22: Promoting an inclusive working environment	This action has been completed in relation to 18.1 to 18.3. 51% of staff completed the Survey in June 2016, our Engagement score has risen 19% points to 74%, a 19% point increase on the last survey undertaken in 2104. Work is currently underway to communicate the Survey results to levels of the organisation and seek feedback on how MFRS can continue to maintain and improve on staff engagement across the organisations.	
19	Equality and Diversity Annual Report	19.1 Prepare Annual Report, use case studies and quarterly reports 19.2 Submit to Authority for approval in word document with suggested photos 19.3 Design, Print and Publish 19.4 Circulate to key stakeholder and staff	Wendy Kenyon	Deb Appleton	Knowing your communities	Equality and Diversity Annual Report for April 2015 – March 2016 has been written. Final work is currently taking place regarding art work and the final layout of the report to enable the report to be published in November 2016	
20	Diversity Events Calendar	20.1 Develop organisational template in house to reduce the cost and reliance on external organisations to produce the Equality Events Calendar each year. 20.2 develop E&D calendar for 2017 and Print	Vicky Campbell	Wendy Kenyon		Work has started on sourcing photographs and inspirational quotes for the 2017 calendar. We will be working with partners this year to ensure that the dates for key religious festival are all included.	

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Ref	E and D activity	How the activity can be delivered	DAG Champion /Specialist Advisor	Sponsor	Equality Framework Standard	Quarter 1 Update	Quarter 2 Update
Legal, Procurement and Democratic Services							
21	To assist with ensuring Legal are embedding the Equality and Diversity Standards within the services provided	21.1 Where sufficient data is available, to monitor age and socio economic characteristics of public liability insurance claimants to determine any particular area of Merseyside where there may be an issue	Ria Groves	Janet Henshaw	Leadership, partnership and organisational commitment 4: Local vision and priorities 5: Corporate policies and processes 6: Meeting the Public Sector Equality Duty (PSED) 7: Monitoring and Scrutiny	The process to gather information from Public Liability Insurance claims has been put in place. It is too early to identify the evidence gathered. The Information will be analysis at the end of 2016/17	
		21.2 To monitor the ongoing impartiality of legal advice to Fire Safety Officers to prosecute , to ensure that such advice is not influenced by any protected characteristic	Ria Groves	Janet Henshaw		The impartial advice to officers legal is being analysing, evidence for this action is being captured.	
22	To assist with ensuring Procurement are embedding the Equality and Diversity Standards within the services provided	22.1 Consideration of most appropriate procurement process to encourage diverse supply base (eg. splitting contracts into Lots to encourage SMEs).	Crystal Atkinson	Sharon Matthews	Responsive services and customer care 11. Commissioning and procuring services 12. Equality analysis/impact assessment 13. Responsive and accessible services 15. Sharing notable practice	All tenders are structured in the most appropriate way for the goods/services/works to be procured. An example of an effective letting structure is the project work currently being undertaken for community risk reduction services.	Consideration is given to 22.1, 22.2 and 22.3 as and when each new tender requirement arises.
		22.2 Work with service departments to ensure that specifications are drafted with due regard to equality and diversity considerations.	Crystal Atkinson	Sharon Matthews		Workshops have been undertaken with respect to effective specification writing and a guidance note is available on the portal. This expressly states that Social Value must be considered as part of any tender process.	In addition the Head of Procurement has attended a Knowsley Partnership Board workshop with the specific purpose of exploring how the Partnership members can work together to improve the social value element when entering procurement contracts for goods and services. Ideas being explored.
		22.3 Build E&D considerations into bid assessment and product trial (accessibility etc.) before contract award (if appropriate).	Crystal Atkinson	Sharon Matthews		Where Social Value is identified in the specification, this will flow through to the bid assessment/contract award criteria.	

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Ref	E and D activity	How the activity can be delivered	DAG Champion /Specialist Advisor	Sponsor	Equality Framework Standard	Quarter 1 Update	Quarter 2 Update
23	To assist with ensuring Democratic Services are embedding the Equality and Diversity Standards within the services provided	23.1 To keep under review the ongoing need to provide services, support and equipment, to any Member appointed to the Authority with any protected characteristics.	Kelly Johnson	Janet Henshaw	A Skilled and committed workforce 20. Staff engagement 22. Promoting an inclusive working environment 23. Values and Behaviours	All Members appointed to the Authority are provided with an Equality & Diversity Monitoring Form for completion, to assess if they require any additional support or equipment to assist them in their role. All Members are encouraged to complete this form when appointed; and inform the Democratic Services Team should their circumstances change at any time throughout their appointment.	
		23.2 To ensure that the Members Room is effectively set up for use by anyone who may have a disability.				The Members Room is fully accessible for individuals who may have a physical disability. Discussion will take place with relevant officers to establish if a hearing loop can be provided within the room for use by anyone with a hearing impairment.	
		23.3 To continue to improve and expand opportunities for employees to engage with Members of the Authority, ensuring that opportunities are available to all staff groups and individuals.				Station Visits for Operational Staff have continued and a further Staff Engagement Day for non-operational staff, has also taken place. The feedback from both Members and Staff participating in these engagement events continues to be very positive. However, it has been identified that Control Staff have not yet had an opportunity to engage with Authority Members. A meeting has therefore been arranged to consider how an engagement event can be facilitated for this group of staff.	

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Ref	E and D activity	How the activity can be delivered	DAG Champion /Specialist Advisor	Sponsor	Equality Framework Standard	Quarter 1 Update	Quarter 2 Update
Strategic Change and Resources							
Page 105	Engage Technology and ensure it supports the Equality and Diversity agenda	24.2 Digital Inclusion Roll out of Public Wi Fi to Stations for Staff use and as a resource in Community Rooms	Lesley Hollis	Ed Franklin	A Skilled Committed Workforce 22: Promoting an Inclusive working environment	Bootle and Netherton station was joined by Kirkdale for the pilot, which is still underway. A questionnaire has been sent to all station managers which asks questions which will assist telent when they come to roll out the Wi-Fi for all stations (e.g. ‘Do you already have Wi-Fi?’, ‘Which specific rooms are used for public meetings?’, ‘Do you get requests from the public to use Wi-Fi?’, ‘How many public meetings per week?’. Kirkdale responded that their Wi-Fi signal is intermittent, telent are to investigate. The questionnaire deadline is 7 th July and then it will take a week or so to compile this info for telent. Then telent should be able to prioritise their rollout.	Public Wi-Fi is currently being piloted at Kirkdale, Bootle and Netherton. To assist telent in their future Wi-Fi rollout, I sent a questionnaire to Station Managers to ascertain their public Wi-Fi status (e.g. do they have it, how many times have they been asked for public Wi-Fi access, how many public meetings do they host, which is the typical room they host their meetings in). These have been returned and I sent the spreadsheets to Kev Pilkington at telent, along with a one-page summary of my main findings. It is now up to our CSI group and telent to decide when the next batch of stations will be given public Wi-Fi

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25	Hearing Loops in Key Community Stations	25.1 Following on from the installation of the new Hearing loops system at Service Headquarters, investigate the introduction further hearing loops at Key Community Fire Stations in the Community Spaces e.g. Safehavens, Reception, and Community Rooms. 25.2 Identify and evaluate any existing hearing loop systems within MF&RA premises, such as the TDA. Ensure that the system is fully functional, that all staff are aware that the facility is there, where it is available, e.g. conference rooms, class rooms, lecture theatre. That guidance is available on how to use the system.	Lesley Hollis/Bernie Kenny	Ed Franklin/Wendy Kenyon	Responsive and accessible services 13: Responsive and Accessible Services	Meeting to be arranged with Wendy Kenyon to discuss moving forward with Stations, following on from TDA. All classrooms, conference rooms and reception have hearing loops or comparable solutions. These are either installed in the room itself or in tandem with additional equipment brought into the room. Reception has a microphone system which the user interacts with, while the classrooms have loops installed under the floor. Entrances to the TDA are also accessible, with the buzzers showing the ‘hearing loss’ access symbol. Ian Haynes at TDA tests the system and also ensures the equipment is set up and working for when required and provides assistance.	For SHQ; Estates to provide an update on the hearing loops at entrances to SHQ. An update and a demo from the contractors has been requested, but have not had any feedback yet. We are also planning to change the parking layout at the front of SHQ so that those who are hard-of-hearing won’t have to use the barriers in the visitors’ car park. Recommendations to Diversity and consultation manager Wendy (e.g. signage, their direction, and car space painting) and had a preliminary meeting, work still progress with her and Estates. Awaiting new hearing symbol stickers to replace those at TDA which are end of life and add stickers to areas of SHQ which don’t have any.
26	Access Audit Deliver the recommendations outlined within the Access Audit ensuring that high priority risks are carried out first.	26.6 Communicate progress regularly to staff and community regarding the key improvements made via the Access audit work. 26.8 Audit Completed, resultant work identified as part of the established and progress embedded into the Strategy and assets refresh plan. Final report to Strategic Equality Group on how these actions are progressing and are now embedded into the Assets ongoing programme of work	Stewart Woods	DCFO	Responsive and accessible services 13. The Service provides accessible services to a wide range of individuals and groups.	Work is ongoing	

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Ref	E and D activity	How the activity can be delivered	DAG Champion /Specialist Advisor	Sponsor	Equality Framework Standard	Quarter 1 Update	Quarter 2 Update
27	Making MF&RA accessible for people with disabilities especially those who are hard of hearing or Deaf, visually impaired or a wheelchair used	Hearing loop and Access Audit review of SHQ following refurbishment and redevelopment. Review to be carried out with disabled staff and visitors to assess the accessibility of the new facilities at SHQ/JCC. Partners to be involved include MSDP and Daisy UK	Wendy Kenyon	Wendy Kenyon/Stewart Woods/Ed Franklin	Responsive and accessible services 13. The Service provides accessible services to a wide range of individuals and groups.	Work is ongoing	

District Prevention Teams Activity

Equality and Diversity 2016/16 Q1

During Q1 of 2016/17 district teams have been heavily involved in joint work across the county, working hard with partners, and as a result Merseyside are the only FRS in the North West to have no fire fatalities in Q1.

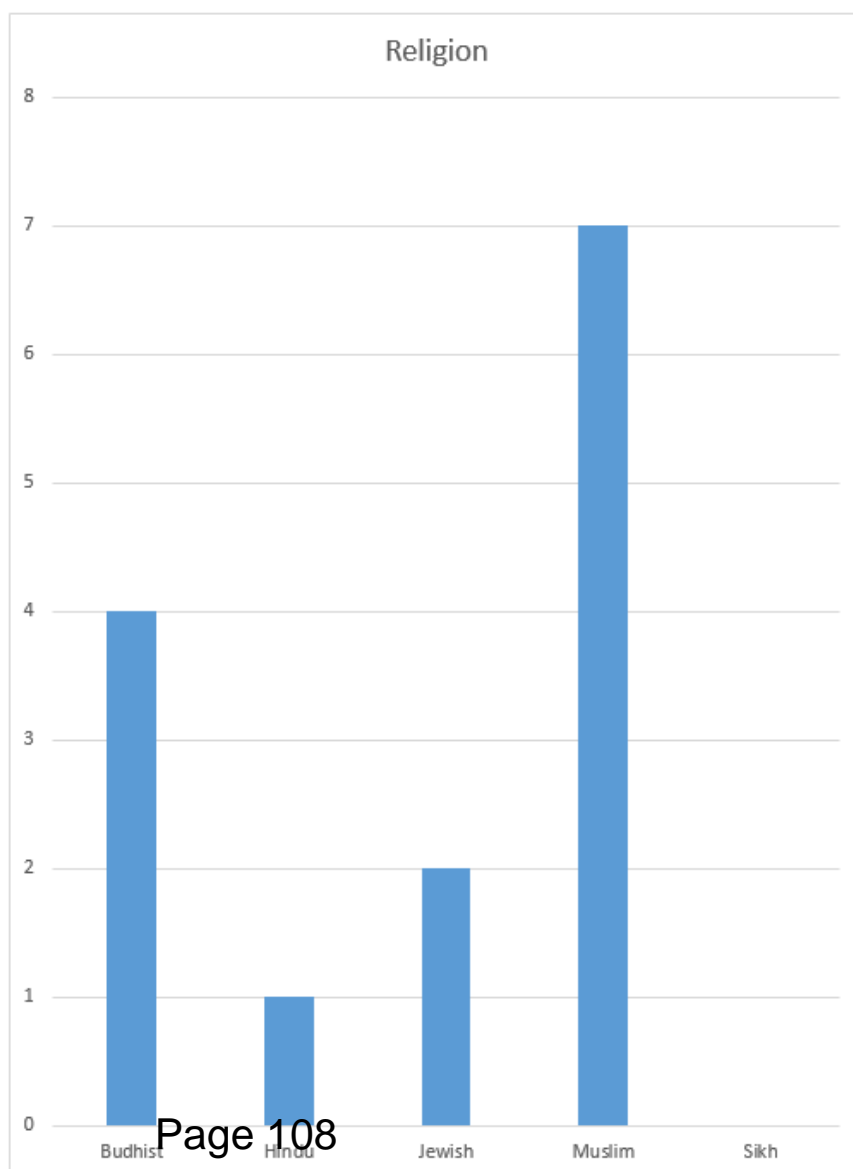
Statistics for engagement

During Q4 the prevention teams engaged with a range of Religious and Ethnic groups although the majority of the engagement was with White British Christians the following numbers were achieved

Total of over 65's was 1821

Religion 1.5% recorded

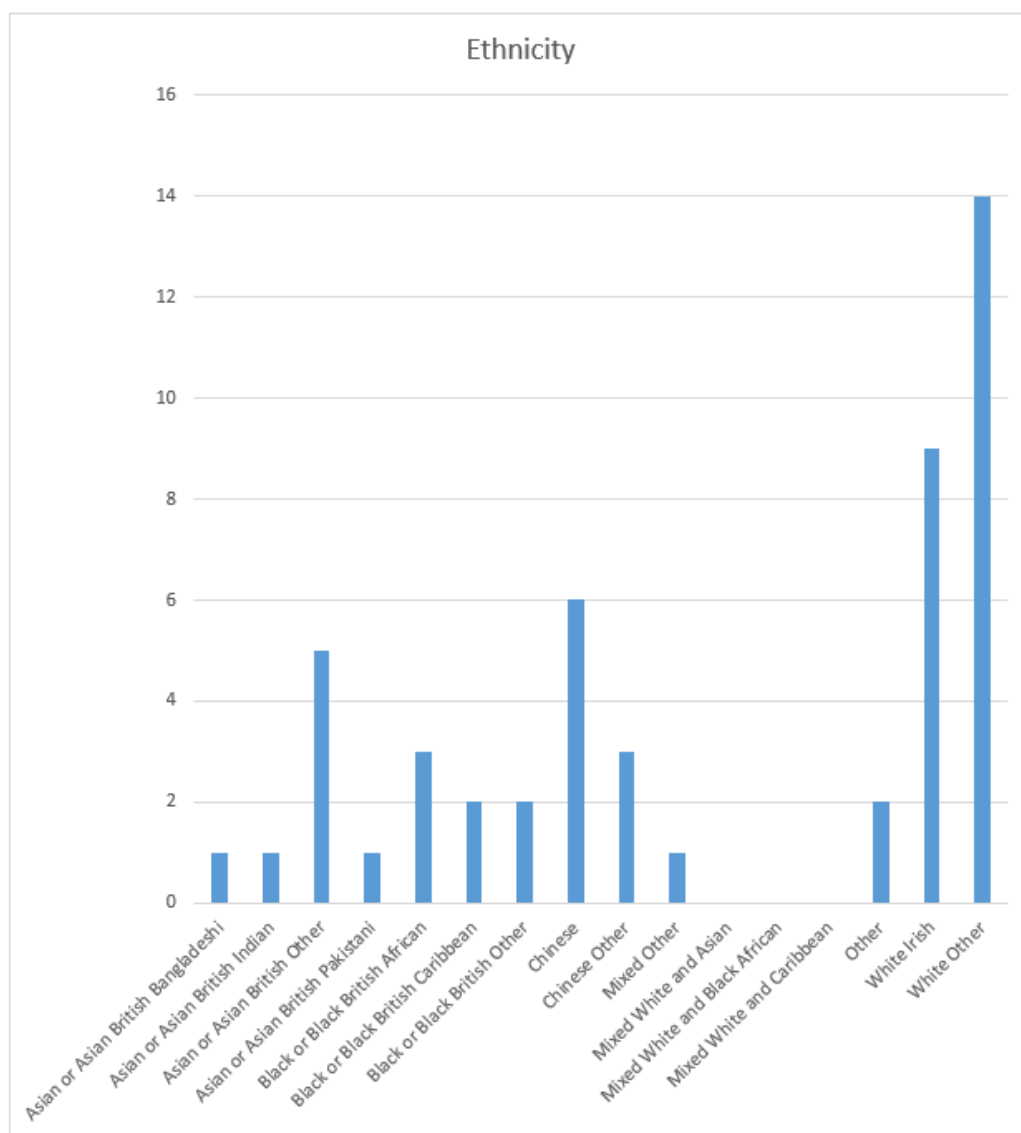
Buddhist	4
Hindu	1
Jewish	2
Muslim	7
Sikh	0
Christian	930
No Religion Stated	346



18/05/2016

Ethnicity 3% recorded

Asian or Asian British Bangladeshi	1
Asian or Asian British Indian	1
Asian or Asian British Other	5
Asian or Asian British Pakistani	1
Black or Black British African	3
Black or Black British Caribbean	2
Black or Black British Other	2
Chinese	6
Chinese Other	3
Mixed White and African	0
Mixed White and Caribbean	0
Other	2
White Irish	9
White Other	19
White British	1521



District Updates

Liverpool North

1. Age:

Between 1st April and 30th June 2016 Prevention Liverpool North received 423 referrals for high risk individuals. These referrals were received by both Ops crews and our partner agencies with which referral pathways have been established.

286 referrals were for over 65's. One referral for a baby discharged from hospital on oxygen. Referral types include; mental health, extreme mobility or disability, hard of hearing, dementia and post fire incidents where it was identified that the occupant required additional support for issues such as drug, alcohol, smoking or medication use.

Case Study

A referral was received from housing. The elderly occupant had a fire due to storing things in cooker, hoarding, possible mental health, and some housing issues. Since the referral was made, there has been many visits to the property. On the first visit we came across numerous problems within the property. It was covered in a layer of thick dust, carpets were ripped, a lot of paper and furniture was stacked up in rooms. The kitchen was in a bad state, including the cooker. The occupant was sleeping on a rotten mattress. It was a very unhealthy environment for someone to live in. We were able to gather details of friends of the occupant from the local church, who help and support the occupant a lot. We were able to speak to them about giving the occupant some extra support. We also got in touch with social services and the housing and were able to arrange a group visit to the property. There were numerous jobs which needed to be done for the occupant such as, bathroom repairs, alarm/bell system repairs, new flooring, hoarding to be cleared, cooker to be removed, new mattress due to health problems, inappropriate heating etc. When speaking to the housing they were able to repair the bathroom and alarm system. The church friends offered to help out and support the costs for a skip being provided for the hoarding to be cleared. The cooker to be removed, and also supported the cost of taking up the carpets and replacing it with lino and painting the flat. We were able to get a new mattress for the occupant from a known agency, and provide suitable heating to replace the heaters which were being used. The occupant is now living in a recently redecorated flat and there health has improved.

2. Sex:

Nil

3. Race: (Culture and Nationality)

Case Study 1:

A referral was received from crews due to a language barrier; the family of three women, of three generations (grandmother, mother and daughter) all asylum seekers living on the 13th floor. The grandmother has limited mobility and other health conditions. English was not their first language and had little understanding about fire safety at home.

The intervention: The prevention team carried out a full Home Fire Safety Check, using an interpreter to translate everything into Bengali to make sure that the understood the importance of fire safety in the home, especially electrical safety. During the visit we went through each room

18/05/2016

and pointed out the issues. We also explained the importance of not using the lift in a fire situation, therefore it was very important that they were all aware of their escape routes and what to do in a fire situation. We also provided information on how to access local facilities.

Case Study 2:

The Prevention team received a referral from housing officers regarding some Russian residents who were facing a number of ASB and hoarding issues. English was not their first language, so an interpreter through language line was used to ensure that the information was clearly understood. Using the language line interpreter helped with this visit, ensuring the information was taken on board by the residents. Advice was given around high fire loading and the family asked if they would like assistance in removing anything from the property. The family refused this support however they understand the advice and will endeavour to find storage for the clutter. An RM1 has been created against the property for the high fire line loading. There were also some issues regarding cooking practices. There was a faulty mains SA in the hallway and faulty fridge. A referral was made to LHT. LHT will be returning to the property with Merseyside Police to discuss the ASB issues, using language line assist with the visit. A good neighbour agreement will also be drawn up. MFRS visit conducted as part of EHAT.

4. Disability (inc. Mental Health and those with long term health conditions):

Case Study 1:

The prevention team received a referral from the NHS for an elderly couple in their late 80's. The husband was confined to bed and his wife was his primary carer. There was little support in place, only one carer visit each day.

The intervention: We referred the couple for a linked in smoke alarm form telecare. We also contacted social services to try to increase the care package already in place, to provide more support for the couple. We were also able to arrange a shopper service once a week. A RM1 was completed to alert the crews that the gentleman living in the property, is confined to the upstairs area of the property.

Case study 2

MFRS attended a property following a referral from Environmental Health for extreme hoarding issues. The mum is elderly and the daughter has unknown mental health issues. They have refused to engage with any services. On entering the property there was extensive hoarding throughout the property. There was no access to the kitchen or bathroom. The property was contaminated with human waste. Occupants find it difficult to navigate through the house due to health and the level of hoarding. The Mum does smoke, potentially in the house which causes a fire risk. Daughter has mental health issues and is verbally aggressive. Environmental health officers has concerns for the mother's welfare. A safeguarding referral was initiated by the environmental health officer and social services and the GP has been to the property and deemed the occupants to have capacity and so no further action was necessary on their behalf. Mum refused support, equipment and smoke alarms for the fire service due to what daughter might say. The only other action that could be completed was to follow up with a HFSC to the neighbours on either side of the property to ensure that they have smoke alarms as the occupants were putting their neighbours at risk.

Case Study 3:

We recently gave a talk to the SMILE group at Daisy UK. The courses are aimed to help and support young people with disabilities. They can be living on their, with family or in assisted living accommodation. During the talk there were a few concerns regarding fire setting from one young person and the lack of care by some members of the family were smoking and cooking was concerned. The young person had recently moved out of the family house and was now living their own property. Those attending the event had concerns, and requested their details so that our staff could arrange a HFSC's with this young person and their family, it would also allow us to see if there is any extra support we can provide.

Case Study 4:

High Risk HFSC – the occupant is blind with various health issues and is recently out of hospital. When visited, it was noted that they are a careless smoker, and not getting the right support required from their care package. The home was cluttered and very smoky, but occupant wasn't aware of this due to being blind. Communication was difficult as the occupant, as they became irritated very quickly. It took around an hour and a half to be able to get talk to the occupant on a more comfortable level. It was agreed with the occupant that we could make a phone call to social services to explain the situation but the occupant did state that they were very misunderstood, which was very understandable. After the visit, our staff got in touch with social services who had already been dealing with the occupant too, and discussed the issues that were raised on our visit. It was agreed with social services that a new carer would be put in place for a trial to see how they worked together and if the occupant feels more comfortable. A Fire Retardant Bedding pack was provided, as it appears this is where they spend the majority of the time. A revisit to the property has been arranged for a month's time, to go back to see if there is any further help MFRS can provide or arrange.

5. Religion and Belief (Culture/Nationality):
Nil
6. Gender Reassignment (Through Hate Crime and Target Hardening referrals):
Nil
7. Marriage and Civil Partnership:
Nil
8. Pregnancy and Maternity (Internal support for staff):
Nil
9. Sexual Orientation (HFSC, Hate Crime and Target Hardening):
Nil
10. Socio Economic Disadvantage (Food Banks):

Case Study 1

The Prevention Team from Liverpool North were asked to attend a property following reports of damage to the guttering at MFRS assisted the police when a man was found on the roof. MFRS did not caused the damage to the roof, it was possibly caused person on the roof had caused the damage.

A HFSC was carried out at the property and the elderly occupant disclosed that he could not afford to get the damaged repaired as he had been burgled three times previously and could no longer afford to keep up his house insurance.

The prevention team, contacted the Cabinet Member for Housing who put us in touch with the Private Sector Housing Strategy Managers. An assessment was carried out at the property for repairs and although the occupant owned his own property, Riverside Housing funded the repair works for him.

Case Study 2:

Staff from the Liverpool North Prevention team attended an event with our Smoothie Bike at the beginning of April hosted by Liverpool City College. The event was organised for those at risk of becoming homeless. Staff were able to engage with members of the community and provide advice on Fire Safety, Cooking and generate referrals for HFSC's.

Liverpool South

1. Age:

The Liverpool South Prevention Team have completed a number of high risk HFSC's for elderly and vulnerable members of the community who require further support and interventions.

The Liverpool South Prevention Team had a presentation/training from the Alzheimer's Society and the team became dementia friends.

2. Sex:

Nil

3. Race: (Culture and Nationality)

In April, the Liverpool Early help Intervention Team requested assistance from a member of staff from the Liverpool South Prevention team who was able to speak Polish, to interpret to assist the Liverpool EHAT Team on a home visit. The Liverpool South Arson Officer also attended this visit to carry out target hardening.

Prior the campaign mentioned in point 4 (Disability), it was noted prior that there were a number of Cantonese speaking tenants who would find it hard to communicate with MFRS staff. The housing association arranged for an interpreter to accompany MFRS on the campaign so that the tenants fully understood the fire safety advice that was being given to them.

4. Disability (inc. Mental Health and those with long term health conditions):

The Liverpool South Prevention Team attended a campaign at Spencer House which is accommodation Managed by Liverpool Housing Trust for people who are deaf and hard of hearing. The Prevention Team completed high risk HFSC's for all tenants.

In late April, the Liverpool South Prevention Team carried out a campaign with partner agencies at Friendship House which houses multiple vulnerable adults in individual flats. High Risk HFSC's were completed for all those who were deemed vulnerable

5. Religion and Belief (Culture/Nationality):

The Liverpool South Prevention Team have been involved in creating a safety leaflet urging people in the local Muslim communities to take care and stay safe from fires in the kitchen during Ramadan.

Ramadan took place 3rd June until 6th July 2016 and those participating in the religious observance of Ramadan will fast between sunrise and sunset throughout that period.

The leaflet contained safety tips to help people stay safe from fires during Ramadan:

- Ensure cookers and appliances are switched off after use.

- Never leave food cooking unattended.
- Keep combustible materials such as tea towels and cloths away from the hob.
- Take extra care if wearing loose clothing and if possible tie back loose clothing while cooking.
- Ensure pans are never more than a third full with oil.
- Never throw water on a burning pan.
- People should never attempt to tackle a pan fire. In the event of a fire they should, get out stay out and call 999.
- Always have an escape route planned in case of a fire.

6. Gender Reassignment (Through Hate Crime and Target Hardening referrals):
Nil

7. Marriage and Civil Partnership:
Nil

8. Pregnancy and Maternity (Internal support for staff):
Nil

9. Sexual Orientation (HFSC, Hate Crime and Target Hardening):
Nil

10. Socio Economic Disadvantage (Food Banks):

Knowsley

1. Age:

Knowsley Prevention team have completed high risk visits on a number of elderly vulnerable members of the community who require further support and interventions due to age related illnesses and/or poor mobility.

Knowsley Prevention have also recently received training from Sylvia Barnes from the Alzheimer's Society in July 2016 which gave a very interesting outline of different points to consider when visiting somebody with Alzheimer's or Dementia .

2. Sex:

Nil

3. Race: (Culture and Nationality):

MF&RS is currently in talks with KMBC with regards to the Syrian Asylum Seeker and Refugee resettlement programme as Knowsley is the first borough across Merseyside to have an intake.

As part of this programme, MF&RS will be seconding our Arabic speaking Advocate three days a week to KMBC as the translator for the Refugee families.

It is hoped that this secondment will not only help with integration and community cohesion for the Asylum Seekers and Refugees but also to strengthen links with our key partners and stakeholders.

4. Disability (inc. Mental Health and those with long term health conditions):

We have had a case in Knowsley whereby a vulnerable person who suffered from severe mental health issues and alcoholism moved into the borough. The person in question was known to services including MF&RS for an Arson attack that had occurred in another borough the previous year and had fire setting tendencies.

Both fire crews and Prevention Advocates have had a lot of contact with this person as they have repeatedly contacted MF&RS with hoax calls. Full was support given to person in question and support services made aware of the issues that MF&RS and other emergency services face.

5. Religion and Belief (Culture/Nationality):

As above for Race

6. Gender Reassignment (Through Hate Crime and Target Hardening referrals):

Nil

7. Marriage and Civil Partnership:

Nil

8. Pregnancy and Maternity (Internal support for staff):

Nil

9. Sexual Orientation (HFSC, Hate Crime and Target Hardening):

Nil

18/05/2016

10. Socio Economic Disadvantage (Food Banks):
Nil

Sefton

1. Age:
Nil
2. Sex:
Nil
3. Race: (Culture and Nationality)
Chernobyl visit 13th-17th June 2016

10 Children aged from 9-11

Steve Hickey volunteers 4 days holiday to assist with the visits. This year he used our minibus to transport the children on the week's visit. We presented the children with t shirts, caps, 2 smoke alarms and 1 CO detectors each. Steve delivered a fire safety presentation to the children. The children visited Bootle/Netherton Fire Station for a tour and Jo Stephens brought the search and rescue dogs.

4. Disability (inc. Mental Health and those with long term health conditions):
Steve Hickey delivered a Home Safety Presentation for a group of disabled young adults on the evening of Wednesday 13th July on behalf of the Can Do Leonard Cheshire Disability group. The presentation took place at St Mary's Complex, Waverley Street, Bootle.

The group had various disabilities but work as a team and bond well. Their disabilities varied from learning difficulties, autism and Down's syndrome but they were very receptive to the talk with most of them asking relevant questions. Steve felt that they all took on board the fire safety issues to look for at home and as a group they are very proactive in arranging different activities. Steve provided them with information about the Education and Heritage Centre and they are going to arrange a visit.

Steve has also arranged for a Station Visit when they will be attending Bootle/Netherton Community Fire Station on the 17th August.

5. Religion and Belief (Culture/Nationality):
Nil
6. Gender Reassignment (Through Hate Crime and Target Hardening referrals):
Nil
7. Marriage and Civil Partnership:
Nil
8. Pregnancy and Maternity (Internal support for staff):
Nil
9. Sexual Orientation (HFSC, Hate Crime and Target Hardening):
Nil
10. Socio Economic Disadvantage (Food Banks):
Nil

18/05/2016

St Helens

1. Age:

The team have delivered a fire safety presentation to residents alongside the Ops Crews at Heyes wood Retirement Village. They have also delivered presentations at the Senior Voice Event with partner agencies. The Team are currently in the process of receiving Dementia training.

2. Sex:

Nil

3. Race: (Culture and Nationality)

The team have delivered the home safety presentation to approximately 60 SERCO staff to highlight the areas of risk when they are visiting vulnerable occupiers.

4. Disability (inc. Mental Health and those with long term health conditions):

The team have delivered a fire safety presentation to adults with learning difficulties at the Citadel.

5. Religion and Belief (Culture/Nationality):

Steph worked in partnership with Merseyside Police with reference to a ritual burning before a Romany Gypsy funeral. They visited the site prior to the burning ritual to have a meeting with the family to establish what was going to be involved and to advise them of how to do this safely. This promoted reassurance to the community but also support for the family involved. This event had to be managed by both Merseyside Police and MFRS to allow the tradition to take place safely. As a result this event required intervention to prevent and protect the Gypsy's attending the wake, local residents, their property and local businesses. It was important to address community cohesion in relation to the integration and engagement of Gypsies and Travellers within the local community.

6. Gender Reassignment (Through Hate Crime and Target Hardening referrals):

We have completed both a target hardening visit due to hate crime on a transgender occupier and a home fire safety check following a fire on a cross dresser.

7. Marriage and Civil Partnership:

Nil

8. Pregnancy and Maternity (Internal support for staff):

Nil

9. Sexual Orientation (HFSC, Hate Crime and Target Hardening):

Nil

10. Socio Economic Disadvantage (Food Banks):

Wirral

Case Study-Merseyside Fire & rescue Service

Home Fire Safety Assessment

21/07/2016

The visit was to a man who had been referred by the crews regarding high fire loading. The occupant had heart problems and low oxygen levels in his blood left him feeling tired and weakened.

During the Home Fire Safety Check we found the house to be in a state of disrepair with every room on each of the three floors to be heavily cluttered. The occupier was asked if he had any difficulty letting go of his items. He explained that Social Services were coming to help with the tidy up but he did not know when. He was offered support to call social services and clarify if they were coming to help and he was given the contact details of Talking Therapy Councillors at Inclusion Matters which he appeared responsive to. Social Services were contacted on the occupier's behalf and they clarified that he would be visited and assistance provided.

The occupant did not have working smoke alarms and I explained the dangers of having so much combustible material in the house as well as blocking escape routes and fire exits. Three smoke alarms were installed.

The occupier said that as a result of my visit, he was more motivated to take action and that he would engage with services.

1. Age:

The team have presented fire safety awareness sessions for:

Over 65s with isolation issues at the Wirral Older Adults Mental Health Service, which was held at the Stein Centre in St Catherine's Hospital.

MRFS has attended the Ageing Well Strategy group and Campaign planning for over 50s who are socially isolated with particular focus on a Door Knocking Campaign in the Eastham Area of Wirral. This campaign is led by Age UK as part of the Wirral's 20/20 Vision

The team have also supported day at Seacombe's Children's centre to raise awareness of childhood accidents and poisonings. They have also supported the Brassey Street Children's Spring Party organised by FSCO Eddie Parry

We have hosted the Junior National Citizenship, for two sessions around fire safety and fire safety in the home.

2. Sex

One of our other duties fire fighters has presented a Home fire safety awareness session at the Tomorrow's Women Support Group (This is a female only session)

Tomorrow's Women Wirral (TWW) is a Charity for all Wirral women aged 18+ with a commitment to reduce offending and to provide support and assistance to those women who have never entered the Criminal Justice System but who want to make positive lifestyle changes

3. Race: (Culture and Nationality)

18/05/2016

The team have delivered a number of fire safety awareness sessions at Wirral change throughout June and July for both mixed gender groups and the services dedicated women's forum

Wirral Change is a Black and Racial Minorities Outreach Service offering information, advice and guidance on jobs, education, training, self-employment, health and wellbeing, as well as signposting to other services for racial minority people on the Wirral.

4. Disability (inc. Mental Health and those with long term health conditions):

The team have attended Dementia Awareness training from an outside Dementia Champion, Ms B Lee delivered the training so that all the team at Wirral Prevention are now Dementia Friends. Wirral Prevention have hosted the first Dementia Alliance Wirral meeting to bring together other interested alliance members to begin looking at a Wirral alliance Strategy hosted by Ms B Lee The Team have begun attending the Alzheimer's Society's Weekly Dementia Cafes at four meeting points across Wirral to engage with those affected by dementia and Alzheimer's to offer the support of MFRS prevention function

We have delivered a small number of fire awareness sessions at Harbour housing for their residents who have long term and enduring mental health issues
Also attending Head Way to provide fire safety awareness

Headway is the UK-wide charity that works to improve life after brain injury, they provide services and information to brain injury survivors, their families and carers, as well as to professionals in the health and legal fields.

5. Religion and Belief (Culture/Nationality):

Nil

6. Gender Reassignment (Through Hate Crime and Target Hardening referrals):

Nil

7. Marriage and Civil Partnership:

Nil

8. Pregnancy and Maternity (Internal support for staff):

Nil

9. Sexual Orientation (HFSC, Hate Crime and Target Hardening):

Nil

10. Socio Economic Disadvantage (Food Banks):

Nil

District Prevention Teams Activity Equality and Diversity 2016/17 Q2

During Q2 of 2016/17 district teams have been heavily involved in joint work across the county, working hard with partners, and as a result Merseyside are the only FRS in the North West to still have had no fatalities in the first two quarters of the year.

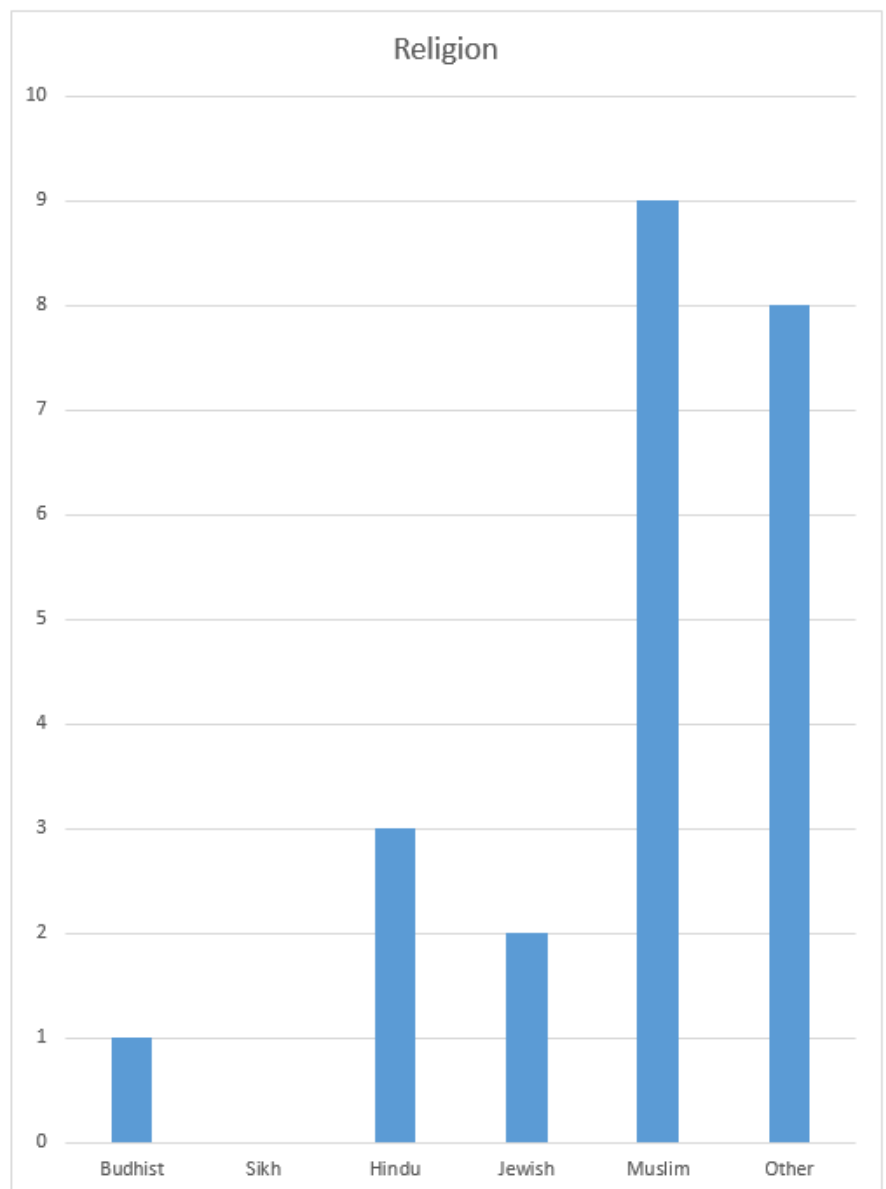
Statistics for engagement

During Q2 the prevention teams engaged with a range of Religious and Ethnic groups although the majority of the engagement was with White British Christians the following numbers were achieved

Total of over 65's was 1562

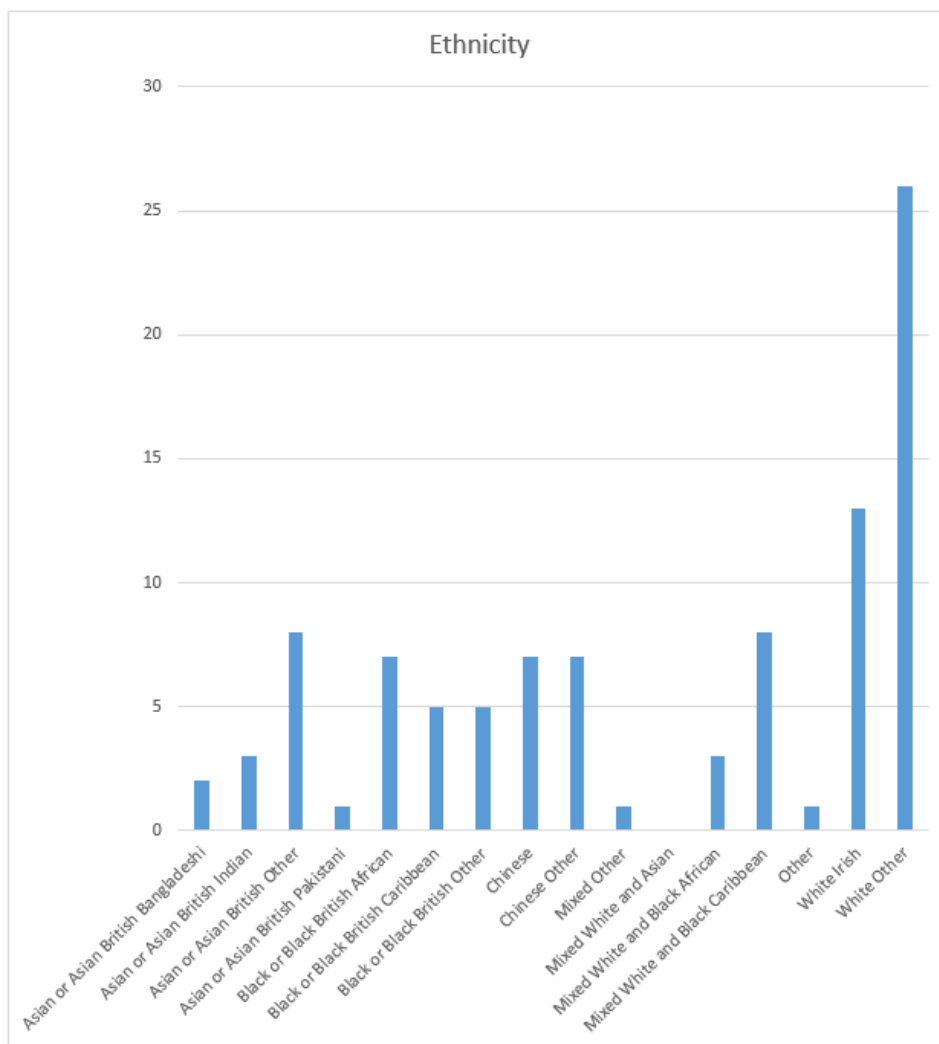
Religion 1% recorded

Buddhist	1
Sikh	0
Hindu	3
Jewish	2
Muslim	9
Other	8
Christian	1064
No Religion Stated	651



Ethnicity 5% recorded

Asian or Asian British Bangladeshi	2
Asian or Asian British Indian	3
Asian or Asian British Other	8
Asian or Asian British Pakistani	1
Black or Black British African	7
Black or Black British Caribbean	5
Black or Black British Other	5
Chinese	7
Chinese Other	7
Mixed Other	1
Mixed White and Asian	0
Mixed White and Black African	3
Mixed White and Black Caribbean	8
Other	1
White Irish	13
White Other	26
White British	1814



Prevention Stock

During Q2 the prevention teams across Merseyside through their interventions with vulnerable occupants have delivered £28,864 worth of stock. The breakdown for that delivery/issue can be seen below:

	Monthly Issue		
	Jul	Aug	Sep
Product			
Optical Smoke Alarm	331	403	577
Carbon Monoxide Alarm	236	200	218
Wi-Fi Smoke Alarm	86	71	92
Strobe Unit + Pad	52	40	60
Fire Retardant Throw	37	27	24
Fire Retadant Apron	0	0	0
Single Bedding Pack	16	7	12
Double Bedding Pack	12	12	15
King Size Bedding Pack	1	1	1
Deep Fat Fryer	6	5	3
Metal Bin	26	18	27
Strip Adaptor	14	15	13
Oil Filled Radiators	3	1	7
RCD Adaptor	5	1	7
Lockable Letterbox Plate	38	33	27
Letterbox Bag	0	3	2
Letterbox Locks	22	32	51
Monthly Expenditure	£9,278.17	£8,340.49	£11,088.25

Total Cost for Q2 Expendature

Product	Unit Cost	Total Issue	Total Cost
Optical Smoke Alarm	£6.06	1311	£7,944.66
Wi-Fi Smoke Alarm	£22.00	249	£5,478.00
Strobe Unit + Pad	£44.00	152	£6,688.00
Fire Retardant Throw	£7.95	88	£699.60
Fire Retadant Apron	£11.00	0	£0.00
Single Bedding Pack	£31.00	35	£1,085.00
Double Bedding Pack	£57.80	39	£2,254.20
King Bedding Pack	£69.50	3	£208.50
Deep Fat Fryer	£43.74	14	£612.36
Metal Bin	£3.25	71	£230.75
Strip Adaptor	£9.99	42	£419.58
Oil Filled Radiators	£45.00	11	£495.00
RCD Adaptor	£6.60	13	£85.80
Lockable Letterbox Plate	£23.27	98	£2,280.46
Letterbox Bag	£45.00	5	£225.00
Letterbox Lock	£1.50	105	£157.50

Total expenditure for Q2 2016/17

£28,864.41

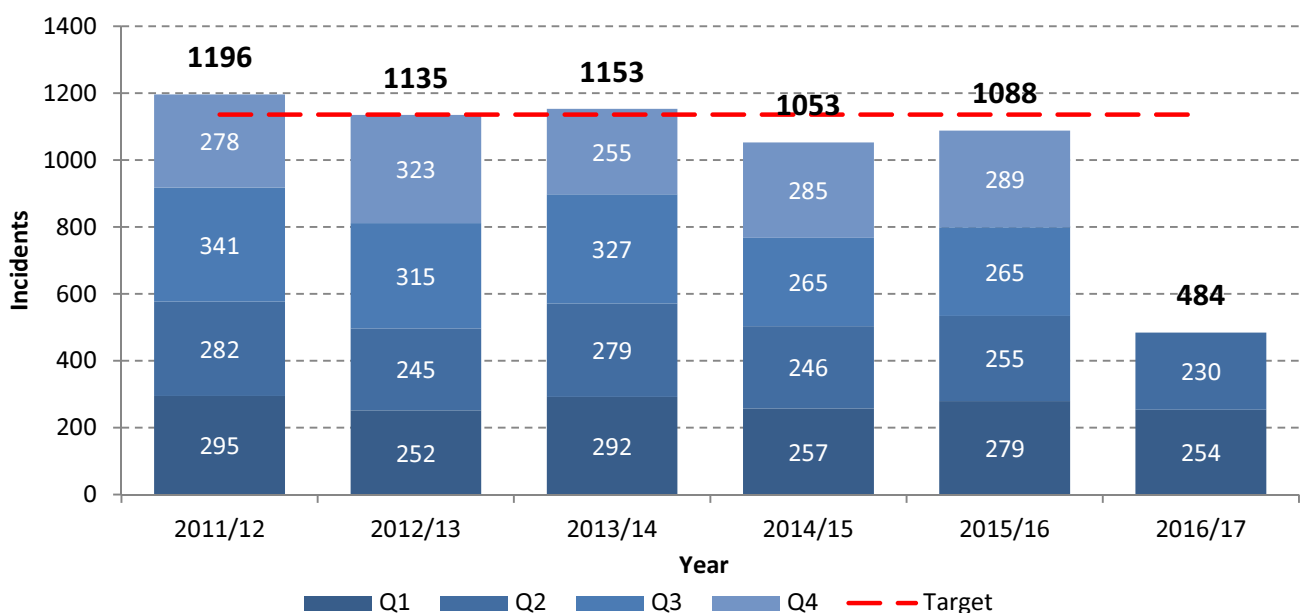
* currently there is no cost to the service for carbon monoxide alarms

EQUALITY AND DIVERSITY OBJECTIVES – Performance Update - Q2 2016/17

OBJECTIVE 1				
In the past ten years Merseyside Fire and Rescue Service has reduced accidental fires in the home by 37%		Action: We will continue to build on this work through the use of our customer insight modelling and our station planning process to target individuals at risk		Target: To reduce accidental fires in the home and the deaths and injuries they cause on Merseyside by a further 5% by 2017
Baseline	Where we want to be	2015/16 Performance	2016/17 Service Plan Target	Q2 2016/17
1196	1136	1088	1082	484

Please note baseline based on 2011/12 data

Accidental Dwelling Fires



Commentary

At the end of Q2 2016/17 there have been a total of 484 Accidental Dwelling Fires. This is a reduction of 50 incidents on 2015/16.

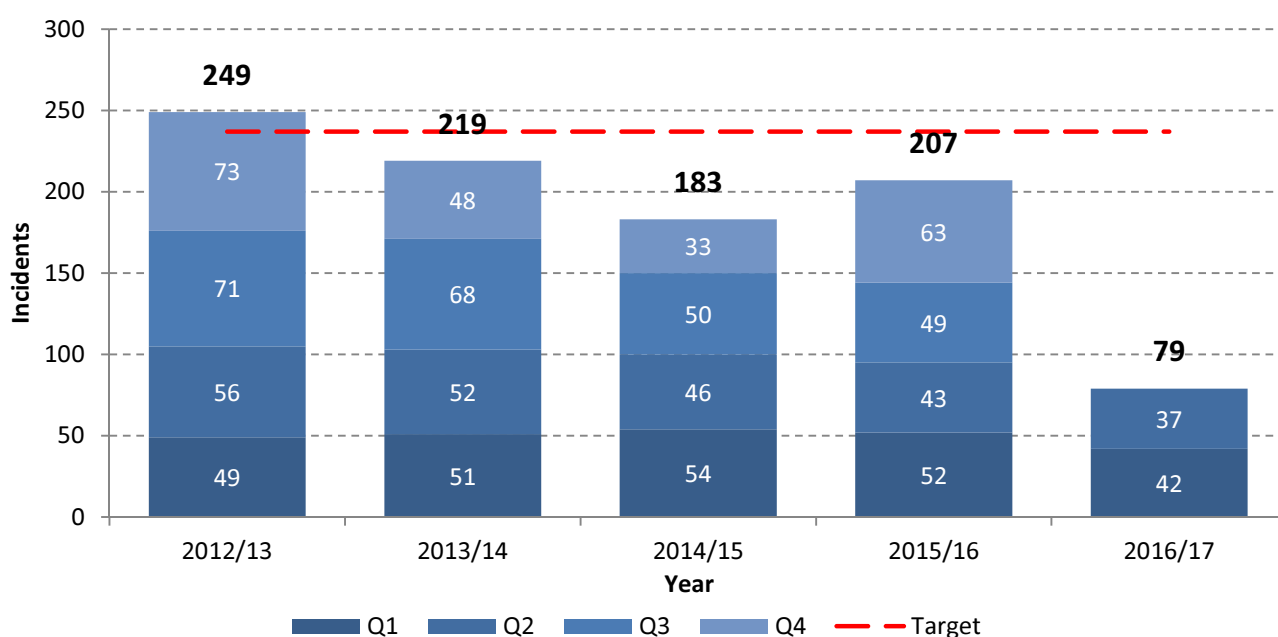
Operational Crews have conducted over 25,000 Home Fire Safety Checks (HFSC) during Q1 and Q2 (51% of the annual target), this combined with a 38% performance uplift from Prevention staff has ensured that MFRS are engaging with the most vulnerable in the community.

Prevention staff have also implemented specific HFSC campaigns aimed at selective licencing areas, targeting Private Landlord accommodation. All Home fire Safety Checks are now targeted towards those most at risk.

OBJECTIVE 2				
We will reduce risk for people who live in rented properties across Merseyside		Action: By continuing to build productive relationships with Registered Social Landlords		Target: To cut accidental kitchen fires in social housing by 5% by 2017.
Baseline	Where we want to be	2015/16 Performance	2016/17 Service Plan Target	Q2 2016/17
249	237	207	Monitoring	79

Please note baseline based on 2012/13 data

Accidental Kitchen Fires in RSL Properties



Commentary

At the end of Q2 2016/17 there have been 79 Accidental Kitchen Fires in properties owned by Registered Social Landlords. Though this is a reduction of 16 Accidental Kitchen Fires on Q2 2015/16.

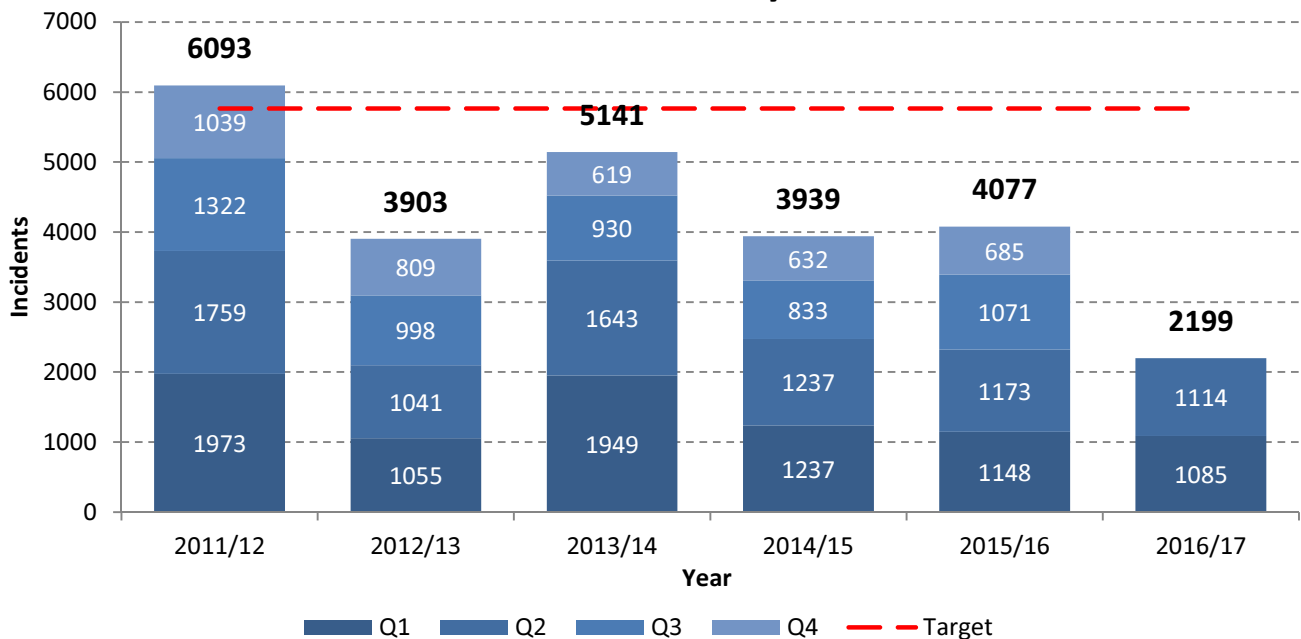
Kitchen and Cooking safety has been highlighted throughout campaigns during Q1 and Q2. This combined with the Fire Kills campaign in July has seen this highlighted with Registered Providers, Private Landlords and Residents.

Please note: data is correct as of 10th October 2016, late fire report submissions and Quality Assurance can affect this count

OBJECTIVE 3				
We will continue to engage with young people in vulnerable areas		Action: Through our award winning youth engagement programmes		Target: Reducing deliberate antisocial behaviour fire setting by 5% by 2017.
Baseline	Where we want to be	2015/16 Performance	2016/17 Service Plan Target	Q2 2016/17
6070	5767	4077	4481	2199

Please note baseline based on 2011/12 data

Deliberate Secondary Fires



Commentary

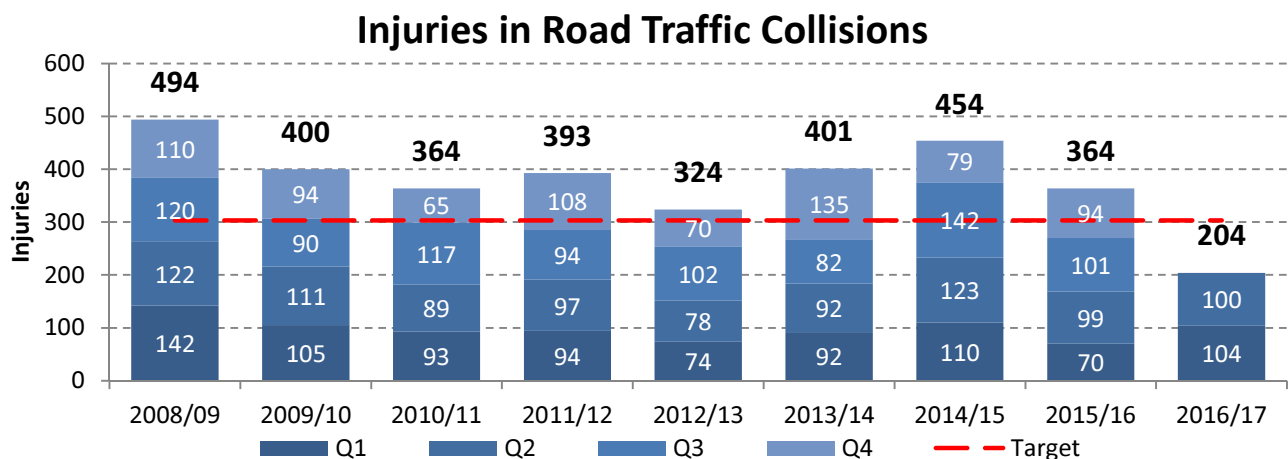
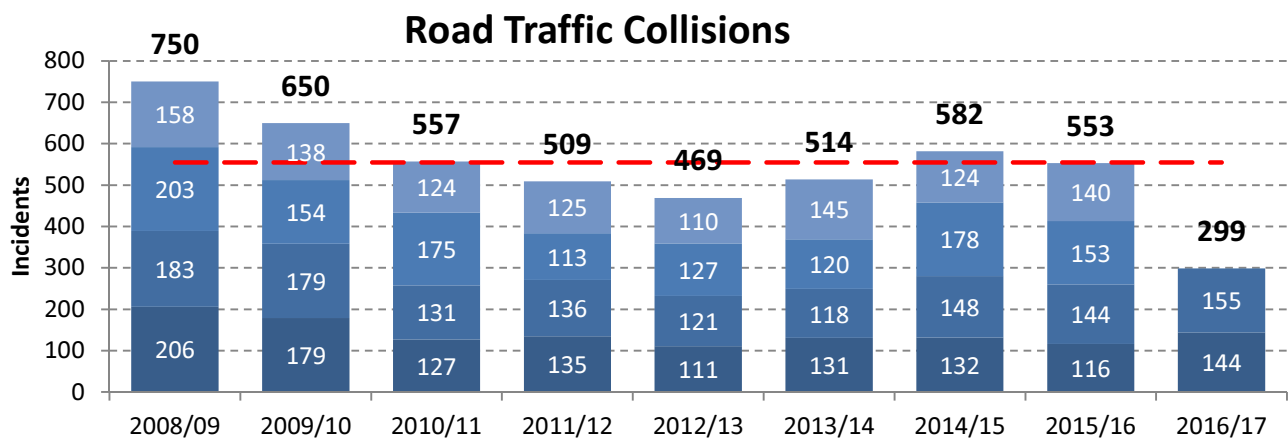
At the end of Q2 2016/17 there have been a total of 2199 deliberate secondary fires attended. This is a reduction of 122 incidents

Through an intelligence led risk management approach, we will continue to identify Arson and ASB hotspots to reduce secondary fires through education and engaging with our partner agencies. We will also deploy our resources efficiently during spate conditions to ensure that our communities receive a quality service delivery around the reduction of risk in our communities.

Update for 10th October - Arson Team is working as one team for Target Hardening. This has seen an improvement in performance and has resulted in a risk based approach to dealing with referrals. Secondary fires are part of a local plan for each Arson Officer and they record all activity on the portal. This will be progressed over the coming weeks and PIPS training will be

OBJECTIVE 4				
We will work with at risk groups and local partners to contribute to the reduction in the number and severity of road traffic collisions across Merseyside		Action: To work towards achieving the local target of reducing the number of people killed or seriously injured in road traffic collisions		Target: Reducing the number of people killed or seriously injured in road traffic collisions by 37.5% by 2020.
Baseline	Where we want to be	2015/16 Performance	2016/17 Service Plan Target	Q2 2016/17
Road Traffic Collisions				
888	555	553	541	299
Injuries in Road Traffic Collisions				
485	303	364	454	204

Please note baselines based on average of 2004/05 - 2007/08 data



Commentary
<p>Concerning both RTCs and resulting injuries, cumulatively there have been increases in both areas when compared to Q2 2015/16. RTC's have seen an increase of 39 incidents, from 260 to 299. Injuries resulting from RTC's have increased from 169 to 204, a difference of 35. The PCC is being asked to consider Road Safety as a priority within her future Police and Crime Plan.</p> <p><i>Please note: data is correct as of 10th October 2016, late fire report submissions and Quality Assurance can affect this count</i></p>

OBJECTIVE 5			
Our aim is to create a strong cohesive organisation which is positive about rising to the future challenges we face.		Action: Our aim is to increase the representation of all minority groups within the communities of Merseyside in the Fire and Rescue Service	Target: To increase the diversity of our workforce and volunteers in order to reflect the local community we serve and increase applications for roles within the organisation (including
Firefighter Recruitment			
Topic	Baseline 2014/15	Where we want to be	most recent
Female Firefighter Recruitment	3/16 (19%)	Increase in female recruitment	30% (5/17)
BME Firefighter Recruitment	1/16 (6.25%)	Increase in BME recruitment	0%
17 Recruited - Gender 12 Male (70%) and 5 Female (30%) Ethnicity: 17 White British			
Apprenticeship Recruitment			
Topic	Baseline 2014/15	Where we want to be	Most recent
Female Apprenticeship Recruitment	5/12 (42%)	Increase in female recruitment	57% (8/14)
BME Apprenticeship Recruitment	1/12 (8%)	Increase in BME recruitment	0%
14 recruited - Gender 6 Males (43%) and 8 Female (57%), Ethnicity: 14 White British			
Business Safety Advisors			
Topic	Baseline 2014/15	Where we want to be	most recent
Female Business Safety Recruitment	0 (0%)	Increase in female recruitment	57% (4/7)
BME Business Safety Recruitment	0 (0%)	Increase in BME recruitment	0%
7 Recruited - Gender: 3 Male (43%) and 4 Female (57%) Ethnicity: 7 White British			
Please note baseline based on 2014/15 data			
Commentary			
<p>In all cases we have exceeded our baseline figure for Gender. Significantly, female apprentices by 15 percentage points and firefighters by 11 percentage points. In terms of our BME baseline figures, this has not been exceeded - work is in progress to review our Positive Action and its part it can play in relation to recruiting BME candidates for both apprenticeship and firefighter roles. A event will be held with BME Community Leaders within the next quarter (December 2016)</p>			

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY & RESOURCES COMMITTEE		
DATE:	15 TH DECEMBER 2016	REPORT NO:	CFO/082/16
PRESENTING OFFICER	DEPUTY CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	AM JAMES BERRY	REPORT AUTHOR:	GM GARY OAKFORD
OFFICERS CONSULTED:	SIMON PURCELL		
TITLE OF REPORT:	MFRA PARTNERSHIP WITH LFC FOUNDATION		

APPENDICES:	A	AGREEMENT (TO FOLLOW)
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Purpose of Report

1. To request that Members note the content of this report and approve the continued partnership between MFRA and the LFC Foundation.

Recommendation

2. That Members note the content of this report and approve this partnership.

Introduction and Background

3. MFRA has for a number of years supported the LFC Foundations "Kicks" programme on an ad hoc basis at 2 locations in Merseyside (Toxteth Fire Fit HUB and Birkenhead). The primary aim of the project is to engage with young people aged from 8 to 20 years through football with a number of associated outcomes.
4. During July 2016, the LFC Foundation contacted MFRA to seek support for a new bid (to the Premier League) and to formalise partnership arrangements with MFRA for the continued delivery of the "Kicks" programme for a further 3 years (2016 to 2019), initially at 3 locations and moving to 5 locations during the lifetime of the programme; all of which are historical Anti-Social Behaviour Hot Spots for MFRA (small nuisance fires and violence at work towards operational and other staff).
5. This new programme will see the continued delivery at Toxteth and Birkenhead, a 3rd programme in Belle Vale, a 4th in Croxteth and a 5th in St Helens (TBC). It should be noted that there is alternative football provision provided by Everton in the Community (EITC) and the areas chosen ensure both programmes do not compromise the delivery of the other.

6. A number of strategic meetings have taken place with Officers from Community Risk Management and the LFC Foundation to agree the terms of reference and a formal Partnership Agreement has been put in place which includes:
- MFRA will be the primary partner to LFC Foundation – all literature will be co-branded.
 - MFRA will utilise the Fire Fit logo; this also complements the internal relationship that focusses on workforce health.
 - It has been agreed by LFC Foundation that the Group Manager for Community Risk Management will be co-opted onto the Operational Board to provide scrutiny and oversight of project and report on MFRA objectives.
 - MFRA will support Board Meetings to ensure the successful delivery of the project.
 - MFRA will work with the LFC Foundation to ensure the Business Plan is reflective of each stakeholder's values.
 - MFRA will add value to the programme by complimenting the football programme with the inclusion of Information, Advice and Guidance and referral pathways for example to Community Safety Apprenticeships or Princes Trust, Road Safety Engagement Sessions will also be included as will sessions on Youth Violence and Knife Crime delivered by Street Doctors a Liverpool based charity.
 - These are just examples of the approach and steps taken that will aim to take this "Kicks" programme beyond the scope that is currently being delivered by Liverpool Foundation and other Premier League Clubs and will ensure that MFRA remains and active and engaged stakeholder for community engagement.
 - A key performance indicator as set by the Premier League is to engage with 970 young people each year and typically the sessions will be delivered from 5pm – 7pm, 6pm – 8pm and 7pm to 9pm subject to demand and locations.

Equality and Diversity Implications

7. An EIA has been completed for Fire Fit.
- This is being achieved by actively engaging and develop partnerships in the promotion of sport, health & well-being and cultural activity as a direct contribution to creating safer stronger communities.
 - This will enable MFRA to reach into the community to ensure that our service provision has a direct positive impact on the health and positive well-being of the community.

- It will target those areas facing most challenges to their health or socio and economic well-being and in doing so can play a significant part in enhancing social cohesion.

Staff Implications

8. MFRA staff and volunteers have been identified to support the programme in addition to the LFC Foundations Coaching Staff. All staff are subject to the necessary HR requirements for working with Children and Young People and the adherence to safeguarding policies for both organisations.

Legal Implications

9. An Agreement has been drafted for the purposes of this proposal which will serve to maintain the partnership and obligations of both parties.

Financial Implications & Value for Money

10. LFC Foundation have secured £80k to deliver the Kicks programme over the next 3 years. LFC Foundation were able to apply for a discretionary fund of £30k subject to match funding by a partner. MFRA contribution will be £30k, on this basis the total programme budget is £140k.
11. The money will be a financial contribution of £30k which is currently held in the Olympic Legacy Reserve and will be our sole contribution for the next 3 years up to August 2019. However to reaffirm as we will be co-opted onto the Operational Board we will be in a position to direct the Business Plan to meet our aims and objectives and have control on the financial spend.

Risk Management, Health & Safety, and Environmental Implications

12. MFRA has a dedicated officer that oversees the overall governance of Fire Fit. Measures have been taken to ensure all staff who deliver the programme are suitably qualified, have DBS clearance and are fully conversant with MFRA safeguarding policy.

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

13. The outcomes contribute directly to our mission and values. Outcomes and results will be reported back through normal reporting processes.

BACKGROUND PAPERS

GLOSSARY OF TERMS

FUNDING AGREEMENT

MERSEYSIDE FIRE AND RESCUE AUTHORITY

AND

LIVERPOOL FC FOUNDATION

1. Parties

1.1 Merseyside Fire and Rescue Authority, Service Headquarters, Bridle Road, Merseyside L30 4YD

and

1.2 Liverpool FC Foundation, charitable company registered in England and Wales with The Charities Commission, Company Registration Number 04587220, Registered Office Anfield Road, Liverpool L4 0TH, Charity Number 1096572

2. Definitions

In this agreement:

- 2.1 'The Authority' means Merseyside Fire and Rescue Authority
- 2.2 'The Provider' means Liverpool FC Foundation.
- 2.3 'Services' shall mean those services as described in Appendix 1 to the Agreement

3. Basis of the Agreement

- 3.1 The Authority's mission is to create 'Safer, Stronger, Communities, Safe, effective Fire Fighters'. The Authority recognises that working together enables it to achieve this mission in a more cohesive and effective way.
- 3.2 The Authority cannot deliver its mission and aims by working alone and recognises that it will be more successful in achieving these corporate aims by working in a partnership.
- 3.3 By working together with the Provider the Authority aspires to support the Provider's continued delivery of the "Kicks Football+" programme for 1 year with the aim of targeting more areas which are Anti-Social Behaviour areas for the Authority with high levels of small nuisance fires and aggressive behaviour towards operational and other staff.

- 3.4 The Authority will provide funding towards the cost of the Provider's programme called 'Kicks Football+', which will include football sessions and extracurricular activity taking place in areas with high levels of crime and anti-social behaviour, including Toxteth, Belle Vale, Croxteth, location(s) in Wirral and a new location to be agreed between the parties. The Authority funding together with the Provider's funding from the Premier League will also support extracurricular activities in further existing Kicks locations as identified by the Provider.
- 3.5 Research demonstrates that fire discriminates and that people living in areas of higher deprivation, unemployment and poorer housing and health are more at risk from fire. Tackling some of the root causes of this e.g. poor health later in life, instilling in young people a sense of discipline and responsibility that will provide a positive influence and developing skills for the work place with initiatives like this partnership with the Provider can potentially reduce risk in the future.
- 3.6 The Agreement is not a partnership as defined in the Partnership Act 1890.

4. Term

This Agreement shall commence on 1 September 2016 and expire on 31 August 2017 in line with Premier League funding cycles, with the option to extend the delivery time frame if all parties agree or until terminated in accordance with clause 7 whichever is the earlier.

5. The Authority's Obligations

The Authority agrees and undertakes (where appropriate):

- 5.1 The Authority will be one of the two primary partners to Liverpool FC Foundation for the Kicks Football+ programme (see 3.4 for main locations) – all literature will be co-branded in accordance with clause 8.
- 5.2 The Authority will support project meetings to ensure the successful delivery of the project.
- 5.3 The Authority and the Provider will continue to ensure the Kicks Football+ programme reflects its mutual charitable and social objectives.
- 5.4 The Authority will add further value to the programme by complementing the Kicks Football+ programme with the inclusion of information, advice and guidance and referral pathways for example to Community Safety Apprenticeships or Princes Trust, Road Safety Engagement sessions and sessions on Youth Violence and Knife Crime delivered by the Authority's partner, Street Doctors a Liverpool based charity and by permitting use of its Mark.
- 5.5 An informal review of the partnership will be conducted monthly and reported by the Authority and the Provider to their respective stakeholders.
- 5.6 A report will be compiled upon completion of the 2016/17 Kicks Football+ project by the Authority with input from the Provider which may be used by the Authority to

report on the impact and success of the Kicks Football+ project and its outcomes and to consider the potential for future funding and collaboration.

Payments of Funding

- 5.7 In consideration of the Provider's delivery of the Kicks Football+ programme, the Authority agrees to pay the Provider the sum of £30,000.00 by way of donation.
- 5.8 The funding will be paid by the Authority prior to the commencement of the 2016/17 Kicks Football+_ programme and within 30 days of the receipt of a claim from the Provider. The Provider may claim the funding at any time following the completion of this Agreement. The donation is paid by way of match funding to the Provider's Premier League Kicks grant.

6. The Provider's Obligations

The Provider agrees and undertakes

- 6.1 To deliver the Kicks Football+ programme during the period 1 September 2016 and expire on 31 August 2017 in line with Premier League funding cycles, with the option to extend the delivery time frame if all parties agree or until terminated in accordance with clause 7 whichever is the earlier.
- 6.2 To be responsible for the day to day organisation and administration of the project
- 6.3 To take all reasonable steps to secure the health, safety and welfare of all employees and agents involved in providing the Services and the participants of the Kicks Football+ programme.
- 6.4 The Provider will ensure that all staff involved in the provision of the Services are vetted and where appropriate hold and maintain up to date Disclosure and Barring Service Checks.

Insurance

- 6.5 The Provider shall maintain in force with a reputable insurance company, Public Liability cover with a minimum limit of £5,000,000 in respect of any one incident

7. Mutual Obligations of both Parties

Accountable Persons

- 7.1 The accountable person shall be the nominated post holder who will be responsible for ensuring the proper control and management of the services and the supervision and submission of all the required information.
- 7.2 The accountable person for the Authority will be (insert nominated post holder)
- 7.3 The accountable person for the Provider will be Martin Talbot.

Environmental, Health & Safety

- 7.4 Both parties shall at all times comply with all legislation, standards and regulations, including but not limited to, those relating to Consumer Protection and Health, Safety and Environment, which are relevant to any service pursuant to the agreement.
- 7.5 Both parties shall not perform any service, which is intrinsically hazardous to life or harmful to the environment, without appropriate arrangements being agreed to by the parties in advance.

Equal Opportunities

- 7.6 Both parties shall have a written equal opportunities policy statement and shall promote equality of opportunity between all individuals and groups having access to the services.
- 7.8 Both parties shall ensure that any allegations of discrimination or complaints made against it are properly investigated and that appropriate action is taken. Neither party shall be in breach of their obligation hereunder in respect of any activity falling within an exception of the Equality Act 2010 or any amendments thereto.

Termination

- 7.9.1 Without prejudice to any of its other rights either party may immediately terminate this Agreement if any of the following occurs or is likely to occur:
- (a) the other party is in breach of its obligations under this Agreement which, if capable of remedy, has not been remedied within 14 days of receiving a written notice to do so from the non-breaching party; or
- (b) the other party commits any fraud or dishonesty or acts in any manner which in the opinion of the party relying on this clause (acting reasonably) brings or is likely to bring it into disrepute or is materially adverse to its interests.
- 7.9.2 Either party may terminate this Agreement by giving notice to the other if, in connection with the funding or Services, the defaulting party or any person appointed or employed by it or acting on its behalf (either with or without the knowledge of the other party); (a) accepts, solicits, agrees to receive, promises, offer or gives a bribe, a facilitation payment, a kickback or other improper payment; and/or (b) commits an offence under the Bribery Act 2010 or any other applicable anti-bribery and corruption laws or regulations.

7.11 Complaints

- 7.12 The party who is the recipient of the complaint will, in accordance to their complaints procedure, investigate the complaint.
- 7.13 Information will be shared with other appropriate parties, in order to facilitate investigation and the successful resolution of the complaint.

Information Sharing

- 7.14 Both parties agree that they will comply with all requirements of the Data Protection Act 1998 in relation to this agreement.

Freedom of Information

- 7.15 Where either party receives a request for information under the Freedom of Information Act 2000 which relates to information disclosed by the other party it will consult with that party as to disclosure or refusal of the request.

8. Permission to use registered trade mark and marketing

- 8.1 The Authority and the Provider will market and promote the Kicks Football+ programme and agree to use the following designations in relation to each other and the Kicks Football+ programme in all marketing materials and other documents and shall not deviate from such designations:

8.1.1 Programme Name: Kicks Football+.

8.1.2 The Authority: funding partner of Liverpool FC Foundation.

8.1.3 Liverpool FC Foundation: official community partner of Merseyside Fire and Rescue Service.

8.1.4 Use of Liverpool FC Foundation, Merseyside Fire and Rescue Service and Premier League Kicks logo on all marketing materials and other documents.

- 8.2 Each party, as registered proprietor of their respective registered trademarks as set out in Appendix 2 (**Mark**), grants to the other a non-exclusive, limited, non-transferable revocable permission to use their Mark solely:

8.2.1 as shown in Appendix 2 without modification, including in relation to any trade mark notices shown there;

8.2.2 for the sole purpose of incorporating the Mark on marketing materials, reports and other documents relating the Kicks Football+ programme, which materials must also include the Mark of the party relying on the permission and the mark of the Premier League/Premier League Kicks logo.

- 8.3 The right to use the Mark is limited to the form and manner of use described in clause 8.2. No other use of the Mark is permitted under this Agreement and neither party shall suggest a wider association, sponsorship or partnership with the other. For the avoidance of doubt:

8.3.1 neither party may use the other's Mark in isolation of its own and the other partner's mark (being the Premier League/Premier League Kicks logo); and

8.3.2 neither party may use the other's Mark in relation to any of its other activities.

- 8.4 Each party shall obtain the other's prior written approval of all materials that incorporate the Mark.
- 8.5 Neither party shall place or depict the Mark of the other in any manner or in any materials that would tend to denigrate, disparage, tarnish, dilute, misrepresent or otherwise adversely affect or take advantage of it or its reputation.
- 8.6 The parties may revoke this permission at any time with immediate effect by written notice if there is a contravention of any requirement of this permission. The permission herein granted shall expire on termination or expiration of this Agreement.
- 8.7 The parties acknowledge and agree that ownership of all rights, title and interest in the Marks shall remain vested in the owner.
- 8.8 Neither party shall make any announcement or permit any announcement to be made, without the prior written consent of the other, except that a party may make announcements to the extent required by law or by any court or governmental or regulatory authority. For the purposes of this clause an announcement is any public announcement, circular or other communication about or containing information about the terms, subject matter or existence of this Agreement or the parties' performance of their obligations under or in connection with it.

9. Liability

- 9.1 Nothing in this Agreement shall limit or exclude the liability of either party for death or personal injury resulting from negligence or fraud or fraudulent misrepresentation.
- 9.2 Without prejudice to clause 9.1 each party's total liability arising under or in connection with this Agreement, whether arising in contract, tort (including negligence) or restitution, or for breach of statutory duty or misrepresentation or otherwise shall be limited to £30,000.

10. Law

This Agreement shall be construed in accordance with and governed in all aspects by English Law and the parties submit to the exclusive jurisdiction of the English courts.

Print Name

.....

Signed by

.....

Date

.....

The duly authorised representative of

Print Name

.....

Signed by

.....

Date

.....

The duly authorised representative of Merseyside Fire and Rescue Authority following approval by the Community Safety Partnership Group (CSPG) on

Appendix 1
Service Specification

Appendix 2

Marks

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	15 DECEMBER 2016	REPORT NO:	CFO/085/16
PRESENTING OFFICER	MONITORING OFFICER		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	JANET HENSHAW
OFFICERS CONSULTED:	SMG		
TITLE OF REPORT:	OUTCOME OF A 1ST TIER TRIBUNAL HEARING: FREEDOM OF INFORMATION AND COSTS		
APPENDICES:	APPENDIX A:	REDACTED COPY OF JUDGEMENT	
	APPENDIX B:	REDACTED COPY OF APPELLANTS OWN COST RULLING	

Purpose of Report

1. To inform Members of the outcome of a recent Hearing in the 1st Tier Tribunal.

Recommendation

2. That Members note the outcome of a recent Hearing in the 1st Tier Tribunal.

Introduction and Background

3. Members may be aware that as a result of a request made last year under the Environmental Information Regulation 2004 the claimant appealed to both the Information Commissioner and then the 1st Tier Tribunal.
4. The information requested was later discovered to have been available in the text of another document which was in the public domain. An apology and the information requested was delivered to the claimant in August 2016.
5. However at the insistence of the claimant the Tribunal Hearing went ahead on 22nd September 2016.
6. An application for costs was made on behalf of Merseyside Fire and Rescue Authority and on 9th November 2016 costs were awarded in the sum of £500.00
7. Members are asked to note that is not ordinarily possible to be awarded costs in Tribunal hearings as Tribunals are by their nature supposed to be an easily accessible, speedy, informal and inexpensive recourse to justice. Costs are

rarely awarded and only in circumstances where it is evidenced that a party has acted unreasonably.

8. A redacted copy of the Judgement is attached as Appendix A

Equality and Diversity Implications

9. There are no equality or diversity implications directly associated with this report.

Staff Implications

10. A considerable amount of officer time has been expended in dealing with this particular request, between officers from strategy and performance, estates and legal services.

Legal Implications

11. An appeal to the Upper Tribunal can be made following this Judgement. This must be on a point of law or procedural irregularity and an application for permission must be made within 28 days from 9th November 2016 to do so. It should also be noted that since the Judgement the Appellant has applied for costs. The Judgement of the Tribunal in this regard is attached as Appendix B

Financial Implications & Value for Money

12. Costs in the sum of £500 have been awarded

Risk Management, Health & Safety, and Environmental Implications

13. The application was made pursuant to the Environmental Information Regulations 2004

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

14. This ensures that Members are aware of anything that may affect MFRA's reputation, either negatively or positively

BACKGROUND PAPERS

GLOSSARY OF TERMS



ON APPEAL FROM

THE INFORMATION COMMISSIONER'S DECISION
NOTICE No:FER0592270

Dated: 16th. February, 2016

Appeal No. EA/2016/00054

Appellant:



First Respondent:

The Information Commissioner
("the ICO")

Second Respondent

Merseyside Fire and Rescue
Authority("MFRA")

Before

David Farrer Q.C.

Judge

and

Michael Hake

and

Malcolm Clarke

Tribunal Members

Date of Decision: 31st. October, 2016

Ruling on an Application for Costs by MFRA

1. On any reasonable view of the matter, this appeal has involved costs to the public quite disproportionate to its significance or the matters in issue. Accordingly, I intend to give our reasons with the least possible elaboration consistent with doing justice to both parties to this application.
2. On 22nd. September, 2016, following a hearing attended by [REDACTED] and Ms. Janet Henshaw, solicitor, on behalf of MFRA, the appeal was withdrawn by consent and an order was made giving effect to that outcome. Ms. Henshaw immediately submitted a schedule of MFRA's costs and an application that they be paid by [REDACTED]. The Tribunal adjourned the application so that it might be submitted in fuller form and that [REDACTED] should have an opportunity of submitting evidence and argument to support his resistance to such an order and information as to his financial means. It was agreed that the determination should be made on the papers and directions were given as to service. I indicated that the determination would be by the full panel.

The Background to this application

3. On 14th. June, 2015 [REDACTED] requested from MFRA appendices to two reports presented to MFRA meetings in October, 2014 and January, 2015 respectively. MFRA replied that the requested information was refused in reliance on the exceptions contained in EIR 12(5)(d) and (e) and the ICO, by a DN dated 16th. February, 2016, upheld such reliance and the public interest arguments advanced. [REDACTED] appealed.

4. On 4th. August, 2016, by email and posted letter, Ms. Henshaw, on behalf of MFRA, informed [REDACTED] that she had discovered that, following the appointment of a new Treasurer, a report, open to the public and including the withheld information, had been approved by an MFRA committee on 17th. September, 2015. The report, which, she stated, was available on the MFRA website was attached to the email and also sent to [REDACTED] by post. She asked him to withdraw his appeal, having received this information.
5. Although he communicated regarding the bundle for a (contested) hearing, [REDACTED] did not respond to that email nor to a letter of 11th. August, 2016 nor a further letter dated 19th. August, 2016 indicating that the appendices from the original reports were now on the MFRA website.
6. [REDACTED] rejected the Registrar's proposal in a CMN of 16th. August, 2016 that the appeal be "ended by consent", stating by letter of 22nd. August, 2016 that he would accept "all of the information (4 A4 pages)". That is, we believe, the first suggestion that [REDACTED] believed he had received less information than he requested.
7. The requested information in each appendix filled a single page. Each contained a spreadsheet and was accompanied by a blank page, as [REDACTED] would have found out on 4th. or 19th. August, had he accessed the website. (He claimed that he could not obtain access due to an error in the website address but made no attempt to check it with MFRA over a three week period.) Hence the "4 A4 pages".
8. A letter from [REDACTED] to MFRA dated 19th. September, 2016, following reception (on or about 16/9/16) of hard copies of the two original appendices, disclosed that he had seen the two blank pages on the website

but still insisted on receiving four A4 pages, if the appeal was to be ended by consent.

9. So the appeal proceeded to a hearing. [REDACTED] advanced a new argument to the effect that the original pages of the appendices would have been stamped “not for publication”, which was true, whereas, unsurprisingly, the pages now on the website were not. He was, however, unable to identify any information in the original form in which the information was held which added anything to the information disclosed in August, 2016. He consented to withdraw the appeal after some questioning by the Tribunal as to what information had not been provided and why he had failed to respond to MFRA’s letters/emails.
10. MFRA’s application set out the chronology of the matter, most of which is set out here and is evidenced by documents – or the absence of them – in a bundle prepared for the purpose. It submitted that [REDACTED] conduct of this appeal had been unreasonable since his receipt of the letter of 4th. August, 2016 and the attached information. A schedule of costs amounting to £1261.50 was submitted. This was reduced to £1192.23 in a later detailed breakdown, as a result of a slight reduction in the solicitor charging rate.
11. [REDACTED] made a lengthy and diffuse written submission and presented a brief summary of his income, totaling about £16,500 p.a. from various sources. His tax credits were said to be awarded jointly - we assume with one other, though detail was lacking. In the interests of brevity, the Tribunal will state its response to those points which require one, point by point.
12. He submitted –

- His request must be construed as a request that the information be provided as “4 A4 pages” (see EIR 6(1)) and MFRA had complied, if at all, only at the hearing.

The Tribunal finds that there was no such implication in the wording of the request and it is notable that such a claim was not made in response to MFRA’s August letters. In any case, Reg.6 and FOIA s.11 are concerned with the medium of provision (the “form or format”), not the extent of the information provided.

- The removal of non – publication markings after posting to the website involved a change in the content of the information, indeed the commission of an offence under EIR 19 (alteration of records with intent to prevent disclosure).

The Tribunal rejects both legs of this argument. The markings were not environmental, indeed any kind of, information. Assuming in his favour that these points are made in good faith, [REDACTED] wholly misunderstands the nature of “information”. Plainly, MFRA could not maintain a “not for publication” stamp on a document on its website. The Reg. 19 point is simply absurd; no information was altered and there was clearly no intention to conceal anything.

- The Tribunal joined MFRA as a party, not [REDACTED]. He did not want joinder, so (we assume) should not have to meet MFRA’s costs.

The Tribunal regards this as quite irrelevant. The joinder was entirely proper and MFRA is entitled to its costs if the strict requirements for an order are met.

- [REDACTED] was entitled to the full four pages in original form.

The Tribunal rejects that claim as a matter of commonsense but, more importantly, because that is not the law (see below).

The remaining submissions and the appended documents do not touch the issues. For example, the contract between MFRA and its IT supplier has nothing to do with [REDACTED] and is quite irrelevant to any question before the Tribunal

13. We turn to the Tribunal's general findings and its decision.

14. The information to which a requester is entitled is information recorded in whatever form (FOIA s.184). However, the public authority is not under a duty to provide the information in its original form because –

" Put shortly, the Act provides a right of access to information, not documentation. " – see *IPSA v ICO* [2015] 1 WLR 2879.

The specific appearance and layout of a document may provide information additional to its content, as in *IPSA*, but nobody suggests that is so in this case. The *IPSA* case reinforces what any reasonable person would regard as a sensible interpretation of the rights conferred by FOIA s.1 or EIR 5(1). The original documents given to [REDACTED] at the hearing provided nothing that he could not get from the website or the information sent to him. If he could not access the website, he made no attempt to seek assistance from MFRA. Any suggestion that he would have breached a Tribunal direction by doing so is ridiculous. He could write, telephone or obtain the registrar's consent to use email.

15. From 4th. August onwards, [REDACTED] had no sensible reason to doubt that MFRA was providing him with the full information that he had requested. Ms. Henshaw had, very properly, taken the initiative in alerting him to the change in MFRA's stance. To do so whilst attempting to hide the appendices would make no sense whatever.

16. We do not repeat the points made above in response to [REDACTED] further submissions.
17. Rule 10(1)(b) of the The Tribunal Procedure (First-tier Tribunal) (General Regulatory Chamber) Rules 2009 (“the 2009 Rules”), so far as material, prevents the Tribunal from ordering costs against [REDACTED] unless it finds that he conducted these proceedings unreasonably (Clearly, his bringing of the proceedings was perfectly reasonable). What is unreasonable is a matter of fact for assessment by the Tribunal. His own view of what is reasonable is neither here nor there. Obviously, an important question is whether there was any practical value in what he claimed to be seeking in relation to the time and costs that he was causing others to commit and incur. [REDACTED] had a duty to assist the Tribunal in achieving the overriding objective of prompt justice at a reasonable cost (Rule 2(4)). Although the Tribunal has not initiated proceedings for a wasted costs order under Rule 10(1)(a), it is entitled to take into account [REDACTED] disregard for the Tribunal costs resulting from three panel members being required to read the voluminous papers (albeit mainly after the hearing since they received them on arrival), travel to and attend the hearing.
18. The Tribunal noted his failure to respond to the CMN of 16th. September, 2016 which provided a last clear opportunity to terminate this appeal, having obtained the whole substance of the information requested.
19. We find that he conducted these proceedings unreasonably. However, it is necessary to make a finding as to when his conduct became

unreasonable because MFRA's costs were incurred over a period of about seven weeks.

20. The majority of the Tribunal find that [REDACTED] conduct was unreasonable as from 22nd. August, 2016, when he rejected the Registrar's invitation (CMN 18/8/16 §3) to agree a consent order to end the appeal, continuing to insist on delivery of the original four pages, despite the availability of the original appendices on the website.
21. The third member of the Tribunal panel assesses [REDACTED] conduct of the appeal as unreasonable as from the time he received but did not acknowledge the MFRA letter of 4th. August, 2016.
22. Referring to the Schedule of Costs and the ancillary document detailing the dates of those costs, we calculate that the costs incurred on and after the date identified by the majority as the start of the unreasonable conduct amount to £967.57. The charging rate for Ms. Henshaw's work (£59.12) and the hours claimed are perfectly reasonable. [REDACTED] complaints on this account are groundless.
23. Rule 10(5)(b) of the 2009 Rules requires us to consider [REDACTED] financial means in deciding whether to make an order for costs and, if so, in what amount. Those means are plainly very modest. On the other hand, his conduct of this appeal caused a very considerable waste of public money in circumstances suggesting that he had become more concerned

about pursuing a worthless and misconceived technicality rather than legitimately obtaining information.

24. Rule 10(6)(c) empowers the Tribunal to assess the whole or a specified part of the costs or expenses incurred by the receiving person. The Tribunal has no doubt that this is an appropriate case for an order for costs for the reasons given. We take as our starting point for the whole of the costs incurred as a result of the unreasonable conduct the modified figure submitted by MFRA, less the costs arising before 22nd. August, 2016, namely £967.57.

25. Having regard to [REDACTED] means, we order him to pay the costs of MFRA in the sum of £500.

26. Awards of costs are rare in tribunal proceedings because the requirement of unreasonableness is very seldom satisfied. This is, however, one of those rare cases.

David Farrer Q.C.,

Tribunal Judge

31st. October, 2016

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Appeal No. EA/2016/0054

BETWEEN

[REDACTED]

Appellant

and

The Information Commissioner

First Respondent

and

Merseyside Fire and Rescue Service

Second Respondent

Tribunal Directions arising from an application for costs by the Appellant against
the Second Respondent

1. On 14th. November, 2016 the Appellant, whom the Tribunal had ordered to pay part of the costs of the Second Respondent (“MFRS”) on account of his unreasonable conduct of this appeal, made an application under Rule 10(1) of the 2009 Rules that MFRS pay part of his costs. He further asked that the Tribunal give directions as to the determination of his application. These are the directions that he seeks.
2. This application is out of time. The Appellant cites Rule 10(4) which reads -

“ An application for an order under paragraph (1) may be made at any time during the proceedings but may not be made later than 14 days after the date on which the Tribunal sends to the person making the application the decision notice recording the decision which finally disposes of all issues in the proceedings. ”

3. He relies on the proposition that the date from which the 14 days ran was 31st. October, 2016, when he received the Tribunal's decision on MFRS's application for costs. That is wrong for two reasons –
 - (i) Rule 10(4) refers to “the decision notice” which finally disposes of all issues in the proceedings. That is a term reserved for the document embodying the definitive ruling on substantive issues giving rise to the appeal. The rule contemplates that, in many appeals, it is only when he knows the final outcome of the request for information or other subject of dispute, that a party will finally know whether he has a case for applying for his costs. He is then given 14 days to apply.
 - (ii) Still more conclusive is the point that, if the disposal of “all the issues in the proceedings” included the determination of applications for costs, Rule 10(4) would contradict itself.
4. The decision notice for this appeal was the Consent order dated 22nd. September, 2016, terminating proceedings, hence disposing of all substantive issues between the parties. The effect was that the ICO's DN stood but the Appellant received the information that he wanted.
5. The Tribunal has power under Rule 5(3)(a) to extend the time granted by Rule 10(4) but has no intention of exercising it in the Appellant's favour since his application is entirely devoid of merit.
6. As he well knows from defending MFRS's application for costs, the Tribunal has power to award costs only where (here) a party defends or conducts its case unreasonably (Rule 10(1)(b)). On the material before me, there is no basis whatever for such an allegation against MFRS and the Appellant does not begin to make one. Rather he repeats trivial complaints which were made and repeated in the course of the previous application and do not remotely meet the requirement of unreasonableness. Any costs incurred by the Appellant over the period covered by his Schedule are the result of his own unreasonable obstinacy, as detailed in the ruling of 31st. October, 2016.

7. I am therefore minded to strike out this application under Rule 8(3)(c) as amounting to “part of the proceedings”, being out of time and having no reasonable prospect of success, whether for that reason or because his application, if it should be entertained at all, utterly fails to demonstrate that MFRS conducted these proceedings unreasonably.
8. Rule 8(4) requires the Tribunal to give the Appellant an opportunity to state why this part of the proceedings should not be struck out. I do so now. He has until 4pm. on 28th. November, 2016 to submit, if so advised, a single document, not exceeding two sides of A4 paper, setting out –
 - (i) why the Tribunal should find that his application is made within time pursuant to Rule 10(4) or why time should be extended;
 - (ii) why the Second Respondent’s conduct of this appeal was unreasonable, hence
 - (iii) why his application should not be struck out

I emphasise that he must decide whether to contest the proposal to strike out his application, given what is said in these directions.

- 9 The Tribunal has already commented on the waste of public funds caused by the Appellant’s conduct of this appeal in its later stages. When confronted by this application, I was minded to consider a wasted costs order under Rule 10(1) in respect of the costs incurred by the Tribunal service in dealing with this application. I was deterred from proceeding on such a course only because of the further time and possibly unrecovered costs which the public would incur if the Appellant resumed his submissions, this time on the subject of his liability for such costs. However, he should be in no doubt that, if this application is pursued further and fails, such inhibitions will probably disappear.
- 10 If, contrary to my interpretation of Rule 8, applications for costs are not

“part of the proceedings” so that I have no power to strike out this application, I am minded to reject it for the reasons already canvassed but give the Appellant the same opportunity, subject to the same conditions (see §8), to explain why that course would be wrong.

David Farrer Q.C.

First – Tier Tribunal Judge

22nd. November, 2016

Striking out a party’s case

8.—(1) The proceedings, or the appropriate part of them, will automatically be struck out if the appellant has failed to comply with a direction that stated that failure by the appellant to comply with the direction would lead to the striking out of the proceedings or that part of them.

(2) The Tribunal must strike out the whole or a part of the proceedings if the Tribunal—

- . (a) does not have jurisdiction in relation to the proceedings or that part of them;
and

- . (b) does not exercise its power under rule 5(3)(k)(i) (transfer to another court or tribunal) in relation to the proceedings or that part of them.

(3) The Tribunal may strike out the whole or a part of the proceedings if—

- . (a) the appellant has failed to comply with a direction which stated that failure by the appellant to comply with the direction could lead to the striking out of the proceedings or part of them;
- . (b) the appellant has failed to co-operate with the Tribunal to such an extent that the Tribunal cannot deal with the proceedings fairly and justly; or
- . (c) the Tribunal considers there is no reasonable prospect of the appellant's case, or part of it, succeeding.

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	15 TH DECEMBER 2016	REPORT NO:	CFO/089/16
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	NICK SEARLE	REPORT AUTHOR:	NICK SEARLE
OFFICERS CONSULTED:	BERNIE SULLIVAN – WORKSHOPS MANAGER STEWART MARTIN – COMMODITY MANAGER SHARON MATTHEWS – HEAD OF PROCUREMENT		
TITLE OF REPORT:	PROVISION OF B TYPE PUMPING APPLIANCES		

APPENDICES:	
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Purpose of Report

1. To request Members agree to the procurement of four replacement fire appliances with an option to purchase a further six appliances. This approach is consistent with our current assets refresh strategy.

Recommendation

2. That Members approve the award of contract for B Type pumping appliances to W.H. Bence.

Introduction and Background

3. The Authority fleet currently comprises of 51 heavy pumping appliances over 18 tonnes. The Authority operates a policy of rolling replacement of vehicles that have been operational for 10 years.
4. Over the past fifteen years, the Authority has largely standardised the chassis and key components of the vehicles that they operate in order to reduce the levels of replacement parts held by their workshop and improve efficiency in maintenance and operator training.
5. At present 46 of the pumping appliances operated by the Authority are built onto Scania chassis and have the same or similar key components.
6. A procurement exercise has been carried out in respect of the vehicles that are scheduled for replacement over the next three years.
7. A review of the procurement options identified a number of framework agreements which the Authority could utilise. The framework identified as being most suitable was the Fleet Options framework let by Derbyshire Fire and Rescue Service for use in the sector.

8. A specification for new appliances was prepared by Transport and Equipment Maintenance Department for two types vehicle, one with a standard capacity pump and one with a high capacity pump which will be used in conjunction with appliances fitted with hydraulic platforms. The new specification contained options for a digital pump control system.
9. The specification along with instructions to suppliers, pricing schedules, quality questionnaire and details of the scoring methodology to be used to evaluate responses were incorporated into a tender pack that was distributed via the web based tendering portal used by the Authority.
10. Under the framework, a further competition was conducted amongst the 5 suppliers to the framework using the prescribed evaluation criteria which had weightings applied as follows:

Technical	45%
Commercial	10%
Planning & Implementation	15%
Cost	30%

11. The tender was released on 14th September 2016 and suppliers were allowed five weeks to prepare and submit their bids. To assist in the preparation of proposed layout configurations, two open days were hosted at the Authority Workshops to allow suppliers to view and discuss the features and capabilities of one of the newest appliances in the fleet.
12. By the tender deadline, four responses had been received which were evaluated by members of the Transport and Equipment Maintenance and Procurement Departments using the scoring methodology that had been published in the tender pack.
13. The outcome from the evaluation is contained in the table below:

Criteria		W H Bence		
Technical	36.45%	38.60%	30.78%	30.26%
Commercial	7.00%	6.60%	7.80%	7.60%
Planning & Implementation	8.00%	8.00%	12.00%	9.00%
Cost	28.59%	30.00%	27.76%	28.88%
Total	80.04%	83.20%	78.34%	75.74%

14. W.H. Bence scored the most points as they offered the lowest cost product and scored well in all other areas. On this basis, they are the preferred bidder.

Equality and Diversity Implications

15. Suppliers to the Fleet Options framework have previously been evaluated on their compliance with Equality and Diversity legislation by the lead authority, Derbyshire Fire & Rescue Service.
16. All appliances are fitted with a ferry lift system to lower the vehicle and permit easier access to equipment stored at higher levels and on the roof of the appliance.
17. The proposed stowage layout of the vehicle has been designed to be compliant with Firestow standards to ensure equipment is stored in accordance with the allowable lifting capabilities.
18. In view of the measures outlined in paragraphs 15, 16 and 17, it is not anticipated that there will be any adverse impact on equality and diversity arising from this procurement exercise.

Staff Implications

19. The purchase of the proposed vehicles will minimise the amount of training required by vehicle operatives and maintenance staff and hence minimise the amount of training resource required for the safe operation of the vehicles.

Legal Implications

20. The Authority has a duty to ensure compliance with UK and EU procurement legislation. Awarding against the established framework will ensure that the supply of the vehicles are compliant with the regulations.

Financial Implications & Value for Money

21. The highest ranked supplier against the evaluation criteria adopted is W.H. Bence. The unit costs submitted for each type of appliance for the initial purchases is as follows:

Vehicle fitted High Capacity Pump	£252k
Vehicle fitted with Standard Capacity Pump	£250k

22. If we choose to exercise further options under the contract the unit cost for a vehicle fitted with a standard capacity pump will increase to £254k.
23. Based on the current planned replacement programme the spend profile over the period covered by the contract will be as follows:

Total Value of Build Programme	Appliances	Unit Cost	Annual Cost
Initial Purchase (with high capacity pump)	3	£252,113	£1,007,193
Initial Purchase (with standard capacity pump)	1	£250,854	
Option # 1 - (with standard capacity pump)	3	£254,349	£763,047
Option # 2 - (with standard capacity pump)	3	£254,349	£763,047

24. This procurement has been conducted to identify the Most Economically Advantageous Tender (MEAT) to ensure value for money is obtained.
25. Value for money is further enhanced due to the minimal resource required to train vehicle operatives and maintenance personnel.
26. The current 5 year capital programme assumes 10 appliances will be replaced over the next 3 years with a further 7 in the following 2 years at an average cost of £252k per appliance. Therefore the proposals within this report can be contained within the current capital programme.

Risk Management, Health & Safety, and Environmental Implications

27. There is a risk of challenge if the Authority procures the vehicles without undertaking an appropriate procurement process. The proposal contained in this paper significantly reduces the risk of any challenge.
28. Suppliers to the Fleet Options framework have been evaluated on their financial stability, compliance with Health & Safety and Environmental protection legislation. Therefore there risk to the Authority posed by these factors are reduced by sourcing via this framework.

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

29. Procuring the appliances under the proposed contract will result in cost effective and fit for purpose vehicles for use by firefighters. The provision of the vehicles will maintain operational capability and will directly contribute to the achievement of the Mission.

BACKGROUND PAPERS

NONE

GLOSSARY OF TERMS

MEAT Most Economically Advantageous Tender.

MERSEYSIDE FIRE AND RESCUE MFRA			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	15 DECEMBER 2016	REPORT NO:	CFO/088/16
PRESENTING OFFICER	JOHN MCNEILL		
RESPONSIBLE OFFICER:	JOHN MCNEILL	REPORT AUTHOR:	ED FRANKLIN
OFFICERS CONSULTED:	SHARON MATTHEWS JANET HENSHAW DEB APPLETON BERNIE KENNY		
TITLE OF REPORT:	MICROSOFT ENTERPRISE AGREEMENT (EA) RENEWAL 2017		

Purpose of Report

1. To request that Members approve the renewal of the Authority's Microsoft Enterprise Agreement.

Recommendation

2. That Members approve the renewal of the Microsoft Enterprise Agreement (EA) for a three year contract term, taking advantage of Early Commit pricing.
3. Approve the increase in the capital programme of £123k.
4. Member note that the 'Early' Commit' with Microsoft delivers circa £105k discount over the life of the contract.

Introduction and Background

Microsoft EA Renewal

5. To continue to use the latest versions of Microsoft products such as Window Server, Windows 10 and Office, Merseyside Fire and Rescue Authority (MFRA) will need to renew its Microsoft Enterprise Agreement (EA) which expires 31st March 2017.
6. The existing Microsoft Enterprise Agreement (EA) will expire in March 2016/2017 and in 2017/2018 MFRA will be required to move to the new Microsoft Cloud Transformation Agreement (CTA).

7. The Microsoft CTA was effective from 1st May 2015, and is a non-binding Memorandum of Understanding (MoU) with the Crown.
8. As Microsoft continues to adopt pricing and licensing models to incentivise adoption of cloud based subscription services, Microsoft have agreed a 'cloud-first' offer with the Crown Commercial Service (CCS) on behalf of Public Sector organisations in the UK.
9. The cloud first offer is called the Microsoft Cloud Transformation Agreement (CTA).
10. Working with SBL, the Authority's incumbent Microsoft Licence Solutions Partner (LSP) four renewal options were identified :
 - a. Option One - Renew Like for Like (per Device)
 - b. Option Two - Move to Subscription (per Device)
 - c. Option Three- Move to Subscription (per User)
 - d. Option Four - Move to Subscription SPE E3 Offer (per User)
11. The recommended Option is Option Four which is an annual Microsoft Enterprise subscription for a contract term of three (3) years.
12. Option 4 offers a special price for the SPE E3 bundle of Windows 10, Office and Enterprise Mobility & Security and discounts for some Server and Security products which gives greater cost benefits than the other options considered (see financial implications).
13. In early November 2016 Microsoft announced the following British pound price increases to harmonise costs for enterprise software and cloud services within the EU/EFTA region. These are as follows:
 - a. On-premises enterprise software will increase by 13%
 - b. Enterprise cloud will increase by 22%
14. If MFRA can sign up to an 'Early Commit' with Microsoft by 16/12/2016 for a three (3) year agreement, there are significant financial benefits to the Authority. If this commitment can't be provided by the deadline date, it is estimated that costs will increase by circa £35,000.

Option Four Considerations and Notes

15. In choosing Option 4, however, it must be noted that this allows MFRA to bring in a cloud model, adding the scalability and flexibility of the cloud to its existing on premise ICT infrastructure and applications, whilst maintaining security and control.
16. MFRA will move away from a perpetual (buy & own model) to a subscription licencing agreement. This is in line with industry practice, which has been driven by Microsoft. It is expected at some point in the future perpetual licencing will not be available from Microsoft.

17. Licencing will be 'per User' rather than 'per Device'. This ensures software licence compliance as users move to having multiple devices all running windows and at the same time using personal devices to access e-mail via webmail.
18. The pricing does not contain additional revenue costs for the Microsoft Azure platform which may be required by the Application Development Team. Initial discussions indicate this to be in the region of £15k.
19. Since the beginning of the year the MFRA strategic direction to use Microsoft products has been underlined because of:
 - a. the transfer of National Resilience Assurance to MFRA under its Lead Authority status and the requirement to have Office 365 in place for all officers
 - b. the establishment of an Application Development Team who's strategy is to make use of the Microsoft Azure cloud computing platform; and work with Microsoft products such as Visual Studio, Team Foundation Server (TFS) etc.... to develop Universal Windows Platform (UWP) applications. Once developed, the same UWP application can be run on any Microsoft Windows based device, phone, tablet or PC.
 - c. the Skype for Business pilots being undertaken
 - d. the use of Windows Phones by Senior Officers
20. Officers have considered different procurement options available given the constrained timescales needed to secure licences at the lowest possible cost and identified a Crown Commercial Services framework as the best route to market.
21. A mini competition has been published under Lot 2 of framework RM3733. Under this Lot, there are 15 possible suppliers who may submit a quotation.
22. It is envisaged that a preferred bidder will have been identified and firm costs known to enable Officers to provide a verbal update to Members prior to or at the time of the meeting of this Committee.

Equality and Diversity Implications

23. EIA Microsoft as a supplier is committed to Equality and Diversity and MFRA can benefit from that commitment.
24. More information on Microsoft's Global Diversity and Inclusion can be found at <https://www.microsoft.com/en-us/diversity>

Staff Implications

25. Staff will benefit from the latest version of software at work matching their home experience with associated productivity benefits.

Legal Implications

26. As Members are aware, under the Authority's Contract Standing Orders, Standing Order 13.1 contracts of or exceeding a lifecycle value of £250,000 must be approved by the Authority.

Financial Implications & Value for Money

27. Indicative cost of the Four Options considered prior to mini competition :

Enterprise Agreement Renewal Option		Year 1 Price	Early Commit Savings
Option 1	Renew Like for Like (per Device)	£ 244,737	£ 27,855
Option 2	Move to Subscription (per Device)	£ 184,168	£ 27,911
Option 3	Move to Subscription (per User)	£ 198,823	£ 31,472
Option 4	Move to Subscription SPE E3 Offer (per User)	£ 180,859	£ 34,918

28. Actual costs will be reported to Members via verbal update at the Authority meeting.
29. The current 5 year capital programme contains an annual provision for the EA Agreements of £140k. Therefore the budget will need to be increased by £41k per annum and subject to members' approval this will be built into the updated programme to be considered as part of the 2017/18 budget process. .

Risk Management, Health & Safety, and Environmental Implications

30. Adoption of this proposal provides for more robust business continuity arrangements and supports the development of bespoke solutions to meet MFRA's business need.

31. In line with the Authorities vision of 'safer, stronger communities; safe effective Firefighters; ICT is committed to a successful partnership working with ICT Supplier to deliver a value for money, secure, robust quality service whilst enabling continuous business led ICT Innovation.

BACKGROUND PAPERS

None.

GLOSSARY OF TERMS

CCS	Crown Commercial Service
CTA	Cloud Transformation Agreement
EA	Enterprise Agreement
EU	European Union
ICT	Information Communication & Technology
MFRA	Merseyside Fire and Rescue Authority
MOU	Memorandum of Understanding
MFRS	Merseyside Fire and Rescue Service
TFS	Team Foundation Server
UWP	Universal Windows Platform

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This report is Restricted

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