

Public Document Pack

LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 20 June 2016 in Washington Hall, Service Training Centre, Euxton commencing at 10.00 am.

Car parking is available on the Main Drill ground.

IF YOU HAVE ANY QUERIES REGARDING THE AGENDA PAPERS OR REQUIRE ANY FURTHER INFORMATION PLEASE INITIALLY CONTACT DIANE BROOKS ON TELEPHONE NUMBER PRESTON 01772 866720 AND SHE WILL BE PLEASED TO ASSIST.

Rooms have been made available for Political Group meetings from 0900 am onwards, and tea/coffee will be available in the Canteen from 0845 am.

Labour Group - Pendle Room (formerly Staff Mess 1)

Conservative Group - Lancaster House 2

AGENDA

PART 1 (open to press and public)

Chairman's Announcement – Openness of Local Government Bodies Regulations 2014

Any persons present at the meeting may photograph, film or record the proceedings, during the public part of the agenda. Any member of the press and public who objects to being photographed, filmed or recorded should let it be known to the Chairman who will then instruct that those persons are not photographed, filmed or recorded.

1. **Appointment of Chairman**

The Authority is requested to consider the appointment of a Chairman for 2016/17.

2. **Appointment of Vice-Chairman**

The Authority is similarly requested to consider the appointment of a Vice-Chairman for 2016/17.

3. **Chairman's Welcome and Introduction**

4. **Composition of the Combined Fire Authority and Welcome to New Members** (Pages 1 - 2)

5. **Apologies for Absence**

6. **Disclosure of Pecuniary and Non-Pecuniary Interests**

Members are asked to consider any pecuniary and non-pecuniary interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.

7. **Appointment of Chairmen & Vice-Chairmen of Committees** (Pages 3 - 6)

8. **Re-appointment of Representatives to serve on the North West Fire Forum & the North West Fire Control Company** (Pages 7 - 8)
9. **Minutes of Previous Meeting** (Pages 9 - 14)
10. **Programme of Meetings for 2016/17 and 2017/18** (Pages 15 - 18)
11. **Proceedings of North West Fire Forum Meeting held on 27 April 2016** (Pages 19 - 26)
12. **Proceedings of Member Training & Development Working Group held on 27 April 2016** (Pages 27 - 32)
13. **Members' Allowance Scheme - Proposed Amendment** (Pages 33 - 36)
14. **Formal Policy on Dealing with Habitual and Vexatious Complaints** (Pages 37 - 44)
15. **Safety, Health and Environment Annual Review 2015/16** (Pages 45 - 60)
16. **Fire Protection Reports** (Pages 61 - 64)
17. **Community Fire Safety Reports** (Pages 65 - 82)
18. **Member Complaints (Standing Item)**

Oral report.

19. **Date of Next Meeting**

The next meeting of the Authority will be held on Monday 19 September 2016 at 1000 hours at Washington Hall Training Centre, Euxton.

20. **Urgent Business**

An item of business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency. Wherever possible, the Clerk should be given advance warning of any Member's intention to raise a matter under this heading.

21. **Exclusion of Press and Public**

The Authority is asked to consider whether, under Section 100A(4) of the Local Government Act 1972, they consider that the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part 1 of Schedule 12A to the Local Government Act 1972, indicated under the heading to the item.

LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 20th June 2016

COMPOSITION OF THE COMBINED FIRE AUTHORITY

Contact for further information:

Diane Brooks - Principal Member Services Officer - Tel No. 01772 866720

Executive Summary

The composition of the Combined Fire Authority for 2016/17.

Recommendation

The Authority is asked to note/endorse the report.

Information

The composition approved by the Constituent Authorities for the Combined Fire Authority for 2016/17 is as follows:-

25 members: (19 x County Councillors) (9 x Lab / 8 x Con / 1 x L/D / 1 x Ind)
(3 x Blackburn with Darwen Borough Council Members) (3 x Lab)
(3 x Blackpool Council Members) (2 x Lab / 1 x Con)

Lancashire County Council Members

- 1) T Aldridge (Lab)
- 2) A Barnes (Lab)
- 3) P Britcliffe (Con)
- 4) K Brown (Con)
- 5) T Burns (Lab)
- 6) C Crompton (Lab)
- 7) F De Molfetta (Lab)
- 8) M Green (Con)
- 9) S Holgate (Lab)
- 10) E Oades (Ind)
- 11) D O'Toole (Con)
- 12) M Parkinson (Lab)
- 13) N Penney (Lab)
- 14) M Perks (Con)
- 15) J Shedwick (Con)
- 16) R Shewan (Lab)
- 17) D Stansfield (Con)
- 18) J Sumner (L/D)
- 19) V Taylor (Con)

Blackburn with Darwen Council Members

- 1) M Khan (Lab)
- 2) Z Khan (Lab)
- 3) D Smith (Lab)

Blackpool Council Members

- 1) F Jackson (Lab)
- 2) A Matthews (Lab)
- 3) T Williams (Con)

Business Risk

None

Environmental Impact

None

Equality and Diversity Implications

None

HR Implications

None

Financial Implications

None

**Local Government (Access to Information) Act 1985
List of Background Papers**

Paper Report to County Council Full Council	Date 26th May 2016	Contact Diane Brooks Principal Member Services Officer
Reason for inclusion in Part II, if appropriate:		N/A

LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 20th June 2016

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES (Appendix 1 refers)

Contact for further information:

Diane Brooks – Principal Member Services Officer - Tel No 01772 866720

Executive Summary

The appointment of Chairmen and Vice-Chairmen of Committees of the CFA and associated matters.

Recommendation

The Authority is asked to:-

1. Consider the appointment of Chairmen and Vice-Chairmen to the following Committees for 2016/17: -
 - i) Appeals Committee
 - ii) Audit Committee
 - iii) Performance Committee
 - iv) Planning Committee
 - v) Resources Committee
2. To confirm the appointment of a Chairman and Vice-Chairman of the Member Training and Development Working Group for 2016/17.
3. To confirm the appointment of a Chairman of the Injury Pensions Sub-Committee for 2016/17.
4. To confirm the appointment of the four Member Champions for 2016/17.

Information

Standing Order 5.1 (b) of the Authority requires the Authority at its annual meeting to appoint a Chairman and Vice-Chairman for each Committee created under Standing Order 4.1(a).

In addition, at the Authority's annual meeting held on 22 June 2015 the following appointments were made for 2015/16: -

1. Chairman and Vice-Chairman of the Member Training and Development Working Group;
2. Chairman of the Injury Pensions Sub-Committee;
3. Member Champions roles for the areas of:
 - i) Environment;
 - ii) Equality and Diversity;
 - iii) Older People; and
 - iv) Road Safety.

The Authority is asked to consider the proposed appointments to these roles for 2016/17 (attached as appendix 1).

Business Risk

N/A

Environmental Impact

None

Equality and Diversity Implications

None

HR Implications

None

Financial Implications

Payment of Allowances is in accordance with the Combined Fire Authority's Members' Allowance Scheme.

Local Government (Access to Information) Act 1985**List of Background Papers**

Paper	Date	Contact
CFA Constitutional & Procedural Standing Orders	18 June 2012	Diane Brooks Principal Member Services Officer
CFA Minutes	22 June 2015	Diane Brooks Principal Member Services Officer
Reason for inclusion in Part II, if appropriate: N/A		

Proposed appointments for the municipal year 2016/17:-

1. Committees

- | | | |
|-------------------|---------------|---------------------------------------|
| (i) Appeals | Chairman | County Councillor N Penney (LAB) |
| | Vice-Chairman | County Councillor K Brown (CON) |
| (ii) Audit | Chairman | County Councillor C Crompton (LAB) |
| | Vice-Chairman | County Councillor J Shedwick (CON) |
| (iii) Performance | Chairman | County Councillor S Holgate (LAB) |
| | Vice-Chairman | Councillor M Khan (LAB) |
| (iv) Planning | Chairman | County Councillor M Parkinson (LAB) |
| | Vice-Chairman | Councillor F Jackson (LAB) |
| (v) Resources | Chairman | County Councillor F De Molfetta (LAB) |
| | Vice-Chairman | County Councillor T Aldridge (LAB) |

2. Member Training and Development Working Group for 2016/17

- | | |
|---------------|---------------------------------|
| Chairman | Councillor D Smith (LAB) |
| Vice-Chairman | County Councillor M Green (CON) |

3. Injury Pensions Sub-Committee for 2016/17

- | | |
|----------|-----------------------------------|
| Chairman | County Councillor D O'Toole (CON) |
|----------|-----------------------------------|

4. Member Champions for 2016/17

- Environment - County Councillor K Brown
- Equality and Diversity - Councillor T Aldridge
- Older People - County Councillor M Perks
- Road Safety - Councillor F Jackson

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 20 June 2016

REAPPOINTMENT OF REPRESENTATIVES TO SERVE ON THE NORTH WEST FIRE & RESCUE FORUM AND THE NORTH WEST FIRE CONTROL COMPANY

Contact for further information:

Diane Brooks – Principal Member Services Officer - Tel No 01772 866720

Executive Summary

The re-appointment of Combined Fire Authority (CFA) representatives to serve on the North West Fire & Rescue Forum for 2016/17 and the re-appointment of Directors to the North West Fire Control Company.

Recommendation

The Authority is asked to:

- i) consider and approve the re-appointment of representatives to the North West Fire & Rescue Forum, and;
- ii) approve the re-appointment of Directors to the North West Fire Control Company.

Information

North West Fire & Rescue Forum

At its meeting on 22 June 2015 the Authority appointed the Chairman, Vice-Chairman and the Main Opposition Spokesperson as its representatives to serve on the North West Fire & Rescue Forum for 2015/16.

The Authority is now asked to consider the re-appointment of representatives for 2016/17 in accordance with political balance rules as:

- County Councillor Frank De Molfetta (as Chairman)
- County Councillor Miles Parkinson (as Vice-Chairman)
- County Councillor David O'Toole (as Main Opposition Spokesperson).

Directors of North West Fire Control Company

In addition, at its meeting on 22 June 2015 the Authority appointed County Councillors F De Molfetta and M Parkinson (as Chairman and Vice-Chairman of the Authority) as North West Fire Control Company Directors for 2015/16. Political balance rules do not apply in relation to the re-appointment of Directors.

The Authority is also asked to consider the re-appointment of County Councillors F De Molfetta and M Parkinson (as Chairman and Vice-Chairman of the Authority) as Directors for 2016/17.

Business Risk

None

Environmental Impact

None

Equality and Diversity Implications

None

HR Implications

None

Financial Implications

Payment of relevant Allowances are in accordance with the Combined Fire Authority's Members' Allowance Scheme.

**Local Government (Access to Information) Act 1985
List of Background Papers**

Paper	Date	Contact
CFA minutes	22 June 2015	Diane Brooks Principal Member Services Officer
Reason for inclusion in Part II, if appropriate: N/A		

Agenda Item 9

LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 25th April 2016 at 1000 hours in Washington Hall, at Training Centre, Euxton

MINUTES

PRESENT:-

County Councillor F De Molfetta (Chairman)

County Councillors

T Aldridge	D O'Toole
A Barnes	M Parkinson
P Britcliffe	N Penney
K Brown	M Perks
C Crompton	J Shedwick
M Green	D Stansfield
G Gooch	D Watts
S Holgate	

Blackburn with Darwen Borough Council

M Khan
Z Khan
D Smith

Blackpool Council

F Jackson
A Matthews
T Williams

CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed County Councillor Niki Penney back to the Combined Fire Authority. CC Penney had served on the Authority during 1998 – 2001 and had held the positions of Chairman and Vice-Chairman.

APOLOGIES FOR ABSENCE

Apologies were received from County Councillors T Burns, E Oades and J Sumner.

DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

MINUTES OF THE LAST MEETING

66/15 RESOLVED: - That the Minutes of the CFA meeting held on the 15th February 2016 be confirmed as a correct record and signed by the Chairman.

PROCEEDINGS OF PERFORMANCE COMMITTEE HELD ON 17 MARCH 2016

The Chairman of the Performance Committee, County Councillor Crompton presented the proceedings of the Performance Committee meeting held on the 17th March 2016.

67/15 RESOLVED: - That the proceedings of the Performance Committee held on the 17th March 2016 be noted and endorsed.

PROCEEDINGS OF PLANNING COMMITTEE HELD ON 21 MARCH 2016

The Chairman of the Planning Committee, County Councillor Parkinson presented the proceedings of the Planning Committee meeting held on the 21st March 2016.

68/15 RESOLVED: - That the proceedings of the Planning Committee held on the 21st March 2016 be noted and endorsed.

PROCEEDINGS OF RESOURCES COMMITTEE HELD ON 30 MARCH 2016

The Chairman of the Resources Committee, County Councillor De Molfetta presented the proceedings of the Resources Committee meeting held on the 30th March 2016.

69/15 RESOLVED: - That the proceedings of the Resources Committee held on the 30th March 2016 be noted and endorsed.

PROCEEDINGS OF AUDIT COMMITTEE HELD ON 31 MARCH 2016

The Vice-Chairman of the Audit Committee, County Councillor Shedwick presented the proceedings of the Audit Committee meeting held on the 31st March 2016.

70/15 RESOLVED: - That the proceedings of the Audit Committee held on the 31st March 2016 be noted and endorsed.

ANNUAL SERVICE PLAN

Members received a presentation by AM Cox on the Annual Service Plan which linked through to the Integrated Risk Management Plan and our aim of making Lancashire safer. The Annual Plan had been designed primarily to inform staff of what the Service's key projects and focus would be in the following 12 months; copies of which were made available to Members.

The Plan was structured around four Key Priorities:

1. Preventing and Protecting – preventing fires and emergencies happening and minimising their impact on life and property when they do. Prevention and protection services are tailored to the important stages in life, to help people start safe, live safe and age safe. Prevention and protection activities are themed around: home safety; business safety; road safety and working with children and young people. The Plan highlighted the development of: better data sharing; direct marketing campaigns to use the data collected from the Home Fire Safety process to target communications; support to business in fire safety and business continuity; strategic partnerships and a new type of intervention that would address a broader range of safety and wellbeing issues.
2. Responding – delivering operational excellence. Responding quickly, with the right training, right information and equipment to deal with the incident effectively and safely.

Planning and preparing for emergencies locally and nationally, often with other organisations and emergency services. Activities highlighted were: the delivery of a new Day Crewing Plus station at Skelmersdale; the replacement of the radio system with the national Emergency Services Mobile Communication Project; the trial of a water tower vehicle; evaluation of the pilot first responder scheme with North West Ambulance Service (NWAS); delivery of a new Community Fire Station in Lancaster in partnership with NWAS; pilot the use of volunteers and develop activities to strengthen and support and improve the Retained Duty System.

3. Engaging with Our Staff – investing in creating the best working environment, with safe systems of work, training and personal protective equipment. The Plan highlighted: the recruitment of whole-time firefighters; the delivery of a formal coaching and mentoring programme; delivery of information, facilities and support to improve fitness, health and wellbeing and a review of how staff and organisational achievements are rewarded.
4. Delivering Value for Money – managing funding reductions systematically to provide an affordable, value for money service. The Plan highlighted: the introduction of a new maintenance of skills system; further development on the use of tablets and the geographical information system; a single location to centralise equipment and breathing maintenance; developing the concept of area training hubs; reviewing how information is used, stored and shared and reviewing for further development of delivering services to the public digitally using web technology.

The Plan focussed on consolidation; building on the past to strengthen the future and make Lancashire safer.

71/15 RESOLVED: - That the report be noted.

MEMBER CHAMPION ACTIVITY - QUARTERLY REPORT

In December 2007, the Authority introduced the “Champion” role. These positions were currently filled by:-

- Equality and Diversity – County Councillor Terry Aldridge
- Older People - County Councillor Mark Perks
- Environment - County Councillor Ken Brown
- Road Safety – Councillor Fred Jackson

Reports relating to the activity of the Member Champions were provided on a quarterly basis to the Authority. This report related to activity for the period March 2016. The following key points were noted: -

Equality and Diversity

The Champion for Equality and Diversity, Councillor Aldridge presented the report. Community engagement with the people of Lancashire continued to provide positive evidence of effective processes being in place and the activity was mainstreamed. Internally the Service continued to review its Human Resources practices and communications and was establishing revised mechanisms. The Director of People and Development was a representative of the Local Government Association on the Joint National Joint Council working party for the “Inclusive Fire Service” initiative, whilst within the Service, consideration was being given to engagement in positive action in advance of the forthcoming external recruitment campaigns – experience had previously shown that a long lead-in was required to have any beneficial effect.

Older People

The Older Person's Member Champion, County Councillor Perks had actively worked across all Service Delivery areas. The Keep Safe and Warm initiative continued to be actively promoted across all areas. The Multi-Agency Safeguarding Hub (MASH), of which Lancashire Fire & Rescue Service was an active partner, continued to concentrate efforts on referrals for older vulnerable members of our community.

The approach to delivering prevention and protection services was framed around an inner core made up of three interlocking components; Stay Safe; Live Safe and Age Safe. Partners included Lancashire Constabulary, Adult Social Care, Health, Mental Social Services and others had been asked to screen any cases that they were involved with and to provide suitable referrals to Lancashire Fire and Rescue Service (LFRS).

During the three months since the last Member Champions' report a total of 58 high quality referrals had been received (via the MASH) for vulnerable older people over the age of 60 where positive interventions had resulted.

County Councillor Perks reported that since the last meeting he had attended a further Lancashire Older Person's Champion Network Event where the Authority's Community Fire Safety Reports were circulated to all partners to highlight the good work done in Lancashire.

Members noted that County Councillor Perks had been filmed at Chorley Fire Station to show "A Day in the Life of a County Councillor". The film had been commissioned by the Local Government Association to show to prospective County Councillors the diversity of the role. It was noted that Councillor Perks had included and highlighted the important work of the Fire Authority within the recording, for which Members were grateful.

Road Safety

Cllr Jackson continued to support Safe Drive Stay Alive programme. Since the last report the Safe Drive Stay Alive Multi-agency Road Safety Team had delivered the presentation to another 2,200 students making a total of 4,420 students who had received this programme since November 2015.

Councillor Jackson continued to support Wasted Lives which was now embedded into the work LFRS carry out on a daily basis. This education programme had now been delivered to approximately 60,000 young people throughout Lancashire, Blackpool and Blackburn with Darwen.

The new initiative, Childsafe Plus was supported by Councillor Jackson as it continued to be rolled out to year 6 students in all Lancashire primary schools, prior to transition to High School. This age group were vulnerable due to being a pedestrian or a cyclist which the classroom educational programme focused on in an attempt to reduce those killed or seriously injured within this particular age group.

A request from the Driving Vehicle Standards Agency (DVLA) had been received with regards to the possibility of the DVLA utilising some Fire Stations within Lancashire Fire and Rescue Service. The Fire Stations would be used as testing centres to enable them to offer additional localised test centres. This was work in progress and a meeting was being organised to move this forward.

Environment

The Champion for the Environment, Councillor Brown presented the report. New waste bins separating general and recycling waste had been rolled out across the Service to provide a generic system for the management of waste. Early indications showed that the amount of waste recycled as a proportion of the total waste was progressively increasing. Total waste was starting to reduce and further ways of reducing waste at source were being explored but if waste was produced then if this could be recycled this would be the preferred option.

In response to a question raised by County Councillor Holgate, the Deputy Chief Fire Officer advised that the Member budgets were managed in liaison with key officers in response to appropriate issues rather than be limited to £5,000 each.

72/15 RESOLVED: - That the Authority note the report and acknowledge the work of the respective Champions.

FIRE RELATED PROSECUTIONS

A report detailing prosecutions in respect of fire safety management failures and arson related incidents during the period 1 January 2016 – 31 March 2016 was provided. There were no completed prosecution cases reported although Members noted there were 7 further fire safety cases/investigations ongoing.

Fire protection and business support information provided included use of the simple caution procedure at a house of multiple occupancy in St Annes and details of an internal seminar delivered to Fire Safety Officers regarding the implementation of the functional structure for Protection.

In addition, 5 arson convictions were reported including a notable incident that demonstrated the benefit of an Arson Threat Home Fire Safety Check which had been delivered by the Service and which had contributed to the safe escape of the occupants of the premises.

73/15 RESOLVED: - That the Authority note and endorse the report.

COMMUNITY FIRE SAFETY REPORTS

This report included information for the 2 Unitary and 12 District Authorities relating to Fire Safety initiatives and Fires and Incidents of particular interest.

In relation to the Lancaster area, CC Penney expressed sincere thanks to the staff involved in providing assistance at the water rescue incident.

In addition, County Councillor Shedwick also expressed his thanks to staff involved in the major fire at a refuse tip in Fleetwood the previous week, the details of which would be reported to the next Authority meeting.

As part of this report Members received a presentation by SM J Williams entitled "Who We Are and What We Do".

LFRS had designed a video for use across Lancashire that showed 'who we are and what we do'. The video had been used in Blackburn with Darwen to support the delivery of a 6-week training course to children in year 5 at school. Following a successful trial, the course was now being piloted to 3 more schools. Training resources were pre-prepared and made available electronically which negated the need for LFRS personnel to attend the schools to personally deliver the training and thereby saved costs. During the third week of the course, pupils

viewed the video and similar videos from North West Ambulance Service and the Lancashire Constabulary. Any questions raised at the end of the course were added to an ongoing bank of questions with answers available electronically. The video is available by following the link: <https://vimeo.com/158312740>. Members undertook to consider extending this project to schools in other parts of the County.

74/15 RESOLVED: - That the Authority note and endorse the report.

MEMBER COMPLAINTS

The Monitoring Officer confirmed that there had been no complaints since the last meeting.

75/15 RESOLVED: - That the current position be noted.

DATE OF NEXT MEETING

The next meeting of the Authority would be held on Monday 20th June 2016 at 1000 hours at Washington Hall Training Centre, Euxton.

M NOLAN
Clerk to the CFA

LFRS HQ
Fulwood

LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 20th June 2016

PROGRAMME OF MEETINGS FOR 2016/17 & 2017/18

Contact for further information:

Mark Nolan – Clerk and Monitoring Officer - Tel No (01772) 866720

Executive Summary

A programme of meetings for the Combined Fire Authority (CFA) for 2016/17 and 2017/18.

Members are asked to consider that in the original Combination Scheme Order which made the Authority in 1998, section 21 (2) provides that “the Authority shall, before 31st December in any year, submit to each constituent authority an estimate of its net expenses for the next financial year, and shall subsequently, before 15th February, give notice to each constituent authority of the amount of the contribution to be paid by that authority under this paragraph in the next financial year”. At that time the Authority was a levying authority and our constituent authorities needed to include the CFA’s levy in their own budget to determine the level of their precept. The deadline of the 15th of February thereby gave sufficient time for this. This changed when we became a precepting authority in 2004.

Given that the local government finance settlement is being announced later in February, it is proposed that the Clerk write on behalf of the Authority to seek permission to vary the deadline as set out in the Combination Scheme Order as appropriate and that while waiting for a decision two draft dates be put in the diary; one for before the 15th and one after. This will assist accurate figures be provided to Members and avoid duplication of calculations.

Recommendation

The Authority is asked to:

- i) Authorise the Clerk to write on behalf of the Authority to seek permission to vary the deadline set out in the Combination Scheme Order as appropriate;
- ii) Agree the programme of meetings for 2017/18 as set out in the report now presented.

Information

At the meeting of the Combined Fire Authority held on the 22nd June 2015, the CFA agreed a programme of Meetings for 2015/16 and 2016/17.

It is now necessary to agree a programme of dates for 2017/18.

In considering suitable dates, the following points have been taken into consideration: -

- i. A preference previously expressed that meetings of the CFA be held on Mondays commencing at 1000 hours at the Training Centre, Euxton.
- ii. Standing Order No 2.2 of the CFA which states that the Authority must hold an Annual Meeting between 1st April and the 30th June each year.
- iii. Standing Order 2.3a of the CFA, which states that a programme of meetings for the Authority should be determined annually by the Authority and additional meetings of the Authority held as determined by the Authority or at the discretion of the Chairman.

For information the following dates have previously been agreed for 2016/17: -

2016/17

25 April 2016
20 June 2016 (Annual Meeting of the CFA)
19 September 2016
19 December 2016 (1st Budget Meeting)

Following consultation with the Chairman and Vice-Chairman, the following dates are now suggested for meetings of the CFA in 2017/18: -

2017/18

13 February 2017 or 20 February 2017 (2nd Budget Meeting) – to be confirmed

24 April 2017
19 June 2017 (Annual Meeting of the CFA)
18 September 2017
18 December 2017 (1st Budget Meeting)

12 February 2018 or 19 February 2018 (2nd Budget Meeting) – to be confirmed

Business Risk

None

Environmental Impact

None

Equality and Diversity Implications

None

HR Implications

None

Financial Implications

None

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact
Statutory Instrument 1997 No. 2760 – The Lancashire Fire Services (Combination Scheme) Order 1997	18 November 1997	Diane Brooks Principal Member Services Officer
CFA Constitutional Standing Orders	18 June 2012	Diane Brooks Principal Member Services Officer
Reason for inclusion in Part II, if appropriate: N/A		

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 20 June 2016

PROCEEDINGS OF NORTH WEST FIRE & RESCUE FORUM HELD 27 APRIL 2016 (Appendix 1 refers)

Contact for further information:

Diane Brooks - Principal Member Services Officer – Tel (01772) 866720

Executive Summary

The proceedings of the North West Fire & Rescue Forum meeting held on 27 April 2016.

Recommendation

To note and endorse the proceedings of the North West Fire & Rescue Forum meeting as set out at Appendix 1 now presented.

Information

Attached at Appendix 1 are the proceedings of the North West Fire & Rescue Forum meeting held on 27 April 2016.

Business Risk

None

Environmental Impact

None

Equality & Diversity Implications

None

Financial Risk

None

HR Implications

None

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact
N/A		Diane Brooks
Reason for inclusion in Part II, if appropriate: N/A		

North West Fire & Rescue Forum

Minutes of the meeting held on 27th April 2016
At
NW Fire Control, Lingley Mere, Warrington

Present:	Authority:
Cllr D Hanratty	Merseyside (Chair)
Cllr S Nelson	Cheshire
Cllr J Bell	Greater Manchester
Cllr D Acton	Greater Manchester
Cllr D O'Toole	Lancashire
Cllr M Parkinson	Lancashire
Cllr F De Molfetta	Lancashire
Officers/Observers:	Authority:
Mr C Kenny	Lancashire
Mr J Onions	Cumbria
Mr G O'Rourke	Cheshire
Mr D Stephens	Merseyside
Mrs J Henshaw	Merseyside
Cllr L Byrom	Merseyside
Mrs S Wainwright	Merseyside (Note taker)
Apologies:	Authority:
Cllr J Joyce	Cheshire
Cllr G Merry	Cheshire
Cllr L Maloney	Merseyside
Cllr L Rennie	Merseyside
Cllr B Doughty	Cumbria
Mr P Hancock	Cheshire/Cumbria
Mr K Mattinson	Lancashire

Agenda Item	Minute
1.	<p>Chairman's Welcome and Introduction</p> <p>The Chair opened proceedings and welcomed everyone to the meeting.</p>
2.	<p>Apologies</p> <p>Apologies were received as shown in the table above.</p>
3.	<p>Declarations of Interest</p> <p>No declarations of interest were made in relation to items of business on the Agenda.</p>
4.	<p>Items Requiring Urgent Attention</p> <p>There were no matters requiring urgent attention.</p>
5.	<p>Minutes of the Previous Meeting</p> <p>The minutes of 20th January 2016 were agreed as a true record.</p>
6.	<p><u>Actions from the Last Meeting</u></p> <p>Action 1 - Lobbying</p> <p>The Chair encouraged members to seek further signatures from MP's in relation to the Early Day Motion 513 – Fire Service Reductions in Services, as on checking there were only 88 signatories.</p> <p>Following the last meeting letters of invitation had been sent to Mike Penning, the Chair of NWAS and Dan Greaves. There had been no response from Mike Penning and Dan Greaves to date but the Chair of NWAS had agreed to attend the next meeting on 14th July.</p> <p>Action 2 – Funding Streams</p> <p>A meeting had been arranged to discuss opportunities for European Funding on 20th May but subsequently cancelled. A new date is yet to be proposed.</p>
7.	<p>Chairman's Update</p> <p>The Chair advised that there were no issues to update the Forum on.</p>
8.	<p>Priorities Going Forward:</p> <p>Chris Kenny gave the following update on behalf of the NW Chiefs:</p> <p>National Operational Guidance: Work is ongoing between the NW FRS to produce SOP's based on the new National Operational Guidance methodology. The North West are leading on behalf of the country and work is progressing at a good pace and at a very high standard.</p>

	<p>Emergency Services Mobile Communication Programme (ESMCP): This is a new system to replace Airwave across the Emergency Services. The North West have been chosen as the first region to move over. Although there is risk it is considered a great opportunity to be at the forefront of embracing technology, forging relationships and playing a major role in the success of the scheme.</p> <p>Cllr O'Toole questioned the signal coverage issues. CK was confident that issues are being addressed with extra transmitters and explained that Airwave had merged with Motorola which can only enhance their knowledge and expertise. Government have assured FRS's that the cost to them is neutral.</p> <p>NWAS: All NW Services are piloting or working towards an Emergency Medical Response (EMR) pilot. Issues with Trade Unions are being addressed.</p> <p>Specialist Officers/Specialist Appliances: Sharing of specialist areas are being considered.</p> <p>Research & Development: CFOA are creating a central hub for R&D Officers for Services to feed into. The North West are very much part of this – Greater Manchester are sharing information on firefighter physiology to avoid duplication and enabling more robust procurement.</p> <p>The Chair raised a question around procurement and it was agreed that JH would instruct Sharon Matthews at Merseyside to provide a paper for the next meeting addressing procurement.</p>
9.	<p>Strategic Resilience:</p> <p>DS updated on the paper submitted advising that Merseyside had taken on the role of Lead Authority for National Resilience.</p> <p>The NW Forum reflected that this was an excellent opportunity for the North West and thanked Dan and his team for the work undertaken.</p> <p>A discussion took place around the need to impress upon Ministers the increase in fire deaths and fire related injuries and the impact cuts were having on communities.</p>
10.	<p>Policing and Crime Bill:</p> <p>The Chair highlighted that the next stage for the Policing and Crime Bill is the House of Lords and it is essential that MPs give the Fire & Rescue Service their full support. He went on to advise that collaboration is important but not at the detriment of the Service and wider functions.</p> <p>In light of the lack of response from the Minister to the invitation, the Forum felt that they should offer to meet him in London. The Fire Commission are due to meet on 25th May and this was proposed as an option.</p>

11.

North West FRS Updates

Lancashire:

Chris Kenny provided the Forum with the following update on behalf of Lancashire:

- Lancashire F&RS will be recruiting this year for the first time since 2003 (2 x 15 firefighter recruit courses towards the end of this financial year);
- Introduction of 'Action learning sessions' for Watch Managers, which has proven extremely successful.
- Investment in ICT and RDS;
- Blue Light Pledge – Mental Health;
- Day crewing plus accommodation at Skelmersdale receive national bronze award;
- Nomination from Firefighters Charity for Bamber Bridge car wash.

Cheshire:

Gus O'Rourke introduced himself to the Forum explaining that he was representing Paul Hancock and update on behalf of Cheshire, as follows:

- Restructure of Senior Management Team – ACFO role removed and Paul Hancock undertaking the role of Chief Fire Officer at Cumbria 2 days a week;
- New station at Alsager is now up and running;
- Penketh due to open August 2016;
- Powey Lane due to open November 2016;
- Lymm due to open March 2017;
- Integrated Safety Centre due to open June 2017;
- Moved to 12 hour shift system;
- Recruiting (Apprentices x 10) and will be paying 25% above recommended rate;
- Also recruiting 12 wholetime firefighters;
- Blue Light Collaboration – support staff being located to Cheshire Police HQ – estimated completion July 2017.
- Option to make the FRS HQ into an Joint Police/FRS Ops Training Leadership Academy – scoping currently taking place;

Gus O'Rourke concluded by expressing his best wishes to the people of Liverpool on the 96 verdict.

Cumbria:

There was no update from Cumbria.

Merseyside:

Dan Stephens provided an update on the following, on behalf of Merseyside:

Station Mergers

Work will commence on the Prescot build imminently. There have been a number of delays in no small part due to escalating costs. The initial cost estimate of £3.1m dating back to 2013 was unrealistically low. The £3.1m estimate for a single purpose fire station not involving the Police or NWAS. This figure was based on the cost of the PFI stations which involved demolition and rebuild on land which the Authority already owned and which we had a full understanding of the history.

Since the PFI builds there has been an increase in the cost of building projects which has been reflected in the revised figure of £5.350m reported to the Authority in October of 2015.

The £5.350m figure does not take account of the type of 'abnormals' associated with groundwork on a brownfield site and which were not to any great extent encountered during the PFI builds.

It is the reality that on any brownfield site there is a risk of abnormalities which will increase the cost of building a new fire station beyond what can be reasonably assumed as the standard figure of £5.350m.

This is a situation the Authority will undoubtedly face at Canal Street in St Helens and is something that Officers will now take in to account in future financial planning.

EMR trial

The Merseyside EMR trial is limited to 3 stations. This is despite an agreement with the FBU at their request that the pilot was extended across the Service. The reason for the trial not having been extended is due to opposition from the Unions within NWAS.

Dialogue however continues with NWAS over extending the pilot.

Roundtable meeting with the Home Secretary and Fire and Policing Minister

A summary of the meeting is as follows;

In attendance were;

Dan Stephens
Peter O'Reilly
Paul Hancock
Dave Etheridge
Russell Pearson
Lee Howell
Ann Millington
Jason Thelwell
Peter Holland
Steve McGuirk
Ken Knight

Adrian Thomas
Andre Gonzalez de Savage (Northamptonshire County Council lead member for the FRS)
Andrew Haldenby (Reform)

Mike Penning took the chair as Theresa May didn't join the meeting until 1500hrs.

Initial and lengthy discussion around transparency (key performance outcomes to allow meaningful comparison between FRA's - in essence what does good look like).

The discussion then transitioned to procurement. The Minister made clear his intention to publish information on the variation in spend levels across the FRS for single items.

Next up was the need for an inspectorate with broad agreement that something in addition to Peer Review was required but there is a need to agree key performance outcomes first in order for there to be something to inspect against.

Theresa May joined the meeting after a short break.

Thereafter there was an open session which revisited the need for an inspection before moving on to workforce reform within which it was advocated by a number of attendees that the NJC should be dismantled which appeared to have some traction with Mike Penning.

DS made the point that the FRS had world class national resilience assets which were adaptable and had been deployed in very agile and flexible ways at home and abroad often in circumstances which went well beyond their intended use.

DS explained that the National Resilience Assurance Team already performed a function akin to that performed by HMIC and that the FRS had already demonstrated as a sector that we were more than capable of providing assurance to Government.

The discussion then moved on to retained which Ann Millington lead on very well explaining why it was anything but the panacea.

Theresa May left at this point.

There was then an open discussion around the Policing and Crime Bill and devolution.

Peter O'Reilly spoke around the Fire contribution to Health.

Mike Penning was clear that the Bill would go through unaltered and that PCC's were the only game in town in areas which were not subject to a devolution deal.

DS raised the situation in the LCR with Halton and asked a specific question over whether it was the intention to have a Mayor and a PCC in the same area to which Mike Penning confirmed that would not be allowed to happen. Mike Penning said that boundaries were artificial and would be easily changed. He also said that Theresa May had held discussions with Greg Clarke and that they both shared this view.

DS has been invited to a one to one meeting with Mike Penning this afternoon and will report back to the forum thereafter.

	<p><u>Lead Authority for National Resilience Assurance</u></p> <p>Merseyside has taken on the role of Lead Authority for National Resilience assurance.</p> <p>In practical terms this will result in the National Resilience Assurance Team Officers being seconded to Merseyside FRA rather than CFOA National Resilience Limited (CNR) but all other arrangements will operate as before with the CFOA Capability Lead Officers being responsible for their capabilities.</p> <p><u>Collaboration with Merseyside Police</u></p> <p>The 3 months Opportunities Assessment process has concluded and been reported to the Police Fire Collaboration Committee.</p> <p>An IIT for an independent consultant to review and make recommendations for collaboration across all Corporate services will be issued this week.</p> <p>Operational collaboration continues at a pace across Preparedness, Response and Community Risk Management.</p> <p>Greater Manchester:</p> <p>Cllr Acton updated as follows, on behalf of Greater Manchester:</p> <ul style="list-style-type: none"> • Firefighter Stephen Hunt inquest now running into the second week. A very difficult experience for firefighters. • Developing a new training site in Bury with state of the art facilities; • Joint emergency service station at Wigan due to be open end of July • Developing 12 hour shift pattern. Currently in consultation; • Consultation concluded on how the £15m saving are going to be made over the next 4 years; • First responder cardiac arrest – going really well. • Devolution continuing within Greater Manchester; <p>Cllr Acton concluded by stating how very proud he was of the people of Liverpool and those who have supported them through the '96 verdict'.</p>
9.	<p><u>Any Other Business</u></p> <p>No business to discuss.</p>
10.	<p><u>2017 Dates of meetings</u></p> <p>Cllr Nelson requested that the April 2017 meeting be moved to late May. A proposal will be made for the next meeting.</p>
11.	<p>Date of the next meeting – 14th July – AGM</p> <p>Close of meeting.</p>

LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 20 June 2016

PROCEEDINGS OF MEMBER TRAINING & DEVELOPMENT WORKING GROUP HELD ON 27 APRIL 2016

(Appendix 1 refers)

Contact for further information:

Diane Brooks - Principal Member Services Officer – Tel (01772) 866720

Executive Summary

The proceedings of the Member Training & Development Working Group meeting held on 27 April 2016.

Recommendation

To note and endorse the proceedings of the Member Training & Development Working Group meeting as set out at Appendix 1 now presented.

Information

Attached at Appendix 1 are the proceedings of the Member Training & Development Working Group meeting held on 27 April 2016.

Business Risk

None

Environmental Impact

None

Equality & Diversity Implications

None

Financial Risk

None

HR Implications

None

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact
N/A		Diane Brooks
Reason for inclusion in Part II, if appropriate: N/A		

LANCASHIRE COMBINED FIRE AUTHORITY

MEMBER TRAINING AND DEVELOPMENT GROUP

Notes of Meeting held in the Main Conference Room, LFRS HQ, Fulwood, on Wednesday 27 April 2016

County Councillors

G Gooch
D Watts

Blackburn with Darwen Councillors

Z Khan
D Smith (Chairman)

Blackpool Councillor

T Williams

Officers

Bob Warren - Director of People and Development
Diane Brooks – Principal Member Services Officer

APOLOGIES FOR ABSENCE

Apologies were received from CC M Green.

NOTES OF PREVIOUS MEETING

The notes of the previous meeting held 6 November 2015 were confirmed as a correct record and signed by the Chairman.

REVIEW OF TRAINING AND DEVELOPMENT STRATEGY

The Authority has had a Member Training and Development Strategy in place since 2006 which had been reviewed regularly. Members considered the current Member Training and Development Strategy and approved the Strategy as presented. The Strategy works well and Members are very happy with the support and information provided to them by Officers.

In response to a question raised by CC Gooch, the Director of People and Development confirmed that Member Champions received induction and ongoing training and support in the various Champion roles. Member Champions were elected at the Annual Meeting each year and Champion budgets were managed in liaison with key officers in response to appropriate issues rather than limited to £5,000 each. It was agreed that Members would review a role description at the next meeting and that the Training and Development Strategy be updated to include the expectations of the role of Member Champion.

Members also discussed the importance of encouraging Members to visit stations and Prince's Trust events.

The Chairman requested that a reminder be placed in the Member Information Bulletin of the importance of notifying Democratic Services when Members attend any events in their capacity as CFA Member in order that this can be included in reports to this group.

MEMBER TRAINING AND DEVELOPMENT – UPDATE REPORT

Personal Development Plans

Since the update report had been written, the new CFA Member, CC N Penney had met with an officer to draw up her initial PDP therefore, of the 25 elected Members, 100% had completed their initial Personal Development Plans (PDP) or had had a 1-2-1 review meeting.

Electronic Access to Documents

Members were updated on the progress made regarding the implementation of a new electronic system that would better support electronic access to public and private Authority and Committee papers using their tablets during committee meetings.

Member Information Bulletin

A quarterly Information Bulletin was issued to keep Members informed of the latest items of interest, up and coming Fire Authority Committee meeting dates and Member Training and Development news and opportunities such as invitations to attend Prince's Trust Presentation Evenings. Feedback from Members continued to be very positive.

Co-ordination of Training

To reassure Members, Democratic Services made regular contact with home authorities to co-ordinate member training and development opportunities and avoid duplication; sharing Members personal development plans and records as appropriate.

MONITORING, REVIEW & EVALUATION OF ACTIVITIES

This report provided an update on Member Training and Development activities since the last meeting of the Group. The report showed opportunities and outcomes of Member Training and Development activity.

Home Fire Safety Checks

Members are encouraged to understand fire risks in their own home and the Home Fire Safety Check (HFSC) process provided by the Service which targets most effort and resource toward those who are most vulnerable to fire risk. Through the review PDP process Members had confirmed that they continued to advocate this to their constituents.

In addition, Members had been kept informed of the progress of the changes to the HFSC system. Members of the Performance Committee had been reassured on how the introduction of the new system had improved efficiency while ensuring that all Lancashire residents receive a bespoke HFSC with high risk homes receiving a home visit, a smoke alarm installation and a revisit for the most vulnerable.

Attended Local Fire Stations

Members noted that 22 Members (88%) had visited their local fire station. Of the 3 outstanding Members, 2 had agreed to meet their local teams but have proved difficult to finalise due to busy diary commitments and 1 was a new CFA Member.

Members noted that CC Stansfield was due to visit Burnley Fire Station mid-June with a group of local church-goers and CC Perks had attended Chorley Fire Station in early April to include his Fire Authority responsibilities as part of a film commissioned by the LGA for prospective County Councillors to show the diversity of "A Day in the Life of a County Councillor".

DATE & TIME OF NEXT MEETING

The next meeting of the group was scheduled for Wednesday 9 November 2016 in the Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours.

B WARREN
Director of People and Development

LFRS HQ
Fulwood

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on the 20th June 2016

MEMBERS' ALLOWANCE SCHEME – PROPOSED AMENDMENT

Contact for further information: Mark Nolan – Monitoring Officer and Clerk to the Authority -
Tel No. 01772 866720

Executive Summary

The Authority has had a Members' Allowance Scheme in place since 2003 in line with the Local Authorities (Members Allowances) (England) Regulations 2003.

The Scheme has been amended in June 2006, April 2008 and April 2012.

The Scheme permits an annual adjustment of allowances by reference to an index which is reviewed every 4 years. Members considered these at its meeting in September 2014 and approved the continuation of the following indices:-

- Basic, Special Responsibility and Co-optees' Allowances are index linked on an annual basis in line with the annual Local Government National Pay Award for green book staff at point 49;
- Subsistence Allowances shall be reviewed annually (with effect from 1 April in every year) in line with the Retail Price Index (all items) published in November of the preceding year;
- Travel Allowances mirror the County Council's rates which are revised annually with effect from 1 April in every year in accordance with the maximum allowance for Income Tax purposes, as determined by HM Revenue and Customs (HMRC).

Recommendations

The Authority is asked to consider and advise whether it wishes to amend the Members' Allowance Scheme to apply the Consumer Price Index or continue with the Retail Price Index (published in the November of the preceding year) for the calculation of overnight accommodation and day subsistence allowances for its 2016/17 Scheme backdated to be with effect from 1 April 2016.

Information

Part 4 of the Local Authorities (Members' Allowances) (England) Regulations 2003 require county and district councils to establish independent remuneration panels to make recommendations regarding Member responsibilities and the amount of basic, special responsibility, travel and subsistence and co-optees allowances payable to Members under the Scheme and any amendments or adjustments to it.

To ensure the Authority complies with the regulations to have regard to the recommendations made by the independent remuneration panels of its home authorities, s19 (2), the last report considered by Members in September 2014 set out the details of home authorities Scheme indices.

At its meeting in February 2016, Lancashire County Council (LCC) approved the recommendation of its Independent Remuneration Panel (the Panel) to adopt the Consumer Price Index (CPI) (published in November of the preceding year) in relation to allowances payable for overnight accommodation, day subsistence and travel abroad. This is a change from the Retail Price Index (RPI). The November 2015 CPI figure was 0.1% and the RPI figure was 1.1%. The Panel recommended the change as it was conscious that the government had replaced the RPI with the CPI as the common measure for inflation effects. LCC also agreed that a full and detailed review would be undertaken by their Panel after the next county council elections in 2017.

A comparison of the effect of the application of each index on the 2015/16 Authority's Scheme figures is detailed below:-

Rate	2015/16	+0.1% CPI	+1.1% RPI
Day Subsistence – a period less than 4 hours	£6.43	£6.44	£6.50
Day Subsistence – a period between 4 – 8 hours	£12.79	£12.80	£12.93
Day Subsistence – a period between 8 – 12 hours	£25.60	£25.63	£25.88
Day Subsistence – a period in excess of 12 hours	£38.37	£38.41	£38.79
Overnight Accommodation in the UK (except London)	£128.00	£128.13	£129.41
Overnight Accommodation in London only	£147.00	£147.15	£148.62

Members are therefore asked to consider whether they wish to continue to apply the Retail Price Index or amend the current Member Allowance Scheme and change to the Consumer Price Index (published in the November of the preceding year) for the calculation of allowances for overnight accommodation and day subsistence. Members are asked to consider the difference between the likely values of both indices given the RPI is always going to be higher than the CPI as they include slightly different things. The RPI includes the costs of housing (mortgage interest costs and council tax for example) while CPI does not. However, the more relevant difference between the two is the calculation.

Should Members agree to amend the index the Scheme will be deemed to have been amended with effect from 1 April 2016.

Financial Implications

The existing arrangements for Members' Allowances have been included in the revenue budget.

Business Risk

None identified

Environmental Impact

None identified

Equality & Diversity Implications

The Authority's Members' Allowance Scheme does not provide for the payment of Members of an allowance in respect of such expenses of arranging for the care of their children or dependants. The Local Authorities (Members' Allowances) (England) Regulations 2003 exclude the Authority from including a provision for dependants carers' allowance in its Scheme. Members are, however, entitled to claim this allowance from their constituent authority.

HR Implications

None identified

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact
Report to CFA	28 April 2008	Diane Brooks
Report to CFA	16 April 2012	Keith Mattinson
Report to CFA	8 September 2014	Diane Brooks
LCC report to Full Council	25 February 2016	Diane Brooks
Reason for inclusion in Part 2, if appropriate:		

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday 20 June 2016

FORMAL POLICY ON DEALING WITH HABITUAL AND VEXATIOUS COMPLAINTS (Appendix 1 refers)

Contact for further information: Mark Nolan, Clerk and Monitoring Officer
Telephone: 01772 866720

Executive Summary

The Authority will recall that at the last CFA meeting held 15 February 2016, the Clerk and Monitoring Officer delivered a report concerning a complaint that had been addressed to the Chairman, which made a recommendation that the Authority fully endorsed.

The investigation concluded that the complaint has no merit. However it was also considered unacceptable that habitual and vexatious complainants continue to renew complaints and applications for information with regularity, with the purpose or effect of creating a significant burden on Lancashire Fire and Rescue Service (LFRS) and its staff. The consequential administrative burden of processing such complaints and requests has already placed significant stress and unnecessary work for the Officers and their support staff at LFRS.

This has necessitated the Service seeking to limit any further response.

The aim is to adopt a policy which is fair and proportionate, yet which will not prevent genuine complaints from being properly investigated and fair and equitable outcomes promulgated. In doing this some measure of support will be provided for those Officers and support staff currently dealing with malicious complaints.

Recommendation

The Authority is asked to note and endorse the report.

Information

The Officers of the Authority ensure compliance with our public sector duties including Freedom of Information requests and Data Protection Act requirements.

On occasions these obligations and our Public Complaints procedures have been used to pursue issues in a manner incompatible with the aims and purpose of the legislation.

Although the occasions are rare, the strain on the organisation has been significant at times. The proposed policy formalises the approach adopted by Officers in addressing these issues.

Business Risk

Given that the policy will be used to defend the Authority's position in refusing to engage with "vexatious" complainants who may pursue perceived entitlement to make applications

to the Authority under, e.g.: Freedom of Information or Data Protection Act legislation, there is a risk that such complaints will be elevated outside the Authority’s internal processes. The Authority may therefore be required to defend its position externally in processes governed by, for example; the Information Commissioner’s Office (“ICO”) or Local Authority Ombudsman. The exposure to risk can be minimised by virtue of the fact that in such cases the Authority will be given an opportunity by the external arbiter to provide comment with any supporting documentation and ultimately to review or even change its decision. At this point there should be a further assessment of the business and financial risk to the Authority of maintaining its position regarding a decision to declare the relevant complaint as vexatious. Such an assessment should also involve a review of the evidence which has given rise to the conclusion that such complaints are habitual or vexatious in accordance with the criteria set out in the policy.

Environmental Impact

None.

Equality and Diversity Implications

There is a minor risk that any habitual or vexatious complaints could be driven by mental impairment, with a correspondingly low risk that such impairment amounts to a disability, for which the Authority would be culpable, only if the complainant was an existing employee. In those circumstances the existence and application of the Policy would, in all likelihood consist of a proportionate means of achieving a legitimate aim, which would therefore be capable of rebuttal. Otherwise it is highly unlikely to conflict with the Authority’s public sector Equality duty.

HR Implications

The policy must not conflict with the Authority’s obligations under its own Whistle blowing policy, as this may cast doubt on the Authority’s compliance with a whistle blowing policy and obligations. However, given that such disclosures are to be made in good faith, not for personal gain and in the genuine public interest, there should in reality be no conflict or overlap, provided the complaints have been properly evaluated under the criteria outlined in the draft Habitual and Vexatious Complaints Policy.

Financial Implications

In the index example, above, involving the ICO could in theory give rise to a situation where the ICO makes a determination holding the Authority culpable. It has the power to impose fines, should the ICO apply to a court for certification that the Authority has failed to comply with a decision notice, an information notice or an enforcement notice. The matter would be dealt with thereafter as a civil contempt. It is highly unlikely that given the provision for review and conciliation that the Authority would be placed in such a situation and that any risk of such an outcome would occur in no more than 2-5% of any cases and such action could be mitigated whatever the circumstances if necessary.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact
Reason for inclusion in Part II, if appropriate:		

LANCASHIRE COMBINED FIRE AUTHORITY HABITUAL AND VEXATIOUS COMPLAINTS

1. Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The Lancashire Combined Fire Authority ("CFA") policy for dealing with and responding to these situations is set out herein below.

- 1.1 The term habitual means 'done repeatedly or as a habit.'
- 1.2 The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant.'
- 1.3 This policy intends to assist in identifying and managing persons who seek to be disruptive to the CFA or the Lancashire Fire and Rescue Service (LFRS) by pursuing an unreasonable course of conduct.
- 1.4 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those acts.
- 1.5 Habitual or vexatious complaints can be a problem for CFA staff and Members. The difficulty in handling such complainants and their complaints is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the CFA endeavours to respond with patience and sympathy to the needs of all complainants, there are occasions when there is nothing further which can be reasonably done to assist or to rectify a real or perceived problem.
- 1.6 Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonable persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.7 The aim of the policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

For the purpose of this policy the following definitions of habitual or vexatious complainants will be used. The repeated and/or obsessive pursuit of:

- (a.) Unreasonable complaints and/or unrealistic outcomes and/or
- (b.) Reasonable complaints in an unreasonable manner.

Prior to considering its implementation the CFA will warn an individual and will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in section 3, the Clerk, in consultation with the Chief Fire Officer will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

The Clerk, on behalf of the CFA, will notify complainants in writing of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.

The status of the complaint will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

The CFA will be advised that a person or their supporter or co-complainant involved in any joint complaint or joint enterprise has been declared vexatious.

3. Definitions

The CFA defines unreasonably persistent and vexatious complainants as those complainants who, because of their or other peoples' complaints interfere with or impede the operation of LFRS. The description 'unreasonably persistent' and 'vexatious' may apply jointly or separately to a particular complainant.

Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the CFA decision about the complaint.

Features of an unreasonably persistent and/or vexatious complainant include but are not limited to the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category.) An unreasonably persistent and/or vexatious complainant may:

- Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for the reasons that he or she does not admit or make obvious);
- Refuse to specify the grounds of a complaint despite offers of assistance;
- Refuse to co-operate with the complaint's investigation process while still wishing their complaint to be resolved;
- Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure;
- Refuse to accept that issues are not within the powers of the CFA to investigate, change or influence;

- Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of this complaint);
- Make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced;
- Make an unreasonable number of contacts with LFRS by any means in relation to a specific complaint or complaints;
- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on an immediate response to questions, frequent and/or complex letters, faxes, telephone calls or emails);
- Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media;
- Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the original complaint at the start of the process;
- Introduce trivial or irrelevant information whilst the complaint is being investigated and expect this to be taken in to account and commented on;
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed;
- Deny a statement he or she made at an earlier stage in the complaint process;
- Are known to have covertly electronically recorded meetings and conversations without the knowledge or consent of the other party or parties involved;
- Adopts a 'scattergun' approach, for example by pursuing a complaint or complaints not only with the CFA with, for example, a Member of Parliament, other Authorities, elected Members of this and other Authorities, CFA Independent Auditor, the Police, other public bodies or solicitors' firms.
- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given;
- Make the complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that any minor differences make these 'new complaints' which should be put through the full complaints procedure;

- Persistently approach the CFA through different routes or other persons about the same issue;
- Persist in seeking an outcome which the CFA has explained is unrealistic for legal, policy or other valid reasons;
- Refuse to accept documented evidence as factual;
- Complain about or challenge an issue based on an historic and/or irreversible decision or incident;
- Combine some or all of these features.

4. Imposing Restrictions

The CFA will ensure that the complaint is being, or has been investigated properly according to the adopted complaints procedure.

In the first instance the Clerk, in consultation with the Chief Fire Officer will, prior to issuing a warning to the complainant, contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the CFA may take if they do not comply.

If the disruptive behaviour continues, the Clerk will issue a CFA letter to the complainant advising them that the way in which they will be allowed to contact the CFA in future will be restricted. The Clerk will then make this decision in consultation with the Chief Fire Officer and inform the complainant in writing of what procedures have been put in place and for what period.

Any restriction that is imposed on the complainant's contact with the CFA will be appropriate and proportionate and the complainant will be advised of the period of time over which the restriction will be put in place. The restrictions would be reviewed on a quarterly basis.

Restrictions will be tailored to deal with the individual circumstances of the complaint and may include:

- Banning the complainant from attending or approaching all CFA or LFRS premises, in circumstances where Members' or Officers' safety may be at risk;
- Banning the complainant from making contact by telephone except through a third party, e.g.: a solicitor, a spouse or family member, or a friend acting on their behalf;
- Banning the complainant from sending emails to individuals and/or all CFA Officers and insisting they only correspond by post;
- Requiring contact to take place with one named member of staff only;
- Restricting telephone calls to specified days and or times or duration, requiring any personal contact to take place in the presence of an appropriate witness;

- Letting the complainant know that Lancashire Combined Fire Authority will not respond to or acknowledge any further contact from them on the specified topic of that complaint (in this case, a designated person will be identified to read future correspondence).

When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- Why the decision has been taken;
- What action has been taken.

The Clerk will enclose a copy of this policy in the letter to the complainant.

Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman and/or Chief Fire Officer may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the Police or taking legal action; in such cases the complainant may not be given prior warning of that action.

5. New Complaints from Complainants treated as Abusive, Vexatious or Persistent

New complaints from people to whom this policy has already been applied will be treated on their own merits. The Clerk in consultation with the Chief Fire Officer will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

The fact that a complaint is judged to be unreasonably persistent or vexatious and any restrictions imposed on Lancashire Combined Fire Authority's contact with him or her, will be recorded and notified to those who need to know within the CFA.

6. Review

The status of the complainant who is judged to be unreasonably persistent or vexatious will be reviewed by the Clerk and the Chief Fire Officer after twelve months and at the end of every subsequently twelve months within the period during which the policy is to apply and reported annually to the CFA.

The complainant will be informed of the result of this review if the decision to apply this policy has been changed.

7. Record Keeping

The responsibility for maintaining any time tabling records to trigger reviews will be that of the Clerk. The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- The name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant;
- When the restriction came into force ends;
- What the restrictions are;
- When the person and the CFA were advised.

The CFA will be provided with an annual report giving information about members of the public who have been treated vexatious/persistent as per this policy, and advised of individuals when those individuals have been declared vexatious.

8. Application and Responsibility

It is the responsibility of all staff to comply with this policy as directed by the Chief Fire Officer and guided by the Clerk.

9. Monitoring and Review

This policy will be reviewed annually by the Clerk to ensure that it is appropriate, proportionate and effective to the needs of the Members, Officers and staff of the CFA.

LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 20th June 2016

SAFETY, HEALTH AND ENVIRONMENT ANNUAL REVIEW

(Appendix 1 refers)

Contact for further information: Bob Warren, Director of People and Development
Tel: 01772 866804

Executive Summary

Attached in full at Appendix 1 is the Safety, Health and Environment Annual Review for Lancashire Fire & Rescue Service (LFRS) covering the period 1st April 2015 to 31st March 2016.

As the body with ultimate responsibility for staff health and safety and environmental compliance it is important that all CFA Members are aware of performance in this respect. The report therefore provides a summary of key actions, overall progress and outturn performance in respect of accidents and near misses, carbon emissions together with a look forward.

Recommendation

The Authority is asked to note the report and associated safety, health and environment performance outcomes.

Information

As the Health and Safety Management System and the Environment Management System continue to be integrated this report is part of that integration process. This report includes performance information for health and safety and the environment.

Business Risk

Significant - From a legal, economic and moral standpoint, a number of health and safety and environmental obligations are imposed on the Authority, whilst the Health and Safety Executive and Environment Agency will readily take enforcement action where significant or recurring failures are identified.

Environmental Impact

The environmental impact from gas use on LFRS premises is continuing to reduce. Due to significant flooding incidents this year, fuel use has increased from fleet vehicles. Electricity use is now showing a steady decrease since the 2013/14 introduction of PFI stations which increased electricity use mainly due to the build specification which utilises air-control systems. An ever increasing reliance of battery powered equipment which requires charging also impacts on electricity use across all fire stations.

Equality and Diversity implications

None

Financial Implications

None

HR Implications

Significant – The Authority is committed to providing a safe and healthy workforce which is particularly important in the context of emergency service operations, and which requires ongoing and effective health and safety management arrangements.

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact
Annual Health and Safety Report 2009/10 LFRS Sustainability Report 2009/10	20 th September 2010	Director of People and Development Bob Warren Telephone 01772 866804
Annual Health and Safety Report 2010/11 LFRS Sustainability Report 2010/11	20 th June 2011	
Annual Health and Safety Report 2011/12 LFRS Sustainability Report 2011/12	18 th June 2012	
Safety, Health and Environment Annual Review Report 2012/13	17 th June 2013	
Safety, Health and Environment Annual Review Report 2013/14	23 rd June 2014	
Safety, Health and Environment Annual Review Report 2014/15	22 nd June 2015	
Reason for inclusion in Part II, if appropriate:		



Safety, Health and Environment

Annual Review 2015 / 2016

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making Lancashire safer



Introduction

This report summarises the arrangements in place to deliver the Service's Health and Safety Policy and provides a summary of health, safety and environment performance data.

It includes the reporting on occupational safety, health and environmental issues that have arisen during the period 1st April 2015 to 31st March 2016.

LFRS Safety, Health and Environment Management Arrangements

Lancashire Combined Fire Authority has overall responsibility for the effective governance of health, safety and environment. The Fire Authority is responsible for agreeing the safety, health and environment policy and for ensuring adequate resources are available for safety, health and environment purposes. The Authority will provide a clear direction for the Executive Board and Senior Management Team to establish policies and procedures and manage safety, health and environment performance effectively.

Whilst individual members of staff, supervisors and managers all have responsibility for safety, health and environment, the Safety, Health and Environment (SHE) Department coordinates and oversees the day to day management of health and safety activities and at the same time continues to provide competent professional advice.

The Health and Safety Management System (HSMS) is based on the Health and Safety Executive model HS (G) 65 – Successful Health and Safety Management and written and implemented to the International Standard for health and safety management systems OHSAS 18001:2007. The Environment Management System (EMS) is written and implemented to the International Standard ISO 14001:2004.

During 2015/2016 we have continued to enjoy a positive working relationship with the Representative Bodies, particularly the Fire Brigades Union. The Service consults formally on a quarterly basis working together to ensure safety, health and environmental concerns are resolved. Safety representatives play a vital role in achieving a healthier and safer workplace and improving our health and safety culture whilst reducing our impacts on the environment.





Controlling Risk within LFRS

The varied nature of the Service's work activities and working environments inevitably means that there is a broad range of risks to manage. The level of risk to both employees and service users can be identified from a number of the Service's performance measures including:

- the total number of accidents reported by employees;
- the number of safety events reported to the Health and Safety Executive;
- the number of near miss events reported;
- the number of days lost following an accident at work;
- the type of events that are being reported;
- risks being managed effectively through the development and implementation of policies and procedures contained within the Service's HSMS and EMS;
- carbon emissions from LFRS premises and activities; and
- fitness assessments for operational staff.

The HSMS and EMS and associated policies and procedures are designed to promote safe systems of work and minimise the risk of injury to employees and reduce the impact to the environment. The SHE Department develops bespoke procedures for LFRS, minimising 'red tape' and focusing on controlling real risks in the workplace. Managers, through devolved safety, health and environment responsibilities, are encouraged to ensure that recognised safe systems of work are being used 'so far as is reasonably practicable'.

To ensure that the Service continues to meet its legal obligations in respect of safety, health and environment it is important to ensure that all policies, procedures, instructions and guidance are regularly reviewed and updated.

Safety, health and environment performance is reviewed on a regular basis, through high level scrutiny via the CFA Performance Committee and at Director Level through the LFRS Health, Safety & Environment Advisory Group (HSEAG) chaired by the Director of People and Development and Health and Safety Consultation Committee chaired by the Director of Strategy and Planning.



External Audit of the Health and Safety and Environment Management Systems



During 2011/12 the Service was successful in gaining certification to the international health and safety standard OHSAS 18001:2007 for its HSMS and at the same time certification was also achieved for the EMS to the international environmental standard ISO 14001:2004.

Following on from initial certification in November 2011, continued surveillance visits are required annually and re-certification required every three years. A VCA audit team scrutinised LFRS again in November 2015 for re-certification, with visits to five fire stations operating different duty systems, Service Training Centre and Urban Search and Rescue Unit (USAR) together with a number of supporting departments including Safety, Health and Environment, Corporate Communications, Occupational Health and Property. LFRS has been successful in continued certification without conditions for both ISO 14001:2004 and OHSAS 18001:2007.

As part of the audit process, the auditors identified a number of positive aspects, including:

- “The SHE systems are integrated and it is evident that the system is embedded into the normal operations and activities of the organisation.”
- “Good knowledge of environmental aspects and impacts demonstrated.”
- “Good level of housekeeping demonstrated throughout the site – Tarleton Fire Station.”
- “The communication and understanding of Operational Guidance for Breathing Apparatus (OGBA), the training (e-learning) and training records were demonstrated.”
- “All five USAR modules were reviewed and the facility was well organised, clean and tidy to a high standard.”
- “Objectives and targets were known and communicated.”
- “A Drainage plan for all sites by 2018 was progressing well.”

To ensure continuous improvement is made in both the HSMS and EMS LFRS has developed an action plan to assist in delivering future improvements.

Safety, Health and Environment

Annual Review 2015/16



Health and Safety Performance

Active Monitoring is integrated into day-to-day work. This includes an integrated approach to workplace inspections at station and department level for both health and safety and environmental hazards and risks.

In addition to day-to-day monitoring of health and safety by managers, active monitoring features extensively during operational incidents and forms an essential part of the Incident Command System at all levels. Incidents are monitored, debriefed and outcome reviews are carried out to ensure that continuous learning from incidents is achieved.

The Service has implemented a system of robust reactive monitoring as defined in the accident reporting and accident investigation procedures of the HSMS. The SHE department co-ordinates and controls this system, and heads of department and line managers are responsible for implementation.

During 2015/2016 there were:

- **74 accidents** (60 to LFRS staff and 14 to non LFRS staff) each event being investigated and recorded in line with Service Policy.
- **56 near misses** (41 near misses and 15 near miss attacks on staff) that were investigated and the recommendations were fed back into the service policy, procedure, or risk assessment as appropriate.
- There were **13 RIDDOR** events that were reported to the Health and Safety Executive, 12 resulting from over 7 day's absence and 1 dangerous occurrence related to a Breathing Apparatus failure.



Safety, Health and Environment

Annual Review 2015/16



Health and Safety Performance

A summary of the total accident and ill-health statistics for 2015/16 is detailed below in Figure 1.

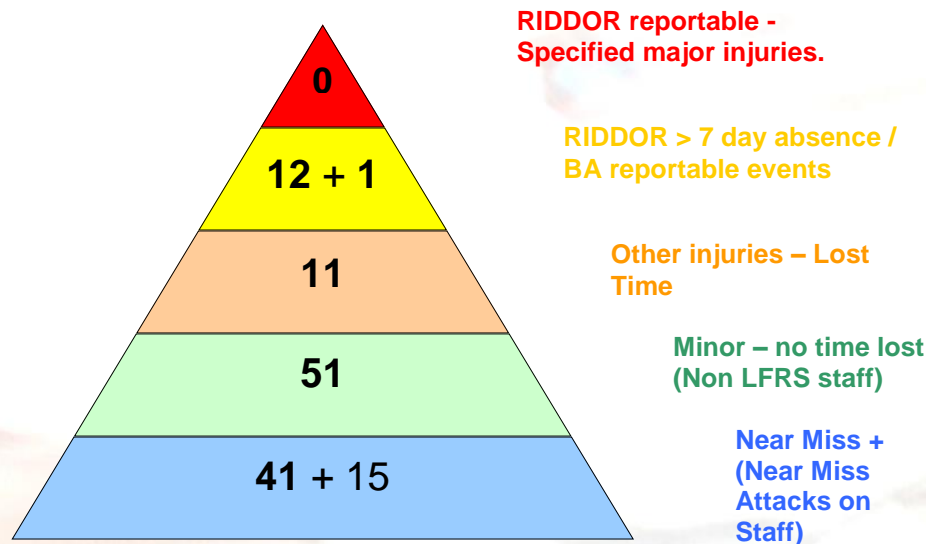


Figure 1

The figures in the following Table 1 relate to working days lost due to work related injury/illness.

This shows a general overall reduction in days lost since 2005/06 with an increase in 2014/15 and 2015-16 due to a long term absence of a member of staff after an accident while undertaking a home fire safety check, and an injury when an RDS member of staff was responding to a fire station to attend a call.

Year	Days Lost
2005/06	643
2006/07	740
2007/08	481
2008/09	242
2009/10	610
2010/11	284
2011/12	152
2012/13	176
2013/14	202
2014/15	461
2015/16	331

Table 1 - Days Lost due to Work-related injury/illness 2005/06 to 2015/16



Table 2 shows the types of accidents that were reported during 2015/16 with the numbers for each category. A comparison is provided to previous performance:

TYPE OF ACCIDENT	LFRS Staff 2015/16	LFRS Staff 2014/15	LFRS Staff 2013/14	LFRS Staff 2012/13	LFRS Staff 2011/12	Non-LFRS staff 2015/16	Non-LFRS staff 2014/15	Non-LFRS staff 2013/14	Non-LFRS staff 2012/13	Non-LFRS staff 2011/12
Handling lifting or carrying	23	17	13	15	18	5	5	4	4	5
Hit by moving, flying or falling object	6	12	9	13	10	1	1	5	2	4
Slip trip fall	9	11	7	18	23	3	1	5	9	5
Hit something fixed or stationary	1	5	5	9	11		3	6	5	3
Other	10	9	5	4	1	1	3	-	-	1
Injured by an animal	1	-	2	6	2		-	-	-	-
Fall from Height	1	-	2	1	1		-	-	1	1
Exposed to fire	4	2	2	-	5	1	2	3	-	3
Exposed to harmful substance	3	3	2	-	2	1	1	2	-	2
Exposed to an explosion		1	1	-	1		-	-	-	-
Contact with Electricity		1	-	1	-		-	-	-	-
Hit by a moving vehicle	1	-	-	1	1		-	-	-	-
Contact with Moving Machinery		1	-	-	-		-	-	1	-
Drowned or Asphyxiated		-	-	-	-		-	-	-	-
Physically assaulted by a person	1	2	-	-	-	2	5	1	-	1
Trapped by Something Collapsing		-	-	-	-		-	-	-	-
TOTAL	60	64	48	69	75	14	21	26	22	25

Table 2 - Types of accidents in 2015/16 compared to 2011/12, 2012/13, 2013/14 and 2014/15.

Near Miss Reporting

A near miss event is an unplanned and unforeseeable event in which there is no injury, but the potential to cause injury or other form of loss exists should it occur again.

Table 3 below illustrates previous LFRS near miss reporting performance:

Year	Number of Near misses
2005/06	30
2006/07	42
2007/08	72
2008/09	77
2009/10	94
2010/11	105
2011/12	99
2012/13	56
2013/14	73
2014/15	56
2015/16	56

Table 3 - Near Miss Reporting
2005/06 to 2015/16



Vehicle Accidents

Vehicle Accidents continue to decrease overall. Table 4 shows the number of accidents involving vehicles over the last six years.

Year	Number of Vehicle Accidents
2010/11	93
2011/12	64
2012/13	49
2013/14	42
2014/15	40
2015/16	45

Table 4 Number of Vehicle Accidents

Analysis of the type of accidents LFRS vehicles have been involved in during 2015/16 has shown that the majority occur during vehicle maneuvering.

Banks person training has been refreshed and work is ongoing to raise awareness when drivers are carrying out slow speed manoeuvres to reduce these types of accidents further.

Safety, Health and Environment

Annual Review 2015/16



Environmental Performance

The Service participated in the Carbon Trust Carbon Management Programme during 2008/09. A Carbon Management Team (CMT) was created to oversee the programme together with a programme board. This resulted in the production of the Carbon Management Plan which was agreed by CFA Resources Committee in March 2009. The plan included targets of 20% carbon emission reduction by March 2013 with a visionary target of 40% by March 2020.

A revised and simplified Carbon Management Plan setting a target of 40% carbon emission reduction by March 2020 has been developed. The Service achieved an overall reduction of **22%** by March 2016 which equates to **976** tonnes of CO₂. The plan has delivered cost savings in the region of **£510k** so far.

The Carbon Management Team continues to meet and make progress against the target, delivering projects accepting these will be fewer and more targeted in the future. The Plan is overseen by the Director of People and Development.

Monthly meter readings for Gas, Electric and Water continue to be collated together with fuel data collated by Fleet and Engineering Services, providing a full picture of carbon emissions for all LFRS premises.

Fire-fighters' Charity Recycling Banks

LFRS continues to support the Fire Fighters Charity with seventeen fire stations currently having recycling banks on site. For each tonne of clothing, a donation is made to the Fire-fighter's Charity.

In 2015/16, the banks had collected over 22 tonnes of textiles. This has raised £4896.76 for the charity.



Waste Disposal Improvements

New waste bins separating general and recycling waste have been rolled out across the Service to provide a generic system for the management of waste.

Early indications are showing that the amount of waste recycled as a proportion of the total waste is progressively increasing.

Total waste is starting to reduce and further ways of reducing waste at source are being explored but if waste is produced then if this can be recycled this will be the preferred option.



Environmental Performance

Table 5 shows the carbon emission comparisons from the 2007/08 baseline and from the previous year 2014/15.

Reduce Carbon Emissions by 40% by March 2020

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	% change on previous year	% change since baseline 2007/08
Buildings	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Electricity	1600	1340	1524	1516	1421	1411	1653	1664	1605	3.55	0.31
Gas	1594	1499	1634	1545	1462	1363	1145	1026	978	4.68	38.65
Total	3194	2839	3158	3061	2883	2774	2798	2690	2583	3.98	19.13

Transport	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Fuel	1158	1179	1217	1146	1058	858	827	732	793	8.33	31.52

Service Total	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
	4352	4018	4375	4207	3941	3632	3625	3422	3376	1.34	22.43

Shown separately in Carbon Management Plan

Water	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
	9.1	8.8	8.1	6.9	6.7	6.1	6.5	5.6	5.7	1.79	37.36

Table 5 Carbon Emissions 2007/08 to 2015/16

Health & Wellbeing of Staff

Occupational health is a fundamental part of ensuring the health, safety and welfare of employees at work.

The Service has an in-house occupational health provision to ensure professional advice is available. This includes health screening, examinations, monitoring and a proactive approach to ill health prevention and the sharing of best practice. Rehabilitation support is enhanced with a Physiotherapy Service.

The focus of the OHU is the delivery of statutory health surveillance for operational staff and others within the Service who undertake higher risk roles. This is achieved through a programme of pre-employment screening followed by periodic health surveillance and monitoring. Additional support is provided to facilitate other requirements such as LGV driver medicals.

Following an accident or other safety event, OHU are able to provide advice and support to address any resulting medical or health issues.

Revised Approach to Fitness Testing

Lancashire Fire and Rescue Service acknowledge that a good level of physical fitness plays an important role in reducing ill health, injuries and accidents, whilst recognising this assists in the maintenance of the wider health and wellbeing agenda for the whole workforce.

Following a successful pilot in 2014/15, revised arrangements have been introduced with an Annual Fitness Assessment which will be undertaken at the Service Training Centre (STC) by all Grey Book employees.

An option of 3 tests (Multi Stage Shuttle Run, Chester Treadmill Walk Test or Chester Step Test) overseen by an externally trained assessor, are available.



Safety, Health and Environment

Annual Review 2015/16



A Look Ahead to 2016/2017

Looking to 2016/17, key safety, health and environment priorities are to:

- Reduce risk to our staff through the provision of safe systems of work, suitable vehicles and equipment and carry out research and development to continually improve operational response.
- Reduce the number of accidents and related sickness absence whilst increasing the number of near miss events reported.
- Continue to integrate Health and Safety and the Environment where possible to simplify and reduce burden on end users.
- Embed Health and Safety and Environment through continued training and interaction with staff to enable proportionate and informed workplace safety, health and environmental decisions to be made.
- Reassess how LFRS learns and improve following incidents / debriefs / safety events from within LFRS and from external organisations.
- Rationalise and refresh the existing risk assessments, service orders and training requirements following the introduction and publication of revised National Guidance for Fire and Rescue Services together with legislative changes.
- Plan for the increase in Severe/Extreme Weather Events which puts pressure on LFRS's ability to deliver a service.
- Reduce energy and waste costs.
- Maintain the LFRS certification to OHSAS 18001:2007 and ISO14001:2004.
- Undertake a project to review arrangements for the Health and Wellbeing of staff and the management of fitness.

Through the planning process we have set a programme of activities that will lead us to achieve our priorities and targets.

Safety, Health and Environment

Annual Review 2015/16



Overall Summary

2015/16 has again seen a very positive year in terms of overall safety, health and environment performance of LFRS. The number of accidents to LFRS staff is the second lowest on record, with 60 events being reported. Of these 60 events, only 23 resulted in lost time accidents.

HSE were notified under RIDDOR regarding 13 events, 12 for over 7 day absences following accidents and 1 for a dangerous occurrence for a BA failure.

Manual handling related activities accounted for the largest number of accidents within the Service; this will be focused on through refresher training for operational personnel during the 2016/17 training year.

LFRS continues to deliver projects to reduce its carbon emissions.

The health and safety and environmental management systems will continue to be developed and this is supported by external reviews that advocate robust policies, systems and a positive culture are in place within LFRS.

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 20th June 2016

FIRE PROTECTION REPORTS

Contact for further information:

Deputy Chief Fire Officer Justin Johnston – Tel. 01772 866801

Executive Summary

This report deals with prosecutions in respect of fire safety management failures and arson incidents within the period 1 April 2016 to 31 May 2016.

In addition, fire protection and business support information is included in the report.

Recommendation

The Authority is asked to note and endorse the report.

FIRE SAFETY CONVICTIONS

Prosecutions under the regulatory reform (fire safety) order 2005

There are no completed prosecution cases to report on this occasion, although Lancashire Fire and Rescue Service (LFRS) has cases booked in Court, relating to inadequate fire safety measures in premises used as rented accommodation in Ormskirk, Penwortham, and Fleetwood. In addition, further possible prosecution cases are being investigated in Blackpool, Preston and 3 in Burnley.

FIRE PROTECTION & BUSINESS SUPPORT INFORMATION

Letter of appreciation

In May, Fire Safety Officer Tony Buschini was awarded a letter of appreciation in relation to the sterling work carried out in the Pharos ward of Fleetwood during January 2016. Whilst passing a house of multiple-occupancy, he heard a smoke alarm and there was a smell of smoke emitting from the building. After a 999 call to North West Fire Control, Tony entered the building to investigate the flat involved. Whilst no persons were present in the flat Tony did discover an elderly gentleman in another part of the property who was then led to safety. Following this incident there was further collaboration of activity between Operational Crews, Prevention and Protection Officers.

Multi Agency inspections

On 21st April, 7 licenced take away premises in Chorley were visited by Fire Safety Officers, Electricity North West, Chorley Environmental Health and Chorley Housing Enforcement to ensure suitable risk reduction and management procedures were in place.

No serious breaches of Fire Safety Regulations were identified at the time of the visits however 2 premises with accommodation above are to be revisited and full Fire Safety Audits carried out.

Electricity North West confirmed interference with supplies at two premises and electricity supplies were disconnected to the shops.

Chorley Environmental Health and Housing identified that 3 of the 7 premises visited required new food business owners to register.

New Fire Safety Officers

With the review of fire Protection, 4 new Crew Manager Business Support Advisors have now been appointed who are undergoing Fire Safety training to enable them to better support and advise business across Lancashire in complying with regulations and in reducing the risk from fire. Currently they are focused on further reducing unwanted fire signals and carrying out post-fire inspections at business premises.

ARSON CONVICTIONS

R v Nauman Ahmed, Mohammed Zaib and Mazhar Iqbal
Leamington Rd, Blackburn.

This incident involved petrol being poured over a vehicle and set alight. At the same time a petrol bomb had been thrown at the owners' house but failed to ignite the property. CCTV footage showed the defendants pull up in their car and carry out the attack. A thorough fire investigation was prepared and submitted to the Police. Initially the 3 defendants pleaded not guilty but changed their pleas to guilty on the day of the full trial.

Mr Ahmed received 2 years imprisonment, a restraining order for 5 years and was ordered to pay £120 costs.

Mr Zaib received 2 years imprisonment, a restraining order for 5 years and was ordered to pay £100 costs.

Mr Iqbal received 10 months imprisonment, a restraining order for 5 years and was ordered to pay £100 costs.

R v Mohammed Patel
Linden Ave, Blackburn.

This was a very similar incident to the previous incident. A neighbour's CCTV showed Mr Patel pouring an accelerant over the rear near side of a car and igniting it. The fire had started to spread to an adjacent property upon arrival of the fire service. A stage 1 fire investigation was submitted where upon Mr Patel pleaded guilty at his Plea and Case Management Hearing to arson reckless as to whether life endangered. This negated a full Crown Court hearing being heard and our investigating Officer presenting evidence.

Mr Patel was sentenced to 4 years and 6 months imprisonment, extended license for 2 years and a restraining order with no time limit.

R v Robert Yates
Brookhaven Gough Lane, Bamber Bridge

This incident involved the deliberate ignition of a wardrobe and its contents which were in a bedroom of a secure institute for people with mental health issues. A full multi agency fire investigation was carried out with LFRS, the Police and Crime Scene Investigators. The defendant pleaded guilty at the earliest point in proceedings which negated the need for full Crown Court hearings. The case was adjourned for pre-sentencing reports, where upon Mr Yates was sentenced to 4 years imprisonment.

Business Risk

Moderate – Members need to be aware of prosecutions related to fire safety activity and/or arson within Lancashire in order to satisfy themselves that the required robust approach is being pursued.

Environmental Impact

None

Equality and Diversity Implications

None

HR Implications

None

Financial Implications

None

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact
Reason for inclusion in Part II, if appropriate:		

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday, 20 June 2016

COMMUNITY FIRE SAFETY REPORTS

(Appendix 1 refers)

Contact for further information:

Assistant Chief Fire Officer David Russel, Director of Service Delivery

Executive Summary

Reports in relation to the 2 Unitary and 12 District Authorities are attached containing information relating to:-

- Community Fire Safety initiatives;
- Fires and Incidents of particular interest.

Operational incidents of interest will be presented to Members for information.

Recommendation

The Authority is asked to note/endorse the report.

Information

Included as Appendix 1 are reports for the two unitary and twelve district authorities in relation to:

- Community Fire Safety initiatives;
- Fires and Incidents of particular interest.

Business Risk:

None

Environmental Impact:

Potential impact on local environment

Equality and Diversity implications:

None

Financial Implications:

None

HR Implications:

None

Local Government (Access to Information) Act 1985
List of Background Papers

Paper Information from LFRS Management Info Systems Information received from area based staff	Date April 2016 – May 2016 April 2016 – May 2016	Contact David Russel David Russel
Reason for inclusion in Part II, if appropriate:		

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:	BLACKBURN-WITH-DARWEN
LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)	
<p>A new educational package developed to help promote both fire and road safety will be rolled out during Ramadan. The sessions will highlight our Loose Clothing and Wasted Lives campaigns and will be delivered to mosques and community centres throughout June.</p> <p>During the recent National Dementia awareness week the Community Safety team organised and delivered activities, workshops and presentations throughout the borough. These sessions also included the promotion of the new Lancashire Fire and Rescue Service website for Home Fire Safety Check referrals.</p> <p>The Health awareness day at Darwen market was a huge success, bringing together like minded partners who ran a Dementia Cafe, Knit and Natters groups and Dementia Friends workshops. Training sessions throughout the day were also delivered to partner agencies who were encouraged to use the new website referral pathway.</p>	

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)	
Incident:	Wildfire
Date:	22/04/16
Time of Call:	16:40hrs
<p>The recent dry period has led to LFRS attending several wildfire incidents across the Service. Initially, two appliances from Darwen attended the incident; however, the fire developed rapidly leading to 12 pumping appliances being in attendance. LFRS has worked hard over recent years on enhanced equipment and collaborative training to deal with this kind of incident.</p> <p>A partnership approach was very apparent at this incident with resources from the Bay Search and Rescue team, Police, United Utilities, LFRS Wildfire units and Greater Manchester Fire and Rescue Service (GMC) all in use. The use of these shared resources allowed crews to travel over the rough terrain with greater efficiency, communicate via radios due to enhanced communication systems and attack the fire with specially designed equipment. The drone from GMC provided valuable aerial coverage and LFRS used the leaf blowers to good effect along the fire front. Rossendale Mountain Rescue Team provided valuable support in plotting the fire ground in their control unit and providing printed maps to the incident commander assisting the management of the fire ground. The incident covered two square kilometres and lasted for over two days before crews extinguished this challenging fire. Police attended the scene as initial eye-witness reports suggested the involvement of youths seen in the area.</p>	

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR: BLACKPOOL

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

On Thursday 12th May, two of our Fire Cadets and a CFS Advisor from the South Shore unit took part in a radio interview for Blue Light Day, covering the 24hr Emergency Services Broadcast. The cadets visited Radio Lancashire in Blackburn where they were interviewed live on air by Gerald Jackson. Both cadets discussed their involvement with the Fire Cadets programme and the nature of the activities covered. The interview proved to be a very positive experience and will contribute significantly towards both raising the profile of the Fire Cadets and highlighting the great work resulting from the initiative.

Bispham Fire Station hosted an Afternoon Tea on Saturday 21st May, to highlight Dementia Awareness Week and to help people confront dementia. We encouraged people from the local community to join us for a cup of tea and provided the opportunity for them to find out more about dementia and the Fire Service. We were joined by three members of the Alzheimer's Society who provided advice, support and information. The ultimate aim of the day was to tackle some of the myths and misconceptions surrounding dementia. Paul Maynard M.P. for Blackpool North and Cleveleys also made an appearance. Local businesses, Tesco, Sainsbury's, Aldi, Taylors and the Co-Op all kindly donated refreshments. The event was well attended with over a hundred and fifty people visiting the station and we received £220 in donations for both the Alzheimer's Society and Empowerment.

On Wednesday 18th May, a member of our CFS team delivered 'Dementia Friends' training to Central Area Fire Cadets. Eleven fire cadets and one member of school staff from Christ the King School, Frenchwood, Preston attended the session. The cadets enjoyed the interactive session and learned that talking about dementia and confronting the condition provides the best options for providing support. They also learned that it is possible to live well with dementia. It was encouraging to witness younger people engaging and actively participating in the session.

During the recent water safety week, crews from the Blackpool district displayed 'Dying for a Dip' posters at known water risk venues. As part of this campaign, crews worked with beach patrols in relation to the coastal risks. As a result of this relationship, a stand has been provided at the Sandcastle water park in order to promote water safety for the upcoming Bank Holiday.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Accidental Fire
Date: 12/05/2016
Time of Call: 17:27:31

Three appliances attended an accidental fire at flats in Blackpool. A property search resulted in the rescue of a casualty. First aid was administered by the fire crew until the ambulance arrived. A further four individuals were walked out of the premises. One casualty was conveyed to hospital suffering from smoke inhalation and serious burns to his left thigh. An occupier from another flat was also conveyed to hospital suffering from smoke inhalation. The property sustained severe damage by fire and heat to a couch and moderate damage by heat to the lounge.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR: BURNLEY

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Blue Light Day

As part of the recent Blue Light Day broadcast on 12th May, BBC Radio Lancashire sent a reporter to Burnley. There were several interviews broadcast, including operational staff talking about the High Volume Pump and Incident Report Unit, a Community Fire Safety team member discussing their role, the Prince's Trust team leader talking about the impact the programme has on young people, the Community Protection Manager explaining prevention activities, and a Retained Duty System (RDS) Crew Manager from Earby talking about how he balances his primary employment with his RDS role and family life. The feedback received from the reporter was very positive and the broadcast was a fantastic opportunity to discuss the wider aspects the Fire Service lead on to make Lancashire Safer as well as promoting some of our key fire safety messages during the summer period.

LYOT Community Safety Event – Wednesday 11th May 2016

Following the success of previous events, Lancashire Fire and Rescue Service (LFRS) in conjunction with the Lancashire Youth Offending Team-East (LYOT), delivered a whole day's programme open to young people (and their parents/carers) known to LYOT and living in East Lancashire. The programme was conceived and delivered jointly between LYOT and LFRS staff and was delivered at Burnley Community Fire Station. The LYOT targets clients with a history of arson, car crime related offending and those vulnerable to becoming involved in anti-social behaviour. A total of 11 young people agreed to take part in the day, several accompanied by parent/carers.

Blue Watch facilitated the day which started with a Road Safety demonstration; this involved a simulated rescue of a casualty trapped in road vehicle (i.e. cutting someone out of a wrecked vehicle). The demonstration was extremely impressive generating lively and constructive conversation amongst the young people. The group then moved onto a presentation of the Wasted Lives Programme which deals with the issue of the dangers of driving under the influence of substances. It uses the wreck of a car in which a local teenager tragically died, following a collision the morning after a night out drinking when he was unaware of being over the drink drive limit.

After a break for lunch, the Swift Water Response Team based at Nelson Community Fire Station delivered a presentation about their work. The team is made up of fire fighters who have specialised skills and equipment to deal with emergencies involving water whether it is in the sea, canals, rivers or closed water. The team delivered LFRS's 'Dying for a Dip' presentation and followed this up by showcasing their equipment and demonstrating techniques used in water rescue.

The final session of the day was an interactive demonstration of the Firehouse Training Facility. The young people and carers were given the opportunity to experience for themselves the hazards of being in a smoke filled space. The fire house was filled with cosmetic smoke and in pairs, wearing protective equipment, and under the close supervision of fire fighters the young people entered the building and had to navigate around and out of the space. The participants really enjoyed this exercise and also learned a valuable insight into the dangers presented by fires in enclosed spaces.

Following the event the young people involved were asked to evaluate the various elements and the feedback was extremely positive.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Business Premises Fire

Date: 04/04/16

Time of Call: 01:59hrs

Two appliances from Burnley were mobilised to a derelict public house in Burnley which had been empty for several years. When they arrived they were met with a rapidly developing fire involving the ground floor of the premises. A request was made for further resources with the incident being made up to 3 appliances; this was quickly followed with a request for 5 appliances and 1 aerial ladder platform. Due to the severity of the fire, the incident commander made the decision that the operational crews would adopt a defensive tactical mode in dealing with the incident and not place any firefighters within the risk areas. The incident was sectorised and a tactical plan put in place to protect and prioritise an adjoining barn. The actions of the crews prevented fire spread to the adjoining barn; however the public house was completely destroyed by the fire. Liaison with Burnley Borough Council took place to ensure the building was safe and as a result was demolished several days later. Post incident, an Incident Intelligence Officer attended the scene to ascertain the cause of the fire, this was determined as a deliberate fire. Currently ongoing enquires are taking place with the police.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR: CHORLEY

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

As part of Dementia Awareness Week, a Community Safety Advisor from Chorley Fire Station attended Age UK Lancashire's Dementia Friendly event at the Lifestyle Centre in Chorley. The event was split into two different sections, a Dementia Friends Session was running for people who had recently become carers for those living with Dementia and the other part was a market place for organisations to network with other organisations and those who were part of the dementia friends sessions, about the services that are available for those with dementia and the people who care for them. A Home Fire Safety Check (HFSC) referral process was set up with Age UK, whereby they can refer anyone they are supporting to Lancashire Fire and Rescue Service for a HFSC.

LFRS were approached by an Intervention and Prevention Officer from Chorley Council to carry out a road safety initiative in the Croston area due to high levels of speeding. The area in question, Moor Road, goes from 40 miles per hour, to 30 and then to 20 miles per hour and the majority of people exceed the 30 and 20 miles per hour limit. 2 road safety events were held at Bishop Rawstone School in Croston as this is a very busy focal point on that road. All year 10 and 11 students received the Wasted Lives package and the crashed car was placed at a strategic point in front of school for parents picking their children up and for passers-by to see. The Council are monitoring the situation to see if this improves.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Fire
Date: 08/05/2016
Time of Call: 05:29hrs

The initial message came through as a building fire, with flames being seen from the kitchen. On approaching this incident, large quantities of smoke were seen coming from the roof of the main building, a message was sent to make pumps 3 and a request for 1 Arial Ladder Platform (ALP). The building was all secure and flames seen coming out of the side of the building, which turned out to be the kitchen of a public house. Smoke was seen coming out all along the roof eaves. Initial reports suggested that someone was still inside the property and four teams of firefighters wearing breathing apparatus conducted a fingertip search however a message was soon sent that no one was missing. The incident was made 6 pumps for further Breathing Apparatus resources and the attendance of the Incident Intelligence Officer (IIO) was requested. Once the fire was extinguished, and all persons were accounted for, the IIO started the Fire Investigation and requested the Fire Dog to attend due to this incident being of a suspicious nature. All internal doors were wedged in an open position, which led to smoke spreading throughout the entire building. Also the IIO and Fire Dog both confirmed that accelerants were present outside the kitchen window, the room of origin of fire. A full fire investigation is being carried out by the IIO.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR: FYLDE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

In support of "Dementia Week", CFS staff from Western attended a multiagency event at Clifton Hospital. The event raised awareness of dementia and also promoted LFRS. Staff offered advice and information on Home Fire Safety Visits and our new referral process.

The CFS team worked with operational crews to support an elderly lady living with dementia. The lady's gas fire had been condemned by the Gas Board and she didn't understand why. It turned out that the adjoining property (which was tenanted) had a Gas Safety Check in their house and the mid feathers were unsafe. The two properties shared the same chimney so the Gas Board disconnected both fires. CFS contacted the Planning Department and received the following advice. *'It is our understanding that if a defect in one building is affecting another this can be dealt with under "nuisance law" Environmental Protection Act 1990 but this would be better resolved amicably between the two parties involved'*. As a result a new liner was installed in the lady's chimney; the gas fire was then serviced and is now fully operational again.

During the recent water safety week, crews and CFS staff from the Fylde district visited water risk sites in order to display the 'Dying for a Dip' poster. This also included high visibility patrols of the sea front, whilst conducting daily routine activities.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Fire
Date: 23/04/16
Time of Call: 23:58hrs

Crews attended a building fire in Westby with Plumpton. Six appliances were in attendance, one of which was the ALP. The fire started in a single storey, timber framed dwelling. Smoke detection was in place, however, the occupiers became aware of the fire and evacuated prior to the smoke detectors activating. The damage was severe by fire to the entire building. There were no reported injuries and an investigation is underway.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR: HYNDBURN

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

As part of the Eastern Community Fire Safety Team’s commitment to Hyndburn Dementia Alliance, all team members have recently taken part in a week of action, supporting National Dementia Week across the borough. The team organised and delivered activities, workshops and presentations throughout the borough. These sessions also included the promotion of the new Lancashire Fire and Rescue Service website for Home Fire Safety Check referrals.

The main event was held at St James Centre in Accrington, in which staff took the opportunity to engage with partners, including voluntary organisations, charities, carers, assisted independent living providers and individuals living with dementia. Products to assist those living with dementia were available to view and increase awareness of solutions which have the potential to reduce the risk to these vulnerable people. Workshops were delivered by Homewise and Memory Matters, as well Dementia training workshops where attendees were registered as “Dementia Friends”.

A new educational package has been developed to help promote both fire and road safety which will be rolled out during Ramadan. For the first time in Hyndburn, the sessions will highlight our Loose Clothing and Wasted Lives campaigns and will be delivered to mosques and community centres throughout June.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Fire
Date: 18/05/16
Time of Call: 03:43hrs

Crews were mobilised to a fire at Churchill’s Conservative Club in Accrington. This former iconic building of five floors had been unoccupied for several years and despite its dilapidated state, the building and its fantastic façade are the source of local pride. Upon arrival the crews were faced with a well developed fire inside the building and quickly made pumps 8 and 2 ALP’s. Due to the severity of the fire, crews operated defensively thereby fighting the fire from the outside. The Office In Charge (OIC) was fully aware of the status of the building and endeavoured to protect the front of the building. The incident commanders quickly evacuated the local area and closed roads in close proximity. The crews successfully prevented the fire from spreading into neighbouring properties but due to the severity of the fire were unable to save the building. This incident is likely to involve LFRS for several weeks as demolition companies carefully take down the structure allowing crews to access the property in order to fully investigate the cause. This incident involved the close partnership working of the Police, Highways, Local Authority and utility companies. The local supermarket Tesco very generously donated food and drink to the crews throughout the day. The cause of this incident is likely to be deliberate and investigations are ongoing at this time.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:

LANCASTER

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Water Safety Week

In support of the CFOA Water Safety Week Campaign, a mud and sand safety awareness event was held on Morecambe promenade in conjunction with Morecambe Carnival. This was a multi-agency event involving Lancashire Fire and Rescue Service (Operational and Community Fire Safety Teams), Bay Search and Rescue, and Royal National Lifeboat Institution. As Morecambe Bay has claimed many lives over the years and a combination of emergency services are regularly involved in rescues, this was an ideal opportunity to engage with the public to promote safety advice and display rescue equipment. It is estimated the Service engaged with over 350 members of the public at this event.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Commercial Fire

Date: 24/03/16

Time of Call: 10:18

Two fire appliances were mobilised to a health and fitness centre, Lancaster City Centre. Upon arrival, the Officer in Charge was confronted with a fire on the second floor of a three storey building. The fire quickly developed into the roof space, as a result fire appliances were increased to four and an ariel ladder platform requested. Firefighting operations took place from outside via hand held branches into the second floor and the ariel ladder platform attacking the fire entering the roof space. Firefighting appliances were increased to eight and ariel ladder platforms to two as firefighters entered adjoining properties wearing breathing apparatus to prevent horizontal fire spread. The fire impacted on the building stability and as a result Local Authority Building Inspectors and Structural Engineers attended. There were 8 persons in the gym at the time of the fire and 2 staff, all vacated safely on actuation of the fire alarm

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:

PENDLE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Launch of Safety during Ramadan

The Safety During Ramadan campaign was launched on 18th May in partnership with Lancashire Fire and Rescue Service (LFRS), Pendle Community Radio (PCR) and Lancashire Council of Mosques (LCM) ahead of Ramadan which begins on 6th June this year. Reaching approximately 15,000 listeners across the Pennine and Eastern areas, Pennine Community Protection Manager Neil Taylor and Hamid Qureshi (Chair of LCM) promoted the key fire safety messages including cooking safety, especially during Iftari (sunset) time, loose clothing and electrical safety. Additionally, emphasis was placed on reducing anti-social behaviour following late night prayers. CPM Neil Taylor recorded key fire safety message for PCR listeners which will be played during the holy month of Ramadan. LCM will be sending out letters to all affiliated Mosques across Lancashire about how to stay safe during Ramadan. During this period, the Community Fire Safety (CFS) team and Operational Crews will also be visiting Madrassa's and Mosques, in conjunction with the Police (Early Action Team) to increase awareness.

Additionally, road safety messages will be delivered prior to the Eid period due to an increasing trend of hiring high-performance vehicles by inexperienced younger drivers highlighting the potentially tragic consequences not only for themselves, but also other road users and pedestrians.

Articles promoting Ramadan and Eid Safety will also be published in the Asian Leader and several other publications during this period.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Persons Reported Fire
Date: 20/04/16
Time of Call: 22:22

Three fire engines from Nelson and Colne attended a house fire with reports that someone was still inside the building. The fire in the house was extinguished using two breathing apparatus sets, one hose reel and thermal imaging camera. One person in the house was rescued by firefighters and they were suffering from severe burns. Firefighters gave the casualty oxygen therapy at the scene before they were taken to hospital. The fire is believed to have started after a female attempted to blowout a candle and her loose clothing set on fire.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:	PRESTON
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LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Fire Cadets Enrichment Day at Training Centre

Fire Cadets from Carnforth, Whitworth and Christ the King attended the training centre on 26 April 2016 for an Enrichment Day which involved three main activities; cutting up cars, extinguishing fires and rescuing casualties. The cadets felt extremely privileged to have taken part in the day's activities and although it was a fun experience they also learnt valuable lessons concerning the dangers and severity of fire. The cadets all gave very positive feedback about the day and were grateful for the opportunity to get involved practically and put the knowledge and skills they had learnt and developed through the cadet project to practical use.

Lego Fire Safety Partnership day at Sir Tom Finney School.

Just before Christmas 'Lego' invited all Fire and Rescue Services in the country to participate with a proposal to hold a community partnership event using Lego to promote Fire safety. Personnel from C50 worked alongside Paul Slee from SHQ to develop a suitable proposal. Through Lego's unique draw the event was designed to engage people through their fine-motor skills, and the team approached the areas local Special Educational Needs (SEN) schools to see if they would be interested. Two SEN schools, Sir Tom Finney High School (STF) and Acorns Primary School were keen to get involved and also a group of residents from a local care home.

As a result of the proposal, Firefighters and Community Fire Safety Staff attended a special event at Sir Tom Finney High School involving around 100 children with a wide range of disabilities. In addition 25 adults, both school staff and residents from Preston Private Care Home attended. The session was kept very practical and interactive with activities including feeling how hot a flame was, what fire smelt like and what a smoke alarm sounded like - ideal for the predominately sensory learners. In addition, groups carried out an Escape Action Plan role play where they had to get as low as they could under a 'smoke layer' and built a 'Lego' house to help them understand escape routes. This was a highly successful, enjoyable day - the youngsters learnt about what fire is, how useful it can be, how dangerous it can be plus what to do in the event of a fire.

Christ the King Fire Cadets

Cadets from Christ the King attended Preston Fire Station on 11th May 2016 where they were presented with their certificates for completion of the Induction Module. The fire cadets were also given pin badges and Crew Managers in development received their rank markings. The Cadets have demonstrated fantastic potential so far and have developed exceptionally in key skills such as team building, problem solving, communication and leadership, whilst developing their knowledge and understanding of the Fire and Rescue Service as a whole.

Joint Water Safety Event – Holy Family Primary School, Preston

WM Forth from Preston Station attended the above school in partnership with the Police. WM Forth took with him a swift water rescue suit which is used by the Fire Service personnel when carrying out water rescues. He demonstrated to the Year 5 pupils how water rapidly cools the body, preventing even strong swimmers from drowning. Over June, several other schools will be visited with the water safety advice in preparation of the summer holidays commencing.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Restaurant Fire, Preston
Date: 05/05/2016
Time of Call: 10:45hrs

A passer-by reported the smoke from the roof and informed the staff, who evacuated the premises. Initially, two fire appliances were mobilised from Preston Fire Station. On arrival, the Watch Manager increased resources to four fire engines and an ALP. Police were called to the incident to control the crowds and traffic. The fire spread rapidly through the internal roof space and first floor. The roof was destroyed by fire. The fire was brought under control and crews spent several hours at the scene.

Incident: Persons Reported Flat Fire, Ribbleton Lane, Preston
Date: 23/04/2016
Time of Call: 01:22hrs

On arrival at this this incident, the Fire Service were directed to the rear of the property by members of the public. Smoke could be seen issuing from the property. Passers-by had tried to gain access to the property as it was believed the occupier was inside. A message was sent "persons reported". Six firefighters wearing breathing apparatus were deployed into the property. A well-established fire was located in the front lounge/bedroom on the first floor. The property was searched and no persons found to be inside. The fire was extinguished and smoke cleared from the property. Signs of deliberate ignition were identified. Police attended due to fire of suspicious origin. The occupier of the flat was located by the police and was safe. Damage to the property was severe by fire to the lounge/bedroom and moderate by smoke to the whole of the property.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:	RIBBLE VALLEY
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LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Following information from local residents regarding Anti-Social Behaviour within Longridge Fell Forest the Community Fire Safety teamed visit the site and placed information highlighting the dangers of wild fires in the area. On further investigation we found that young people had also been travelling from Clitheroe to the remote area and had started to both climb and jump in to the Blue Lagoon. We have now covered this area and provided "Dying for a Dip" leaflets and posters. Local schools are also being targeted with the campaign.

A new partnership with the British Red Cross that has been funded by Landrover will aim to support older people living in the area who are caring for a friend or family member. Key areas of support are welfare: a visit during stay in hospital, follow up calls and visits after discharge from hospital plus emotional support and any signposting to relevant agencies.

Training on how to make a Home Fire Safety Check referral using our new website has already taken place along with training on how British Red Cross staff can identify any fire hazards within the homes they visit.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Animal Rescue
Date: 15/04/16
Time of Call:

Crews from Longridge and Penwortham were mobilised to a farm in Ribchester where upon arrival crews were met by a concerned farmer about a very large, elderly cow which had become trapped in a cattle crush. Upon investigation, the crew identified that the cow's rear legs had slipped backwards leaving the animal unable to stand up and after significant time in this position the animal was now exhausted. The crew quickly realised that using the strops and winch they may be able to lift the cow thus allowing it to regain its footing. The sheer size of the cow was beyond the capability of the winch; however, using the farms equipment in conjunction with strops, the cow was successfully lifted and released from the cattle crush. After a few minutes walking gingerly the cow soon settled down its usual routine. For the LFRS crews this incident highlighted the benefit of calling in third party equipment when it can benefit our operations.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:

ROSSENDALE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Mental Health Awareness Week

Community Fire Safety (CFS) staff from Rossendale were invited by Dementia Friendly Rossendale to attend an event on 16th May at ASDA in Rawtenstall as part of Mental Health Awareness Week. Mental Health Awareness Week is a national campaign which runs 15-21st May and is supported by CFOA with the objective of offering support to anybody affected by Mental Health, in particular Dementia. The event was attended by representatives from LFRS, Rossendale Hospice, Together Housing, Alzheimer's Society, Lancashire Care Foundation Trust and the East Lancs Clinical Commissioning Group. A table was laid out with information leaflets from the various agencies and pull-up banners were assembled to draw attention to the public of the various services available. Community Fire Safety staff engaged with approx. 25 members of the public who appeared to fall within our high and very high risk groups. Advice was given with regard to cooking, smoking and electrical safety as well as other relevant key safety messages, including loose clothing and summer safety. Information was also given about the importance of having smoke alarms and the free home fire safety check service. The event was promoted on Twitter using the hashtag #MHAW16.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Rescue
Date: 05/05/2016
Time of Call: 18:21hrs

A 13 year old male youth was playing with friends on the site of a disused reservoir. Boggy ground/marsh meant that when he had tried to cross the main body of the dry bed whilst playing 'manhunt' he became stuck in mud and could not escape unaided. His friends attempted to help him out but could not free him. After approx. 45 mins LFRS were called by him. On arrival of the Fire Service, he was extremely distressed and trapped to mid-thigh with his right knee locked out and his body weight over the top of the leg causing extreme discomfort. The Fire Service made their way to him on hands and knees and dug the area around him to aid his escape, he was unable to walk and extremely cold so was carried to safety. First aid gear and a blanket were used to treat him whilst awaiting NWS attendance, the Fire Service then assisted in carrying him on a scoop stretcher approx. 1000m to the waiting ambulance.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:	SOUTH RIBBLE
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LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

- Lancashire Fire and Rescue Service (LFRS) form part of a multi-agency working group called Better Together in the Home which aims to assist people in staying in their own homes for as long as possible. This is done through each agency offering solutions including home adaptations, telecare equipment and home fire safety checks. On 29th April, the Community Fire Safety Advisors based at Leyland and Bamber Bridge Fire Stations, attended a dementia workshop, run by the Alzheimer's Society, where each agency attending could pledge to help support South Ribble in becoming a dementia friendly district. Each agency explained what they do as an organisation in order to support those living with dementia, which provided excellent signposting opportunities for LFRS.
- LFRS was approached by an organisation called 1st Kick Football as they were experiencing problems with young people breaking the break glass call points in the venues they were running football courses. Crews and Community Fire Safety from Leyland Fire Station attended two sessions, one in Leyland at Worden Academy and one in Lostock Hall at Lostock Hall Academy. There were 60 young people at each of the sessions and they all participated in a talk about the consequences of their actions. After the session, the young people took part in positive engagement by meeting Fire Fighters from their local station and learning more about their roles.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Commercial Building Fire
Date: 11/05/2016
Time of Call: 02:47hrs

At 02:47hrs 11th May 2016, LFRS received a report of a fire involving a workshop at an industrial unit on Seedlee Road, Walton Summit. This call resulted in two fire engines being mobilised. On arrival of the 1st fire engine, it was discovered that 21 members of staff had been safely evacuated but there was light grey smoke within the building.

Crews were directed to the left front of the building having been informed that the fire was in the workshop to the left rear of the building. Two firefighters wearing breathing apparatus were sent into the building equipped with a thermal camera and a hose reel. The conditions within the building changed as the fire developed and for safety the breathing apparatus team were withdrawn and all fire-fighting operations were undertaken from outside the building. As the fire spread rapidly through the entire building the incident manager requested operational support from a further eight fire engines and two aerial ladder platforms (ALPs). By 08:00hrs 11th May 2016, the fire was under control and the numbers of fire engines could be reduced. By 12:00hrs 11th May 2016, only two fire engines remained on site to deal with any remaining pockets of fire. The incident was not fully resolved until 10:00hrs on 17th May 2016 at which time responsibility for the building was handed over to the business operators.

The fire destroyed a significant proportion of the building and the process machinery. However, fire crews were able to save items essential to the operation of the company's second manufacturing unit located at a separate location. The cause of the fire is still being investigated by LFRS's incident intelligence team. At this stage it is not possible to disclose the cause of the fire, but it is not being treated as deliberate.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:	WEST LANCASHIRE
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LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

- Ormskirk's Fire Cadet Unit, along with Cadet Units from Preston and Blackpool, attended an Enrichment Day at Service Training Centre on 24th May. The Cadets participated in 3 activities, the gallery crawl, fire extinguisher activity and a road traffic collision demonstration, as well as seeing a demonstration on fire behaviour. At the end of the day, the Cadets were given the opportunity to have a tour of the Urban Search and Rescue building and see the specialist equipment the Crews use. The highlight of the day for some of the Cadets was seeing how the Service's Search and Rescue dog, Sid found a hidden person in a pile of rubble. The Trainers involved in the day were all very complimentary of the Cadets.
- As part of CFOA Water Safety Week, Community Fire Safety from Skelmersdale Fire Station delivered the Service's Dying for a Dip package to the Prince's Trust Team at West Lancashire College, to both the Skelmersdale team and also the Kirkby team. Dying for a Dip will become part of their curriculum and will be delivered prior to each residential taking place.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Commercial Building Fire
Date: 14/05/2016
Time of Call: 14:50hrs

Two appliances, one from Ormskirk and one from Skelmersdale attended a fire involving the out wall of a factory building at a commercial premises on Greenhey Place. Firefighters used one hose reel to extinguish the fire and breathing apparatus. They then went inside the building wearing B.A. to assess the interior wall and ventilate the property. The fire appeared to have spread from a refuse fire outside the property. It also involved some bushes. Equipment in use included a thermal imaging camera, dewalt saw, small tools, an aqua pack and a triple extension ladder.

Incident: Fire
Date: 25/05/2016
Time of Call: 02:42hrs

Flats in Skelmersdale

Two fire engines and crews from Skelmersdale responded to a report of a fire in a three-storey block of flats. Firefighters equipped with breathing apparatus used a hosereel jet to extinguish the fire in a ground floor flat and a portable fan unit to extract smoke and heat. There were no casualties.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL – MAY 2016

SUMMARY REPORT FOR:

WYRE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Dementia Awareness Week

As part of the above campaign, Community Fire Safety Staff attended various events throughout the district. Events took place at Blackpool Victoria Hospital, Fleetwood Wellbeing Centre and Mount Road Church, Fleetwood. These events provided opportunities for networking with agencies, distribution of fire safety leaflets, and a Fire Safety talk to Alzheimer's Society Memory Café in conjunction with Fleetwood Rotary. Use of Twitter to send tweets with details of events taking place in the District, plus re-tweets for other activities for the campaign week. It was noted this resulted in an increase in followers and engagement during this period.

FIRES AND INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Commercial Fire, Jameson Road, Fleetwood

Date: 16/04/2016

Time of Call: 18:39hrs

Two appliances from Fleetwood were mobilised to the above incident. On arrival, the Officer in Charge (OIC) was confronted with a steel framed structure containing approx. 3000 tonnes of plastic waste material in the form of $\frac{3}{4}$ tonne bales. The OIC immediately sent an assistance message requesting a further three fire appliances for the implementation of a water relay, a further assistance message soon followed requesting a total of eight fire appliances, an ariel ladder platform and a high volume pump.

As a result of a multi-agency meeting it was decided to let the fire burn in a controlled manner, The Environment Agency had stipulated that the burning waste material be confined within the structure to prevent pollution to a nearby Nature Reserve and the River Wyre.

Over the next week, ground monitors and jets were used for cooling and controlling the smoke produced. A digger was used to turn over sections of the waste material to allow a cleaner burn, this process lasted for three days. The incident site was monitored by the Fire Service for a further two weeks. The building had been deemed structurally unsafe, following a multi-agency meeting a decision was made to demolish the structure to enable the waste material to be removed. The waste material is still on site. The Environmental Agency and Wyre Borough Council are liaising with the site occupier to arrange its removal.