

## APPENDIX A

| MERSEYSIDE FIRE AND RESCUE AUTHORITY |   |                |               |
|--------------------------------------|---|----------------|---------------|
| MEETING OF THE:                      | [COMMITTEE NAME]  |                |               |
| DATE:                                | [DATE OF MEETING]   | REPORT NO:     | REFERENCE     |
| PRESENTING OFFICER                   | [PRINCIPAL/ STATUTORY OFFICER]                              |                |               |
| RESPONSIBLE OFFICER:                 | [LEAD OFFICER]  | REPORT AUTHOR: | [AUTHOR NAME] |
| OFFICERS CONSULTED:                  | [FILL IN ANY OTHER OFFICERS/DEPARTMENTS YOU HAVE CONSULTED] |                |               |
| TITLE OF REPORT:                     | [REPORT TITLE]  |                |               |
| APPENDICES:                          | APPENDIX A: (TITLE)<br>APPENDIX B: (TITLE...ETC)            |                |               |

### Purpose of Report

- To inform/request that Members...

### Recommendation

- That Members;
  - note, approve, instruct....., and/or
  - note, approve, instruct.....etc.
  - delegated powers to .....state name and position and what precise delegated powers you request (Delegated Powers are usually only granted to Statutory Officers)

[Or in the case of one recommendation:]

- That Members note, approve, instruct....etc.  
 Note that every action or decision you wish to be considered MUST be detailed as a separate recommendation – for Members to consider and make decision against each.

### Introduction and Background

- Provide the detail of the report in this section. Write enough information but not too much – more info can be provided in appendices, presentations or by the Reporting Officer at the meeting.

Your own Subtitles can be used

- Every paragraph must be numbered – do not number subtitles

### Equality and Diversity Implications

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6. EIA completed? Attach as appendix if yes.
  7. What E&D implications have been considered/ why

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### Staff Implications

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8. How are staff affected? Think about resources etc. Don't leave this empty. If no implications state why not.

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### Legal Implications

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9. There are always Legal Implications
10. Don't leave this empty. Check with Legal if unsure

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### Financial Implications & Value for Money

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11. State the cost of the recommendation.
12. Where will the funding will come from?
13. How is it Value for Money?
14. Don't leave this empty. Consult the Head of Finance if needed

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

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15. What actions have been taken to manage risk?
16. What Health & Safety implications have been considered?
17. What Environmental Implications have been considered?

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

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18. How does this benefit our Communities and the Authority?

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### BACKGROUND PAPERS

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

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### GLOSSARY OF TERMS

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|-------------|--|
| <b>MFRA</b> | <b>Merseyside Fire and Rescue Authority</b> is the physical and legal entity. When writing reports MFRA is the “object”. |
| <b>MFRS</b> | <b>Merseyside Fire and Rescue Service</b> is the service provided by MFRA. When writing reports MFRS is the “action”     |

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**E.G.** You are employed by the Authority (MFRA). The job you do forms part of the Service (MFRS) provided by the Authority (MFRA).  
If in doubt use MFRA.