

To: All Members of the Authority



The Protocol and Procedure for visitors attending meetings of Merseyside Fire and Rescue Authority can be found by clicking [here](#) or on the Authority's website: <http://www.merseyfire.gov.uk> - About Us > Fire Authority.

**J. Henshaw
LLB (Hons)
Clerk to the Authority**

Tel: 0151 296 4000
Extn: 4113 Kelly Kellaway

Your ref:

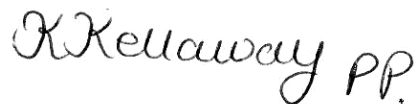
Our ref HP/NP

Date: 10 October 2018

Dear Sir/Madam,

You are invited to attend a meeting of the **AUTHORITY** to be held at **1.00 pm** on **THURSDAY, 18TH OCTOBER, 2018** in the Liverpool Suite at Merseyside Fire and Rescue Service Headquarters, Bridle Road, Bootle.

Yours faithfully,



Clerk to the Authority

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MERSEYSIDE FIRE AND RESCUE AUTHORITY

AUTHORITY

18 OCTOBER 2018

AGENDA

1. Preliminary Matters

The Authority is requested to consider the identification of:

- a) declarations of interest by individual Members in relation to any item of business on the Agenda
- b) any additional items of business which the Chair has determined should be considered as matters of urgency; and
- c) items of business which may require the exclusion of the press and public during consideration thereof because of the possibility of the disclosure of exempt information.

2. Minutes of the Previous Meeting (Pages 7 - 18)

The Minutes of the previous meeting of the Authority, held on 14th June 2018, are submitted for approval as a correct record and for signature by the Chair.

3. Amendments to the Authority's Constitution (Pages 19 - 24)

To consider report CFO/061/18 of the Chief Fire Officer, concerning the request from the Police and Crime Commissioner for Merseyside (PCC) asking to relinquish her membership of Merseyside Fire and Rescue Authority (MFRA) and has instead asked that Members approve the reconstitution of the Fire and Police Collaboration Committee through which the collaboration between both services can continue to be scrutinised.

4. Revised Protocol - Reporting at Authority Meetings (Pages 25 - 36)

To consider report CFO/054/18 of the Monitoring Officer, concerning a revised protocol on Reporting at Authority Meetings, for implementation and publication on the Authority's Website.

5. Equality, Diversity & Inclusion Report April 2017 to March 18 (Pages 37 - 82)

To consider report CFO/057/18 of the Chief Fire Officer, concerning an update on the progress made against the Equality, Diversity & Inclusion

(E,D&I) Action Plan 2017-2020; and our ED&I objectives for 2017-2020.

6. Equality Analysis of Workforce and Employment Data as at 31.03.18
(Pages 83 - 152)

To consider report CFO/064/18 of the Chief Fire Officer, concerning a breakdown of the Authority's workforce (people) data, produced in order to meet the Equality Act 2010 Public Sector Equality Duty (PSED); and an overview of the current and planned work that is in place to address the key areas of results contained within the Workforce and Employment Data Report.

7. Results of the Employees Engagement Survey 2018 (Pages 153 - 210)

To consider report CFO/065/18 of the Chief Fire Officer, concerning the results of the MFRS staff engagement survey 2018.

8. 2017/18 FATAL FIRES REPORT/ TEN YEAR FATAL FIRES REPORT
(Pages 211 - 248)

To consider report CFO/063/18 of the Assistant Chief Fire Officer, concerning the one and ten year Accidental Dwelling Fire (ADF) reports.

9. Home Safety Strategy 2018-2021 (Pages 249 - 282)

To consider report CFO/050/18 of the Assistant Chief Fire Officer, concerning progress made during the Home Safety Strategy (HSS) 2015-2018 and the content of the Home Safety Strategy for 2018-2021.

10. Bonfire Plan 2018 (Pages 283 - 302)

(Please enter Reference 1)

To consider report CFO/069/18 of the Chief Fire Officer, concerning the key elements within the 2018 Bonfire plan aimed to limit the number of deliberate fires and instances of anti-social behaviour across Merseyside.

11. PROPOSED NEW FIRE STATION FOR ST. HELENS (Pages 303 - 312)

To consider report CFO/055/18 of the Chief Fire Officer, concerning progress on the proposed new Community Fire Station for St. Helens, to advise of key dates and to seek approval to proceed with the scheme.

12. MFRA Lobbying Strategy (Pages 313 - 318)

To consider report CFO/068/18 of the Chief Fire Officer, concerning a

proposed lobbying strategy, which if adopted by Merseyside Fire and Rescue Authority (MFRA) can be utilised by Members to influence the Government's funding settlement for 2019/20 and the Comprehensive Spending Review 2019 in order to obtain the best financial settlement possible.

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

14 JUNE 2018

MINUTES

Present: Cllr Leslie T. Byrom CBE (Chair) Councillors Denise Allen, Sharon Connor, Joe De'Asha, Janet Grace, Brian Kenny, Chris Meaden, Peter Brennan, Lesley Rennie, James Roberts, Jean Stapleton, Sharon Sullivan, Paul Tweed, Andrew Makinson, Steff O'Keeffe, Lisa Preston and Lynne Thompson

Apologies of absence were received from:
Jane Kennedy (PCC)

15. CHAIR'S ANNOUNCEMENT

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

It was confirmed that the proceedings of the meeting would not be recorded on this occasion.

The acting Chair of the Authority welcomed two of the Members leaving the Authority who were in attendance – Dave Hanratty, previous Chair of the Authority; and Cllr Barbara Murray.

Cllr Barbara Murray was presented with a small gift on behalf of the Authority, in recognition of her contribution; and was invited to say a few words.

Cllr Murray thanked Members and Officers and stated that it had been a pleasure to work with everyone.

Dave Hanratty – previous Chair of the Authority, was presented with a gift from Members and Officers in recognition of his long service and dedication to MFRA. It was commented that although he has retired from politics, he is still interested in and concerned about the wellbeing of the Fire & Rescue Service, both locally and nationally.

Dave Hanratty was invited to say a few words.

He thanked everyone within MFRA and stated that it has been a pleasure and a privilege to serve on MFRA, especially as Chair of the Authority. He commented that MFRA is different to local authorities, as all parties work well together despite political differences, which creates a different atmosphere.

He thanked all MFRA Members he has worked with over the years, in particular Cllr Byrom and MFRA's previous Vice-Chair - Cllr Linda Maloney, for their support, guidance and good humour.

He congratulated both the acting Chief Fire Officer – Phil Garrigan; and the acting Deputy Chief Fire Officer – Nick Searle, on their appointments; and wished them both well for the future.

The acting Chair of the Authority commented that previous Member- Cllr Edna Finneran, was unfortunately unable to attend the meeting, however a small gift on behalf of the Authority would be forwarded on to her.

1. Preliminary Matters

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

Resolved that:

- a) no declarations of interest were made by individual Members in relation to any item of business on the Agenda
- b) the following additional item of business was determined by the Chair to be considered as matters of urgency:
 - **Minutes of the Urgency Committee – 24th May 2018**
- c) no items of business required the exclusion of the press and public during consideration thereof because of the possibility of the disclosure of exempt information.

2. Minutes of the Previous Meeting

The Minutes of the previous meeting of the authority, held on 24th May 2018, were approved as a correct record and signed accordingly by the Chair.

3. Election of Chair of the Authority

Nominations were requested for the position of Chair of the Authority for the Municipal Year 2018/19.

Nominee

Cllr Les Byrom	-	nominated by Cllr Sharon Sullivan
	-	Seconded by Cllr Brian Kenny

This nomination was unanimously agreed.

Resolved that:

Cllr Les Byrom be confirmed as the Chair of Merseyside Fire & Rescue Authority for the Municipal Year 2018/19, and preside over the remainder of the meeting.

4. Election of Vice-Chair of the Authority

Nominations were requested for the position of Vice-Chair of Merseyside Fire & Rescue Authority, for the Municipal Year 2018/19.

Nominee

Cllr Sharon Sullivan - proposed by Cllr Les Byrom
- Seconded by Cllr Paul Tweed

This nomination was unanimously agreed.

Resolved that:

Cllr Sharon Sullivan be elected as Vice-Chair of Merseyside Fire & Rescue Authority, for the Municipal Year 2018/19.

5. Membership of the Authority 2018/19

Members considered Report CFO/041/18 of the Monitoring Officer, concerning changes to the membership of the Authority for 2018/19.

Members were advised that as a result of the local elections and decisions taken within the District Councils over representation on MFRA, the following Members had now left the Authority:

- Dave Hanratty (previously appointed by Liverpool City Council)
- Cllr Barbara Murray (previously appointed by Liverpool City Council)
- Cllr Edna Finneran (previously appointed by Knowsley Council)
- Cllr Pat Ireland (previously appointed by St. Helens Council)

The following Councillors have been appointed by their respective District Councils, to replace those leaving the Authority:

- Cllr Steff O'Keeffe (appointed by Knowsley Council)
- Cllr Lisa Preston (appointed by St. Helens Council)
- Cllr Andrew Makinson (appointed by Liverpool City Council)

Members were informed that Cllr Barbara Murray was initially re-appointed to MFRA, however was subsequently appointed as a Cabinet Member within Liverpool City Council. As such, a replacement Member from Liverpool City Council, will be appointed to MFRA at their next full Council meeting, which will take place in July.

The Chair of the Authority commented that all newly appointed Members will receive a comprehensive induction and that the Authority operates an open door policy, therefore they are encouraged to ask if there is anything they need or if they have any questions.

Members Resolved that:

The content of the report be noted.

6. Structure of the Authority 2018/19

Members considered Report CFO/040/18 of the Monitoring Officer, concerning the Structure of the Authority for the Municipal Year 2018/19.

Members were provided with an overview of the report, which outlined the current Authority decision making structure; and detailed the proposed changes to the structure for the forthcoming Municipal Year, which were mainly concerned with the Authority's Scrutiny arrangements.

Members were advised that scrutiny is an important aspect, required by the National Framework and the new Inspection regime. Therefore, it is proposed that the current scrutiny arrangements will change, with the Audit & Scrutiny Sub-Committee being separated into two Committees – one for Audit functions and one for Scrutiny functions. All other Committees will remain the same.

With regards to the proposed Scrutiny Committee, Members were informed that this will consist of nine Members (plus the Independent Person, should they be minded to approve continuation of this role).

In terms of the nine Members, it is proposed that they consist of four Lead Members, 3 newly appointed Members, plus a Liberal Democrat Member and the Conservative Member, so that each political party is represented.

Rather than have an appointed Chair, it is proposed that the chairing of the Committee will be rotated between each of the four Lead Members, whose role will also include supporting the development of the newly appointed Members.

It is proposed that the four Lead Members will each be aligned to a specific remit – one for Operational Response, one for Operational Preparedness, one for Community Risk Management; and one for People; and that there will be four meetings of the Scrutiny Committee each year, with each meeting focusing on one of the four service areas, with the relevant Lead Member chairing their specific meeting.

Members were informed that if the new approach is approved, scrutiny will be aligned to the objectives contained within the Integrated Risk Management Plan, with lead officers for the functions providing relevant support. Also, draft Terms of Reference for the Scrutiny Committee, have been included within the draft Constitution for 2018/19.

Members Resolved that:

- (a) The following decision making structure of the Authority and appointments to roles and Committees for 2018/19, be approved:

Chair of Authority:	Cllr. Les Byrom
Vice-Chair of the Authority	Cllr. Sharon Sullivan

Labour: Group Leader:	Cllr. Les Byrom
Liberal Democrat: Opposition Spokesperson:	Cllr. Andrew Makinson
Conservative: Opposition Spokesperson:	Cllr. Lesley Rennie

Committee	Members
Community Safety & Protection Committee 9 Members (7, 1, 1)	1 Cllr Brian Kenny (Chair) 2 Cllr Peter Brennan 3 Cllr Paul Tweed 4 Cllr Denise Allen 5 Cllr Jan Grace 6 Cllr Lisa Preston 7 (New Liverpool Cllr) 8 Cllr Lynne Thompson 9. Cllr Lesley Rennie
Policy & Resources Committee 9 Members (8, 1)	1 Cllr Sharon Sullivan (Chair) 2 Cllr Sharon Connor 3 Cllr James Roberts 4 Cllr Joe De'Asha 5 Cllr Jean Stapleton 6 Cllr Chris Meaden 7 Cllr Steff O'Keeffe 8 Cllr T.B.C 9. Cllr Andrew Makinson
Audit Committee 5 Members (4, (1 or 1)) (Plus 1 Independent Person)	1 Cllr James Roberts (Chair) 2 Cllr Sharon Connor 3 Cllr Joe De'Asha 4 Cllr Chris Meaden 5 Cllr Andrew Makinson
Scrutiny Committee 9 Members (7, 1, 1)	1 Cllr Peter Brennan (Lead Member CRM) 2 Cllr Sharon Connor (Lead Member Ops Response)

(Plus 1 Independent Person)	<p>3 Cllr Paul Tweed (Lead Member Ops Preparedness)</p> <p>4 Cllr Jan Grace (Lead Member People)</p> <p>5 Cllr Steff O'Keeffe</p> <p>6 Cllr Lisa Preston</p> <p>7 New LCC Member</p> <p>8 Cllr Andrew Makinson</p> <p>9 Cllr Lesley Rennie</p> <p>*(Chair to alternate between Lead Members)</p>
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<p>Appointments Committee (3,1,1) Made up of the Chair, Vice Chair, Opposition Party Leader & Spokesperson</p>	<p>1 Cllr Les Byrom (Chair)</p> <p>2 Cllr Sharon Sullivan</p> <p>3 Cllr Brian Kenny</p> <p>4 Cllr Lesley Rennie</p> <p>5 Cllr Lynne Thompson</p>
<p>Appeals Committee (3,1,1) Made up of the Chair, Vice Chair, Opposition Party Leader & Spokesperson</p>	<p>1 Cllr Les Byrom (Chair)</p> <p>2 Cllr Sharon Sullivan</p> <p>3 Cllr Brian Kenny</p> <p>4 Cllr Lesley Rennie</p> <p>5 Cllr Lynne Thompson</p>

<p>Member Development & Engagement Group (2,1,1)</p>	<p>1 Cllr Jean Stapleton (Chair)</p> <p>2 Cllr Steff O'Keeffe</p> <p>3 Cllr Lesley Rennie</p> <p>4 Cllr Lynne Thompson</p>
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(b) Should Members be unable to attend a meeting they are appointed to, they are to arrange for an appropriate alternate Member to attend on their behalf, to ensure correct political balance; and inform Democratic Services of such representatives prior to the start of the relevant meeting.

7. Merseyside Fire & Rescue Authority Constitution 2018/19

Members considered Report CFO/037/18 of the Monitoring Officer, concerning the draft amended Constitution for Merseyside Fire & Rescue Authority (the Authority) for 2018/19.

Members were advised that the Authority are required to have a Constitution, which is reviewed each year; and is split into various sections.

With regards to Parts 1 and 2, which are concerned with introductory issues, Members were informed that there have been no changes to report.

They were advised that there have been some changes within Part 3 – Responsibility for Functions, in relation to the Committee Structure changes, outlined and approved in the previous report.

Members were advised that Part 4 deals with the Procedural rules that govern how the Authority operates; and as such, Members were urged to read this section.

In relation to Contract Standing Orders, Members were informed that they have been amended slightly to reflect changes to EU thresholds, however there have been no major changes to the Financial Regulations.

Members were informed that Part 5 – Procedures and Policies, contains the Member and Officer Relations Protocol, which Members were also urged to read.

The quorum for each Committee was highlighted to Members, as it is important to ensure all meetings are quorate so that decisions can be made. Members were urged to inform Democratic Services if they are unable to attend a meeting; and to try to source an alternate wherever possible.

If agreed, Members were informed that all new Members will be provided with a hard copy of the Constitution for their reference; and updated copies would be provided within the Members Room. All existing Members will be provided with the updated pages, to be inserted within their copies of the Constitution.

Members Resolved that:

- a) the draft amended Constitution for 2018/19, be approved.
- b) the Monitoring Officer to the Authority, be instructed to keep the Constitution under review and;
- c) in light of any changes in legislation, the Monitoring Officer be requested to bring a further report to the Authority in these circumstances.

8. Authority Meeting Dates for 2018/19 and 2019/20

Members considered Report CFO/039/18 of the Monitoring Officer, concerning confirmation of the draft dates for Authority Committee meetings and events for 2018/19; and draft provisional dates for 2019/20.

Members Resolved that:

- a) The schedule of meeting dates and events for 2018/19 (attached at Appendix A and provisionally agreed at the Budget Authority meeting on 22nd March 2018), be confirmed.

b) The draft provisional dates for 2019/20 (attached at Appendix B), be noted.

9. Members Allowance Payments 2017/18

Members considered Report CFO/038/18 of the Monitoring Officer, concerning payments made to Members in the form of allowances, during the financial year 2017/18.

Members were advised that the Authority is required by law to publish information regarding sums paid to Members; and that Appendix A to the report details all such payments made to Members of MFRA for the financial year 2017/18.

Members were also informed that there is a comments column contained within Appendix A, which provides clarification on any changes in Membership or roles, throughout the period reported on.

Members commented that the information has not been published as a standalone document for several years.

They were advised that the information is published each year as part of the agenda for the Annual General Meeting, but that the information would also be published separately on the Authority's Website, should Members so wish.

Members Resolved that:

- (a) The information contained within the Report and at Appendix A, be noted.
- (b) The information contained within Appendix A, also be published as a separate document on the Authority's Website.

10. Scheme of Members Allowances 2018/19

Members considered Report CFO/042/18 of the Monitoring Officer, concerning a review of the current Scheme of Members' Allowances; and any changes they wish to make to the Scheme for 2018/19.

Members were informed that for several years, the Authority had agreed to not accept any increases in allowances in line with firefighter pay. Members were asked to consider if they were happy to continue with the current Scheme, or whether they wished to vary it.

Members were also requested to consider continuation of the role of Independent Person. They were advised that the Authority is required by law to have an Independent Person to deal with any standards issues, however the role of the current Independent Person, also incorporated scrutiny.

Members Resolved that:

- a. The current Members' Allowance Scheme, continue.
- b. Any inflationary increase to the Authority's Scheme of Members' Allowances, be noted as being aligned to the previous year's Firefighters' pay.
- c. The decision of the Authority at its Budget meeting on 22nd February 2018 to freeze all 2017/18 member allowances for the tenth consecutive year, be noted.
- d. The intention of the Authority to reject any pay increases in line with Firefighters Pay Award for 2018/19, which would apply to 2019/20 allowances, be confirmed.
- e. Continuation of the combined roles of Co-opted Member (previously appointed to the Audit and Scrutiny Sub-Committee as a non-voting Member) and Independent Person, be confirmed, with the individual:
 - i. Being appointed to both the Audit Committee and Scrutiny Committee.
 - ii. Continuing to consider any complaints against Members, alleged to have breached the Members' Code of Conduct as "Independent Person";
 - iii. Being paid for conducting such roles following submission and verification of invoices, at a daily attendance rate of £50 (as and when required) as is the current case.

11. Questions of the Discharge of Functions

Members considered Report CFO/043/18 of the Monitoring Officer, concerning the nomination of a Member from each of the five Constituent District Councils, as the Member responsible for answering questions in their Council on the discharge of the functions of the Authority.

Members Resolved that:

The following Members be appointed by the Authority as the Members responsible for answering questions in their respective Councils, on the discharge of the function of the Authority for 2018/19:

- Cllr Les Byrom Sefton Council
- Cllr Sharon Sullivan Liverpool City Council
- Cllr Denise Allen Knowsley Council
- Cllr Brian Kenny Wirral Council
- Cllr Joe De'Asha St. Helens Council

12. Appointment of Members to Outside Bodies

Members considered Report CFO/046/18 of the Monitoring Officer, concerning the outside organisations to which the Authority is currently affiliated; and to request where appropriate, confirmation of continued affiliation for 2018/19 and the appointment of representatives to those organisations.

Discussion took place regarding representation on Merseyside Brussels Office, at which the Authority has previously been represented by an Officer only. Cllr James Roberts stated that if possible, he would also like to be appointed to Merseyside Brussels Office to represent the Authority.

Members also raised the possibility of MFRA having Member representation on the Merseyside Community Safety Partnership, as it was noted that the local authorities are all represented.

Members Resolved that:

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

<u>Organisation</u>	<u>Representative Member</u>
Local Government Association Fire Services Commission	Cllrs Les Byrom & Sharon Sullivan
North West Employers Organisation	T.B.C
North West Fire and Rescue Advisory Forum	Cllrs Les Byrom, Sharon Sullivan and Lesley Rennie
Association of Metropolitan Fire & Rescue Authorities	Cllrs Les Byrom & Sharon Sullivan

- (b) Continued affiliation with Merseyside Brussels Office, be confirmed.
- (c) Enquires be made as to whether the Authority could be represented on Merseyside Brussels Office by an Elected Member, as well as an Officer. Should this be possible, Cllr James Roberts be the Member appointed.
- (d) Continued affiliation with the Liverpool City Region LEP, be confirmed, with representation by an Officer rather than Member.
- (e) Cllr Paul Tweed continues to be the Member appointed to the Pensions Board.
- (f) Enquires be made as to whether the Authority could be represented on the Merseyside Community Safety Partnership by an Elected Member, as well as an Officer. Should this be possible, Cllr Peter Brennan be the Member appointed.

13. Approved Conference and Outside Meetings

Members considered Report CFO/045/18 of the Monitoring Officer, concerning attendance at conference and outside meetings by representatives of Merseyside Fire & Rescue Authority, to be determined by the Chair of the Authority.

Members Resolved that:

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

14. Meetings with National Politicians at Party Political Conferences

Members considered Report CFO/044/18 of the Monitoring Officer, concerning the attendance of Members at meetings held at the location of party political conferences, in order to make Authority related representations in line with the Members Scheme of Allowances.

Members Resolved that:

- (a) The attendance of appropriate representatives of the political groups of the Authority at meetings with Ministers, Opposition Spokespersons; and other relevant national politicians, to be held at the location of their own party political conferences, to discuss issues relating to the business of the Authority, be approved.
- (b) The payment of appropriate travel and subsistence expenses for such meetings, be approved, however no payment be made for conference fees.
- (c) Any Member attending such meetings, be requested to report back to the Authority regarding issues raised and responses; and progress on information received.

15. Minutes of the Urgency Committee - 24th May 2018

The Minutes of the Urgency Committee held on 24th May 2018, were approved as a correct record and signed accordingly by the Chair.

Close

Date of next meeting Thursday, 18 October 2018

Signed: _____

Date: _____

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/061/18
PRESENTING OFFICER	JANET HENSHAW		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	JANET HENSHAW
OFFICERS CONSULTED:	STRATEGIC LEADERSHIP TEAM		
TITLE OF REPORT:	AMENDMENTS TO THE AUTHORITY'S CONSTITUTION		

APPENDICES:	APPENDIX A:	DRAFT TERMS OF REFERENCE FOR RECONSTITUTED FIRE AND POLICE COLLABORATION COMMITTEE
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Purpose of Report

1. To inform Members that the Police and Crime Commissioner for Merseyside (PCC) has asked to withdraw her membership of Merseyside Fire and Rescue Authority (MFRA) and has instead asked that Members approve the reconstitution of the Fire and Police Collaboration Committee through which the collaboration between both services can continue to be scrutinised.

Recommendation

2. That Members;
 - a. Approve the withdrawal of the PCC from full voting membership of MFRA and
 - b. Approve the reconstitution of the Fire and Police Collaboration Committee and
 - c. Approve the draft Terms of Reference for the Fire and Police Committee as attached in Appendix A to this report.

Introduction and Background

3. The PCC, via her Chief Executive, informed the Monitoring Officer for MFRA of her intention to withdraw her full voting membership of MFRA on 9th June 2018, requesting however that the Fire and Police Committee of MFRA is reconstituted in order to make the best use of her time to provide oversight and scrutiny with regards to the collaborative duties placed on both Services.
4. The PCC has remained a Member until the Authority has approved the associated amendments to the Constitution as outlined in this report.

5. As Members may recall, the Fire and Police Collaboration Committee was established on 14th July 2015 to progress collaboration between Merseyside Police and MFRA. This was a non-decision making Committee.
6. However, as the PCC became a full voting member of MFRA on 27th July 2017, Members approved the removal of this Committee from its structure at its AGM on 14th June 2018.
7. This report asks Members to note the formal withdrawal of the PCC from the Fire and Rescue Authority and the reconstitution of the Fire and Police Committee, to ensure ongoing commitment of the PCC to improving and encouraging collaboration opportunities between the two Services.
8. It is proposed that, if this is approved the Committee will meet as and when required by the Chief Fire Officer and Chief Constable but no less than two times each year.
9. Draft Terms of Reference are attached as Appendix A.

Equality and Diversity Implications

10. There are no Equality or Diversity implication directly concerned with this report.

Staff Implications

11. There will be no additional effect on Officers as reports concerning collaboration will simply be made the Fire and Police Collaboration Committee before being referenced to the Authority where necessary.

Legal Implications

12. The Constitution and structure of the Authority is the overall responsibility of the Monitoring Officer and any amendments to this must be approved by the full Authority.
13. Consideration of collaboration opportunities is a statutory requirement where a case can be made to improve efficiency.

Financial Implications & Value for Money

14. There are no direct financial implications contained within this report.

Risk Management, Health & Safety, and Environmental Implications

15. There are no direct risk management, health and safety of environmental implications contained within this report.

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

16. Collaboration between emergency services ensures ongoing safety to the public.

BACKGROUND PAPERS

GLOSSARY OF TERMS

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Joint Fire and Police Collaboration Committee
Merseyside Fire and Rescue Authority (MFRA) and the Police and Crime
Commissioner for Merseyside (PCC).

TERMS OF REFERENCE

1. To act as a Strategic Board to oversee collaboration between Merseyside Police (MP) and MFRA.
2. To consider all opportunities for collaboration between MP and MFRA where these may improve value for money and/or public safety.
3. To consider reports on progress towards budget savings created by collaboration on shared premises, operational or support services.
4. To make recommendations to the PCC and MFRA members where collaboration opportunities can be taken forward.

Membership

Chair and Vice Chair MFRA

PCC and Deputy PCC

Quorum

Chair or vice Chair of MFRA and PCC or Deputy PCC for Merseyside.

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/054/18
PRESENTING OFFICER	JANET HENSHAW		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	KELLY KELLAWAY, DEMOCRATIC SERVICES MANAGER, EXTN 4113
OFFICERS CONSULTED:			
TITLE OF REPORT:	REVISED PROTOCOL - REPORTING AT AUTHORITY MEETINGS		

APPENDICES:	APPENDIX A: REVISED PROTOCOL ON REPORTING AT AUTHORITY MEETINGS
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Purpose of Report

1. To request that Members consider the attached revised Protocol on Reporting at Authority Meetings, for implementation and publication on the Authority's Website.

Recommendation

2. That Members approve the attached revised Protocol on Reporting at Authority Meetings, for implementation and publication on the Authority's Website.

Introduction and Background

3. In August 2014, The Openness in Local Government Bodies Regulations came into force, which provides for any person to report on meetings of local authorities that are open to the public, including the filming, photographing or audio recording of such meetings.
4. At the time when these Regulations came into force, a Protocol on Reporting at Meetings was produced. However there were significant building works underway at MFRA's Headquarters building at that time, which is where the majority of its decision making meetings are held.
5. Since the introduction of those regulations and the production of the initial Protocol, the layout and usage of the building has changed significantly, resulting in a far greater emphasis on security.

6. In addition, the building is now shared with other agencies, resulting in a significant increase in the number of people based within the building; and visiting the building.
7. As such, it is now considered to be timely for the Protocol to be reviewed and updated.

Equality and Diversity Implications

8. There are no direct equality and diversity implications arising from this report.
9. The Protocol will apply equally to all members of the public or press wishing to attend meetings of MFRA.

Staff Implications

10. Adherence to this Protocol will help to ensure a safe, secure working environment for all staff operating within the building.
11. The Protocol also stipulates that any individuals visiting MFRA premises for the purpose of attending meetings of MFRA, will be expected to treat all members of staff and other visitors with courtesy and respect. Failure to do so, may result in them being asked to leave the premises; and being refused access to the meeting room.

Legal Implications

12. The revised Protocol will enable MFRA to continue to meet its obligations within The Openness in Local Government Bodies Regulations 2014, whilst ensuring that the building remains a safe and secure environment for everyone visiting it, or operating within it.

Financial Implications & Value for Money

13. There are no financial implications in relation to this report.

Risk Management, Health & Safety, and Environmental Implications

14. Implementation of the revised Protocol, will help to prevent overcrowding in the Reception area of MFRA's Headquarters Building, reducing potential health and safety risks for staff and visitors.
15. It will also ensure that the security of the building is maintained.

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

16. Adoption of the revised Protocol will help to ensure the security and safety of the building, staff and visitors, whilst also maintaining MFRA's commitment to openness and transparency in the way it conducts its business.

BACKGROUND PAPERS

GLOSSARY OF TERMS

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PROTOCOL ON REPORTING AT AUTHORITY MEETINGS

Introduction

Merseyside Fire and Rescue Authority is committed to openness and transparency in how it conducts its business. This Protocol sets out its approach to certain types of reporting at its decision-making meetings. It outlines some basic principles and practical points aimed at balancing the requirements of those wishing to report the meeting and those attending and taking part.

Appended to this Protocol is a more in depth procedure which should be read in advance and adhered to by anyone wishing to attend Merseyside Fire and Rescue Authority Meetings and Committees. ([Appendix A Procedure for attendance and recording of meetings of Merseyside Fire and Rescue Authority](#))

Reporting

The Local Government Act 1972 provides that individuals may carry out reporting at meetings of local government bodies. This Protocol is primarily concerned with reporting that involves filming, photographing, and/or audio-recording of meetings.

Before the meeting:

There is no requirement to obtain permission or to make a prior arrangement to attend a meeting for the purpose of reporting upon it. However, if you are intending to film, photograph and/or audio-record, it would be helpful to contact Democratic Services (see contacts below) to ensure that suitable arrangements can be made to accommodate you.

Merseyside Fire & Rescue Authority's (MFRA's) Headquarters Building, where the majority of its decision-making meetings are held, is a secure building and a place of work for a significant number of people. It is therefore an extremely busy environment with a high number of visitors and employees, particularly within its Reception area. As such, although provision will be made to enable members of the public to attend decision-making meetings, for health and safety reasons and to avoid overcrowding in our Reception area, access to the building for attendance at decision-making meetings, will only be granted to you 20 minutes prior to the meeting start time.

Access to the meeting room itself will be granted 15 minutes prior to the start time of the meeting, to facilitate the setup of any recording equipment.

Whilst on MFRA premises to attend decision-making meetings, you will be expected to adhere to MFRA's General Security Guidance. Being a secure building, you will be required to remain in the Reception area until you are collected by an authorised member of staff and escorted to the meeting room. Whilst on MFRA premises, you will also be required to treat all members of staff and other visitors with courtesy and respect. Failure to do so, may result in you

being asked to leave the premises and being refused access to the meeting room.

Within the meeting room, there will be a designated area for you to observe the meeting and to allow you to film, photograph and/or audio-record it. Wherever possible, you will have access to a seat (although this may depend on how much space is available).

The Chair of the meeting will be informed if the reporting includes filming, photographing and/or audio-recording. Those attending the meeting who are not Members or officers will be made aware that they have the right to object to being filmed, photographed and/or audio-recorded by you.

You must not start filming, photographing and/or audio-recording until the Chair opens the meeting.

During the Meeting:

The Chair will announce at the beginning of the meeting that the meeting is being filmed, photographed and/or audio-recorded. He or she will then ask attendees whether they agree to be filmed, photographed and/or audio-recorded to allow them to register a personal objection. If anyone has a personal objection then the Chair can temporarily suspend filming, photographing and/or audio-recording to allow attendees to have their say.

Note: this does not apply to Members and officers.

If the Chair considers that the filming, photographing and/or audio-recording is disrupting the meeting he/she can instruct you to stop doing so. Therefore, it is worth noting that your equipment should not be noisy or otherwise distracting (e.g. flash and spotlights can be problematic).

You will not normally be allowed to give a live commentary on proceedings as this is highly likely to be disruptive.

If you refuse to stop filming, photographing and/or audio-recording when requested to do so, the Chair may ask you to leave the meeting. If you refuse to do so then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. There are provisions in the Authority's Constitution that allow this.

When the meeting is officially closed by the Chair you must stop filming, photographing and/or audio-recording.

Exclusion from Meetings:

The majority of the Authority's decision-making takes place in meetings open to the public and press. You may only be excluded from a meeting when issues are being considered that involve confidential or exempt information (as defined in Section 100 of the Local Government Act 1972).

No filming, photographing and/or audio-recording is permitted during any exclusion. All equipment for filming, photographing and/or audio-recording must be removed from the meeting room.

Interpretation of this Protocol

Any decision taken by the Chair on the interpretation of this protocol before, or at the meeting in question is final.

Publication

This Protocol will be published on the website with Meetings Agendas, and Meeting agendas will carry a statement relating to this Protocol.

Contact Details

Democratic Services Manager
Merseyside Fire and Rescue Authority HQ
Bridle Road, Bootle, Liverpool, Merseyside, L30 4YD
0151 296 4113
DemocraticServices@merseyfire.gov.uk

Procedure for attendance and recording of meetings of Merseyside Fire and Rescue Authority

Purpose

To inform all visitors attending Merseyside Fire and Rescue Authority Headquarters with the intention to observe and/or record the proceedings of meetings, of the procedure to be followed during your attendance, for the purpose of clarity, safety and security.

(This procedure is in addition to, and should be read in conjunction with [MFRA Meeting Reporting Protocol](#))

Overview

Merseyside Fire and Rescue Authority is committed to openness and transparency in how it conducts its business. Anyone wishing to attend public meetings of this Authority are welcome, however the number of people who attend each meeting may vary making it difficult to predict how many people will turn up on the day. Therefore the following arrangements are in place to ensure that there is reasonable provision for your purpose of visit.

Prerequisite Information

The Openness of Local Government Bodies Regulations 2014 came into force on 6 August 2014 and amended the Local Government Act 1972 regarding the governance of Authority, Committee and sub-Committee meetings, and the recording of certain officer decisions.

Whilst already open to members of the press and public to attend, the Openness of Local Government Bodies Regulations 2014 provides for any person to be permitted to report on the meeting, including the filming, photography, or making of audio recordings of proceedings of meetings. This does not include live commentary.

Safety, precaution, entry, admittance and departure.

Most meetings of Merseyside Fire and Rescue Authority, including Committees, are held at their Headquarters, Bridle Road, Bootle, Liverpool, Merseyside, L30 4YD and usually commence at 1pm (unless otherwise published). It is recommended that you check the

location and start time of the meeting before starting your journey, to ensure you arrive at the appropriate time.

All meetings and agendas are published on our website (http://www.merseyfire.gov.uk/aspix/pages/fire_auth/authorityContent.aspx). Invitation letters are posted in the noticeboard outside the venue for the meeting, five days prior to the date of the meeting, or you can contact Democratic Services by ringing 0151 296 4113.

It would be helpful if you could contact Democratic Services to advise of your intention to attend the meeting to assist in the allocation of appropriate space within the meeting room. Should you have any special requirements which may impact upon your visit, please contact Reception tel.0151 296 4000, and advise ahead of your planned visit. This will enable details to be taken and the appropriate officer to be notified, to consider any reasonable adjustments or additional assistance which may be required.

If the number of visitors exceed that which is deemed safe for the size and capacity of the meeting room, you will be refused access on safety grounds.

All external visitors wishing to attend meetings of the Authority, are requested to arrive no earlier than twenty minutes prior to the opening of the meeting (e.g. meeting start 1.00 pm – do not arrive earlier than 12.40 pm). **Arrival before this time will result in you being refused admittance to the building until such time that your entry can be facilitated.** This is due to security and health and safety requirements for the building.

For your own safety, security and protection, and for that of others working and visiting the premises, all external visitors (including employees who do not work in the building) are required to identify themselves to reception upon arrival and departure. You will be required to provide your name, the purpose of your visit, who you are visiting, and provide the details of any vehicle which you wish to leave on the premises until your departure.

If you have equipment with you, you should inform reception and confirm for what purpose you intend to use such equipment during your visit. Examination of any equipment you bring, may be required.

When you sign into the building you will be allocated a coded visitor pass which you are required to visibly wear at all times, and must hand back to reception when you sign out of the building.

Once entry to the building has been granted and compliance with reception/security requirements have been met, Reception will inform Democratic Services of your presence and arrangements to escort you to the meeting room will be made. Access to the meeting room will be only be granted 15 minutes prior to the start of the meeting, to enable you to set up any recording equipment. However, staff will be preparing for the meeting, or escorting other visitors, therefore it may take a few minutes for a member of staff to be available to escort you. Therefore, your patience is requested in this regard. **Please note, you must wait to be escorted to the meeting room. Whilst waiting, you should not cause any disturbance or distress to any staff or other visitors, otherwise you will be required to leave the premises.**

Access to the Actual Meeting

ALL persons attending to observe meetings of the Authority, who are not Merseyside Fire and Rescue Authority Members or Officers, **MUST** remain in the Reception area until such time that you are collected by an authorised member of staff and escorted to the Authority Meeting Room.

In the event of a fire or requirement to evacuate the building – all visitors must be accounted for. Therefore you must ensure you are with the person/s you are here to visit.

In the event of an evacuation you will be instructed where to go by Fire Marshalls and Officers, and procedures should be announced at the opening of business.

Equipment

The Authority does not accept responsibility for the loss or damage to any equipment or items it does not own. Therefore, any personal items and belongings you bring with you are your responsibility, which you bring at your own risk.

You may be required to have your equipment / belongings checked before admittance to the building.

You are requested to ensure that your equipment is not noisy or invasive, which could cause distraction to the proceedings.

During the Meeting

The Chair presiding over the meeting will request anyone present with the intention of recording the proceedings, to make themselves known to the Chair. The Chair will advise those present if the meeting is being recorded, and ask if any visitors object to being filmed. **In the event that someone requests not to be filmed you must not film them.**

The Chair has the right to request stoppage of recordings, or to stop the proceedings of the meeting (in line with procedural standing orders contained within the Constitution) should he/she feel there is unsuitable distraction or disturbance to the meeting.

Exclusion

All reports considered by the Authority are open and published to the Public unless there is confidential information contained within the report which under the Local Government Act 1972, is deemed Exempt. In such instances the Agenda will state by what section of the Local Government Act the item is Exempt; and during the preliminary matters on the Agenda, the Chair will announce if there are any Exempt items on the Agenda for which the Press and Public will be required to leave the meeting.

If there are Exempt items, the Chair will announce prior to consideration of those items that the Press and Public are required to leave.

All external visitors must then take their equipment and belongings and make their way back to the Reception area immediately. Equipment is to be packed away in the Reception area and not outside the meeting room.

Exit and Departure

You will be required to sign out at Reception and ensure that you hand your visitor pass back to Reception staff. You must then vacate the building and car park (if using the car park) immediately.

[\(back to Protocol\)](#)

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/057/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	WENDY KENYON
OFFICERS CONSULTED:	STRATEGIC EQUALITY GROUP (SEG) DIVERSITY ACTION GROUP (DAG) STRTEGIC LEADERSHIP TEAM MEMBERS LEAD AUTHORITY MEMBERS		
TITLE OF REPORT:	EQUALITY, DIVERSITY & INCLUSION REPORTS 2017/18		

APPENDICES:	APPENDIX A: EQUALITY, DIVERSITY & INCLUSION ANNUAL REPORT APRIL 2017 TO MARCH 2018
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Purpose of Report

1. To provide Members with an update on the progress made against the Equality, Diversity & Inclusion (ED&I) Action Plan 2017-2020 and our ED&I objectives for 2017-2020. The Equality, Diversity and Inclusion Annual Report 2017/18 is attached to this report at Appendix A.

Recommendation

2. That Members consider and approve the attached report for publication on the Merseyside Fire & Rescue Service website in order to demonstrate the Merseyside Fire and Rescue Authority's commitment to equality, diversity and inclusion and in order to meet its Public Sector Equality Duties.

Introduction and Background

3. The purpose of this report is to demonstrate MF&RA's compliance with the Equality Act 2010 general duty and to update stakeholders on the key outcomes delivered in the year with regards to Equality, Diversity and Inclusion.
4. The Equality Act 2010 Public Sector Equality Duty (S149) states that in the exercise of their functions, public authorities must have **due regard** to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - Advance equality of opportunity between people who share a protected characteristic and those who do not

- Foster good relations between people who share a protected characteristic and those who do not.
5. In order for public authorities to demonstrate they are meeting the PSED there is a number of specific duties which require public bodies including MF&RA to carry out :
 - a. Publish information to show their compliance with the Equality Duty, at least annually
 - b. Set and publish equality objectives, at least every four years.
 6. The PSED states that all information above must be published in a way which makes it easy for people to access it. We will publish and promote the report on our intranet Portal and Website in this Word version and copies will be available for request in braille, large font and different languages on request

Equality and Diversity Implications

7. The ED&I Annual Report evidences how the Authority executes the provision of the Equality Act 2010 and in particular shows due regard to the needs of the nine protected groups through the monitoring of the ED&I action plan and our five equality objectives.

Staff Implications

8. Staff have been integral to the creation of this report through a number of processes including attending the Diversity Action Group forum, meetings with the Diversity and Consultation Manager and providing regular written communication updates. The data contained in the reports will be used by officers carrying out future Equality Impact assessments, changes to services or development of employment and service delivery policies.

Legal Implications

9. The reports demonstrates the work that is being conducted to meet the Equality Act 2010 and Public Sector Equality Duty requirements

Financial Implications & Value for Money

10. There will be no financial implications this year as it has been decided that the report will not be designed and printed externally. Savings have been delivered as a result of this decision.

Risk Management, Health & Safety, and Environmental Implications

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

12. The production of this report demonstrates how MF&RA are delivering services in a way that meets the Authority's legal duties in relation to the Equality Act 2010 and Public Sector Equality Duty requirements, and how best practice is essential for a public sector organisation. The Annual Report also shows how we manage our services to engage with diverse communities to ensure they are Safer and Stronger.

BACKGROUND PAPERS

CFO/032/18 **EQUALITY, DIVERSITY & INCLUSION REPORTS 2017/18**

CFO/067/17 **EQUALITY, DIVERSITY & INCLUSION REPORTS 2017/18**

GLOSSARY OF TERMS

AGI	Advice, Guidance & Information
BAME	Black, Asian, Minority, Ethnic
BSL	British Sign Language
C&PY	Children & Young People
CLGA	Communities and Local Government Association
CFO	Chief Fire Officer
CRM	Community Risk Management
CRR	Community Risk Register
DAG	Diversity Action Group
DCFO	Deputy Chief Fire Officer
EIA	Equality Impact Assessment
E & D	Equality and Diversity
ESMCP	Emergency Services Mobile Communications Programme
FRS	Fire & Rescue Service
GMFRS	Greater Manchester Fire & Rescue Service
HFSC	Home Fire Safety Check
JCC	Joint Control Centre
KLOE	Key Line of Enquiry
LGA	Local Government Authority
MFRA	Merseyside Fire & Rescue Authority
NFCC	National Fire Chiefs Council
NJC	National Joint Council
NOG	National Operational Guidance
NWAS	North West Ambulance Service
PCC	Police Crime Commissioner
POD	People and Organisational Development
PPE	Personal Protection Equipment
PSED	Public Sector Equality Duty
SEG	Strategic Equality Group
SMG	Strategic Management Group
SOP	Standard Operational Procedure

TDA
WMFRS

Training and Development Academy
West Midlands Fire & Rescue Service

Merseyside Fire & Rescue Authority

Equality, Diversity & Inclusion Annual Report April 2017 to March 2018

Alternative Formats

We are committed to ensuring that all our information is fully accessible for all communities across Merseyside, we have included this document on our website which can be accessed from our Webpage <http://www.merseyfire.gov.uk/equality & diversity>

If you would like a copy in Arabic, Bengali, Chinese, French or Somali please contact us at Diversity Team, Merseyside Fire & Rescue Service Headquarters, Bridle Road , Bootle, Liverpool L30 4YD. Telephone 0151 296 4422 or email diversityteam@merseyfire.gov.uk.

Arabic

Diversity: على بنا الاتصال يرجى الصومالية، أو الفرنسية، أو الصينية، أو البنغالية، أو العربية، باللغة نسخة أردت إذا Team, MF&RS Headquarters, Bridle Road, Bootle, Liverpool, L30 4YD والمينيكوم الهاتف diversityteam@merseyfire.gov.uk 4422 أو البريد الإلكتروني 4422 296 0151
كبيرة طباعية بحروف أيضًا متوفر.

Bengali

আপনি আরবি, বাংলা একটি কপি চান, চীনা, ফরাসি বা সোমালি করুন যোগাযোগ ডাইভারসিটি দল
আমাদের, MF & আরএস সদর, রশ্মি রোড, Bootle, লিভারপুল L30 4YD. টেলিফোন এবং মিনি কম
0151 296 4422 বা ইমেইল diversityteam@merseyfire.gov.uk. বৃহত্তর মুদ্রণ এছাড়াও
উপলব্ধ.

Chinese

如果你想复制的阿拉伯语, 孟加拉语, 中国, 法国或索马里, 请联系 我们多元化的团
队, MF&RS总部, 马勒路, 布特尔, 利物浦L30 4YD. 电话和小型机0151 296
4422 或电邮diversityteam@merseyfire.gov.uk. 在较大的打印也可以。

French

Si vous souhaitez obtenir une copie en arabe, bengali, chinois, contactez s'il vous
plaît français ou en Somalie nous à la diversité équipe, siège de MF & RS, Bridle
Road, Bootle, Liverpool L30 4YD. Téléphone et minicom 0151 296 4422 ou par
courriel diversityteam@merseyfire.gov.uk.Egalement disponible en gros caractères.

Somali

Haddii aad rabtid nuqul Carabi, Bangaali, Shinees, Faransiis ama Soomaali fadlan
la xiriir kooxda Diversity, Merseyside Fire & Rescue Service, Headquarters Service
Bridle Road, Bootle Liverpool L30 4YD.
Telefoonka: 0151 296 4422 ama Email: diversityteam@merseyfire.gov.uk

Sidoo Kale waxaa heli kartaa iyadoo far waaweyn ah.

This Document is also available in larger print and can be reproduced in Braille on request.

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Foreword

I am pleased to introduce our annual equality, diversity and inclusion (ED&I) report for 2017/18. This report provides a detailed account of how we have progressed against our ED&I strategic objectives and action plans during the last year.

In 2017 we set ourselves ambitious goals by developing a new set of Equality Objectives. We understand that equality, diversity and inclusion are integral parts of who we are and what we deliver, so our services and employment practices must be fair and accessible to all.

Our key ambitions for the past year were to:

- Deliver a Gender Pay Gap report and develop practices to address pay gaps
- To continue with our Knowing our Communities project, ensuring we are engaging with diverse communities in an inclusive way
- Deliver a Positive Action strategy to increase the number of underrepresented groups in our workforce
- Ensure we are delivering Home Fire Safety Checks (HFSC) proportionately to our diverse communities in our Home Safety Strategy

I am proud of the fact that in 2017/18 we published our first Gender Pay Gap report which benchmarked us a better than the national average and that this year's report has also put us ahead of the national benchmark, but with an improvement on last year. I am also proud of the work our staff put into the delivery of ED&I in their everyday working lives from attending Liverpool Pride, to being a Fire Proud Ally, to supporting International Women's Day, to being a Diversity Champion and being mindful of inclusion in their everyday decisions. They are all helping to keep the spirit of ED&I very much alive in times of challenge and competing resources.

Our challenge going forward is to address any imbalances through the delivery of our People Strategy in relation to Positive Action and the attraction of underrepresented staff groups into senior roles across the organisation, but specifically in operational roles.

As we deliver our strategic ED&I objectives, we will continue to implement significant changes in areas such as:

- Equality, diversity and inclusion training and education; ensuring staff are equipped to deliver against the ED&I agenda in providing services inclusively to the public of Merseyside
- Delivery of the People Strategy and specifically embedding ED&I into leadership training and recruitment, to ensure our leaders and managers are fair and inclusive in their approach to supporting and developing staff from all groups and celebrating and embracing difference.
- Delivery of our Staff Engagement strategy; ensuring that ED&I is evaluated clearly throughout and address any issues that may raise.

Our challenge continues to be how we monitor the outcome of these changes, ensuring they uphold equality, diversity and inclusion, at the same time maintaining our mission to keep the public of Merseyside safe from the risk of fire and other emergencies.

I am confident that we will continue to make improvements and maintain the right balance between using our resources efficiently and effectively and building a better and stronger more inclusive MF&RA.

Phil Garrigan, Chief Fire Officer
Merseyside Fire & Rescue Service

Welcome

As Lead Authority Members of the Fire and Rescue Authority with responsibility for Community Risk Management (Cllr Peter Brennan) and People (Cllr Jan Grace) our roles extend into supporting and scrutinising Equality, Diversity and Inclusion (DC&I) related work throughout the Service in two ways:

- Ensuring that the diverse communities of Merseyside are provided with services that support their needs. This is discussed throughout the report in relation to the Knowing our Communities and Engaging with Diverse Business projects.
- Ensuring that our staff and volunteers are treated fairly and their diversity is respected and celebrated, that staff are fully supported in the performance of their duties and that they in turn treat each other and the wider community with dignity and respect when carrying out their duties.

In order to carry out our roles effectively we will help scrutinise performance against the ED&I Objectives that the Authority has set itself and its ED&I action plan, and support initiatives, events and projects that help the Authority continue to embed ED&I throughout the organisation.

All Merseyside Fire & Rescue Authority members will continue to make a commitment to improve staff engagement across the organisation, through station visits and through informal conversations organised for staff representatives from all departments of the Service.

We do hope you find this report useful. We would welcome any feedback with respect to the report and we are keen to develop further partnerships with organisations to improve outcomes for the people of Merseyside with respect to fire, safety and rescue. For more information or to initiate talks please do not hesitate to contact us at

Authority Lead Members for Equality & Diversity 2017/18

Cllr Peter Brennan and Cllr Jan grace

Aims of this report

Merseyside Fire and Rescue Authority is pleased to publish this report as a reflection on the work delivered across the organisation in pursuit of Equality, Diversity & Inclusion (ED&I) excellence. This report presents the public and other stakeholders with many success stories about the work we do on a day to day basis to ensure that the services we deliver provide our diverse communities with confidence that we are addressing their needs.

This year's report provides an overview of:

- Progress made for the first year of our new Equality Objectives 2017 - 2020
- Highlights from the delivery of our Equality & Diversity Action plan 2017 – 2020
- A Summary of our Equality Analysis of Workforce and Employment Data report as of 31st March 2018.
- Our Gender Pay Gap reporting as at 31st March 2018

This report also demonstrates our commitment to meeting the Equality Act 2010 and the Public Sector Equality Duty (PSED) in relation to:

1. Publishing, at least annually, information to demonstrate our compliance with the Equality Act 2010 and the PSED.
2. Preparing and publishing one or more specific and measurable objectives that helps to achieve the aims set out in the PSED.
3. Publishing equality information and the objectives in a manner that is accessible to the public.

ED&I is driven by a comprehensive and well monitored Equality, Diversity & Inclusion Action [Plan](#), underpinned by an Equality & Diversity Policy. Equality Impact Assessments (EIAs) are carried out on policy and strategic documents and when these are approved by the Authority they are published on our website www.merseyfire.gov.uk with Authority papers. Each area of the organisation also develops ED&I priorities in relation to their plans and this ensures that ED&I is

consistently considered and is embedded as part of organisational planning and development.

This report also provides an internal reflection on the ED&I work that has been delivered. As an employer it is important that we are embedding ED&I to achieve fairer outcomes for our employees and that we work towards reflecting the diverse communities we serve.

Governance and Performance Management

From 2013 to 2018 the delivery of the ED&I Action Plan was led by the Diversity and Consultation Manager, co-ordinated through our Diversity Action Group (DAG) and scrutinised through our strategic Equality Group (SEG). DAG is made up of departmental representatives (and is supported by the Authority Lead Member for ED&I) and meets quarterly to discuss and monitor progress against the action plan objectives. The DAG is also critical in reviewing equality impacts in relation to MF&RA's services, policies, and projects through a robust Equality Impact Assessment (EIA) process.

Performance against the Equality & Diversity Action Plan has been scrutinised at by the Strategic Equality Group (SEG), chaired by the Deputy Chief Fire Officer and made up of Senior Managers representing all departments of the organisation, and ultimately by the fire & rescue authority. We are reviewing this approach in 2018.

The Diversity and Consultation Manager also holds regular equality engagement meetings with the Representative Bodies (trade unions and staff associations), to ensure that they are aware of the ED&I developments and have an opportunity to contribute to the consideration of the ways in which ED&I influences the provision of fire and rescue services.

MF&FA Members have received EIA training to support their scrutiny role and help them make significant decisions on changes to services provided by the Authority.

Equality & Diversity performance reports scrutinised by the Fire & Rescue Authority are made public via the MF&RA website:

www.merseyfire.gov.uk/aspx/pages/fire_auth/authorityContent.aspx

Our Equality Objectives 2017-2020

As part of our commitment to delivering services and employing staff in accordance with the Equality Act 2010, and in line with the responsibilities placed on the Authority by the Act, we have established five Equality Objectives that are both inward looking (staff related) and outward looking (community and service delivery related)

The reviewed and updated objectives below better demonstrate how we show due regard to eliminating discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

The following sections outline our progress in relation to meeting our objectives.

Equality Objective 1 – Create a strong cohesive organisation that is positive to rising to the future challenges we face:

This objective measures the diversity of MF&RA's workforce, which aims to better represent the makeup of communities, and staff will work to encourage applications from underrepresented groups when carrying out any internal or external recruitment. Progress so far includes:

There were 999 staff employed at MF&RA, as at the end of 2017/18, compared to 991 in 2016/17.

- There were 632 Operational posts, representing 63.2% of the total workforce population.
- 335 staff were in Support posts, representing 33.5% of the total workforce population.
- 32 were Fire Control staff, representing 3.2% of the total workforce population

When reviewing the gender equality data by position the following observations are made:

- Overall females make up 24.8% (248) of the total staffing at MF&RA, a slight increase on the 22.2% seen during 2015/16.
- Support staff have an approximate 50% split between male and female. There are more females in the lower paid roles – including staff working grades 1-5 (65.8%, 54 out of 82)¹. Within medium pay bands (grades 6-11) 46.4% (98 from 211) are female²
- Uniformed/operational staff had a gender split of 92.1% (582) male and 7.9% (50) female
- Fire Control staff have a gender split of 9.4% (3) male to 88.9% (29) female, which is a slight increase in male staffing. Due to the traditional nature of Fire Control work, this is generally in line with sector averages, as Fire Control is normally a female dominated occupation
- 46.9% of the total staff employed at MF&RA are aged 46 and over
- 4.2% of staff had declared a disability (lower than the UK average population at 20%)
- 93.9% of the total staff population at MF&RA were White British/White other, 4.7% of staff are Black Asian Minority Ethnic (BAME) –lower than the Merseyside average at 5.5%³

Gender Pay Gap

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31st March 2017. The regulations stipulate that organisations that employ more than 250 people must publish a report on their gender pay gap. There is a slight difference in the regulation for public sector organisations, in so much as we must publish an annual “snapshot” of our gender pay as at the 31st March each year in our annual report.

Calculations for MF&RA as at 31/03/2018

Gender pay gap figures are based on a total of 940⁴ staff in scope for this gender pay exercise, 712 (75.7%) were male and 228 (24.3%) were female.

¹ Grade 1, with a starting salary of £15,014 pa, to £20,138 at the top of grade 5.

² Grade 6, with a starting salary of £20,661 to £33,437 at the top of grade 11

³ For details of our ongoing positive action campaigns, please see our Looking forward section on page 39.

⁴ A number of employees weren't included in the Gender Pay Gap Figures because they were not “Full Pay Relevant”. This means that for some reason, detailed below an individual did not receive a full month's salary for the reporting period.

Mean gender pay gap

This measure is the difference between the mean (average) hourly rates of pay for Male and female full pay relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	£15.16	£13.39	-£1.77	-11.7%
Operational Staff (inc Fire Control)	£15.29	£13.49	-£1.80	-11.8%
Support staff	£14.69	£13.34	-£1.35	-9.2%

Across the organisation, the mean gender pay gap is -11.7% or £1.77 per hour. For just operational personnel the gap is -11.8% and for Support Staff the gap is narrower at -9.2%.

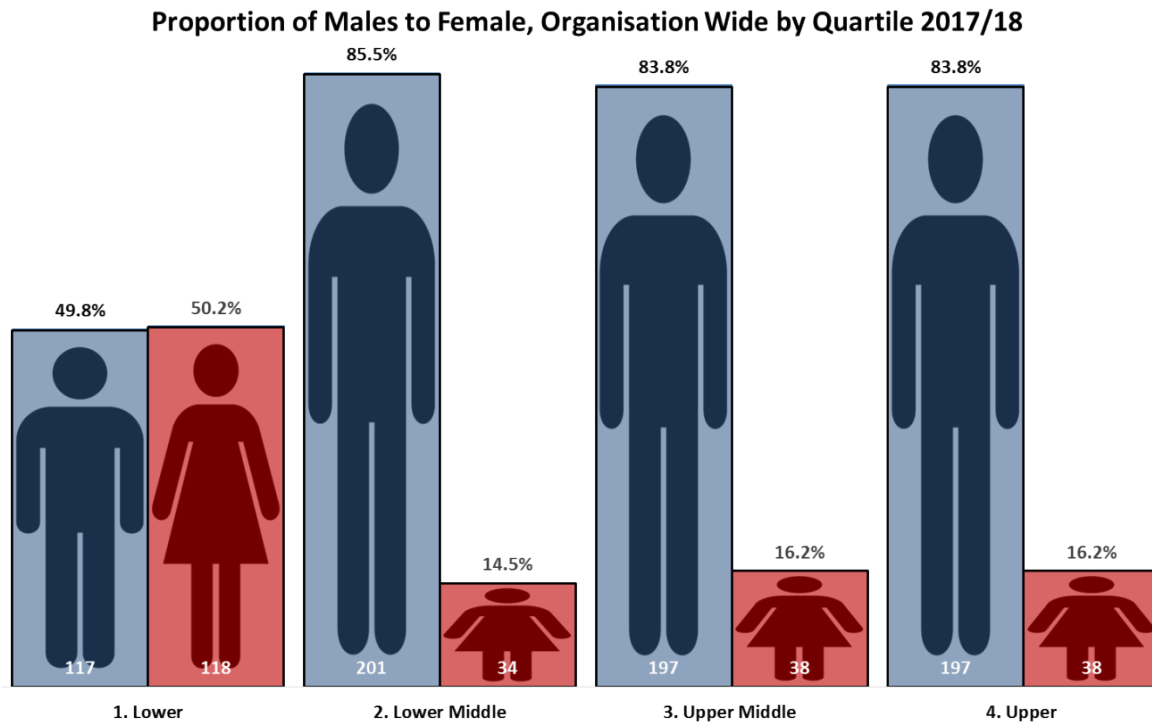
Measure 2. Median gender pay gap

This is the difference between the median hourly rate of pay of male and female full-pay relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	£13.97	£13.42	-£0.55	-3.9%
Operational Staff (inc Fire Control)	£13.97	£13.95	-£0.02	-0.1%
Support staff	£13.67	£12.41	-£1.26	-9.2%

-
- Staff who joined the service part way through the pay period
 - Staff who left the service part way through the pay period
 - Staff in receipt of childcare vouchers
 - Staff on maternity leave
 - Staff with deductions for unpaid leave / jury service
 - Staff with deductions for half/no pay due to sickness

The difference between male and female staff is much narrower, with a -3.9% difference at a MF&RA level, a 0.1% difference for operational staff and -9.2% difference for support staff. The UK median Gender Pay Gap using Office for National Statistics data shows the average pay gap for all employees was 9.1% during 2017⁵.



A copy of our full Annual Workforce Equality Analysis report including our Gender Pay Gap Analysis can be found on our website. [\(insert link\)](#)

⁵

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/articles/understandingthegenderpaygapintheuk/2018-01-17>

Equality Objective 2 – To ensure that people from diverse communities receive equitable services that meet their needs.

By understanding the needs of people from different protected groups and carrying out engagement with and monitoring of those groups, we can ensure that people are fully supported to reduce fire and rescue related risk.

Progress is as follows:

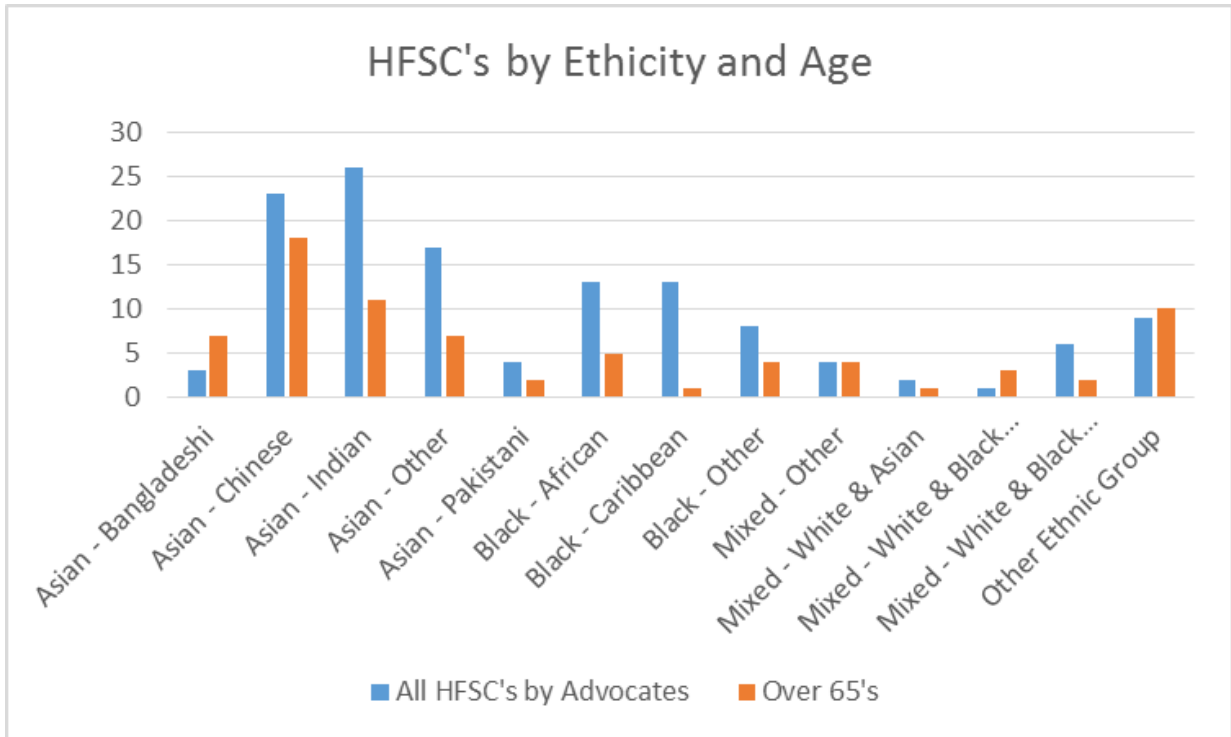
We carry out home fire safety checks with at risk people (most often those aged over 65).

HFSC Equality Monitoring data

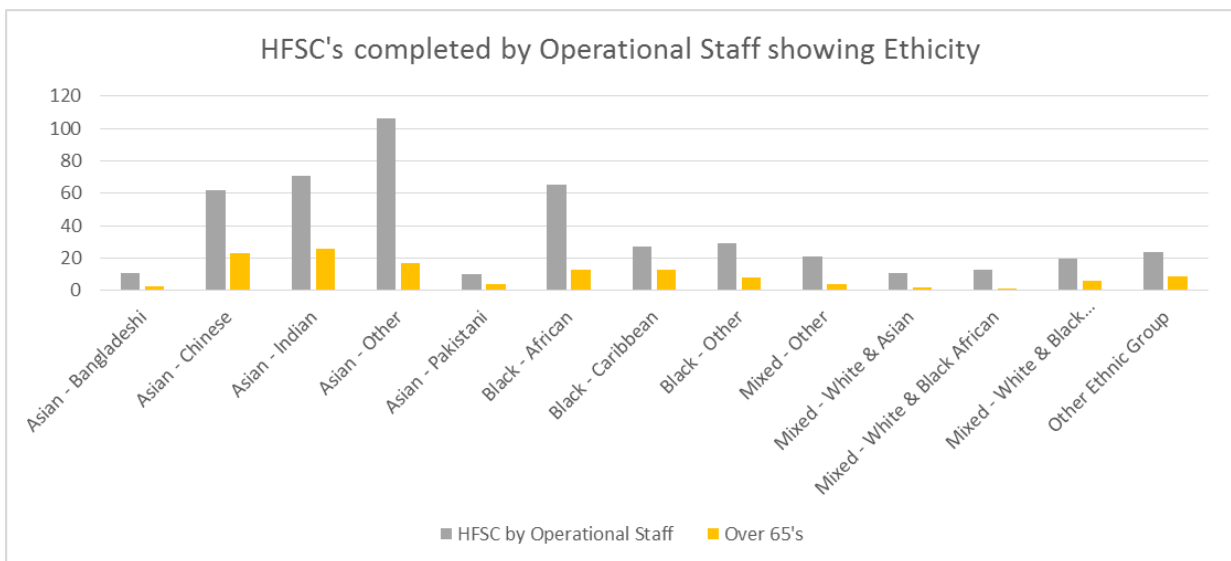
- 1.2% of HFSCs were delivered by community safety advocates to over 65's across Merseyside in the BAME communities. This compares well to the overall over 65's BAME population which is currently 1.6% in Merseyside.
- Our operational crews have also delivered HFSCs to over 65's of which 0.63% were to the BAME community.
- During 2017/18 the occupier's ethnicity was not recorded on 19.4% of occasions when delivering HFSC's.

The figures are benchmarks for the first year of the new ED&I Objectives and will be monitored annually. Our ED&I Action Plan focuses on increasing the amount of ethnicity and religion data during HFSC visits.

The charts below show that during 2017/18 our community safety advocates carried out a total of 9,697 Home Fire Safety Checks across Merseyside. The chart below shows that of those 9,697, 299 or 3.08% identified themselves as BAME, and of those 75 or 1.22% were for people over 65.



The chart below shows that of the 36,859 HFSC's carried out by operational staff, 470 or 1.28% were to people who identified themselves as BAME. Of those, 129 or 0.63% were to people over the age of 65.



HFSC Satisfaction Survey

We have begun to carryout HFSC satisfaction surveys, and these will be analysed to gather information about any Equality & Diversity issues or impacts in relation to service delivery to protected groups.

Prince's Trust equality monitoring data

We offer 12 week Princes Trust development programmes. 116 young people attended Princes Trust programmes during 2017/18 of which 86 completed the survey:

- 67% were male and 32% were female (one student did not identify their gender)
- 17.2% were from a BAME background
- 9% identified themselves as lesbian, gay or bisexual (LGB)
- 36% said they had a disability or long term health condition.
- The average age of students was 17

This shows that there is a high level of diversity amongst the students who attend the programmes. It should be noted that all those students who responded to the feedback survey (86), stated they would recommend the programme to others.

Fire Cadet's equality monitoring data

We operate fire cadet groups for young people aged 13 to 18.

- 12% were from a BAME background
- 23.5% declared having a disability or long term health condition.
- The average age of cadets is 14.

Objective 3 – Reducing fires and other incidents amongst the vulnerable protected groups. By better understanding the impacts for diverse communities in terms of fires and other incidents we can measure whether there are any disproportionate outcomes for relevant protected groups.

Progress is as follows:

Accidental fires in the home

As of 17th April 2018, there were a total of 915 accidental dwelling fires in the home across Merseyside in 2017/18. It is highly likely that this will be the lowest count of incidents on record. The incidents tend to take place in the most deprived areas of Merseyside with 48% (418) taking place in the 1-10% most deprived deciles. Some of those are also areas with the most diversity in terms of ethnicity and religion.

During 2017-18, there were 4 accidental fire dwelling fatalities and despite each death being a tragedy, this is the lowest figure achieved in the history of the Service, with no deaths occurring in Sefton, Knowsley and St Helens.

More detailed information on the fatalities in accidental dwelling fires can be found on our website in the following report; Analysis of Fatalities in Accidental Dwelling Fires between 1st April 2017 and 31st March 2018.

Objective 4 - To ensure that staff are better equipped to deliver their roles whilst:

- **Showing due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010.**
- **Advance equality of opportunities for underrepresented groups**
- **Foster good relations between people who share protected groups and those who don't.**

Progress is as follows:

Bullying and Harassment claims, Disciplinary and Grievance data

There have been a total of 33 disciplinary proceedings during 2017/18, of which:

- 31 involved male members of staff
- 2 female.
- Ethnicity was 32 White British
- Irish and 1 from another White Background.

There have also been a total of 19 grievances. The people involved had the following characteristics:

- 17 involved male members of staff
- 2 were female.
- 17 were White British/Irish,
- 1 was Black/Black British
- 1 was Other Mixed Background.

Comparing these figures with the previous year (2016/17), there has been an increase in the number of disciplinary proceedings by approximately 33%, however there has been a large decrease in the number of grievances submitted which has reduced by 37. This is because 23 out of the total of 53 grievances were from individuals who had come together to make 2 collective grievances. The grievances will be monitored for any significant trend and will be reviewed with sufficient data.

Employment Tribunals

2 (joint) claims were registered at tribunal in relation to equal pay, these were withdrawn by the claimants before the employment tribunal hearing.

A further National (All Fire & Rescue Authorities) Sex Discrimination Claim is ongoing in relation to pension issues and is partly agreed but subject to appeal by Fire & Rescue Authorities. The Employment Tribunals will be monitored for any significant trend and will be review when sufficient data becomes available.

Equality Objective 5 – to continue to aspire to achieving excellence, or equivalent in a Fire and Rescue Service Equality Framework

Taking part in assessment helps us to benchmark and continuously improve in relation to the equality, diversity and inclusion agenda and provides an external viewpoint on our progress in relation to our equality objectives.

Progress as follows:

FRS Equality Excellence Framework review 2017/18

A self-assessment desk top exercise was completed prior to the Framework being revised during 2017 (Which has resulted in the framework being in development phase for some time). The Diversity and Consultation manager is reviewing the current arrangements for the Framework along with other frameworks and benchmarks including the Employers Network for Equality and Inclusion (ENEI), to establish the best framework for Merseyside Fire & Rescue Authority in the future, especially considering any outcomes from Fire & Rescue Service inspection in late 2018.

Looking at all aspects of ED&I across the Service, there are a number of areas where we benchmark and seek assessment to ensure the services we offer are of the highest standard.

- Our Youth Engagement teams have been reassessed against the Matrix Quality Standard for Information, Advice and Guidance. This assessment against the Matrix Standard provides a nationally recognised formal accreditation of information, advice and/or guidance services delivered against three key areas; Leadership and Management, Resources and Service Delivery, and provides improvement and development ideas to support the Service moving forward. The Standard also considers how guidance and support is tailored to meet diverse student's needs,

- In our ongoing commitment to staff mental health and wellbeing, Merseyside Fire & Rescue Authority have signed the “Time to Change” – Mind Blue Light pledge. The pledge is an indicator of our commitment, supported by a robust action plan setting out what we will do to ensure we meet the pledge across the whole organisation. Our pledge includes:
 - Support from all senior managers
 - Clear visible campaigns promoting Blue Light Mind and mental health issues
 - Creating our Blue Light Champions who can help and support colleagues and be there as a point of help and support
 - For all MFRS staff to be trained in Mental Health First Aid or Mental Health First Aid Lite

- As well as our Time to Change pledge we also undertake the Workplace Wellbeing Charter. The Charter is about encouraging organisations to make a real commitment to improving the health and wellbeing of their workforce, while also making the organisation an employer of choice for prospective employees.

For more information about the Time to Change – Mind Blue Light Pledge visit www.mind.org.uk. More information about the Workplace Wellbeing Charter can be found at www.wellbeingcharter.org.uk

- MF&RA carried out a self-assessment to become a Disability Confident Employer. The Disability Confident scheme aims to help employers make the most of the opportunities provided by employing disabled people. It is voluntary and has been developed by employers and disabled people’s representatives. The self-assessment requires employers to consider two themes; “Getting the right people for your business” and “Keeping and developing people”.

The Disability Confident scheme supports employers to make the most of the talents disabled people can bring to the workplace. Through Disability Confident, thousands of employers are:

- challenging attitudes towards disability
 - increasing understanding of disability
 - removing barriers to disabled people and those with long-term health conditions
 - ensuring that disabled people have the opportunities to fulfil their potential and realise their aspirations
-
- We have also benchmarked our ED&I Objectives, Action Plan and policies against National Fire & Rescue Service best practice
 - National Joint Council Key Indicators (circular 06/16)
 - National Joint Council Circular with 26 key recommendations
 - Her Majesties' Inspectorate of Fire and Rescue Services key line of enquiry which include ED&I measures
 - Fire and Rescue Services Framework

All contribute to ensuring our plans, objectives and outcomes are meeting best practice.

Our Annual Workforce Equality Analysis report can be found on our website and it provides a more detailed breakdown on staff diversity. We produce this data annually to help us monitor the trends relating to the number of staff in different protected groups across all groups and levels of the organisation. The information also assists senior officers when developing Positive Action to encourage more diverse groups to apply for roles where they are most under represented. The data also assists the organisation with completing its duty to have due regard to the needs of different groups when developing employment practices and fire and rescue services. This is done through our Equality Impact Assessment process

Delivery of our Equality & Diversity Action Plan 2017 - 2020

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

Our latest plan was developed for 2017-2020 and is aligned to the Authority's Integrated Risk Management Plan and E,D&I Objectives.

This section of our Annual Report provides highlights of some of the exceptional work undertaken by our staff and volunteers during 2017-18;

Fire Safety Reassurance Campaign following the Grenfell Tower tragedy

Following the Grenfell Tower tragedy in June 2017, MF&RA carried out a significant number of campaigns across Merseyside to provide fire safety advice and guidance to residents of tower blocks. We knew that there would be a number of residents who would not speak English, so translation packs were developed by the Diversity team to provide fire safety officers with effective means of communicating in the most commonly used languages spoken across Merseyside: French, Arabic, Polish, Cantonese, Urdu, Kurdish, Chinese (simple), Romanian, Spanish, Tamil and Czech. A sentence was also added to the reverse of the English language leaflet in the common languages above, directing residents to the MF&RA website for more information in their own language. Further support was provided to Community Risk Management staff on how to use the Language Line translation service to assist with providing fire safety advice on a face to face basis. The Service will be setting up a small translation group in the future to assist with any large campaigns and providing fire safety guidance in different languages

Translation and reaching our communities

As part of a reassurance campaign delivered by our Community Risk Management team following a fatal fire in Kensington, and after consulting with Liverpool City

Council, Private Sector Housing Licensing Manager, an additional section was added to our leaflets which were to be delivered to properties in the area to provide tenants with information about the Landlord Licencing Scheme. It was decided that the additional information would also be include the information in Romanian, due to the large population living in the area.

Supporting vulnerable members of our community

At MF&RA our Advocates working in the Community Risk Management Prevention team deliver a wide range of help and support to members of the community across Merseyside, including Home Fire Safety Checks, Safe and Well visits, Stop Smoking advice, and sign-posting to other agencies for help and support in the home. Below are a few examples of how our Advocates and other members of our prevention teams have been able to support vulnerable members of our community to ensure they are safe from the risk of fire in their home.

- **Supporting Deaf community members through sign language**

We have a number of Community Safety Advocates who are able to deliver advice to the public using British Sign Language (BSL). A Vulnerable Persons Advocate in Liverpool, stepped outside her normal role by carrying out a BSL referral for a Home Fire Safety Check. The Advocate in question, Ellie Williams would not normally carry out the BSL referrals, as these would be carried out by a colleague, Sarah Hannett. Sarah was on annual leave and as she knew that Ellie had recently completed her BSL level 1 asked if she would be able to carry out the visit. Following the visit feedback was received from the property owners to say that Ellie had been very helpful and had provided them with all the fire safety information that they needed. This flexibility means that we can offer a wider range of services to vulnerable people.

- **Safeguarding Referral**

Our Information Assistant, received a call from a man in Liverpool to enquire if he could obtain information regarding an incident outside his home. He explained that he was registered blind and was concerned about living at the property. After the call it became apparent that the gentleman was feeling very

vulnerable living at the property due to people continually knocking at his door and window, and rubbish being left outside. A neighbour said they had seen people climbing up the drainpipe and taunting the occupier. Sue asked if they had referred the taunting to the Police, and advised that they hadn't as yet. She suggested to them to contact the Police raising their concerns.

Also as a result of Sue's concerns the decision was taken to treat this incident as a safeguarding referral, and to arrange a home fire safety check and target hardening of the property against any further anti-social behaviour and hate crime.

Our Arson Reduction Advocate Sagal Jama and Sarah Hannett, our vulnerable Persons Advocate, attended the property and found that the fire had damaged the drainage internally and externally. The gentleman told our advocates that he couldn't have a guide dog due to the property being so small but he felt that a guide dog would provide him with independence and security. Our staff realised that the environment and accommodation that he lived in was making him extremely vulnerable and due to the nature and location of the fire it was decided that they would refer him to the Daisy UK Hate Crime Team.

Following on from our Sue's original call, Sarah and Sagal's visit and the work carried out by Daisy UK Hate Crime Team, they have been able to work with local social housing providers to identify a new property for the gentleman. The move has allowed him to get a guide dog which will provide him with the independence and security he felt he had lost.

- **Safety Workshops for Syrian Families**

Syrian refugee families living in Wirral attended Birkenhead Community Fire Station for a workshop run by MF&RA in partnership with Merseyside Police and Refugee Action. Twenty five adults and seven children attended the event, listening to presentations on fire safety, crime prevention and how to report hate crime. The session was interpreted into Arabic and families were able to raise questions about issues and problems affecting them.

Jen Spencer-Welsh, Prevention Hub Manager for Wirral said:

“The session enabled us to provide key safety messages, as well as break down perceived barriers between the uniformed services and the refugee community”

Ramadan 2017

In May, ahead of the Ramadan period, the Authority held a targeted fire safety campaign, providing residents and businesses with tailored fire safety advice in the Princes Park ward of Liverpool, where 40% of the population are BAME. It is also known that there is a large Muslim community within the area.

The advice provided included:

- **Cooking safety tips**, especially as cooking takes place after sunset for Iftar and before dawn for Suhoor, so there may be an increased risk of fire.
- **Bukhoor, Incense, and Shisha Candle Safety**; these can help create a nice atmosphere, but they can be a fire hazard.
- The importance of **GET OUT, STAY OUT and PHONE 999**.

The afternoon campaign saw advocates and fire crews delivering 59 home fire safety checks, engaging with 25 Muslim families, delivering 38 bespoke leaflets, including delivery to properties where Muslim families are known to live.

Collaboration Project with Merseyside Police

As part of an ongoing commitment to developing collaborative ED&I and community engagement opportunities with Merseyside Police, MF&RA has been instrumental in the development of two new initiatives, detailed below. We have a number of key projects which are specifically targeting vulnerable communities and delivering staff education and cooperation. The following outlines the progress made.

- **Merseyside Autism Attention Cards**

The Merseyside Autism Attention Card can help people with autism to alert emergency services to their condition so that they can be treated in a way that is most appropriate. MF&RA has agreed to carry out an HFSC for anyone with an attention card. More work will take place to provide advocates and fire crews with further guidance and education on the impact that autism might have on people's approach to fire safety and evacuation from a fire.

For more information or to receive an application please contact Cheshire Autism Practical Support (CHAPS) by;
Telephone on: 0344 850 8607
Email: admin@cheshireautism.org.uk
Or visit the website at: www.cheshireautism.org.uk

- **Dementia Pledge**

The second initiative is the Dementia Pledge which was signed by MF&RA, Merseyside Police and NWS at the Joint Control Centre in Bootle. The Pledge is part of a national emergency services programme. Our commitment is to deliver more training and guidance to staff over the next twelve months, and forty prevention staff from MF&RA attended Liverpool Museum for their award winning House of Memories training, specifically designed to support people with dementia. This training will support staff who are delivering home safety initiatives to vulnerable communities across Merseyside. Fire Service Direct (FSD) our home fire safety call coordinating centre, were included in the training as it is important to recognise and understand appropriate techniques for communicating with people with dementia effectively; this becomes especially difficult over the phone.

- **Diversity Calendar Collaboration**

As part of ongoing Blue Light Services Collaboration project, MF&RA developed the Diversity Events calendar for 2018 in partnership with Merseyside Police and North West Ambulance Service. The calendar shows many images of diversity in action across the three services. The calendar is designed to show key religious and cultural events taking place, to help staff

plan events and campaigns at appropriate times during the year to help support our diverse communities.

Other collaboration projects have focused on diversity and inclusion both within the blue light services and for the diverse communities of Merseyside. Many of the projects are detailed throughout this report.

- **Merseyside Police Staff Support Network event**

MF&RA staff attended a Merseyside Police Staff Support Network event at in March. The event enabled our Diversity and Consultation Manager and a number of Diversity Champions to learn more about how other sectors run successful staff diversity networks in supporting underrepresented groups. An outcome of the event provides MF&RA staff with an open invitations to attend any Police staff network in the future and it was agreed on deliver of joint diversity events such as Black History Month and Pride.

Youth Engagement

Our Youth Engagement teams continue to ensure that activities and programmes are fully inclusive for all young people. They endeavour to make modifications to enable children and young people from different protected groups to take part in all activities and have the same opportunities as their peers to move their lives forward. The Youth Engagement recruitment strategy actively invites children and young people who need additional support and this consideration is included when staff are planning and putting together their programmes.

Reasonable adjustments are part of the programme policies and are made for those students with disabilities or mental health conditions in relation to all aspects of the programme e.g.

- By finding alternative ways that evidence can be submitted to examining bodies, such as the use of videos for those students whose first language is not English.

- Taking a holistic approach to the qualifications offered on the Princes Trust Programmes and identifying alternative qualifications which can be tailored to suit the student.
- Making adjustments to the residential course to ensure that all team members are able to participate.
- Alterations to uniform for members of our Fire Cadets

As part of continuing work to support the children and young people who participate in our youth engagement programmes, all relevant staff are receiving a programme of specialist training e.g. Mental health first aid training and transgender awareness. This ensures that staff feel equipped to support, advise and guide participants from a diverse range of backgrounds. Opportunities for children and young people across Merseyside to access additional support are made available in several ways, including centric learning which supports students to help them control their own learning/development experience.

One of our aims is to help and support participants to move forward by returning to education or gaining employment. One of our volunteer Fire Cadet Instructors, who has been with our Wirral Fire Cadets for over 12 months now, was previously a student on a MF&RA Beacon Project. Whilst on this course, he gained the Most Outstanding Student Award and then continued to support MF&RA by mentoring students on numerous MF&RA youth programmes over the course of a number of years. Tom is now 19 years old and currently works as an apprentice primary school sports teacher.

Tom is a very valued volunteer and commits himself to work two hours every week to support our fire cadets. In addition, he supports numerous Cadet social action events on weekends. He is a popular volunteer, and attends regular planning meetings and always participates fully to ensure the Fire Cadets are supported and can develop in the best way they can. Tom is a perfect example of how a student who has previously worked with MF&RA, has used his success and experience to give back to other students. He is a fantastic role model an ambassador for MF&RA.

Tackling Hate Crime

Hate crime statistics for Merseyside are on the increase with 2731 cases being reported yearly. A hate crime or incident is any incident that may or may not be a criminal offence which is perceived by the victim or any other person as being motivated by prejudice or hate.

The prejudice or hate can be based on a number of factors including:

- Disability (including learning disabilities)
- Race/ethnicity
- Religion or belief (including no belief)
- Sexual orientation
- Gender identity.

MF&RA has a strong role in supporting anyone who is subject to hate crime through the following:

- All community fire stations act as Safe Havens. These can be accessed by people who feel under threat, including those subject to hate crime.
- There are more than 70 third party hate crime reporting centres across Merseyside, which include all of our community fire stations. At each centre, staff are trained to help victims get advice and support in a safe and secure environment. They can help people contact the police or Stop Hate UK and report any incidents of hate or abuse.
- Carrying out Home Fire Safety Checks and target hardening properties where there may be a risk of fire being used as a hate crime. This will involve making the property or person more resistant to the potential of fire. There are many ways in which we can do this including:
 - Ensuring smoke alarms are fitted through the property
 - External doors are good quality, secure and have minimal gaps
 - Fitting letterbox flap locks
 - Fitting fire retardant letterbox bags
 - Ensuring bins and combustibles are away from the property

- Referrals for further support to organisations such as Daisy UK⁶.
- Hate crime incidents are logged to help MF&RA build a picture of ongoing issues against particular properties, this is then monitored and reported on at Strategic Hate Crime Boards across Merseyside.

As part of the national hate crime awareness week in October 2017, the Street Intervention Team (SIT), in conjunction with Liverpool City Council, held a number of sessions with students across Liverpool to raise awareness of hate crime. The events were successful in helping students to gain a greater understanding of what hate crime is and how it can affect individuals and their lives. Leaflets were issued to the public during the week. Merseyside held its own hate crime awareness week in February and Merseyside Police and MF&RA worked together to promote awareness through media campaigns and a dedicated blue light services Hate Crime event, which was held at Our Lady & St Nicholas Church in Liverpool City Centre . The event involved victims of hate crime describing their stories, students from Liverpool Institute of Performing Arts (LIPA) performing a short story about hate crime and young people and the choir from Daisy UK entertained the congregation with songs for peace and harmony.

Celebrating International Women's Day

Following on from the success of the coffee and conversation morning held at MF&RA headquarters to celebrate International Women's Day in 2016, a second event was held in 2018. This provided an opportunity to celebrate how women and their achievements have contributed to our society, culture, politics, and charity work across Merseyside. There was practical input from staff in MF&RA People & Organisational Development department who provided attendees with advice and guidance about the policies that help achieve a good work life balance. The theme of the event followed the national IWD campaign **#pressforprogress**.

Approximately 60 people attended the event including, MF&RA and Merseyside Police staff, Merseyside Fire & Rescue Authority Members, partner organisations, Fire Cadets from Archbishop Blanch School and our guest speakers, who shared

⁶www.Daisyuk.com

their inspirational stories about their role and how they support women and communities in Merseyside.

As part of this year's event, "Small change – Big Impact", jars were issued to attendees to gather small change which when added together will make a big impact to different charities that support women both locally and nationally.

Attendees said they enjoyed and learned from the range of presentation styles, subjects and speakers from different backgrounds and experiences.

Knowing our Communities

As part of our ongoing project; "Knowing our Communities", MF&RA has engaged a Faith and Culture Advisor to help us gain access to different faiths and cultures mainly Asian, Muslim, Hindu and Sikh. Islam awareness training has been delivered to over 106 members of staff, Authority members and colleagues from Merseyside Police to help them gain a greater understanding of the Muslim faith, beliefs and practices. The sessions held were delivered in our local mosques, to help gain experience of what happens there and provided an opportunity to observe lunchtime prayer.

Feedback from those who have participated included:

"A very useful day where the presenters (including the imam) were very open and honest. The course has dispelled many of the myths seen in the media".

Merseyside Police.

"Very good course. It helped with the course content that it was delivered in a local mosques, as you were able to get a better understanding, knowledge and experience of the religion, beliefs and culture". **Merseyside Fire & Rescue Service**

"Very useful insight, resolves any misconceptions". **Member of Merseyside Fire & Rescue Authority**

Our Culture and Faith Advisor brings a lot of experience in community engagement and community cohesion work and his excellent inter-personal skills coupled with his commitment to work in this field has assisted us in making contact with key members of the Muslim Communities and Mosques across Merseyside. This relationship led to a meeting held at the Al-Rahma Mosque in Liverpool where representatives from MF&RA including the Deputy Chief Fire Officer, our Diversity and Consultation Manager, members of our Prevention and Protection teams and our Recruitment team met with 12 Muslim community leaders and Imams to discuss how MF&RA could work more closely with the Muslim community. Discussions were centred around business fire safety, fire prevention and recruitment. Through these new contacts we are able to circulate targeted fire safety information (using Friday prayers), career opportunities and key community messages across the whole Muslim community of Merseyside, and we will be continuing to develop this relationship with further engagement and projects over the coming year.

Engaging Diverse Businesses (EDB)

Engaging Diverse Businesses is a National Fire Chiefs Council (NFCC) project which was established by MF&RA in 2015. The project is now part of the NFCC Protection Strategy 2018 – 2020 action plan. The project seeks to engage with business owners from diverse cultural and ethnic backgrounds to help break down barriers to deliver fire safety messages and actions. The project is making good progress and a draft research report has been developed which will assist fire & rescue services nationally (and other regulatory bodies) to understand how diverse business owners respond to Health & Safety and Fire Safety legislation requirements. The second phase of the project is underway, with the development of an educational toolkit with examples of resources and notable practice. To date, five case studies have been developed with fire & rescue services across the country. The next stage is to promote the project outcomes at future fire & rescue service conferences, including the Institute of Fire Engineers and Asian Fire Service Association in November 2018.

Positive Action Update

Our Positive Action team continue to promote the wide range of career opportunities available in MF&RA. Our popular “Have a go” days are held at our Training and

Development Academy for people considering a career as a firefighter. The MF&RA Positive Action team have also arranged open days at Kensington and Aintree Fire Stations to give people an idea of what life is like on station and speak to fire crews to decide whether this is a career for them.

We continue to meet with stakeholders in the community, e.g. Wirral Change, LJMU, University of Liverpool and the Chinese community, to promote our employment opportunities and run workshops. Information for two roles, one with our Corporate Communications team and the other for our Fire Control vacancies have been circulated to Muslim communities to help promote MF&RA as a career choice. This has seen an increase in members of the Muslim community attending these events to gain a greater understanding of the role of a Firefighter.

Operational Response staff engagement

As part of the ongoing work to support staff engagement with our operational response staff, focus groups have taken place to help understand what operational staff think about working on station and how staff view difference, diversity and unconscious biases.

The work is part of an ongoing operational response staff engagement project which will continue with further focus groups in 2018/19 and will also use staff survey results in 2018 to assist with developing engagement practice to help build future ED&I training that meets the needs of our staff.

Access Audit

As part of our ongoing delivery of improvement programmes identified from our Access Audit, the Diversity Team, Estates and ICT teams have been working together to ensure that Service Headquarters is accessible to all visitors. A visibly enhanced access button has been installed at the entrance to reception, and the disabled parking bays at the front of the building repainted to ensure that visitors to Service Headquarters can access the building easily.

Analogue hearing loops have been installed in the community rooms of all PFI (Private Finance Initiative) fire stations and are tested regularly. Appropriate signage

and instructions on how to use the loops is being updated and will be displayed in the relevant rooms.

MF&RA Volunteers

We currently have 33 volunteers and expect to have more joining during 2018/19.

The diversity of our current volunteers is as follows:

- 3 have disclosed a disability
- 26 are male and 7 female
- 1 volunteer is aged 66+
- 4 volunteers are aged 16-21 and the majority are within age range of 22-30 and 31-40.

Our aim is to ensure that all our volunteers are able to join in the campaigns they wish to participate in. During 2017/18, volunteers have taken part in various campaigns such as arson reduction, high rise /Protection campaigns (following the Grenfell Tower fire), reassurance campaigns, careers fairs, Restart a Heart campaign, Bonfire season, road safety campaigns aimed at over 65 year olds and homeless campaigns led by the Whitechapel Centre.

We are currently working with One-Vision housing to offer a de-cluttering service. The programme will see the MF&RA volunteers help tackle issues of hoarding over a long period of time. Acting as friends, they will continue to visit residents to ensure that homes remain free of clutter and tackle any further hoarding issues should they arise.

Mental Health First Aid.

Over 160 firefighters and non-operational staff have completed the Mental Health First Aid or Mental Health First Aid Lite course, this is a significant contribution training all our staff over the coming years. This will help staff to:

- Gain a wider understanding, for themselves and others, of some issues surrounding mental health
- Gain a greater understanding of how and why positive and negative mental health affects business

- Work more effectively with people experiencing mental health problems

By the end of the course participants will be able to:

- Identify the discrimination surrounding mental health problems
- Define mental health and some mental health problems
- Relate to people's experiences
- Help support people with mental health problems
- Begin developing a business case for promoting positive mental health in the workplace.
- Look after their own mental health

Events and Awards

Prince's Trust Graduate Crowned Young Achiever of the Year.

In our Annual Report last year we shared the story of two of our Prince's Trust graduates John and Saad who had both been nominated for a regional award by their Prince's Trust team leaders. We are pleased to report that Saad, who fled his home in Syria in 2014, was awarded the Young Achiever of the Year award at the regional ceremony held at the National Football Museum in Manchester. The award recognises young people who have overcome adversity to transform their lives.

National Positive Practice in Mental Health Awards

Positive Practice in Mental Health (PPiMH) is a national user-led collaborative of seventy five organisations, including, NHS Trusts, Clinical Commissioning Groups, Police Forces, third sector providers, front line charities and service user groups. Merseyside Fire and Rescue Service was shortlisted for National Positive Practice in Mental Health Awards in the following categories:

- Mental Health in the Emergency Services
- Mental Wellbeing of Staff

MF&RA won the national Mental Wellbeing of Staff award, and received a Highly Commended award for the Mental Health in the Emergency Services at the event held in Blackpool.

Additionally, following the success of MF&RA being the first fire service in the UK to win a 'Highly Commended' Award at last year's Positive Practice in Mental Health Awards, the PPiMH Collaborative Members have asked MF&RA to be the first fire & rescue service in the country to both join the national collaborative and also lead in the Mental Health and the Emergency Services sector.

The then Deputy Chief Fire Officer, Phil Garrigan, said "I am really pleased MF&RA won the National Positive Practice in Mental Health Award for our work in ensuring we put the mental wellbeing of our staff at the heart of everything we do. It has been a true partnership between the Service and our representative bodies – without

whose support this wouldn't have been achieved. Special Thanks go to Occupational Health Officer Kelly Patterson and Group Manager Mark Thomas for their unswerving compassion and leadership.”

#Iwill ambassador

Adam Cousins a Fire Cadet at Bootle and Netherton Community Fire Station, is one of 50 young people from across the UK who has been selected as a #iwill ambassador by the charity Step Up to Serve. The 200 inspirational young ambassadors are aged between 10 and 20, and are leading fantastic social action in their communities. They come from a variety of backgrounds across the UK, but all have one thing in common – a passion that drives them to find time to help others. From mentoring their peers online, to coordinating a charity fundraiser or enhancing their local area, every one of these #iwill ambassadors is making a difference.

Adam an aspiring firefighter has said “For me it’s helping my community however I can and supporting others. I love taking part in new experiences, learning new skills and getting the chance to put my Fire Cadet skills into practice by working as part of a team. As an ambassador I have learned about road safety, created my own presentation and I have spoken to young people at a number of different colleges to help them realise the dangers of the road. I intend to help more with road & water safety campaigns. As being an ambassador I still volunteer at MF&RA Heritage & Education Centre and will continue to help with fundraising events. Being involved in the community is extremely important and I hope to continue to get more people involved and hope they can get the same opportunities I have had with both MF&RA and the #iwill campaign.”

Pride 2017 – “International Love”

Merseyside Fire and Rescue Authority staff, apprentices and Authority Members, along with family, friends (and a few family pets) attended the Liverpool Pride event in July. All those attending started the day with breakfast at our Liverpool City Community Fire Station, before walking to St George’s Plateau to join the main march. The breakfast event was hosted by our FireProud LGBT Staff Network, and our FireProud Allies.

Students from our Prince's Trust Team four, based at Kirkby Community Fire Station, also attended the event year along with team leader Alison Caulfield. The students who attended really enjoyed the day and giving their full support to Pride this year.

***“Pride to me means equality for all, no matter what gender, sexual reference or anything. Happiness for all.”* Matty**

***“The reason I was happy to attend Pride was because it was respect for everyone of any gender and sexuality, everyone was happy.”* Paul**

***“Pride to me is equality. To have the freedom to be who you are without judgement. It's to love everyone no matter what. It's to be accepted for who you are. Everyone is different and it should be embraced.”* Meg**

Many departments are involved in the organisation of MF&RA's attendance at Pride and this is often done voluntarily.

Looking Forward to 2018/19

In 2018/19 our ED&I team will be working to further embed ED&I excellence into the organisation. ED&I remains a key focus for the organisation and good progress has been made in recent years. We will continue to do this in the following ways:

- We will complete our work with training and development of staff to embed ED&I into training programmes.
- We will continue to work in collaboration with partner organisations to maximise the opportunities for effective community engagement with shared at-risk groups. This will enable us to continue delivering effective diverse community engagement with limited resources to ensure that MF&RS knows and understands its communities and can respond with appropriate services.
- We will take part in Merseyside Police forums to ensure we engage with as many community representatives as possible to help us develop and deliver services that meet the needs of our communities.
- We will contribute to the development and delivery of Fire & Rescue Service standards, peer review and inspection in relation to ED&I.
- We will investigate the concept of unconscious bias in conjunction with the inclusive leadership work we are undertaking as part of our People Strategy. We will investigate the benefits of such training in relation to different staff groups/levels and develop our own bespoke programme as part of our ongoing commitment to staff engagement.
- We will review staff network/diversity champions to support diverse groups within the organisation and the diverse communities in Merseyside.
- We will continue to support Positive Action for recruitment and progression to increase the number of underrepresented applicants in various areas of Merseyside Fire & Rescue Service including, increasing the number of men within our Fire Control, and Recruitment of bi-lingual Business Safety Advisors.

Conclusion

It's really pleasing to see the outcomes from our Equality, Diversity and Inclusion related activities and strategies and the impact they have on our staff and the diverse communities of Merseyside. I hope that you have enjoyed reading this report and now understand more about how we ensure that we are considering the needs of different groups, fostering good relations between different equality groups and ensuring that there is equality for all in our services and employment practices.

Whilst we are pleased with our progress being made, there is still more to do. The ongoing projects around Knowing our Communities, Engaging with Diverse Businesses, Positive Action programmes, diversifying our workforce and ED&I training are all longer term strategies which will help will help us to continue to deliver and help to ensure we support our communities and staff.

If you would like to learn more about our work, or have any questions, please do not hesitate to contact our Diversity and Consultation Manager:

Wendy Kenyon, Diversity and Consultation Manager

Email: wendykenyon@merseyfire.gov.uk

Telephone 0151 296 4000

Website: www.merseyfire.gov.uk

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	SCRUTINY		
DATE:	30 OCTOBER 2018	REPORT NO:	CFO/064/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	CFO	REPORT AUTHOR:	NICK MERNOCK
OFFICERS CONSULTED:	WENDY KENYON EQUALITY MANAGER		
TITLE OF REPORT:	FUTURE PEOPLE IMPLICATIONS OF WORKFORCE AND EMPLOYMENT DATA REPORT		

APPENDICES:	APPENDIX A: EQUALITY ANALYSIS OF WORKFORCE AND EMPLOYMENT DATA AS AT 31.3.18
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Purpose of Report

1. To provide Members with a breakdown of the Authority’s workforce (people) data produced in order to meet the Equality Act 2010, Public Sector Equality Duty (PSED) and in order to allow scrutiny of the service in relation to the PSED. Attached to this report at Appendix A.
2. To provide members with an overview of the current and planned work that is in place to address the key areas of results contained within the Workforce and Employment Data Report

Recommendation

3. That Members note and approve the Equality Analysis of Workforce and Employment Data Report for publishing on the Authority website in order to demonstrate our commitment to equality, diversity and inclusion and to meet its Public Sector Equality Duties.
4. That members endorse the strategic approaches to addressing the key areas of the Workforce data, and accept that further updates will be provided through the future scrutiny of the recently endorsed People Strategy

Introduction and Background

5. The purpose of the completion of the Workforce and Equality Data report is to demonstrate MFRA's compliance with the Equality Act 2010 general duty across our employment functions and to update stakeholders on the key outcomes delivered in the year with regards to Equality, Diversity and Inclusion.
6. The Equality Act 2010 Public Sector Equality Duty (s.149) states that in the exercise of their functions, public authorities must have **due regard** to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - Advance equality of opportunity between people who share a protected characteristic and those who do not
 - Foster good relations between people who share a protected characteristic and those who do not.
7. In order for public authorities to demonstrate they are meeting the PSED there is a number of specific duties which require public bodies including MF&RA to carry out :
 - a. Publish information to show their compliance with the Equality Duty, at least annually;
 - b. Set and publish equality objectives, at least every four years.
8. The PSED states that all information above must be published in a way which makes it easy for people to access it. We will publish the reports as previous years on our Intranet and Website and copies will be available for request in braille, large font and different languages on request.
9. The Equality analysis of workforce report also includes our second gender pay gap report which is also required by all Public Sector Bodies employing over 250 employees – by March 2019.
10. The detail below provides for members an update on the work that is currently ongoing as well as future planned work contained within the recently approved People Strategy.
11. Changes in Employment numbers
12. The report captures that the total number of employees within Merseyside Fire and Rescue Service has fallen from 1045 to 999 which is a 4% reduction in overall staffing.
13. Specific reductions have occurred in Firefighter and Watch Manager. This has been anticipated by the Authority and external recruitment has taken place in respect to Watch Management roles. However a number of other unplanned

retirements have impacted on the Authorities planning assumptions and this is being monitored monthly via the Workforce Planning Group, as such strategies are in place to manage staffing fluctuations.

14. The Service has been monitoring these potential reductions in Operational staff and been making plans to address this through its Workforce Development Group and People Strategy. This has led to a large scale recruitment programme dedicated to filling the positions as they become vacant with high quality professional firefighters.
15. This has seen a current recruitment programme taking an initial 1,600 applications and processing them through the various recruitment stages to attain 60 new firefighters in the next year
16. This process is also scheduled to continue over the next two years to ensure a constant through flow of Operational personnel
17. The process is also supplemented with a programme of external transfer ins taking qualified staff from other services
18. The Service is also progressing the reintroduction of Crew Manager positions, which will support staff development, and also ensure that managerial succession planning is successful within the timescales we have identified
19. Gender Workforce balance
20. Whilst more work is required the organisation continues to improve the gender workforce balance on a year by year basis now the restrictions on recruitment have been lifted and large numbers are recruited into the organisation.
21. Overall females make up 24.8% of the total staffing at Merseyside FRA an increase from 22.2% in 2015/16
22. Operationally females make up 7.9% of the workforce which is higher than the UK Fire service female Firefighter average of 5%
23. From a Non Uniformed perspective there are 50.4% females to 49.6% males
24. A refocused positive action strategy and approach has fully contributed to these figures and will continue to do so.
25. The Authority now not only carries out attraction strategies prior to application, but provides 'have a go days' and personal support to applicants who may not achieve the entry standards first time, and helping them with development so they can reapply in a stronger position next time around.
26. This has included support with Physical training, application form completion, interview skills, as well as basic Maths and English support for online tests.

27. All this has seen a very high number of reapplications, and subsequently an increase in training course diversity. Indeed the last training course had a 45% make up of applicants from under represented backgrounds
28. Gender pay differentials
29. In relation to Operational staff, this has been a challenge faced on a national scale impacted by previous gender heavy recruitment, lack of turnover and previously limited numbers of female entrants into the Fire Service
30. Much of this has been addressed previously within this report, along with the future scope to vastly improve its diversity
31. The Authority now has to continue to address the continued lack of females in operational managerial positions, and improvements will be made through a number of approaches such as the reintroduction of Crew Manager Roles, Coaching and Mentoring.
32. The Authority has rewritten its Succession planning Strategy to fully identify this challenge within its People Strategy and the approaches required
33. It has a Gateway procedure for promotion that supports individual development against a persons Appraisal, and their own aspiration to progress. This will be supplemented with personal development programmes, a Leadership Strategy and an Authority Fast Track promotion procedure
34. Work will continue with specific under represented work groups to identify barriers and remove them, to begin a process of broader recruitment and progression through rank
35. In relation to Non-operational staff the Authority in conjunction with Unison adopted the national Job evaluation process that is ratified by them and consequently grades all posts according to the role not the person. These posts are then recruited into in an open and transparent process.
36. The challenge for gender pay in non-operational positions has a number of facets that the organisation continues to address.
37. In some cases a legacy issue where key positions have been heavily male dominated by a previous approach to re engagement for key skills. this has been identified but will take a period of time to address through vacancy management
38. The previously identified small turnover limits vacancies and potential for immediate change to diversity within role.
39. A need to again look at succession planning and the potential for fast track development for non-uniformed employees in conjunction with Appraisal outcomes

40. Ageing workforce
41. The report identifies that the majority of staff within the Authority belong to the age group 46 to 55, with more employees above the age of 46 than below it.
42. 58.2 of operational personnel are aged between 46 – 55
43. For support staff 25.4 are in the age bracket 46-55
44. Again this is an area where the organisation has been patently aware of the future age profile challenge. To some degree the profile is a reflection on the employee satisfaction within role with the organisation having a low turnover of staff. The Operational role remains one of the few potential jobs for life and continuity of employment is high. This is also reflected within the non-operational roles, with turnover again a low factor.
45. The situation will be addressed with the recruitment challenge that the Authority faces. The organisation will be required to recruit up to 300 new operational personnel over the next five years, and it is expected that that recruitment process will dramatically address the age profile of the workforce and see a considerable reduction in the proportion of employees

Equality and Diversity Implications

46. The Equality Analysis of Workforce and Employment Data report provides specific equality impact analysis in relation to our MF&RA staff workforce, youth programmes and volunteers.

Staff Implications

47. Staff have been integral to the creation of this report through a number of processes including attending the Diversity Action Group forum, meetings with the Diversity and Consultation Manager and providing regular written communication updates. The data contained in the reports will be useful to officers carrying out future Equality Impact assessments of their decisions, changes to services or development of employment and service delivery policies.

Legal Implications

48. The reports demonstrates the work that is being conducted to meet the Equality Act 2010 and Public Sector Equality Duty requirements

Financial Implications & Value for Money

49. There will be no financial implications this year as it has been decided that both reports will be published in their current format on the Authority website and will not be professionally designed and printed externally.

Risk Management, Health & Safety, and Environmental Implications

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

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

51. The production of these reports demonstrates how MFRA are delivering services in a way that meets the Authorities legal duties to of the Equality Act 2010 and Public Sector Equality Duty requirements, and how best practice is essential for a public sector organisation.

BACKGROUND PAPERS

GLOSSARY OF TERMS



Equality Analysis of Workforce and Employment Data as of 31st March 2018

STRATEGY & PERFORMANCE DIRECTORATE

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Document Control

Amendment History

Version / Issue No.	Date	Author:	Remarks / Reason for Change
1.0		J Fielding, W Kenyon, V Campbell	

Sign-Off List

Name	Position
DCFO Garrigan	Chief Fire Officer
Deb Appleton	Director of Strategy & Performance
Wendy Kenyon	Equality & Consultation Manager
Strategic Equality Group	All Members

Distribution List

Name	Position	I / R
Diversity Action Group		
Strategic Management Group		
Public sharing for Equality Website and Portal		

Related Documents

Ref No.	Title	Author	Version & Date
1.0	Equality Analysis of Workforce and Employment Data as of 31st March 2017	J Fielding, W Kenyon	1.3 22/08/2017

Ownership

Has it been agreed with the client that this is a publicly owned document? Yes / ~~No~~

If Yes please state URL: TBC Awaiting authorisation from Strategic Equality Group

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1. Agreement

For the purpose of this report, the following agreement was made between the client and the Strategy and Performance Directorate. This work was requested by Wendy Kenyon, Diversity and Consultation Manager.

The Manager¹ has approved this report/ piece of work can be undertaken by the Strategy and Performance Directorate.

If the scope of the work changes, authorisation must be again obtained and would be noted within the version control document sheet.

Note: The final report, which will always be in PDF format, will be finalised in June 2018 for publishing on the Merseyside Fire & Rescue Authority Website and Portal to meet the Public Sector Equality Duty requirements.

2. Summary

The purpose of this report is to provide equality analysis of workforce data held by Merseyside Fire & Rescue Authority (MF&RA) to meet the requirements of the Equality Act 2010, Public Sector Equality Duty. The report will subsequently be published on the Merseyside Fire & Rescue Authority website and intranet portal to demonstrate our compliance with the specific duties set out in **Appendix A**.

3. Introduction

The introduction of the Public Sector Equality Duty (PSED) in 2011 requires Public Bodies to publish equality information pertaining to the makeup of its workforce on an annual basis. **Appendix A**, sets out the equality duty in more detail.

¹ Deb Appleton

The following equality analysis covers Age, Gender, Disability, Ethnicity, Sexual Orientation and Religion / Belief where available) for the following:

- Staff in post
- Leavers and New Starters
- Discipline, Grievance cases and Employment Tribunals
- Career Breaks and Flexible Working Requests
- Gender pay gap
- Data from Fire Cadets and Princes Trust participants

Note: Where information exists to benchmark, this has been done against the report provided during June 2016 by the National Joint Council – Circular NJC/6/16 “Inclusive Fire Service – Cultural & Behavioural Survey – Final Report”².

MF&RA has a number of Equality Objectives that we have adopted to help us achieve our PSED; these can be found at appendix F and are referenced throughout this document.

4. Methodology

Figures used in this report have been extracted from the MyView system.

The data provided by People and Organisational Development was anonymised and analysed using Microsoft Excel 2013.

Data is correct as of **31/03/2018**.

Only valid data has been analysed, any gaps in the data have been identified using the “Not Stated” classification. When “Not Stated” data

² It should be noted that this benchmarking is for Operational Staffing only, an alternative benchmark is available using Home Office data for 2016/17 (2017/18 data has not been published at the time of writing this report) is available in Appendix C.

is removed from the overall count, a valid percentage has been calculated.

Due to data being extracted from different systems - with differing configurations, the descriptors (particularly for age bands) can differ.

Gender pay gap data is based on the following method:

All members of staff who were full time employment as at 31/3/2018

except the following have been included in calculations:

- Secondary contracts for out of hours cover e.g. tender drivers, workshops, and marine unit.
- Individual payments for the incidents that staff have attended whilst retained. On call - retained payments are included.

Contracts are an area that needs to be considered more widely by the sector as to the way in which those calculation re dealt with for the purposes of gender pay gap reporting. ACAS and LGA guidance have not covered rules of application around working hours - due to recent working time regulation case law.

- Staff who were paid less than their full time salary that month have been excluded in line with government guidelines (e.g. unpaid leave, career break, maternity or sickness reductions in pay)

Salary sacrifice has been included in the pay calculations, we feel to remove it would make the figures appear disproportionate for either gender.

For the quartile analysis of pay bands please note that the lower quartile is based on the Apprentice Rate (the lowest hourly rate for a contractual 35 hour a week member of staff is grade 2, and upper quartile is based on a 48 hour week.

No performance related bonuses are paid to staff, therefore three of the gender pay gap reporting requirements are not reportable (mean, median and proportion for bonus payments).

5. Executive Summary

The purpose of this report is to provide equality analysis of workforce data held by Merseyside Fire & Rescue Authority (MF&RA) to meet the requirements of the Equality Act 2010, Public Sector Equality Duty. This report is published annually and provides detailed charts, tables and narrative to support our analysis of the changes within our workforce.

The analysis provides an overview of the last three years from 2015/16 to 2017/18 in relation to the number of staff in post during that period.

The total number of staff employed by Merseyside Fire & Rescue Authority has fallen from 1045 in 2015/16 to 999 as at 31st March 2018, a reduction of 46, or 4.4%.

The section highlights the key changes from 2015/16 in relation to staff in post by group:

In relation to the total workforce;

- The percentage of Watch Managers has fallen from 14.6% during 2015/16 to 13.0% during 2017/18.
- The percentage of fire-fighters has fallen from 46.6% during 2015/16 to 43.8% during 2017/18.
- Control staff decreased slightly from 3.3% (34) during 2015/16 to 3.2% (32) during 2017/18.
- The percentage of support staff has increased from 30.3% (317) during 2014/15 to 33.5% (335) during 2017/18.
- Over the three year period, the proportion of operational personnel as a whole has fallen from 66.4% to 63.3%.

The analysis of protected staff across all groups identifies that the count of male staff between 2015/16 and 2017/18 has fallen by 7.6% (62 staff). By contrast the number of females working for Merseyside Fire & Rescue

Authority has increased overall by 6.9% (16). Data has shown that there has been a slight fall in the number of Black Asian Minority Ethnic (BAME) staff over the same three year period. The number of staff who have disclosed their sexual orientation as Lesbian Gay Bisexual or Transgender (LGBT) has doubled from 9 to 18 since 2016/15.

When reviewing the workforce equality data by gender the following observations are made:

- Overall females make up 24.8% (248) of the total staffing at Merseyside Fire & Rescue Authority, a slight increase over the three year period from 22.2% seen during 2015/16.
- Operational staff have a gender split of 92.1% (582) males to 7.9% females (50), which is marginally higher than the UK FRS female FF average of 5%³.

When looking at our staffing by age the breakdown of our current staff is as follows

- 51% (171) of all support staff are aged 46-66+
- 39% (131) of current support staff are aged 25-45
- 27 members of support staff are aged under 24; this is the highest proportion of this age group in the whole organisation.

It is important to note that there has been a change in data collection between 2014/15 and 2016/7 which has seen Merseyside Fire & Rescue Authority move to a self-service system for updating our personal records. This appears to have resulted in a reduction of approximately 70% of staff providing their equality monitoring information for Disability, Ethnicity, Religion and Sexual Orientation.

³ Source: Fire and rescue authorities: operational statistics bulletin for England 2015 to 2016 – Home Office

All staff sexual orientation shows that (including prefer not to say) only 37.3% of staff have declared their sexual orientation, however this is a notable improvement on 2016/17 where 27.3% of staff declared their sexual orientation.

Merseyside Fire & Rescue Authority have carried the gender pay gap analysis for 2017/18, using data as at 30th March 2018. Our gender pay gap figures are based on a total of 940⁴ staff in scope for this gender pay exercise, 712 (75.7%) were male and 228 (24.3%) were female.

Across the organisation, the mean gender pay gap is -11.7% or £1.77 per hour compared to -12.1% for 2016/17 a positive difference of 0.4%.

⁴ A number of employees weren't included in the gender pay gap figures because they were not "Full Pay Relevant". This means that for some reason, detailed below an individual did not receive a full month's salary for the reporting period.

- Staff who joined the service part way through the pay period
- Staff who left the service part way through the pay period
- Staff in receipt of childcare vouchers
- Staff on maternity leave
- Staff with deductions for unpaid leave / jury service
- Staff with deductions for half/no pay due to sickness

6. Detailed Results

Introduction

The following sections provide detailed charts and tables and also provide an narrative analysis. They also, where possible , provide opportunities to compare 2017/18 with National Joint Council bench marks taken from this document [\(Insert link to bench mark data\)](#)

6.1 Analysis of the Workforce from – 2015/16 to 2017/18

The chart below provides an overview of the last three years data in relation to the numbers of staff in post.

Chart 1: Staffing figures at MF&RA from 2015/16 to 2017/18

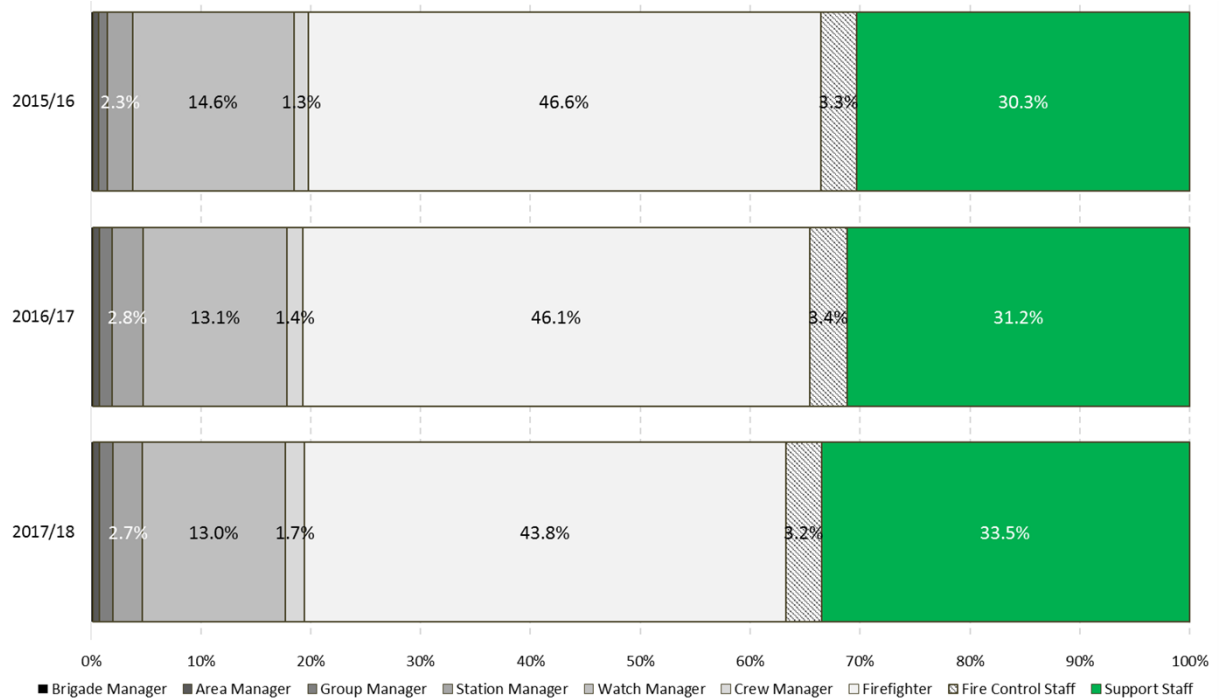


Chart 1 identifies that between 2015/16 and 2017/18, the total count of staff has fallen from 1045 to 999, a reduction of 46 or 4.4%.

The majority of MF&RA staff employed by MF&RA fall into two categories; Grey Book who are operational staff /Uniformed staff and Green Book staff who are support staff/non Uniformed staff .

Grey book staff have reduced with:

- Watch Managers falling from 153 during 2015/16 to 130 during 2017/18, a reduction of 23 or -15%.
- Fire-fighters fell from 487 during 2015/16 to 438 during 2017/18, a reduction of 49 or -10.1%.

Support Staff (Green book) however have increased in number from 317 during 2015/16 to 335 during 2017/18, an increase of 5.7%. There have been very fewer retirements and a number of recruitments into planned growth areas such as ICT and Protection posts.

The planned reduction, particularly in reference to operational personnel (grey shaded sections) are representative of the rates of retirement taking place.

Though the analysis identifies that there has been an increase in Green Book staffing, this increase is a little misleading. If the analysis had been taken over a longer period, it would show an overall reduction in Green Book staffing.

The majority of reductions have been through retirements, staff leavers and reduction in posts in line with our Integrated Risk Management Plan to reduce overall staffing to meet the reductions in budgets

Chart 2: Proportional Retrospective of Staffing at MF&RA

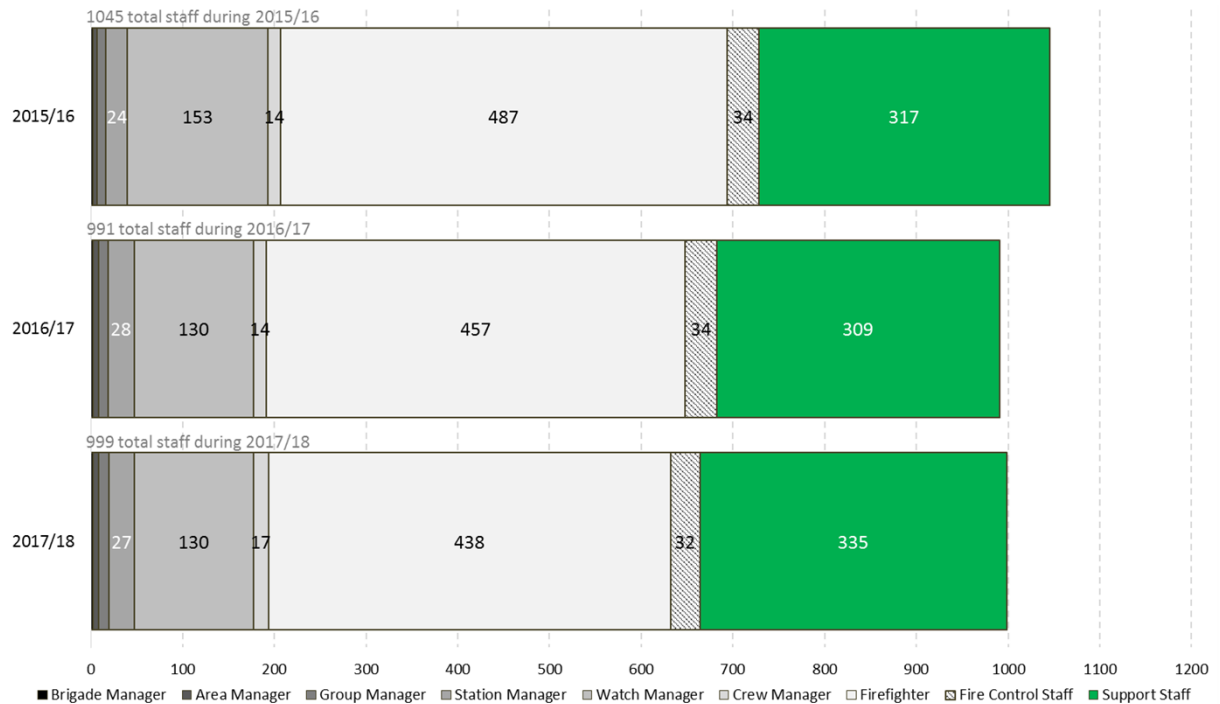


Chart 2 describes the overall breakdown of the staff at MF&RA as a proportion of the total for each year.

The chart identifies that regardless of the reductions in staffing numbers, the proportions for each staffing type has remained relatively consistent.

In summary, the following staff groups has have been impacted most:

- Watch Managers fell from 14.6% during 2015/16 to 13.0% during 2017/18.
- Fire-fighters fell from 46.6% during 2015/16 to 43.8% during 2017/18.
- Control Staff decreased slightly from 3.3% (935) during 2015/16 to 3.2% (32) during 2017/18.
- Support Staff increased from 30.3% during 2014/15 to 33.5% during 2017/18.

Over the three year period, the proportion of Operational personnel as a whole fell from 66.4% to 63.3%.

6.2 Analysis of Protected Groups between 2015/16 and 2017/18.⁵

Table 1: Retrospective Analysis of Protected Groups – All Staff

Position	Criteria	2015/16	2016/17	2017/18	Difference	% Change
Total Staff	Total	1045	991	999	-46	-4.4%
	Male	813	754	751	-62	-7.6%
	Female	232	237	248	16	6.9%
	Age >= 46	616	588	580	-36	-5.8%
	Disability	51	11	11	-40	-78.4%
	BAME	41	43	39	-2	-4.9%
	LGBT	9	15	18	9	100.0%

Table 1 shows that the count of males between 2015/16 and 2017/18 has fallen by 62 or -7.6%. By contrast the count of females shows an overall 6.9% increase in staffing. The increase in females in the workforce is in part due to Equality Objective 1 to increase the diversity of our workforce and volunteers at all levels across the organisation.

It is important to note that there has been a change in data collection between 2014/15 and 2016/7 which has seen Merseyside Fire & Rescue Authority move to a self-service system for updating our personal records. This appears to have resulted in a reduction of approximately 70% of staff providing their equality monitoring information for Disability, Ethnicity, Religion and Sexual Orientation.

Concerning Black Asian Minority Ethnic (BAME) staff, over the three year period the number has fallen slightly. For Lesbian, Gay, Bisexual, Transgender (LGBT) the number has grown over the three year period.

Section 5.9 provides data and analysis in relation to staff leavers from the organisation.

⁵ Further breakdowns by Role are found in Appendix B

6.3 Workforce Profile by Gender

Table 2: All Staff by position by gender

Role	Position	Total	Gender		
			Male	Female	% Female
Operational Staff	Brigade Manager	2	2	0	0.0%
	Area Manager	6	6	0	0.0%
	Group Manager	12	12	0	0.0%
	Station Manager	27	26	1	3.7%
	Watch Manager	130	127	3	2.3%
	Crew Manager	17	17	0	0.0%
	Firefighter	438	392	46	10.5%
	<i>Operational Staff Sub Total</i>	632	582	50	7.9%
Fire Control Staff	Group Manager	0	0	0	0.0%
	Station Manager	0	0	0	0.0%
	Watch Manager	10	0	10	100.0%
	Crew Manager	4	1	3	75.0%
	Firefighter	18	2	16	88.9%
	<i>Fire Control Staff Sub Total</i>	32	3	29	90.6%
Support Staff	Grades 12+	35	21	14	40.0%
	Grades 6-11	211	113	98	46.4%
	Grades 1-5	82	28	54	65.9%
	Apprentices	7	4	3	42.9%
	<i>Support Staff Sub Total</i>	335	166	169	50.4%
Grand Total		999	751	248	24.8%

Please note:
For the 6 Area Managers, 2 of these roles involve staff seconded to roles outside the organisation.

Table 2 provides a breakdown of the of the 999 total workforce population:

- There are 632 operational posts, representing 63.2% of the total workforce population.
- 335 staff are in support posts, representing 33.5% of the total workforce population.
- 32 are fire control staff, representing 3.2% of the total workforce population.

When reviewing the gender equality data by position, the data with green shading identifies proportions of female staff in those particular staff groups. The following observations can be made :

- Overall, females make up 24.8% (248) of the total workforce at MF&RA, an increase on the 22.2% seen during 2015/16.

- Operational staff have a gender split of 92.1% (582) males to 7.9% females (50), which is higher than the UK fire and rescue service female firefighter average of 5%⁶.
- Control staff have a gender split of 90.6% (29) females to 9.4% (3) males, which is an increase in male staffing when compared to the previous year, this is due to 2 female members of fire control leaving the authority. Due to the traditional nature of fire control work, this is generally in line with sector averages, as fire control occupation has high levels of female staff working in those job roles⁷.
- Support staff have a gender split of 50.4% (169) females to 49.6% (166) males. There are more females in the lower paid roles – including staff working grades 1-5 (65.8%, 54 out of 82). Within medium pay bands (grades 6-11) there is a difference in the male to female balance, with 46.4% (98 from 211) being female.

MFRS has a set of five Equality and Diversity objectives see

http://www.merseyfire.gov.uk/asp/pages/equality/pdf/Appendix_B_Equality_Objectives_2017-2020.pdf.

Objective 1 is designed to Increase the diversity of our workforce and volunteers at all levels across the organisation and this will focus on providing Positive action in supporting BAME and female staff to apply for development and promotion as they are currently underrepresented in operational , supervisory and management roles.

Benchmarking: MF&RA against NJC (2016) Report

During 2016, The National Joint Council (NJC) for Fire and Rescue Services produced a survey across fire services nationally to understand the diversity of the workforce. Further details of the report can be found

⁶ Source: Fire and rescue authorities: operational statistics bulletin for England 2015 to 2016 – Home Office

⁷ We will continue to support Positive Action for recruitment to increase the number of underrepresented applicants in various areas of Merseyside Fire & Rescue Service including, increasing the number of men within our Fire Control, and Recruitment of bi-lingual Business Safety Advisors

here <https://www.local.gov.uk/sites/default/files/documents/njc-616-inclusive-fire-se-7d6.pdf>

Table 3: Benchmark of gender by operational rank

Position	MF&RS		NJC Report	
	Male	Female	Male	Female
Area Manager	100.0%	0.0%	97.4%	2.6%
Group Manager	100.0%	0.0%	96.1%	3.9%
Station Manager	96.3%	3.7%	97.5%	2.5%
Watch Manager	97.7%	2.3%	96.2%	3.8%
Crew Manager	100.0%	0.0%	96.3%	3.7%
Firefighter	89.5%	10.5%	94.4%	5.6%
<i>Operational Staff Sub Total</i>	92.1%	7.9%	95.2%	4.8%

When the proportions of male to female for both MF&RA and the NJC report are compared the following findings are apparent:

- Overall MF&RA has a higher proportion of female operational staff than other fire and rescue authorities.
- The largest difference between the MF&RA and the NJC report is in relation to the rank of fire-fighter, with 10.5% of fire-fighters being female at MF&RA and other authorities being 5.6%.
- In roles above fire-fighter, there are proportionally more women in these posts in other authorities than MF&RA; with the exception of Station Manager.

Positive action in recruitment will continue to assist in attracting more females to apply for fire-fighter roles and progression to higher ranks. The introduction of the MF&RA People Strategy and associated implementation plan will also focus on attracting and developing female staff into more senior roles.

6.4 Staff in Post: by Age

Chart 3: All Staff by Age

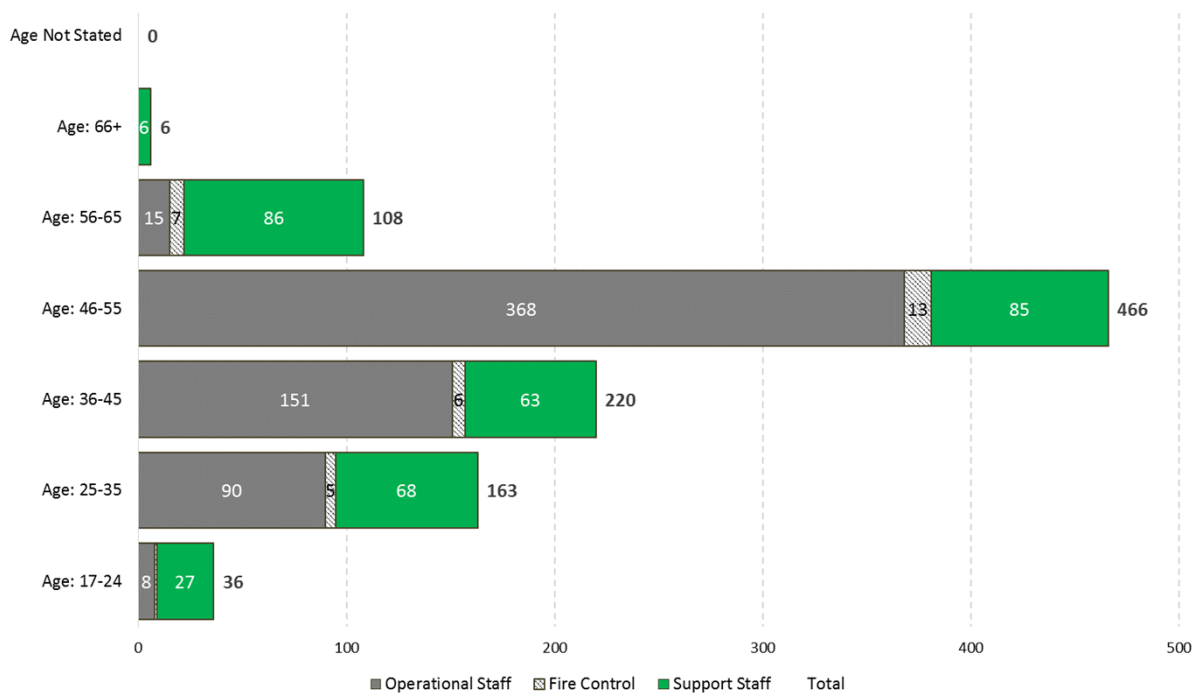


Chart 3 identifies that the majority⁸ of staff within MF&RA (466 or 46.6%) belong to the 46-55 age group. As an overall picture, the chart identifies the staffing structure to be top heavy, with more personnel above the age of 46 than below it.

In summary, the chart identifies the following:⁹

- For Operational personnel, 58.2% (368) are aged between 46-55, 23.9% (151) are aged between 36-45 and 14.2% (90) are aged between 25-35.
- For Support staff, the largest single age group is the 56-65 group with 25.7% (86) of total support staff. The 46-55 age group accounts for 25.4% (85), 18.8% (63) of staff make up the 36-45 age group and 20.2% (68) make up the 25-35 group. For the 17-24 age group, Support staff make up the majority with 27 out of 36.

⁸ For a breakdown of age by rank, please refer to appendix B

⁹ Note that comparisons to NJC benchmark figures for the FRS sector averages are not able to be compared due to different age bandings. MFRS uses the CLG age bandings for annual reporting.

- The majority of Fire control staff belong to the 46-55 age group accounting for 40.6% (13) of total Fire control staff. The 56-65 age group accounts for 21.9% (7) of total Fire control staff.

As MF&RA has an aging workforce, without significant recruitment and the removal of the default retirement age, this could lead to a higher average age for employees and this issue is being addressed.

Employment policies will need to take account of this as part of on-going Equality Impact Assessments and for future workforce succession planning.

6.5 Staff in Post: by Disability

It is reported that 20% of the UK population are classed as having some form of disability whether visible or hidden. It is thought that many disabled people will not declare their disability for fear of victimisation or discrimination or they may be unaware that they are classed as having a disability under the Equality Act 2010.

It is therefore important to note that the MF&RA figures in the table below may not be a true reflection of the total staff with a disability. For that reason, the Equality Act places a clear duty on employers and providers of goods and services to anticipate all types of disabilities and requires them to make adjustments to its employment and service practice to ensure that disabled people can participate fully in public life.

Table 4: All Staff Disability

Role	Position	Yes	No	Not Stated	Total	% Valid Data
Operational Staff	Brigade Manager		2		2	100.0%
	Area Manager		2	4	6	33.3%
	Group Manager		5	7	12	41.7%
	Station Manager		15	12	27	55.6%
	Watch Manager	1	49	80	130	38.5%
	Crew Manager		3	14	17	17.6%
	Firefighter	2	120	316	438	27.9%
	<i>Operational Staff Sub Total</i>	3	196	433	632	31.5%
Fire control Staff	Group Manager				0	0.0%
	Station Manager				0	0.0%
	Watch Manager		4	6	10	40.0%
	Crew Manager			4	4	0.0%
	Firefighter		3	15	18	16.7%
	<i>Fire control Staff Sub Total</i>	0	7	25	32	21.9%
Support Staff	Grades 12+	1	17	17	35	51.4%
	Grades 6-11	6	91	114	211	46.0%
	Grades 1-5	1	25	56	82	31.7%
	Apprentices			7	7	0.0%
	<i>Support Staff Sub Total</i>	8	133	194	335	42.1%
Total		11	336	652	999	34.7%

On face value, Table 4 identifies there are few members of staff (11, 1.1%) with a disability, with the majority primarily being support staff (8).

Of the total 999 members of staff, only 34.7% of the data is actually valid, however when compared to 2016/17, this is a marked improvement in data quality as only 26.2% of data was valid.

Based on the valid data, the proportion of disabled members of staff is 4.2% - which is much lower than the Merseyside figures for eligibility for disability living allowance at 21.7% (source DFWP-2008) and the Census 2011 disability data with 20%.

6.6 Staff in Post: by Ethnicity

The following section provides an analysis of Merseyside Fire & Rescue Authority staffing by ethnic origin.

Chart 4: Distribution of Ethnicity by Generic role¹⁰

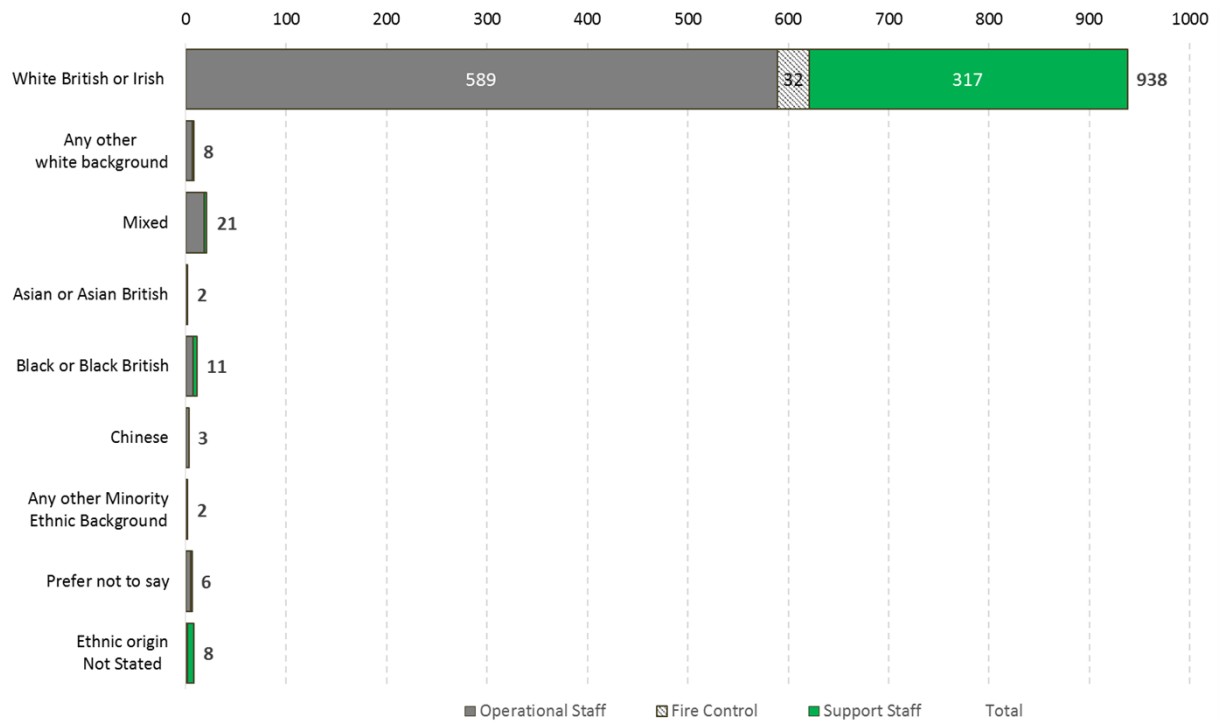


Table 5: Minorities by Group

Role	Other white background	Mixed	Asian or Asian British	Black or Black British	Chinese	Other BAME Background
Operational Staff	6	18	0	7	3	2
Fire control Staff	0	0	0	0	0	0
Support Staff	2	3	2	4	0	0
Total	8	21	2	11	3	2

¹⁰ For a breakdown of Ethnicity by Rank, please refer to Appendix B

The figures show that 93.9% (938) of staff at MF&RA are of White British or Irish origin, with 4.7% (47) being BAME - which is marginally lower than the Merseyside BAME population Figure at 5.5%.

100% of control staff are White British or Irish.

There were 6 staff members who preferred not to state their ethnicity and a further 8 who did not provide any data.

Benchmarking: MF&RA against NJC 2016 Report

Table 6: Benchmark of ethnicity for operational staffing¹¹

Ethnicity	MF&RA	NJC Report
White	93.9%	95.0%
BAME	4.7%	5.0%
Undeclared	1.4%	-
Total	100.0%	100.0%

Table 6 identifies a marginal difference between the proportion of BAME staff at MF&RA and the figures published in the NJC report.

Equality Objective 1 and our Positive action in recruitment will continue to assist in attracting more BAME applications for future fire-fighter roles.

¹¹ Note: the MF&RA "White" count includes Other White Background.

6.7 Staff in Post: by Sexual Orientation

The following section provides an analysis of Merseyside Fire & Rescue Authority staffing by sexual orientation.

Table 7: All Staff Sexual Orientation

Role	Position	Total	Hetero- sexual	Gay / Lesbian	Bisexual	Other	Prefer not to say	Not Stated
Operational Staff	Brigade Manager	2	2					
	Area Manager	6	2					4
	Group Manager	12	4					8
	Station Manager	27	12				3	12
	Watch Manager	130	33				4	93
	Crew Manager	17	2				1	14
	Firefighter	438	111	8	4		9	306
<i>Uniformed Staff Sub Total</i>		<i>632</i>	<i>166</i>	<i>8</i>	<i>4</i>	<i>0</i>	<i>17</i>	<i>437</i>
Fire control Staff	Area Manager							
	Group Manager							
	Watch Manager	10	1				1	8
	Crew Manager	4						4
	Firefighter	18	9					9
<i>Fire control Staff Sub Total</i>		<i>32</i>	<i>10</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>21</i>
Support Staff	Grades 12+	35	17					18
	Grades 6-11	211	90	1	2	1	5	112
	Grades 1-5	82	42	1	1			38
	Apprentices	7	5				2	
<i>Support Staff Sub Total</i>		<i>335</i>	<i>154</i>	<i>2</i>	<i>3</i>	<i>1</i>	<i>7</i>	<i>168</i>
Total		999	330	10	7	1	25	626
% of total response			33.0%	1.0%	0.7%	0.1%	2.5%	62.7%
% of valid data (count = 348)			88.5%	2.7%	1.9%	0.3%	6.7%	

Including prefer not to say, only 37.3% of staff have declared their sexual orientation, however this is a notable improvement on 2016/17 where 27.3% of staff declared their sexual orientation.

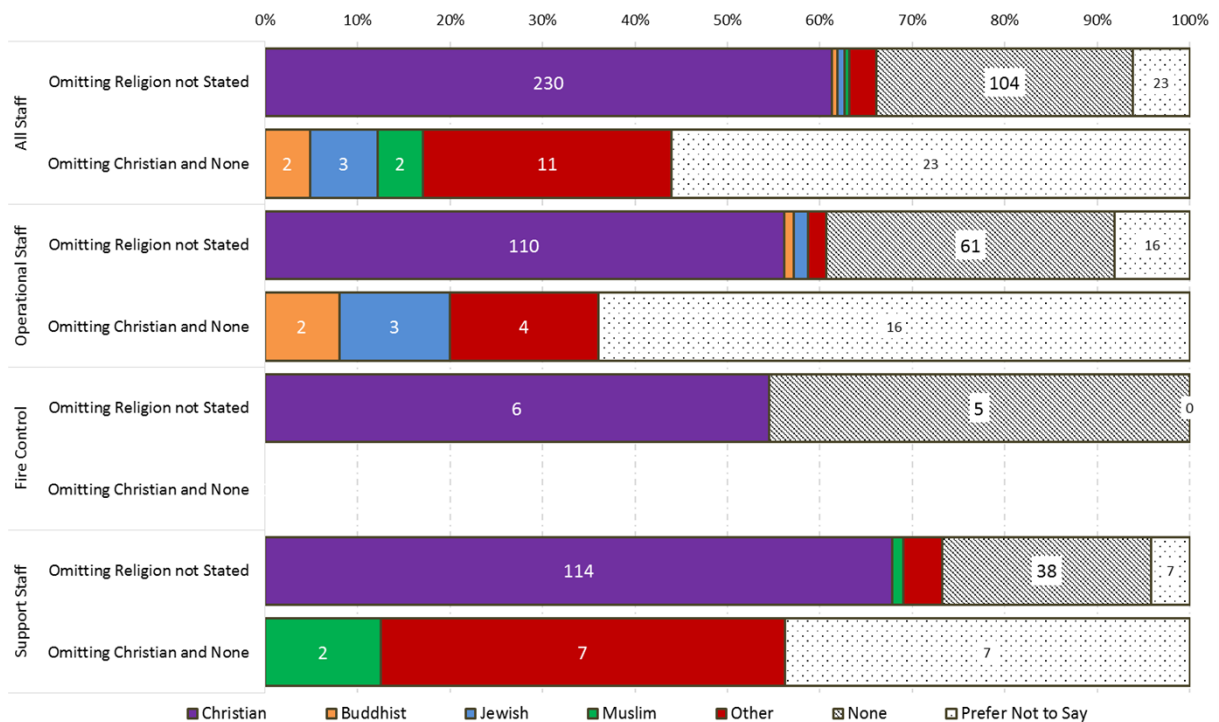
If only valid data is taken into account (i.e. where sexual orientation has been declared) this is a total of 373 employees (again including prefer not to say). Of this, 88.5% (330) are heterosexual, with 1.8% of staff being Gay/Lesbian. Individuals who preferred not to say what their sexual orientation was accounted for 2.5% of the total workforce.

6.8 Staff in Post: by Religion/Belief and No Belief

Of the 999 members of staff¹², 375 or 37.5% provided their religious / belief information, an improvement on 2016/17 where 27.9% of MF&RA staff provided religion/belief data. Based on valid responses, overall 230 (61.3%) were Christian, with 104 (27.7%) having no religion. "Other", minority religions including Judaism, Buddhism and Islam, account for 18 (4.8%) staff¹³. There were 23 members of staff who preferred not to state what their religion was.

As 62.5% of respondents did not state their religion, the data is inconclusive, and therefore difficult to draw any conclusions in line with 2011 Census data.

Chart 5: Proportion and counts of valid Religion / Belief data



Based on valid data, following are the breakdowns by broad role:

¹² For a breakdown of Religion by Rank, please refer to Appendix B

¹³ No Hindus or Sikhs submitted religion / belief data.

- Concerning operational staff there were 196 valid responses, of which: 110 (56.1%) are Christian, with 61 (31.1%) having no religion. Minority religions including: Judaism, Buddhism and Islam account for 9 (4.6%) and Prefer Not to Say accounted for 16 (8.2%) of Operational staff.
- For Fire control there were 11 valid responses, of which: 6 (54.5%) are Christian, with 5 (45.5%) having no religion. There were no other reported minority religions / prefer not to say in the Fire control data.
- For support staff, there were 168 valid responses, of which: 114 (67.9%) are Christian, with 38 (22.6%) having no religion. Including "other", minority religions including Judaism, Buddhism and Islam account for 9 (5.4%) and Prefer Not to Say accounted for 7 (4.2%) members of staff.

6.9 New Starters

During 2017/18 MF&RA recruited a total of 77 new members of staff with 32 being whole-time fire-fighters, 7 for fire control and 38 support staff.

Table 8: Breakdown of New Starters by Gender

Role	Position	Total	Gender		
			Male	Female	% Female
Operational Staff	Brigade Manager	0	0	0	0.0%
	Area Manager	0	0	0	0.0%
	Group Manager	0	0	0	0.0%
	Station Manager	0	0	0	0.0%
	Watch Manager	0	0	0	0.0%
	Crew Manager	0	0	0	0.0%
	Firefighter	32	26	6	18.8%
	<i>Operational Staff Sub Total</i>	32	26	6	18.8%
Fire Control Staff	Group Manager	0	0	0	0.0%
	Station Manager	0	0	0	0.0%
	Watch Manager	0	0	0	0.0%
	Crew Manager	0	0	0	0.0%
	Firefighter	7	1	6	85.7%
	<i>Fire Control Staff Sub Total</i>	7	1	6	85.7%
Support Staff	Grades 12+	1	1	0	0.0%
	Grades 6-11	15	11	4	26.7%
	Grades 1-5	16	9	7	43.8%
	Apprentices	6	4	2	33.3%
	<i>Support Staff Sub Total</i>	38	25	13	34.2%
Total		77	52	25	32.5%

Table 8 identifies that the majority of new whole-time fire-fighters were male, accounting for 26 of the 32 recruits (81.3%). For fire control, there were 7 new recruits with 6 (85.7%) being female. Concerning support staff, 25 from 38 new starters were male¹⁴ (65.8%).

¹⁴ During 2016/17, there was close to parity between the sexes with 51.7% of new Support Staff starters being female.

Table 9: Breakdown of New Starters by Ethnicity

Ethnicity	Operational Staff	Fire control Staff	Support Staff	Total
White British or Irish	26	7	37	70
Any Other White	0	0	0	0
BAME	5	0	0	5
Prefer Not To Say	1	0	0	1
Not Stated	0	0	1	1
Total	32	7	38	77

Table 9 identifies there were 5 new starters that were BAME (Black Asian Minority Ethnic) – all of which were operational staff. Overall 70 of the 77 new recruits were White British or Irish.

Chart 6: Breakdown of New Starters by Age

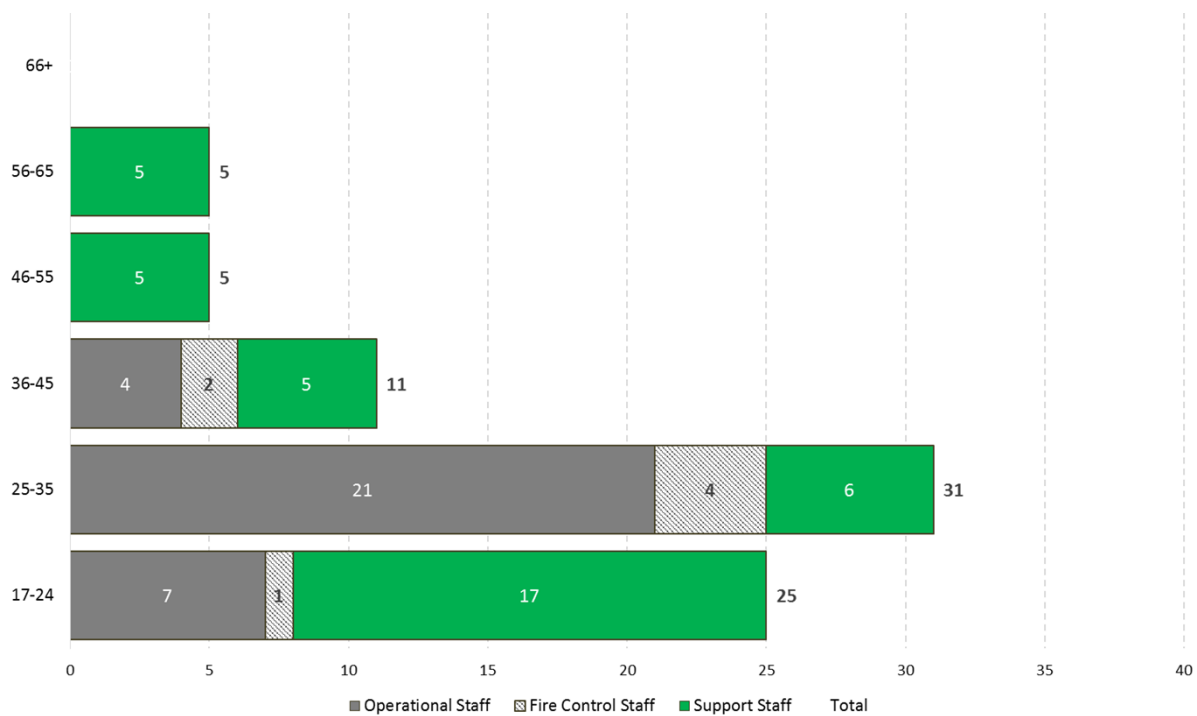


Chart 6 identifies that the majority of new recruits were between the ages of 25-35 with 31 in total - 21 of which were fire-fighters and 4 were recruited to Fire control. Concerning support staff, the majority of new starters belong to the 17-24 age group (17 of the 25).

6.10 Staff Leavers

The following section provides an analysis of Merseyside Fire & Rescue Authority leavers.

Table 10: Breakdown of Leavers by Gender

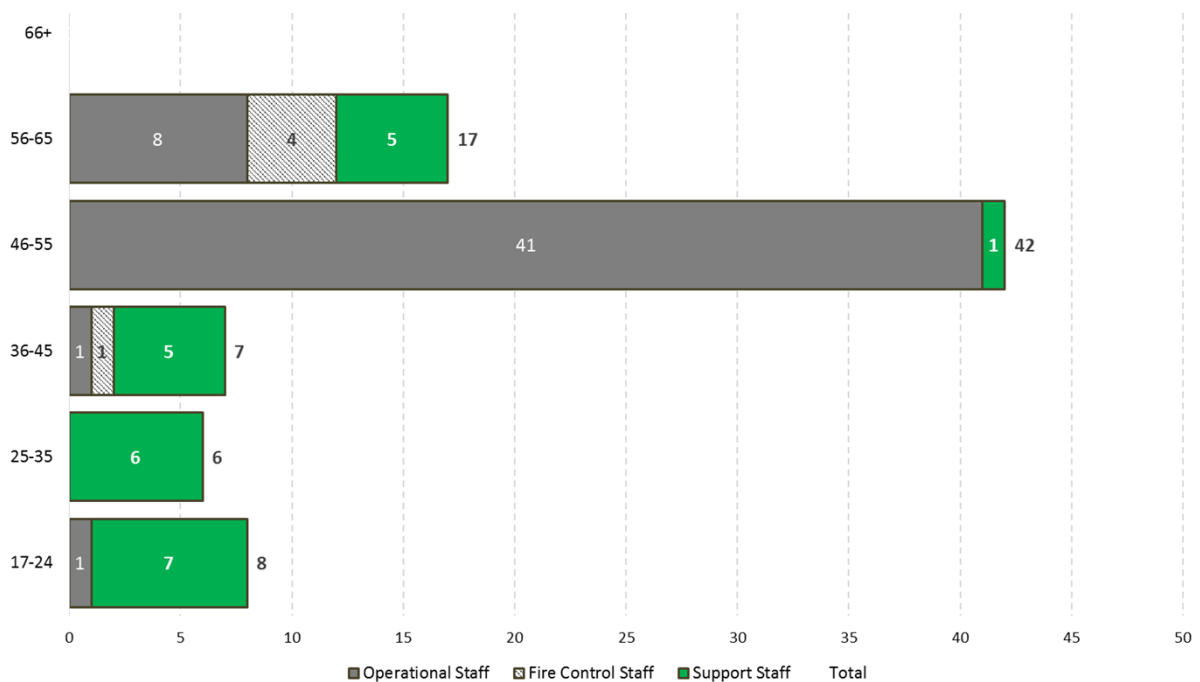
Role	Position	Total	Male	Female
Operational Staff	Brigade Manager	0		
	Area Manager	0		
	Group Manager	0		
	Station Manager	3	3	
	Watch Manager	8	8	
	Crew Manager	2	2	
	Firefighter	38	37	1
	Operational Staff Sub Total	51	50	1
Fire control Staff	Group Manager	0		
	Station Manager	0		
	Watch Manager	2		2
	Crew Manager	0		
	Firefighter	3		3
	Fire control Staff Sub Total	5	0	5
Support Staff	Grades 12+	0		
	Grades 6-11	14	9	5
	Grades 1-5	6	5	1
	Apprentices	4	3	1
	Support Staff Sub Total	24	17	7
Total		80	67	13

Table 10 identifies that during 2017/18 there were 80 leavers, with 67 being male and 13 being female. The majority of leavers were Operational staff accounting for 63.8% (51) of overall leavers – 1 leaver was female. For Fire control staff there were 5 leavers – all of which were female and for Support staff there were 24 leavers with 17 being male.

Concerning operational staff roles, 38 leavers (74.5%) were fire-fighters and 8 (15.7%) were Watch Managers. Of the remainder, 3 were Station Managers and 2 were Crew Managers. Taking support staff into consideration the majority of leavers were in the Grades 6-11 where 14 individuals left the organisation.

Chart 7 provides an overview of leavers by age group. The chart identifies that for operational staff the majority of leavers were in the 46-55 age range – likely linked to retirement ages for grey book staff. Fire control staff leavers were mainly in the 56-65 age group – again this is likely to be linked to retirement. Support staff leavers tended to be in the younger age groups between 17-24 and 36-45.

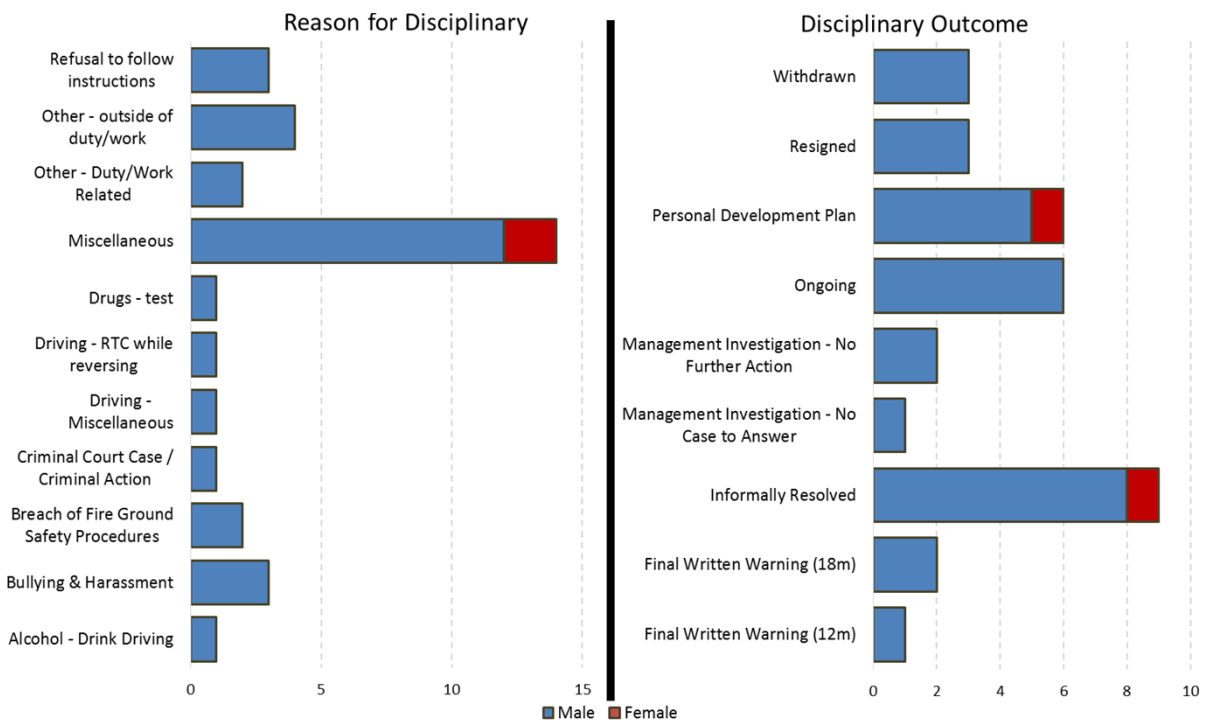
Chart 7: Leavers by generic role and age



6.11 Discipline

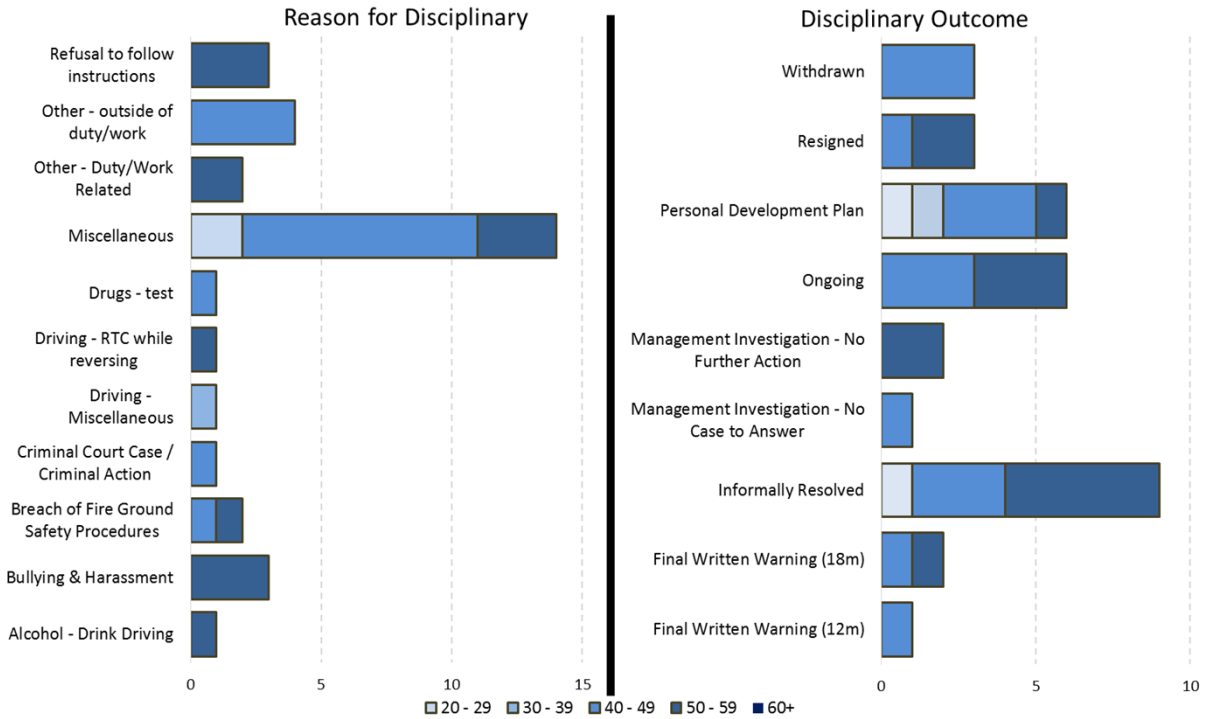
During 2017/18 there was a total of 33 disciplinary cases, this was an increase on 2016/17, where 24 took place. The following section analyses this data by, gender, age, ethnicity and sexual orientation - as well as reference to the reasons and outcomes from the disciplinary.

Chart 8: Disciplinary cases by cause and outcome, by gender



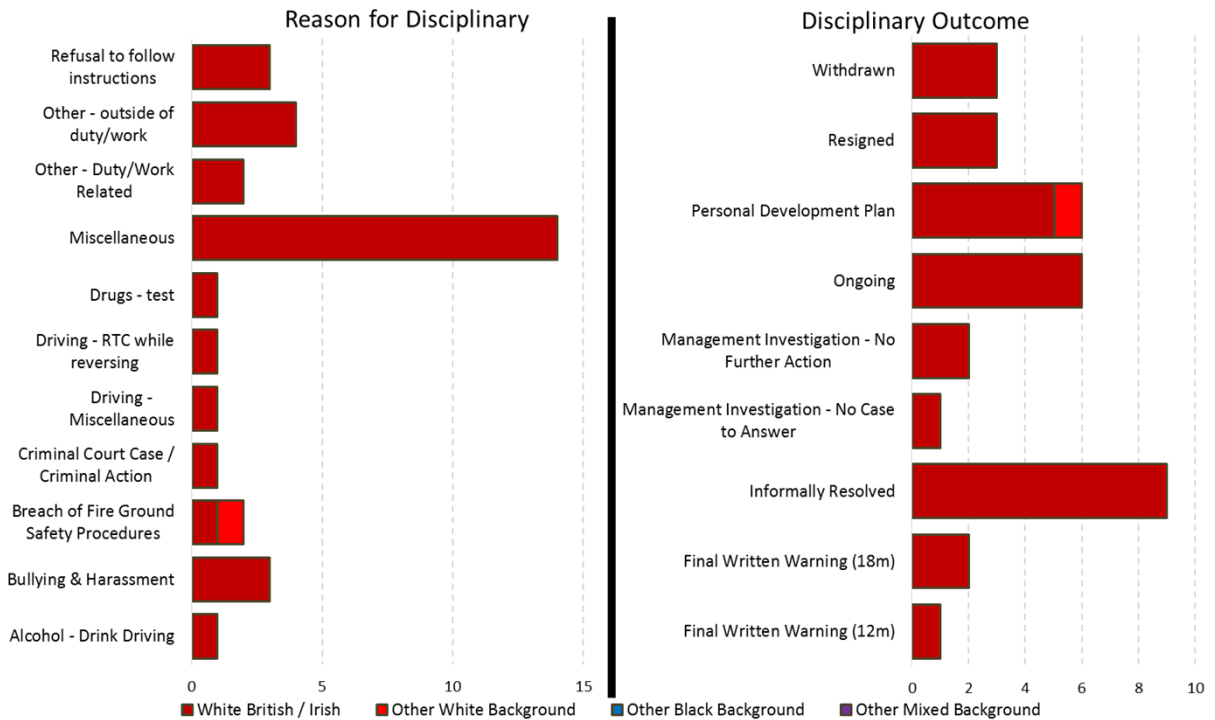
Of the 33 disciplinary cases, 31 (93.9%) were male and 2 (6.1%) were female. Concerning outcomes: 3 staff members were issued Final Written Warnings, 9 were informally resolved, 3 required Management Investigations – with either no case to answer or no further action required. There were 6 Personal Development plans issued, 3 withdrawals and 3 resignations. There are at the time of writing this report 6 ongoing disciplinary investigations that commenced in 17/18. Of the female members of staff, the disciplinary matters were resolved either Informally or by the use of the Personal Development Plan.

Chart 9: Disciplinary cases by cause and outcome, by age



When disciplinary cases are grouped by age, 2 cases involved 20-29 year olds, 1 case involved 30-39 year olds, 16 cases involved 40-49 year olds and 14 cases involved 50-59 year olds. There were no disciplinary cases affecting individuals above the age of 60.

Chart 10: Disciplinary cases by cause and outcome, by ethnicity



The vast majority of people who entered the disciplinary process (32 or 97%) were White British / Irish, 1 was from a white – other background.

Concerning sexual orientation, the majority of the data was missing, as 26 of the 33 individuals did not state their sexual orientation. Of the remaining data, 6 were heterosexual and 1 gay / lesbian.

Benchmarking: MF&RA against NJC 2016 Report

The following section uses the benchmarking figures for disciplinary and grievance cases from the National Joint council in 2016 who surveyed fire & rescue services nationally to establish a baseline of equality data for the workforce.

This data has not been updated but is still usefull to benchmark to for this year to examine where MF&RA sits.

Table 11: Benchmarking Disciplinary cases by Gender

Gender	MF&RA	NJC Report
Male	93.9%	92.4%
Female	6.1%	7.6%
Total	100.0%	100.0%

MF&RA has a slightly lower rate of female disciplinary action (6.1%) than the NJC Report (7.6%).

Table 12: Benchmarking Disciplinary cases by Age

Age Group	MF&RA	NJC Report
20-29	6.1%	13.2%
30-39	3.0%	27.0%
40-49	48.5%	36.0%
50-59	42.4%	17.6%
60+	0.0%	1.3%
Not Known	0.0%	4.9%
Total	100.0%	100.0%

At MF&RA, disciplinary action is concentrated in the 40-49 age group (48.5%). When benchmarked against the NJC report, the same age group has the greatest count of disciplinary action, though the overall distribution is a little more balanced.

Table 13: Benchmarking Disciplinary cases by Ethnicity

Ethnic Origin	MF&RA	NJC Report
Asian	0.00%	0.9%
Black	0.00%	2.6%
Mixed Race	0.00%	1.5%
White	100.0%	89.3%
Not Known	0.00%	5.6%
Total	100.0%	100.0%

For both the MF&RA and NJC data, the majority of disciplinary actions are conducted with White staff. Though the numbers are small, there are a higher number of disciplinary cases involving BAME staff in Merseyside compared to the NJC report sector average.

Table 14: Benchmarking Disciplinary cases by Sexual Orientation

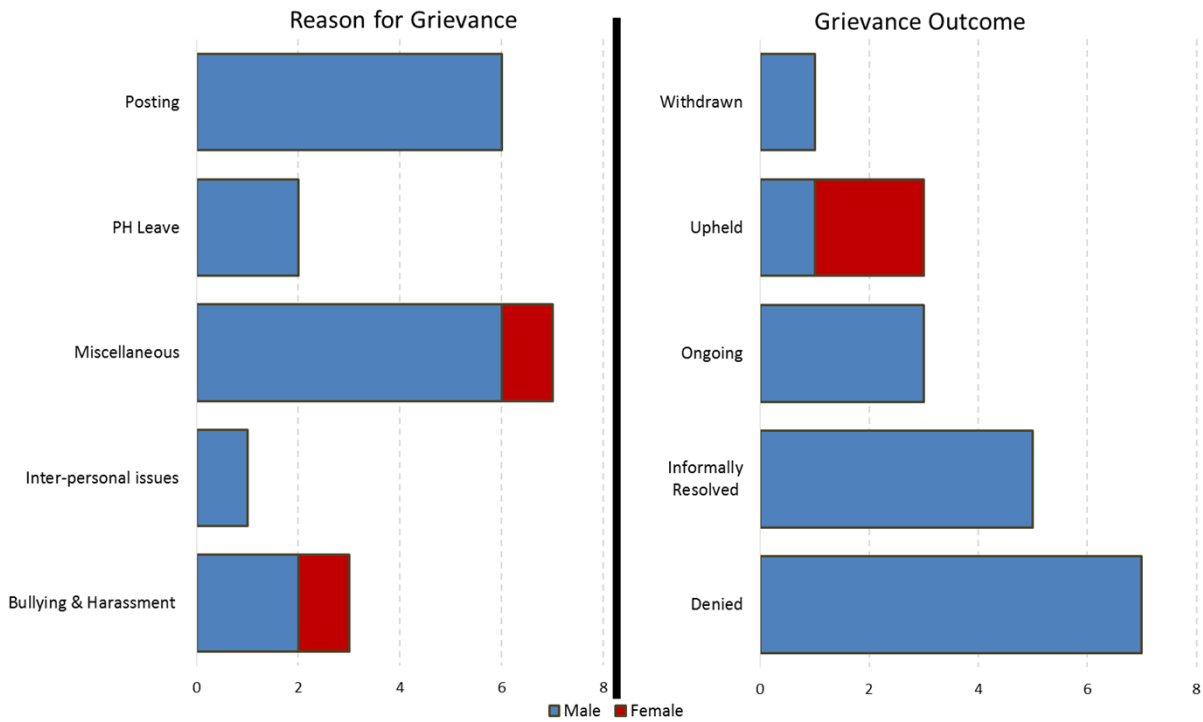
Sexual Orientation	MF&RA	NJC Report
Bisexual	0.00%	0.7%
Gay	3.0%	0.2%
Lesbian	0.00%	0.1%
Heterosexual	18.2%	43.2%
Not Known	78.8%	55.9%
Total	100.0%	100.0%

For both the MF&RA and NJC data, the majority of sexual orientation data is incomplete. Though in both cases the majority of people requiring a disciplinary were heterosexual. LGBT members of staff made up very low percentages at a national level.

6.12 Grievance

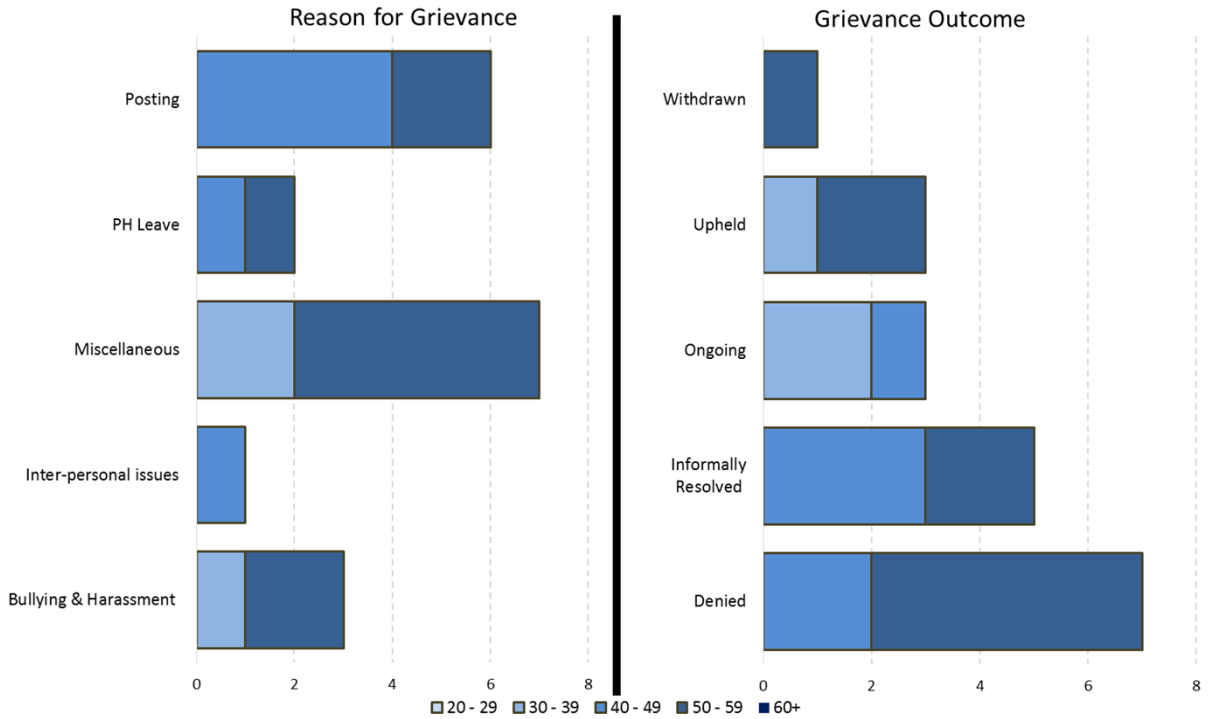
During 2017/18 there were 19 grievance cases raised, this is a reduction on 2016/17, when there were 56. The following section analyses this data by:, gender, age, ethnicity and sexual orientation - as well as reference to the reasons and outcomes from the grievance.

Chart 11: Grievance cause and Response by Gender



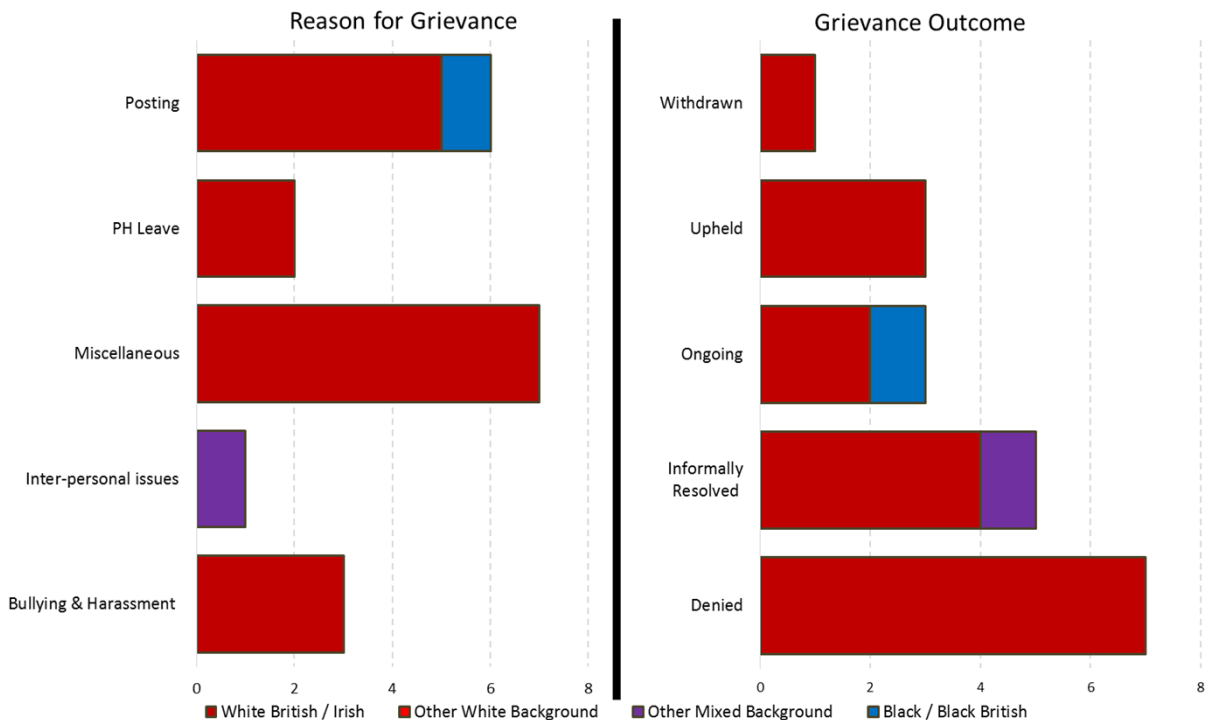
Of the 19 grievances the majority involved males (17). Concerning Outcomes, 7 of the 19 were denied, 5 were informally resolved, 3 were upheld and 1 was withdrawn. There are 3 grievances that are still ongoing. Of the female grievances, both were upheld.

Chart 12: Grievance cause and Response by Age



When grievances are split by age, 3 cases involved 30-39 year olds, 6 cases involved 40-49 year olds and 10 cases involved 50-59 year olds. There were no grievances involving individuals between the ages of 20-29 and above the age of 60.

Chart 13: Grievance cause and Response by Ethnicity



Taking ethnicity into accounting, 17 grievances were raised by individuals who were White British / Irish and 2 were BAME. Of the BAME personnel, 1 grievance was Informally Resolved and 1 is still ongoing.

Concerning sexual orientation, the majority of the data was invalid, as 17 of the 19 individuals did not state their sexual orientation. Of the remaining data, 2 were heterosexual.

Benchmarking: MF&RA against NJC 2016 Report

Table 15: Benchmarking Grievance by Gender

Gender	MF&RA	NJC Report
Male	89.5%	84.9%
Female	10.5%	15.1%
Total	100.0%	100.0%

10.5% of grievances are from female staff which is lower than the NJC proportion of 15.1%.

Table 16: Benchmarking Grievance by Age

Age Group	MF&RA	NJC Report
20-29	0.00%	4.9%
30-39	15.8%	22.9%
40-49	31.6%	42.5%
50-59	52.6%	22.2%
60+	0.0%	1.9%
Not Known	0.0%	5.7%
Total	100.0%	100.0%

At MF&RA, grievances are concentrated in the 50-59 age group (52.6%). Where as in the NJC report, the 40-49 age group had seen most grievances.

Table 17: Benchmarking Grievance by Ethnicity

Ethnic Origin	MF&RA	NJC Report
Asian	0.0%	1.1%
Black	5.3%	2.8%
Mixed Race	5.3%	0.9%
White	89.5%	87.7%
Not Known	0.00%	7.5%
Total	100.0%	100.0%

In both the MF&RA data and the NJC report, the majority of grievances involved White staff. Though the numbers are small, there is a slight bias where BAME staff report grievances more at MF&RA than in the NJC report.

Table 18: Benchmarking Grievance by Sexual Orientation

Sexual Orientation	MF&RA	NJC Report
Bisexual	0.0%	0.3%
Gay	0.0%	0.4%
Lesbian	0.0%	0.4%
Heterosexual	10.5%	39.2%
Not Known	89.5%	59.8%
Total	100.0%	100.0%

In both the MF&RA and NJC data, the majority of data is incomplete. Though in both cases the majority of people with a grievance were heterosexual. LGBT members of staff made up very low percentages within the NJC report and 0% at a MF&RA level.

6.13 Employment Tribunals

Table 19: Employment Tribunals during 2017/18

No of claimants	Nature of claim	Outcome	Notes
2 (joint claim)	Equal pay	Withdrawn day before Employment Tribunal hearing	Costs claim from MF&RA settled
National (all FRAs')	Sex discrimination	Ongoing	Pension issues, partly agreed, but subject to appeal by FRAs'

During 2017/18, there were 2 employment tribunals, 1 was related to equal pay and the other being related to sexual discrimination (although this tribunal affects all FRS in England).

6.14 Career Breaks

During 2017/18 there have been 6 career break requests, this is an increase on 2016/17, where 4 requests were received. The breakdown is as follows:

- All 6 requests were accepted
- Requests were made by 2 males and 4 females.
- 5 of the requests were made between the ages of 41-50, and 1 request was made for the 31-40 age range.
- Concerning ethnicity, all applicants were White British.
- Concerning religion / belief, 2 were Christian, with 4 not stated.
- Concerning sexual orientation, 5 were heterosexual and 1 not stated.
- Concerning disability, 4 reported themselves as not being disabled with the remaining 2 being not stated

6.15 Flexible Working

Table 20: Breakdown of Applications for Flexible Working

Gender	Age	Accepted	Rejected	Total
Female	21-30	1		1
	31-40	5	3	8
	41-50	1		1
	51-60	2	1	3
	61-65			0
	Sub Total	9	4	13
Male	21-30		1	1
	31-40			0
	41-50			0
	51-60	1		1
	61-65			0
	Sub Total	1	1	2
Total		10	5	15

There were 10 successful requests for flexible working. Of this count, 9 were female and 1 male. Concerning females, the majority of accepted applications were in the 31-40 age range (8) for Males it was in the 51-60 age group (1)

In total there were 5 rejected requests for flexible working. Concerning females, 3 were in the 31-40 age group and 1 within the 51-60 group. For males the rejected application was in the 21-30 age group. Although not all initial requests are accepted, all applicants will receive alternative options to consider.

Table 21: Breakdown of Applications for Flexible Working by Ethnic Origin

Ethnic Group	Accepted	Rejected	Total
White British or Irish	7	2	9
Any other white background			0
Mixed			0
Asian or Asian British			0
Black or Black British			0
Chinese			0
Any other Minority Ethnic Background			0
Ethnic origin Not Stated	3	3	6
Total	10	5	15

The majority of flexible working applications came from White British or Irish individuals (9 from 15), there was no data available for the remainder. Of the White British or Irish applications, 7 were accepted and from the applications where the ethnic origin was not stated, 3 were accepted.

Concerning religion, 4 were Christian, with 2 being accepted and 2 being rejected. For the remainder, the religion was not stated.

Concerning sexuality, 10 were heterosexual, 5 did not state their religion.

Concerning Disability, 11 reported no disability, 4 did not state their religion.

6.16 Gender pay gap

The new gender pay gap reporting obligations are now included in the Public Sector Equality Duty (PSED). The deadline for all organisations to publish 30th March 2018 (reporting on data taken as at 31st March 2017). MF&RA had previously chosen to report as soon as the data was available in 2016/17 ([click here for previous report](#)). This section reports on our second gender pay gap exercise which is in relation to data taken as at 30th March 2018.

Gender pay gap calculations for MF&RA as at 31/03/2018

Gender pay gap figures are based on a total of 940¹⁵ staff in scope for this gender pay exercise, 712 (75.7%) were male and 228 (24.3%) were female.

Measure 1: Mean gender pay gap

This measure is the difference between the mean (average) hourly rates of pay for male and female full pay relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %	Pay gap % 2016/17
All staff	£15.16	£13.39	-£1.77	-11.7%	-12.7%
Operational Staff (inc Fire Control)	£15.29	£13.49	-£1.80	-11.8%	-9.7%
Support staff	£14.69	£13.34	-£1.35	-9.2%	-9.3%

¹⁵ A number of employees weren't included in the Gender Pay Gap Figures because they were not "Full Pay Relevant". This means that for some reason, detailed below an individual did not receive a full month's salary for the reporting period.

- Staff who joined the service part way through the pay period
- Staff who left the service part way through the pay period
- Staff in receipt of childcare vouchers
- Staff on maternity leave
- Staff with deductions for unpaid leave / jury service
- Staff with deductions for half/no pay due to sickness

Across the organisation, the mean gender pay gap is -11.7% or £1.77 per hour. For operational staff only the gap is -11.8% and for support staff the gap is narrower at -9.2%.

When the 2017/18 gender pay gap is compared to the previous year the table identifies that overall the gender pay gap has reduced from -12.7% during 2016/17 to -11.7% during 2017/18. For support staff the gap also slightly reduced from -9.3 during 2016/17 to -9.2 during 2017/18. For Uniformed staff, the gender pay gap actually increased from -9.7% during 2016/17 to -11.8% during 2017/18.

It is possible that this may be due to typically longer service for men and incremental pay rises as a result. Research suggests that Women may take longer to reach the top of their grade if they take time out for maternity, adoption or career breaks for example. The impact of having low number of Female staff at higher grades also has an impact on the overall Gender Pay gap for operational staff and this is being addressed through our Equality Objective 1 – in relation to Positive Action.

Measure 2. Median gender pay gap

This is the difference between the median hourly rate of pay of male and female full-pay relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	£13.97	£13.42	-£0.55	-3.9%
Operational Staff (inc Fire Control)	£13.97	£13.95	-£0.02	-0.1%
Support staff	£13.67	£12.41	-£1.26	-9.2%

The difference between male and female staff is much narrower, with a -3.9% difference at a MF&RA level, a +0.1% difference for operational staff and -9.2% difference for support staff. The UK median gender pay

gap using Office of National Statistics data shows an average median pay gap for all employees to be 9.1% during 2017¹⁶.

Measure 3. Mean Bonus gap

This is the difference between the mean bonus paid to male relevant employees and that paid to female relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	N/A no bonus payments are made to MF&RA staff			
Operational Staff (inc. Fire Control)				
Support staff				

Measure 4. Median bonus gap

This is the difference between the median bonus paid to male relevant employees and that paid to female relevant employees

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	N/A no bonus payments are made to MF&RA staff			
Operational Staff (inc. Fire Control)				
Support staff				

Measure 5. Bonus proportions

The proportions of male and female relevant employees who were paid bonus pay during the relevant period

Staff group	Male hourly pay £	Female hourly pay £	Pay gap £	Pay gap %
All staff	N/A no bonus payments are made to MF&RA staff			
Operational Staff (inc. Fire Control)				
Support staff				

¹⁶

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/articles/understandingthegenderpaygapintheuk/2018-01-17>

Measure 6. Quartile pay bands

The proportions of male and female full- pay relevant employees in the Lower (1), Lower Middle (2), Upper Middle (3) and Upper (4) quartile pay bands

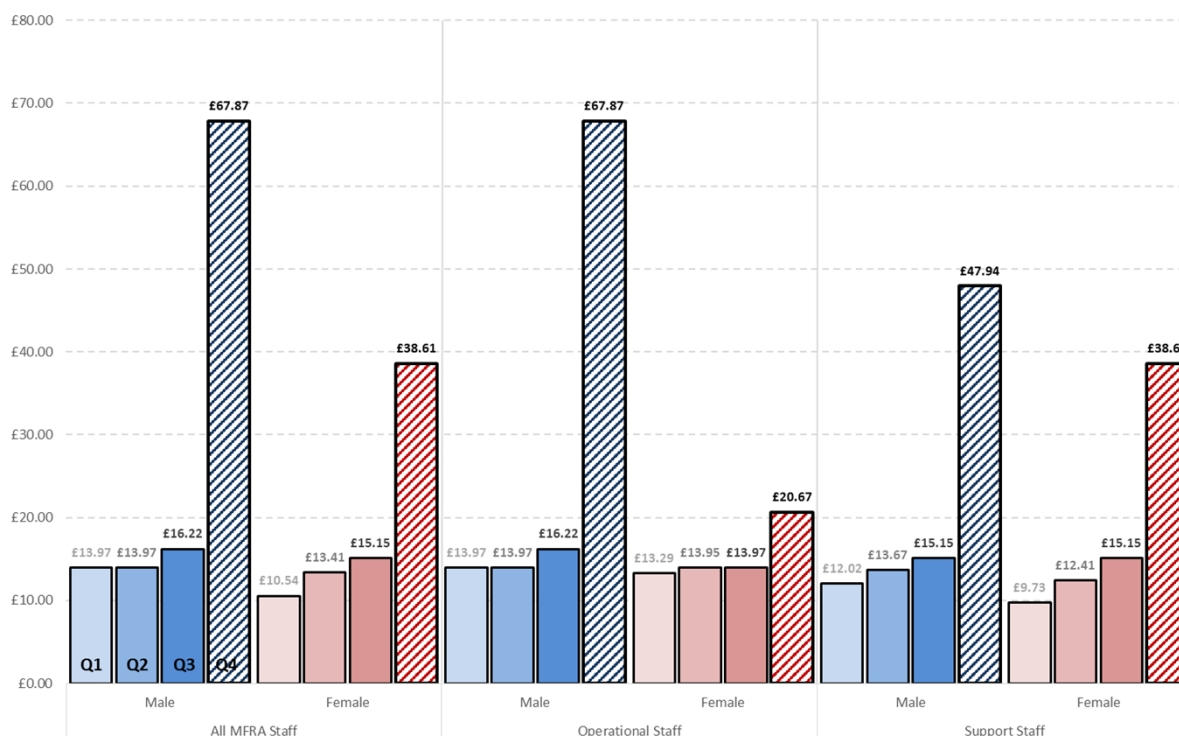
Quartile pay Bands	From hourly rate £'s	To hourly rate £'s	# of males	%	# of females	%
171. Lower ¹⁸	£4.05	£13.66	117	49.79%	118	50.21%
2. Lower Middle	£13.66	£13.97	201	85.53%	34	14.47%
3. Upper Middle	£13.97	£15.87	197	83.83%	38	16.17%
4. Upper ¹⁹	£15.87	£67.87	197	83.83%	38	16.17%

The table identifies that within quartiles 2 Lower Middle and 3 Upper Middle, the hourly rates are very similar suggesting that there is close to parity between male and female staff. Within the Lower quartile there is a sizeable gap in hourly rate of £9.61, this however is magnified in the Upper quartile (where there is a gap of £52).

¹⁸ Apprentice Rate (the lowest hourly rate for a contractual 35 hour a week member of staff is grade 2)

¹⁹ Based on a 48 hour week

Chart 14: Quartile Analysis of Pay Equality



In summary Chart 14 provides the following:

- For all MF&RA staff, there is a moderate difference between males and females in quartile 1, a difference of £2.36 per hour. The interquartile range²⁰ for all males at MF&RA is £2.24, while for females it is £4.60. Therefore the data suggests that male pay levels tend to be more consistent than female; as such this is logical as the single largest group of employees at MF&RA are male fire-fighters, accounting for 392 members of staff or 39.2% overall.
- For operational staff there are small variations between quartiles 1 to 3, the interquartile range for males is £2.24 and for females it is £0.68. Previously for females the interquartile range was £1.96, so this reduction in the range reflects that there are now more female operational members of staff.

²⁰ The interquartile range (IQR) is a measure of variability, based on dividing a data set into quartiles. Quartiles divide a rank-ordered data set into four equal parts. The values that divide each part are called the first, second, and third quartiles; and they are denoted by Q1, Q2, and Q3, respectively. Q1 is the "middle" value in the first half of the rank-ordered data set. Q2 is the median value in the set. Q3 is the "middle" value in the second half of the rank-ordered data set.
<http://stattrek.com/statistics/dictionary.aspx?definition=Interquartile%20range>

- For support staff, there is a moderate difference between males and females in quartile 1 of £2.30 per hour. The interquartile range for males is £3.12 and for females, it is £5.42. This identifies that for female staff there are larger differences in pay, with more lower paid / part time females than males.

6.17 Princes Trust

In total during 2017/18 there were 116 attendees on Princes Trust courses operated by Merseyside Fire & Rescue Service. The following section analyses the protected characteristics of these attendees.

- Concerning age and gender, 78 (67%) attendees were male, with 37 (31.9%) being female. Data was unavailable for 1 attendee. When age is concerned the youngest attendees were 16, with the oldest being 26. The most populous age was the 17 year age group which accounted for 21 individuals.
- The majority of attendees were White British (88, 75.9%), BAME attendees accounted for 19 attendees or 16.4%.
- The simple majority of attendees had no religion (38), Christians of various denominations accounted for 26 attendees, minority religions accounted for 14. Religion data was unavailable for 38 attendees.
- The majority of attendees were heterosexual (78), 10 attendees were LGBT. Data was unavailable for 32 attendees.
- Taking disability into consideration, 58 (50%) attendees stated that they had no disability, 42 (36.2%) stated that they were disabled in some form, 1 attendee preferred to say. Data was unavailable for 15 attendees.

6.18 Fire Cadets

During 2017/18, there was a total of 62 individuals who enrolled with Fire Cadets. As such the following is true:

- 14 year olds made up the simple majority of attendees with 24 (38.7%). This was then followed by 15 year olds with 17 attendees, 13 year olds with 13 attendees, 16 year olds with 5 attendees and 17 year olds with 3 attendees.
- Concerning ethnicity data, 51 attendees were White British (82.3%), 6 were BAME and data was unavailable for the 5 remaining individuals.
- Concerning disability, 12 (19.4%) attendees were disabled, 48 were not and data was unavailable for 2.

6.19 Volunteers

During 2017/18, there were a total number of 38 volunteers, therefore the following are true:

- Concerning gender , 68.4% (26) were male and 31.5% (12) were female
- When looking at the age range of our volunteers, the majority of volunteers 39.5%(15) were in the 22-30 age group. Followed by the 16-21 age group with 23.7% (9), then the 31-40 age group with 18.4% (7) volunteers and 41-60 age group with 7.9% (3) volunteers. We have no volunteers aged 61-65 and only 1 aged 66+.
- The Ethnicity of our volunteers is follows White British, 89.5% (34) White other (Irish, Polish and Romanian) 7.9% (3) and Asian 2.6% (1)
- The number of volunteers who have declared a disability is 10.5%, (4) .

We are addressing our diversity, in relation to age and ethnicity in our future volunteer recruitment plans.

Appendices

Appendix A: The Equality Act and Public Sector Equality Duties

The Equality Act and Public Sector Equality Duties Impact on Merseyside Fire and Rescue Authority

The Equality Act became law in October 2010. It streamlines over 110 pieces of anti-discrimination legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and ensures consistency in what is needed in employment to make the workplace a fair environment and to ensure that public services are designed without discrimination or unfavourable treatment. The Public Sector Equality Duty (PSED) came into force on 5 April 2011 and replaces all previous separate equality duties for: race, disability and gender.

The PSED consists of a **general duty**, with three main aims (set out in section 149 of the Equality Act 2010) and **specific duties** (set out in the secondary legislation that accompanies the Act). The specific duties are intended to assist public bodies to meet the general duty.

The PSED covers the following protected characteristics, which are the grounds upon which discrimination is unlawful:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race - this includes ethnic or national origin, colour or nationality
- religion or belief - this includes lack of belief
- sex

- sexual orientation

It is also unlawful to discriminate on the grounds of marriage and civil partnership in respect of employment only.

General duty

The general duty has three aims. It requires MFRA to have 'due regard' to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
2. Advance equality of opportunity between people from different groups. This involves considering the need to:
 - a. remove or minimise disadvantages suffered by people due to their protected characteristics
 - b. meet the needs of people with protected characteristics encourage people with protected characteristics to participate in public life or in other activities where their participation is low
 - c. foster good relations between people from different groups. This involves tackling prejudice and promoting understanding between people from different groups.
3. In order to demonstrate 'due regard', MFRA must consider the three aims of the general duty when making decisions as an employer and provider of fire and rescue services; for example, when:
 - a. developing, evaluating and reviewing policies
 - b. designing, delivering and evaluating services, including fire and rescue provisions
 - c. commissioning and procuring services from others

To comply with the general duty, public bodies may treat some people more favourably than others, as far as this is allowed by UK and European anti-discrimination law.

The General duty also explicitly recognises that disabled people's requirements may be different from those of non-disabled people. MFRA is required to take account of disabled people's impairments and must make reasonable adjustments for disabled people.

Specific Duties

The PSED is supported by specific duties. In England, these commenced on 10 September 2011. The specific duties aim to help public bodies to perform better in meeting the public sector equality duty. The focus of the specific duties is transparency in how public bodies are responding to the equality duty. It is important to note that MFRA must meet both the equality duty and the specific duties - it is not enough to meet the specific duties alone.

There are three specific duties that MFRA has to demonstrate compliance with, as follows:

1. **Publication of information** – to publish – at least annually, information to demonstrate its compliance with the equality duty. Subsequently, information must be published at intervals no greater than one year from the last publication. The Equalities section of the MFRA website contains information that demonstrates our compliance. The Equality and Human Rights Commission (EHRC) monitor public bodies (including Public Authorities) web sites to review how accessible equality information is for the public to use.
2. **Equality objectives** – Fire and Rescue Authorities must prepare and publish one or more specific and measurable objective(s) that it thinks it should achieve to meet any of the three aims of the equality duty. The objective(s) must be published subsequently at intervals of no greater than four years. To help make the equality objectives measurable, link the objective to information collected by the institution. The government will conduct a review of the equality objectives set by public bodies after two years to check

that they are meeting the required levels of transparency and accountability.

3. **Manner of publication** – Fire and Rescue Authorities must publish their equality information and equality objective(s) in a manner that is accessible to the public. As this information is intended to be public facing.

Gender Pay Gap

Who counts as an employee?

For the purposes of gender pay²¹ reporting, the definition of who counts as an employee is set out in the regulations and follows the definition in the Equality Act 2010. This is known as an 'extended' definition that includes:

- employees (those with a contract of employment)
- workers and agency workers (those with a contract to do work or provide services)
- some self-employed people (where they have to personally perform the work)
- police officers and the armed forces

What needs to be reported on?

1. The mean gender pay gap
2. The median gender pay gap
3. The mean bonus gender pay gap
4. The median bonus gender pay gap
5. The proportion of males and females receiving a bonus payment
6. The proportion of males and females in each quartile band

²¹ More details about who counts as an employee can be found in the main Gender Pay Gap guide at www.acas.org.uk/genderpay

Appendix B: Retrospective by Generic Role

Table 22: Retrospective Analysis of Protected Groups – Operational Staff

Position	Criteria	2015/16	2016/17	2017/18	Difference	% Change
Operational Staff	Total	805	694	632	-173	-21.49%
	Male	763	653	582	-181	-23.72%
	Female	42	41	50	8	19.05%
	Age >= 46	460	432	383	-77	-16.74%
	% >= 46	57.1%	62.2%	60.6%		
	Disability	27	27	3	-24	-88.89%
	BAME	31	31	36	5	16.13%
	LGBT	3	4	12	9	300.00%

Table 23: Retrospective Analysis of Protected Groups – Control Staff

Position	Criteria	2015/16	2016/17	2017/18	Difference	% Change
Fire Control Staff	Total	36	34	32	-4	-11.11%
	Male	2	2	3	1	50.00%
	Female	34	32	29	-5	-14.71%
	Age >= 46	28	27	20	-8	-28.57%
	% >= 46	77.8%	79.4%	62.5%		
	Disability	2	1	0	-2	-100.00%
	BAME	0	0	0	0	0.00%
	LGBT	0	0	0	0	0.00%

Table 24: Retrospective Analysis of Protected Groups – Support Staff

Position	Criteria	2015/16	2016/17	2017/18	Difference	% Change
Support Staff	Total	349	317	335	-14	-4.01%
	Male	174	158	166	-8	-4.60%
	Female	175	159	169	-6	-3.43%
	Age >= 46	185	157	177	-8	-4.32%
	% >= 46	53.0%	49.5%	52.8%		
	Disability	28	23	8	-20	-71.43%
	BAME	11	10	11	0	0.00%
	LGBT	3	5	6	3	100.00%

Appendix C: Supplemental Information

Table 25: All Staff by Age & Position

Role	Position	Total	17-24	25-35	36-45	46-55	56-65	66+
Operational Staff	Brigade Manager	2				2		
	Area Manager	6			2	4		
	Group Manager	12			2	10		
	Station Manager	27		1	7	19		
	Watch Manager	130		6	32	90	2	
	Crew Manager	17		3	4	10		
	Firefighter	438	8	80	104	233	13	
	Sub Total	632	8	90	151	368	15	0
Fire Control Staff	Group Manager	0						
	Station Manager	0						
	Watch Manager	10			2	5	3	
	Crew Manager	4		1		3		
	Firefighter	18	1	4	4	5	4	
	Sub Total	32	1	5	6	13	7	0
Support Staff	Grades 12+	34		2	6	12	15	
	Grades 6-11	185	11	46	44	55	51	4
	Grades 1-5	83	10	19	13	18	20	2
	Apprentices	7	6	1				
	Sub Total	335	27	68	63	85	86	6
Total		999	36	163	220	466	108	6

Table 26: Ethnicity by Type and Role

Role	Position	Total	White British or Irish	Any Other White	Mixed	Asian or Asian British	Black or Black British	Chinese	Any Other Minority	PNTS	Not Stated
Operational Staff	Brigade Manager	2	2								
	Area Manager	6	6								
	Group Manager	12	11								1
	Station Manager	27	25		1			1			
	Watch Manager	130	124		3				1	1	1
	Crew Manager	17	14	1			1			1	
	Firefighter	438	407	5	14		6	2	1	3	
	Sub Total	632	589	6	18	0	7	3	2	5	2
Fire Control Staff	Area Manager										
	Group Manager										
	Watch Manager	10	10								
	Crew Manager	4	4								
	Firefighter	18	18								
	Sub Total	32	32	0	0	0	0	0	0	0	0
Support Staff	Grades 12+	35	35								
	Grades 6-11	211	200	2	2	2	2			1	2
	Grades 1-5	82	75		1		2				4
	Apprentices	7	7								
	Sub Total	335	317	2	3	2	4	0	0	1	6
Total		999	938	8	21	2	11	3	2	6	8

Table 27: Breakdown of Religion / Belief by type and role

Role	Position	Total	Buddhist	Christian	Jewish	Muslim	Other	None	PNTS	Not Stated
Operational Staff	Brigade Manager	2		1				1		
	Area Manager	6		2						4
	Group Manager	12		3				1		8
	Station Manager	27	1	8			2	4		12
	Watch Manager	130		24	1		1	8	3	93
	Crew Manager	17		1				1	1	14
	Firefighter	438	1	71	2		1	46	12	305
Sub Total	632	2	110	3	0	4	61	16	436	
Fire Control Staff	Area Manager									
	Group Manager									
	Watch Manager	10		2						8
	Crew Manager	4								4
	Firefighter	18		4				5		9
Sub Total	32	0	6	0	0	0	5	0	21	
Support Staff	Grades 12+	35		15			1	1		18
	Grades 6-11	211		66		2	5	22	5	111
	Grades 1-5	82		31				12	1	38
	Apprentices	7		2			1	3	1	
	Sub Total	335	0	114	0	2	7	38	7	167
Total	999	2	230	3	2	11	104	23	624	

Note: there was no report Hindu or Sikh data submitted

Appendix D: Comparison of “Not Stated” by Protected Group

Table 28: Comparison of “Not Stated” responses by Protected Characteristic

Area	2015/16	% Not Stated	2016/17	% Not Stated	2017/18	% Not Stated
Total Staff	1045		991		999	
Disability	722	69.1%	731	73.8%	652	65.3%
Ethnicity	5	0.5%	13	1.3%	8	0.8%
Sexual Orientation	647	61.9%	720	72.7%	626	62.7%
Religion	524	50.1%	715	72.1%	624	62.5%

Please note: that the data for Gender and Age was complete and therefore no (zero) “Not Stated” returns.

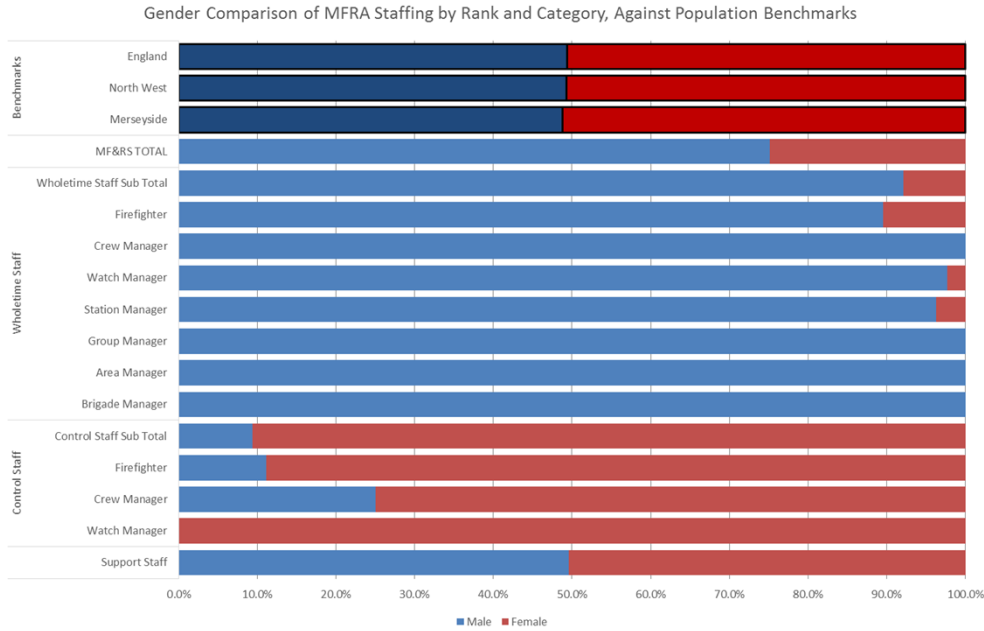
Table 28 provides a comparison of “Not Stated” counts between 2015/16 and 2017/18. The table identifies:

- Between 2016/17 and 2017/18 data quality has improved.
- Disability has the greatest amount of unstated data with 65.3% of staff not providing data for this area up to 2016/17.
- Sexual Orientation has a large amount of unstated data with 62.7% of staff not providing data for this area up to 2016/17.
- Religion has also has a large amount of unstated data with 62.5% of staff not providing data for this area up to 2016/17.
- Ethnicity has a relatively low amount of unstated data with only 0.8% of staff not providing data up to 2016/17.

Appendix E: Home Office Benchmarking 2016/17

Workforce and Employment Data – 31st March 2017 - Benchmarking

Comparison of Gender balance, comparing MFRA staffing to Official ONS²² Population %'s²³



The chart compares the proportions of MFRA employees by gender and rank. As a means of comparison the chart also benchmarks the staff data with the local, regional and national gender splits.

The chart identifies that within wholtime “uniform” staff – regardless of rank - males dominate. For Control Staff, the opposite is true with proportionally more females than males.

Only Support Staff (Non Uniform) come close to the benchmarks with an approximate 50/50 split, between male and female.

Comparison of %'s of female staff by FRS and rank - based on HO Operational Statistics – 2016/17

Location	Total Staff	Total firefighters	Fire Control	Support Staff
Greater London	13.84%	6.94%	76.92%	46.75%
Greater Manchester	16.47%	2.78%	-	57.94%
Merseyside	19.76%	6.92%	91.18%	52.10%
South Yorkshire	16.99%	6.00%	68.00%	46.04%
Tyne & Wear	19.34%	6.49%	67.74%	58.29%
West Midlands	20.15%	5.67%	88.89%	56.03%
West Yorkshire	16.36%	4.47%	71.43%	53.90%
England (Baseline)	15.08%	5.16%	75.98%	52.49%

The table identifies that when compared to other Metropolitan FRS, Merseyside has the second highest ratio of female to male staff with 19.76% overall.

When compared against the rate for FRS's in England, Merseyside is well ahead of the national FRS rate of 15.08%

²² Glossary: ONS = Office for National Statistics. HO = Home Office. BAME = Black Asian Minority Ethnic. FRS = Fire & Rescue Service

²³ Male and female populations based on Mid 2016 Population Estimates – Office for National Statistics

Further Comparisons - based on HO Operational Statistics – 2016/17

FRS	% BAME ²⁴			Age Related Data	
	BAME Workforce %	Local BAME / Non White%	Progress to matching local BAME	% aged between 16-24	% aged above 56
Greater London FRS	15.20%	40.21%	37.80%	1.27%	5.35%
Greater Manchester FRS	4.30%	16.19%	26.55%	2.78%	3.77%
Merseyside FRS	4.00%	5.49%	72.80%	1.83%	8.01%
South Yorkshire FRS	3.70%	9.37%	39.47%	1.03%	5.82%
Tyne & Wear FRS	1.90%	6.53%	29.10%	0.23%	7.15%
West Midlands FRS	10.20%	29.87%	34.15%	1.04%	6.87%
West Yorkshire FRS	4.20%	18.25%	23.01%	1.24%	6.83%
England FRS	4.50%	14.03%	32.08%	3.10%	7.09%

The chart above compares BAME populations against FRS workforce. If Workforce and Local BAME percentages are compared, Merseyside FRS is closest of all the Met FRS to paralleling their local BAME population. As such Merseyside FRS is 72.8% of the way to proportionally matching the local BAME population,²⁵ close to double that of the other Met FRS's.

Considering age, Merseyside FRS has the highest % of employees above the age of 56 and is the second highest for the 16-24 age group.

²⁴ Based on Census 2011 figures – Office for National Statistics. Please note: HO Figures group all white ethnicities into one, meaning that non British White people are counted within this figure.

²⁵ Though Merseyside FRS has a comparatively low Non White (BAME) workforce with 4%, it is very close to matching the BAME % of Merseyside as a whole with 5.49%. Though other Mets do have higher proportions of BAME in their local populations, their workforces don't represent their local population as well as Merseyside FRS.

Appendix F: Equality and Diversity Objectives 2017 – 2020

Equality Objective 1: Create a strong cohesive organisation that is positive to rising to the future challenges we face

Equality Objective 2: Ensure that people from diverse communities receive equitable services that meet their needs.

Equality Objective 3: Reducing fires and other incidents amongst the vulnerable protected groups

Equality Objective 4: To ensure that staff are better equipped to deliver their roles whilst showing due regard to the need to: “eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act, advance equality of opportunity and foster good relations between people who share a protected characteristic and those who don’t.”

Equality Objective 5: To continue to aspire to achieving excellence, or equivalent in a Fire and Rescue Service Equality Framework

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/065/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	WENDY KENYON
OFFICERS CONSULTED:	SLT, FUNCTIONAL MANAGERS AND ALL REPRESENTATIVE BODIES		
TITLE OF REPORT:	SUMMARY OF THE 2018 STAFF ENGAGEMENT SURVEY RESULTS		

APPENDICES:	APPENDIX A:	PEOPLE INSIGHT PRESENTATION SUMMARISING SURVEY RESULTS
	APPENDIX B:	QUESTIONS USED IN THE 2018 SURVEY

Purpose of Report

1. To inform Members of the results of the MFRA staff engagement survey 2018. *(The full set of reports can be found at www.merseyfire.gov.uk from the 18th October 2018).*

Recommendation

2. That Members discuss and note the content of the report

Introduction and Background

3. Understanding the levels of engagement amongst all employees and how those levels of engagement can be improved upon is a priority for the Authority.
4. Members will be aware that the third staff engagement survey took place during 11th June to 16th July 2018 to monitor engagement levels and gather information about staff experiences at MFRA.
5. Through the delivery of the third survey, we have been able to benchmark our staff engagement progress against the results from 2014 and 2016 and also against other clients (including fire and rescue services) of our facilitators, People Insight¹.

¹ Cheshire FRS, Derbyshire FRS, Essex FRS and Buckinghamshire FRS

6. The survey was delivered in a consistent manner as previously, with People Insight hosting the survey externally and managing the production and analysis of the results. This enables the Authority to maintain confidentiality and anonymity for those staff completing the survey.
7. The survey had the full support and approval of all representative bodies, the Strategic Leadership Team and the Authority.

Organisational Context

8. The Service is undergoing the most radical changes in its history, and whilst Officers understand that this can significantly influence the responses of some staff, it is vitally important that any organisation having to deliver such change doesn't avoid asking certain questions for fear of the answers. Officers are committed to continuing to engage with staff in order to continuously improve performance.
9. There is always the potential for some of the views expressed during the survey to be a direct reaction to some of the necessary changes that have taken place over the previous two years and whilst understandable that should be considered when reading the results of the survey.
10. In undertaking this survey the Authority sought to fully understand the impact that the changes have had on its employees and will use these findings to support the most effective delivery of organisational change.
11. The Authority recognises that engaged staff are the most productive employees.

Survey Methodology

12. The survey was open for a total of four weeks from 11th June to 16th July 2018, with regular targeted staff communications to encourage completion. These included the use of "message of the day" section on the Intranet Portal, Principal Officer staff briefings, internal department and team communications. Posters were also used to encourage staff to complete their surveys.
13. Every member of staff received a personal email with the staff survey link from People Insight and they were reminded every week to complete the survey. The Fire Brigades Union also promoted and encouraged completion of the survey through regular emails to their members.
14. The survey questions were designed to measure people's attitudes, experiences and satisfaction levels against nine key employee engagement areas:
 - Goal Clarity
 - My Job
 - Employee Involvement
 - Teamwork

- Learning and Development
- Recognition and Reward
- Management Effectiveness
- Culture and Values
- Change Management
- Health and Wellbeing (new for 2018)
- Overall /MFRS

Reporting the outcomes

15. People Insight have delivered high level presentations to three core groups, those being:

- a. **Strategic Leadership Team on 18th September 2018** – SLT are cascading their functional results during October/November to engage with staff further and identify key areas for improvement.
- b. **All Managers on 19th September 2018** – this enables managers to be able to cascade their results to teams and provide views and feedback on results.
- c. **Representative Bodies on 19th September 2018** - The outcomes of that meeting were positive and an endorsement was provided by all representative bodies:

“FBU have been supporting the completion of the staff survey with its members to enable them to have their views heard at this difficult time of change both nationally and locally within the service. Whilst the completion rate may be a little disappointing it is good to know 328 operational staff have engaged and made their views heard. We have every confidence that MFRA, as in previous years, will endeavour to develop staff engagement further informed by the survey results. We are pleased with the level of transparency and openness with which the survey has been delivered.”

“The Fire Officers Association values the information that the staff survey provides. The latest survey results show that MFRS continues to be a great place to work and that our members care about the future of the organisation. We look forward to working constructively with management over the coming months to find ways to address the areas that could make the organisation even better.”

“UNITE the Union were and are very encouraged by the results of the 2018 staff engagement survey going forward. The final facts and figures show that the Service and staff and all representative bodies concerned, together are working and moving forward in a positive and constructive manner. “

16. The People Insight Survey Presentation is contained in Appendix A and is a useful document in providing a summary of all the Survey results.
17. The full set of staff survey reports will be released to staff and Authority Members on 18th October through the MFRS staff Portal and Merseyfire website from the 18th October 2018.

Response rates and findings

18. The survey reports that will be published on the website, include analysis of all 59 questions (see Appendix B) posed in the 2018 survey in relation to the five possible responses; strongly agree, agree, neither agree nor disagree, disagree and strongly disagree. Results for each question have been presented as a percentage that is a combination of strongly agree and agree or strongly disagree and disagree. The reports use a colour code to enable easy prioritisation of each engagement question and section:



An identified area of strength



An area for development or further investigation



An area of weakness

19. Response rate

56% of MFRA staff completed the staff survey, an increase of 5 percentage points from 2016, and 24 percentage points lower than the national People Insight benchmark.

Of the 548 responses to the survey:

- 328 were Uniformed responses
- 199 were Non Uniformed responses
- 21 were Control responses

On discussing the response rate with representative bodies, it was acknowledged that during the time of survey being open there were significant spate conditions for operational staff which may have hindered their time to complete the survey.

In comparison to the last survey in 2016, Uniformed respondents were only down by 7 responses, Non-Uniformed have increased by 27 responses and Control responses remain the same.

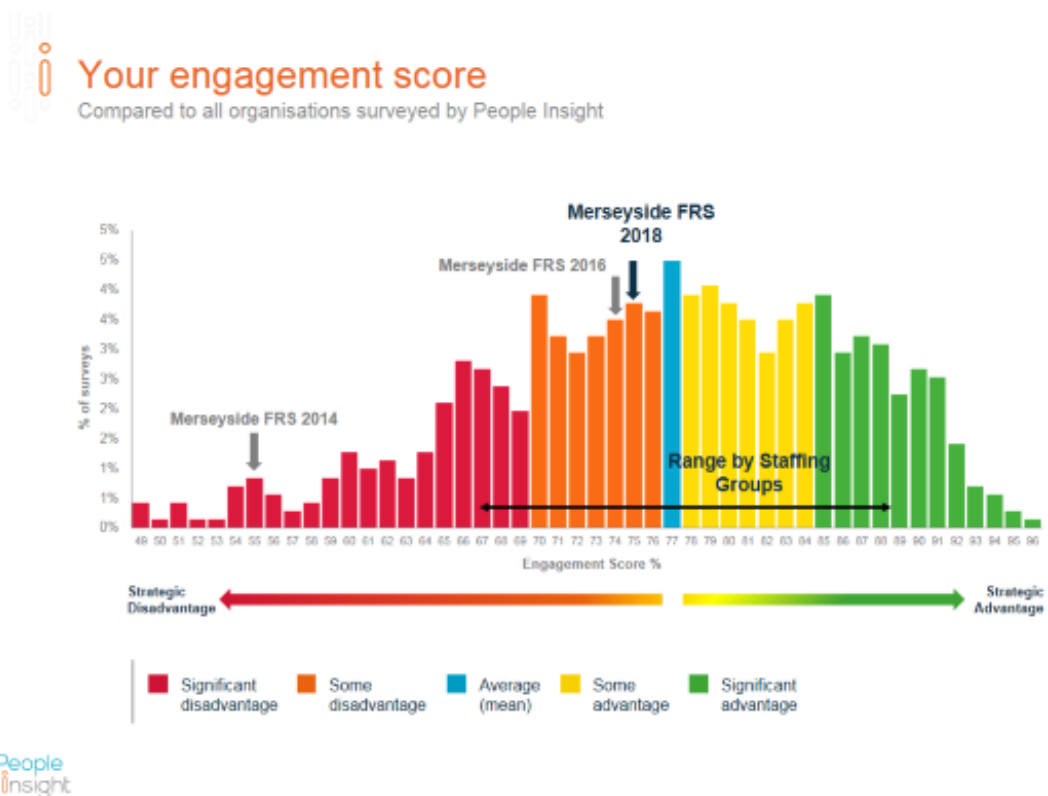
20. Overall Engagement score

Our overall engagement score for the 2018 staff survey is 75%, this has improved by 1 percentage point from 2016 and is seen as a strong position for MFRA despite the significant changes that have been taking place, most of which have had a direct impact on staff and their work at MFRA.

The table below shows the engagement score from 2014 and the significant increase from that in the 2016 and 2018 surveys. The chart also shows the engagement score for Uniformed and Control staff being 67% and Non Uniformed staff being 88% (see black arrow line). This chart is a helpful visual in showing the progress made overall since 2014 and against national benchmarks, but it also highlights the differences for the two staff groups of Uniformed and Non Uniformed, the latter being consistently more positive.

This report is focusing on providing an overview of the whole organisation's survey results at this stage. Further work will be carried out by SLT in their functions to investigate the differences in engagement scores for different staff groups.

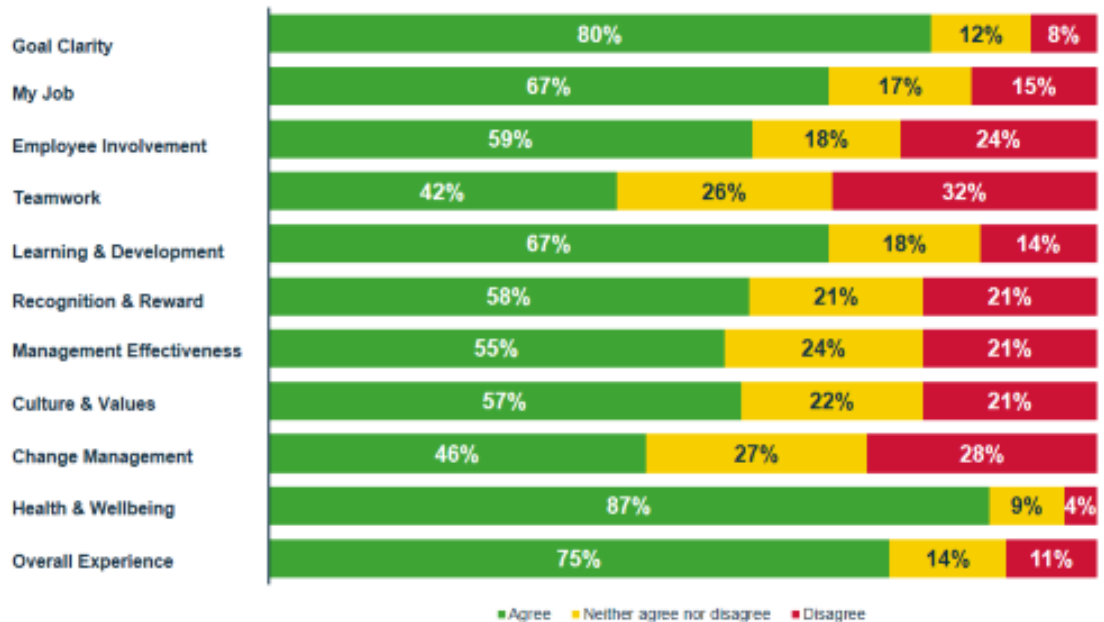
When compared to other MFRS surveys conducted over the last 4 years MFRS are average in terms of response rates and engagement scores.



21. Average Scores

The scores below in the table show that Health and Wellbeing (87%) and Goal Clarity (80%) were the top scoring sections in the survey with Teamwork and (42%) and Change Management (46%) being the lowest scoring sections.

Average scores
For each survey section



Copyright People Insight 2017

22. Engagement levels by staffing group

Uniformed staff have responded significantly less favourably in comparison to Non-uniformed staff and Control staff. This is consistent across all sections of the survey with the exception of Goal Clarity, Learning and Development and Health and Wellbeing

In contrast, Non-uniformed staff responses have increased by almost 10 percentage points across most areas of the survey. This has been acknowledged by People Insight as impressive and seen as a very strong improvement under current circumstances of austerity. There are still some low scores around Teamwork, Change Management and Management Effectiveness, which will be explored further through individual functional presentations by SLT members and their teams.

Control results are a mixture between Uniformed and Non-uniformed with their overall engagement score remaining the same as the last survey.

23. Engagement levels by length of service

The results show that staff with up to 10 years' service have increased their engagement scores since the last survey for the majority of sections in the survey, those staff with between 10 to 20 years' service have remained roughly

the same as the last survey, however those with 20 years+ have shown a reduction in engagement scores of between 5 and 10 percentage points since the last survey for most sections of the survey.

The areas of biggest concern are around Teamwork, Change Management and Culture and Values.

24. Highlight of engagement results by questions

The following section provides a summary the top and bottom 10 results by engagement scores for the whole organisation, showing theme, question, response rates and engagement scores. It also goes on to show a visual of the top 10 declining results and top 10 biggest improvements in results when compared to our 2016 survey.

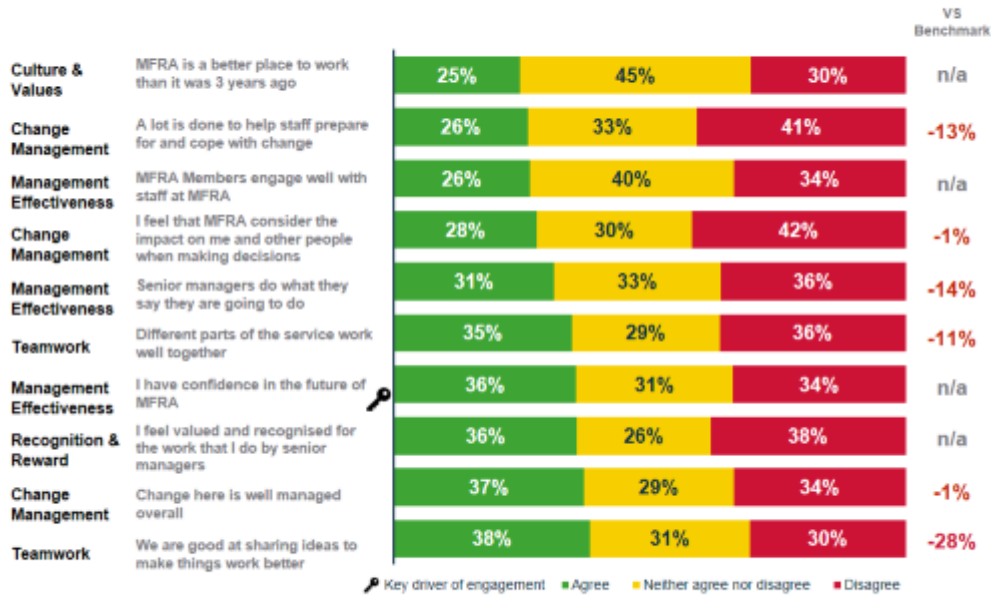
Overall Top 10 results – most positive responses



Overall Bottom 10 results –

Bottom 10 results

Themes and items



Engagement items are excluded from this slide. Due to rounding, percentages may not total 100.

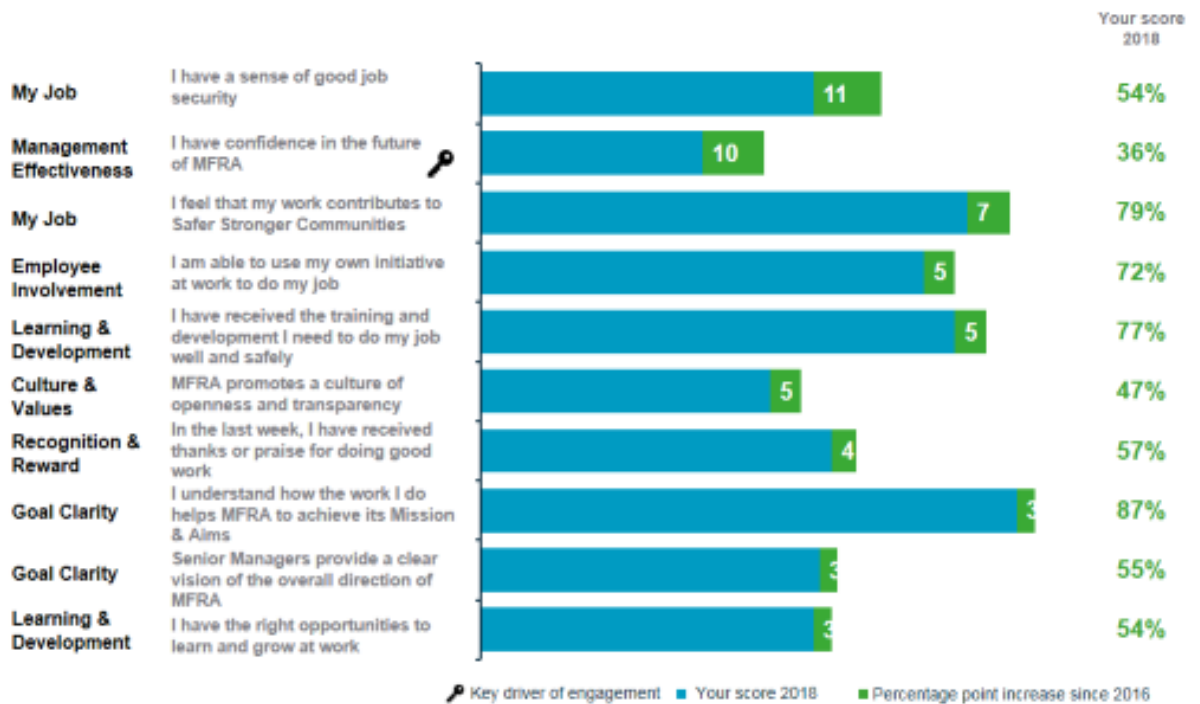


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Greatest improvements:

Greatest improvements

Since 2016



Engagement items are excluded from this slide.



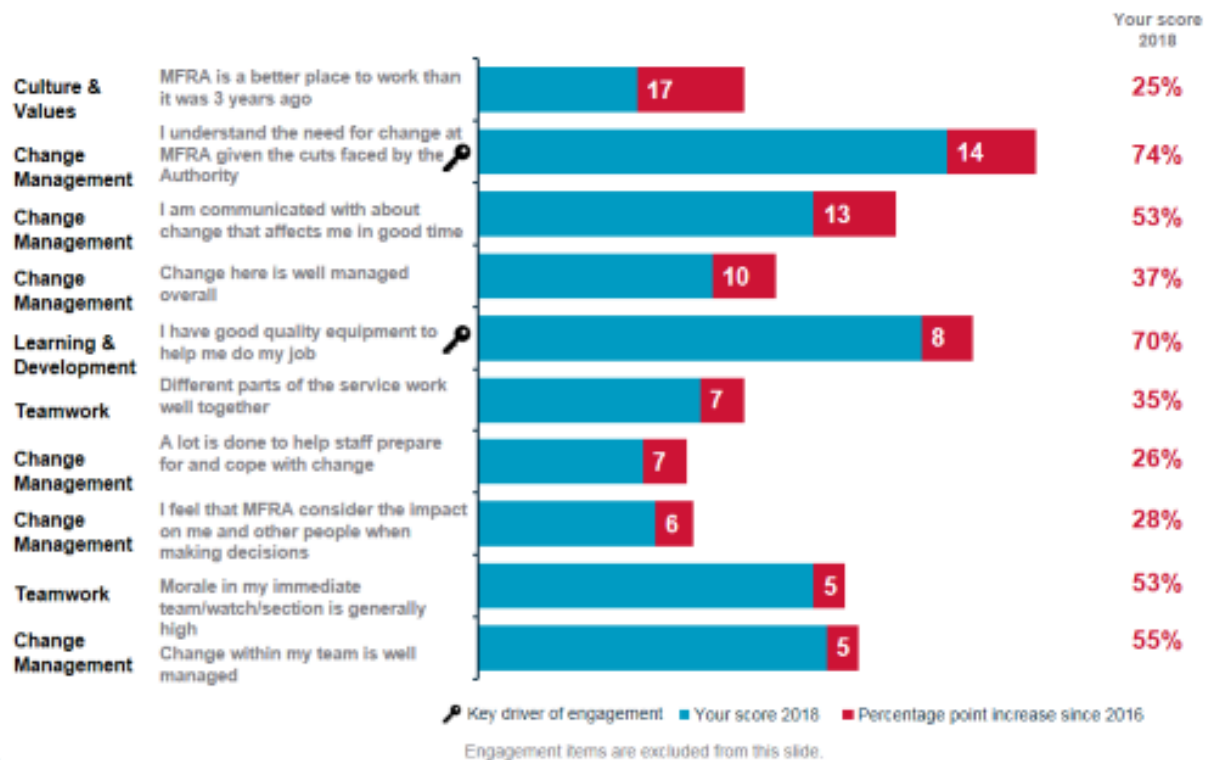
Copyright People Insight 2017

Greatest decline:



Greatest declines

Since 2016



Copyright People Insight 2017

25. A free text question was asked “What is the **best** thing about working at MFRS “. People Insight have provided a useful summary of those results :

- **People** – being part of a professional, enthusiastic, committed and supportive team, welcoming, camaraderie between firefighters.
- **Job security** – this is a repeated comment
- **Pride** - privilege working in a role which helps people who need you, recognised and valued as a service, helping the community
- **Facilities** – working conditions, occupational health department, gym facilities
- **The job** – variation of work, autonomy, interacting with the public, flexibility of role, able to interact with the public

26. A further free text question was asked “If you had the chance to change one thing at MFRS, what would it be?” The common themes were profiled by People Insight as follows:

- **Work/home balance** – Reinstate 24 hour rostering (most common theme)

- **L&D** – Introduce more development/learning courses for operational staff. Better training (breathing apparatus or rope access gear courses). More integration between more experienced members of staff and new firefighters, as opportunities for learning could be maximised.
- **Resources** – Additional pumps in key locations. Improve IT systems. Respond to repair noticed efficiently, a number of comments relating to appliances not being fixed following reporting of issues.
- **Senior management** – More communication between firefighters and senior management. Improve feedback systems for staff from management, and allow more suggestions from lower levels.
- **Collaboration** –better cross departmental collaboration, so that there is less of an “us – them mentality”. - number of comments relating to a distrust of non-union members, by union members for various reasons (e.g. promotion)
- **Wellbeing** - Occupational health department

27. Next Steps

SLT will cascade the results to their own functions using the standard template provided by People Insight during October and November. There will be opportunity for staff to provide further feedback at those meetings which will help SLT to identify some key areas for improvements particularly around:

- **Change Management** – To enable staff to feel involved and prepared for change on a regular basis and build trust in and perception of the leadership team. The message of change to be owned by Managers and be consistent from WM to CFO.
- **Team Working** – To increase cross-functional working on common projects and themes that encourages teams to work collaboratively and groups of staff to work together to break down perceived silos
- **Uniformed Staff Engagement Scores** – Exploring what is within the sphere of influence for Authority to work on to improve engagement amongst this group of staff.

Following functional presentations and engagement, an SLT meeting will be held in the New Year to progress staff engagement organisation-wide.

If Members require any further information about the contents of this report, or have views on the content of the report please contact Wendy Kenyon Diversity and Consultation Manager at Wendykenyon@merseyfire.gov.uk. Anyone requiring assistance to access the People Insight reports please contact Vickycampbell@merseyfire.gov.uk

Equality and Diversity Implications

28. People Insight have provided equality reports for the survey results by gender, ethnicity, age etc. These reports will be analysed separately with a covering report provided to a Strategy and Performance Board.

Staff Implications

29. The staff survey and the subsequent actions taken next by management and the Authority will have implications for our staff. The organisation is keen to strengthen the Think People concept, introduced following a previous survey and this will continue to be the foundation of efforts to improve engagement in the future.

A number of staff will be involved in projects and work streams arising out of the survey and consideration will be given to any additional staff time and resources that will be needed undertake this work.

Legal Implications

30. The staff survey supports MFRA in complying with the Equality Act 2010 - Public Sector Equality Duties. Being aware of the engagement levels and satisfaction levels of staff groups will help MFRA to target any changes and improvement required.

Financial Implications & Value for Money

The Survey has cost MFRA £13,700. This has been met from existing budgets. This represents approximately 0.02% of the overall staffing budget cost.

Risk Management, Health & Safety, and Environmental Implications

31. The staff survey measures engagement levels which have been proven to positively impact on organisational results and performance across all sectors. In particular, a high level of employee engagement/satisfaction has shown to lead to improved productivity, quality, and reducing accidents.

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

32. The survey allows organisations to measure engagement around areas of community engagement and service delivery to help enhance our services to the public in the future.

BACKGROUND PAPERS

CFO/111/11 If this report follows on from another, list the previous report(s)

GLOSSARY OF TERMS

CLGA	Communities and Local Government Association
FBU	Fire Brigades Union
FOA	Fire Officers Association
MFRA	Merseyside Fire and Rescue Authority
MFRS	Merseyside Fire and Rescue Service
POD	People and Organisational Development
SLT	Strategic Leadership Team

Peopleinsight

Employee Survey Feedback & Interpretation

September 2018





Employee Survey Feedback and Interpretation

- Who are People Insight
- Key numbers
- Findings
- Recommended actions
- Next steps
- Appendix

PeopleInsight

Who are People Insight



Who are People Insight?

- Specialist consultancy in organisation development & employee engagement
- Improve client engagement scores on average by 7%
- Employees 20% more likely to see action happening
- We make the essential link between people practices and key business outcomes





Who are People Insight?

Clients

WEST MIDLANDS FIRE SERVICE



Shropshire
Fire and Rescue Service



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer



Essex County
Fire & Rescue Service



Northern Ireland
Fire & Rescue Service



HUMBERSIDE
Fire & Rescue Service



Employee engagement – some evidence

Organisations with high level engagement compared to those with low level engagement:

2.5x

Greater revenue growth¹

2x

Annual net income²

62%

Less accidents³

50%

Less absence days⁴



40%

Lower employee turnover⁵

24%

Higher net promoter score⁶

18%

Higher productivity⁷

12%

Higher customer advocacy⁸

PeopleInsight

Findings



Name one thing which has changed since the last survey in 2016 which has had a positive impact on you?

"The way watch managers are allowed to manage and not be micromanaged throughout working day unlike a few years ago. This change in management style has allowed me now to pursue my interest in being a watch manager."

"Managers are more visible, are interested in engagement with their staff and are taking this forward in their own ways to suit their own styles and staff. Support staff have a higher presence in decisions that are being made, I feel their value and worth is acknowledged much more since the surveys took place"



Key numbers

The survey was carried out in July 2018, with responses coming directly to People Insight to ensure confidentiality

Survey response rate

56%



548 Online responses

↓ 24 Points below average

↑ 5 Points above previous



Your overall engagement score

75%

↓ 2 Points below average

↑ 1 Points above previous

- Current
- Benchmark
- Previous



Pride



Longevity



Endeavour



Advocacy



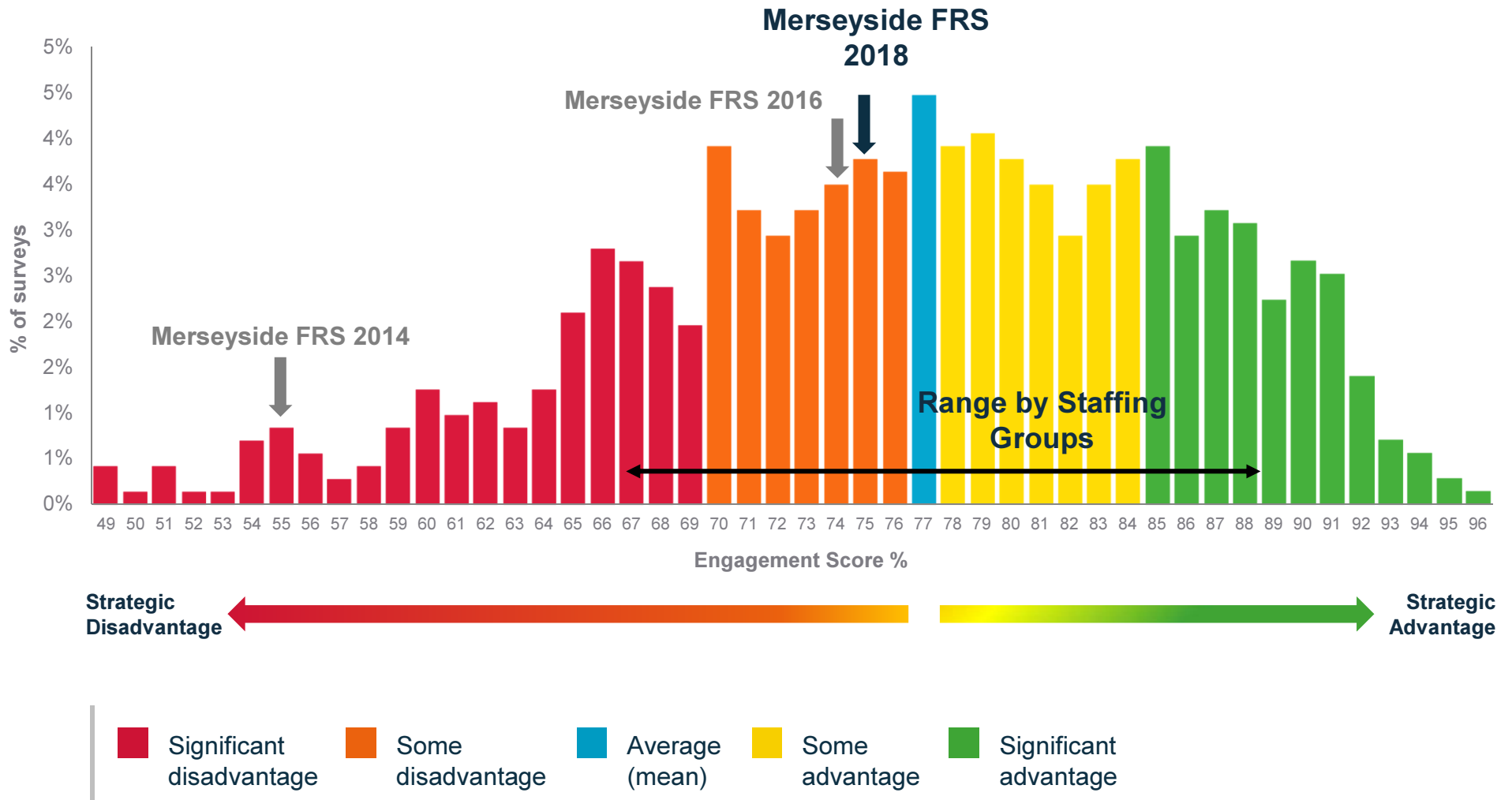
Care





Your engagement score

Compared to all organisations surveyed by People Insight





Fire Service Comparisons

	FRS BM	MFRS	MFRS (2016)	FRS – C (2014)	FRS – B (2015)	FRS – D (2015)	FRS – E (2016)	FRS – F (2016)	FRS – G (2016)	FRS – H (2016)	FRS – I (2017)	FRS – K (2017)	FRS – L (2017)	FRS – M (2018)
Engagement Score	77%	75%	74%	65%	74%	63%	76%	84%	81%	74%	80%	75%	87%	85%
Response Rate	52%	56%	51%	48%	69%	41%	41%	59%	34%	51%	43%	66%	46%	61%

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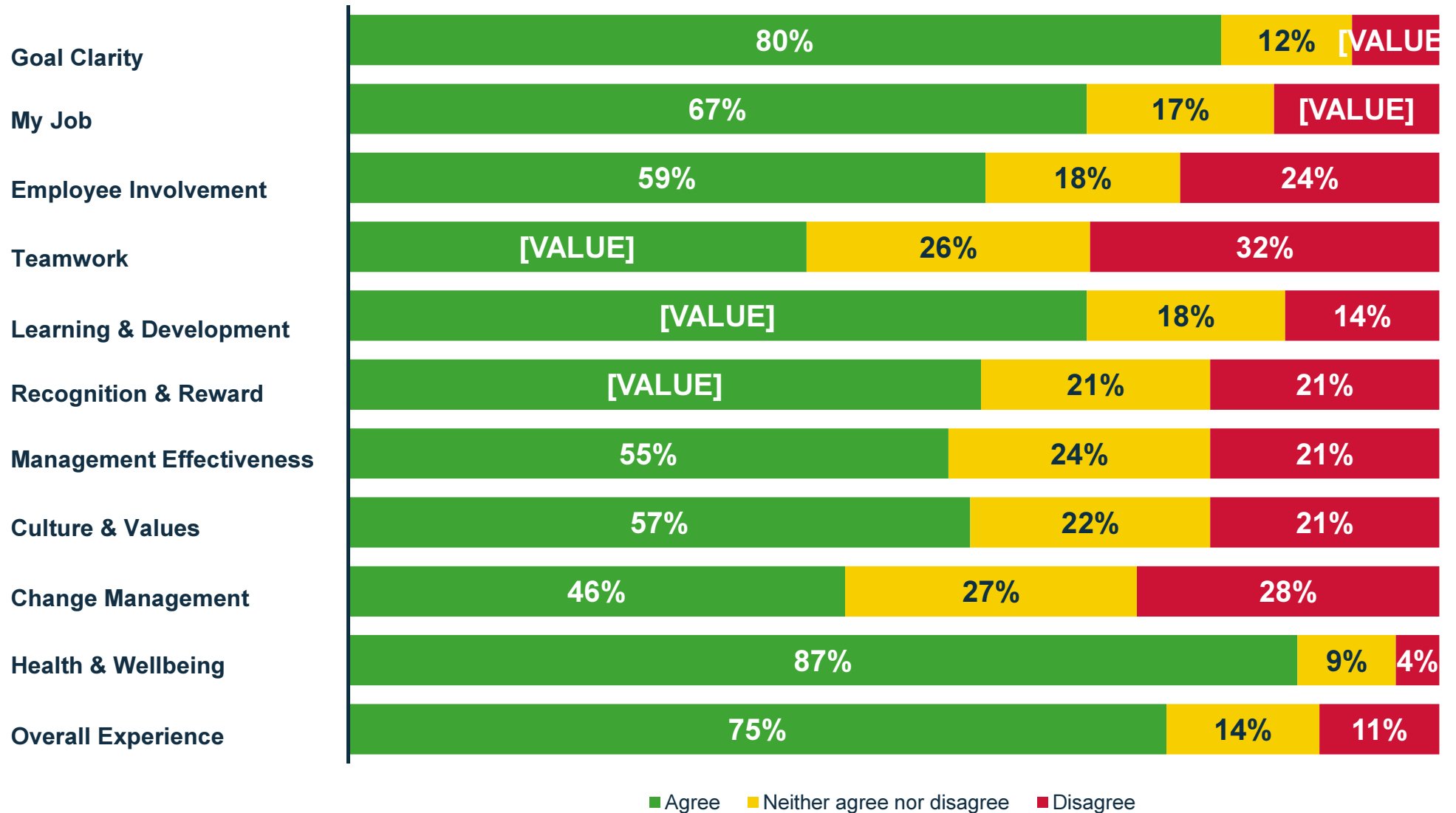
Key drivers of engagement

KEY DRIVER RANKING	THEME	QUESTION	% AGREE SCORE	% CHANGE SINCE 2016	VS BENCHMARK
1	My Job	I feel that my work contributes to Safer Stronger Communities	79%	+7	n/a
2	Management Effectiveness	I have confidence in the future of MFRA	36%	+10	n/a
3	Goal Clarity	I understand the priorities or Missions & Aims of MFRA	86%	+2	+2
4	Culture & Values	I feel valued	46%	+3	n/a
5	Culture & Values	Bullying, harassment and discrimination are not tolerated at MFRA	66%	-1	-6
6	Culture & Values	I am able to strike the right balance between my work and home life	57%	0	-10
7	My Job	I feel supported in my role	58%	0	n/a
8	Learning & Development	I have the knowledge and skills I need to do my job well	85%	-1	-3
9	Health & Wellbeing	In general I would say my health is good	89%	n/a	+5



Average scores

For each survey section

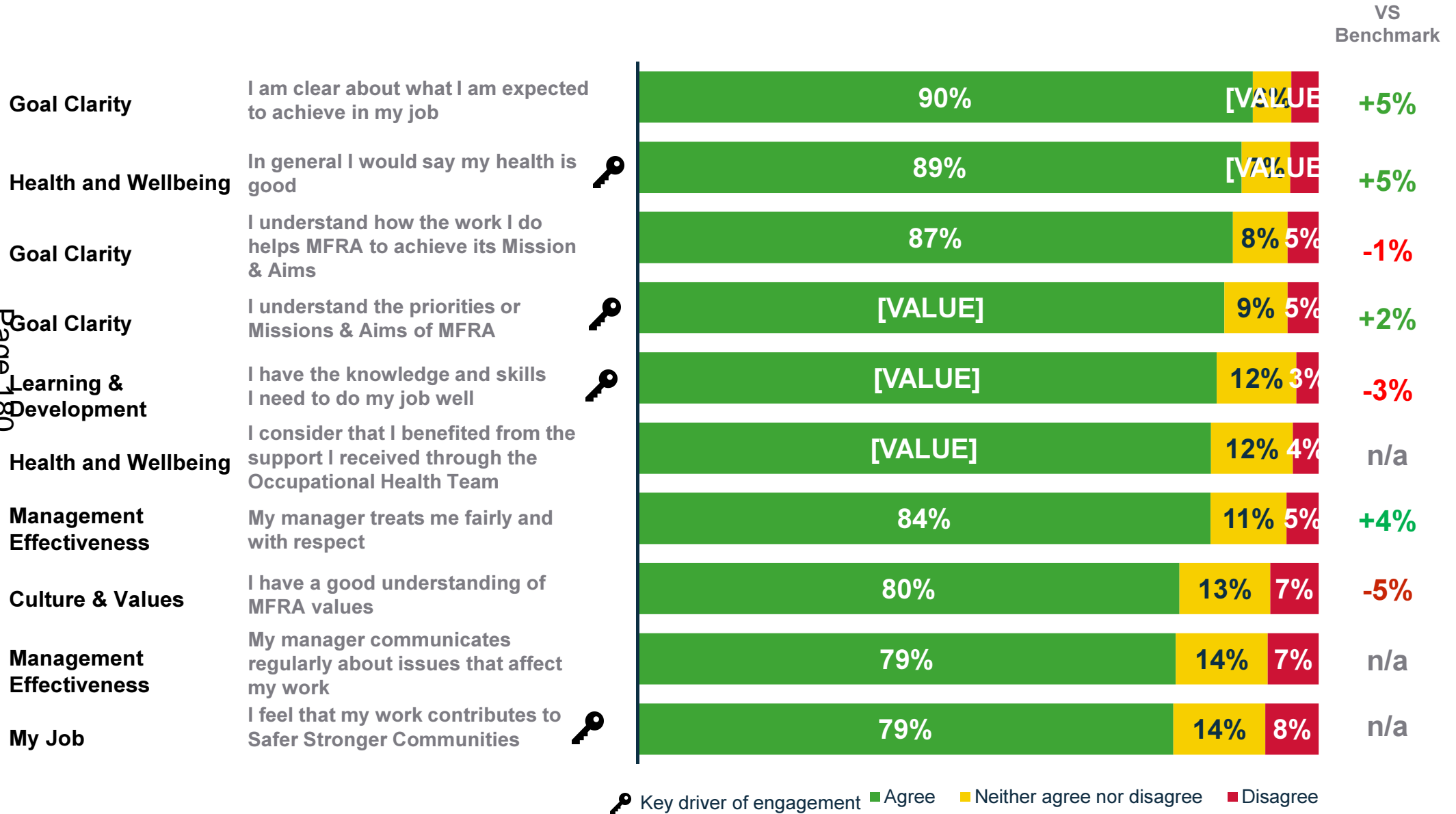




Top 10 results

Themes and items

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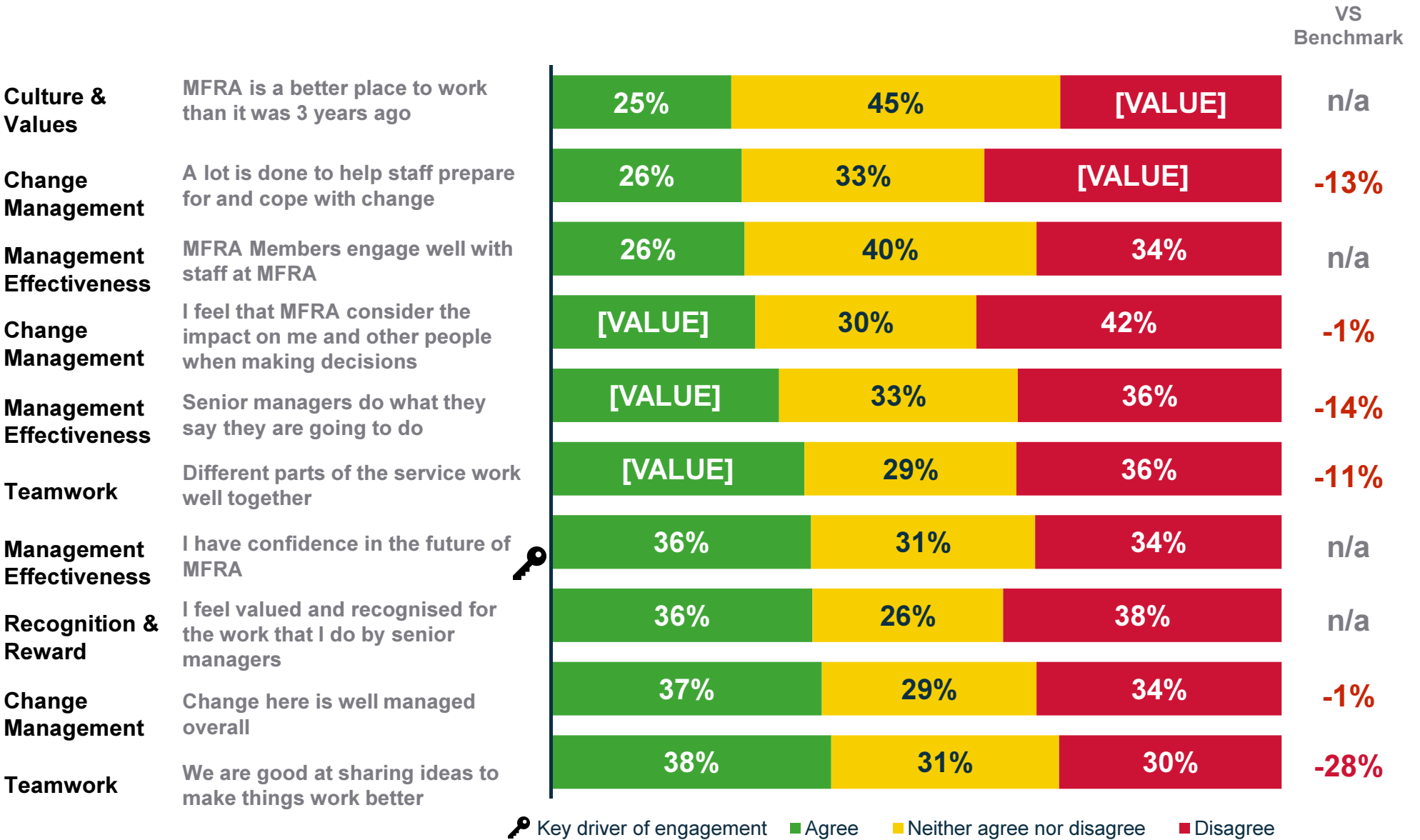


Engagement items are excluded from this slide. Due to rounding, percentages may not total 100.



Bottom 10 results

Themes and items



Engagement items are excluded from this slide. Due to rounding, percentages may not total 100.



Greatest improvements

Since 2016

Your score 2018



Key driver of engagement ■ Your score 2018 ■ Percentage point increase since 2016

Engagement items are excluded from this slide.



Greatest declines

Since 2016

Your score 2018



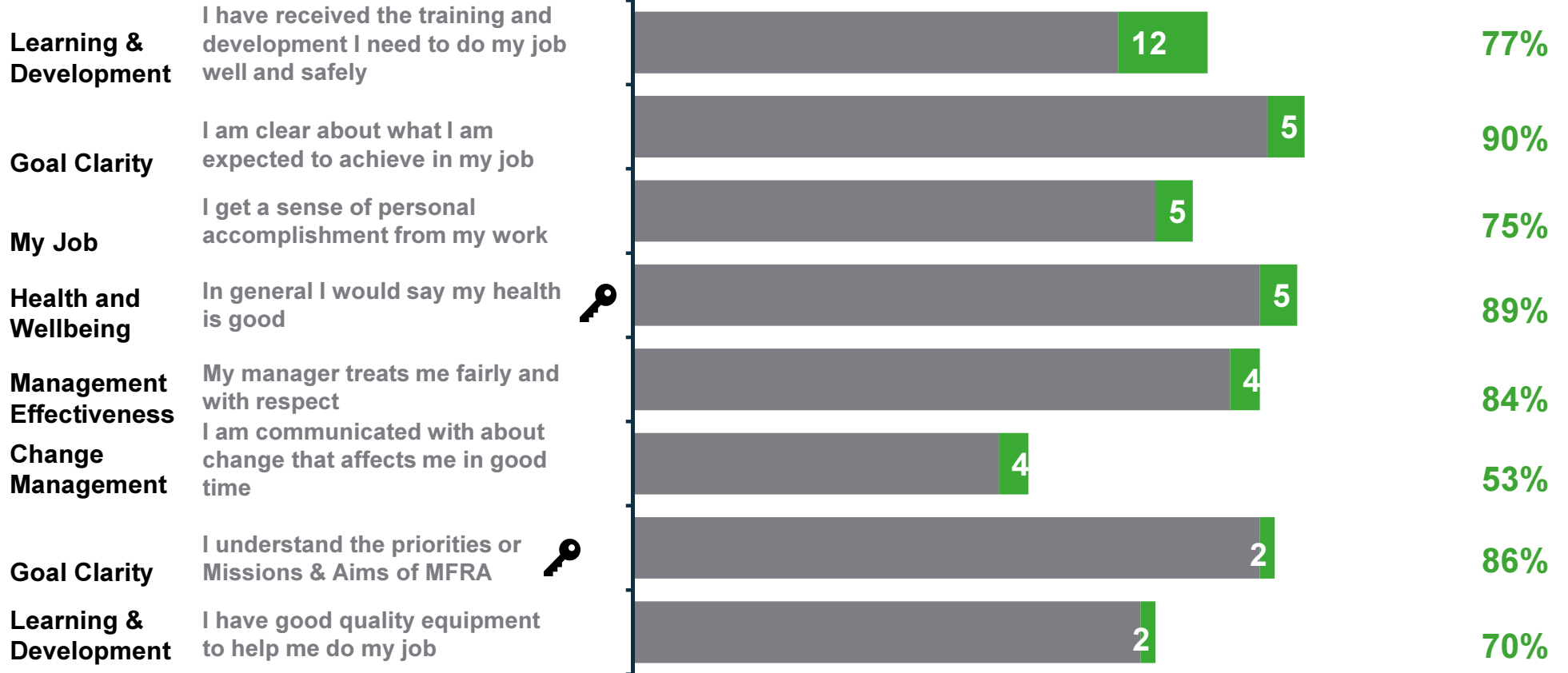
Key driver of engagement ■ Your score 2018 ■ Percentage point increase since 2016

Engagement items are excluded from this slide.



Benchmark overperformance

Your score
2018



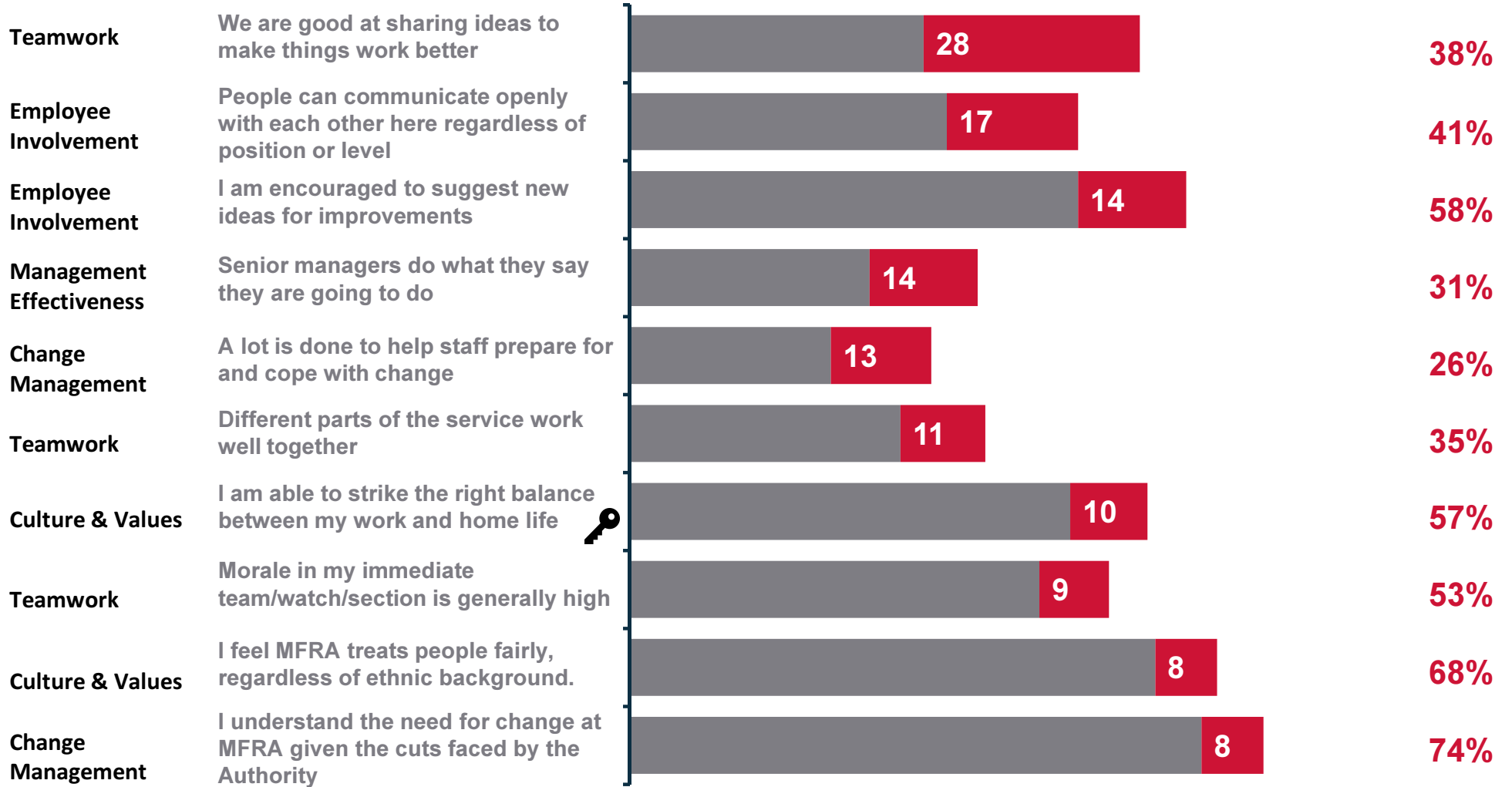
Key driver of engagement ■ Percentage points above benchmark

Engagement items are excluded from this slide.



Benchmark underperformance

Your score
2018



 Key driver of engagement  Percentage points below benchmark

Engagement items are excluded from this slide.



Company scores

By Staff Groupings

Summary results for Merseyside Fire and Rescue by Staff groupings	MFRA 2018	Uniformed	Non Uniformed	Control
Respondents	548	328	199	21
Overall Engagement Score	75	↓↓ 67	↑↑↑ 88	- 73
Goal Clarity	80	↓↓ 73	↑↑↑ 91	↑↑ 87
My Job	67	↓↓ 62	↑↑ 75	↑ 70
Employee Involvement	59	↓↓↓ 48	↑↑↑ 79	↓↓ 50
Teamwork	42	↓↓↓ 33	↑↑↑ 59	↓↓↓ 25
Learning & Development	67	↓ 64	↑↑ 73	↑ 70
Recognition & Reward	58	↓↓ 52	↑↑↑ 69	- 58
Management Effectiveness	55	↓↓ 50	↑↑ 64	↓ 52
Culture & Values	57	↓↓↓ 47	↑↑↑ 74	- 58
Change Management	46	↓↓↓ 36	↑↑↑ 61	↓↓ 40
Health and Wellbeing	87	- 87	- 87	↓↓ 78

Uniformed staff have responded significantly less favourably in comparison to non-uniformed staff and control staff. This is consistent across all sections.

Given the changes that uniformed staff have felt this will not come as a surprise. One of the areas that stands out is the relationship between uniformed staff and senior management.

- **Breakfast meetings:** value can be maximised if an open forum/platform can be utilised. Create a place where staff can be comfortable to ask questions and a two way dialogue can begin. Confidence and respect for management will increase.
- **Senior managers can join test drills and 'don the gear'** and/or make it a pledge to have a **planned visit** at least every year to help bridge the perceived gap between management and staff.

at least 10% better
 at least 5% and less than 10% better
 at least 3% and less than 5% better
 - less than 3% better and less than 3% worse
 at least 3% and less than 5% worse
 at least 5% and less than 10% worse
 at least 10% worse



Company scores

By Length of Service

Summary results for Merseyside Fire and Rescue by Length of service	MFRA 2018	Less than 2 years	2 to less than 5 years	5 to less than 10 years	10 to less than 20 years	20+ years
Respondents	548	55	50	44	144	255
Overall Engagement Score	75	↑↑↑ 96	↑↑ 87	↑↑ 87	- 76	↓↓ 66
Goal Clarity	80	↑↑↑ 90	↑ 88	↑ 88	- 79	↓↓ 75
My Job	67	↑↑↑ 82	↑ 75	↑ 76	↓ 64	↓ 63
Employee Involvement	59	↑↑↑ 78	↑ 67	↑ 67	- 59	↓↓ 52
Teamwork	42	↑↑↑ 67	↑ 51	↑ 46	↓ 38	↓↓ 37
Learning & Development	67	↑↑↑ 79	- 66	↑ 73	- 67	↓ 64
Recognition & Reward	58	↑↑↑ 76	↑ 64	↑ 62	- 58	↓↓ 53
Management Effectiveness	55	↑↑↑ 71	- 57	↑ 61	↓ 52	↓ 52
Culture & Values	57	↑↑↑ 77	↑↑ 70	↑ 66	- 56	↓↓ 49
Change Management	46	↑↑ 53	↑ 51	↑ 54	- 46	↓↓ 41
Health and Wellbeing	87	- 87	- 88	↑ 92	- 85	- 87

↑↑↑ at least 10% better
 ↑↑ at least 5% and less than 10% better
 ↑ at least 3% and less than 5% better
 - less than 3% better and less than 3% worse
 ↓ at least 3% and less than 5% worse
 ↓↓ at least 5% and less than 10% worse
 ↓↓↓ at least 10% worse



Company scores

By Working arrangements

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Summary results for Merseyside Fire and Rescue by Working arrangements	MFRA 2018	Full time fixed Working Hours	Full time flexi-time system	Reduced hours / Part time	LLAR	Day Crewing WTR	WT (224 (12/12)	24 Hours WTR	Senior Officer (FDS/Continuous Cover)	Prefer not to say (Working arrangements)									
Respondents	548	97	164	22	12	29	118	7	28	58									
Overall Engagement Score	75	↓ ↓ ↓	62	↑ ↑ ↑	86	↑ ↑ ↑	88	↑ ↑ ↑	88	↑ ↑ ↑	92	↓ ↓ ↓	57	↑ ↑ ↑	97	↑ ↑ ↑	95	-	73
Goal Clarity	80	↓ ↓	73	↑ ↑	89	↑ ↑ ↑	92	↑ ↑	88	↑	84	↓ ↓ ↓	65	↓ ↓	75	↑ ↑ ↑	98	↓	77
My Job	67	↓ ↓ ↓	55	↑ ↑ ↑	77	↑ ↑	74	↑ ↑	74	↑ ↑ ↑	84	↓ ↓ ↓	51	↑ ↑ ↑	81	↑ ↑ ↑	97	↓	64
Employee Involvement	59	↓ ↓ ↓	45	↑ ↑ ↑	79	↑ ↑ ↑	73	↑	62	-	58	↓ ↓ ↓	33	↑ ↑	66	↑ ↑ ↑	94	↓ ↓	54
Teamwork	42	↓ ↓ ↓	31	↑ ↑ ↑	58	↑ ↑ ↑	52	-	44	↑	46	↓ ↓ ↓	21	↑ ↑ ↑	52	↑ ↑ ↑	75	↓ ↓	34
Learning & Development	67	↓	64	↑ ↑	74	-	67	↑ ↑	73	↑ ↑	74	↓ ↓ ↓	53	↑ ↑ ↑	89	↑ ↑ ↑	87	-	66
Recognition & Reward	58	↓ ↓	52	↑ ↑ ↑	68	↑ ↑ ↑	75	↓ ↓ ↓	45	↑ ↑	66	↓ ↓ ↓	45	↓	54	↑ ↑ ↑	88	↓ ↓ ↓	46
Management Effectiveness	55	↓	52	↑ ↑	61	↑ ↑	64	↑	59	-	57	↓ ↓ ↓	43	↑ ↑ ↑	70	↑ ↑ ↑	84	↓ ↓	48
Culture & Values	57	↓ ↓ ↓	46	↑ ↑ ↑	72	↑ ↑ ↑	73	↑	60	↑ ↑ ↑	70	↓ ↓ ↓	34	-	59	↑ ↑ ↑	89	↓ ↓	49
Change Management	46	↓ ↓ ↓	33	↑ ↑ ↑	60	↑ ↑ ↑	64	↑ ↑	51	-	44	↓ ↓ ↓	24	↑ ↑ ↑	60	↑ ↑ ↑	85	↓ ↓	37
Health and Wellbeing	87	-	85	-	88	-	89	-	89	↑	90	-	85	↑ ↑ ↑	100	↑ ↑ ↑	98	↓	83

at least 10% better
 at least 5% and less than 10% better
 at least 3% and less than 5% better
 - less than 3% better and less than 3% worse
 at least 3% and less than 5% worse
 at least 5% and less than 10% worse
 at least 10% worse



What is the best thing

About working for Merseyside FRA

- **People** – being part of a professional, enthusiastic, committed and supportive team, welcoming, camaraderie between firefighters.
- **Job security** is a repeated comment
- **Pride** - privilege working in a role which helps people who need you, recognized and valued as a service, helping the community
- **Facilities** – working conditions, occupational health department, gym facilities
- **The job** – variation of work, autonomy, interacting with the public, flexibility of role, able to interact with the public



What is the best thing about working for MFRA?

"Actually attending incidents and the pride we take in the operational work that we do; as a development station, we also ensure that we train regularly to ensure that we perform to a high standard when at operational incidents."

"Everybody who works here respects each other and is polite and considerate. This is the first time I have worked in an organisation where staff you pass in the corridor (both MFRS and Police) who you may have never met before will always greet you with good morning/afternoon and hold the door open for you."

If you had the chance to change one thing at Merseyside, what would it be and why?

"Revert back to the 24 hour rostering model. This was a much safer and more effective way to staff the appliance. It also afforded the service a retained appliance to call upon during busy periods. As well as the organisational and safety bonuses the shift system accomplished it also allowed the staff to take their contractual leave when they wanted not when the few occasions allowed"

"More communication between firefighters and senior management. I feel that the input of firefighters could be used to direct the service however I feel that there is an assumption that the fire fighters view will be negative or non constructive. If there was a better working relationship between the higher level managers and the fire fighters everybody would be working towards the same direction."

"Greater communication and working between departments"

"Giving internal support staff the opportunity to apply for vacancies before advertising posts externally. I believe this would bode well with staff boosting morale, giving better career opportunities for those who wish to further their careers within MFRS"

PeopleInsight

Recommended focus



Purpose, meaning, and vision

- Goal clarity is a key strength for the MFRA. People understand its purpose and mission, which inspires and motivates staff. Staff understand how their own role fits into the bigger picture of the Fire Service and the community in general. This can be further strengthened by ensuring personal objectives are clearly linked to MFRA's priorities. **The stronger the link, the more engaged they will be.**
- For **uniformed staff**, Senior Managers do not provide a clear vision of the overall direction. With the changes that impact uniformed staff they could be feeling unsure about what sort of service the MFRA will become. Create a strong image (literally design a visual if possible) that reflects the long term vision of Fire Service that everyone can connect with.

THEME	RELEVANT QUESTION	KEY DRIVER	ABOVE BENCH	BELOW BENCH	IMPROVED	DECLINED
The Job	I feel that my work contributes to Safer Stronger Communities	✓	n/a	n/a	✓	-
Goal Clarity	I understand the priorities or Missions & Aims of MFRA	✓	✓	-	✓	-
Goal clarity	I am clear about what I am expected to achieve in my job	-	✓	-	✓	-
Goal Clarity	Senior Managers provide a clear vision of the overall direction of MFRA	-	-	✓	✓	-

■ Sustain
 ■ Secondary action
 ■ Priority action

Change management and trust

- MFRA has experienced a number of significant and wide reaching changes since the last survey and the subsequent effects are reflected in the survey results. Confidence, trust in and perception of the leadership have all suffered.
- Focus on rebuilding staff trust and confidence:
 - Reinforce positive messaging around the purpose** of the MFRA and clarify the future direction to further inspire commitment and to help staff move on from the negative aspects of the changes
 - Enable open communication channels** so that staff can express their views and concerns with leaders
Acknowledge that some people will not feel comfortable to speak up and consider alternative methods they can use to provide feedback
 - Provide constructive and compassionate feedback** on staff views (including these survey results)
 - Swiftly **demonstrate actions** that are being taken to address issues raised
 - Leaders to make themselves **present** amongst staff
 - Enable managers to **be comfortable in delivering the same message**. Often managers want to be the 'nice guy' and can contribute to the 'us and them' culture.

THEME	RELEVANT QUESTION	KEY DRIVER	ABOVE BENCH	BELOW BENCH	IMPROVED	DECLINED
Change management	A lot is done to help staff prepare for and cope with change	-	-	✓	-	✓
Change management	I feel that MFRA consider the impact on me and other people when making decisions	-	-	✓	-	✓
Change management	I am communicated with about change that affects me in good time	-	-	✓	-	✓
Change management	Change within my team is well managed	-	-	✓	-	✓

■ Sustain
 ■ Secondary action
 ■ Priority action



Focused action with uniformed staff and collaboration

- There is a clear difference in scores between uniformed staff and other staff. There is a **21% difference in engagement score** currently between uniformed and non-uniformed and essentially a blanket approach of action planning will not suffice.
- Facilitated focus groups with uniformed staff should be utilised to address specific issues found from across the survey (which may all be boiling down to two or three points) and used to formulate constructive solutions. The facilitated approach will help ensure solutions put forward are focused on what is achievable and in the realm of what is in their control also.
- Additionally, **collaboration** across the organisation is an area to improve:
 - Consider **silos busting** workshops to help encourage staff from different parts of the service to collaborate and identify better ways of supporting and communicating with each other
 - Ensure Leadership behaviour displays cross functional working styles. Messaging from leaders should consistently be kept aligned to each other to help demonstrate common grounding
 - Encourage networking beyond immediate circles. Set up informal networking events across the service
 - Revisit induction programmes so employees can meet many faces from various parts of the organisation and understand their roles/responsibilities and ultimately their connection to the shared purpose
 - Aim to **equalise policies and processes across the service particularly around career development.** Some feel promotion takes place unfairly

THEME	RELEVANT QUESTION	KEY DRIVER	ABOVE BENCH	BELOW BENCH	IMPROVED	DECLINED
Teamwork	Different parts of the service work well together	-	-	✓	-	✓

■ Sustain
 ■ Secondary action
 ■ Priority action

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Next steps





Reflections

On what you have heard today



01.

What are we most pleased about?



02.

What are we most concerned about?



03.

What do we care about focusing on in 2019?



Next Steps

Maintain the engagement momentum



PeopleInsight

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Appendix



Appendix

What is a 'key driver' of engagement?

Some things have more of an influence on people's levels of engagement than others. We call these influencers 'key drivers'

- A challenging, varied role is more likely to engage someone than having nice décor in the office
- Some key drivers are common across organisations and teams
- They can vary depending upon circumstances

Statistical analysis (correlation or linear regression) compares each individual's engagement score to all the other questions in the survey.

The higher the impact score, the greater the influence the question has on the engagement score. The questions with the highest impact score we call 'key drivers'.

We then look at the strengths and weaknesses (high or low scores) for the items, in combination with the impact scores, in order to provide action recommendations.

Looking at the key drivers helps you focus your action plans on the areas that are most likely to increase engagement amongst your team.



Has there been an improvement in the way in which we are communicating info throughout the organisation?

Merseyside Fire and Rescue

"No, things are usually implemented without our knowledge and we find out by other means. the PO briefings look good on paper but are far from informative and in some cases quite antagonistic. everybody sending emails to all MFRS just frustrates me when I open my emails and makes me not want to bother to read them as literally about 10% have any relevance to me doing my job. don't be lazy just send them to people who they concern."

"There has definitely been an increase in the amount of information that flows around the organisation but I think that on occasion important messages are lost amongst the mountain of information provided. We need to be smarter about who gets what information and how."

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Surveys



People analytics



Consultancy services



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MFRA: Survey questions (by Section)

Goal Clarity	
To what extent do you agree with the following Statements:	
1	I understand the priorities or Missions & Aims of MFRA
2	I am clear about what I am expected to achieve in my job
3	I understand how the work I do helps MFRA to achieve its Mission & Aims
4	Senior Managers provide a clear vision of the overall direction of MFRA

My Job	
To what extent do you agree with the following Statements:	
1	I enjoy my work
2	My job makes the best use of the skills and abilities that I have
3	I get a sense of personal accomplishment from my work
4	I feel that my work contributes to Safer Stronger Communities
5	I feel supported in my role
6	I have a sense of good job security
7	I am satisfied with my physical working conditions (i.e. working environment, space, equipment etc.)

Employee Involvement	
To what extent do you agree with the following Statements:	
(Please select only one answer per statement)	
1	I am able to use my own initiative at work to do my job
2	I am encouraged to suggest new ideas for improvements
3	I am comfortable to speak up and constructively challenge how things are done
4	People communicate openly here regardless of position or level

Teamwork	
To what extent do you agree with the following Statements:	
(Please select only one answer per statement)	
1	Morale in my immediate team/watch/section is generally high
2	We are good at sharing ideas to make things work better
3	Different parts of the service work well together

Learning & Development	
To what extent do you agree with the following Statements:	
(Please select only one answer per statement)	
1	I have received the training and development I need to do my job well and safely
2	I have the right opportunities to learn and grow at work
3	I have the knowledge and skills I need to do my job well

MFRA: Survey questions (by Section)

Learning & Development

To what extent do you agree with the following Statements:
(Please select only one answer per statement)

4	My last Appraisal meeting was useful in helping me improve how I do my job and show where I'm performing well
5	I have good quality equipment to help me do my job

Recognition & Reward

To what extent do you agree with the following Statements:
(Please select only one answer per statement)

1	In the last week, I have received thanks or praise for doing good work
2	I feel valued and recognised for the work that I do by my line manager
3	I feel valued and recognised for the work that I do by other team members
4	I feel valued and recognised for the work that I do by senior managers
5	I receive feedback on my work

Management Effectiveness

Your Manager – by this we mean Line Manager, Watch manager or supervisor
Senior Manager – Station Manager, Functional lead or above

To what extent do you agree with the following Statements:
(Please select only one answer per statement)

1	My manager communicates regularly about issues that affect my work
2	My manager makes time for me
3	My manager treats me fairly and with respect
4	My manager gives me regular feedback on how I am doing
5	Senior managers do what they say they are going to do
6	Employees at my level are able to communicate their concerns to higher management
7	MFRA Members engage well with staff at MFRA
8	I have confidence in the future of MFRA

MFRA: Survey questions (by Section)

Culture & Values

All MFRS employees have the right to work in an environment which is free from bullying and harassment. Everyone has a responsibility to comply with the Bullying and Harassment Policy. All employees should ensure that their behaviour towards colleagues does not cause offence and could not in any way be considered to be bullying and harassment.

Bullying – is described as, offensive, intimidating, malicious and insulting behaviour

Harassment – is defined as, unwanted conduct related to one of the relevant protected characteristics which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

To what extent do you agree with the following Statements:

(Please select only one answer per statement)

1	Bullying, harassment and discrimination are not tolerated at MFRA
2	I do not feel I have been bullied, harassed or discriminated against in the last 12 months
3	I feel able to make decisions without fear of being blamed if things go wrong
4	Generally we resolve any differences of opinion amicably
5	Merseyside Fire and Rescue Authority promotes a culture of openness and transparency
6	Merseyside Fire and Rescue Authority is a better place to work than it was 3 years ago
7	I have a good understanding of Merseyside Fire and Rescue Authority values
8	I feel Merseyside Fire and Rescue Authority treats people fairly, regardless of ethnic background, gender (including transgender), religion, sexual orientation, disability, pregnancy or age
9	I feel valued
10	I am able to strike the right balance between my work and home life

Change Management

To what extent do you agree with the following Statements:

(Please select only one answer per statement)

1	I understand the need for change at MFRA given the cuts faced by the Authority
2	I am communicated with about change that affects me in good time
3	Change here is well managed overall
4	Change within my team is well managed
5	I feel that MFRA consider the impact on me and other people when making decisions
6	A lot is done to help staff prepare for and cope with change

Overall

To what extent do you agree with the following Statements:

(Please select only one answer per statement)

1	I am proud to say I work for MFRA
2	Working here makes me want to do the best I can
3	If asked, I would recommend to friends and family that MFRA is a good place to work
4	I care about the future of MFRA

MFRA: Survey questions (by Section)

Overall	
To what extent do you agree with the following Statements: (Please select only one answer per statement)	
5	I would still like to be working at MFRA in two years' time

Free response ('comment') questions
What is the best thing about working for MFRA?
If within your power, what one thing would you change about working for MFRA?
Other (Location)
Other (Function)
Other (Religion)
Has there been an improvement in the way in which we are communicating information throughout the organisation
Name one thing which you feel has changed within the MFRA since the last survey in 2014 which has had a positive impact on you.

The questions below will be included in the new section of the Survey for 2018 called Health and Wellbeing. The points in yellow are responses or actions for each particular question.

New Health and Wellbeing questions

1. In General I would say my health is good (5 point scale)
2. I am aware of the health and wellbeing support services available through the Occupational Health Team (yes/no)
3. I have used the services available through the Occupational Health Team (yes/no)
4. I consider that I benefited from the support I received through the Occupational Health Team (5 point scale) only asked if answered yes to Q. 3

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/063/18
PRESENTING OFFICER	AM KEEN		
RESPONSIBLE OFFICER:	AM KEEN	REPORT AUTHOR:	GM THOMAS
OFFICERS CONSULTED:	DEB APPLETON, JOHN FIELDING, KEVIN JOHNSON		
TITLE OF REPORT:	2017/18 FATAL FIRES REPORT/ TEN YEAR FATAL FIRES REPORT		

APPENDICES:	APPENDIX A:	FATALITY REPORT 2017/18
	APPENDIX B:	TEN YEAR FATAL FIRES REPORT

Purpose of Report

1. To provide Members with an insight in relation to the fatal fires which have occurred in Merseyside over the last year 2017/18, and the trends established in relation to fatal fires which have occurred over the previous 10 years.

Recommendation

2. That Members note the attached reports

Introduction and Background

3. Merseyside Fire and Rescue Authority has produced reports analysing fatal fire incidents for several years. Each year, two reports are produced;
 - Fatal Fire Review
 - 10 Year Fatal Fire Review.
4. The full reports are attached as appendices to this covering report. Below is a summary of both reviews:

In summary (2017/18) findings:

- During 2017/18, there were 4 fatalities as a result of accidental dwelling fires, 3 fewer than in 2016/17, when 7 took place.
- The 4 deaths that took place during 2017/18, is the lowest count recorded. The previous low was for the years 2010/11 and 2011/12, where 5 fatalities took place in each year.

- Concerning accidental dwelling fire fatalities, by district there were: 3 in Liverpool and 1 in Wirral. Knowsley, Sefton and St Helens did not have any fire fatalities.
- Of the 4 victims, 3 lived alone and 1 was staying with relatives. The 3 victims who lived alone, were alone at the time of the incident.
- Concerning the ages of the victims, the ages varied between 31 and 87. In previous years, individuals above the age of 65 tended to be most prominent, though this is different for 2017/18 as the age ranges are more varied.
- Concerning gender; 2 victims were female and 2 were male. In terms of racial profile, all 4 were White British.
- Based on the National Indices of Multiple Deprivation, 3 of the 4 fatalities were located in areas that were within the 50% most deprived Super Output Areas in England.
- Of the 4 incidents where fatalities occurred; 3 were linked to smoking materials and 1 was related to the careless use of a heating appliance.
- Merseyside Fire & Rescue Service had been in contact with occupants in 1 of the 4 dwellings concerned, resulting in 1 completed HFSC.
- Concerning Smoke Alarms; within 2 dwellings a smoke alarm was in situ and actuated, in 1 incident a smoke alarm was in place but inoperable due to missing a fuse and finally, 1 property had no smoke alarms installed.

In summary (10years) findings:

- Between 2008/09 and 2017/18 there were a total of 78¹ fire deaths as a result of accidental dwelling fires; these deaths are attributed to 73 fire incidents.
- Between 2008/09 and 2010/11, the trend for fire deaths was falling, with (at the time) lows of 5 deaths during both 2010/11 and 2011/12. However from 2012/13 the count of fatalities increased year on year leading to a 10 year high of 16 during 2015/16.
- Since 2015/16 fire deaths have dropped with 7 during 2016/17 and a new low of 4 during 2017/18.
- When analysed by district, Wirral had the greatest overall number of fire deaths with 29, closely followed by Liverpool with 23. When aggregated to incidents per 100,000 population, Wirral has the greatest number of deaths with 0.91 deaths per 100,000 population, while Liverpool's ratio is much lower, with 0.49 per 100,000 population.

¹ Please note: due diligence should be applied when drawing conclusions from such a small data set. It is entirely possible that increases in fatalities over the past five years could be coincidental, but conversely could also be part of a larger issue.

- The risk of death in accidental dwelling fires increases with age, with the 45-49 and particularly the 75 and above age groups being at greatest risk.
- Concerning the demographic of fire fatalities, there is a bias towards male victims with 45 fatalities. Female victims accounted for 33 accidental dwelling fire fatalities.
- Concerning racial profile, the vast majority of victims were White British – accounting for 73 victims or 93.6% overall.
- In 49 out of 78 fire fatalities, the deceased was the sole occupier. Taking all living circumstances into account, 55 victims were alone at the time of the fire that claimed their lives.

Incident Summary

- Concerning Deprivation and the use of Community and Local Government's (CLG) Indices of Multiple Deprivation (IMD) 2015, the general trend is that fatalities tend to occur more often in deprived areas, with fewer fire deaths occurring in areas with less deprivation. When the average age of victims is added to the equation it has been found that victims die younger in deprived areas with victims being older in less deprived areas.
- When deprivation and alcohol consumption are analysed, data identifies that in both the most deprived and least deprived deciles alcohol plays an important role. Within the most deprived decile, 7 of 12 incidents involved alcohol consumption and within the least deprived decile, 3 of 5 incidents involved alcohol.
- Concerning Smoke Alarm actuation, in 41 incidents a smoke alarm was fitted and actuated. There were 6 incidents where smoke alarms were fitted and did not actuate. On 13 occurrences a smoke alarm was not fitted and a further 5 incidents where the fitted smoke alarm was inoperable (i.e. no batteries). There were 7 occurrences where it was unknown whether the smoke alarm actuated and 1 incident where the level of damage done to the property was so great it was unknown whether a smoke alarm had been fitted.
- 46 Home Fire Safety Checks (HFSC) were completed with victims prior to the incidents which claimed their lives. 27 did not have an HFSC.
- When analysing Ignition Sources it has been found that of the 73 fatal incidents, 36 were as a result of *Smokers Materials*. Since 2009/10, where 7 deaths were the result of Smokers materials, there was a gradual reduction with only 1 death attributable to this ignition source during both 2011/12 and 2012/13. However since 2013/14, deaths as a result of Smokers Materials have increased leading to a high of 8 during 2015/16. During both 2016/17 and 2017/18 fatal fire incidents as a result of Smokers Materials fell back to 3.

- When analysing the room of origin of the fire and the ignition source, it has been found that *Smokers Materials* were responsible for the majority of fire fatalities in both the *Living Room* and the *Bedroom*. When *Smokers Materials* are combined with Alcohol, 16 of the 36 incidents were the result of this combination.
- The elderly are more likely to be involved in a fire where the *Careless Use of Heating Appliance* has taken place.
- When analysing incidents by month the greatest number of deaths occurred during the autumn / winter months; particularly between November and March. The month of April also tends to have high counts of fire deaths.
- Concerning fire deaths and day of week, deaths are most likely to occur on Fridays and Mondays.
- Peaks in incidents where a fatality occurs are between 07:00 to 08:59 and 02:00 to 03:59, with a secondary peak between 15:00 – 15:59.

Equality and Diversity Implications

5. The Authority's approach to reducing fires and fatalities in the home draws heavily on the analysis of historical incidents and the study of local demographics. It has been apparent for some years that older people are more at risk of dying in a fire and prevention activity is focused on this group of people.

Staff Implications

6. There are no staff implications resulting from this report.

Legal Implications

7. The Authority has a duty under the Fire and Rescue Services Act 2004, s.6 to provide safety advice to the public and these reports are used to assist officers in determining strategies for future prevention work.

Financial Implications & Value for Money

8. There are no financial implications resulting from this report.

Risk Management, Health & Safety, and Environmental Implications

9. The Home Safety Strategy and other associated Prevention strategies and partnership activities are designed to mitigate risk in relation to the occurrence of fires in the home and resulting injuries and fatalities.

10. These reports provide evidence that enables officers to develop and enhance strategies designed to keep our communities safer.

BACKGROUND PAPERS

GLOSSARY OF TERMS

ADF	Accidental dwelling fire
HFSC	Home Fire Safety Check
CLG	Communities and Local Government
IMD	Index of multiple deprivation

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Analysis of Fatalities in Accidental Dwelling Fires between 1st April 2017 and 31st March 2018

**TO BE PRESENTED TO:
Authority
Strategic Management Group**

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**STRATEGY & PERFORMANCE
COMMUNITY RISK MANAGEMENT**

Document Control

Amendment History

Version / Issue No.	Date	Author	Remarks / Reason for Change
1.0	30/05/2018	J Fielding	
1.1	01/06/2018	J Fielding	Minor amends as per D Appleton
1.2	04/06/2018	J Fielding	Addition of inquest remarks for case 1
1.3	09/10/2018	J Fielding	Minor amends

Sign-Off List

Name	Position
Deb Appleton	Director of Strategy & Performance
AM Guy Keen	Area Manager Community Risk Management
GM Mark Thomas	Group Manager - Prevention

Distribution List

Name	Position	I / R
Strategic Management Group		
Incident Investigation Team		
Fire Authority		

Related Documents

Reference No.	Title	Author	Version & Date
1	Analysis of Fatalities in Accidental Dwelling Fires between 1 st April 2016 and 31 st March 2017	J Fielding	V1.0 25/05/2017
2	Historical Analysis of Fatalities in Accidental Dwelling Fires between 2008/09 and 2017/18	J Fielding	V1.1 11/05/2018

Ownership

Has it been agreed with the client that this is a publicly owned document?

Yes/No

If Yes please state URL: <http://www.merseyfire.gov.uk>
(once agreed by authority)

If No please state reason why:

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1. Agreement

For the purpose of this report the following agreement was made between the client and the Strategy and Performance Directorate.

This work was requested by AM Guy Keen and received on 01/04/2018.

The Manager¹ has approved this report/ piece of work can be undertaken by the Strategy and Performance Directorate.

If the scope of the work changes, authorisation must be again obtained and would be noted within the version control document sheet.

It was agreed that this report would be produced in draft format by May 2018, and would be sent electronically to the Director of Strategy and Performance Directorate and Client for comment.

The Manager / Client agreed that their comments would be received back by May 2018.

The final report, which will always be in PDF format, would be produced by May 2018, subject to receiving comments.

¹ Deb Appleton

2. Summary

The purpose of this report is to provide an analysis regarding the circumstances of fatalities in accidental dwelling fires across Merseyside during 2017/18. In summary the findings within this report are as follows:

- During 2017/18, there were 4 fatalities as a result of accidental dwelling fires, 3 fewer than in 2016/17, when 7 took place.
- The 4 deaths that took place during 2017/18, is the lowest count recorded. The previous low was for the years 2010/11 and 2011/12, where 5 fatalities took place in each year.
- Concerning accidental dwelling fire fatalities, by district there were: 3 in Liverpool and 1 in Wirral. Knowsley, Sefton and St Helens did not have any fire fatalities.
- Of the 4 victims, 3 lived alone and 1 was staying with relatives. The 3 victims who lived alone, were alone at the time of the incident.
- Concerning the ages of the victims, the ages varied between 31 and 87. In previous years, individuals above the age of 65 tended to be most prominent, though this is different for 2017/18 as the age ranges are more varied.
- Concerning gender; 2 victims were female and 2 were male. In terms of racial profile, all 4 were White British.
- Based on the National Indices of Multiple Deprivation, 3 of the 4 fatalities were located in areas that were within the 50% most deprived Super Output Areas in England.
- Of the 4 incidents where fatalities occurred; 3 were linked to smoking materials and 1 was related to the careless use of a heating appliance.
- Merseyside Fire & Rescue Service had been in contact with occupants in 1 of the 4 dwellings concerned, resulting in 1 completed HFSC.
- Concerning Smoke Alarms; within 2 dwellings a smoke alarm was in situ and actuated, in 1 incident a smoke alarm was in place but inoperable due to missing a fuse and finally, 1 property had no smoke alarms installed.

3. Introduction

This report analyses fire related fatalities across Merseyside during 2017/18. The focus of this report reviews fatalities that occurred as a result of an Accidental Dwelling Fire (ADF).

This report contains information relating to the circumstances of individuals who have regrettably died in a fire, as well as other information, including: Equality & Diversity protected characteristics, ignition source and temporal analysis, all of which will support the on-going and proactive actions of the staff involved in Community Risk Management and their actions to reduce the risk of fire.

4. Case Studies

The following section outlines case studies where people died as a result of an accidental dwelling fire during 2017/18. Merseyside Fire & Rescue Service has continued to play a significant role in reducing the number of fatalities caused by fire and works closely with partner agencies to ensure that measures have been put in place to reduce the risks associated with fire.

Case 1: Inquest Complete – Liverpool – October 2017

The deceased was a 31 year old male, who was the sole inhabitant of the flat where he lived; the deceased was alone at the time of the incident. At 21:13 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had not previously had a Home Fire Safety Check, though there was an Automatic Fire Alarm system installed in the building - it was inoperable due to a missing fuse. The fire occurred in the bedroom, with the victim being located in the same room. Following the inquest; *the cause of the fire was due to a naked flame from a lighter coming into contact with bedding materials.*

Death was recorded as:

Part 1A (cause of death) - *Asphyxia due lack of oxygen being transported around the body,*

Part B (due to) – *Smoke inhalation*

Part 2 (contributing factors) – *Due to synthetic cannabinoids being taken.*

The death was recorded as accidental death and it was noted that Spice contributed to the failure of the deceased to respond in a fire situation. No further action was recommended by HM Coroner².

Case 2: Inquest Pending – Wirral – January 2018

The deceased was an 87 year old female, who was the sole inhabitant of the semi-detached property where she lived; the deceased was alone at the time of the incident. At 10:32 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had previously received a Home Fire Safety Check; during the safety check smoke alarms were provided free of charge, which actuated during the incident. The fire occurred in the living room, with the victim being found in the same room. The suspected cause of the fire was due to the inappropriate use of a heating appliance; as the gas ignition spark was broken, the deceased used paper tapers to light the fire, it is suspected that one of these lit tapers was accidentally dropped, which fell onto some clothing which ignited.

Case 3: Inquest Complete – Liverpool – February 2018

The deceased was a 60 year old female, who was the sole inhabitant of the flat where she lived; the deceased was alone at the time of the incident. At 03:44 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had not previously had a Home Fire Safety Check, though there were smoke alarms fitted within the property which actuated. The fire occurred in the bedroom, with the victim being rescued from the same room, though she succumbed to her injuries several weeks later. The suspected cause of the fire was the result of a carelessly discarded cigarette.

² Area Coroner Anita Bhardwaj

Case 4: Inquest Pending– Liverpool – February 2018

The deceased was a 57 year old male, who was staying with relatives at the semi-detached dwelling at the time of the incident; the deceased was accompanied by a relative at the time of the incident. At 20:38 hrs, Merseyside Fire & Rescue Service received a call to attend the incident. The property had not previously had a Home Fire Safety Check and there were no smoke alarms installed. The fire occurred in the bedroom, with the victim being rescued from the same room, the victim died several days later. The suspected cause of the fire was due to a defective lighter, which accidentally ignited bedding.

5. Methodology

This research was undertaken initially by analysing the data held and managed by the MFRA Incident Investigation Team (IIT).

Fatalities in accidental dwelling fires were originally reported under the Best Value Performance Indicator 143(ii). Since 2008 this performance indicator has become defunct at a national level; however Merseyside Fire and Authority still measure this as Key Performance Indicator DC12. Qualification for this performance indicator is decided by members of Merseyside Fire and Rescue Authority Incident Investigation Team (IIT) and the coroner. **Some data within this report is still awaiting coroner agreement and as such some figures are subject to change.**

The Long Time Series Analysis, counts have been obtained from the following:

- Between 1991/92 – 1999/2000: Freedom of Information Request from Department for Communities and Local Government
- Between 2000/01 – present: MF&RS Incident Investigation Team archives

The ratio of incidents to fatalities is: (count of total accidental dwelling fires / count of fatalities)

Indices of Multiple Deprivation 2015 (IMD 2015) has been used to measure the levels of deprivation where fire fatalities took place³.

The IMD2015 data was then analysed in two ways:

- At a local level the IMD 2015 data was restricted to solely Merseyside, this data was then split into 10 bands with equal counts, each representing a decile of relative localised deprivation. This data is merged with fatality incident data and analysed.
- At a national level the IMD 2015 data has not been restricted to Merseyside, the national dataset is split into 10 equal bands, with each band being a decile of deprivation. This data is merged with fatality incident data and analysed.

The Indices of Multiple Deprivation 2015 were obtained from the Department for Communities and Local Government.

³ IMD ranks deprivation in the form of an index, where low numbers indicate Super Output Areas (LSOA) which have high levels of deprivation and high numbers indicating Super Output Areas with least deprivation

The software used to complete the analysis, was Microsoft Office Excel 2013 and MapInfo Professional 11.0 for filtering and mapping the data.

6. Results

6.1 Retrospective

Long Time Series Analysis

Chart 1: Long Time Series of fatalities in Accidental Dwelling Fires between 1991/92 and 2017/18

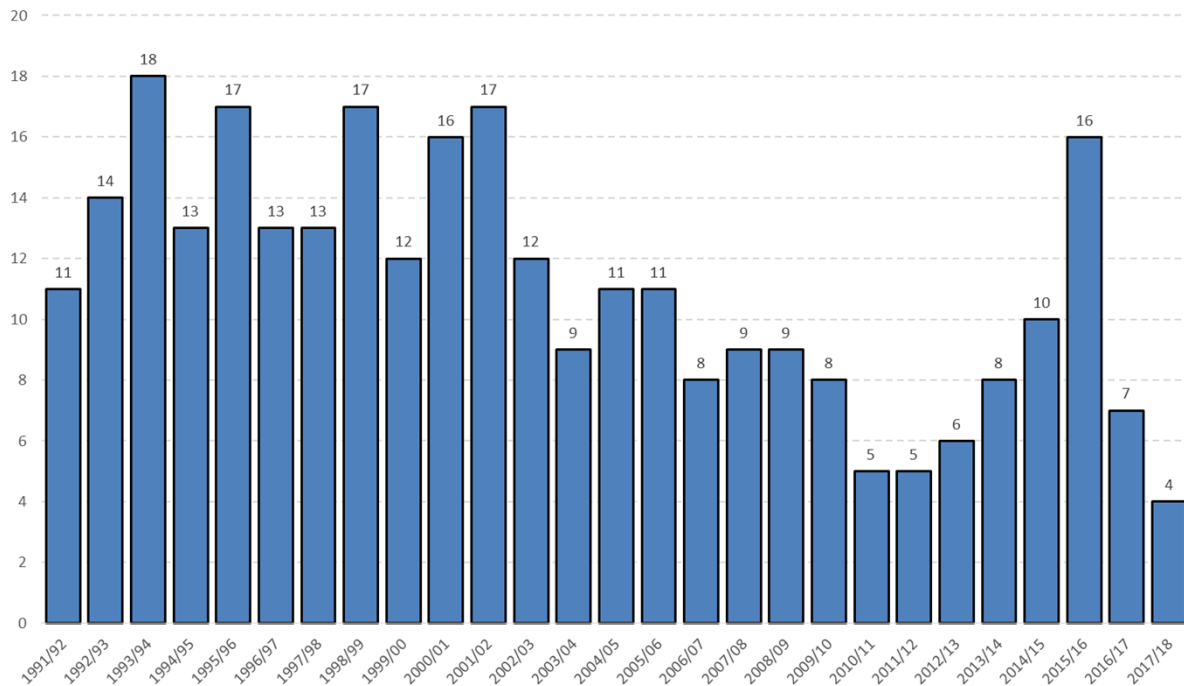


Chart 1 provides a count of accidental dwelling fire fatalities between 1991/92 and 2017/18. The chart identifies that 2015/16 resulted in the greatest number of fire fatalities within recent years, though in the past there were higher counts. Prior to 2016/17, there was an upward trend in the count of fatalities, however this upward trend was halted with the 7 deaths for 2016/17 and a low of 4 during 2017/18. Over the 27 year period, 1993/94 had the highest number of fatalities with 18, followed by 1995/96, 1998/99 and 2001/02 with 17 each.

5 Year Retrospective

Chart 2: Fatalities in Accidental Dwelling Fires between 2013/14 and 2017/18 by district

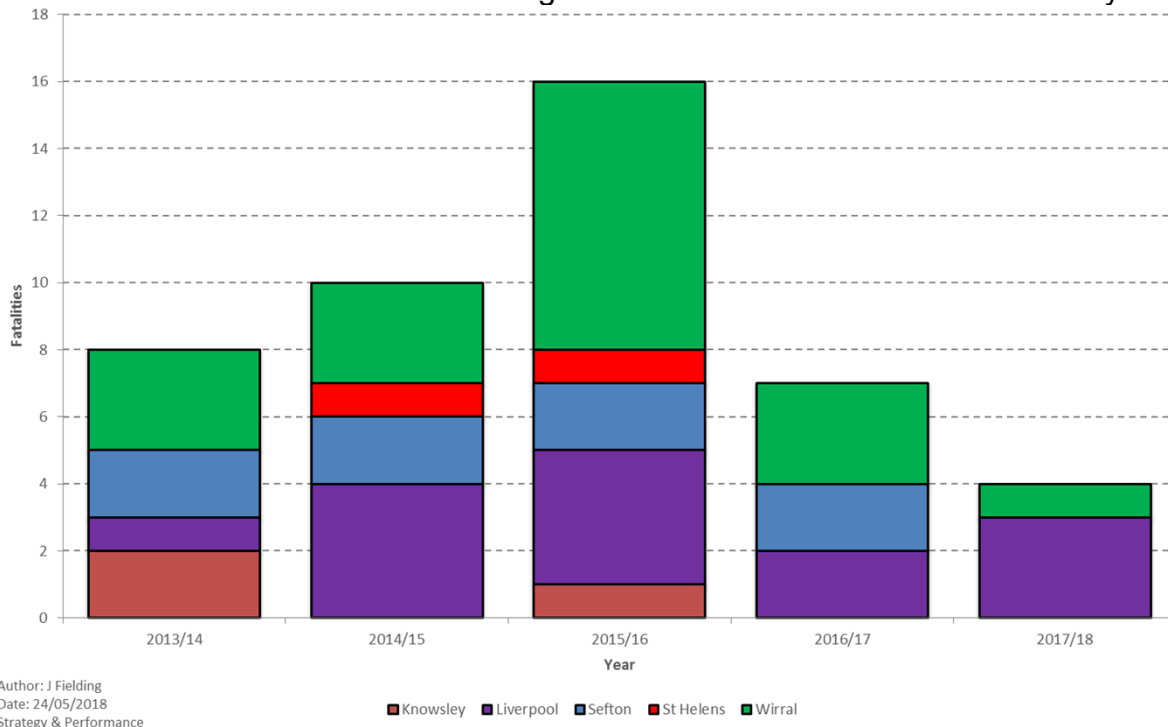


Chart 2 identifies that prior to 2016/17, fatalities as a result of accidental dwelling fires were increasing – leading to a 14 year high of 16 deaths during 2015/16. Since 2015/16 the number of fire fatalities has dropped with 7 during 2016/17 and a low of 4 during 2017/18.

When analysed by district, the counts vary, though Wirral is consistent in having fire deaths each year. Liverpool fluctuates between the years, though there were 3 during 2017/18. Prior to 2017/18, Sefton consistently had 2 dwelling fire fatalities, though there were none in 2017/18. During 2016/17 and 2017/18, the districts of Knowsley and St Helens had no fatalities.

6.2 Spatial Analysis

Table 1: Ratio of Accidental Dwelling Fire Incidents to Fatalities during 2017 /18

Counts	Knowsley	Liverpool	Sefton	St Helens	Wirral	Total
Overall Fatalities	0	3	0	0	1	4
Accidental Dwelling Fires	105	345	194	111	173	928
Ratio	0	1:115	0	0	1:173	1:232

Table 1 provides the ratio of the number of accidental dwelling fire incidents to fire deaths across Merseyside. The table identifies that Liverpool had the highest ratio of incidents to fatalities with 1 death per 115 incidents, Wirral by contrast saw 1 death per 173 incidents. In previous years, Wirral usually saw the highest incident to fatality ratio.

Deprivation Analysis

Chart 2: Fatalities from Accidental Dwelling Fires in 2017/18 in relation to Indices of Multiple Deprivation (IMD) 2015

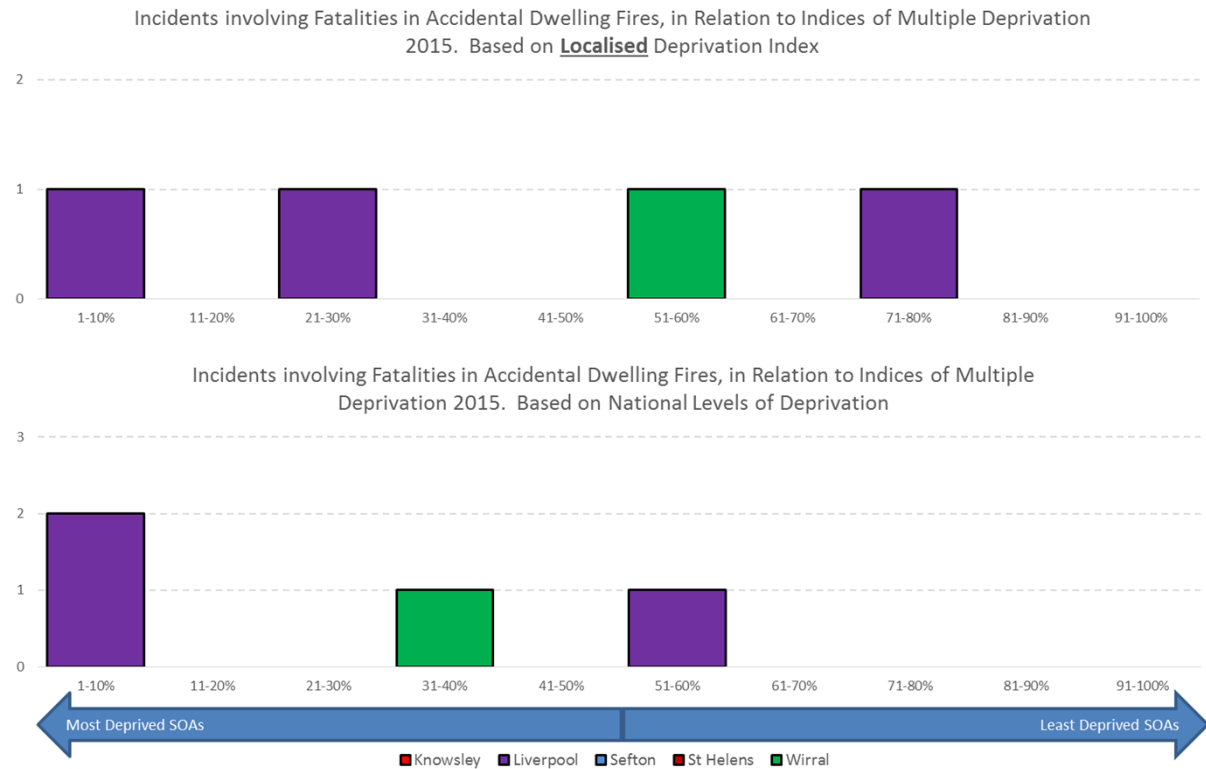


Chart 2 analyses the levels of deprivation where an incident involving a fatality took place, based on:

- A localised – Merseyside based index of deprivation
- Against national levels of deprivation

When levels of deprivation are applied locally (upper stacked bar chart), the data shows little pattern with fatal incidents occurring intermittently throughout the deprivation bandings.

When levels of deprivation are applied at a national level (lower stacked bar chart), it identifies that the majority of fatal incidents occur within the 50% most deprived areas, though this skewing is due to Merseyside as a whole being one of the most deprived counties in England.

6.3 Incident Analysis

The following section summarises the status and circumstances of victims:

Circumstances

- Concerning the fire room of origin, 3 incidents occurred in the bedroom with 1 in the living room.
- Within the bedroom, all 3 incidents were related to smoking materials (including 2 dropped cigarettes and a defective lighter) and the incident in the living room was related to the careless use of a heating appliance (a taper used to ignite a gas fire, which then ignited clothing placed below the fire).
- In all 4 incidents the victim was located in the room of origin.
- In 3 incidents the victim was the sole occupier of the property and was alone at the time of the incident. In 1 occurrence, the victim was not alone at the property where the incident took place.

The Victims

- There were 2 male and 2 female victims.
- Of the male victims the ages were 31 and 57, and for the female victims the ages were 87 and 60 respectively. In previous years, individuals above the age of 65 tended to be most prominent, though this is different for 2017/18 as the age ranges are varied⁴.
- All 4 victims were White British.

Temporal Analysis

- There were no fatalities during the 1st 2 quarters of 2017/18. 1 fatality took place during October, 1 took place during January and 2 took place during February.
- Concerning the hours that incidents took place, 2 took place during the evening (between 20:00 – 21:59), 1 took place during the morning (10:00 – 10:59) and 1 took place in the early hours (03:00 – 03:59).

Fire Safety

Table 2: Fire Safety – Home Fire Safety Check & Smoke Alarm status

Smoke Alarm Status	HFSC Received		
	Yes	No	Total
Fitted & Operated	1	1	2
Fitted - Missing Fuse	0	1	1
No Smoke Alarm	0	1	1
Total	1	3	4

Table 2 identifies that 1 of the victims received a Home Fire Safety Check (HFSCs), with 3 not receiving HFSCs. In the case of the property where the HFSC took place; the smoke alarm was fitted and actuated. Where properties did not have a HFSC, 1 had a fitted smoke alarm that actuated, 1 had a smoke alarm fitted but was inoperable due to a missing fuse and finally 1 had no smoke alarm fitted.

⁴ It should be noted that without further data it is not possible to suggest that this change in trend is long term.

Regardless of whether the property had received a HFSC, 2 of the 4 properties did not have working smoke alarms and therefore did not have an early warning system.

7. Information Sharing & Identification of those at fire risk

Merseyside Fire and Rescue Authority continues to work closely with key partners to ensure that the risk of fire is reduced within the community.

To identify those at risk of fire, a key area of work has been through establishing and agreeing information sharing protocols with a number of key partners. These protocols have ensured that there is a formal legal framework to share information securely.

By establishing these protocols and receiving this data, staff within MFRA can engage with vulnerable people who are already known by other professionals. This has greatly assisted in identifying those who are most vulnerable to the risks associated to fire.

Community Safety Advocates and other staff that deal directly with the most vulnerable people within the community have outlined that without the secure sharing of data, MFRA would find it more difficult to find out about a person at high risk of fire.

MFRA Home Safety Strategy primarily focuses on individuals aged over 65 years old and through the use of NHS Exeter Data have targeted individuals from that age range that also have either associated adult social needs or have not been visited by MFRA in the last 24 months. MFRA regularly review the information sharing protocols in place and the use of secure technology (AVCO) ensures that MFRA securely receives electronic data from partner agencies.

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Historical Analysis of Fatalities in Accidental Dwelling Fires between 2008/09 and 2017/18

AUDIENCE

**TO BE PRESENTED TO:
Authority
Strategic Management Group**

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**COMMUNITY RISK MANAGEMENT
STRATEGY & PERFORMANCE DIRECTORATE**

Date work received: 01/04/2018
Date work completed: 25/05/2018

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Document Control

Amendment History

Version / Issue No.	Date	Author	Remarks / Reason for Change
1.0	04/05/2018	J Fielding	Initial Draft
1.1	11/05/2018	J Fielding	Amends as per D Appleton
1.2	25/05/2018	J Fielding	Minor Amends

Sign-Off List

Name	Position
AM G Keen	Area Manager Community Risk Management
DCFO P Garrigan	Deputy Chief Fire Officer
D Appleton	Director of Strategy & Performance
M Thomas	Group Manager Community Risk Management

Distribution List

Name	Position	I / R
Strategic Management Group		
Authority		

Related Documents

Reference No.	Title	Author	Version & Date
1.0	Analysis of Fatalities in Accidental Dwelling Fires between 1 st April 2016 and 31 st March 2017	J Fielding	1.0 01/06/2017

Ownership

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If No please state reason why:

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1. Agreement

For the purpose of this report the following agreement was made between the client and the Strategy & Performance Directorate.

This work was requested by Area Manager Guy Keen and received on 01/04/2018.

The Manager¹ has approved this report/ piece of work can be undertaken by the Strategy & Performance Directorate.

If the scope of the work changes, authorisation must be again obtained and would be noted within the version control document sheet.

It was agreed that this report would be produced in draft format by June 2018, and would be sent electronically to the Director of Strategy & Performance and Client for comment.

The Manager / Client agreed that their comments would be received back by June 2018.

The final report, which will always be in PDF format, would be produced by June 2018, subject to receiving comments.

¹ Deb Appleton

2. Summary

The purpose of this report is to analyse the circumstances and contributing factors concerning deaths in accidental dwelling fires attended between 2008/09 and 2017/18. Fatalities in accidental dwelling fires, are relatively rare compared to other incidents that Merseyside Fire and Rescue Service attends, though their impact is most severe to the families and friends of the deceased.

In summary this report presents the following findings:

Victim Summary

- Between 2008/09 and 2017/18 there was a total of 78² fire deaths as a result of accidental dwelling fires; these deaths are attributed to 73 fire incidents.
- Between 2008/09 and 2010/11, the trend for fire deaths was falling, with (at the time) lows of 5 deaths during both 2010/11 and 2011/12. However from 2012/13 the count of fatalities increased year on year leading to a 10 year high of 16 during 2015/16. Since 2015/16 fire deaths have dropped with 7 during 2016/17 and a new low of 4 during 2017/18.
- When analysed by district, Wirral had the greatest overall number of fire deaths with 29, closely followed by Liverpool with 23. When aggregated to incidents per 100,000 population, Wirral has the greatest number of deaths with 0.91 deaths per 100,000 population, while Liverpool's ratio is much lower, with 0.49 per 100,000 population.
- The risk of death in accidental dwelling fires increases with age, with the 45-49 and particularly the 75 and above age groups being at greatest risk.
- Concerning the demographic of fire fatalities, there is a bias towards male victims with 45 fatalities. Female victims accounted for 33 accidental dwelling fire fatalities.
- Concerning racial profile, the vast majority of victims were White British – accounting for 73 victims or 93.6% overall.
- In 49 out of 78 fire fatalities, the deceased was the sole occupier. Taking all living circumstances into account, 55 victims were alone at the time of the fire that claimed their lives.

Incident Summary

- Concerning Deprivation and the use of Community and Local Government's (CLG) Indices of Multiple Deprivation (IMD) 2015, the general trend is that fatalities tend to occur more often in deprived areas, with fewer fire deaths occurring in areas with less deprivation. When the average age of victims is added to the equation it has been found that victims die younger in deprived areas with victims being older in less deprived areas.
- When deprivation and alcohol consumption are analysed, data identifies that in both the most deprived and least deprived deciles alcohol plays an important role. Within the most deprived decile, 7 of 12 incidents

² Please note: due diligence should be applied when drawing conclusions from such a small data set. It is entirely possible that increases in fatalities over the past five years could be coincidental, but conversely could also be part of a larger issue.

involved alcohol consumption and within the least deprived decile, 3 of 5 incidents involved alcohol.

- Concerning Smoke Alarm actuation, in 41 incidents a smoke alarm was fitted and actuated. There were 6 incidents where smoke alarms were fitted and did not actuate. On 13 occurrences a smoke alarm was not fitted and a further 5 incidents where the fitted smoke alarm was inoperable (i.e. no batteries). There were 7 occurrences where it was unknown whether the smoke alarm actuated and 1 incident where the level of damage done to the property was so great it was unknown whether a smoke alarm had been fitted.
- 46 Home Fire Safety Checks (HFSC) were completed with victims prior to the incidents which claimed their lives. 27 did not have an HFSC.
- When analysing Ignition Sources it has been found that of the 73 fatal incidents, 36 were as a result of *Smokers Materials*. Since 2009/10, where 7 deaths were the result of Smokers materials, there was a gradual reduction with only 1 death attributable to this ignition source during both 2011/12 and 2012/13. However since 2013/14, deaths as a result of Smokers Materials have increased leading to a high of 8 during 2015/16. During both 2016/17 and 2017/18 fatal fire incidents as a result of Smokers Materials fell back to 3.
- When analysing the room of origin of the fire and the ignition source, it has been found that *Smokers Materials* were responsible for the majority of fire fatalities in both the *Living Room* and the *Bedroom*. When Smokers Materials are combined with Alcohol, 16 of the 36 incidents were the result of this combination.
- The elderly are more likely to be involved in a fire where the *Careless Use of Heating Appliance* has taken place.
- When analysing incidents by month the greatest number of deaths occurred during the autumn / winter months; particularly between November and March. The month of April also tends to have high counts of fire deaths.
- Concerning fire deaths and day of week, deaths are most likely to occur on Fridays and Mondays.
- Peaks in incidents where a fatality occurs are between 07:00 to 08:59 and 02:00 to 03:59, with a secondary peak between 15:00 – 15:59.

3. Introduction

The purpose of this report is to analyse fatalities from accidental dwelling fires (ADF) between 2008/09 and 2017/18; analysing the circumstances and demographic background of such occurrences; identifying business intelligence to target risk and prevention work.

Compared to other incident types that Merseyside Fire & Rescue Authority (MFRA) attends; fire fatalities are relatively rare, though their impact is most significant to family members, friends and the community of the deceased.

Fatalities in accidental dwelling fires are reported in Merseyside Fire and Rescue Authority's Service Delivery Plan as Key Performance Indicator DC12 which is reported to Authority on a quarterly and annual basis.

4. Methodology

The software used in this report includes:

- Microsoft Excel 2013 to interpret and graphically represent figures.
- MapInfo Professional 11 which was used to tag incidents with geographical information

The calculation for fatalities per 100,000 population is:

*(sum of Fatalities over 10 years / sum of Population over 10 years) * 100,000*

Population figures are based on Mid 2016 estimates published by the Office for National Statistics.

Indices of Multiple Deprivation (IMD) 2016 was utilised to analyse levels of deprivation in the areas where fire deaths took place.³

Data used in this report has been supplied by the Merseyside Fire & Rescue Authority Incident Investigation Team; with the coroner ultimately determining the cause of death.

Data used within this report is based on fatal incidents occurring in the home where the motive for the incident is judged to have been accidental.

Merseyside Fire & Rescue Authority measures this as Key Performance Indicator DC12⁴ - *Number of fatalities from Accidental Dwelling Fires.*

Fire fatalities include any fatal casualty which is the direct or indirect result of injuries caused by a fire incident even if death occurred weeks or months later. There are also occasional cases where it transpires subsequently that fire was not the cause of death. For all of these reasons, fatalities data may therefore be subject to revision.

Concerning the Long Time Series Analysis, counts have been obtained from the following:

- Between 1991/1992 – 1999/2000: Freedom of Information Request from Department for Communities and Local Government
- Between 2000/2001 – present: Incident Investigation Team archives

The time of call analysis is based on incidents which were **NOT** late calls, this accounts for 59 incidents within the entire dataset.

Data Limitations:

The findings within this report are based on available data. As fire fatalities are a relatively rare occurrence the volume of data is small. Therefore some conclusions based on the data should be approached with due diligence.

³ Uses IMD 2015 to create a localised deprivation index, in essence grouping deprivation by 10% bands

⁴ The data contained within this report contains data which is still awaiting coroner agreement and as such the figures contained are subject to change.

5. Results

5.1 Fatal Victims of Accidental Dwelling Fires

The following section is based on the details of victims who died as a result of an accidental dwelling fire. In total between 2008/09 and 2017/18 there were 78 victims and as such the following tables and charts all equate to this figure.

5.1.1 Comparison of Fatalities by District

Chart 1: Breakdown of fatalities in Accidental Dwelling Fires between 2008/09 and 2017/18 by District

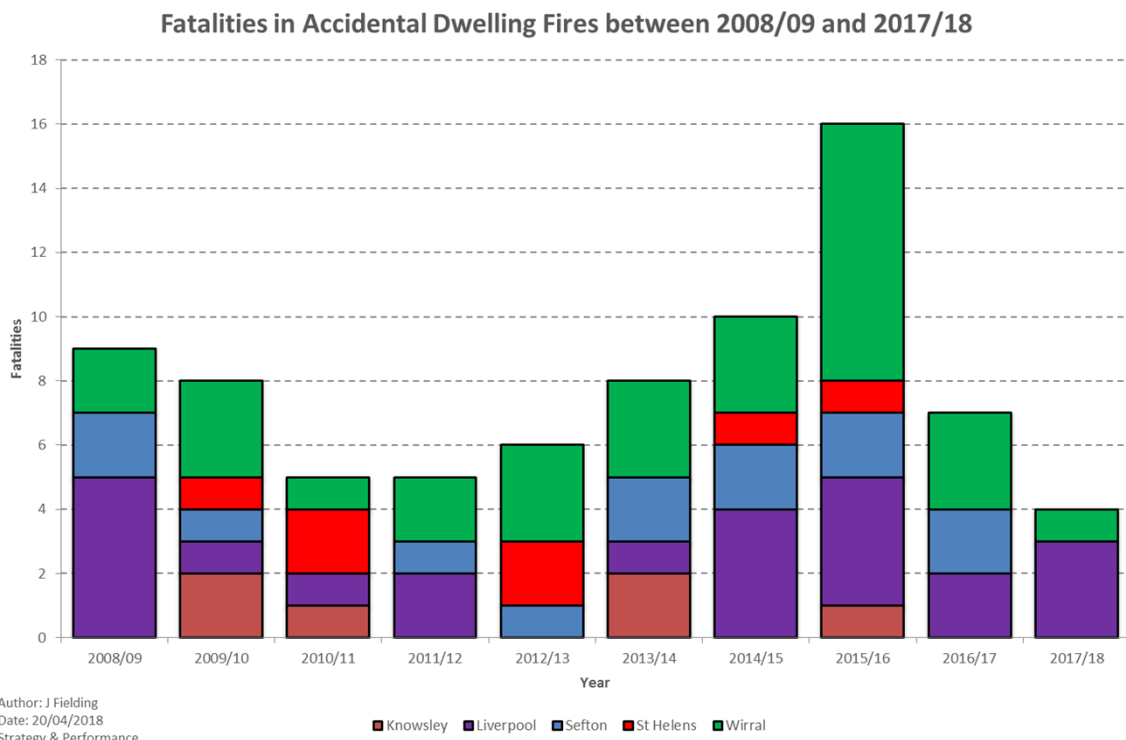


Chart 1 provides a retrospective of fatalities in accidental dwelling fires over the past 10 years. The chart identifies that over this period, fatalities have fluctuated. Prior to 2010/11, accidental dwelling fire fatalities were on a downward trend, only for an upward trend to occur between 2012/13 and 2015/16. Since the high of 16 during 2015/16, fire deaths have fallen - leading to 4 during 2017/18 - MFRA's lowest recorded number of fatalities.

Table 1: Comparison of overall total fatalities by district and population

Counts	Knowsley	Liverpool	Sefton	St Helens	Wirral	Total
Overall Fatalities	6	23	13	7	29	78
Rate per 100,000 population	0.41	0.49	0.47	0.40	0.91	0.56
Fatal Incidents	6	22	11	7	27	73

Table 1 allows a direct comparison of overall fatality counts between the Merseyside districts by aggregating the data to incidents per 100,000 head of population for direct comparison.

The table shows that there have been 29 fatal fire victims in Wirral, followed by Liverpool with 23. When overall population counts are taken into consideration – Wirral proportionally has had the greatest number of fatalities with 0.91 per 100,000 population over the 10 year period. Liverpool had a lower ratio of 0.49; therefore *proportionally*, Wirral has the greatest likelihood of an accidental dwelling fire death occurring.

Taking into account the number of fatal incidents by district, the table identifies that of the 73 incidents, 5 incidents involved 2 victims; with 2 occurring in each of Sefton and Wirral and 1 in Liverpool.

5.1.2 Long Time Series Analysis

Chart 2: Long Time Series of fatalities in Accidental Dwelling Fires between 1991/92 and 2017/15

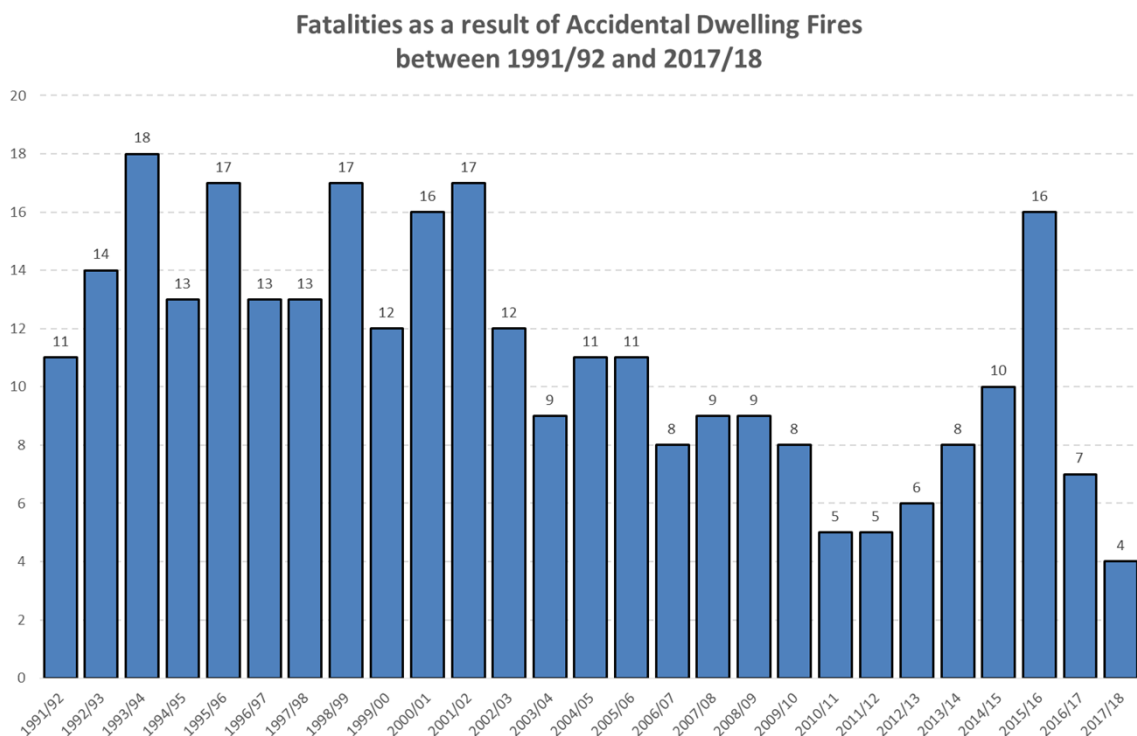


Chart 2 provides a count of accidental dwelling fire fatalities between 1991/92 and 2017/18. The chart identifies that 2015/16 resulted in the greatest number of fire fatalities within recent years, though in the past there were higher counts. Prior to 2016/17, there was an upward trend in the count of fatalities, however this upward trend was halted with the 7 deaths for 2016/17 and a low of 4 during 2017/18. Over the 27 year period, 1993/94 had the highest number of fatalities with 18, followed by 1995/96, 1998/99 and 2001/02 with 17 each.

5.1.3 Demographic Analysis

Table 2: Fatalities by Age and Gender (with fatalities per 100,000 population ratio)

Age group	Male		Female		Total	
5-9	0	(0)	1	(0.3)	1	(0.1)
25-29	0	(0)	2	(0.4)	2	(0.2)
30-34	1	(0.2)	0	(0)	1	(0.1)
35-39	1	(0.2)	0	(0)	1	(0.1)
40-44	4	(0.9)	2	(0.4)	6	(0.6)
45-49	4	(0.8)	5	(1)	9	(0.9)
50-54	5	(1.1)	0	(0)	5	(0.5)
55-59	2	(0.5)	3	(0.7)	5	(0.6)
60-64	3	(0.8)	2	(0.5)	5	(0.6)
65-69	1	(0.3)	2	(0.5)	3	(0.4)
70-74	4	(1.5)	1	(0.3)	5	(0.9)
75-79	8	(3.7)	3	(1.1)	11	(2.2)
80-84	3	(2.1)	6	(2.8)	9	(2.5)
85+	9	(9.6)	6	(2.9)	15	(2.7)
Total	45	(0.7)	33	(0.5)	78	(0.6)

Table 2 provides the count of fire deaths by age and gender along with the ratio of fire deaths per 100,000 head of population. The table identifies several age groups at greatest risk from a fatality in an accidental dwelling fire, including the 45-49⁵ group and particularly the 75-79, 80-84 and 85+ age groups.

When the ratio of deaths to proportion of population is taken into account it is apparent that with age the risk of mortality as a result of an accidental dwelling fire increases significantly. Applying a regression analysis to the available data a R² value of 0.57 is achieved indicating a moderate statistical link between age and fire related mortality.

There is a bias towards male victims with 45 fatalities. Female victims accounted for 33 accidental dwelling fire fatalities.

Concerning racial profiling of the deceased; 73 victims were described as *White – British*, 1 was described as *White – Irish* and 4 from the category “*Other*”. When analysed proportionally 93.6% of victims were White British which is slightly higher than the Census 2011 population ratio of 91.8%.

⁵ Of note within the 45-49 age group, 6 of the 9 victims had consumed alcohol prior to the incident

5.1.4 Habitation and Carer Status

Table 3: Habitation and carer status

Status	Lived alone		Cohabited		Other Circumstance		Total
	Alone at Time	Accompanied	Alone at Time	Accompanied	Alone at Time	Accompanied	
Yes	16		1	6			23
No	30	1	4	15	2	1	53
Unknown	2						2
Grand Total	48	1	5	21	2	1	78

Table 3 identifies that the majority of victims (48 from 78 or 61.5%) *Lived Alone* and were *Alone at the Time* of the incident. Of the victims who *Cohabited*, 5 were *Alone at the Time* and 21 were *Accompanied*. In combination 55 of the 78 victims (70.5%) were alone at the time of the incident.

Concerning whether a victim had need of a carer or not, the majority of victims did not have a carer (53 of 78, or 67.9%). Many of the victims who *Lived Alone* (16 of 49, or 32.7%) required a carer.

Table 4: Habitation and carer status– OVER 60 Age Group Only

Status	Lived alone		Cohabited		Other Circumstance		Total
	Alone at Time	Accompanied	Alone at Time	Accompanied	Alone at Time	Accompanied	
Yes	14		1	5			20
No	18		1	6	1		26
Unknown	2						2
Grand Total	34	0	2	11	1	0	48

Table 4 identifies that the majority of victims above the age of 60 (34 of 48 or 70.8%) *Lived Alone* and were *Alone at the Time* of the incident. Of the victims above the age of 60 who *Cohabited*, 11 were *Accompanied* with 2 being *Alone at the Time*. Overall, 37 of the 48 victims (or 77.1%) were *Alone at the Time* of the incident. In the age group analysed, 41.7% (20) of the victims had access to carers.

5.2 Incident Related Analysis

The following analysis is based on the **count** of incidents, not the count of victims – as in the previous section. Therefore the following tables equate to **73**.

5.2.1 Comparison of Fatal Incidents and Deprivation

Chart 3: Fatalities in Accidental Dwelling Fire incidents between 2008/09 and 2017/18 linked to deprivation⁶

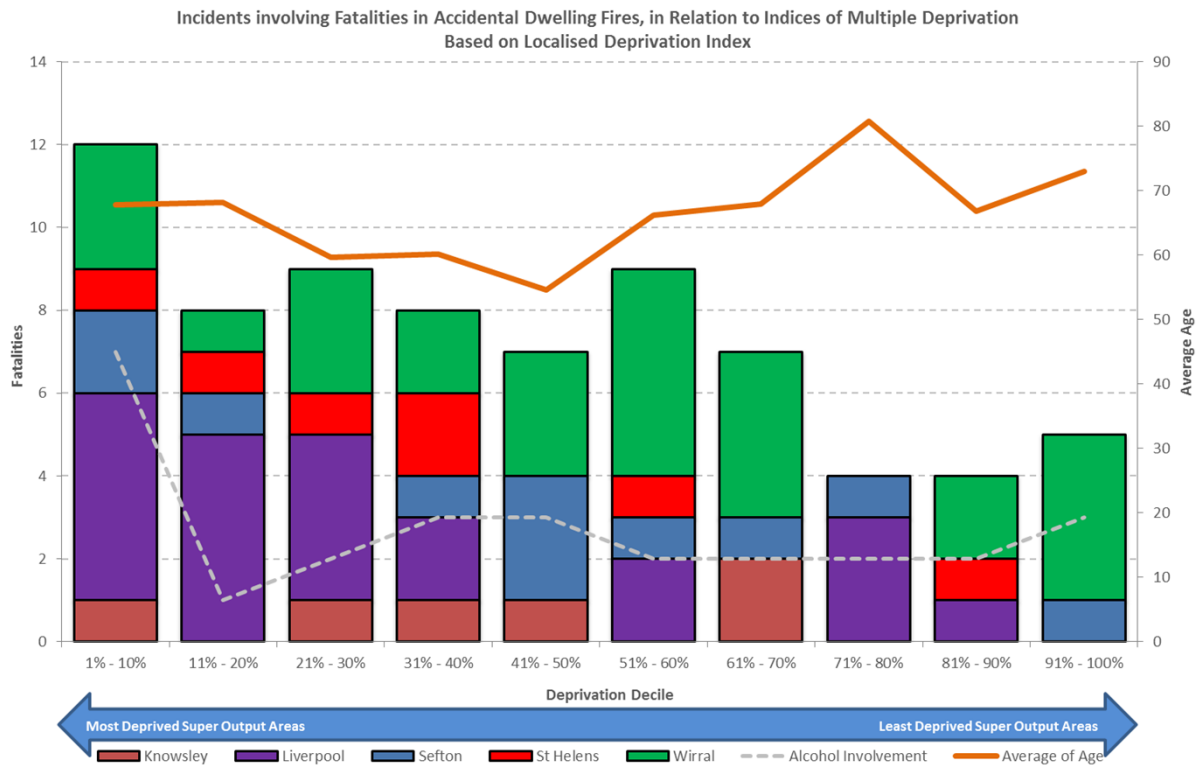


Chart 3 ranks the location of fire fatalities to the level of deprivation in the area in which the incident took place using Indices of Multiple Deprivation 2015 (IMD). Utilising a localised⁷ deprivation index, the chart demonstrates that as deprivation increases the number of fire deaths gradually increase.

When analysed at a district level;

- Fire deaths in Liverpool tend to occur in areas of higher deprivation.
- Wirral has a sporadic pattern, with concentrations occurring in moderately deprived areas between the 31%-40% and 61%-70% deciles. Additionally there are more fatal incidents occurring in areas of areas of less deprivation, with 15 incidents taking place in the 50% least deprived areas (including 4 in the least deprived decile) and 12 incident taking place in the most deprived areas.
- St Helens and Knowsley have generally had fatalities within the more deprived 50% of deciles.

⁶ As per the CLG document Indices of Multiple Deprivation 2015

⁷ Please refer to Appendix A to view a comparison of fatalities based on the localised deprivation index and against the National (English) index.

- Sefton has a different pattern with a grouping of fatal incidents occurring in the moderately deprived 41%-50% decile. Within Sefton, 7 fatalities took place within the 50% most deprived areas and 4 took place in the 50% least deprived areas.

The chart also identifies the average ages of the victims by each deprivation decile group. In general terms the chart identifies that fatal fire victims in deprived areas tend to be younger. By contrast, in less deprived areas victims tend to be slightly older.

The average youngest age of victim was in the moderately deprived 41%-50% decile, a difference of 11 years when compared to the 51%-60% decile⁸.

Also included on the chart is the count of incidents where alcohol had an influence on the victim, by each deprivation decile. The chart identifies that alcohol consumption plays a key role at each end of the deprivation spectrum, for instance within the most deprived decile, 7 from 12 incidents were related to alcohol. Likewise within the least deprived decile, 3 from 5 incidents involved alcohol consumption.

5.2.2 Smoke Alarm Analysis

Smoke alarms provide an important early warning to residents should a fire occur within a property. It must be emphasised that in the vast majority of incidents the actuation of a smoke alarm can and does save lives; however this is not always the case, as personal mitigating circumstances like: mobility, prescription medicines and alcohol consumption can impede a victim escaping regardless of the actuation of a smoke alarm.

The following section analyses the performance of smoke alarms as well as whether a HFSC (Home Fire Safety Check) had taken place.

Table 5: Smoke Alarm Functionality & HFSC Status

Status	HFSC			%
	Yes	No	Total	
Fitted & Operated	37	4	41	56.2%
Fitted Did Not Operate	4	2	6	8.2%
Fitted No Batteries		5	5	6.8%
Fitted Unknown if operated	4	3	7	9.6%
None Fitted		12	12	16.4%
None Fitted (refused Smoke Alarm on visit)	1		1	1.4%
Unknown ⁹		1	1	1.4%
Grand Total	46	27	73	

Table 5 identifies that in the majority of properties (41 or 56.2%) a smoke alarm was fitted and operational. In 6 cases the smoke alarm was fitted and failed to operate, though this is possibly due to the nature / severity of the fire itself or the positioning of the smoke detector.

⁸ Analysis has taken place as to whether the Super Output Areas contained within the 41%-50% deciles were younger on the whole than other deciles, but there is no significant evidence to back this up.

⁹ Due to the level of damage to the property during the incident, it is unknown whether or not a smoke alarm was installed in the property

In 5 properties (6.8%), there were smoke alarms fitted, but with no batteries therefore not providing the early warning system a smoke alarm provides, additionally in all 5 cases a HFSC had not taken place. Also of note, is that in 13 cases (17.8%) there was no smoke alarm fitted - meaning no early warning system being available in the property.

When analysing smoke alarm functionality against HFSC status, 63% (46 from 73) of properties had previously had a HFSC. Of these properties; 41 had a smoke alarm fitted which operated. 27 properties (37%) did not have a HFSC prior to the incident.

There were 13 properties where no smoke alarm was fitted, in one case the occupier refused the HFSC and smoke alarm, though it should be noted that though the individual refused the visit; MFRA still had contact with that person.

5.2.3 Ignition Source

Table 6: List of Fatal Incident Ignition Sources

Ignition Source	Detail	Total
Smokers Materials	Smokers materials	36
	Subtotal	36
Careless Use Of Heating Appliance	Combustibles left too close to electrical heater	6
	Bedding falling onto gas fire	3
	Coal or spark from open fire	1
	Overheating of wheat bag in microwave prior to placing in bed	1
	Combustibles left too close to gas fire	1
	Electrical heater knocked over and ignited curtains	1
	Paper taper used to ignite gas fire dropped onto clothing	1
	Subtotal	14
Cooking	Chip pan left unattended in kitchen	1
	Combustible materials left on hob	1
	Cooking - accidental ignition of clothing	3
	Cooking - misuse of microwave	1
	Cooking - unattended food left on hob - misadventure	4
	Subtotal	10
Candles	Candles	6
	Subtotal	6
Electrical Fault	Electrical	1
	Mains electric fault overload	1
	Overloaded e-cigarette battery leading to rupture	1
	Overloaded multi-tap	1
	Fault with old wiring	1
	Subtotal	5
Radiated Heat	Heat lamp igniting combustible materials	1
	Radiated heat - from table top lamp	1
	Subtotal	2
Grand Total		73

Table 6 lists the ignition sources along with limited detail concerning the circumstance. During the ten year period analysed *Smokers Materials* account

for 36 incidents, equal to 49.3% of fire death incidents. *Careless use of Heating Appliances*¹⁰ follows, with 14 deaths and *Cooking* with 10 deaths.

The average age of victims; where the cause of the fire was related to the *Careless Use of Heating Appliance* was 78 years. The average age where *Smokers Materials* were involved was 64 and *Cooking* was 57. Therefore data suggests that the elderly are more likely to be involved in a fire where the *Careless Use of Heating Appliance* has taken place.

5.2.4 Room of Origin and Ignition Source

Table 7: Room of Origin with Ignition Source and whether alcohol consumption had taken place prior to the incident

Room Of Origin	Ignition Cause	Total	Of which involved consumption of Alcohol		
			Yes	No	Unknown
Living Room	Smokers Materials	18	9	8	1
	Careless Use Of Heating Appliance	10	2	8	
	Candles	3	1	2	
	Radiated Heat	1		1	
	Sub Total	32	12	19	1
Bedroom	Smokers Materials	14	5	8	1
	Careless Use Of Heating Appliance	4		4	
	Candles	2	1	1	
	Electrical Fault	2	1	1	
	Radiated Heat	1		1	
Sub Total	23	7	15	1	
Kitchen	Smokers Materials	2	1	1	
	Cooking	9	4	4	1
	Electrical Fault	2	1	1	
Sub Total	13	6	6	1	
Hallway	Smokers Materials	1		1	
	Electrical Fault	1		1	
Sub Total	2		2		
Bedsit (Open plan sleeping and living area)	Smokers Materials	1	1		
	Sub Total	1	1		
Bathroom	Candles	1	1		
	Sub Total	1	1		
Caravan	Cooking	1		1	
	Sub Total	1		1	
Grand Total		73	27	43	3

Table 7 provides a breakdown of the fire's room of origin, its respective ignition source and whether a victim was under the influence of alcohol¹¹ at the time.

¹⁰ Usually involves the ignition of clothing, or other ignitable articles placed too close to a piece of heating equipment, for example a gas fire or electric heater

¹¹ A further piece of analysis was conducted analysing whether the use of Alcohol was influenced by gender. The analysis identified that the use or not of alcohol was relatively similar between males and females with 17 male victims and 13 female victims.

The table identifies that *Smokers Materials* have a root cause in the majority of fires in the *Living Room* and *Bedroom*; with the *Careless Use of Heating Appliance* also being common to these rooms.

27 (37%) of fatal incidents are linked to the consumption of alcohol. Where alcohol consumption is combined with *Smokers Materials*, then 43.2% (16 out of 36) of incidents are linked to this combination of factors.

Within the *Living Room*, approximately a third (12 or 37.5%) of fatal fire incidents involved the consumption of alcohol. A similar trend also occurred for the *Bedroom*, where 30.4% (7) fatal fire deaths were related to alcohol consumption.

Within the *Kitchen*, *Cooking* and its associated activities, is the most common cause of fatal fire incident with 9 overall, though 4 of these still involved the consumption of alcohol.

5.2.5 Fatalities by Year and Ignition Source

Chart 4: Breakdown of Ignition Source by Year

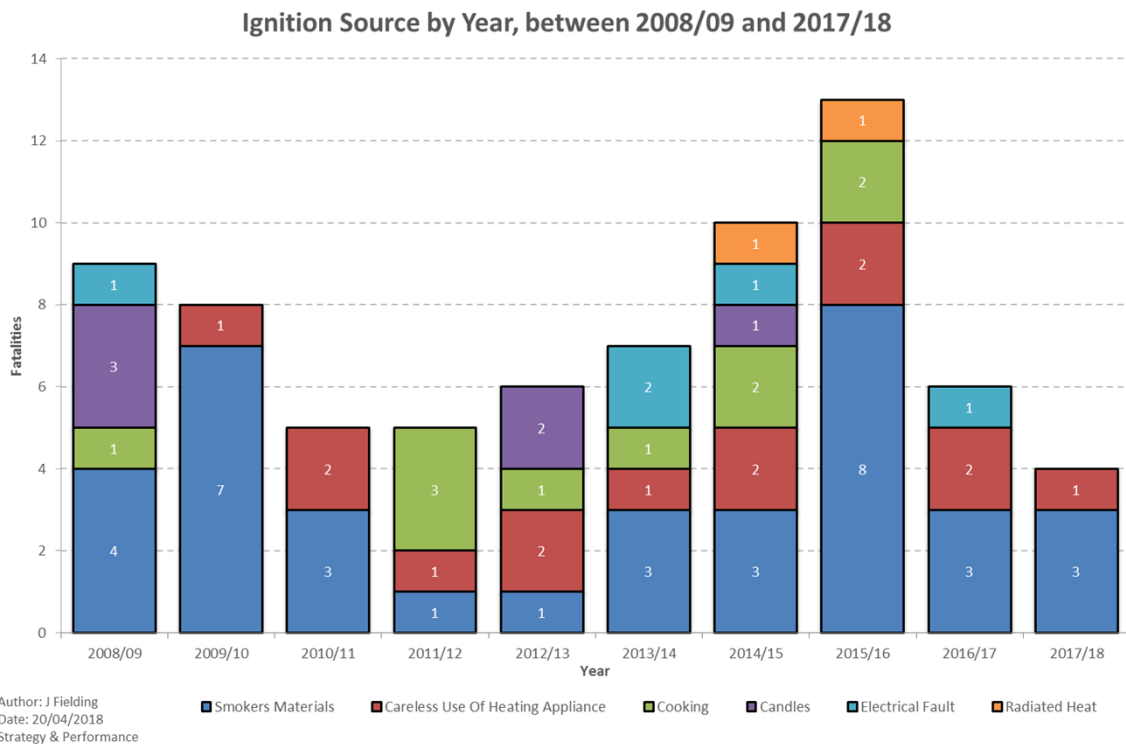


Chart 4 provides an annual breakdown of the ignition sources involved in fatal fires. The chart identifies that fatal incidents relating to *Smokers Materials* (blue) had been consistently high between 2008/09 and 2010/11, after this period fire deaths fell markedly until 2013/14, when they begin to rise again. During 2015/16, fatal incidents caused by *Smokers Materials* rose to their highest level, with 8 incidents attributed to this cause. Incidents involving *Careless Use of Heating Appliances* (red) have remained relatively consistent.

Fatal incidents linked directly to *cooking* and cooking practices (green) have fluctuated between the years, with the exception of 3 incidents during 2011/12. As a result of this peak, Fire and Rescue service personnel have used targeted campaigns promoting fire safety in the kitchen. For the past two years there have been zero fire deaths related to cooking.

5.2.6 Fatalities by Month and Ignition Source

Chart 5: Fatal Fire Incidents by Month and Ignition Source

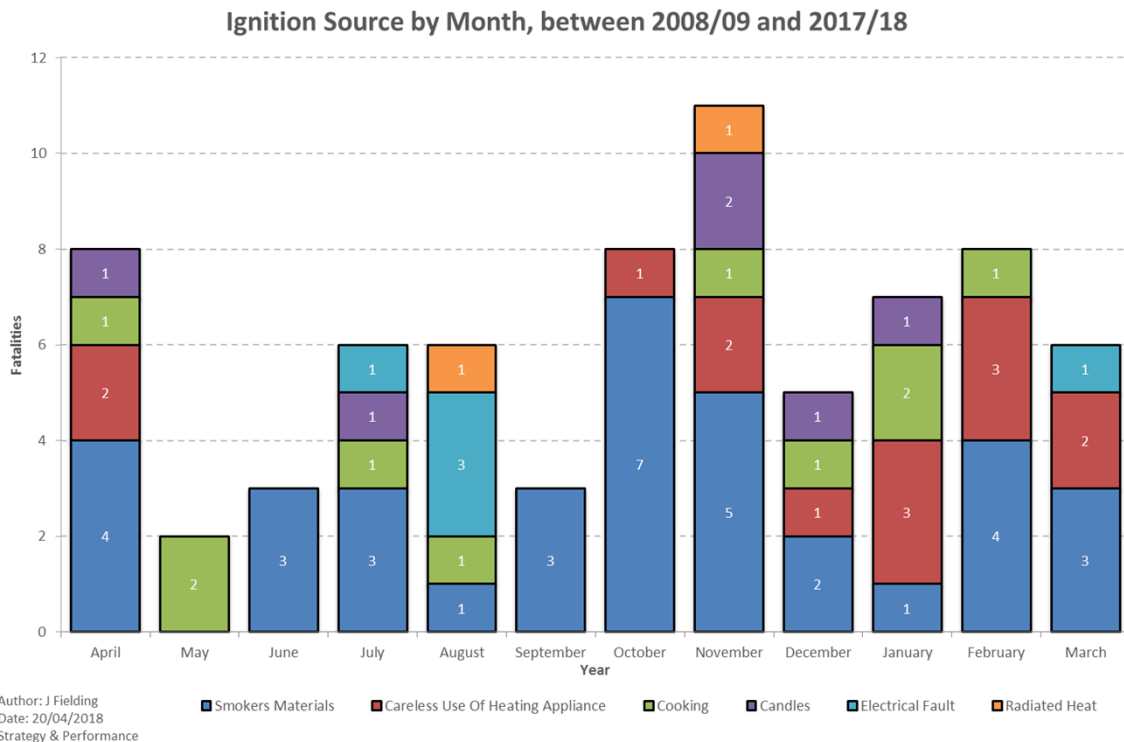


Chart 5 identifies that there are more fatal fire incidents taking place during quarters 3 (Autumn) and 4 (Winter).

When *Smokers Materials* are analysed by quarter; the overall numbers of fatalities are relatively consistent, with: 7 incidents in Quarter 1, 7 in Quarter 2, 14 in Quarter 3 and 8 in Quarter 4.

Fatalities involving *Smokers Materials* are at relatively low levels during the spring and summer months, especially during May. The months of: October, November, April and February have the highest counts. Concerning these incidents; alcohol consumption has been analysed to determine whether it is a motivating factor, but there is little evidence to suggest that this is true.

During winter / early spring; when the weather is most inclement - *Careless Use of Heating Appliance* is more common.

Cooking related deaths are sporadic, forming little pattern.

5.2.7 Fatalities by Day of the Week and Ignition Source

Chart 6: Fatalities between 2008/09 and 2017/18 by day of the week

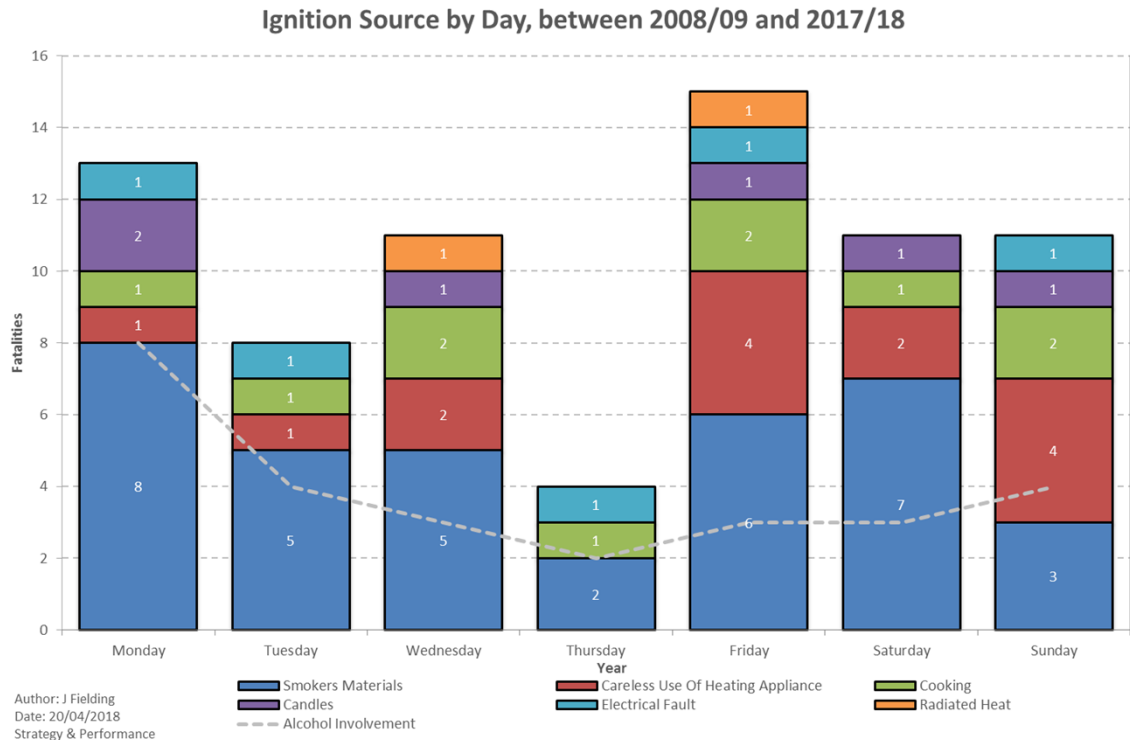


Chart 6 provides an analysis of accidental dwelling fire fatal incidents by day of the week. The chart identifies two peaks, with 13 deaths occurring on Mondays and 15 deaths on Fridays.

As mentioned throughout this report, *Smokers Materials* are the most common cause of fatal fire incidents. Chart 6 identifies that on each day, *Smokers Materials* were responsible for the simple majority of fatal incidents, with the exception of Sunday.

Concerning fatal incidents taking place on a Monday, 8 from 13 incidents involved alcohol consumption as a contributory factor. On a Friday however, only 3 of the 15 incidents, listed alcohol consumption as being a contributory factor.

5.2.8 Analysis of Incidents by Time of Call

Chart 7: Fatalities by hour and whether Alcohol Consumption was involved during the incident

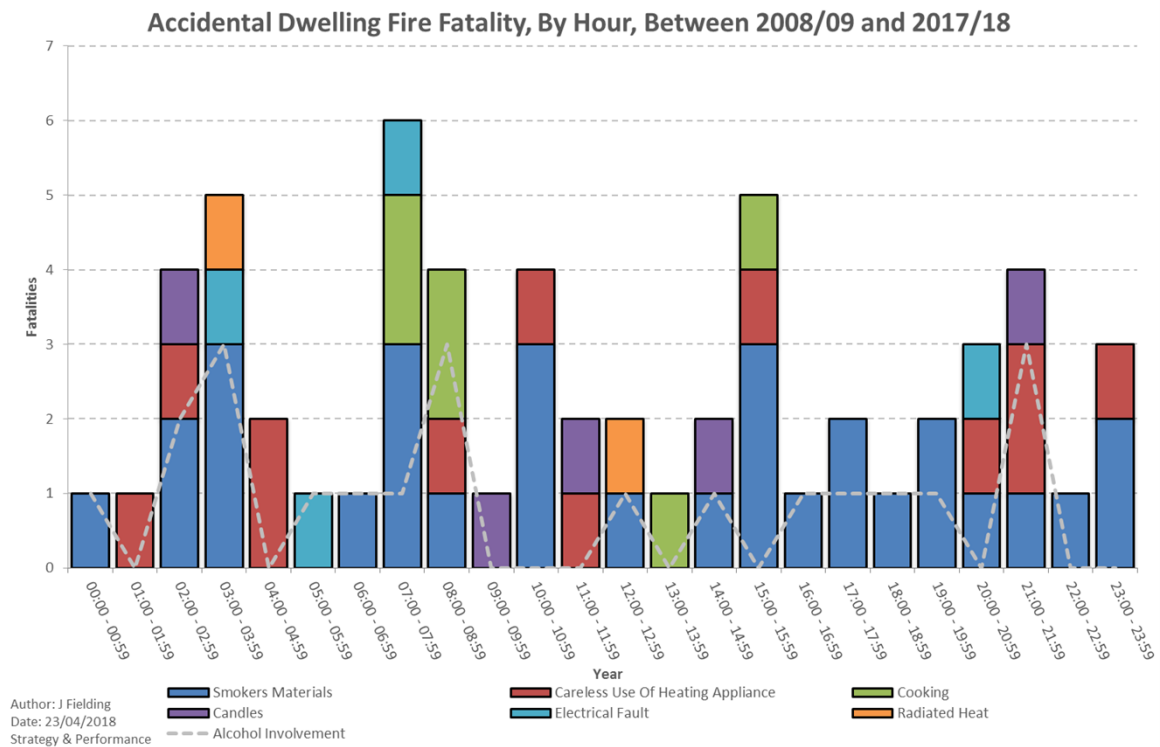


Chart 7 provides an overview by hour¹² of when a fatal fire incident has taken place. The chart also details the ignition source and whether alcohol consumption had taken place.

In summary the chart provides the following findings:

- Peaks in incidents occur between 07:00 to 08:59, 02:00 to 03:59 and 15:00 – 15:59.
- Alcohol consumption and fire death tend to occur in the early hours (02:00 – 03:59), the morning (08:00 – 08:59) and the evening (21:00 – 21:59). Relatively few incidents take place during the afternoon.
- Between 02:00 and 03:59; 5 incidents were related to alcohol consumption, 3 of which also involved *Smokers Materials*.
- Between 07:00 and 08:59, cooking is a common source of ignition; as such, 2 of the 4 incidents involved alcohol consumption as a possible causal factor.

¹² Does not include late calls

6. Appendices

6.1 Appendix A

Chart 8: Comparison of Fatalities by Deprivation using Localised Deprivation and National IMD Indexes

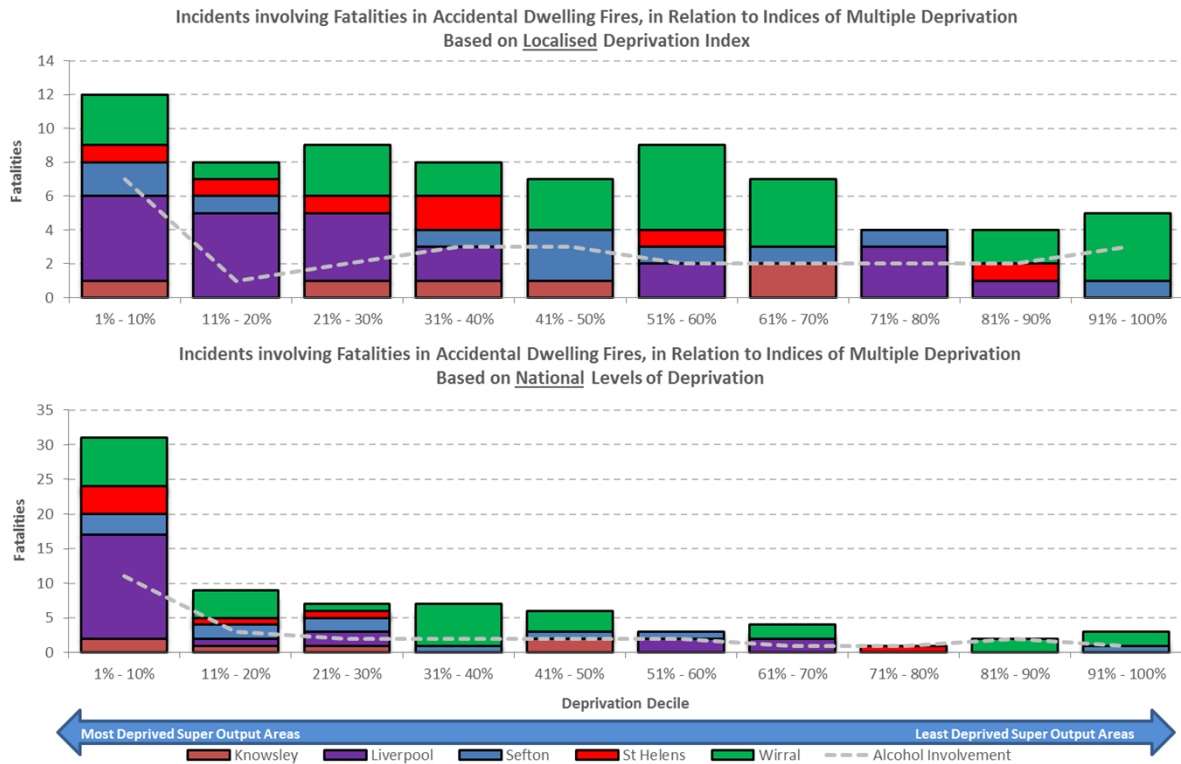


Chart 8 ranks the location of fire fatalities to the level of deprivation in the area the incident took place in, using Indices of Multiple Deprivation 2015 (IMD). Concerning the localised deprivation index, the chart demonstrates that as deprivation increases the number of fire deaths gradually increase. When the same data is placed into the context of National Deprivation, the chart clearly shows that the 1-10%¹³ deprivation decile has disproportionately high levels of fire death when compared to the localised index.

¹³ This skewing is likely due to that Merseyside does have a high number of Super Output Areas within the 10% most deprived areas of England

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/050/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	AM GUY KEEN	REPORT AUTHOR:	KEVIN JOHNSON TEL: 4424
OFFICERS CONSULTED:	GM MARK THOMAS		
TITLE OF REPORT:	HOME SAFETY STRATEGY 2018-2021		

APPENDICES:	APPENDIX A: HOME SAFETY STRATEGY 2018-2021
	APPENDIX B: HFSC STRATEGY EVALUATION
	APPENDIX C: OLDER PERSONS DAY INFOGRAPH

Purpose of Report

1. To inform members of the progress made in relation to the Home Safety Strategy 2015-2018 and the contents of the Home Safety Strategy (HSS) for 2018-2021).

Recommendation

2. That Members note the progress made during the implementation of the Home Safety Strategy 2015-2018; and
3. That Members approve the contents and direction that are set out in the Home Safety Strategy for 2018-2021 which is attached as Appendix A to this report.

Introduction and Background

4. The Home Safety Strategy 2015-2018, which was approved in November 2015, has been reviewed and refreshed to enhance the already targeted approach adopted by Merseyside Fire and Rescue Authority (MFRA).
5. The 2015-2018 Strategy was introduced against a backdrop of increasing fire deaths, accidental dwelling fires and heightened social care challenges with the introduction of the Care Act 2014. Responding to evaluation of incidents and associated fatalities, a key driver of the strategy was the focus on those over 65 years of age, particularly those living alone, who were known to other agencies.
6. To achieve this, the Service utilises NHS over 65s (Exeter) data, overlaid with adult social care data in order to target individuals deemed to be most at risk.

7. Members will recall MFRA were instrumental in ensuring that this data was made available for all Fire and Rescue Services' nationally.
8. More recently in partnership with local health (NHS/PHE) and social care partners, MFRA has expanded the scope of its Home Fire Safety Check; to incorporate health assessments and brief advice in order to enhance its existing fire safety interventions. These 'Safe and Well' visits are focused on those deemed high risk, following direct referral or through a Home Fire Safety Check.
9. Since May 2017 MFRA Vulnerable Persons Advocates (VPA) have conducted 10,486 'Safe and Well' visits to residents who were identified as vulnerable or at greater risk of fire.
10. Over the same period, Operational Crews delivered 126,091 Home Fire Safety Checks (HFSC) targeting those over 65's that live within Merseyside.
11. These visits are complemented by additional activity and campaigns which are undertaken post-fire or on the basis of national campaigns.
12. During the delivery period of the HSS 2015-2018, Merseyside Fire and Rescue Authority (MFRA) reported a reduction in fire fatalities from 16 to the lowest recorded figure of 4.
13. Over the same period accidental dwelling fires fell from 1088 to 928.
14. The scope of the revised HSS 2018-2021 will look to build on the success of the previous strategy, and will concentrate on the following areas:
 - An intelligence led and targeted approach to individuals at risk of fire in the home;
 - Quality assuring the service delivery of our staff to ensure high quality, effective interventions;
 - Delivering out Home Safety Strategy to align with the National Fire Chiefs Council (NFCC) and HM Government campaigns;
 - Influencing the use of Assistive Technology to support vulnerable individuals;
 - Collaborative working to ensure residents safety in specialised housing, registered providers and the private rented sector; and
 - Effective safeguarding of adults and children at risk.
15. To evaluate the impact of the Home Safety Strategy the Service has recently introduced a, quality assurance loop using the evaluation toolkit. To achieve a representative sample, 381 responses to a telephone questionnaire are required. At the time of report, a representative sample of 107 responses have been received and this monitoring report is attached at Appendix B.
16. In addition to this work other data analysis has been used to evaluate the strategy including incident data, fatality reports and research undertaken

independently by Liverpool John Moores University to consider the impact of the strategy.

17. The day to day activity undertaken by operational crews and prevention staff is enhanced by our volunteers and organisational campaigns. By way of example on 1st October 2018, MFRA participated in the United Nations International Day of Older Persons. Approximately 80 staff, authority members, local councillors, senior officers and principal managers teamed up with fire crews and prevention teams in visiting older persons. Activity was targeted using Exeter Data and facilitated by Prevention Managers from four Prevention Stations with the support of all community fire stations.
18. Six hundred and eighty six (686) HFSC visits were completed and over 1,000 properties were visited. This is shown on the infographic attached at Appendix C to this report.
19. To further promote and increase the reach of the engagement and interventions delivered by MFRA, the Community Risk Management Department (CRM) has worked closely with Corporate Communications to utilise and maximise the impact of social media more effectively.
20. The Safe and Well pilot is currently being evaluated by Liverpool John Moore's University (LJMU) and the outcomes of this research will be reported to the Strategic Leadership Team (SLT) for further consideration.

Equality and Diversity Implications

21. The HFSC form captures key Equality and Diversity data which is utilised to ensure delivery against our equality duty. The outcomes are reported to the Strategy and Performance Strategic Board.

Staff Implications

22. CRM continue to engage with all staff to ensure that the HSS 2018-2021 is effective and that where appropriate staff competencies are met through training and Continual Professional Development.

Legal Implications

23. Where appropriate, CRM will always consult with Legal and Procurement in the delivery of the strategy.

Financial Implications & Value for Money

24. There are no financial implication within this report.

Risk Management, Health & Safety, and Environmental Implications

25. Extensive training and awareness has been delivered to MFRA staff ensure compliance with GDPR.

26. MFRA continue to trial and consider appropriate and relevant devices to support lone working in the community.

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

27. MFRA continue to adopt a risk based approach to target, identify and engage with the most vulnerable and at risk individuals in Merseyside in order to reduce the risk of fire in the home.

BACKGROUND PAPERS

CFO/025/2017 Home Safety Strategy Update 2016/17

GLOSSARY OF TERMS

HSS	Home Safety Strategy
MFRS	Merseyside Fire and Rescue Service
MFRA	Merseyside Fire and Rescue Authority
VPT	Vulnerable Persons Team
FSD	Fire Service Direct
CRM	Community Risk Management
HFSC	Home Fire Safety Check
NFCC	National Fire Chief's Council
LJMU	Liverpool John Moore's University
SLT	Strategic Leadership Team



Merseyside Fire & Rescue Authority

Home Safety Strategy 2018-2021

Document Version Control

Issue No	Date	Issued by
1.0	15/06/2018	Kevin Johnson (CRM)

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1. INTRODUCTION

The Vision of Merseyside Fire and Rescue Service (MFRS) is “Safer Stronger Communities – Safe Effective Firefighters”.

The purpose of this strategy is to provide a framework to direct the delivery of MFRS resources for the purpose of preventing accidental dwelling fires and associated fatalities or injuries in line with the Services Integrated Risk Management Plan (IRMP).

This strategy is underpinned by the following key principles we will:

1. Ensure our Operational Crews and Prevention staff deliver effective interventions by engaging with our communities to inform and educate people on how to reduce the risk of fire.
2. Ensure our prevention staff receive the relevant skills, training and equipment to deliver high quality, value for money interventions to the communities of Merseyside.
3. Work with our partners and our communities to protect those most at risk from fire through targeted local risk reduction interventions, ensuring MFRS adheres to the Making Every Contact Count (MECC) principles in the interests of promoting health and well-being.
4. Understand and know our communities to help us to prioritise delivery to those most vulnerable to fire and in doing so meet the needs of the diverse communities across Merseyside.
5. Ensure our staff operate in accordance with the law and within the MFRS ground rules, our values and our best practice principles.

Through our Prevention activities, we will contribute towards:

- Reducing the number of fatalities, serious injuries and Accidental Dwelling Fires (ADF).
- Identifying, targeting and visiting the most at risk community members through information sharing agreements and direct partner referrals.
- Ensuring through robust quality assurance, we will deliver professional, high quality and effective preventative interventions to the communities in Merseyside.
- Raising awareness of the importance of having working smoke alarms installed and fire safety education through targeted and meaningful HFSC visits.
- Providing improved quality of life and health and well-being for community members in Merseyside through Safe and Well interventions.
- Developing and sustaining a highly trained, high quality, effective and competent workforce.

2. SCOPE

To achieve our aims and deliver against these key principles, this strategy focuses on:

- An intelligence led and targeted approach to individuals who are vulnerable from the risk of fire in the home
- Quality assuring the service delivery of our staff to ensure high quality, effective interventions.
- Engaging relevant stakeholders to influence direct referral pathways
- Delivering our Home Safety Strategy to align with the National Fire Chiefs Council (NFCC) and HM Government campaigns
- Influencing the use of Assistive Technology to support vulnerable individuals

- Collaborative working to ensure residents safety in specialised housing, registered providers and the private rented sector
- Effective Safeguarding of Adults and Children at risk (in line with the MFRS Safeguarding Strategy).

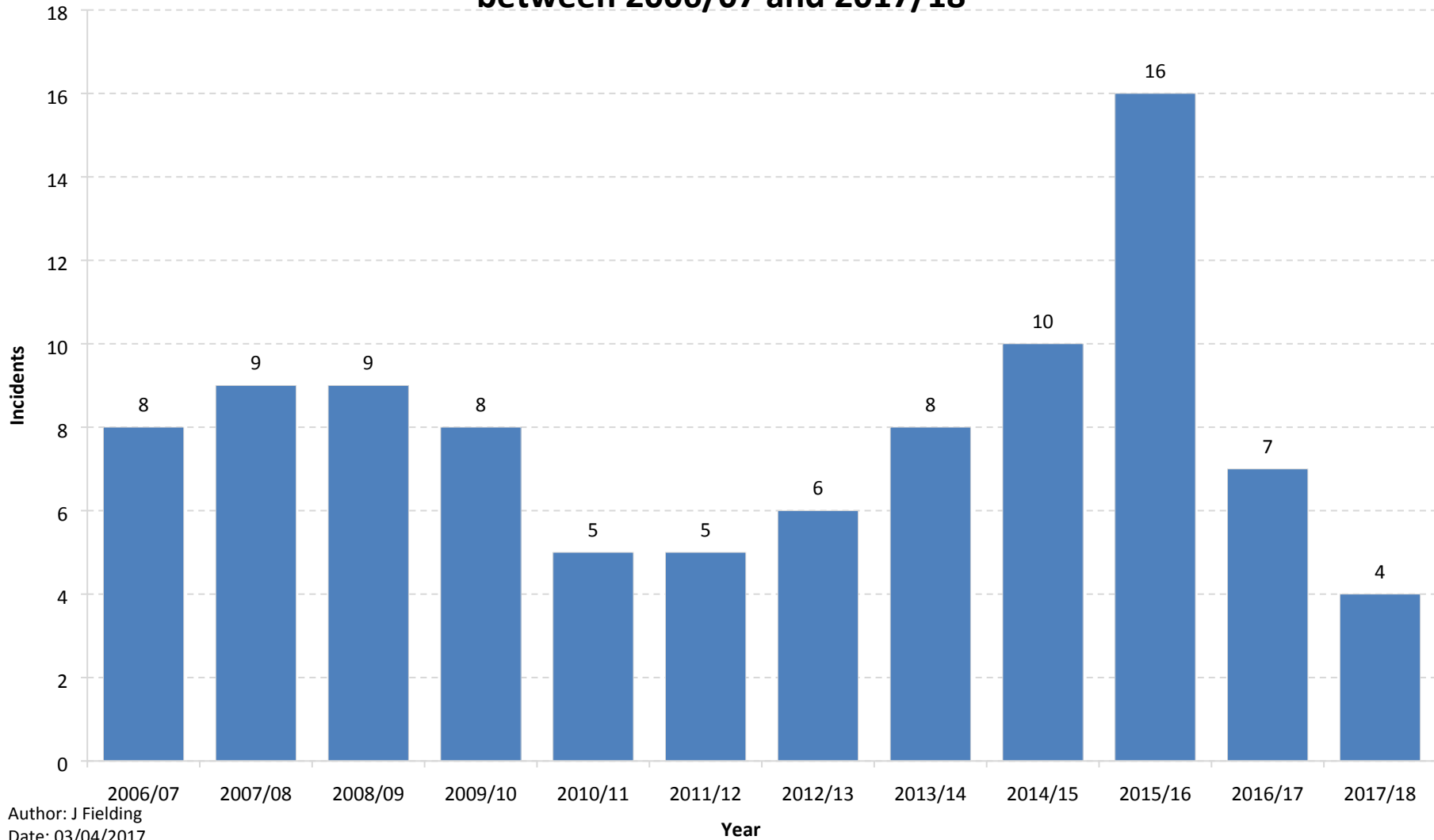
3. BACKGROUND

In the last 10 years there have been 78 fire fatalities in Merseyside and the *'Historical Analysis of Fatalities in Accidental Dwelling Fires between 2008/09 – 2017/18'* produced by our Strategy and Performance Team informs us that:

- The 78 fires deaths in Merseyside were attributed to 73 fire incidents.
- From 2012-13, the count of fatalities increased year on year leading to a 10 year high of 16 during 2015-16. With implementation of the Home Safety Strategy 2015-18, combined with new policy, practice and procedures which led to more effective and targeted working, fire deaths were reduced to 7 during 2016-17 to a new low of 4 during 2017-18.
- The risk of accidental dwelling fires increases with age, with 45-49 and particularly the 75 and above age groups being at the greatest risk.
- In 46 of the 73 properties (63%), a HFSC had been previously conducted and of those, 41 had had a smoke alarm that was fitted and operational.
- In 49 of the 78 fire fatalities, the deceased was the sole occupier and taking into account all other circumstances 55 (70.5%) were alone at the time the fire claimed their lives.
- Smoking remains the highest cause of fatalities with 36 of the incidents (49.3%) due to careless use of smoking materials, whilst 27 (37%) were also linked to alcohol consumption (average age 64 years old).
- The elderly are more likely to be involved in a fire where the careless use of a heating appliance has taken place (average age 78 years old).

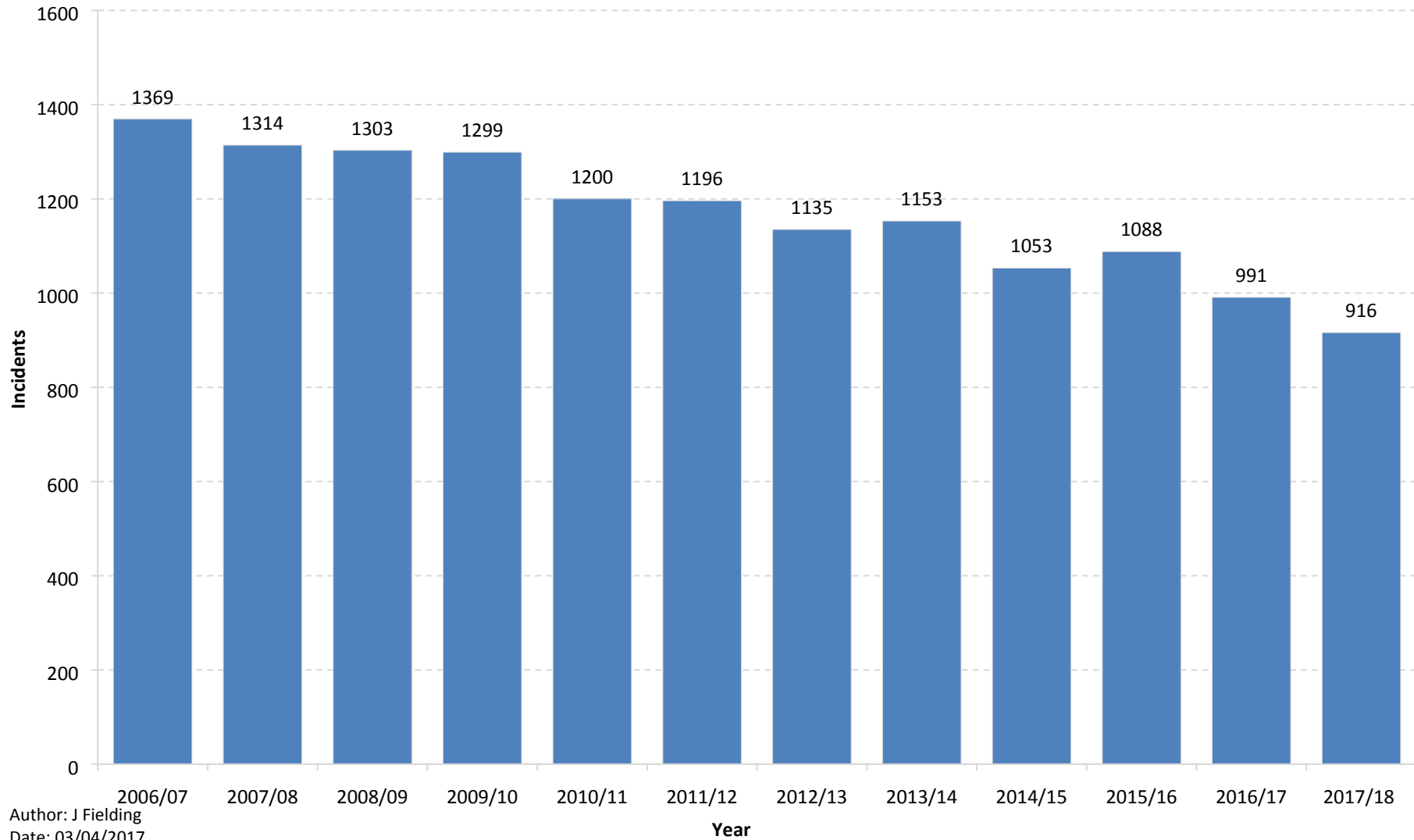
The data collected from these incidents allows us to identify common factors and use this information to influence the direction of our strategy and the manner in which we deliver our frontline preventative services.

Accidental Dwelling Fire Fatalities Attended between 2006/07 and 2017/18



Author: J Fielding
Date: 03/04/2017
Strategy & Performance

Accidental Dwelling Fires Attended between 2006/07 and 2017/18



Author: J Fielding
Date: 03/04/2017
Strategy & Performance

4. CURRENT APPROACH

The Home Safety Strategy 2015-2018 was introduced in response to the rise in fire fatalities, serious injuries and Accidental Dwelling Fires across Merseyside.

We understand that every fatality and serious fire has its own tragic circumstances and that many of these incidents could have been prevented through closer working with our partner agencies and other key stakeholders to identify those most at risk. Through sharing of this information, appropriate interventions can be offered to vulnerable people at the earliest opportunity.

Currently, Operational Crews use status reports that are populated by the use of NHS Exeter Data which targets individuals who are over 65 years of age and have either never been visited by MFRS, or not received a visit in the last two years to visit approximately 42,000 properties. Our target was to engage with over 70% of over 65's during our Home Fire Safety Check visits. Due the High Rise Campaigns delivered following the Grenfell Towers tragedy we completed 56% of over 65s, this is set against a national return of 53%.

In respect of high risk individuals, MFRS centralised the referral system which is managed by our Contact Centre Fire Service Direct (FSD). This has introduced a consistent and effective process that has seen service delivery increase by 50% with over 10,000 high risk visits delivered by Vulnerable Persons Advocates in 2017-18.

Whilst a targeted and intelligence led approach has proved successful, the power of a direct referral from a partner agency – detailing the exact issues and vulnerabilities - cannot be under estimated. This will form a main priority of this strategy.

5. OUR PLANS

The Home Safety Strategy will focus on a 'Person Centred Approach', ensuring that we 'Make Every Contact Count' when engaging with our community members. To achieve this we will:

- Ensure that prevention is at the very heart of our service delivery and that where possible, through appropriate and targeted intervention, we will engage with the most vulnerable people in Merseyside.
- Continue to work with partners to identify and target the most vulnerable people living in Merseyside and deliver proportionate interventions to raise awareness and keep them safe.
- Ensure that by collaborative working with our Equality and Diversity Team the Home Safety Strategy for 2018-2021 reflects and delivers against our diverse population in Merseyside, through meaningful engagement and by 'Knowing our Communities'.
- Work with the relevant partners to understand where our most vulnerable people are living in Registered and Private Rented accommodation. Through targeted campaigns we will ensure that these people live in accommodation that is fit for purpose and that their health and wellbeing is supported through our Safe and Well visit.
- Consider the use of Assistive Technology to support people to live safely and independently in their own property.
- Ensure our staff understand the Home Safety Strategy and have the relevant knowledge, skills and equipment to be able to deliver it efficiently and effectively.

6. OUR STRATEGY

Our strategy for 2018-2021 will build on the success we have achieved over the last three years and by using the analysis set out in the *'Historical Analysis of Fatalities in Accidental Dwelling Fires between 2008/09 – 2017/18'*, we will focus on the priority areas below:

PRIORITY ONE – AN INTELLIGENCE LED AND TARGETED APPROACH TO INDIVIDUALS AT RISK OF FIRE IN THE HOME

We will build on the collaborative work we are currently involved in with our partners to enhance our Vulnerable Persons Index (Status Reports) and through Information Sharing Agreements we will target properties that meet one or more of the criteria below:

- An individual aged over 65 who has never been visited or has not been visited in the last 24 months.
- An individual who is known to Adult Social Care.
- An individual who is known to Revenue and Benefits filtered by Disability.
- An individual who is known to Revenue and Benefits filtered by Lone Occupant.
- An individual known to have extreme mobility issues (i.e. registered with the Assisted Bin Scheme).

This will allow our Operational Crews to target those most at risk from fire in our communities and generate high risk visits for our Vulnerable Person Advocates to follow up by completing a more holistic Safe and Well visit. Additionally we will continue to consider other data sources that can enhance the intelligence led targeted approach.

Our desired outcomes for Priority One will be:

- A reduction in fatalities and serious injuries from Accidental Fires in the Home.
- A reduction in Accidental Dwelling Fires in Merseyside through appropriate fire safety education.

- Ensuring that properties visited by Merseyside Fire and Rescue Service have working smoke alarms installed.

PRIORITY TWO – ENGAGING RELEVANT STAKEHOLDERS TO INFLUENCE DIRECT REFERRAL PATHWAYS

We will ensure that Information Sharing Agreements provide us with an overarching view of high risk people living in Merseyside. We know the most effective way for us to identify high risk people and in turn be able to provide an appropriate preventative intervention at the earliest opportunity is through our partner agencies and other professionals working in the heart of our communities using a direct referral pathway to our Fire Service Direct contact centre to allocate to one of our Vulnerable Persons Advocates. In order to achieve this we will:

- Use our membership at strategic meetings to raise the awareness of our work and the benefits of early identification and intervention.
- Continue to engage with domiciliary care workers, housing provider frontline staff and other relevant partners who deliver services directly with vulnerable people to ensure they can identify fire safety issues and refer appropriately.
- Promote collaborative working to encourage where possible joint visits ensuring that all relevant key agencies are able to engage with vulnerable individuals.
- Through Safe and Well visits encourage a two way referral process with health professionals that identifies individuals who require partner assistance with their health and wellbeing.

Our desired outcomes for Priority Two will be:

- Ensuring the most high risk and vulnerable in our communities are identified and receive effective interventions at the earliest opportunity.
- To recognise and react appropriately the continued impact of an ageing population and people living independently in our communities.
- To work collaboratively to identify relevant interventions to reduce risk for vulnerable people.

PRIORITY THREE – DELIVERING OUR HOME SAFETY STRATEGY TO ALIGN WITH NATIONAL PRIORITIES

We will ensure that the lessons learned and evidence gathered from our fatal fires, serious injuries and accidental dwelling fires will continue to influence our service delivery and we will contribute to the national, regional and local agendas with our internal and external partners.

To achieve this we will:

- Continue to deliver high quality targeted Home Fire Safety and Safe and Well Checks to the community members in Merseyside.
- Continue to engage with partners to identify the most vulnerable individuals living within our communities ensuring there is a clear understanding of the referral pathway.
- Work with our internal partners to utilise the most effective methods of technology
- Plan and prioritise campaigns, including relevant internal and external partners to raise fire safety awareness in line with the NFCC, HM Government (formerly Fire Kills) and MFRS Equality and Diversity.
- Work with our Corporate Communications Team to maximise the effectiveness of our communications strategy, publicity and marketing to promote home fire safety messages to the communities of Merseyside and ensure that they are aware of the work and activities we are undertaking to make people safer from the risks of fire.
- To maximise opportunities to utilise volunteers to support the delivery of Home Fire Safety interventions in line with the Volunteer Strategy 2018-2021.

Our desired outcomes for Priority three will be:

- A reduction in fatalities and serious injuries and accidental dwelling fires.
- Raising awareness and the outcomes of our service delivery through strategic multi-agency meetings.

- Raising fire safety awareness in a dynamic, engaging and available model in line with national campaigns through social media and a collaborative approach with our Corporate Communications Team.

PRIORITY FOUR – INFLUENCING THE USE OF ASSISTIVE TECHNOLOGY TO SUPPORT VULNERABLE INDIVIDUALS

We will continue to explore the use of assistive, adaptive and rehabilitative devices for people who have mobility or cognitive impairments to ensure that vulnerable people in Merseyside are able to live independently and safely in their home through the use of assistive technology.

In order to achieve this we will:

- Engage with our private and public partners to identify emerging issues and explore potential solutions to keep people safe in their homes.
- Work with our application development team to identify effective applications to deliver preventative interventions.
- Engage with and contribute to the research and development National Fire Chiefs Council (NFCC) Assistive Technology Workgroup to inform Fire and Rescue Services nationally of the advances in technology available.
- Seek funding opportunities from our partners for the provision and installation of assistive technology equipment.

Our desired outcomes for Priority Four will be:

- To identify relevant technological interventions and equipment that will enable vulnerable people to live safely and independently in their own homes.
- To increase our performance through technological innovation, for example the introduction of mobile technology and intuitive management information systems to provide administrative support in a way that maximises front line delivery of fire safety interventions.

PRIORITY FIVE – ENGAGING WITH SPECIALISED HOUSING, REGISTERED PROVIDERS AND PRIVATE RENTED SECTOR

The NFCC launched ‘The Fire Safety in Specialised Housing’ guidance to reduce the risk of fire for vulnerable residents in Sheltered Accommodation, Extra Care and Supported Living. Its aim is to clarify and build upon existing working practices to adopt a person centred approach to identifying risks to vulnerable residents in these type of premises. Additionally, ‘The Smoke and Carbon Monoxide Alarm (England) Regulations 2015’ places a responsibility on Private Sector Landlords to have at least one working smoke alarm on every floor of their premises.

To achieve this we will:

- Work collaboratively with the MFRS Protection Team to support the responsible person for specialised housing in completing a person centred fire risk assessment for individuals who demonstrate the characteristics, behaviours and capabilities that may lead to a fire in the premises.
- Engage with Registered Providers and Private Rented Sector Landlords to identify tenants who are at risk of having a fire in their property.
- Work with Local Authorities, Registered Providers and Private Sector Landlords to raise fire safety awareness and environmental standards in the Rented Sector, particularly in accommodation above commercial premises.

Our desired outcomes for Priority Five will be:

- To improve environmental and safety standards within private rented properties and ensure vulnerable tenants receive a Home Fire Safety Check and understand the risk of fire in the home.
- To raise fire safety awareness and compliance levels in respect of the ‘The Smoke and Carbon Monoxide Alarm (England) Regulations 2015’ in the Private Rented Sector.

7. RESPONSIBILITIES

Responsibility for the delivery and monitoring of this Strategy rests with the following:

Area Manager Community Risk Management is accountable for the delivery and review of this strategy.

Group Manager Prevention is responsible for the development and delivery of all policies and procedures to support this strategy and for monitoring the achievement of all service delivery aims and objectives.

Community Risk Management staff are responsible for supporting the development and delivery of all policies, procedures and protocols that support this strategy.

All Service managers may have a role to play in terms of planning, organising and implementing an intelligence led approach and they should work closely with the Home Safety Team to ensure effective deployment of resources.

8. REVIEW AND EVALUATION

This strategy will be reviewed and evaluated on an annual basis to ensure that it continues to meet the needs of the Authority, business community and the people of Merseyside. Monitoring will also give confidence that the strategy delivers against its stated goals, is effective and provides best value to the communities of Merseyside.

Strategy Evaluation Document

The purpose of this document is to be a living document and is to be updated throughout the course of the piece of work that is being undertaken. It brings together the background, aims, outcomes and learning lessons of the work that you and your team are working to

Plan ID			
Plan Name	Home Fire Safety Check Strategy – Monitoring Report – 100 Responses		
Function	Community Risk Management – Prevention.		
Level	IRMP: <input type="checkbox"/>	Functional Plan: <input checked="" type="checkbox"/>	Other: <input type="checkbox"/>
	If other please specify:		

Project Structure

Plan Sponsor	AM Guy Keen
Plan Manager	GM Mark Thomas
Anticipated Completion Date	September 2018

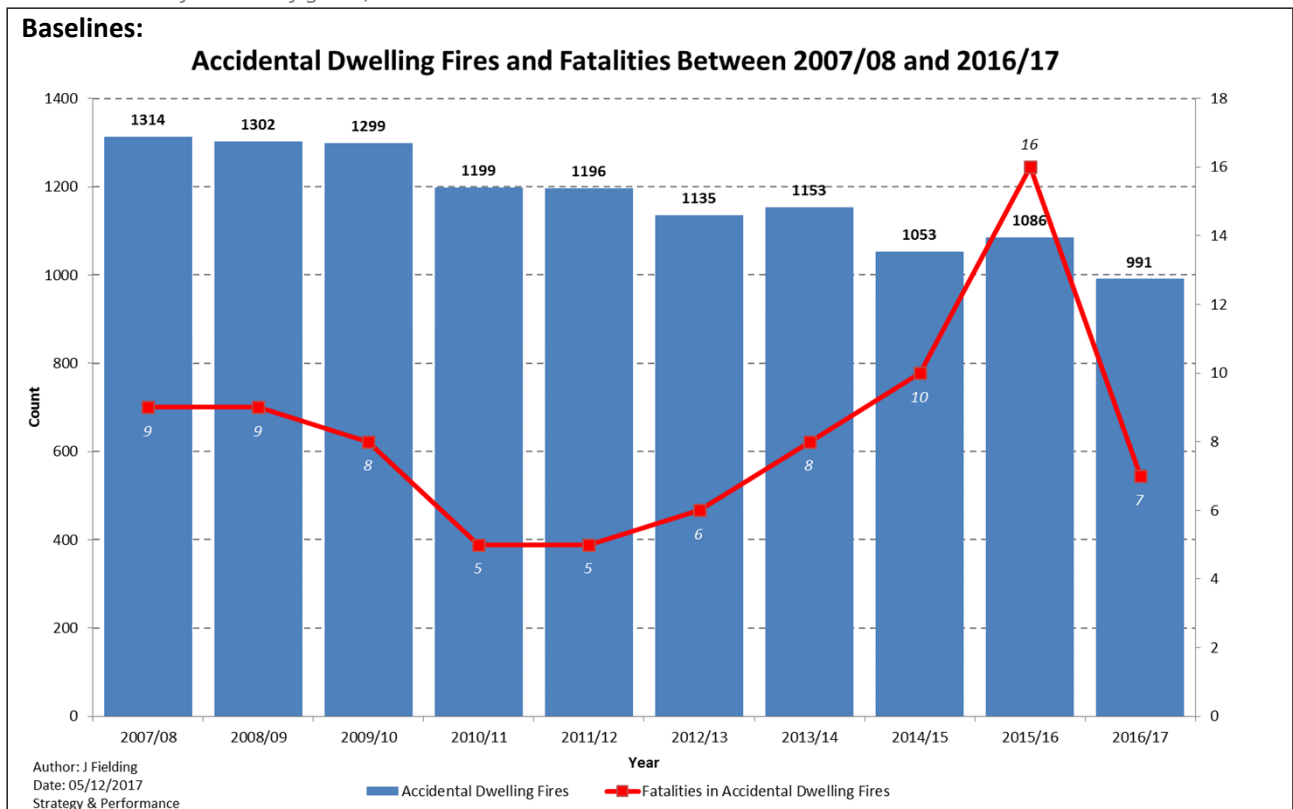
Brief

If this is from an IRMP or functional plan action, the brief from that document will suffice

Our Home Safety Strategy for 2015-18 and beyond takes into consideration the reduction in the number of fire appliances and operational staff available, the reduction in the number of advocates as a result of the support services review and the mitigation of those reductions included in the new work routines for operational personnel introduced in 2014. It also sets out our commitment to continuously strive to reduce the number of people who are killed or seriously injured due to accidental dwelling fires in Merseyside and ensure that each and every visit to a home counts.

Background Research Conducted

Include details of baseline figures, research and benchmarks



The chart identifies that over the 10 year time frame, Accidental Dwelling Fires have gradually reduced in count, with an overall reduction of 323 incidents or 24.6% over the period. Additionally the chart provides a retrospective of fatalities in accidental dwelling fires over the past 10 years. The chart identifies that over this period, fatalities have fluctuated. Prior to 2010/11, it appeared that accidental dwelling fire fatalities were on a downward trend, only for an upward trend to occur between 2012/13 and 2015/16. 2016/17 had 7 fatalities which breaks the previous upward trend.

Accidental Dwelling Fire Fatalities between 2007/08 and 2016/17 (with fatalities per 100000 population)

Age group	Male	Female	Total
5-9	0 (0)	1 (0.3)	1 (0.1)
25-29	0 (0)	2 (0.4)	2 (0.2)
35-39	1 (0.2)	0 (0)	1 (0.1)
40-44	4 (0.9)	2 (0.4)	6 (0.6)
45-49	4 (0.8)	7 (1.4)	11 (1.1)
50-54	5 (1.1)	2 (0.4)	7 (0.7)
55-59	1 (0.2)	3 (0.7)	4 (0.5)
60-64	4 (1)	1 (0.2)	5 (0.6)
65-69	2 (0.6)	2 (0.6)	4 (0.6)
70-74	4 (1.5)	1 (0.3)	5 (0.9)
75-79	8 (3.7)	3 (1.1)	11 (2.2)
80-84	3 (2.2)	8 (3.7)	11 (3.1)
85+	9 (9.9)	6 (2.9)	15 (2.7)
Total	45 (0.7)	38 (0.5)	83 (0.6)

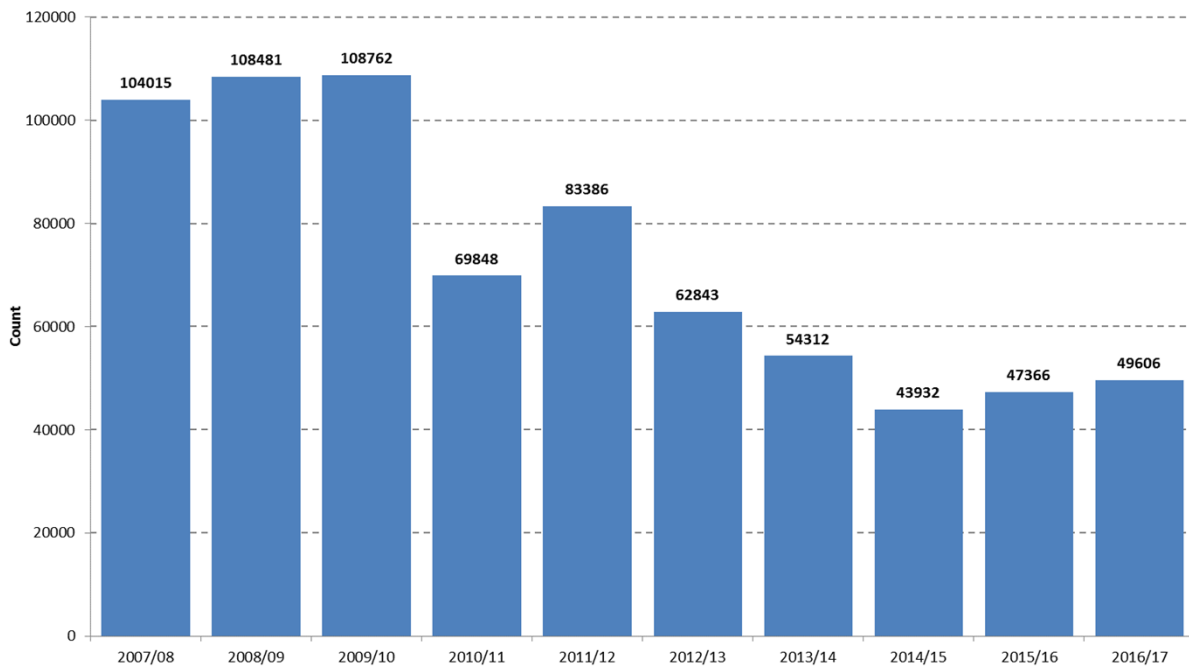
The table provides the count of fire deaths by age and gender along with the ratio of fire deaths per 100,000 head of population. The table identifies several age groups at greatest risk from a fatality in an accidental dwelling fire, including the: 45-49, 75-79, 80-84 and 85+ age groups.

When the ratio of deaths to proportion of population is taken into account it is apparent that with age the risk of mortality as a result of an accidental dwelling fire increases significantly. Applying a regression analysis to the available data a R2 value of 0.53 is achieved indicating a moderate statistical link between age and fire related mortality.

There is a slight bias towards male victims with 45 fatalities. Female victims accounted for 38 accidental dwelling fire fatalities.

For further in depth analysis concerning fatalities as a result of Accidental Dwelling Fires please refer to the appendices

Home Fire Safety Checks Completed Between 2007/08 and 2016/17



Author: J Fielding
Date: 05/12/2017
Strategy & Performance

The chart identifies that from a high of 108762 Home Fire Safety Checks (HFSC) being conducted during 2009/10, the number of HFSCs conducted has fallen. This reduction is an impact of budget cuts, which have resulted in a fall in the amount of available resources. As a result the “one size fits all”, blanket approach was not sustainable and has been replaced with a targeted approach; focusing on older people. This approach has been adopted in the Home Safety Strategy.

Evaluation Deliverables / Targets

Have targets been set prior to the work being undertaken, if so what are they?

What would success look like?

How does this piece contribute to the Mission Statement?

Performance Targets

On an annual basis targets are set for the count of Accidental Dwelling Fires, Fatalities, Injuries and Home Fire Safety Checks completed. The targets for 2017/18 are detailed as follows:

PI	Narrative	Objective	Target 2017/18
DC11	Number of accidental fires in dwellings	↓# ●	1046
DC12	Number of fatalities from accidental dwelling fires	↓# ●	8
DC13	Number of injuries from accidental dwelling fires	↓# ●	114
DC28	Total number of Home Fire Safety Checks (HFSC's) completed including: Station, Prevention and Other	↑# ●	51275
DC31	Total number of Home Fire Safety Checks (HFSC's) completed by Operational Station Personnel	↑# ●	41275
DC32	% of HFSC completed by Operational Station Personnel, that have been identified from Status Reports	↑% ●	60.0%
DC34	% of HFSC's carried out by stations that were high risk	↑# ●	QA
DC35	Number of HFSC's completed by - Other Agencies / Partners / Volunteers	↑# ●	2500
DC37	Number of Safe and Well visits carried out by prevention officers	↑# ●	7500

During Quarter 4 2017/18, a post Safety Visit satisfaction survey went live, with Fire Service Direct contacting recipients of Safety Visits (including HFSC's, Safe and Well etc) and gauge amongst other things – whether the occupier feels safer as a result of the visit.

On top of the quantitative (performance) aspects there was a knowledge gap in qualitative feedback from members of the public that have received our services. Currently a lot of feedback is based on testimony from members of the public as well as anecdotal feedback recorded during a safety visit. As such during the winter of 2017/18 MF&RS are to introduce a telephone survey, where recipients of safety visits are contacted and asked about their feedback. This feedback will feature in this evaluation.

Evaluation Methodology and Checklists:

What information was collected?

Are you interested in the opinions of persons affected? Incident counts or Costing's? A mixture of both?

Detail what information was collected and why

Performance Data including counts of:

- Counts of Accidental Dwelling Fires
- Counts of Injuries as a result of Accidental Dwelling Fires

- Counts of Fatalities as a result of Accidental Dwelling Fires
- Counts of Home Fire Safety Checks Completed
- Counts of Safe and Well Visits
- Feedback from the Telephone Survey, including E&D questions

Where did you collect this information from?

Select all that apply:

Hover your mouse over each selection for further details.

Internal Data Sources <input checked="" type="checkbox"/>	External Data Sources <input type="checkbox"/>	Members of the Community <input checked="" type="checkbox"/>
Business Owners <input type="checkbox"/>	MF&RS Staff <input type="checkbox"/>	Professional Bodies <input type="checkbox"/>
Partner Organisation <input type="checkbox"/>	MFRA Members (Councillors) <input type="checkbox"/>	Other <input type="checkbox"/> :
If other, please specify:		

Details of any partner organisations involved in the completion of this piece of work:

Exeter Data (over 65s) as provided by Local Primary Care Trusts with data governed by NHS England, this data is utilised in the targeting of households for Home Fire Safety Checks and Safe and Well visits.

Internally, which teams / individuals did you contact for assistance or guidance in the completion of this piece of work?

Strategy and Performance team/Fire Service Direct

How was the information collected?

Select all that apply:

Surveys	On Line Survey <input type="checkbox"/>	Postal Survey <input type="checkbox"/>	Telephone Survey <input checked="" type="checkbox"/>
Face to Face	Workshop <input type="checkbox"/>	Interview <input type="checkbox"/>	Structured Debrief <input type="checkbox"/>
Data	Performance Data <input checked="" type="checkbox"/>	GIS Analysis <input type="checkbox"/>	Case Study <input type="checkbox"/>
Specify Data Source(s):			

If you have used: Surveys or Face to Face methods of gathering data, how many people / organisations were targeted and how many responses did you receive.

Use an estimate if you are not sure how many people / organisations were targeted.

In order to achieve a representative sample it will take approximately 381 valid responses to the questionnaire. This is according to Response Rate calculators with a 95% confidence level, a total population of 40000 HFSC's undertaken and a 20% response rate.

The calculator estimates that it would take approximately 1900 calls to achieve this number. The calculator used is available from: <https://www.checkmarket.com/sample-size-calculator/>

In order to monitor the progress of the initiative, it was decided to produce analysis concerning the 1st 100 responses. On the 6th June 2018¹, this was achieved.

If an electronic survey was used, include the web links below:

Not Applicable

¹ The baseline analysis is based on a total 118 responses as of the 06/06/2018.

Value for Money:

Can this piece of work / project be completed with initially agreed resources?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> – If no then please contact finance
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Notes:

Equality & Diversity Implications:

Are there any outcomes from your Equality Impact Assessment that suggest you need to focus the evaluation on any protected groups?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
------------------------------	--

If Yes, which groups have you targeted?

Evaluation:

Overall did this project achieve the intended aims and outcomes?

Aims and Outcomes...		If 2. Mostly Achieved or 3. Partially Achieved, please detail:
1. All achieved	<input type="checkbox"/>	
2. Mostly Achieved	<input checked="" type="checkbox"/>	This initial report is for Monitoring purposes, though it does identify areas for consideration. Following the completion of the 381 valid responses, a follow up report will be produced with further analysis and conclusions.
3. Partially Achieved	<input type="checkbox"/>	

Findings - including analysis of data collected:

Insert your analysis here; this includes facts, figures and feedback from your chosen evaluation data gathering tools.

Satisfaction Survey Feedback

This section presents a baseline analysis of data collected from the post HFSC telephone survey, which is administrated by Fire Service Direct. The overall counts are based on valid responses, so where there is any incomplete data or blank data for specific questions, then these submissions are not counted.

Overall Satisfaction

Chart 1: Summary of overall customer satisfaction

On a scale of 1 - 10 with 10 being extremely satisfied, how would your score you entire experience relating to your home fire safety check?

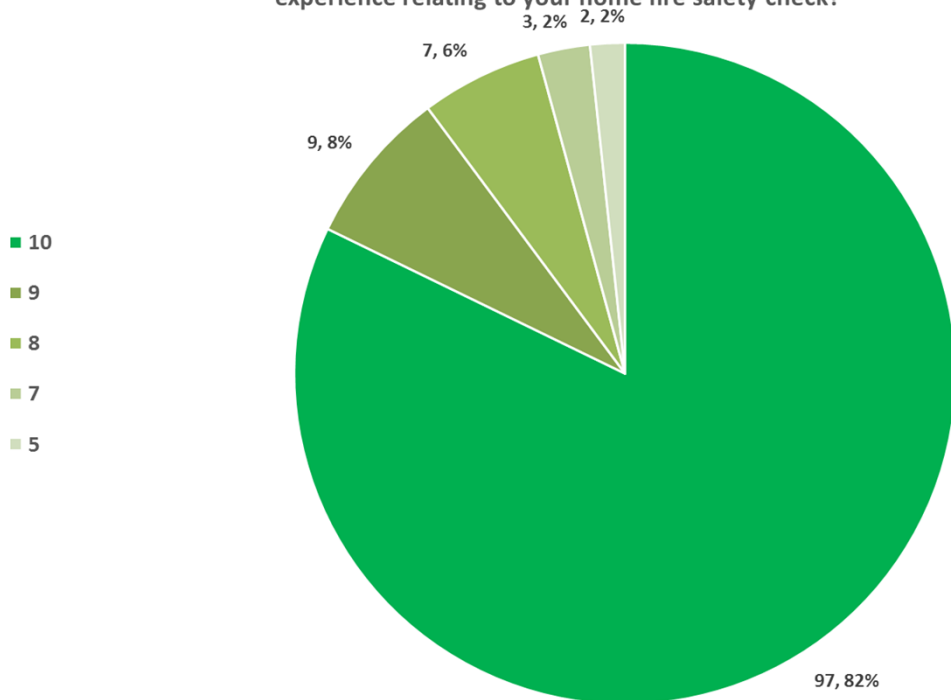


Chart 1 identifies that the vast majority of responders (82%), gave the HFSC service 10 out of 10 – the highest level of satisfaction available. In general, the levels of satisfaction were very positive with response scores of 8 to 10 accounting for 96% of valid responses. 2 respondents scored their HFSC with a score of 5, which was the lowest score for this particular question.

Table 1: Comparison of overall customer satisfaction by Gender

Overall Response	Male	Female	Valid Total	% Male Satisfaction	% Female Satisfaction
10	26	66	92	74.3%	84.6%
9	1	8	9	2.9%	10.3%
8	5	2	7	14.3%	2.6%
7	2	1	3	5.7%	1.3%
6	0	0	0	0.0%	0.0%
5	1	1	2	2.9%	1.3%
Total	35	78	113		
Proportion	31.0%	69.0%			

Table 1 compares the overall level of customer satisfaction by gender, the table identifies that the majority of responders who answered the survey were female – accounting for 78 or 69% overall.

Taking satisfaction by gender into account, female respondents tend to be more positive than males with 84.6% of females scoring the HFSC with a 10.

Table 2: Comparison of overall satisfaction by age:

Overall Response	25-39	40-59	60-74	75+	Valid Total
10	5	15	34	34	88
9	0	3	4	2	9
8	0	0	3	4	7
7	0	0	1	1	2
6	0	0	0	0	0
5	0	0	0	1	1
Valid Total	5	18	42	42	107
Proportion	4.7%	16.8%	39.3%	39.3%	

Table 2 analyses the ages of respondents to the post HFSC survey. The table identifies that the majority of responses were from the 60-74 and 75+ age groups, which backs up the principle of targeting households where there are occupiers above the age of 65 – as part of the HFSC strategy.

For both the 60-74 and 75+ age groups there were 34 (81% of each group) respondents who scored the HFSC with the highest score of 10.

Table 3: Does the respondent feel safer following the HFSC

Do you feel safer following the HFSC	Valid Total	%
Yes	98	88.3%
No	13	11.7%
Valid Total	111	

Table 3 asks respondents whether or not they feel safer following a HFSC. The majority of respondents (88.3% or 98 from 111 valid responses) stated that they felt safer. As for the minority of respondents who felt less safe, comments were collected which include the following:

- Did not check other smoke alarms.
- Was not sure what the men were doing, could not hear any noises like alarms bleeping, being tested.
- Already knew how to test them etc and knew fire safety advice already.

- Mr *** said he is a realist, worked in search and rescue, is aware to just get out and not tackle any fire himself, so do not think he felt safer as much as others might after a visit.
- Did not feel unsafe anyway. but they gave fire safety advice
- Lady had not long had a rewire and new HWA so she said she already felt safer as a result of that but thought the visit was very good.
- Already had good fire safety awareness so did not feel any safer, but was still glad they came.
- Said he is already knowledgeable about fire safety so no, he did not feel any safer from our visit.
- Could not test alarms as Mr *** was asleep, works shifts.
- Test alarms regularly so did not really make her feel any safer
- Mr *** is infirm and in a wheelchair , Mrs *** has requested a house move as she is concerned regarding his mobility and inability to move quickly from stairs in case of fire
- HAS RELATIVES IN MFRS AND IS KNOWLEDGABLE ON FIRE SAFETY

In summary, some comments relate to respondents already being fire aware. There were some comments that relate to fire alarms not being tested.

When analysing respondents by age, 6 were within the 60-75 age group, with 3 being in the 75+ age group.

Further Analysis

Table 4: Duration of visit and rooms checked within property

Duration of visit and rooms visited in property	a) Less than 5 mins	b) Between 5 and 10 mins	c) Between 10 and 20 mins	d) More than 20 mins	Valid Total
a) Stayed on doorstep	1	0	2	0	3
b) Hallway only	13	19	6	2	40
c) Looked in the kitchen	1	3	2	0	6
d) Kitchen and other rooms	11	28	26	3	69
Valid Total	26	50	36	5	118

The table identifies that the simple majority of HFSC's (50 or 42.4%) lasted between 5 and 10 minutes; 36 (30.5%) lasted between 10 and 20 minutes and 5 more than 20 minutes. According to respondents, 26 HFSC's (22%) lasted less than 5 minutes.

As far as to which rooms were ventured into during the HFSC, only 3 HFSCs involved staff staying on the doorstep. The majority of HFSC's – 69 or 58.5% of HFSC's involved checking other rooms beyond the hallway and kitchen.

Table 5: Did staff identify themselves appropriately during the visit

Did staff identify themselves appropriately?	Valid Total	%
Yes	113	96.6%
No	4	3.4%
Valid Total	117	

Table 5 identifies that in the vast majority of Fire and Rescue Service personnel provided identification when conducting the HFSC visit.

Table 6: Smoke alarm testing

In relation to your smoke alarms, did the fire service	Valid Total	%
a) Test your alarms which worked ok	69	63.3%
b) Test your alarms and replace faulty/old alarms	37	33.9%
c) Fit new alarms as you previously did not have any	3	2.8%
Valid Total	109	

Table 6 identifies that where new smoke alarms were not required, the pre-existing smoke alarms were tested by operational crews. In the majority of occasions, smoke alarms were tested which operated. Though in a third of occasions the tested alarms were replaced.

Table 7: Smoke alarm advice

Were you provided with advice on how to test/maintain your smoke alarms	Valid Total	%
Yes	84	71.8%
No	32	27.4%
Valid Total	116	

Table 7 identifies that in 71.8% of cases, crews provided advice concerning the maintenance and testing of smoke alarms. When analysed by the age of occupier the following is presented:

- 25-39 – 2 from 5 respondents (40%) stated they received no advice
- 40-59 – 6 from 18 respondents (33.3%) stated they received no advice
- 60-74 – 7 from 42 respondents (16.7%) stated they received no advice
- 75+ – 11 from 42 respondents (26.2%) stated they received no advice

Table 8: How was the HFSC booked

Was your Home Fire Safety Check	Valid Total	%
A pre-booked appointment	17	14.5%
Opportunistic call at front door	99	84.6%
Valid Total	116	

Table 8 identifies that the majority of HFSCs (84.6% or 99 from 116 valid responses) were the result of an opportunistic call at the front door.

Demographics

Table 9: Age and Gender of respondents

Age by Gender	Male	Female	Valid Total	% Female
25-39	1	3	5	60.0%
40-59	5	13	18	72.2%
60-74	15	26	42	61.9%
75+	10	32	42	76.2%
Valid Total	31	74	107	69.2%

Table 9 identifies that the majority of respondents were female, accounting for 69.2% of the total. Concerning the 75+ population, 76.2% (32 from 42 valid responses) were female.

Table 10: Religion and Ethnicity of respondents

Religion against Ethnicity	Christian	No religion	Other	Prefer not to say	Valid Total
Chinese	0	1	0	0	1
Prefer not to say	1	0	0	1	2
White British	76	29	1	4	110
Valid Total	77	30	1	5	113

Table 10 identifies that the majority of respondents (110 out of 113 valid responses) were White British, with 1 respondent being of Chinese origin. Concerning religion, the majority of respondents were Christian or had no religion. There were no respondents that were from minority religions.

Did this project produce any unintended positive / negative side effects?

Reflect on whether the piece of work conducted actually produced any desirable or undesirable side effects.

Reduction in ADF – Reduction in Fire fatality – both of which contribute to enhanced firefighter safety (to support this – it was established that 90% of ADF attended by crews were not dealt with using any fire extinguishing media – as the fire was out)

Conclusion:

Be honest, what did the piece of work do well, what didn't go so well

The vast majority of respondents to the post HFSC feedback survey (82%) rated the service provided as 10 out of 10. This provides evidence that the work conducted by operational personnel is of a high quality.

In the majority of cases, respondents felt safer as a result of the HFSC. Comments as to why occupiers didn't feel safe relate to fire alarms not being checked and the occupier already having prior fire safety knowledge.

The simple majority of HFSC's (50 or 42.4%) lasted between 5 and 10 minutes; 36 (30.5%) lasted between 10 and 20 minutes and 5 more than 20 minutes. According to respondents, 26 HFSC's (22%) lasted less than 5 minutes. As far as to which rooms were ventured into during the HFSC, staff only stayed on the doorstep for only 3 HFSCs. The majority of HFSC's – 69 or 58.5% of HFSC's involved checking other rooms beyond the hallway and kitchen.

The vast majority of Fire and Rescue Service personnel (96.6%) provided identification when conducting the HFSC visit.

Where new smoke alarms were not required, all smoke alarms were tested by operational crews. In the majority of occasions, smoke alarms were tested which operated. Though on a third of occasions the tested alarms were replaced.

In 71.8% of cases, crews provided advice concerning the maintenance and testing of smoke alarms.

Recommendations:

Are there any recommendations that can feed into future planning?

Be honest, if the project didn't work – explain why so that learnt lessons can apply in future

Regarding Table 3 and the comments noted by those who stated that they did not feel safer. Albeit almost 90% stated that they did feel safer after a HFSC visit, concerning over 10% stated that they did not. If applied to the 56,000 visits undertaken in the last financial year, then that would mean a significant amount (5,600) of individuals did not feel safe in their homes. The primary aim of the HFSC visit is to make safer someone's home and arguably this figure should hit 100%. Interestingly, 9 of the 13

individuals who said they did not feel safer in their homes were over the age of 65 which may indicate that these individuals felt at an adequate level of safety prior to MFRS contact.

Regarding Table 7 this is concerning and particularly given that two recent ADF fatalities in Merseyside have involved a sounding smoke alarm where no action was taken by those who heard them. This figure should be at least 95% with an aspiration of 100%. The crux of the HFSC visit is based around having working smoke alarms and knowing what to do in the event of an alarm sounding and knowing how to test the alarm. After these recent fatalities, the Service has highlighted Smoke alarm ownership, care and maintenance both through local media and also internally to fire crews. The Prevention department manager will liaise with Operational response department manager and address any further training needs accordingly.

Once the benchmark of 381 valid responses has been achieved a follow up evaluation will be produced analysing the responses from post HFSC telephone survey.

Acknowledgements:

Who did you work with, throughout the project and its evaluation, name names

Fire Service Direct
Deb Appleton – Director Strategy & Performance
John Fielding – Business Intelligence Manager

References:

Historical Analysis of Fatalities in Accidental Dwelling Fires between 2007/08 and 2016/17, J Fielding, 01/06/2017

Details of Appendices:

Next Steps:

Approval to Continue	<input type="checkbox"/>
Defer	<input type="checkbox"/>
Approval to Close	<input type="checkbox"/>

Authorised by:	
Role:	
Date:	

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OLDER PERSON'S DAY 2018 WHAT DID WE DO?



#WEDNESDAYWISDOM



CARRIED OUT
686
HOME FIRE
SAFETY CHECKS



VISITED
MORE THAN
1,000
PROPERTIES



INSTALLED
AN ESTIMATED
760
SMOKE
ALARMS



MORE THAN

80

SUPPORT STAFF AND
VOLUNTEERS TEAMED
UP WITH CREWS
AND ADVOCATES



37 HIGH RISK
INDIVIDUALS
IDENTIFIED



6TH

CONSECUTIVE YEAR
WE HAVE SUPPORTED
OLDER PERSON'S DAY.



IN AN
EMERGENCY,
YOU SHOULD
ALWAYS DIAL
999

ARE YOU OVER 65?

IF YOU WOULD LIKE TO RECEIVE A FREE HOME FIRE SAFETY
CHECK, PLEASE CALL **0800 731 5958** FOR MORE INFORMATION.

www.merseyfire.gov.uk



twitter.com/merseyfire



facebook.com/merseyfire

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NUMBER	CFO/069/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	ACFO MOTTRAM AREA MANAGER KEEN	REPORT AUTHOR:	SM IAN MULLEN DPM MIKE BURATTI
OFFICERS CONSULTED:	INCIDENT INVESTIGATION TEAM, ARSON TEAM, PROTECTION (FIREWORKS)		
TITLE OF REPORT:	BONFIRE PLAN 2018		
APPENDICES:	APPENDIX A: APPENDIX B:	INFOGRAPHS – BONFIRE 2018 EQUALITY IMPACT ASSESSMENT	

Purpose of Report

1. To inform Members of the key elements contained within the 2018 Bonfire plan aimed to limit the number of deliberate fires and instances of anti-social behaviour across Merseyside.

Recommendation

2. That Members note the contents of the report for the Halloween and Bonfire Period 2018

Introduction and Background

3. Merseyside Fire & Rescue Authority has in previous years delivered a highly successful Bonfire campaign to reduce the impact of the seasonal rise in incidents of fire and ASB related activities. The local planning has been devolved to each District Arson Office. Central co-ordination of partners, resources and control is facilitated by the Arson Reduction Coordinator to ensure local plans contribute and compliment the pan Merseyside multi agency approach.
4. It is recognised that current financial challenges will impact on some of the services our partners have contributed in the past. Therefore Every effort will be made to ensure that contingencies and alternative resources are put in place to address any areas of risk.
5. Merseyside Fire and Rescue Authority recognises that a significant increase in calls for service is received over the Halloween and Bonfire period. This is directly linked to the sales of fireworks over the period. In order to limit the demand, an extensive plan over the period has been formulated to reduce the calls for

services, numbers of fires and instances of anti social behaviour which adversely affect the Communities of Merseyside.

6. Bonfire 2018 has been divided into three phases,
 - a. Planning Phase
 - b. Implementation Phase
 - c. Post period data capture and debrief phase
7. A post bonfire debrief has been arranged and will be held on Friday 16th November.

Planning Phase

8. Planning has taken place with partner agencies since June 2018 at both Service level and District level. A de-brief was held post the 2017 bonfire period and feedback from that de-brief has been used to inform the 2018 strategy.
9. Operation Banger - This is the Police led operation which co-ordinates Police activity over the Halloween and Bonfire period. This includes monthly Silver meetings with Merseyside Police at the Joint Control Centre, Bridle Road. These monthly meetings involve all Police Commanders responsible for implementation of Operation Banger and representatives from MFRA.
10. School Presentations – As part of a Service wide education delivery strategy to key Senior Schools and Junior Schools pan Merseyside, Bonfire DVD packages will be delivered by MFRA Arson Officers, Merseyside Police, embedded School Police Officers and Operational Crews.
11. In order to ensure that all relevant information is available to all staff, the Portal has been utilised as a central repository for all relevant information relating to the Bonfire Period.
12. Surplus 2017 Bonfire leaflets will be utilised and distributed across the Service area that promote safety advice and contact details for MFRA, Merseyside Police, Crimestoppers, PCC and Stop Hate UK.
13. Firework Retailer inspections will continue across Merseyside. With over 200 retailers applying for, or holding licences to store in order to sell fireworks, an ongoing inspection regime has been undertaken by Community Protection Team Inspectors. They will visit premises to ensure suitable and sufficient actions have been undertaken by the retailers to comply with safe storage and guidance given on the selling of fireworks.
14. The Liverpool Street Intervention Team will be working every evening from Friday 19th October until Wednesday 7th November. The objective being to reduce Anti-Social Behaviour issues and promote safety issues in the run up to Bonfire. A Sefton Street Intervention Team is in the process of being established.

15. The MFRA Website has been reviewed and will be brought up to date in early October.

Implementation Phase

16. Key Dates have been established in agreement with Merseyside Police so that Tuesday 30th October, Wednesday 31st October and Monday 5th November will have increased resources available as part of Operation Banger to promote community engagement activities. This will be co-ordinated through a dedicated tactical command room based at JCC, SHQ.
17. Districts have been requested to produce their own plans for local prevention and response to the Bonfire Period. Each plan is tailored to local issues based on historical data of previous years and emerging issues. The dynamic plans will evolve based upon data received over the Bonfire period and captured in the Bonfire Briefings. Ownership of District plans falls with the Arson Officers supported by the Arson Management Team and IIT Station Managers.
18. During the permitted firework selling dates of 15th October and 10th November 2018, onsite inspections and risk assessments will be carried out at selected retailers who have applied for a storage licence to verify that the fireworks are being stored and sold correctly. Any illegal firework sales will be dealt with by the Community Protection Team and appropriate action taken. This will range from advice given, up to and including the seizure of articles. IIT will respond to all firework incidents involving damage to property or injuries to persons.
19. Monthly Arson Awareness Campaigns which started in 2017 and have proven to be extremely successful will continue over the bonfire period in each district.
20. All MFRA stations have explosive mitigation boxes which are available if the public hand in unwanted fireworks or marine flares into fire stations. Police Station also have a number of mitigation stores for their own use. Locations of Police facilities are as follows: St. Anne's Street, Admiral Street, Birkenhead, Speke, Marsh Lane, Lower Lane, Southport, Kirkby, Walton Lane & St Helens. Any Fireworks deposited at Fire Stations will be collected by an IIT Officer and will then be brought to ultimate storage at MFRA Headquarters storage facility.
21. [Community Risk Management \(CRM\)](#) Routes will be circulated to Operational crews. These routes have been identified through collaborative work with Merseyside Police. They have identified areas of high Fire Service and Policing demand through the Bonfire Periods from historical data. MFRA crews will focus on these areas for Community based work throughout the bonfire period. A campaign code of 517 has been set for all HFSC activity carried out within those areas. This will complement the Policing strategy, Micro-beats, for Operation Banger 2018. This will lead to an increased visible presence of both services in high demand areas to offer heightened community reassurance.
22. The [Potential Arson Threat Scheme \(PATS\)](#) will be used to deal with buildings that are identified as being at risk of arson. This scheme will identify and reduce the threat of potential arson through partnership working. MFRA will gather

information from local authorities on planning application refusals, licence premises closures, licence revocations and rating reductions due to vacant premises. MFRA will send letters to those identified warning of the potential arson threat and outlining penalties for arson related crime. This will also allow firefighters to keep an eye on specific buildings within the area.

23. From Monday 22nd October 2018 until Tuesday 6th November, MFRA will have the use of 4 tipper trucks pan Merseyside and will have designated crews made up of Home Safety Advocates, Apprentices and volunteers out in order to remove build-up of bonfire material over the following dates in order to prevent the material being used as fuel for a fire. A bid for £1000 of funding has been submitted to Liverpool City Safe Board to support the tipper truck provision for Liverpool. Wirral, Sefton and Knowsley has successfully sourced tipper trucks free of charge.
24. Fire Service Direct will take receipt of reports of bonfire debris placed on the streets or storage of bonfire materials in void properties. This information will then be passed to the relevant District Arson Officers for action as per the District plan. Any caller who reports unlit debris to Fire Control will be asked to contact Fire Service Direct to report the issue. Members of the public will also be encouraged to report bonfire debris via our social media outlets.
25. A joint agency Tactical Co-Ordination Group (TCG) will be established on the Operation Banger key nights (30th, 31st Oct, and 5th Nov) at JCC. This will be active from 4pm until midnight. This will be staffed by an MFRA GM.
26. An Operational Support Room (OSR) will be established within Fire Control on seven nights over the bonfire period staffed by the Arson Team Manager and a Station Manager. These will be on the three Operation Banger Key Nights (30th, 31st Oct, and 5th Nov) with the addition of Friday 2nd, Saturday 3rd, Sunday 4th and Tuesday 6th November. The aim is to assist all staff that are not riding fire appliances who are deployed across Merseyside. This facility compliments Fire Control operations, allowing staff to concentrate on the increase in emergency calls for service via the 999 system. This facility will include the monitoring of the Arson Officers, Home Safety Advocates, Street Intervention Teams and Youth Engagement Staff.
27. The Arson Team will be on duty 1700-2300 hours over seven evening across the bonfire period. On the three Operation Banger Key Nights (30th, 31st Oct, and 5th Nov) with the addition of Friday 2nd, Saturday 3rd, Sunday 4th and Tuesday 6th November. Five Arson Officers will be out in each district accompanied by a Home Safety Advocate and will attend any target hardening visits at the request of the Police, Fire Control, IIT or any other agency on the evening. The Arson Officers will also be sent to and will patrol high demand areas to engage with young people and members of the public in a bid to prevent incidents occurring and reassuring members of the public who may feel vulnerable at this time of year due to increased ASB activity. Arson Officers will be mobilised by and will report to the OSR.

28. A dedicated e-mail address has been created for the use of Police Officers and Police Community Support Officers' to send live images of bonfires through to the OSR for investigation. This has been initiated as a trial as in previous years, despite the MFRA tolerant approach (1st – 6th November), Police Officers have called Fire Control to request fire appliances attend fires which under the tolerant approach, we would not extinguish. This method allows officers to e-mail through images to be viewed to MFRA Officers in the OSR to make an assessment and liaise with the Police Officers on the ground. This should prevent a number of unnecessary calls from Police Control to Fire Control.
29. Community Engagement diversionary activity is to be organised at a District level. This includes Local Authority firework displays, community event bonfires, climbing wall activities, community centre activities and numerous smaller public events.
30. Corporate Communications have been meeting with Police partners to ensure that key messages are rolled out across the Service over the period and have produced a Bonfire Communications Strategy including a suite of infographics (contained in Appendix 1). A campaign of media press releases will promote the key messages at key times over the period. A suite of Infographics has also been created for use on social media. A bid for £1000 of funding has been submitted to Liverpool City Safe Board to fund Facebook and Twitter advertising. This will enable the MFRA Corporate Communications Team to geographically target our key safety messages via social media to high demand areas and to social media users who do not currently follow MFRA social media outlets. Members of the public will also be encouraged to report bonfire debris via our social media outlets which will be monitored by the Corporate Communications Team and then referred onto the Arson Team.
31. The deployment of the Trojan fire appliance has been reviewed. This year, it has been decided that the Trojan fire appliance will proactively deploy on Friday 2nd and Saturday 3rd November 2018. This decision has been fully supported by Merseyside Police who will provide Police Officers on the two evenings. Throughout the remainder of the bonfire period, the Trojan will be made available at SHQ if required to be deployed. Deployment will be facilitated in co-operation with Merseyside Police who will supply two Police Officers to ride the vehicle along with an MFRA OIC and driver. It will be deployed to a known hotspot area for a specific duration. The deployment of the Trojan Fire Appliance will be via the Operational Support Room (OSR).
32. It will be further supported by a Police carrier van and an unmarked Police vehicle. This would commence at the next predicted time of activity which historically is usually early evening. MFRA would consult with the Proper Officer to verify for the need to apply for approval under the Regulation of Investigatory Powers Act (RIPA) (as amended) for the Trojan Appliance if it is to be targeting a designated area at a designated time frame. The Arson Reduction Manager will be responsible for submission of the RIPA application to the appropriate Proper Officer for approval and then for authorisation by a designated officer.

33. Due to the potential increase in demand for response by the Incident Investigation Team (IIT), a further officer will be available on the seven key dates from 16:00 to 00.00 who will be utilised for firework incidents or fire investigations.
34. An Internal Briefing for staff involved in this year's bonfire period will be held on Wednesday 10th October 1330-1500 in the Wirral Suite, SHQ.

Debrief Phase

35. A post Bonfire night sweep will take place on the morning and afternoon of Tuesday 6th November. This will involve fire crews patrolling their station areas in order to extinguish smouldering bonfires in known fire locations. Appliances will remain available for redeployment by Fire Control and will replenish water supplies prior to the supply falling below an unacceptable level for redirection. This will facilitate tipper trucks to remove bonfire remains before the youths return home from school.
36. The final figures for the bonfire recording period of 19th October to 7th November inclusive will be published with a week after the final recording date.
37. A full debrief document will be circulated to all partners after the bonfire period has finished.
38. An internal de-brief will take place on Friday 16th November 2018 at 1000 hours in the Liverpool Suite, SHQ.
39. All 2018 District Bonfire Plans, can be viewed via the following [link](#).

Equality and Diversity Implications

40. EIA completed – (see appendix 2)

Staff Implications

41. Staff will be required to support Trojan if required. This will be an OIC and a driver.
42. Staff will be required to support Trojan as required. This will a team of 2 MFRA staff.
43. In order to maintain the OSR staffing will be required from 4pm until midnight on the key nights. This will be the OSR manager (Station Manager), and an admin support officer.
44. Additional cover for the Incident Investigation Team has been agreed with the team members to ensure suitable cover is provided during the anticipated periods of peak activity.

Legal Implications

45. School presentations have previously been viewed by the Legal team to verify that the content is acceptable. Recommendations to include a warning and to show content to responsible persons for youth groups prior to presenting to schools have been implemented within the package
46. Regulatory Investigatory Powers Act (RIPA) training has previously been given to key staff prior to the bonfire period.
47. All Arson Advocates staff are trained in Safeguarding and reporting processes are established.
48. Community Protection Officers will be available to visit retailers storing fireworks for sale to ensure compliance with legislation.

Financial Implications & Value for Money

49. All additional costs for delivering the bonfire plan will be met from existing budget and supported by external partners.
50. A bid for £1000 of funding has been submitted to Liverpool City Safe Board to fund Facebook and Twitter advertising.

Risk Management, Health & Safety, and Environmental Implications

51. In considering the risk management implications for staff operating within Merseyside during key nights, a decision was made to operate the Operational Support Room. This will allow for a robust monitoring and management of staff across Merseyside who are not riding fire appliances
52. In order to reduce risk of attacks to Firefighters and Fire Appliances a Trojan fire appliance will be ready from 15th October and can be dynamically deployed if required to hotspot areas of attacks against crews or appliances. This will be supported by Merseyside Police.
53. In order to reduce the impact of fly tipping, firecalls and smoke on the environment tipper trucks will be operating pre bonfire to remove hazardous waste or combustible materials.
54. A post bonfire sweep of smouldering bonfires will be undertaken on the morning of 06th November in order to extinguish fires and to prevent re-ignition. This will reduce firecalls, smoke and allow for quicker removal by cleansing teams.

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

55. The delivery of the Bonfire plan aims to limit and reduce the threat of the number of Anti-Social Behaviour incidents and deliberate fires across Merseyside.
56. It also promotes key safety messages to allow the public to have a safe Halloween and bonfire period free from harm and injury.
57. Its aim is to reduce the risk of attacks on firefighters through education and engagement.
58. The plan will prepare for the anticipated increase in calls for service by working with partners and key stakeholders; prevent crime and fires which will impact on MFRA response to incidents; protect the most vulnerable who may be victims of fire or firework incidents plus educating young persons; and pursue those who attack firefighters or staff of MFRA.

BACKGROUND PAPERS

Nil

GLOSSARY OF TERMS

DPM -	District Prevention Managers
FIRST -	Firework Incident Research & Safety Team
IIT -	Incident Investigation Team
JCC -	Joint Control Centre (Bridle Road)
MFRA -	Merseyside Fire and Rescue Authority
MFRA -	Merseyside Fire and Rescue Service
OSR -	Operational Support Room
RIPA -	Regulatory Investigative Powers Act
S&P -	Strategy and Performance
SHQ -	Service Headquarters
SPOC -	Single Point of Contact

Appendix 1 – an example of infographics used to promote key safety messages

Remember, remember...
Stay safe this
October & November
Bonfires & Fireworks

REMEMBER: If a fire engine is called out to deliberate bonfires, wheelie bin fires and rubbish fires, this may delay the response to other emergencies.

MFRS attended **105** bonfire related incidents last bonfire period.

GET ORGANISED
Check your local authority's website for details of organised displays in your area.

DO NOT give anyone combustible materials for use on bonfires.

REMEMBER: Only buy fireworks from retailers registered with MFRS.

BONFIRES are only allowed on private land with the owner's permission and must be supervised by an adult at all times.

REMEMBER: Keep water handy and ensure the fire is completely out before leaving.

PETS can be frightened by fireworks and should be kept indoors if possible to avoid unnecessary distress.

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IN AN EMERGENCY, YOU SHOULD ALWAYS DIAL **999**

www.merseyfire.gov.uk

Follow the **Firework Code**

DOs

- Only buy fireworks from retailers registered with MFRS
- Keep fireworks in a closed box
- Follow the instructions on each firework
- Light them at arm's length, using a taper
- Stand well back
- Always supervise children around fireworks
- Light sparklers one at a time and wear gloves
- Keep pets indoors

DON'Ts

- Don't drink alcohol if setting off fireworks
- Never go near a firework that has been lit. Even if it hasn't gone off, it could still explode
- Never put fireworks in your pocket or throw them
- Never give sparklers to a child under five
- Don't let off fireworks after 11pm

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Have a spooky but safe time this...
Halloween

COSTUMES can easily catch fire from naked flames such as candles, fires, lighters and matches.

REMEMBER: Keep children wearing costumes well away from naked flames and other heat sources at all times.

PUMPKINS are great fun to carve but take extra care when lighting them. Make sure no loose clothing is near them at any time.

TOP TIP: Use LED battery operated tea lights instead of normal candles.

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Merseyside Fire and Rescue Service
Equality Impact Assessment Form

Title of policy/report/project:	Bonfire Period Campaign 2018
Department:	Community Risk Management (Community Safety)
Date:	26/09/2018
<p>1: What is the aim or purpose of the policy/report/project</p> <p><i>This should identify “the legitimate aim” of the policy/report/project (there may be more than one)</i></p>	
<p>In summary, the aims of the Bonfire Period campaign are as follows:</p> <ul style="list-style-type: none"> • Limit the demand on Merseyside Fire and Rescue Service during the Halloween and Bonfire period related to the sales of fireworks and increased Anti-Social Behaviour during the period. • Work with Merseyside Police and other partner agencies across Merseyside to provide community engagement activities. • Work with partner agencies to prevent incidents from occurring through bonfire removal, providing advice to local communities and businesses and provision of planned firework events. <p>Background and Introduction</p> <p>Merseyside Fire and Rescue Service recognise that a significant increase in calls to the Service is received over the Halloween and Bonfire period. This is directly linked to the sales of fireworks and increased anti-social behaviour over the period. In order to limit the demand, an extensive plan over the period has been formulated to reduce the calls for service, numbers of fires and instances of anti social behaviour which adversely affect the communities of Merseyside.</p> <p>Merseyside Fire and Rescue Service are working with a number of external partners across Merseyside to deliver numerous initiatives. These initiatives include:</p> <ul style="list-style-type: none"> • Daily e-briefings to partners from Arson Officers from 19th Oct to 7th Nov 2018 which will review the previous 24 hours of incident activity, and in doing so allow the notification of potential emerging hotspots to be located with relevant information disseminated. • Bonfire clearance, which involves the removal of combustible material that could be used for bonfires. • Operation Banger will take place on Tuesday 30th October (Mischief Night), Wednesday 31st October (Halloween) and Monday 5th November (Bonfire Night) 	

- MFRS will also operation a further 4 key nights (Friday 2nd November, Saturday 3rd November, Sunday 4th November and Tuesday 6th November) due to the potential hight demend on MFRS resources.
- The Operational Support Room (OSR) will be operated on all key dates during the bonfire period. It will staffed by the Arson Team Manager and a Station Manager and will monitor Arson Team staff and support Fire Control where necessary.
- A bonfire damping down activity (sweep) will take place on 6th November, as historically MF&RS calls for service to bonfire incidents continues the day after bonfire night;
- PATS (Potential Arson Target Scheme) which involves inspecting and securing empty properties to reduce the risk of arson;
- Community Engagement and Education, which involves the circulation of leaflets and fire safety advice, provision of skips, delivery of safety advice, engagement initiatives to prevent arson and anti-social behaviour incidents. Schools Bonfire Safety DVD to be delivered across the region through collaboration with partners.
- Media activities, which involves working with local press and radio to spread the fire safety message and information about planned activities. Social media (Twitter, Facebook, Instagram etc) to be used to spread safety messages.
- Firework legislation, which involves the Community Fire Protection teams enforcing (Explosives Regulations 2014) and receiving and processing applications for the storage and supply of consumer fireworks.
- Trojan fire appliance, which can be deployed to hotspots of fire related anti-social behaviour and criminal activity. This year, the Trojan Fire Appliance will be depoyed proactively on Friday 2nd November and Saturday 3rd November 2018 supported by Merseyside Police.
- A senior officer (GM) will be deployed to a Tactical Co-Ordinating Group (Silver Command) which will be convened at the JCC on the 3 key Operation Banger nights in order to act as MF&RS liaison and update Police on MF&RS issues concerning ASB, Arson and any other relvevent information. The GM in TCG will liaise with the OSR.
- Operational Fire Crews will partake in Community Risk Managemetn Routes which involves them providing a high visibility presence, with specific emphasis on areas that are known to be hotspot locations.

[More information about this can be found in the Arson pages on the Portal](#)

2: Who will be affected by the policy/report/project?

This should identify the persons/organisations who may need to be consulted about the policy /report/project and its outcomes (There may be more than one)

This Bonfire Campaign is concerned with making local communities and businesses safer during the Halloween and Bonfire period. The implementation of this campaign will impact on a number of groups. These groups include those who are likely to be involved in Anti-Social Behaviour incidents during the Bonfire period. Typically, these are likely to be young males, aged between 10 and 19 living in socio-economically deprived localities.

In addition to this, the campaign will also impact on those groups who are most likely to be affected by the anti-social behaviour incidents. This may include:

- Others living within the localities of the incidents;
- Those with an increased perception of fear during this period, for example the elderly;
- Those who may become a victim of hate crime related to their disability, sexual orientation, race, religious beliefs/faith or gender identity.

In addition, the Bonfire Campaign will also affect partner organisations that MF&RS work with during the period.

3. Monitoring

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

What monitoring data have you considered?

Trend analysis of historic Bonfire period incidents

What did it show?

An analysis of historical bonfire data was completed to gain an understanding of whether there were any trends in the incidents that occurred. The Business Intelligence team within Strategic Planning provided 5 years of historic data from 2012 until 2016. The data provided the following findings:

- There has been a significant decrease in the number of deliberate secondary fires occurring during the bonfire period. Between the period of 2006 - 2016, there has been an overall reduction of incidents by approximately 63.5%.

<p>Analysis of historic Bonfire period incidents with areas of socio-economic deprivation</p>	<ul style="list-style-type: none"> • An analysis of deliberate secondary fires by district shows that the greatest number of incidents were within the Liverpool district, followed by the Wirral district, Knowsley district, Sefton district and St Helens district respectively; • There has been a reduction in the number of incidents related to fireworks by 65% between 2015 and 2016, with 7 firework related incidents attended. <p>The bonfire campaign has been running for approximately 13 years, with the bonfire briefings and partnership working increasing in scale since 2006. The reducing number of incidents is likely to be associated with the increased levels of partnership working and communication of information and intelligence.</p> <p>An analysis of historic bonfire incidents was completed to understand the link between the deliberate secondary fires occurring within this period and areas of socio-economic deprivation. The analysis of deliberate secondary fires during previous bonfire periods indicated that the more deprived areas of Merseyside saw a greater proportion of incidents than more affluent areas.</p> <p>During the 2016 bonfire period, 25.4% of all deliberate secondary fires occurred in the top 10% of the most deprived areas within Merseyside. In addition to this, 48.5% of incidents occurred within the top 20% of the most deprived areas. This compares with only 1% of incidents occurring in the 10% least deprived areas within Merseyside.</p>
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4: Research

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

What research have you considered?

Previous campaign reports and analysis

Bonfire reports and

What did it show?

The bonfire campaign has been ongoing at MFRS for over 10 years, with the bonfire briefings and partnership working increasing in scale since 2006. As a result of this, the 2016 bonfire period witnessed 579 incidents.

The large reductions within “04 03 Intentional Burning/Bonfire” and “04 05 Refuse Fire” incidents types largely contributed to the overall reduction of deliberate secondary fires. A trend analysis illustrated that the pattern of incidents between 2011 and 2016 was very similar, with a peak on the 5th of November.

The 6th November Service wide sweep to extinguish smouldering fires, has resulted in a drop of incidents, for example on the same day during 2011 – 104 incidents took place, whilst 83 took place during 2016.

The majority of deliberate secondary fires occur in the late afternoon to late evening hours, between 16:00hrs and 22:59hrs. It is also important to point out that between 02:00hrs and 10:59hrs there is a consistent lack of deliberate secondary fires, with incident numbers after this time increasing exponentially.

While incidents over the past 3 years have been increasing, from a low during 2013 (213 incidents) to 579 during 2016. They are still nowhere near the levels seen 10 years ago, when 1587 took place during 2006.

The research compiled from the previous bonfire periods indicate that the implementation of the strategy could have positive impacts financially, environmentally and also socially to the communities of Merseyside.

5. Consultation

*Summarise the opinions of any consultation. Who was consulted and how? (This should include reference to people and organisations identified in section 2 above)
Outline any plans to inform consultees of the results of the consultation*

What Consultation have you undertaken?	What did it say?
Previous Bonfire Plan learning outcomes	This identified that a reduced number of persons who were from ethnic minority backgrounds were specifically targeted through firework incidents. This was reduction from the previous year when 9 separate incidents occurred whereby deliberate damage to property occurred through misuse of fireworks in the run up period to bonfire night.
Meetings with MFRS colleagues from the 5 Merseyside Districts	Meetings with MFRS colleagues based in each district have be held monthly. As a result of this, each district will develop their own district plans for this bonfire campaign. These plans outline the partner organisations MFRS will be working with on each district to address particular issues that may be experienced during the bonfire period. Bespoke plans to meet the needs of different equality groups will be designed and assessed with a view to informing future Bonfire periods regarding historically vulnerable people and groups
Planning meetings with partner organisations	<p>A number of meetings (Multi-agency Operation Banger) will be held with partner organisation with regards to the bonfire campaign. As a result of this, a number of initiatives are to be agreed to ensure the safety of Merseyside residents during this period. These initiatives include:</p> <ul style="list-style-type: none"> • Circulation of bonfire leaflets with contact details for MFRS, Merseyside Police and Crimestoppers and a link to all activities that are being offered during the Halloween and Bonfire period; • Fire Service Direct will be the recipient of any reports of bonfire debris and void properties. This information will be passed to the Arson Team for action; • Diversionary activities have been organised at a district level, which include organised firework displays, community bonfires, cage soccer events, climbing wall activities, and numerous smaller public events supported by the Fire Support Network;

<p>Operation Banger</p>	<p>All of the initiatives agreed between partner organisations at these meetings will help ensure the communities of Merseyside are safe, and reduce the number of anti-social behaviour and arson incidents</p> <p>“Operation Banger” is an operation led by Merseyside Police which coordinates Police activity during the Halloween and Bonfire period. The planning phase for Operation Banger has included monthly strategic meetings to agree the strategy that will be used to target those who may be involved in anti-social behaviour and Arson activities and ensure the communities are safe. Meeting commenced in June 2016. MF&RS Prevention attend all Banger strategic meetings.</p>
<p>Firework Retailers</p>	<p>Provisional planning indicates that firework retailer inspections will be undertaken by Protection staff who will receive relevant guidance and training.</p> <p>Inspections will be undertaken over the bonfire retail selling period of 15 October to 10th November 2017. This will be managed on a risk based approach for the retailers.</p>
<p>Incident Investigation Team (IIT)</p>	<p>Firework incidents will be dealt with by the IIT who are trained in firework incidents. They will respond to each incident that has caused injury to a person or damage to property. They will liaise with staff on stations for the collection of fireworks.</p>
<p>Firework Storage</p>	<p>Each operational Fire station is an approved location for the public to hand in unused or unwanted fireworks. Each station has received a dedicated metal external storage lockup suitable for the temporary storage of fireworks handed into each station. On receipt of fireworks handed into the station they are placed in the storage box and IIT are notified.</p>
<p>Equality and Diversity Considerations</p>	<p>In order to develop E&D strategies the E&D Manager will have greater input during the 2016 planning stages of the campaign. This will allow greater considerations and strategies to be implemented.</p>
<p>Environmental Considerations</p>	<p>Bonfire removal strategies, skips and flytipping all impact on environmental issues or concerns. Close working with the environmental officer will allow for suitable planning to be considered to reduce/ mitigate the environmental concerns raised during previous campaigns.</p>

7. Decisions

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

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

It is recognised that MFRS and its partner organisations are currently facing financial challenges; however the implementation of the 2016 Bonfire Campaign has the potential to reduce the number of incidents related to anti-social behaviour.

The bonfire campaign has a strong focus on preventative initiatives, such as bonfire clearing, school presentations and diversionary activities, which not only prevent incidents from occurring, but also increase the perception of safety amongst residents.

It is anticipated that a number of protected groups will experience a positive impact through the implementation of the bonfire campaign. In particular, those groups who are most likely to be involved in anti-social behaviour and arson initiatives will be provided access to other diversionary initiatives. These groups are typically young males living in socio-economically deprived locations.

The implementation of the bonfire campaign activities will also have a positive impact on residents living close to hotspot localities for anti-social behaviour and arson initiatives. In addition to this, those protected groups who may be at risk from hate crime may also feel safer because of the regulation of firework sales, clearance of combustible materials and provision of diversionary activities for those likely to be involved in anti-social behaviour incidents.

By the time of the campaign in Oct 2017 MFRS staff will have received training on hate crime awareness and all fire stations are designated safe havens. They will also be able to act as a reporting point for hate crime if a member of the public wishes to report an incident or crime.

8. Equality Improvement Plan

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

- *Vulnerable persons intelligence gathering and response plan*
- *2017-Promulgation of EIA pre-publication to different equality/minority groups for thoughts and suggestions*
 - *Disability groups*
 - *Faith/Cultural*
 - *Age*
 - *Sexuality and Gender identification*

9. Equality & Diversity Sign Off

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

Signed off by:

Date:

Action Planned	Responsibility of	Completed by

For any advice, support or guidance about completing this form please contact the Wendy Kenyon on 4422

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

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	MERSEYSIDE FIRE & RESCUE AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/055/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	JANET HENSHAW	REPORT AUTHOR:	COLIN SCHOFIELD
OFFICERS CONSULTED:	ACFO MOTTRAM, STEWART WOODS, HEAD OF ESTATES IAN CUMMINS, TREASURER DEB APPLETON, DIRECTOR OF STRATEGY & PERFORMANCE WENDY KENYON, DIVERSITY & CONSULTATION MANAGER		
TITLE OF REPORT:	PROPOSED NEW FIRE STATION FOR ST. HELENS		

APPENDICES:	APPENDIX A: PRE-CONSTRUCTION PROGRAMME
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Purpose of Report

1. To update the Authority on progress on the proposed new community fire station for St. Helens, to advise of key dates and to seek approval to proceed with the scheme at the budget figure set out below.

Recommendation

2. That :
 - a) progress on the proposed new community fire station for St. Helens be noted;
 - b) the timetable required to achieve progress be agreed;
 - c) approval be given to proceed with the new build community fire station at a total estimated cost of £7.700m (inclusive of £2.086m grant from the Transformation and Efficiencies fund); and
 - d) approval be given to increase the current scheme budget by £2.450m funded by a contribution from the capital investment reserve

Introduction and Background

3. At its meeting on 17th December 2015, and following consideration of a report on the outcomes of the twelve week public consultation exercise, the Authority approved the merger of Eccleston and St. Helens fire stations at a new station on Canal Street, St. Helens, subject to the purchase of the land from Pilkington

and the granting of planning permission. The land at Canal Street is part of Pilkington's larger Watson Street Works.

4. Following this approval, a purchase price for the land was agreed with Pilkington, subject to contract, Authority approval, ground conditions and planning approval.
5. An environmental assessment was commissioned for this site and initial site investigations were carried out during 2016. However, despite the financial commitments made by the Authority, as work on this site did not proceed at the speed which Pilkington felt it should have, Pilkington withdrew the offer of the site on 22nd February 2017.

Current Situation

6. However, Pilkington subsequently offered an alternative site at the opposite end of the Watson Street Works site with access onto Milverney Way and then straight onto Linkway. The land at Milverney Way is currently privately owned but the proposed site has access rights over the land and St. Helens Council are considering adopting this road.
7. This site provides the optimum response location for the St. Helens area. Analysis has shown that our response performance from this location will be 0.7% better when compared with current provision.
8. The site is some seven acres in total with the Authority being offered the front part of the site with direct access to Milverney Way. Pilkington intend to dispose of the rear of the site separately, for light industrial units, or similar. The Solicitor to the Authority has entered into a Memorandum of Understanding with Pilkington which gives the Authority an exclusivity option to purchase an appropriate portion of this land in the 18 month period from 28th February 2018 (but see paragraph 14 below).
9. The Authority and Pilkington jointly appointed Curtins to carry out detailed site investigations on this site and their final report was received on 3rd August 2018. This report indicates that the site is mostly covered with 'made ground' (i.e. tarmac, concrete & other building materials) at a depth of between two and seven metres, with numerous obstructions encountered during drilling operations. No significant chemical pollution was found on site but small amounts of asbestos are present in certain areas. Consequently the site is classified as 'low risk' in terms of ground contamination and ground gases for a commercial-type development.
10. Coal Authority plans indicate the presence of 11 coal seams and seven mine shafts on the whole site. Three of the mine shafts were on the portion of the site provisionally allocated for the Authority to purchase.
11. Members may recall that similar issues within the ground were encountered on the Prescott site and it is fair to assume that any site in the St. Helens area is very likely to have similar ground conditions due to the history of land use in that area.

12. Wates Construction Ltd are the Authority's appointed contractors for the Station Mergers project. Their appointment was approved by Policy and Resources Committee on 27th November 2014.
13. Following receipt of the site investigation report, Wates were commissioned to carry out a feasibility study for the proposed building on this site and produce a site layout. As part of this, a topographical survey of the site was undertaken, along with a flood risk assessment. A key element of this work was to produce a foundation solution for the building which minimises any negative impacts from the ground conditions on site.
14. However, Pilkington have recently advised officers that they need to get the land deal finalised with the Authority by 31st March 2019 as instructed by their Board of Directors. Failing this, the offer of the land will be withdrawn. This timescale is very tight, but achievable, subject to decisions being made to achieve the key dates set out below. One of the key dates is that for obtaining planning permission as clearly the Authority will not be purchasing the land without this. A provisional programme of the work involved to get this scheme to site on or soon after 1st April 2019 is attached as Appendix A to this report
15. A crucial element of the proposed building design was a decision from NWAS on whether they wished to join the Authority at this site and, if so, to what extent. NWAS had initially expressed an interest in joining the Authority on the site and they contributed £15,000 towards the site investigations carried out by Curtins.
16. Once the results of the site investigations were received, NWAS were requested to confirm their long term commitment as a matter of urgency in order to progress the design and thereby determine the total site area required to meet the deadlines set by Pilkington. The NWAS Estates Manager attended a design workshop for the new station and an email was sent to the Head of Service at NWAS, to seek a decision on NWAS involvement, by no later than 22nd August. No response was received from NWAS by the deadline but, following a number of chase-ups, officers were informed that due to the (necessarily) very tight timescales, NWAS had taken the decision not to commit to being involved in the project.
17. Whilst this decision is obviously disappointing, as NWAS had previously seemed keen on sharing this site, it has allowed the site to be redesigned for MFRA use only, with a subsequent reduction in the land required from Pilkington. The site for the new community fire station is now some two acres with an additional half an acre required for an access road to service both the Authority site and also the Pilkington land at the rear.
18. Because of the reduction in the site area, another two of the mine shafts are now outside the Authority's site, leaving just one to deal with. It is anticipated that the Coal Authority will require this mine shaft to be capped and budgetary provision (of some £240,000) has been made for this in the costs set out below. The building footprint has been moved to ensure it is away from the mineshaft and outside the 'zone of influence' (i.e. the area of ground that might be affected should subsidence occur).

19. A fundamental element of this work carried out by Wates thus far has been the production of a cost model for building the new community fire station. As mentioned above, this has including evaluating the various options to produce a foundation solution to address the ground conditions encountered on this site.
20. This has produced a budgetary figure to design and build a three bay community fire station on this site of £6.545m. This figure includes all preliminary works but to this needs to be added a building contingency of some £450,000. Todd & Ledson have looked at the calculations behind this figure and are content they are reasonable, taking account of ground conditions and current build costs. A further provision of £80,000 is required to relocate a gas pipe that runs across the site.
21. It is intended to appoint Todd & Ledson to act as agents and provide project management services to the Authority (as they have done at Prescott and Saughall Massie) for the duration of the design and build works at an additional cost of £60,000.
22. The cost of land purchase from Pilkington is £550,000 and the cost of the site investigation work carried out by Curtins is £15,000 (net of contributions from Pilkington and NWAS).
23. Consequently the total capital cost for which approval is now being sought from the Authority is £7.700m. However please see the full financial implications at paragraphs 42 to 45 below.

Consultation on the Proposals

24. As indicated in paragraph 3 above, the proposal to merge Ecclestone and St. Helens fire stations was subject to a comprehensive 12 week consultation process in 2015. As reported to the Authority at its meeting on 17th December 2015, the vast majority of consultees agreed that the principle of the merger was reasonable given the financial challenges facing the Authority (and was preferable to the outright closure of Ecclestone fire station, which was the other option considered). The Authority, having considered the detailed report on the outcomes of the consultation report, agreed to the merger at the Canal Street site.
25. It is not considered necessary to repeat the extensive consultation process previously undertaken nor ask the Authority to reconsider their decision to merge the two stations as the financial challenges facing the Authority are even greater than in 2015. Whilst the selected site for the proposed station is not on Canal Street, it is still on the larger Watson Street Works site, so again it is not considered necessary to repeat the previous extensive consultation for the proposed new location. However, if the Authority approves the new station going ahead, an engagement exercise will be undertaken with neighbouring premises, principally retail and business enterprises, as there are very few residential properties in the vicinity of the new station.

Further Work

26. Subject to Authority approval today, further design work will be undertaken to allow a detailed planning application to be submitted for the site, in mid-November 2018. The planning application process will also involve consultation with both statutory bodies and neighbouring properties. It is hoped that this will result in the application being approved by St. Helens Planning Committee at its meeting on 12th February 2019.
27. The outcome of both the planning application and engagement exercise will be reported to the Authority at its Budget meeting on 28th February 2019 for final ratification to the proposals.
28. If planning permission is granted and the Budget Authority agree the final proposals, this will allow the land purchase to be concluded with Pilkington. As detailed earlier, Pilkington are insistent on the land purchase being concluded and the purchase price being paid in the current financial year.

Additional Considerations

29. It should be noted that during the period since approval for the merger was given, a number of alternative sites in the St. Helens area have been investigated and evaluated by officers but none have proved suitable for a new St. Helens community fire station.
30. There is still the option to build a new fire station on the current site in Parr Stocks Road. However, one of the principal reasons for seeking a new site is the need to optimise response times to the whole St. Helens area which the current site does not provide. Furthermore, whilst a rebuild on the current site would obviate the need to purchase land, the existing buildings would need to be demolished at an estimated cost of some £200,000 and the build costs for a new station would be similar to those at the Watson Street site. It is also known that the ground conditions at Parr Stocks Road are not ideal so remedial works will also be required before any rebuild could be undertaken. Consequently, this option is not recommended.
31. Work has also been undertaken to establish the cost of refurbishing or modernising both Eccleston and Parr Stocks Road fire stations. A limited refurbishment of both stations would cost around £3.6m and would offer a period of some 5 - 8 years without the need for further work. A wholesale modernisation of both stations would cost in the region of £7.8m and would offer a period of some 10 – 12 years before any further capital funds would be necessary. A new station at Watson Street would have a life of at least 25 years before any significant lifecycle works would be needed.
32. It should be noted that the Transformation Grant funding could not be used to support either the refurbishment or modernisation options.

Equality and Diversity Implications

33. A full EIA has already been completed for the Station Mergers programme and has been submitted to the Authority with earlier reports.
34. The EIA made reference to some areas within the geographical 10 minute response time which may have implications for attendance in the St. Helens area. The EIA made recommendations to mitigate this specifically around HFSCs and community engagement. Officers will ensure that actions are taken before the station merger takes place.
35. No further consultation is required in relation to communities from protected groups as the previous consultation is still relevant and did in fact ask about equality impacts to which no significant challenges were raised.
36. Community groups will be consulted as appropriate and the new station will be much more inclusive to diverse community groups.
37. Following discussions with the Authority's Diversity and Consultation Manager, it is not necessary to make amendments to the previous version of EIA presented to Members.

Staff Implications

38. The implications for personnel including the net saving of 22 WTE firefighter posts from this merger, have previously been reported to the Authority and the financial savings anticipated have been now realised through firefighter retirements.
39. The proposed new community fire station will provide modern facilities and a greatly improved working environment for personnel compared to those currently available at the aging Eccleston and Parr Stocks Road fire stations.

Legal Implications

40. A Pre-Contract Services Agreement (PCSA) has been agreed with Wates Construction Ltd. This follows the form previously utilised and agreed for both Prescott and Saughall Massie.
41. The agreement to purchase the land at Watson Street Works from Pilkington will need to be prepared and signed by both parties before 31st March 2019 to ensure that option to buy is not lost.
42. Any purchase agreement will need to include easements or other access arrangements to allow Pilkington to maintain existing services within the site. A separate legal agreement will also be needed in respect of the shared access road servicing both the Authority site and the remainder of the existing site which will be sold by Pilkington. This area of land (some 0.5 acres) will be leased to the Authority on a peppercorn rent for 125 years with access rights being granted in perpetuity.

Financial Implications & Value for Money

43. As detailed above, the total estimated cost of the scheme using the cost plan prepared by Wates Construction under the PCSA, and including work already undertaken, is £7.700m. This includes land purchase, site investigation, pre-contractual works (including design), advisors fees and construction. .
44. The current approved capital programme includes a sum of £5.25m for the St. Helens scheme.

Current Approved Capital Scheme Cost	<u>£5.250m</u>
Funded By:	
Government Transformation Grant	£2.086m
Capital Receipts – sale of St Helens & Eccleston	£0.700m
Capital Reserve	<u>£2.464m</u>
	<u>£5.250m</u>

45. However, as the total estimated cost for the scheme is now £7.700m the budget for the scheme needs to be increased by £2.450m and approval is sought from the Authority to fund this amount by a further contribution from the capital investment reserve.
46. The Transformation Fund grant received also included £297,000 revenue funding. Elements of this have been used to fund expenditure on consultation and other items during the early stages of the project. This includes the abortive work on the original Canal Street site. This revenue funding has been used to initially fund the feasibility study by Wates, and also additional services provided to the Authority from Todd & Ledson but these costs will be capitalised if the Authority approve this scheme. If the scheme is not approved, all costs incurred will have to be funded for this provision (with any further revenue contribution, if necessary).

Risk Management, Health & Safety, and Environmental Implications

47. The site investigations carried out have identified a range of risks, health and safety issues and environmental implications. The costs of mitigating or remediating these issues are included in the overall capital costs for the project.
48. When the Transformation Fund grant application was submitted, the key criteria were efficiencies and sharing buildings with other emergency services. Whilst efficiencies will be made by merging two stations into one, the fact that NWS are no longer part of the project goes against the joint working element. There is consequently a risk that the Home Office could decide that the scheme no longer meets the grant criteria. However, there is sufficient evidence of attempts, over a long period, to encourage NWS to co-locate but ultimately their decision not to move in is outside the Authority's control. Furthermore, a similar situation occurred at Saughall Massie (although for different reasons) and the Home

Office were satisfied that the scheme still met the necessary criteria so officers believe the risk is low.

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

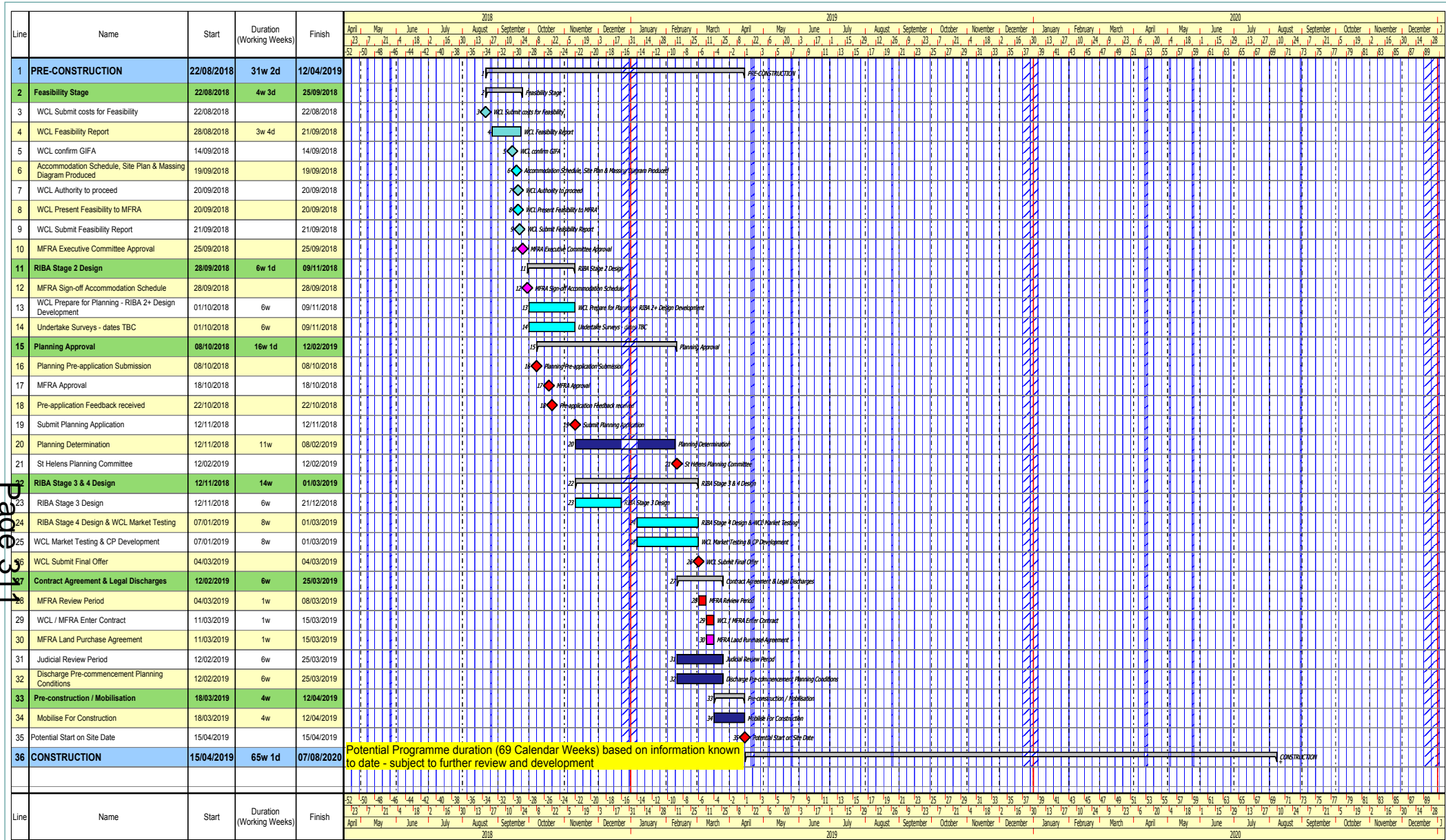
49. The proposed station merger will improve operational cover in the St. Helens area. A new fire station will also provide an improved working environment for firefighters and improved facilities for the local community.

BACKGROUND PAPERS

- CFO/111/14** Station Mergers Project – Appointment of Contractor, Policy & Resources Committee, 27th November 2014
CFO/059/15 St. Helens Consultation Outcomes, Authority, 17th December 2015
CFO/094/15 Proposed Station Merger of Eccleston and St. Helens Fire Stations at a new site on Canal Street, Authority, 17th December 2015.

GLOSSARY OF TERMS

EIA	Equality Impact Assessment
HFSC	Home Fire Safety Check
MFRS	Merseyside Fire & Rescue Service
NWAS	North West Ambulance Service
PCSA	Pre-Contract Services Agreement



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Potential Programme duration (69 Calendar Weeks) based on information known to date - subject to further review and development.

Prescot Fire Station
 Summary WCL Activity DESIGN Client Activity Key Date Planning

Planner: M Gaskin
 Manager: M McCall
 Original Date: 21/09/2018
 Revision Date: 21/09/2018

MFRA - St Helens

Draft Pre-construction Phase

Wates

Programme No: MFRA St Helens
 Rev: F -
 Page 1 of 1

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MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	18 OCTOBER 2018	REPORT NO:	CFO/068/18
PRESENTING OFFICER	CHIEF FIRE OFFICER (CFO)		
RESPONSIBLE OFFICER:	CFO	REPORT AUTHOR:	CFO
OFFICERS CONSULTED:			
TITLE OF REPORT:	MFRA LOBBYING STRATEGY		

APPENDICES:	
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Purpose of Report

1. To set out a proposed lobbying strategy, which if adopted by Merseyside Fire and Rescue Authority (MFRA) can be utilised by Members to influence the Government’s funding settlement for 2019/20 and the Comprehensive Spending Review 2019 in order to obtain the best financial settlement possible.

Recommendation

2. That Members;
 - a) Approve the approach and actions in relation to lobbying Government as set out in this report, including the drafting of a lobbying submission to be presented to Government by (insert dates) in support of fair funding for MFRA.
 - b) Note the tight timescale for action and instruct the Chief Fire Officer to facilitate all necessary steps to prepare a lobbying submission that enjoys the full supported Merseyside’s political leadership.
 - c) Approve a draft resolution for submission to the District Councils in support of additional Government funding for MFRA.

Introduction and Background

3. Based on announcements in previous years it is anticipated by the Treasurer that, the 2019/20 Provisional Local Government Finance Settlement including Merseyside Fire and Rescue Authority will be announced on or around 18th December 2018.

4. Although the indicative 2019/20 funding support from the Government was announced as part of the four year financial settlement that the Authority accepted, there is a case to argue that funding should now be increased in light of higher pay awards and the need to invest in protection and prevention services in light of Grenfell.
5. There is a narrow window of opportunity for the Authority and its partners to influence Government to secure the best Funding Settlement possible for the Authority. As such the Authority seeks agreement to adopt the approach detailed in paragraph 7- 18 below.
6. In addition MFRA commit to lobby the Government for additional financial support for fire, and in particular metropolitan FRAs, to be included in the Comprehensive Spending Review for 2019 (CSR 2019). Government departments are currently working with the Treasury to determine future departmental spending limits that will apply to 2020/21 and possibly a further one to three years. The CSR 2019 is unlikely to be finalised until the Chancellor's Autumn Budget Statement in November 2019.

Joint Lobbying Approach

7. The Authority will continue to rely upon a joined up approach to lobbying Government for additional funding based upon strong support from Merseyside Members of Parliament, Merseyside District Council Leaders, the Liverpool City Mayor, the Liverpool City Region Mayor and the representative bodies.
8. All parties are in agreement that the cuts to which the Authority has been subject have now gone too far and are now negatively impacting upon service delivery.
9. At a meeting on 24th August 2018 Mayors Anderson and Rotherham and Merseyside District Council Leaders and MFRA it was agreed and publicly announced that, all political leaders in Merseyside would jointly lobby Government to seek the maximum flexibility possible in the application of Council Tax arrangements to secure an increase in funding for MFRA.
10. This report identifies the key actions and deadlines in relation to building upon the strong political mandate now in place amongst the political leadership to ensure that the Authority is best positioned to influence the 2019/20 Finance Settlement and beyond (CSR 2019) in order to obtain the required funding for MFRA to protect the Merseyside Community from fire risk.

Lobbying Objectives

2019/20:-

11. The principal 2019/20 lobbying objective of the Authority is that it will seek from Government the necessary flexibility to increase Council Tax beyond the current referendum cap by a one off increase of £5 (for Band D properties) based on clear political and public support on Merseyside.

CSR 2019:-

12. The Authority will seek assurances from Government that it will not be subject to any further reductions in grant funding in order to prevent any further negative impact upon service delivery in the CSR 2019 and any new cost pressures are fully funded
13. In consultation with Merseyside's political leadership the Authority will prepare a lobbying submission for the CSR 2019 to be presented to Government setting out the case for a funding settlement that ensures the Authority can maintain a level of operational response that meets the needs of the Merseyside Community. The case made by the Authority will be evidence based and outcomes driven and be fully endorsed by Merseyside's political leadership.
14. The lobbying submission will be presented to Government following endorsement by Merseyside's political leadership including Members of Parliament, Merseyside District Council Leaders, the Liverpool City Mayor, the Liverpool City Region Mayor and the representative bodies.
15. The lobbying submission presented to Government will also address the issue of improving firefighters pay which is a key objective for the political and managerial leadership of MFRA.
16. A resolution has been drafted by the Chair and Deputy Chair of MFRA for presentation to the Leaders of 5 Merseyside constituent Local Authorities inviting each of the District Councils to formally confirm their support for MFRA and its resolve to seek an increase in funding from the Government and to work in conjunction with the Authority to seek a fair funding settlement.

"This Council believes that the cuts imposed by Government on Merseyside Fire & Rescue Authority (MFRA) have gone too far and should be reversed to ensure basic public safety is protected. To this end the Council will work in collaboration with MFRA, Merseyside's constituent District Councils, Mayors Anderson and Rotherham, MP's and the Trade Unions to jointly lobby Government for an increase in funding for MFRS, including seeking Government approval to allow the maximum flexibility possible in the application of Council Tax arrangements.

Action Time Table

17. MFRA will coordinate all the necessary action to ensure that, the lobbying submission and associated action to lobby Government are fully endorsed by Merseyside's political leadership prior to the presentation of the submission to Government on.
18. The table sets out the action plan in support of lobbying of Government for an increase in funding for MFRA.

Date	Action
2019/20 Financial Settlement – Lobbying Strategy	

18 th October 2018	Authority approves report setting out its lobbying strategy detailing its approach and key actions in lobbying Government for fair funding.
19 th October 2018	Principal Officers meet Merseyside Members of Parliament to provide update on funding position and secure support for lobbying strategy
19 th October 2018	Chair/Dep Chair write to 5 District Council Leaders submitting draft resolution in support of additional funding for MFRA and approval for lobbying strategy and joint lobbying action.
8 th November 2018	CFO to address Combined Authority to provide update on funding position and secure support for lobbying strategy and joint lobbying action.
Date	CFO and Chair/Dep Chair address All Parliamentary Committee of Merseyside Members Parliaments to seek support for additional funding and agree joint lobbying approach
Date	Lobbying submission presented to Government. Probably in form of letter to the Fire Minister
CSR 2019 Lobbying Strategy	2019/20 Financial Settlement – Lobbying Strategy
2018 - 2019	CSR 2019 Submission
24 th January 2019	Budget Strategy Day. Presentation of outcome and implications of Funding Settlement

Equality and Diversity Implications

19. None

Staff Implications

20. None

Legal Implications

21. None

Financial Implications & Value for Money

22. None

Risk Management, Health & Safety, and Environmental Implications

23. None

24. The capability of the Authority to deliver a service consistent with its mission is subject to securing a fair funding settlement from Government. The lobbying submission and lobbying actions set out in this report will contribute to securing that objective.

BACKGROUND PAPERS

GLOSSARY OF TERMS

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