

Hampshire Fire and Rescue Authority

Performance Review and Scrutiny Committee

Item 6

26 January 2016

Risk Review Formal Consultation Consideration Process

Report by the Chief Officer

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1 Summary

- 1.1 This paper sets out the six week consideration phase of the formal consultation for the Risk Review project. This is following the 12 weeks of formal consultation
- 1.2 This paper sets out the interim feed back on the quality assurance process by the Consultation Institute.

2 Recommendation

- 2.1 The Committee agrees that the consideration phase of the formal consultation for the Risk Review project has been implemented as previously agreed in the Risk Review Consultation Project Plan.

3 Introduction and background

- 3.1 As a public body we have both a legal and moral obligation to listen to the opinions of those whom we serve. However, more importantly we believe that consultation with our stakeholders will also add considerable value to our change programme; ultimately the quality and suitability of our final proposals.

Hampshire Fire Rescue Service are undertaking formal consultation for the following reasons:

Inform our stakeholders: Hampshire Fire Rescue Service will use the formal consultation process in order to ensure that those we serve fully understand the proposed changes to their Service.

Improve our proposals: Hampshire Fire Rescue Service will listen carefully to all of our stakeholders in order to ensure that our plans meet the needs of our communities and remain fit for purpose.

- 3.2 The consideration period analyses the data received from all our stakeholders to understand the trends and themes, and reflect on how they could be used to develop the final proposals going forward to the Fire Authority on the 24 February ,

4 Consideration Plan

- 4.1 **Risk Review consideration and Governance Timeline**

The following sets out the meetings profile for the risk review.

Meeting/ Governance Points	Date	Purpose
Formal Consultation finished	04/12/15	
End of Consultation review Workshop	16/12/15	Review the Opinion Research Services ('ORS') interim report (ORS to present), identify the trends and issues.
Consultation Consideration Workshop	6/01/16	Consider possible changes to Final Proposals
Members briefing	15/01/16	Briefing to members on the consultation findings
SMT meeting	19/01/16	SMT meeting to agree the final proposals paper being presented to the HFRA
PRSC meeting	26/01/16	Confirm process of consultation, report on findings from ORS and QA report from consultation institute.
Members briefing	4/2/16	Briefing to members over the HFRA paper
HFRA meeting	24/2/16	Presentation of final proposals to the Fire Authority

- 4.2 Our external provider has analysed all of the consultation feedback and produced a final report. This will assist in the six weeks of consideration of the findings of the formal consultation for the Risk Review project. Appendix 2 is an extract from the Risk Review Consultation Project Plan (signed off by PRSC at its meeting on 27 October 2015) and reflects the actions under taken so far in the consideration process.

The three workshops identified in the Risk Review Consultation Project Plan were carried out as planned with the first being in the mid point of the formal consultation to consider how the consultation was proceeding ,

The second workshop was held on the 16th December 2015. This gave ORS the opportunity to inform the service management team of the trends and issues arising from the Formal consultation, allowing for the consideration of the final proposals.

The third workshop was held on the 6 January 2016 where possible changes were challenged and discussed; the findings from all of these workshops will be reflected in the final proposals to be presented to the Fire Authority at its meeting on 24 February 2016.

At the end of the formal consultation stage, a review of the process has been carried out by the Consultation Institute to ensure that the consultation has been run in accordance with best practice standards. This will support the PR&SC in scrutinising the consultation process and is attached at Appendix 1.

The Consultation Institute quality assurance process will conclude in a final report being presented to the PR&SC after the decision of the Fire Authority on 24 February 2016.

- 4.3 The ORS final report sets out the analysis data from the formal consultation process. The areas covered are :-
- Open survey

- Public meetings
- Staff focus groups
- Resident Forum General principle
- Resident Forum specific proposals
- Stakeholder Forum

4.4 This final report was presented to the members of the Fire Authority on the 15 January 2016 by ORS.

5 Consultation Institute feedback

The Consultation Institute have been commissioned to provide advice, guidance and quality assurance on our processes for engagement and consultation.

The consultant has agreed that:

- Scoping documents shows best practice
- Project plan shows best practice
- Consultation documents and questionnaire show best practice
- Consultation process shows best practise

The Consultation Institute have completed the “Closing Date Review” of formal consultation and agree that it is compliant with the process, with two conditions:-

- “We see a satisfactory Equalities Analysis update once Action Hampshire have completed their work.”
- “We see the final ORS output and feedback report to ensure it is sufficient.”

These conditions will be finished and details included in the consultation institute quality assurance process which will conclude in a Final report being presented to the PRSC after the decision of the Fire Authority on 24 February 2016. Please see Appendix 1.

6 Supporting our Corporate Aims and Objectives

6.1 In September 2015 the Fire Authority published its Service Plan 2015 – 2020. This plan outlines the priorities for the Service which focus on two key areas:

- Making life safer
- Making ourselves stronger

6.2 For the Fire Authority to achieve its stated vision and priorities and achieve the necessary further budget reductions, it was necessary to review the current Service Delivery model. The formal consultation will assist in that process in developing the final proposals presented to the Fire Authority at its meeting in February 2016.

7 Risk Analysis

7.1 Judicial reviews have in the past concentrated on the process rather than the content of the review findings. If a stakeholder were to challenge the Risk Review project it would be on process.

- 7.2 We therefore engaged the services of The Consultation Institute early on in the project cycle to assist with reducing the risk of procedural challenge. To assist PR&SC with oversight and scrutiny, the Consultation Institute was commissioned to provide advice, guidance and quality assurance on our processes for engagement and consultation.
- 7.3 ORS have carried out the formal consultation for the Fire Authority and The Consultation Institute has carried out a quality assurance process following the formal consultation to confirm due process was followed. (Appendix 1)

8 Impact Assessment

- 8.1 Impact Assessments have been developed including the Engagement 14 and Engagement 15 feedback. They were revisited after the formal consultation and will be developed through the remainder of the project and into the implementation phase
- 8.2 We have engaged Action Hampshire to target members of the public with protected characteristics to enhance our Impact Assessments and gain an understanding of how changes to the future of the Service may impact these groups. Action Hampshire works with local not-for-profit organisations to help make Hampshire a better place to live and work for all. They have developed a strong network of relationships with numerous groups throughout Hampshire, many of which are people from hard to reach groups.
- 8.3 The proposals in this report are considered compatible with the provisions of the European Convention on Human Rights, the Human Rights Act 1998, and the Race Relations (Amendment) Act 2000.

9 Background papers

- 9.1 The following documents disclose the facts or matters on which this report, or an important part of it is based and has been relied upon to a material extent in the preparation of the report:
- PRSC Paper 27 October 2015 - Risk Review Consultation Process
 - PRSC Paper 30 July 2015 - Risk Review Process
 - PRSC Paper 19 May 2015 - Governance arrangements for Risk Review
 - PRSC Paper 6 May 2014 - Service Delivery Risk Review Projects
 - PRSC Paper 6 May 2014 - Improving Public Community Health and Acute Medical Intervention

Appendix 1 Letter received from The Consultation Institute

Appendix 2 Extract from the Consultation Project Plan with reference to the Consideration Plan