



**NORTHUMBERLAND FIRE AND RESCUE SERVICE
NORTHUMBERLAND COUNTY COUNCIL**

***‘CONSULTATION STRATEGY FOR RELOCATION OF
ALNWICK COMMUNITY FIRE STATION’***

23rd October 2013 to 18th December 2013

Northumberland

Northumberland County Council

Final Version 22nd October 2013 (updated 04.11.13)

CONTENTS

SECTION	Page
1.0 Introduction	4
2.0 NFRS Proposal	6
3.0 Consultation	14
4.0 Consultation Aims	15
5.0 Consultation Objectives	16
6.0 Consultation Schedule	18
7.0 Public / Bodies	19
8.0 Equality Statement	20
9.0 Key Messages	21
10.0 Preliminary Consultation	24
11.0 Primary Consultation	25
12.0 Review & Monitoring	26
13.0 Report	26
14.0 Contact Details	27

Northumberland Fire & Rescue Service (NFRS): The re-location of Alnwick Fire Station to shared site as part of Northumberland County Council Estates Transformation and Depot Rationalisation at Alnwick.

Strategic Intent of Consultation

- to find out what you think
- to identify your priorities and concerns
- to meet our statutory obligations

We consult with communities and individuals using methods such as surveys by the internet and Council Website, response to phone calls, open meeting and workshops. The consultation will also meet with the principles and guidance issued by the Cabinet Office autumn 2012.

This strategy with regard to consultation on relocation of the Community Fire Station will be carried out through community engagement over an 8 week period and provide opportunity for input to the proposals. The four distinctive groups covered by the consultation are:

- Staff
- Local Groups and Communities
- Wider Groups In Alnwick Area
- Key Stakeholders

The Consultation period will be carried out for 8 weeks and commence on 23rd October 2013 and conclude on 18th December 2013.

In the overall Strategic context, The Fire and Rescue Service operates under the guidance of and is required to comply with National goals, values and vision. This is to support community cohesion and well-being and to provide a Fire & Rescue Service for Stronger and Prosperous communities. In Northumberland it is also part of the County Council and forms part of key service delivery. To serve the community we will demonstrate our commitment to these National objectives as detailed in:-

- The Fire and Rescue Services Act (2004)
- The Fire and Rescue National Framework and inter-alia Equality and Diversity Strategy 2008 – 2018 (May 2008)
- Rising to the Challenge: Improving Fire Service Efficiency (Dec 2008)
- National Framework Documents

1.0 INTRODUCTION

In June 2003 the Government produced a White Paper called “Our Fire and Rescue Service”. The paper set out the Government’s vision for the fire and rescue service of the future. It also set out how it will deliver that vision, make the service more efficient and effective and improve public safety. Furthermore, it also included proposals for changes to the structure and institutions of the service and the working practices and procedures of all those who work in the service.

The White Paper clearly establishes the fire service as forming part of the front-line response to natural disasters, such as flooding, and to terrorist incidents, but importantly also requires the service to undertake a more prominent and proactive role in the community, working in partnership with other agencies and services to improve safety and prevent emergency incidents happening in the first place. The Government has also produced legislation (Fire and Rescue Services Act 2004) to require this as a statutory duty.

In addition to this the Authority is legally required to meet the Civil Contingencies Act (2004) which requires the Authority to provide and maintain a fire service resilient and able to provide a service, as a Category 1 responder. This requires fit for purpose buildings located in strategic localities on a 24 hour basis. In accordance with the requirement to support and resource the Local Resilience Forum (LRF) the location of the sites and provision of the facilities ensures the Authority and the Fire & Rescue Service is “Operationally Prepared” and meets with Governmental expectations.

As a result of the recent legislation, the responsibilities and expectations of fire authorities, throughout the country have grown and widened. Northumberland Fire and Rescue Authority (NFRA) accepts these responsibilities and strives to respond effectively to meet the expectations and the challenges this presents in delivering service in what is a ‘super sparse’ area, Northumberland being the most sparsely populated county in England.

In addition to this the Fire & Rescue Service in Northumberland is part of Northumberland County Council (NCC) which enables the Fire & Rescue Service to work in closer partnership with other Departments of the County Council. As part of NCC and working towards the strategic aims of improving service delivery in a more efficient way the Fire Service is an integral part of the ‘Estates Transformation’ and ‘Depot Rationalisation’ at Alnwick. This is part of a wider project to rationalise the Council’s depots and vehicle maintenance workshops in the Alnwick area through the expansion of the existing depot facility at Lionheart Industrial Estate into a single ‘super depot’. This new ‘super depot’ will also provide a purpose built community fire station to better serve the communities of North Northumberland in a shared County Council premises.

NFRS is under pressure to meet the modernisation agenda and to provide Value for Money with Efficiencies whilst improving the service delivered to people of Northumberland. This is in accordance with directives from the Government’s improvement agenda under the National Framework Documents and the subsequent need to improve the way NFRS delivers its service.

The service provided must include a balanced strategy based on the fundamental principles of prevention, protection and response and to be resilient. Therefore in principle, the main driver for understanding these proposals is the requirement to improve the safety of the community served by NFRS based on its Fire & Rescue Plan (FRP) and Fire Service Emergency Cover (FSEC) risk mapping.

Key to the proposal are opportunities arising out of NFRS being part of Northumberland County Council and the move to ‘Improved Public Services’ by closer working of key services and interoperability and where possible shared facilities. With the ‘Depot Rationalisation at Alnwick’ NFRS can achieve its essential service delivery whilst;

- | | |
|---|----------|
| ➤ Improving Community Service & Service Delivery | People |
| ➤ Providing Modern ‘Fit for Purpose’ Facilities | Premises |
| ➤ Co-location & joining up of services | Locality |
| ➤ Improved efficiency, Value for Money (VFM) & Public Value | VFM |

The main drivers for Improvements to the service delivered by NFRS are;

- Improve community safety by prevention;
- Interoperability and joined up working;
- Provide a balance between prevention and intervention;
- Base Fire Cover provision on FSEC Risk Mapping and risks to the community;
- Identified improvements through FRP;
- Develop our commitment to community safety activities;
- Drive the occurrence of fires and other incidents to as low a level as reasonably practicable;
- Develop strategies for other risks such as Road Traffic Collisions;
- Deliver efficiencies in conjunction with NCC;
- Replace outdated buildings with purpose built facilities for staff and the community;
- Increase potential for partnership working;
- Ensure Resilience and Operational Preparedness.

Whilst the original improvements to NFRS by the provision of community fire stations in the South East of Northumberland has been successfully completed, the next phase for essential improvements in strategically identified key areas of Northumberland includes Alnwick in conjunction with the Depot Rationalisation for service delivery which includes;

- Provision of permanent premises for the Community Safety Academy;
- Provision of Community Safety facilities in the North of the county.

2.0 NFRS PROPOSAL

2.1 Background

The existing site and station at Alnwick is in an extremely poor condition and lacks the necessary modern facilities the Fire Service requires to meet its operational needs and other statutory duties. There is also the opportunity to work in a joined up approach within the County Council to provide modern facilities within available budgets and to make sustainable efficiencies.

It is proposed to relocate the existing station to a new shared facility on Alnwick Lionheart Industrial Estate. This would be a shared facility with other departments of NCC whilst providing facilities fit for purpose for the Fire & Rescue Service which could not be achieved on the existing site.

2.2 Community Fire Station Specifics

The new CFS will be an integrated and shared facility accommodating several departments of NCC with modern facilities to;

- Provide modern efficient and proportionate accommodation;
- Accommodation to be 'fit for purpose' for a modern Council and Emergency Service;
- Shared to reduce premises costs and improve interoperability to support Service Delivery;
- Improved Community facilities and service interaction with customers and the community.

The new aspect of the joint community fire station will have three appliance bays, a separate garage, tower and drill yard. In each case the main building will extend to two floors and house operational staff and other departments of NCC with partners and provide welfare and general office accommodation. Dedicated parking for staff and visitors (including disabled parking spaces).

From the new station we aim to provide a cost effective, good quality, strategically planned, range of shared services to the resident town and rural populations, the commercial and farming sectors, and visitors to Alnwick and North Northumberland areas. The services will include:

- A comprehensive range of prevention strategies for community safety;
- Provision of facilities to support community engagement and partnership working;
- Suitable and appropriate facilities for members of the public and employees of Northumberland Fire and Rescue Service;
- An emergency response facility combined with community safety training/advice and support;
- Provide enhanced training facilities to provide better range of training delivery for Fire-fighters and Youth courses.

2.3 Option & Opportunity

In considering and addressing the required upgrade or renovation of Alnwick Fire Station the following table gives a summary of the options considered by the Fire and Rescue Authority following identification of options for essential modernisation:-

No.	Option	Viable	Desirable	Achievable
1	Do nothing.	x	x	✓
2	Build new Community Fire Stations on existing sites or full refurbish.	x	✓	x
3	Build new fire station with shared facilities with Community Safety facilities on the new site on Lionheart Industrial Estate as part of a shared building.	✓	✓	✓

The key issues in respect of each option are set out below:-

No	Option	Issue
1	Do nothing.	The existing fire station building at Alnwick is deteriorating and deficient in facilities. They are unfit for purpose and do not meet FRS needs. They are also inefficient, costly to run and in urgent need of replacement. Failure to meet DDA and Youth Safety issues.
2	Build new Community Fire Stations on existing sites or full refurbish.	This option would provide new fire station facilities at Alnwick but is not viable due to budget restrictions and failure to integrate with NCC operations or efficiencies.
3	Build new fire station with shared facilities with Community Safety facilities on the new site on Lionheart Industrial Estate as part of a shared building.	This option would provide new community fire station with modern 'fit for purpose' facilities including community safety facilities and joined up working and interoperability. This also has the advantage of providing best value for the public finances as efficiencies and reduced overheads which would be realised through co-location. Increased and reduced response times from relocated station.

2.4 Operational Prevention, Protection & Response

The Community Fire Station will be located at the strategic hub of the County Council whilst providing essential Fire & Rescue Emergency Services under its Statutory Duty and also other duties to Alnwick & it's Station Area Figure 2;

- Community Safety and Prevention duties;
- Fire Cover to Alnwick and **surrounding Station area**;
- Emergency cover for road traffic collisions on A1 and other roads in station area;
- Specialist response to wildfire, floods, chemical incidents and other incidents;
- Youth and other vulnerable groups engagement;
- Partnership and collaborative arrangements.

This option will provide the Council and Community and Fire and Rescue Service with improved training, domestic, community safety and office facilities in the rural areas. It will be able to control access to the fire safety facilities and the type of advice that is provided.

The successful delivery of the integration and new facilities is regarded as a key element in achieving the NCC & Fire and Rescue Authority's vision. These Community Fire Stations will provide benefit to residents, workers and employers in these areas of the County.

The benefits of this option can be summarised as follows: -

- Allowing the Fire Authority to progress its agenda for improvement;
- Incorporating custom built facilities in a new fire station to specifically address the fire safety and prevention agenda;
- Providing better value for money in the operation of the service;
- Challenging public perception of the fire and rescue service as only an emergency response service;
- Ensuring that the community is protected from fires and other emergencies, in a fair and equitable manner, through appropriate utilisation of prevention, protection and intervention measures;
- Providing appropriate accommodation and facilities for staff in order to maximise their contribution towards the achievement of the fire and rescue authority's vision.

The strategically located community fire station Figure 1 will link with those already operating in the south east of the County to form a network of installations, situated close to link roads, providing modern facilities for improving safety in the community and responding to any emergency situations that may arise working through interoperability with NCC.

Figure 1 Key Strategic Community Fire Stations NFRS

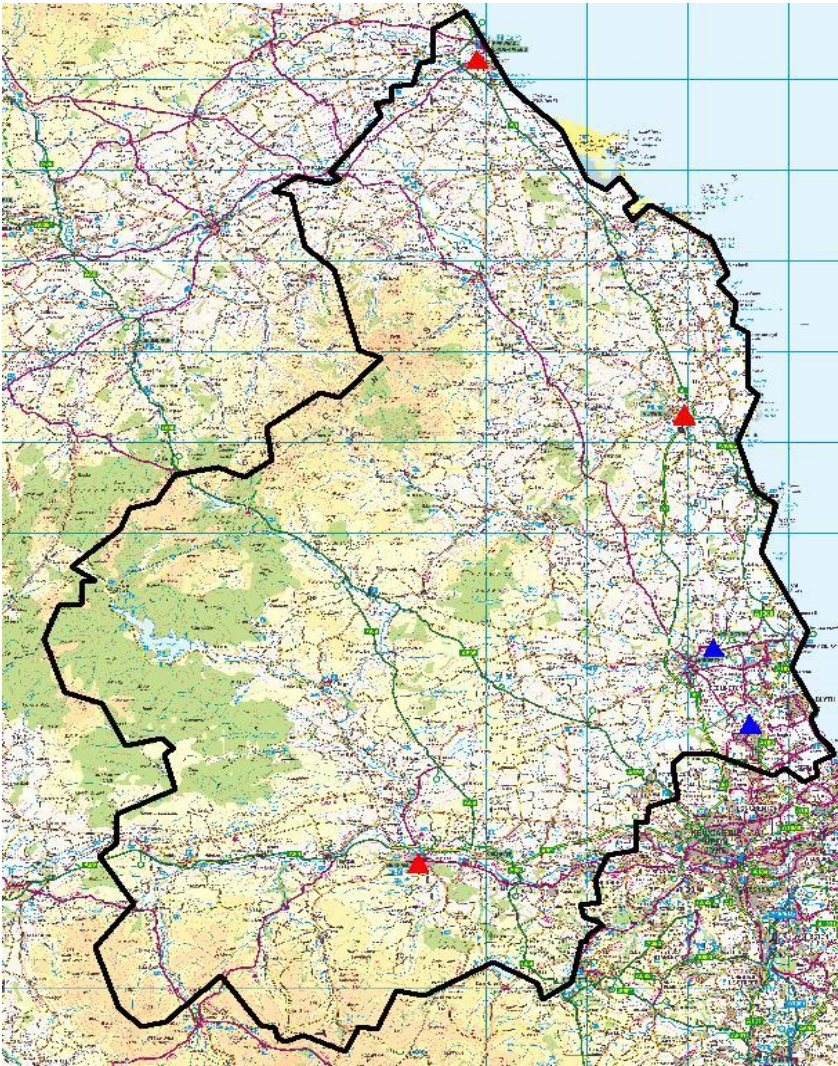


Figure 2 Alnwick Community Fire Station Area of Response

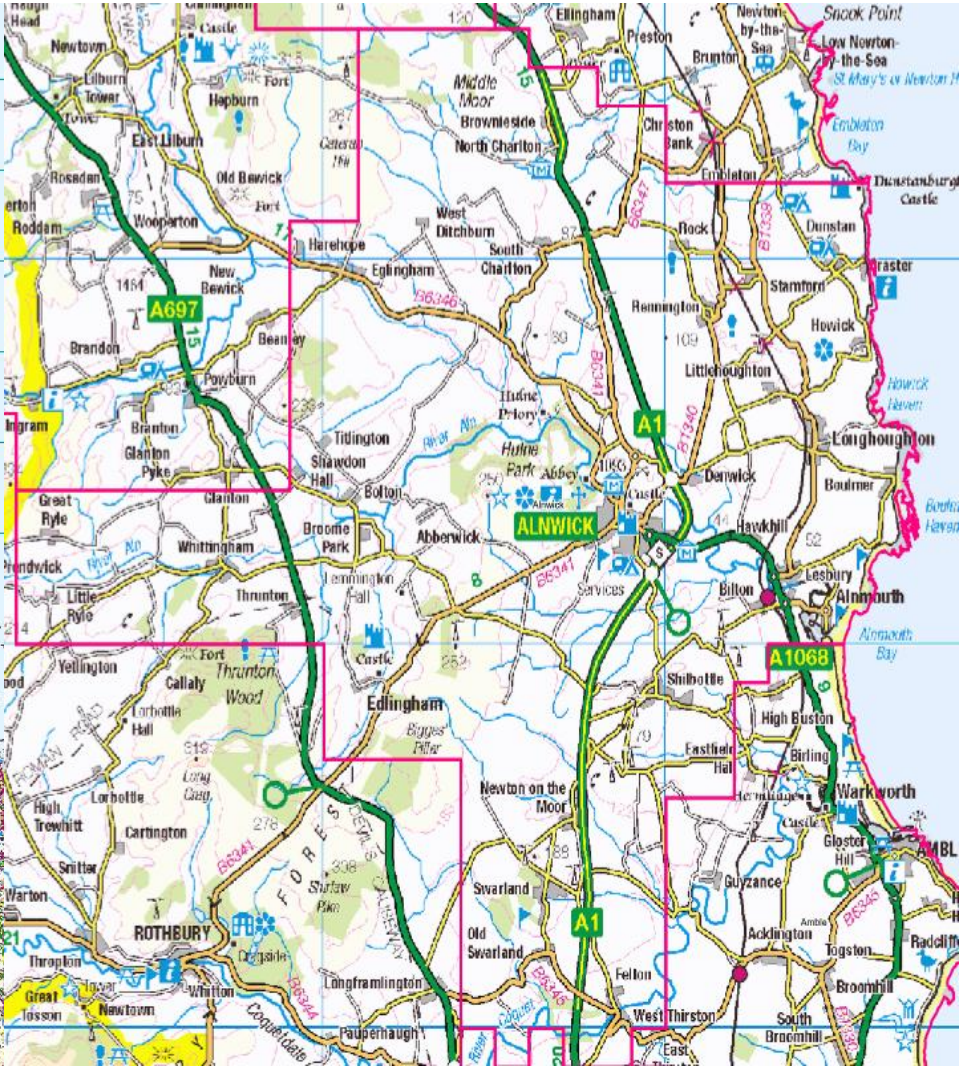
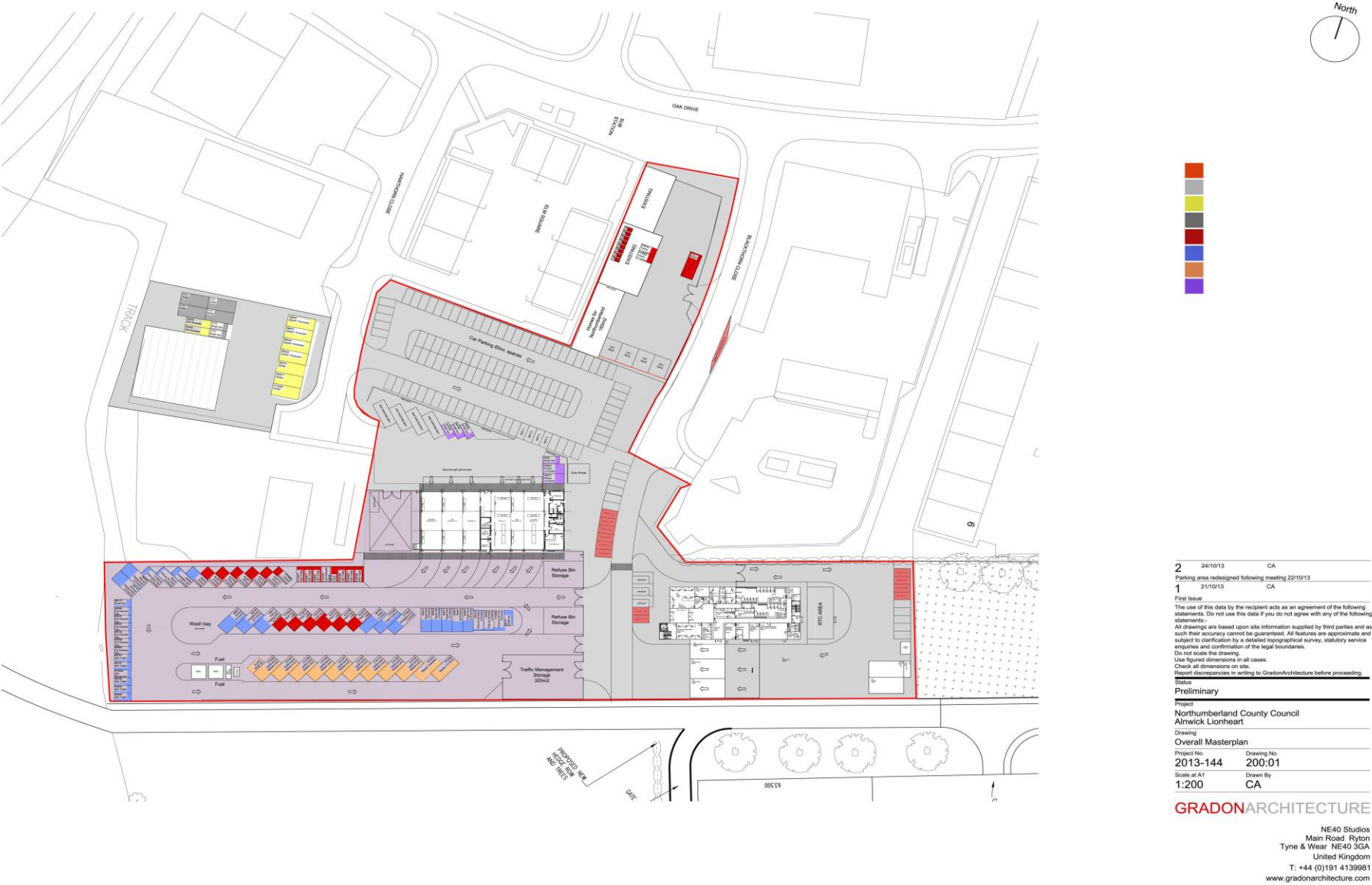


Figure 3 Location of the Proposed New Community Fire Station (shared building bottom right of plan)



2.5 Review of Fire Service Emergency Cover (FSEC)

In reviewing the necessary requirements for Northumberland with regard to the Fire Service and part of regular work under the 'Fire & Rescue Plan' the service is committed in meeting the modernisation agenda and improve facilities and services through its modernisation programme and when opportunity exists.

With the opportunity to provide essential modern facilities as a shared facility with the County Council the FSEC model has been used to carry out an Emergency Cover Risk Assessment. In reviewing relocation and the risk to the community the service can assess the impact on 'life risk' by moving location of the station and calculating risk factors through nationally applied and approved model.

With the FSEC review in respect to the relocation of Alnwick Station the results of the 'risk profile' remain fundamentally the same, Figures 4 & 5, with the exception of an area outside the main conurbation of Alnwick. In reviewing the other areas of Alnwick Station response area this demonstrates that by relocating Alnwick Station has no effect on the predicted risk level.

Risk Levels

✓ +	Well Above Average
✓ +	Above Average
✓ +	Average
✓ +	Below Average
✓ +	Well below average

Risk Level	Risk of Death
Well Above Average	Greater than or equal to 1 in 50000
Above Average	Greater than or equal to 1 in 100000 but less than 1 in 50000
Medium	Greater than 1 in 151515 but less than 1 in 100000
Below Average	Greater than 1 in 200000 but less than 1 in 151515
Well Below Average	Less than 1 in 200000

The risk levels are set by national modelling and in conjunction to previous statistical data of incidents and population levels.

Figure 4 FSEC MODEL ALNWICK EXISTING

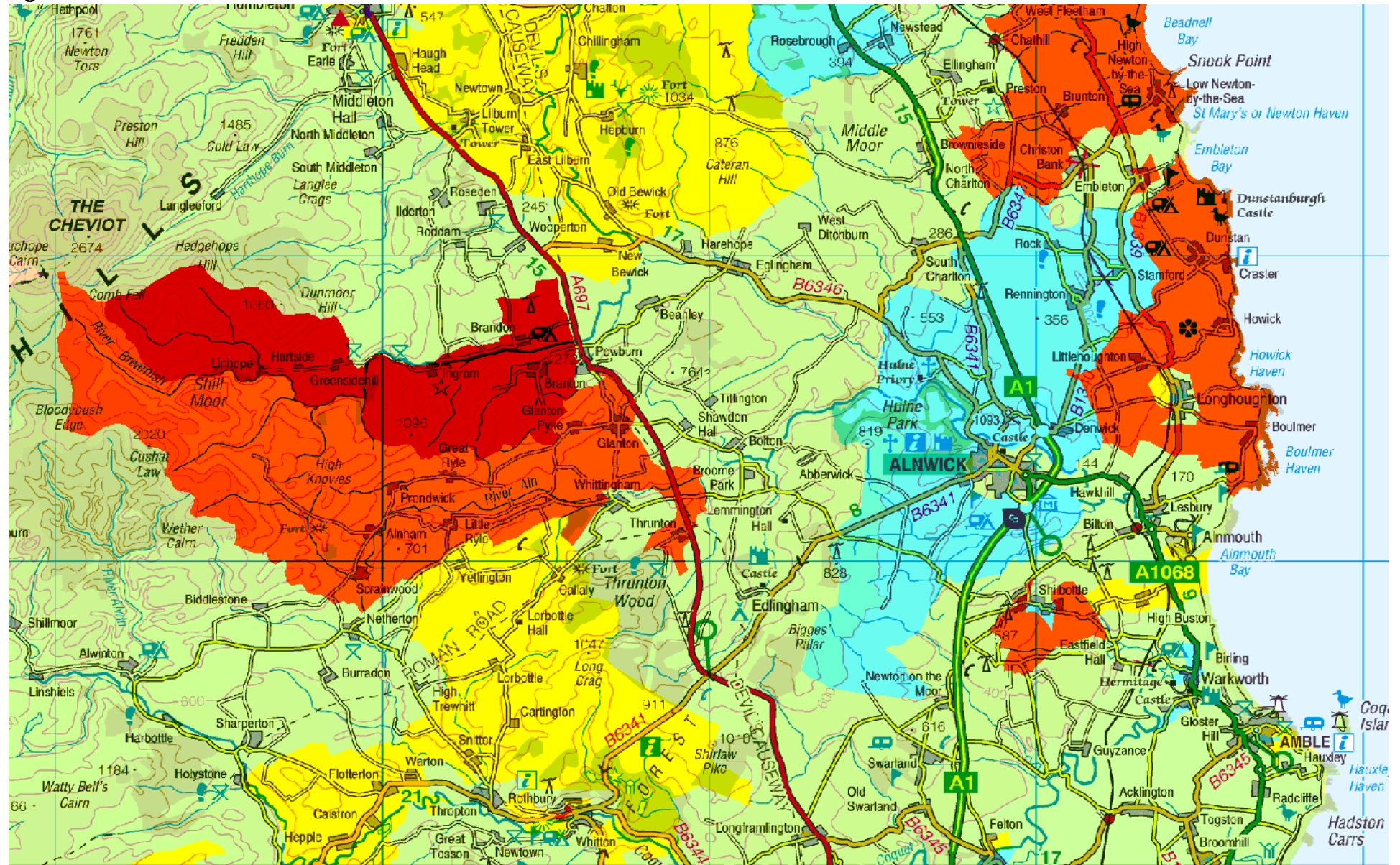
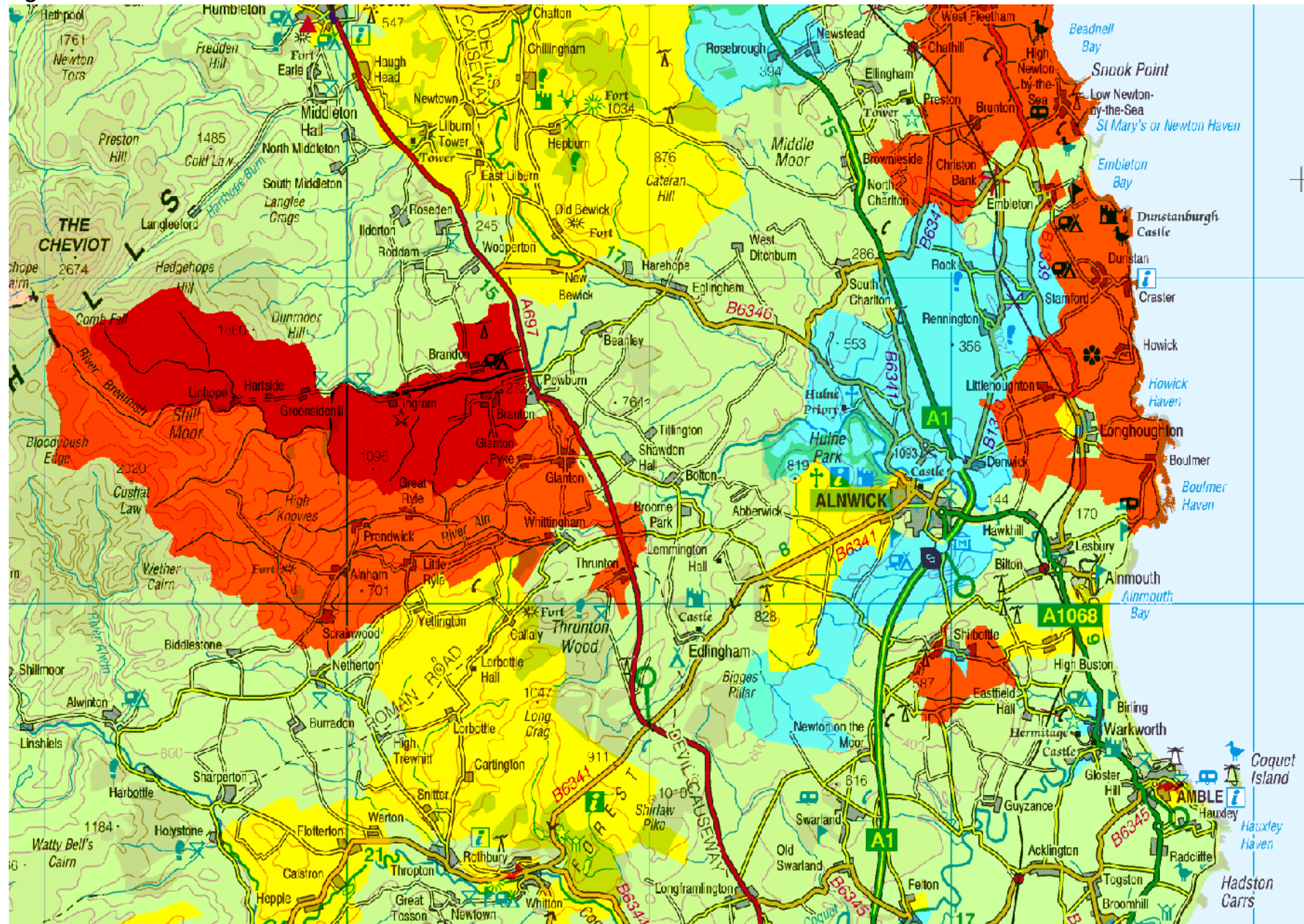


Figure 5 FSEC MODEL ALNWICK PROPOSED



3.0 THE CONSULTATION

The purpose of the consultation is to enable the Fire and Rescue Authority to identify and confirm that the strategic proposal in the relocation to Lionheart Industrial Estate meets with the needs of the community. Also to consider any options which are soundly based on evidence, and that these options are considered taking account of the views, concerns, and knowledge and experience of those affected by them, and that solutions can be fully considered, and where appropriate, adapted.

The Consultation Overview;

1. To assist NFRS Management Team to meet their statutory and moral obligations with regards to consultation in relation to Alnwick CFS relocation proposal;
2. To provide consultation advice, guidance and support to the CFO and Management of NFRS;
3. To meet with the vision of NCC and provide feedback to Depot Rationalisation Group;
4. To ensure the final proposal is fully informed by staff, communities and stakeholders.

The nominated Consultation Champion (co-ordinator) is DCFO Paul Hedley.

The chart below sets out the key roles:

Project Role	Responsible Person
Executive Member	Deputy Leader NCC Cllr Dave Ledger
Project Director	Paul Jones Head of Waste Management
Project Manager	Michael Connelly
FRS Senior Officer	DCFO NFRS Paul Hedley
Operational Support Officers	Group Manager NFRS Les Embleton
Consultation Support	Kirsten Francis & Neil Easton

It is proposed that the Project Consultation will follow NCC Policy & Cabinet Office Guidelines which will be managed by team, which enables all consultation documentation to be made freely available to managers. The web site will be utilised as a key method to present information during the consultation period.

This will include;

- **Pre Consultation Work 1st October to 22nd October 2013**
- **Consultation Strategy Sign Off 18th October 2013**
- **Commencement of Consultation 23rd October 2013**
- **Consultation Engagement 23rd October to 18th December 2013**
- **Review and Monitor and report to Consultation Champion**
- **Closure of Consultation 18th December 2013**
- **Final Evaluation and Report issued to FRS Senior Officers 20th December 2013**

4.0 CONSULTATION AIMS

NFRS as part of NCC and under scope of Depot Rationalisation will raise awareness and understanding of the relocation of Alnwick Fire Station and NFRS & NCC Strategic Aims, and its role in contributing to the prevention of injuries and deaths, and driving down risk in the communities of Alnwick and Northumberland:-

- The service will ensure service personnel understand how the changes will impact upon them;
- NCC will ensure consultation is good quality, provides value for money, and presents in a professional and efficient manner;
- NCC will provide opportunities for members of the community and personnel to contribute to the development of the project with regard to NFRS based on evidence and information provided;
- NFRS & NCC will demonstrate that they have taken into account the views and concerns of all its stakeholders and allowed their knowledge and experience to influence the decision-making process;
- To meet with the Code of Practice Consultation (2012);
- To ensure that the consultation on NFRS Strategic Improvements to NFRS are kept separate to the Planning Applications;
- To ensure that the proposals serve the needs of Northumberland in maximising Community Well-Being by supporting Partnership working whilst meeting Efficiencies;
- To address the consensus view of staff, stakeholders and the community and incorporate these in the proposed plans.

5.0 CONSULTATION OBJECTIVES

NFRS Consultation will support NFRS officers and will use clear lines of communication and transparent dialogue:

- Carry out Pre-Consultation with identified public/bodies prior to website launch and press release 23rd October 2013;
 - Staff
 - Key Political Members
 - Alnwick Town and Local Parish Councils
 - Key partners/stakeholders
 - Community Forums
 - MP
 - NCC Departments
 - Executive Directors of NCC
- To meet criteria of Code of Practice for Engagement with the community the following will be covered;
 - Consult widely throughout the process, allowing 8 weeks for written consultation.
 - Pre-consultation 1 to 22.10.13
 - Start 23.10.13
 - Conclusion 18.12.13
 - Be clear about proposals, who may be affected, what questions are being asked and the timescale for responses.
 - Ensure that consultation is clear, concise and widely accessible.
 - NCC Website & E-mail Facility
 - Press Release
 - Letters to Key Stakeholders
 - Public Presentation
 - Presentation to Area Committee
 - Presentation to Town & Parish Councils
 - Use NCC Policy and Research Team to produce bespoke survey material
 - Give feedback regarding the responses received and how the consultation process influenced the policy.
 - Individual to letters/phone/e-mail
 - Response to requested groups
 - Final Press Release

- Monitor effectiveness at consultation, including through the use of a designated consultation support officer.
 - Use of NCC Communications & Marketing to confirm approach and advise through process
 - DCFO Paul Hedley as NFRS Consultation Champion
- Consult with staff and Rep Bodies immediately affected and also all other staff;
 - Station
 - Area
 - Service

5.1 Key dates and engagement are as follows:

Set up Consultation Group and set project group meetings	1 st October 2013
Pre Consultation and workshop with Alnwick Managers	30 th September 2013, 10 th & 17 th October 2013
CFO to Speak to key Cllr's & Senior Officers NCC	Pre 23 rd October 2013
Issue of correspondence to Rep Bodies	22 nd October 2013
Issue letter from CFO to Councillors (NCC, Town & Parish), MP etc.	22 nd October 2013
Web base information and survey in place on NCC website	22 nd October 2013
Issue press release to relevant publications	21 st October 2013
Initial full staff briefings at affected stations	October 2013
Contact and meetings with existing community partners	Oct/Nov
Open meeting for residents in Alnwick	Week 3 - 5
Issue letter to Alnwick businesses	Week 2 - 4
Presentations to Town & Parish Councils at scheduled meetings	to be arranged
CFO letters to Area Partnerships/Stakeholders	Oct/Nov

6.0 CONSULTATION SCHEDULE

A log will be maintained throughout the process registering feedback from all channels during the consultation period. A log of all contacts made during the consultation period will also be maintained along with an action log detailing responses to specific feedback and amendments made to policy as a result of the consultation feedback.

Prior to 23rd October 2013 – Preliminary Consultation

- Run preliminary consultation with identified political leaders and other groups in accordance with section 9.0.
- Schedule all consultation meetings / determine number/ dates / location / officers in attendance and draft letters ready for sending out (as appropriate).
- Draft press release, web page content, posters and leaflets and agree where and when to distribute.
- Draft questionnaire and confirm content.
- Prepare consultation document, agree content and print.

From 23rd October 2013 to 18th December 2013 – Primary Consultation

- 8 week consultation period begins in accordance with section 10.0 and document is made available for distribution.
- Web page to go Live 22nd October 2013.
- Publish address, e-mail and telephone contact points along with Questions.
- Press release and advert made available to local media.
- Meetings to be held with: (staff, and other stakeholders).
- Communications Team will make information available through web page.

7.0 PUBLICS

Priority Publics

MP
Executive Members
Councillors (County, Town, Parish)
Representatives
Public
Staff
Partner/Stakeholder Agencies
LMAP
NSP
Community Forum
NCC Departments
Voluntary Community
Business

General Publics

Public (unaffected)
Community/Voluntary organisations
Staff (unaffected)
Partner Agencies (unaffected)
Business (unaffected)

8.0 EQUALITY STATEMENT

Northumberland Fire and Rescue Service and Community Safety aims to ensure that all staff, visitors and members of the community are treated with equal respect in an environment free from prejudice and harassment.

In all aspects of service delivery and employment no individual or group will be discriminated against on the grounds of gender, marital status, age, disability, race, colour, nationality, ethnic origin, religious belief, sexual orientation, trade unions activity, family responsibilities or unrelated criminal convictions.

We also value diversity and will achieve this through the organisation's role as:

- Employer
- Provider of services
- Purchaser of services
- Working with partner agencies

The implementation of Section 21 of Disability Discrimination Act (DDA) in October 1999 also means that there is now a legal obligation to meet the needs of blind and partially sighted customers, and those experiencing sensory or physical impairment.

The accessibility and provision of information, and any opportunities provided for communication should take into account the diverse needs and requirements of citizens throughout the implementation of this strategy.

The Equality Impact Assessment will be reviewed through the process and may be amended to reflect issues raised.

9.1 SOCIETAL

- The Fire and Rescue Service is improving its role to enhance the safety of the public;
- The Fire and Rescue Service is improving its ability to respond to emergencies.
- The introduction of Community Fire Stations will improve the Service's interaction to the community and ultimately increase the level of protection to the public;
- A reduction in the number of fire fatalities and injuries from fire can only be reduced further by increased preventative work provided by these proposals;
- The new Community Fire Stations will provide accessible modern facilities closer to the more rural areas of the County;
- The Service aims to target its resources to the areas of greatest risk and ensure that its risk prevention strategies are tailored to meet the needs of the most vulnerable within our society;
- By broadening its role within the community and introducing Community Fire Stations the Service will create new and rewarding employment and development opportunities for existing and potential staff;
- The facilities at the new Community Fire Stations will also be available for use by the members of the community and our partner organisations to promote and support public safety in general, in keeping with the wider agenda for social inclusion, neighbourhood renewal and crime reduction.

9.2 TECHNOLOGICAL

- The Fire and Rescue Authority intend to develop and enhance its risk assessment methodology to plan and support the future rationalisation of its response to emergency incidents;
- By making full use of the available technology the Service will be able to gain a better understanding of the factors which influence causes and trends of emergency incidents and types of risk in local communities. This will also facilitate and support collaborative and partnership working arrangements.

9.3 ENVIRONMENTAL

- There are clear benefits associated with replacing old and outdated fire stations with two new purpose built environmentally efficient Community Fire Stations;
- By actively engaging in additional social inclusion activities the Service seeks to contribute to the reduction in anti-social behaviour leading to a safer society, as a direct result of improved inter-agency and community working using the stations as a focal point;
- By providing the purpose built Community Fire Stations providing same resources as in existing site maintains operational cover for Alnwick Area.

9.4 ECONOMIC

- As part of the county council ensure services are provided to meet Statutory Requirements and also provide VFM, shared facilities as part of Depot Rationalisation will support NCC Efficiencies.

9.5 LEGAL

- Changing the focus of the Service, by putting prevention before intervention, is at the core of the improvement agenda for the Fire and Rescue Service.
- The new Community Fire Stations will also assist the Fire and Rescue Authority to meet its statutory duties in relation to Community Safety and the Crime and Disorder Act.

9.6 POLITICAL

- Shared services and interoperability between NCC Departments;
- Fire & Rescue Plan is all to do with shifting the planning focus to put people first and the introduction of risk reduction and risk management strategies, as opposed to cutting costs;
- It is not about prevention at the expense of front line emergency response but is essentially a fully integrated risk-based approach to community safety, fire safety legislation and enforcement and emergency response arrangements that will contribute to a safer society;
- This is not an issue of reduction, rather one of better use of available resources **in order to reduce the risk to the public.** Any proposed changes to current arrangements will be based on risk-assessment and empirical evidence;
- The Fire and Rescue Authority regard the provision of these Community Fire Stations as fundamental to its strategy of ensuring that it has the right resources in the right place at the right time;
- This strategy further supports the Governments vision for a modern and efficient Service designed to meet the challenges of the 21st Century, which is set out in the White Paper 'Our Fire and Rescue Service' and also The Fire and Rescue Service Act;
- The primary consideration of the Fire and Rescue Authority is the health and safety of the public and its employees. Health and Safety will not be compromised under any circumstances;
- The new Community Fire Stations further develops the use of shared facilities with opportunities for enhanced collaboration and co-operation.

9.7 ETHICAL

- As a public body, the Fire and Rescue Authority have both a statutory and moral duty to provide an efficient and effective Fire and Rescue Service which provides value for money;
- The Fire and Rescue Authority regards the protection of the public from the dangers resulting from fires and other emergencies as its highest priority.

10.0 PRELIMINARY CONSULTATION

Commencement date from 1st October 2013;

Stakeholder(s)	Method of Consultation	Date/ Timescale	Responsibility
Elected Members	Telephone briefing followed up with letter with briefing note (Portfolio Holder, Policy Board & Local Cllr's Alnwick Area)	Before 23.10.13	CFO
Member of Parliament	Phone call & Letter	Before 23.10.13	CFO
Fire Service Unions	Letter	Before 23.10.13	DCFO
Staff at Alnwick	Face to Face & Briefing Note from Group Manager	Before 23.10.13	GM
All other FRS staff	Routine Notice/E-mail with Briefing Note.	Before 23.10.13	DCFO
Town & Parish Councils	Phone Call & Letter (In Alnwick Station Area)	Before 23.10.13	CFO
Chair North Area Committee	Phone call & Letter	Before 23.10.13	CFO
NCC Departments	E-mail to Heads of Service and briefing note with offer of meetings and team briefings.	Before 23.10.13	CFO
Chief Executive & Directors	Phone Call & Briefing.	Before 23.10.13	CFO

11.0 PRIMARY CONSULTATION

Commencement from 21st October 2013

Stakeholder(s)	Method of Consultation	Date/ Timescale	Responsibility
Elected Members (Fire Authority)	Policy Board – E-mail and briefing paper; Attendance meeting.	Week 1 - 3 Week tba	CFO
Elected Members (Other)	Consultation leaflet with covering e-mail and questionnaire.	Week 1 - 3	DCFO
Public	Press Release. Policy Team Survey through website.	Week 1 & later Week 1 - 8	NCC Coms Support
Town & Parish Councillors Alnwick Area	Attendance Meeting.	Week 1 - 5	Principal Officer & Group Manager
Area Committee North	Attendance Meeting.	Week 1 - 5	Principal Officer & Group Manager
Representative Bodies: FBU, RFU, FOA.	Invitation to meeting and presentation.	Week 1 - 4	DCFO/ACO
Station Staff	Regular Briefings.	Week 1-8	GM
	Website.	Week 1-8	Support

Stakeholder	Method of Consultation	Date/ Timescale	Responsibility
Community and Voluntary Organisations	Consultation leaflet with covering letter.	Week 2	Support
LMAP	Consultation leaflet with covering letter. Attendance at LMAP	Week 2 tba	Support GM
Local Business and Industry, Chamber of Trade	Consultation leaflet with covering letter.	Week 2 - 4	Support
Other Interested Parties: NEAS, Police, Cat 1 & 2 CC Responders	Consultation Document with covering letter.	Week 2 - 4	Support
Public & Community Groups	Open Session Alnwick Fire Station, 2 presentations on NFRS	Week 2 - 4	GM & Support

12.0 REVIEW & MONITORING

The consultation will be monitored and reviewed on a regular basis to ensure that information as relevant and available. There will also be a response to those who request a response to the proposals.

13.0 REPORT

At the end of the consultation process there will be a review of findings to inform decisions with a final report to be published on the County Council Website.

14.0 CONTACT DETAILS

E-mail fireconsult@northumberland.gov.uk

Letters **DCFO Paul Hedley**
Northumberland Fire & Rescue Service
West Hartford Headquarters & Community Fire Station
West Hartford Business Park,
Cramlington,
NE23 3JP

Contact Centre

Phone: 0845 600 6400
Fax: 01670 620 223
Text phone: 01670 620158
Text relay: 18001 0845 600 6400

Opening hours: we are open Monday to Friday from 7am - 8pm and Saturday 9am to 3pm (excluding bank holidays).

Please note: between 7am and 8.30am, 5pm and 8pm and on Saturdays we offer a reduced level of service.

Out of hours emergency: we provide a reduced service for emergency calls only outside these hours on 0845 600 6400

Please note: the cost of contacting the Council on an 0845 telephone number can vary depending on your service provider and will cost more if you are using a mobile telephone.