

# Public Document Pack

## LANCASHIRE COMBINED FIRE AUTHORITY

### PLANNING COMMITTEE

Monday, 18 July 2016 in Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours

#### 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.

##### PART 1

**1. Apologies for absence**

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

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

**3. Minutes of the last meeting held on 21 March 2016 (Pages 1 - 6)**

**4. Annual Progress Report (Pages 7 - 8)**

**5. Operational Assessment (OpA) Improvement Action Plan (Pages 9 - 20)**

**6. Lancashire Combined Fire Authority Consultation Strategy - Annual Review (Pages 21 - 28)**

**7. 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.

**8. Date of Next Meeting**

The next scheduled meeting of the Committee has been agreed for Monday 21 November 2016, in the Conference Room, at Lancashire Fire & Rescue Service Headquarters, Fulwood commencing at 1000 hours.

Further meetings are proposed for 30 January 2017, 20 March 2017, 17 July 2017 and 27 November 2017.

**9. Exclusion of Press and Public**

The Authority is asked to consider, 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 item 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.

LFRS  
Fulwood

M NOLAN  
Clerk to the CFA

# Agenda Item 3

## LANCASHIRE COMBINED FIRE AUTHORITY

### PLANNING COMMITTEE

Monday 21 March 2016 at 1000 hours in the Main Conference Room, LFRS HQ, Fulwood

#### MINUTES:-

#### PRESENT:-

County Councillor M Parkinson (Chairman)

#### County Councillors

A Barnes  
K Brown  
F DeMolfetta (for T Burns)  
M Green  
J Shedwick  
D Stansfield (for D O'Toole)

#### Blackpool BC

F Jackson (Vice-Chairman)

#### Blackburn with Darwen BC

M Khan

#### Officers:-

J Johnston - Deputy Chief Fire Officer (LFRS)  
D Russel - Assistant Chief Fire Officer (LFRS)  
P Cox – Area Manager Head of Service Development (LFRS)  
D Brooks - Principal Member Services Officer (LFRS)

#### APOLOGIES FOR ABSENCE

Apologies were received from County Councillors T Burns, D O'Toole and Councillor A Matthews.

#### DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

#### MINUTES OF THE LAST MEETING HELD ON THE 16TH NOVEMBER 2015

13/15 RESOLVED: - That the Minutes of the last meeting held on the 16<sup>th</sup> November 2015 be confirmed and signed by the Chairman.

## ANNUAL SERVICE PLAN 2016/17

The Deputy Chief Fire Officer presented a report on the Service's Annual Service Plan for 2016/17.

Whilst austerity, budget reductions and the need to make savings had resulted in challenging times, in 2015/16 Lancashire Fire and Rescue Service had coped well and achieved excellent results. As a result, the organisation was in a strong and stable position; with an engaged workforce and support from partners and the public.

In 2016 there was time and space to consolidate successes, embed the changes already made and to benefit from investment opportunities to make further improvements to how we work and the services delivered. Our mission continued to be to make Lancashire safer from fire and other emergencies by providing excellent prevention, protection and response services.

The Deputy Chief Fire Officer introduced AM Cox to explain the Plan in more detail.

The format in which the information was presented followed the same theme as last year's report and broke down activity against each priority area under the headings of "deliver; develop and review".

The Plan included a section on 'preventing fires and other emergencies and protecting people and property when they happen'. Priority activities included a pilot to use the data that local authorities shared with us about people receiving care in their homes; developing a business support programme to help businesses to comply with fire safety regulations and further partnership arrangements with partners including strategic partnership development for collaboration with local authorities, Clinical Commissioning Groups, Health and the Lancashire Constabulary.

A section on 'responding to emergencies quickly and competently' included the implementation of the changes arising from the prevention and protection review; improved use and management of the provision of risk information to staff; the go live for Day Crewing Plus at Skelmersdale; the replacement of airwave through a national Emergency Services Mobile Communications Project; the trial of a new concept, water tower vehicle; developing activities to strengthen, support and improve the retained duty system and a review of all national operational guidance implementing any amendments or new procedures accordingly.

A section on 'delivering value for money in how we use our resources' included making improvements that make us more efficient or effective, particularly through better processes and the use of ICT. Priority activities included the introduction of ongoing ICT developments including the increased use of geographical information and the introduction of a new skills maintenance system which included developing training hubs to reduce the number of crew visits to the training centre.

A section on 'engaging with our staff' included the recruitment of whole time firefighters; action learning sets for watch and station managers; a review of where we are now against the equality and diversity national framework and of the appraisals system to better align individual tasks with organisational priorities and values and the use of IT to better facilitate internal social networking.

The Plan would also show the Service Key Performance Indicators. It provided a concise summary of the Service's plans for the coming year and was a strong reference point from which to communicate and share progress against each priority activity as the year unfolds. Whilst the primary audience was our staff, a copy of the plan would be available on the Service website.

Members agreed that given the massive changes seen in recent years the time was absolutely right to ensure new systems were embedding.

14/15 RESOLVED: - That the Planning Committee note and endorse the report.

### GAINING ENTRY PILOT OUTCOMES

The Deputy Chief Fire Officer presented a report on the gaining entry pilot outcomes. During 2015 Lancashire Fire & Rescue Service (LFRS) entered into a partnership with Lancashire Constabulary (LanCon) and North West Ambulance Service (NWAS) to form an innovative tri-partite agreement. Traditionally the Police had been requested to gain access to NWAS incidents where they had a member of the public in need of urgent medical care but in a property which NWAS staff were unable to access.

The pilot between the three services utilised LFRS to respond instead of LanCon as preparation work identified that LFRS possessed the necessary legal powers and would in most cases get to the patient significantly quicker than a police officer.

The intention to pilot this arrangement, its progress and as it embedded into our core business had been reported to Members on several occasions. The report shared evaluation outcomes in more detail and noted the significant improvement in outcomes achieved through such an innovative partnership fitting our purpose of "making Lancashire safer".

A 'Gaining Entry' memorandum of understanding (MoU) provided the framework agreement for LFRS to replace Lancashire Constabulary (LanCon) as the supporting agency for NWAS, in gaining entry for medical incidents. As part of the joint work undertaken, early analysis suggested that the deployment of LFRS resources could provide a two-fold improvement to service delivery:

1. by reducing the response time in support of NWAS staff, and
2. by removing the demand from LanCon for attending such incidents.

Although it was anticipated there would be in the region of 600 calls per annum, during the course of the initial 6-month pilot, there had been 441 deployments by LFRS in support of NWAS (an average of 72 incidents per month / 2.33 per day). This had produced improvements in the method of entry gained, with less damage caused by LFRS staff to property and premises. Given LFRS had driven down the total number of annual calls to 13,000 the potential additional 800 calls per annum would make quite a significant difference which would benefit local people.

The success of the pilot was confirmed when LFRS transferred gaining entry work to business-as-usual one month ahead of the planned pilot conclusion at the end of October.

Moving forward, a revised MoU was to be signed, firming up the agreement between the parties for the longer term.

During the pilot stage, the new work stream delivered the following benefits:-

1. Increased public value - Faster deployment and scene attendance achieved by LFRS crews, with 79% of incidents responded to within less than 10 minutes.
2. Better outcomes for patients - both in terms of response time and, on occasion, the initial care provided by LFRS staff at the scene prior to the arrival of NWAS.
3. Strengthened partnership working - LanCon, NWAS and LFRS have worked closely to develop this project and the success of the pilot evidences our strong relationships.
4. Demand management - LFRS have demonstrated the capacity to manage the demand, thus releasing LanCon officers to undertake policing tasks. The reduction in police attendance (for the sole purpose of assisting NWAS with gaining entry) equated to circa 138 hours of police officer time.
5. Reduced damage - Fewer instances of forced entry where damage was caused. This has resulted in less distress for the patient and fewer civil claims for damages; reducing costs of civil litigation, time of LanCon solicitors and a reduction in damage payments.

During the 6-month pilot (which commenced 1st June 2015), it was identified that LanCon's 'Method of Entry' (MOE) equipment was superior to LFRS current provision on pumping appliances. As a result, a gap analysis was conducted and subsequently LanCon agreed to purchase some additional equipment on behalf of LFRS (mirroring their own MOE provision).

The procurement aspect remained ongoing at present. Once received, the additional equipment rollout would be supported by a collaboratively produced video LearnPro training package in which LanCon MOE officers would deliver instruction to a firefighter who would then demonstrate the various techniques. The ancillary benefit of this approach was even greater inter-operability by virtue of shared understanding and commonality in equipment between the services.

Meantime, LFRS crews continued to deliver the service and month on month averages remained fairly consistent at around 70 attendances with overall activity since commencement now heading towards 650 incidents.

In response to a question raised by CC Barnes, the Deputy Chief Fire Officer confirmed that LFRS was the second service, after South Yorkshire, to pilot this scheme with Cheshire adopting it since. He confirmed that LFRS did engage with the Trade Unions at a very early stage and were sharing best practice nationally.

15/15 RESOLVED: That the Planning Committee note and endorse the report.

#### COMMUNITY FIRST RESPONDING PILOT OUTCOMES

The Deputy Chief Fire Officer presented a report on the community first responder pilot outcomes. Lancashire Fire & Rescue Service (LFRS) had recently concluded a 6 month pilot of community first responding with North West Ambulance Service (NWAS). The report informed Members of the significant contribution made towards our purpose of 'Making Lancashire Safer' by engaging in such a partnership and informed Members of the challenges that would need to be addressed if the pilot was to progress beyond the two pilot Fire Stations.

Members considered the benefits for both the LFRS and NWAS, as now presented and noted the comments from both LFRS and NWAS staff.

The benefits to both organisations had been analysed within the pilot review document being discussed between both organisations and trade union representatives from FBU, Unite, Unison and GMB on 15 March 2016. It was the desire of LFRS that the pilot be extended in duration and breadth at that meeting to bring the benefits to more of the population of Lancashire and to allow LFRS appropriate time to overcome the challenges encountered. At that formal review meeting the combined project teams and all of the representative bodies acknowledged that the progress to date had been extremely positive, with clear benefits delivered to our communities and the concept of LFRS response to medical emergencies was effectively proven across the full community first responder call set.

Across the North West Region there were different approaches being applied to this area of emergency medical response. LFRS had attended Red 1 calls (where a patient had stopped breathing). NWAS attended on average 20 – 24 instances per day of this type of call and LFRS would only be called if closest. When LFRS had been called and arrived first, upon NWAS' arrival both partners had worked together well. In addition LFRS had attended Red 2 calls; this type of call gave LFRS the potential to be offered around 100 extra calls per day across the Service.

Given the NWAS footprint covered the North West Region the NWAS representative bodies expressed a preference for a “cardiac arrests only” consistent approach to be used.

LFRS would therefore continue to respond to reported cardiac arrest incidents only from both pilot stations. This would mean fewer calls and to more serious incidents which would have less of an impact on the Service but would continue to add to our purpose of making Lancashire safer.

Members were disappointed that the first responder scheme had been reduced to Red 1 calls only but were really pleased that it evidenced that the collaboration between partners was happening organically.

In response to a question raised by CC Barnes, the Deputy Chief Fire Officer confirmed that further review and assessment of the benefits of the LFRS community first responder scheme were underway with future meetings to be convened between all parties.

16/15 RESOLVED: That the Planning Committee note and endorse the report.

#### DATE OF NEXT MEETING

The next scheduled meeting of the Committee had been agreed for 1000 hours on Monday 18 July 2016 in the Main Conference Room, Service Headquarters, Fulwood and a further meeting was scheduled for 21 November 2016.

M NOLAN  
Clerk to the CFA

LFRS HQ  
Fulwood

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## **LANCASHIRE COMBINED FIRE AUTHORITY PLANNING COMMITTEE**

Meeting to be held on 18 July 2016

### **ANNUAL PROGRESS REPORT 2015**

Contact for further information: Justin Johnston, Deputy Chief Fire Officer  
Tel: 01772 866801

#### **Executive Summary**

In line with the annual planning process, the Service presents a dedicated performance report to reflect progress made during the 2014/15 period.

As last year, the Annual Progress Report is made available in a film format to illustrate our operational, organisational and financial performance in a way that seeks to engage with the widest possible audience.

#### **Recommendation**

For the Planning Committee to endorse the production of the Annual Progress Report 2015 and authorise distribution to staff and public.

#### **Information**

Planning Committee will recall that 2015 saw the introduction of the first Annual Service Plan following a review of the Service corporate planning process in 2014.

The Annual Progress Report 2015 seeks to provide an overview of Service performance across the various incident types measured by our Key Performance Indicators, alongside our progress against the areas of work detailed in the Annual Service Plan 2015.

In order to encourage wider engagement, this year's Annual Progress Report, as per last year, will be provided by way of a short film which highlights important developments, celebrates achievements, updates major projects and summarises our financial and operational end-of-year performance statistics (as reported in the Measuring Progress summary provided to Performance Committee) and in our end of year accounts made available through the Service website.

The film will be shown to all members of staff and will be available to the public on the Service website and also via YouTube and Vimeo channels. It has been produced with in-house expertise and at no cost.

The video will be shown at Planning Committee, at which time permission will be sought to distribute internally and externally.

#### **Business Risk**

The Authority must provide the public with access to information about its performance.

**Environmental Impact**

None

**Equality and Diversity Implications**

A copy of the script used to produce the film-based report will be made available to people who are visually impaired. A subtitled version can be made available upon request.

**HR Implications**

N/A

**Financial Implications**

N/A

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

Paper	Date	Contact
Reason for inclusion in Part 2, if appropriate: N/A		

## **LANCASHIRE COMBINED FIRE AUTHORITY PLANNING COMMITTEE**

Meeting to be held on 18 July 2016

### **OPERATIONAL ASSESSMENT (OpA) IMPROVEMENT ACTION PLAN No.11 'Development of a Business Support Strategy' (Appendix 1 refers)**

Contact for further information: Assistant Chief Fire Officer David Russel  
Tel: 01772 866801

#### **Executive Summary**

At its meeting held 20 July 2015, the Planning Committee signed off as complete the Improvement Action Plan (IAP) with the agreement that action **No.11 'Development of a Business Support Strategy'** be brought back to the Planning Committee following the implementation of the prevention and protection (P&P) review (resolution 03/15 refers).

#### **Business Support Strategy (Action No.11)**

The Authority is ideally placed to make a wide and valuable contribution in support of a safer society and to support businesses to comply with fire safety regulations. It also allows us to better focus and target our resources on areas where the risk from fire is greatest. By supporting businesses within Lancashire we are promoting the regeneration of the economy within our local communities whilst at the same time reducing the burden on business from regulation.

As part of the outcomes of the prevention and protection review more resources were allocated for business support: a Protection Support Officer is now in place at Service HQ and four Crew Manager Business Safety Advisors (BSA) whose role is to support businesses, follow-up on unwanted fire signals and follow-up on post fire inspections are now in place. (See BSA job description in appendix 1). These roles along with the rest of the now Functional Protection department will develop and deliver on the Business Support Strategy below.

#### **Decision Required**

Members are requested to approve No.11 'Development of a Business Support Strategy' be signed off as complete.

#### **Background**

The Operational Assessment (OpA) process began in 2009 and was developed by the Chief Fire Officers Association (CFOA), in partnership with the Local Government Association (LGA) and the Chief Fire and Rescue Advisor (CFRA).

Lancashire Fire and Rescue Service (LFRS) undertook an Operational Assessment and Fire Peer Challenge 1 – 4 April 2014.

At the CFA meeting on 28 April 2014 Members requested that oversight and scrutiny of LFRS OpA Improvement Action Plan (IAP) is performed by the Planning Committee. It was agreed that progress reports will be submitted to all future Planning Committee meetings until delivery of the IAP is complete and signed off by the Committee. This is the fourth progress report submitted.

The report indicates that 22 of the 23 improvement actions have been completed. The one outstanding action is No.11 'Development of a **Business Support Strategy**' (BSS) the delivery of which is directly linked to the outcome of the prevention and protection review and as such is viewed as a longer term piece of work.

## **Business Support Strategy**

The Authority is ideally placed to make a wide and valuable contribution in support of a safer society and to support businesses to comply with fire safety regulations. It also allows us to better focus and target our resources on areas where the risk from fire is greatest. By supporting businesses within Lancashire we are promoting the regeneration of the economy within our local communities whilst at the same time reducing the burden on business from regulation.

### We will assist business by:

- Following the principles of better regulation set out in the Statutory Code of Compliance for Regulators, and the Enforcement Concordat. Also introduce the short audit form.
- Setting out our commitment to priorities and planned interventions through our inspection programme.
- Establishing Primary Authority Schemes (PAS) to both support strategic businesses and learn how to improve our support.
- Operating systems to train, appoint, authorise, monitor, and maintain a competent inspection programme, including operational personnel.
- Using interventions, including enforcement action, in accordance with our enforcement policy and within the principles of proportionality, accountability, consistency, transparency and targeting.
- Our enforcement action. This will be achieved through the use of an Enforcement Management Model (EMM). Fundamental to this is the principle that enforcement action should be consistent and proportional to the fire safety risks and the seriousness of the breach.
- Enforcing strongly against businesses that are unprepared to do their best to comply.
- Taking account of previous attitude to Fire Safety when planning inspection programmes.
- Providing fire safety advice to businesses where necessary or requested.

- Supporting and recognising business partnerships; aiming to work with them to improve standards and understanding.
- Developing our website to assist business to comply, and to promote fire safety to the business environment.

This strategy is integral to how Protection services are delivered by LFRS.

### **Financial Implications**

No additional costs other than those already approved by the Authority as part of the Protection and Prevention Review.

### **HR Implications**

None – all resolved through the Protection and Prevention Review.

### **Business Risk**

The Business Support Strategy will support our organisational business delivery.

### **Sustainability or Environmental Impact**

N/A

### **Equality and Diversity Implications**

N/A



**LANCASHIRE FIRE AND RESCUE SERVICE**

**JOB DESCRIPTION  
AND  
EMPLOYEE SPECIFICATIONS**

<b>JOB TITLE:</b>	<b>Business Fire Safety Advisor (Crew Manager)</b>
<b>DUTY SYSTEM:</b>	<b>42 Hours per week</b>
<b>BASE:</b>	<b>LANCASHIRE FIRE AND RESCUE SERVICE HEADQUARTERS</b>
	<b>SERVICE DEVELOPMENT DEPARTMENT</b>
<b>Outposted:</b>	<b>Functional Hub</b>
<b>DATE OF ISSUE:</b>	<b>April 2016</b>

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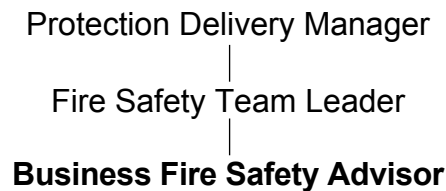
- 1. ROLE**
- 2. REPORTING ARRANGEMENTS**
- 3. SCOPE**
- 4. PRINCIPAL RESPONSIBILITIES**
- 5. WIDER RESPONSIBILITIES**
- 6. EMPLOYEE SPECIFICATION**
- 7. FURTHER INFORMATION**
- 8. CAR SPECIFICATION**

## 1. ROLE

To support businesses to understand and comply with their statutory duties relating to fire safety legislation and to increase the presence of LFRS in the business community across Lancashire. To gather operational intelligence to support the safety of firefighters and others working for LFRS and to signpost businesses to other relevant enforcing authorities where appropriate.

## 2 REPORTING ARRANGEMENTS

The Business Fire Safety Advisor is directly accountable to the Fire Safety Team Leader.



## 3 SCOPE

The Business Fire Safety Advisor will provide a more proactive approach to support businesses to comply with fire safety regulations with the minimum of financial burden. It is important that LFRS do as much as possible in ensuring economic sustainability whilst minimising risk and keeping safe.

### Our Aim

The intended result of all our efforts is to: **make Lancashire safer**

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

### Our Priorities

We have FOUR main priorities: -

1. **Preventing** fires and other emergencies from happening and **protecting** people and property when they do;
2. **Responding** to emergencies quickly and competently;
3. **Engaging** our staff;
4. **Delivering value for money** in how we use our resources.

The way we work to achieve Our Priorities is as important as what we do. **‘STRIVE’** reflects the Service’s on-going desire to make great effort to achieve our purpose of making Lancashire safer:

<p><b>Service</b> – delivering the best service at all times <b>Trust</b> – being open and honest with each other <b>Respect</b> – treating people fairly <b>Integrity</b> – accepting responsibility and accountability for performance <b>Valued</b> – engaging people and recognising achievements <b>Empowered</b> – giving people the support they need to deliver change</p>
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You can read our full Integrated Risk Management Plan here <http://www.lancsfirerescue.org.uk/wp-content/uploads/2011/01/Final-IRMP-sept-update.pdf>

#### **4 PRINCIPAL RESPONSIBILITIES**

1. To provide advice and education to support business owners and Responsible Persons to meet their statutory obligations under fire safety legislation.
2. To assist business owners and Responsible Persons with business continuity and emergency planning advice by signposting them to relevant areas of the Service's website.
3. To assist business owners by signposting them to other regulatory bodies or trade organisations.
4. To ensure that complaints are acknowledged and passed to an appropriate officer or partner agency to be investigated in accordance with organisational policy.
5. To visit regulated premises that have experienced a fire and provide fire safety and business continuity advice to business owners
6. To visit regulated premises in the vicinity of non-domestic fires and provide post incident advice and support.
7. To work with businesses to deliver specific fire safety enforcement campaigns and where appropriate signpost or provide home safety advice to employees.
8. To identify and capture relevant information on regulated premises not currently on the Service's community safety database and record details as appropriate.
9. To visit premises recorded as unoccupied on the Service's community safety database system to confirm their status and gather relevant information where their status has changed.
10. To work with businesses groups and associations to advise and influence businesses in the implementation of better fire safety management.
11. To engage with businesses and business organisations to facilitate surgeries to enable businesses to access fire safety advice.



12. To work with other agencies to provide multi agency surgeries to enable businesses to access advice on a range of regulatory matters such as fire safety, health and safety, food hygiene, trading standards and licensing.
13. To visit premises to advise and influence business owners and gather intelligence on fire safety arrangements in low and medium risk premises in order to:
  - Signpost identified breaches of fire safety legislation to a Fire Safety Inspector;
  - Signpost identified breaches of other statutory requirements to the appropriate enforcing authority;
  - Gather operational intelligence and report matters that could pose a potential risk to firefighters attending incidents.
14. To work with businesses and business owners to reduce the number of unwanted fire signals from automatic fire detection and alarm systems.
15. Management of the LFRS 'businessplus' site.

## **5 WIDER RESPONSIBILITIES**

The postholder is expected to contribute to the operation and management of the Service as a whole, examples of which include:

- Attendance of relevant training courses.
- Membership of appropriate meetings, working parties and project groups (if required).
- Supporting Service activities by developing a network of contacts both within and outside the organisation.
- Promoting a positive image of the Service in dealings with all other organisations and members of the public.

The duties and responsibilities included in Part 4 and 5 of this job description should be regarded as illustrative rather than exhaustive and in any organisation, changes in emphasis may occur over time.

## 6 PERSON SPECIFICATION – Business Fire Safety Advisor

Qualifications	Essential	Desirable	Assessed by
Achieved or working towards the Level 3 Certificate in Fire Safety	X		A, I
<b>Knowledge/Achievements</b>			
A clear understanding of the principles of risk assessment combined with operational experience		X	A, I
An understanding of the principles of building construction		X	A, I
An understanding of Business Support and Primary Authority Schemes.		X	A, I
A knowledge of current Fire Safety Legislation		X	A, I
An understanding of Business Support Strategies.		X	A, I
<b>Skills</b>			
Good verbal and written communications skills, including the ability to write and deliver presentations.	X		A, I
Ability to work unsupervised	X		A, I
Able and prepared to undertake fire safety work outside of normal office hours during evenings and weekends as required	X		A, I
Ability to work as part of a team and as a lone worker	X		A, I
Ability to take enforcement action in accordance with the principles outlined in the Local Government Association Enforcement Concordat		X	A, I
Ability to determine solutions to hazards and risks identified through inspection and investigation		X	A, I
Have good basic IT skills and be familiar with operating Microsoft Word, Outlook and Excel software or similar.		X	A, I
<b>Others</b>			
Demonstrate a commitment to promote and support equality and diversity, both internally and externally	X		I
Current driving licence.	X		V
A suitable vehicle in accordance with the attached specification for which Casual Car User Allowances will be paid. See section 8.		X	A, V

### Key

A – Application Form	T = Test	I = Interview	V = Verification at interview
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## 7. FURTHER INFORMATION

The post is based in one of four functional hubs in Service Delivery but can involve County-wide activity

Some meetings take place at premises other than LFRS premises and occasionally outside the County

We are an equal opportunities employer committed to meeting our obligations under the Equality Act 2010 and assess and where appropriate make reasonable adjustments.

Car parking and toilet facilities for people with mobility / disabilities are available at Service Headquarters and other service buildings.

Further information about the post can be obtained by contacting Human Resources department at Lancashire Fire and Rescue Service Headquarters

The selection process will involve a panel interview and practical skills test if appropriate.

Any offer appointment will be subject to satisfactory references and attendance record.

This post is not exempt under the **Rehabilitation of Offenders Act, 1974**, under the provision of the Act you may answer no if you have no current convictions.

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.

To this end, LFRS will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentially. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.

## 8 CAR SPECIFICATION

You are required to hold a current category 'B' (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.

It is also desirable that you provide, at your own expense, a suitable vehicle for use when required on official business journeys.

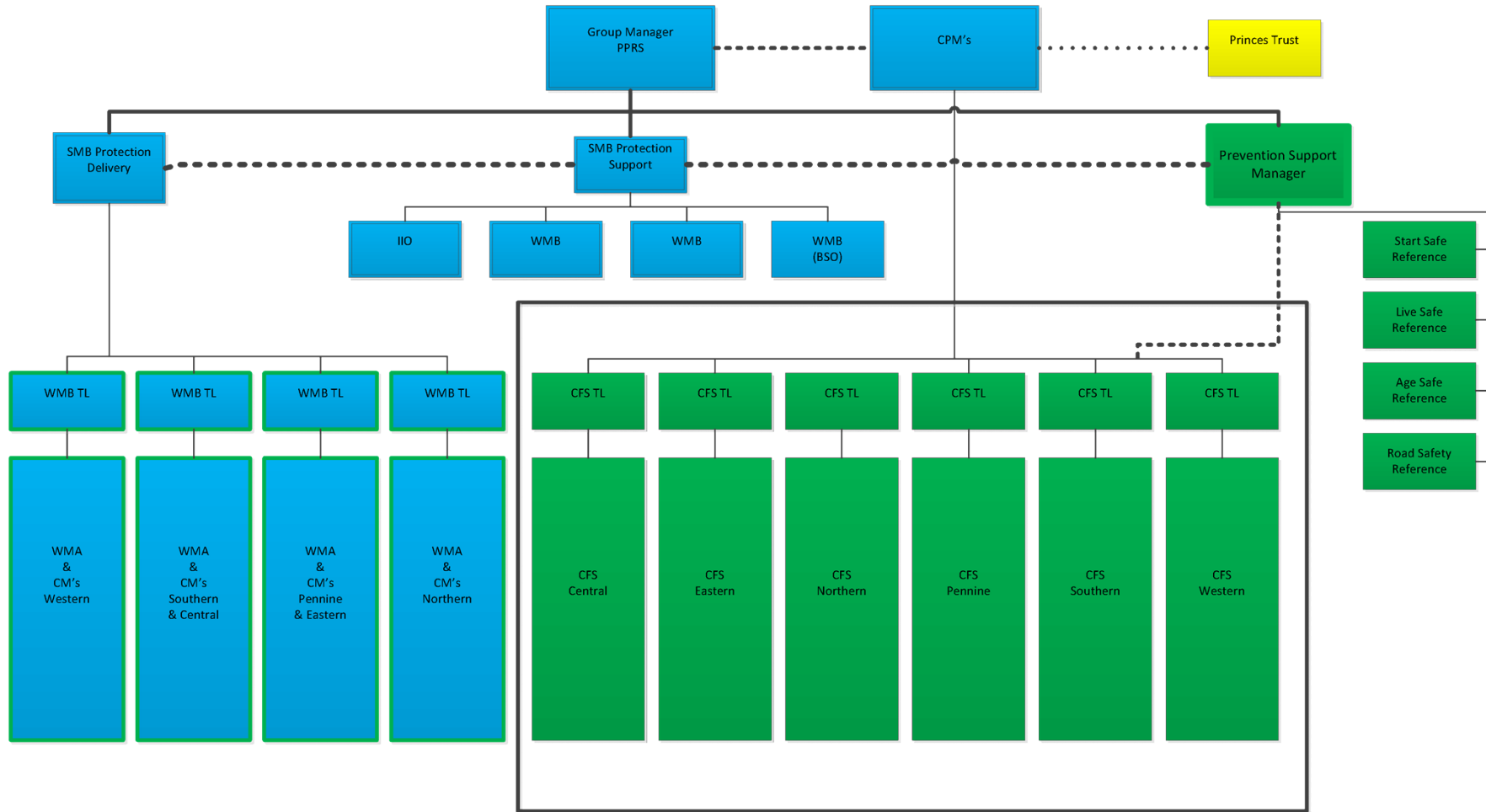
You will be reimbursed for the use of the vehicle on authorised journeys in accordance with the "LFRS Casual Car User Scheme"

The vehicle provided must be fit for purpose, be approved by the Head of Fleet and Technical Services and meet the following requirements:

1. Maintained in accordance with the manufacturers recommendations, kept in good condition and be fully road legal at all times

2. Insured for you to drive on official business journeys (the certificate and policy must state this and copies must be provided for retention by the Head of Fleet Services)
3. It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business.

# Organisation Chart



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## **LANCASHIRE COMBINED FIRE AUTHORITY PLANNING COMMITTEE**

Meeting to be held on 18 July 2016

### **LANCASHIRE COMBINED FIRE AUTHORITY CONSULTATION STRATEGY - ANNUAL REVIEW (Appendix 1 refers)**

Contact for further information: Justin Johnston, Deputy Chief Fire Officer  
Tel: 01772 866801

#### **Executive Summary**

The Authority has a Public Consultation Strategy which provides a framework through which it can seek public opinion on major change issues.

Each year the Planning Committee reviews the Public Consultation Strategy (attached as appendix 1) to assure continued compliance with guidance or legislation and to incorporate learning from any public consultation exercises undertaken.

This year's review concludes that the Strategy continues to be legally compliant and in line with good practice.

#### **Recommendation**

The Planning Committee is asked to note and endorse the Public Consultation Strategy.

#### **Information**

The Lancashire Combined Fire Authority Consultation Strategy has been in place since the new Integrated Risk Management Planning arrangements were introduced in 2003. It was thoroughly reviewed and updated in 2007 and 2014.

The comprehensive review undertaken in 2014 resulted in a streamlined approach which ensures consultation is proportionate to the issue being addressed; with a dedicated plan for each exercise, rather than a prescriptive format for every consultation. Any requests to the Authority to consult with the public are made throughout the year as-and-when projects identified in the Service Action Plan reach the point where this is required.

The review of the Public Consultation Strategy last year and for 2016 has found that the existing strategy continues to reflect industry good practice and guidance and is compliant with legal duties. However, work within the Service has been undertaken to strengthen and improve the equality impact assessment process and the Consultation Strategy has been amended to more clearly make the links between equality impact assessment and consultation.

## **Business Risk**

The Public Consultation Strategy provides the necessary framework to help the Authority ensure that it has comprehensive public consultation arrangements in place to make sure that the public has opportunity to provide opinions and views on proposals or changes that have the potential to significantly alter services provided.

## **Environmental Impact**

None

## **Equality and Diversity Implications**

The Public Consultation Strategy helps the Authority fulfil its statutory duties to make sure those that have legally defined protected characteristics are not discriminated against. The Strategy has been updated to more clearly link the equality impact assessment process with consultation.

## **HR Implications**

Staff are able to take part in consultations – arrangements are separate to the Public Consultation Strategy.

## **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:		



# Lancashire Combined Fire Authority Public Consultation Strategy

## 1. Background

The Lancashire Combined Fire Authority Consultation Strategy has been in place since the new Integrated Risk Management Planning arrangements were introduced in 2003. It was thoroughly reviewed and updated in 2007 and 2014.

The strategy is reviewed annually by the Planning Committee to ensure that it continues to meet statutory requirements; incorporates good practice and provides the public and stakeholders with timely opportunity to influence development of their fire and rescue service.

## 2. Scope

This strategy sets out the Lancashire Combined Fire Authority arrangements for public consultation which are delivered on its behalf by the Lancashire Fire and Rescue Service. The Combined Fire Authority acknowledges the significant contribution of fire and rescue service staff in terms of service delivery and encourages the active participation of employees in fire and rescue service consultation exercises. Arrangements to consult staff are not included in this strategy as they feature within internal documentation.

## 3. Definitions

**Engagement** is an ongoing process of establishing and maintaining links with stakeholders. In itself it is not consultation, although consultation uses these links to reach people or individuals to take part in a specific consultation. It is a term given to a range of techniques that give stakeholders opportunities to influence how organisations work and the services that are delivered.

**Consultation** is one of these techniques and is a process through which the views of relevant stakeholders are sought about a particular issue, proposal or options over a defined period of time, to which due consideration is given by the Authority in reaching a decision.

Other engagement techniques include:

**Informing** – telling people what is going on, what decisions have been made and what action will be taken but views are not actively sought.

**Involving** – asking people for views to help shape the development or implementation of options, plans and activity on an ongoing basis or at the start of a policy development.

**Collaborating** – involving people in working together to develop solutions or proposals.

**Negotiating** – discussion with people to seek a jointly owned outcome where differences are addressed.

**Empowering** – giving people the power to control decisions and services within available resources in a specific area.

A public consultation led by the Authority may also involve some of these techniques as part of the consultation plan. Particularly, it will seek to involve people throughout work undertaken to develop options for change and will inform them about actions that will be taken which will not be subject of a consultation exercise.

## **4. Public Consultation Approach**

Lancashire Fire and Rescue Service will undertake public consultation on a range of issues on behalf of the Combined Fire Authority to ensure that the views of communities, partners, individuals who have characteristics that are protected in the Equality Act and stakeholders are used to inform decision making.

### **4.1 Subjects of public consultation**

The extent of the consultation will be proportionate to the nature and extent of any proposals being considered. It may include consultation on:

- the draft Integrated Risk Management Plan;
- annual action plans; budget and council tax;
- proposals which may have a major effect on the services we provide to the public.

In some cases a formal consultation exercise may not be necessary. For example:

- where it is necessary to implement a legal judgement or Government instruction;
- where stakeholders have influenced proposals by early involvement in the consideration of options and planning of proposals;
- where minor adjustments are being advocated;
- where issues can be resolved without formal consultation;
- where the Authority has already reached consensus and consultation results are unlikely to influence a decision;
- where there are no genuine options except for that which is proposed;
- where the Authority has already taken a decision through its usual democratic process.

In these instances the Authority will communicate information to stakeholders to inform them and raise awareness of the changes that have been made or the decisions that have been taken.

## **4.2 Planning public consultation**

The Annual Service Plan, published in April, outlines the planned projects or proposals to be delivered in the year that might require public consultation. These consultations may not take place immediately following publication of the action plan but at the time that is most relevant to the planned project or proposal. At this point the Authority Planning Committee will be provided with details about the issue and options being considered and permission to consult with the public sought.

Due to the pace of change, issues may arise during the year that requires public consultation but which has not been considered within the Annual Service Plan. In these cases, permission to consult with the public will be sought from the Authority Planning Committee Chairman and Chairman of the Authority as urgent business if the meeting schedule does not permit discussion at a meeting.

The Fire and Rescue Service will maintain a calendar to ensure that consultation exercises do not clash and to avoid public consultation overload or fatigue.

## **5. Timings**

Public consultation timeframes will vary in proportion to the scale of the issue/proposals, with a minimum of four weeks and a maximum of twelve-weeks.

In setting timings consideration will be given to:

- the scale of the issue or proposals;
- the size of the audience we need to consult with;  
the need to work with voluntary groups who require time to extend the consultation through their memberships;
- the time of year and any impact on the availability of target groups;
- the urgency with which a decision needs to be taken;
- allowing a realistic time to enable the formulation of a considered response.

All information provided about the consultation will provide details of the deadline for responses.

## **6. Targeting public consultation**

Before undertaking any consultation exercise, the Authority will undertake an Equality Impact Assessment of the impact of any proposals on groups likely to be particularly affected. A plan will be prepared which sets out which stakeholders with legitimate interest in the proposals it will attempt to consult with in order to give them opportunity to express their views.

Where appropriate, this will include:

- the general public – particularly those that are likely to be directly affected by the proposal or issue;
- community organisations, including specific community groups, particularly those that represent the interests of people with legally protected characteristics;

- public representatives, such as Members of Parliament and local councillors;
- businesses or business organisations;
- local authorities, public agencies and other emergency services;
- relevant government departments.

## **7. Information about a public consultation**

The focus of consultation will be on meaningful engagement, through relevant methods, with staff, the public and any other requesting body or individual, during which the following information will be provided on the Service website:

- details of the issue and/or proposal;
- why the issue has arisen and/or what is being proposed;
- how the proposals are likely to impact on the provision of service;
- background statistics and assessments and
- the anticipated timescales for decision/implementation.

However, it is recognised that while this information is useful reference, it is not in itself enough to secure consultee response. For all but the shortest written document, a concise summary will be provided for each consultation detailing the issue and options and setting out opportunities to contribute. This should be accessible, clearly written, or produced visually, and use digital channels of distribution/accessibility wherever possible. Information will be localised to ensure that people understand how plans may affect their local area. Assistance in providing information in other languages or formats will be offered.

Information will be widely distributed directly to targeted stakeholders and the consultation exercise will be promoted in public places, through the press and on social media.

## **8. Consultation methodology**

No single activity or mix of activity through which to consult will be right every time. Our approach is to create a dedicated consultation plan to address the specific issues with a mix of activities designed to seek the views of the identified stakeholders. This may involve a mix of:

- public scrutiny panel;
- questionnaire;
- engagement events;
- deliberative forum;
- focus groups;
- feedback given at open public meetings;
- attendance at local Authority meetings or scrutiny committees;
- debate and feedback given through social media;
- written submissions;
- telephone survey.

Where it is feasible, participation in the consultation and responses received will be acknowledged and an audit trail kept of responses. Explanations, where requested and appropriate, will be given to respondents who ask why individual proposals have been rejected.

## **9. The decision making process**

At the end of the consultation period the Combined Fire Authority, or a relevant Committee of the Authority, will determine whether the consultation exercise was sufficient in scale and scope.

A report on the consultation exercise will be presented to the Combined Fire Authority, or a relevant committee of the Authority which will include a summary of statistical results and views offered. This will include the updated Equality Impact Assessment.

Consultation rarely concludes in a single opinion and elected members will make their own judgements about the weight to be given to different views alongside other factors such as financial cost, environmental impact and professional experience and advice. However, all consultation responses will be available to the Combined Fire Authority, or a relevant committee of the Authority, before associated democratic decisions are taken.

## **10. Feedback and evaluation**

Decisions made about proposals that have been the subject of public consultation will be communicated on the Service's digital media channels and via news release to the press. More detailed feedback will be made available to consultation participants directly or through the Service's website, depending on the extent of their involvement with the consultation.

Consultation exercises will be evaluated to assess the effectiveness of the particular processes adopted.

Reviewed July 2016

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