

Public Document Pack

LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 24 April 2017 in Washington Hall, Service Training Centre, Euxton commencing at 10.00 am.

Car parking is available on the Main Drill Ground.

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

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. CHAIRMAN'S WELCOME AND INTRODUCTION

Standing item.

2. APOLOGIES FOR ABSENCE

3. 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.

4. MINUTES OF PREVIOUS MEETING (Pages 1 - 32)

5. MINUTES OF MEETING THURSDAY, 16 MARCH 2017 OF PERFORMANCE COMMITTEE (Pages 33 - 46)

6. MINUTES OF MEETING MONDAY, 20 MARCH 2017 OF PLANNING COMMITTEE (Pages 47 - 54)

7. MINUTES OF MEETING WEDNESDAY , 29 MARCH 2017 OF RESOURCES COMMITTEE (Pages 55 - 64)
8. MINUTES OF MEETING THURSDAY, 30 MARCH 2017 OF AUDIT COMMITTEE (Pages 65 - 70)
9. STATUS OF COUNCILLORS AND URGENT DECISION ARRANGEMENTS AT ELECTION TIME (Pages 71 - 72)
10. UK INTERNATIONAL SEARCH AND RESCUE TEAM (Pages 73 - 80)
11. MEMBER CHAMPION ACTIVITY - QUARTERLY REPORT (Pages 81 - 86)
12. FIRE PROTECTION REPORTS (Pages 87 - 96)
13. COMMUNITY FIRE SAFETY REPORTS (Pages 97 - 122)
14. MEMBER COMPLAINTS (STANDING ITEM)

Oral report.

15. DATE OF NEXT MEETING

The next meeting of the Authority will be held on Monday 19 June 2017 at 1000 hours at Washington Hall Training Centre, Euxton.

16. 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.

17. 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.

Agenda Item 4

LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 20 February 2017 at 10.00 am in Washington Hall, Service Training Centre, Euxton

MINUTES

PRESENT:

F De Molfetta (Chairman)

Councillors

T Aldridge	D O'Toole
A Barnes	E Oades
P Britcliffe	M Parkinson (Vice-Chair)
K Brown	N Penney
T Burns	M Perks
C Crompton	R Shewan
M Green	D Smith
S Holgate	D Stansfield
M Khan	V Taylor
Z Khan	T Williams
A Matthews	

62/16 APOLOGIES FOR ABSENCE

Apologies were received from County Councillors Sumner and Shedwick and Councillor Jackson.

63/16 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

County Councillors Aldridge and Penney individually declared a non-pecuniary interest in relation to Item 8 on the agenda, the Integrated Risk Management Plan as both were Members of Lancashire County Council Development Control Committee; the body that deals with applications for planning permission and mineral extraction developments and for developments proposed by the County Council.

64/16 MINUTES OF PREVIOUS MEETING

The Director of Corporate Services advised Members that in relation to the Retained Duty System Pay Review (resolution 55/16 refers) that the Fire Brigade Union had now held a vote and the result had been in favour of supporting the proposed scheme. However, this would need to be ratified at their next regional meeting which could result in a delay to implement the scheme beyond 1 April 2017.

RESOLVED: - That the Minutes of the CFA held on 19 December 2016 be confirmed and signed by the Chairman.

65/16 MINUTES OF MEETING WEDNESDAY, 18 JANUARY 2017 OF NORTH WEST FIRE FORUM

RESOLVED: - That the proceedings of the North West Fire Forum held on 18 January 2017 be noted.

66/16 MINUTES OF MEETING THURSDAY, 26 JANUARY 2017 OF AUDIT COMMITTEE

RESOLVED: - That the proceedings of the Audit Committee held on 26 January 2017 be noted.

67/16 MINUTES OF MEETING MONDAY, 30 JANUARY 2017 OF PLANNING COMMITTEE

RESOLVED: - That the proceedings of the Planning Committee held on 30 January 2017 be noted.

68/16 INTEGRATED RISK MANAGEMENT PLAN 2017-2022

The Deputy Chief Fire Officer presented the report. Integrated risk management planning provided Lancashire Fire and Rescue Service (LFRS) with the opportunity to detail what the Service aimed to do to identify and consider the full range of fire and rescue related risks across Lancashire. This ensured that both our communities and other interested parties were provided with details of how we intend to fulfil our responsibilities in a clear, cohesive manner.

At the Planning Committee meeting on the 21 November 2016, Members endorsed the publication of the draft Integrated Risk Management Plan (IRMP) 2017-22 for consultation over a six week period from 28 November 2016 to 8 January 2017. Following the consultation period a final version of the plan was presented to Members of the Planning Committee on 30 January 2017, with a detailed report on the consultation process, its outcomes and any resulting amendments that were recommended for incorporation within the final version of the plan. Members of the Planning Committee agreed that the consultation undertaken was sufficient and endorsed the proposed amendments which had been incorporated into the final version as now presented.

The new Integrated Risk Management Plan (IRMP) 2017-2022 would be the Authority's replacement for the current IRMP 2013-2017. This plan had been developed to be an overarching, enabling document which provided hyperlinks to all of LFRS's strategic documents, such as the Annual Service Plan and Strategic Assessment of Risk. This delivered the opportunity for the Service to remain in a progressive position over the lifespan of the IRMP as these links would provide the pathways to the most up-to-date documents. This plan did not however detail the Emergency Cover review; this would be undertaken and consulted upon separately during 2017/18.

Our Values had been brought to life with enhanced definitions of the STRIVE acronym, this provided the building blocks to support our staff to continue to develop a working environment in which everyone could feel engaged, valued and respected.

The strategic risks that had been previously documented within the IRMP had been removed as they were now referenced within the Strategic Assessment of Risk. This new publication provided a comprehensive assessment of fire and rescue related risk to facilitate an improved risk picture that was refreshed and updated on an annual basis.

The Community Safety Strategy had been encapsulated within the IRMP highlighting the importance of the inter-locking components of Start Safe, Live Safe, Age Safe and Road Safe that remained at the core of our approach to reducing risk and improving public safety. As approved by the Planning Committee, this removed the requirement for a separate Community Safety Strategy.

Significant progress had been made with Climate Change and Environment responsibilities which were now thoroughly embedded and entrenched within Service planning, policies and procedures. Therefore the Climate Change and Environment Strategy had been encompassed within this new IRMP, thus negating any further need for a separate Climate Change and Environment Strategy document.

The approved IRMP 2017-22 would be published in early April 2017 and available to access/download from the LFRS website. The IRMP would be maintained on an annual basis to ensure that all links within the document were up-to-date and relevant.

A concern was raised by CC Oades on behalf of Treales, Roseacre and Wharles Parish Council regarding the Service's preparedness for an incident from fracking. Members considered the issue of fracking to be more a matter for the Lancashire County Council Development Control Committee however; reassurance was provided that the Service's approach to risk management would ensure the development of appropriate plans in line with the identification of any potential risks.

RESOLVED – That the Authority approved the Integrated Risk Management Plan 2017-22 for publication.

69/16 APPOINTMENT OF EXTERNAL AUDITORS

The Director of Corporate Services advised that the current external audit appointment ended following the conclusion of the 2017/18 audits. As such the Authority would need to make alternative arrangements for appointing an auditor. In order to do so the Authority had 3 options:

- Follow a sector led body;
- Set up an Audit Panel, undertake a procurement process and make a stand-alone appointment;
- Set up a Joint Auditor Panel, undertake a joint procurement panel and make a joint appointment.

In March 2016 a report was presented to the Audit Committee (as now considered by Members) which looked at these options and the Audit Committee agreed that following a sector led body was the best option to pursue at the time, minimising procurement costs and resource, maximising buying power and hence was likely to

result in the lowest fees. Hence it was resolved “That the Committee agree to support the Local Government Association in setting up a national Sector Led Body by indicating an intention to opt-in.” (Resolution 22/15 refers.)

Further details relating to the sector led approach were presented to the Audit Committee in January 2017 (as now considered by Members). Audit Committee Members had expressed concern that the audit fees would only be consulted on in the autumn, after the contracts had been awarded and asked for a more comprehensive report to be presented to the Authority at this meeting.

The Director of Corporate Services advised that the current situation remained as set out in the report, namely that the current contract expired and that a new contract must be in place by December 2017. The Authority could not have a period where it did not have an appointed external auditor.

Members considered the advantages and disadvantages of each option.

It was noted that currently 330 Authorities (more than 70% of all authorities) had opted in to the national sector led solution via Public Sector Audit Appointments. The Director of Corporate Services / Treasurer was not aware of any other Lancashire based Authority or any other Fire Authority that was pursuing a different option.

The concerns expressed by the Audit Committee revolved around the cost of the audit not being known until the Autumn consultation, after the contract had been awarded, and a question as to whether undertaking our own exercise would deliver a better value solution. The contract award criteria was split 50% on price and 50% on quality, hence it was clear that achieving a competitive price remained at the forefront of the exercise.

A national procurement exercise should provide greater buying power, clearly minimised individual authorities procurement costs, especially any costs associated with establishing and servicing an independent auditor appointment panel, and hence should deliver the greatest value for money. As such this was recommended as the best option to pursue.

RESOLVED:- that the Authority approve to opt-in to the national procurement being undertaken by Public Sector Appointments.

70/16 NEXT STEPS FOR FIRE REFORM - MINISTERIAL SPEECH - 7 FEBRUARY 2017

The Chief Fire Officer advised that on 7 February 2017 ACO Russel attended a speech organised by a government think tank, Reform in London. Lancashire Fire & Rescue Service (LFRS) were one of 35 Fire and Rescue Services (FRS) represented. The Rt Hon Brandon Lewis, Minister for Policing and the Fire Service, gave a 30 minute speech on the “Next Steps for Fire Reform”. The tone of the speech recognised some progress had been made in improving the FRS but it had to go “further and faster”. He linked this speech to those from previous years to emphasise reoccurring themes that had still to be addressed which were: Outdated Working Policies; Lack of Diversity; No Independent Scrutiny; and Improving Procurement Procedures.

The lack of independent scrutiny would be remedied by the introduction of a new Inspectorate for the Fire Service looking at efficiency and effectiveness, with particular reference to response and prevention, Value for Money (VFM), understanding demand and future risks, together with its leadership, training, diversity, values and culture. These areas would be complemented by thematic inspection, the first area being diversity, flexible employment and collaboration. Inspections would commence this year and be complemented by a transformed peer review process.

Greater transparency and accountability would also be facilitated by the introduction of a new website providing incident and performance data. It would mirror the police approach including information of Chief Fire Officers' pay, expenditure, accounts, efficiency plans and workforce composition.

Regarding the Policing and Crime Act he confirmed the new term of Police, Fire and Crime Commissioners. He did not propose a blanket takeover of FRS by these commissioners but did emphasise that a local business case could be made and that FRA were obliged to co-operate in preparing this. The objection of a FRA to any proposed change would not be enough on its own to prevent a change occurring. He emphasised the opportunity to make closer and stronger links between fire and police, and for FRA to work closer with Police and Crime Commissioners to get the best outcome for their Communities.

The Minister indicated his intention to work productively with the newly constituted National Fire Chiefs Council (NFCC), which he viewed as the operational voice of the FRS. Also mentioned was the Chief Fire Officers Association's (CFOA) work on peer review, procurement and standards. There was also an increased emphasis on collaboration and he highlighted best practice with some examples provided.

To provide a consistent standard to test against, the Minister announced his intention to set up an Independent Standards Body. This would provide guidance and standards on leadership, workforce development, equality and diversity and codify effective practice. This could be integrated within or affiliated to the College of Policing.

Reference was made to culture and the Adrian Thomas Review which would be considered by Members as a separate item later on this agenda. Suffice to say, great emphasis was made on diversity and the workforce composition reflecting the communities they served.

The speech reminded the audience of the disparity in the cost of some goods procured by FRS exposed in a recent Home Office Survey. He intended to extend the 'basket of goods' exercise in the spring to include training procurement and facilities management and then to repeat the whole exercise again in the autumn.

The experience in Lancashire had been that we paid below average on 18 of the 24 items. For 7 items, we were 25% cheaper than national average. Of the 6 areas where we were deemed above average, only 3 of these exceeded the average by more than 10%. These could be explained by the increased complexity or high quality of goods we are procuring. For example, we bought wicking T-shirts which

were £2.00 more expensive than cotton to increase comfort and reduce the risk of flash burns. Desktop PCs were relatively few in number and predominantly reserved for high end CAD and GIS applications, hence they were more expensive. Our general use of thin client servers was far cheaper than laptops. Our BA sets cost £1,100 compared to an average of £795 for a basic set. However, our high tech approach included telemetry that automatically updated information held outside the working area and provided a communications link in emergencies.

The next expected steps for the government were to enshrine its stated direction of travel with a refreshed National Framework, to be published later this year. This would clarify national expectations and responsibilities. Under the Fire and Rescue Services Act 2004, FRA “must have regard to the Framework in carrying out their functions”. If an Authority failed to act in accordance with the Framework, the Secretary then had powers of intervention.

It was worth noting that the Home Office had just instigated a 3 month investigation in Avon Fire & Rescue Authority, which could be an indication of government adopting a more proactive approach in the future.

RESOLVED: - that Members noted the contents of the report.

71/16 ADRIAN THOMAS' INDEPENDENT REVIEW OF CONDITIONS OF SERVICE FOR
FRS STAFF IN ENGLAND - FEBRUARY 2015

A report regarding the publication of the Adrian Thomas Review on Conditions of Service was presented at the last CFA meeting in December 2016, where it was agreed (resolution 54/16 refers) that a detailed assessment of the Service's position against the findings of the report would be presented to this Authority meeting.

The Director of People and Development advised that the publication of the report in November 2016 was over two years after the Report was commissioned and a number of comments made had now become historical in context or overtaken by events. Similarly, LFRS could demonstrate its position in a favourable light in respect of many of the findings, as the Service/Authority did do in respect of the Sir Ken Knight Review. In effect, many of the issues directly in LFRS' control were being progressed within existing activity.

Given the report only covered England and not the whole of the UK, the Local Government Association was considering the review through its Fire Services Management Committee prior to consideration at the NJC, which would then involve the devolved administrations and the unions. These detailed discussions were ongoing. However it was clear the Report's recommendations had the potential to impact to varying degrees on the Authority. So it was considered prudent to consider the thrust and direction of the Report when framing and further developing LFRS' main Human Resources and Organisational Development activities. In this respect, an early gap analysis had been undertaken between the Report's recommendations and the Service's position which was considered by Members. It was hoped that the gap analysis would also be beneficial in future interactions with the proposed inspectorate regime.

Key Themes

Employment costs were a significant element, if not the majority of costs for all Fire Services.

The main findings were summarised in pages 12-18 of the Report.

The themes emerging for consideration in the sector were:

- How could some authorities make progress whilst others do not;
- Greater cross fertilisation of issues should be developed (institutional learning);
- The Conditions of Service and negotiation arrangements should be “modernised” including Role Maps and Duty Systems and content;
- Issues in respect of employee engagement including culture and trust, including equality & diversity and bullying and harassment issues;
- National Leadership development/standards;
- Remove the Right to Strike;
- Greater use of Retained Duty System, ie more RDS appliances;
- Future Recruitment.

The key strap line was “where change is common sense, it should become common practice”.

Contained within the findings were many other areas such as governance and pay statements.

Whilst the content of the Report, in some areas, was not considered robust, the thrust was in line with the Service’s HR strategies and should not be a significant issue in any inspection regime process.

RESOLVED: - That the assessment of the Service’s position against the findings of the Report and the current position be noted.

72/16 PAY POLICY STATEMENT FOR 2017/18

The Director of People and Development presented a report informing the Authority that in accordance with the provisions of the Localism Act 2011 a pay policy statement for 2017/18 had been prepared.

The pay policy published data on senior salaries and the structure of the workforce and demonstrated the principles of transparency.

The pay policy statement set out the Authority’s policies for the financial year relating to:-

- The remuneration of its chief officers;
- The remuneration of its lowest paid employees;
- The relationship between the remuneration of its chief officers and that of other employees who are not chief officers.

The statement included :-

- The level and elements of remuneration for each chief officer;
- Remuneration range for chief officers on recruitment;
- Methodology for increases and additions to remuneration for each chief officer;
- The use of performance-related pay for chief officers;
- The use of bonuses for chief officers;
- The approach to the payment of chief officers on their ceasing to hold office under, or be employed by, the authority, and
- The publication of and access to information relating to the remuneration of chief officers.

It also included the Authority's policies for the financial year relating to other terms and conditions applying to its chief officers.

The approval of a pay policy statement could not be delegated by the Authority to a Panel and the Authority's pay statement must be approved by the 31st of March each year. Any decision under powers delegated to the Authority's Constitution with regard to remuneration to be taken in 2017/18 would be bound by and must comply with the 2017/18 Statement. The Director of People & Development must be consulted prior to any decision impacting on remuneration where there was any question regarding compliance with the Statement.

In general terms the Fire Authority recognised terms and conditions negotiated nationally by the National Employers with the National Employees' bodies for 3 distinct staff groups. These were: i) National Joint Council for Brigade Managers (referred to in Lancashire Fire Authority as Principal Officers) of Local Authority Fire and Rescue Services (commonly referred to as 'Gold Book'); ii) National Joint Council for Local Government Services (commonly referred to as 'Green Book'); and iii) National Joint Council for Local Authority Fire and Rescue Services (commonly referred to as 'Grey Book').

Under the definitions provided for within the Act, the officers included in this pay statement were the Chief Fire Officer (CFO), Deputy Chief Fire Officer (DCFO), Assistant Chief Fire Officer (ACFO), Director of Corporate Services (DoCS) and Director of People & Development (DoPD). It was noted that the Treasurer responsibilities were undertaken by the Director of Corporate Services and the Monitoring Officer duties were undertaken by the Clerk to the Authority who was engaged on a contract for services basis. The Fire Authority had delegated responsibility for any local terms and conditions, including remuneration for chief officers, to the Appointments Panel/Succession Planning Sub-Committee.

A chosen natural internal benchmark for Chief Officer pay was the percentage rise in firefighters pay. This was the standard for the majority of staff within the Service and had been deemed affordable and proportionate by the National Joint Council (NJC) for Local Authority Fire and Rescue Services. It had previously been agreed that the Chief Fire Officer's pay with the established linkages for other Executive Board members should rise by the same amount as firefighters when they receive their annual award. The linkage was agreed to last for five years and was due for review in 2018. Any pay rise would be subject to a satisfactory performance evaluation. This

would be undertaken with the Chairman of the Authority with regard to the Chief Fire Officer, who would in turn appraise his staff. These appraisals determined increases in basic salary; no bonus payments were made to Executive Board members. Information relating to chief officers pay and benefits in kind was found in the Fire Authority's Statement of Accounts and on the Authority's website.

Objectives of the Policy

The Fire Authority created and sustained a competent, motivated and well led workforce, to meet current and future organisational needs and to be an employer of choice with improved working practices, work life balance, personal development, health and well-being and fair pay. Committed to striving to achieve fairness in pay and reward structures across all occupational groups taking into account all the employment relationships that exist.

Changes from national negotiations generally took place each year, in January (Gold Book), April (Green Book) and July (Grey Book). The Fire Authority's policy was to implement national agreements, amended as needed to meet local needs. Pay increase in 2016/2017 were: i) 1% for staff covered by the "grey book" (wef 1 July 2016); ii) A two year settlement (headline 1% in each year wef 1 April 2016 & 1 April 2017) for 'green' book posts and iii) 1% for Principal Officers (wef 1 July 2016), in accordance with the agreed linkage to "grey book" staff and satisfactory performance. The next anniversary dates for "grey book" and Principal Officers pay was anticipated to be 1 July 2017, whilst the green book pay-award effective date would be April 2017.

In addition to pay, the national agreements covered other terms and conditions such as annual leave and allowances for use of private vehicles on Authority business. The Authority paid car allowances in accordance with these national scales. Currently no local variances apply.

There are 4 pension schemes in existence; the Firefighters' Pension Scheme (which became closed to new entrants in 2006), the New Firefighters' Pension Scheme (which became closed to new entrants on establishment of the 2015 scheme), the Firefighters' 2015 Pension scheme and the Local Government Pension Scheme. All employees may join a pension scheme which is relevant to their occupational group. The operative schemes were statutory schemes with contributions from employers and the employees. The Local Government Pension Scheme provided for flexible retirement for which the Fire Authority had approved a Policy statement.

The Firefighters' Pension Schemes allowed for re-engagement after retirement. In the unlikely event this was considered, any utilisation of this option was subject to approval by the Authority based on a business case and demonstrated need and would involve abatement.

There were 3 pay grades for Grey Book staff (trainee, in development and competent), a spinal column system for Green Book staff where the policy was to start any appointee on the lowest point of the pay grade, save for where an applicant brought specific skills or experience to a post. In respect of Gold Book staff, they were appointed within a range and progressed by incremental movement subject to performance until the maximum of the range was reached.

The “green book” grading was determined and underpinned by the Local Government Job Evaluation Scheme. The salaries utilised were above the ‘living wage’.

A lease car scheme was available to the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Fire Officer and those Grey Book Managers who were conditioned to the flexible duty system for operational cover.

Delegated powers for the payment of honoraria lay with the Chief Fire Officer.

Pay Floor

The definition of the ‘lowest paid employee’ was that postholder receiving the lowest (FTE) annual salary (exclusive of Employer pension contributions). The pay floor level was Green Book Grade 1 posts (Cooks, Receptionists and Gardener/handypersons) who were on a scale of £13,715 to £15,207 pa. £13,715 equated to £7.26 per hour. The minimum a current employee was receiving was £15,207.

The Chief Fire Officer’s earnings ratio was 1: 11.16 using the minima of pay grade 1.

The government statement was a recommendation that this ratio should not exceed 1:25.

As a further comparison, the ratio between a competent firefighter with CPD and the maximum salary for the Chief Fire Officer is 1: 4.98.

RESOLVED: - That the Authority approve the Pay Policy Statement.

73/16 'STRENGTHENING AND IMPROVING OUR RETAINED SERVICE' - RETAINED SUPPORT OFFICERS

The Assistant Chief Fire Officer advised that in April 2016 a programme of work was initiated aimed at Strengthening and Improving our Retained Service. The focus was to develop a programme which would deliver tangible improvements and further build on what was already an excellent retained service in Lancashire. Following extensive engagement with Retained Duty System (RDS) staff, six Task and Finish Groups were established: i) Introduce a new RDS Support Officer Role; ii) Appliance Availability; iii) Peer Support; iv) Technology; v) Think RDS; and vi) Communications.

The Assistant Chief Fire Officer provided an overview of the work which one of the Task and Finish Groups had recently completed regarding the introduction of a new Retained Support Officer (RSO) role. The group had identified key areas upon which the role could focus that would reduce the modern day-to-day challenges associated with running an effective and sustainable RDS Unit thereby improving: recruitment, retention, appliance availability, training, gathering of operational risk information, liaison with administrative support and staff engagement. The outcome was the introduction of 7 x RSOs posts into the Service.

Members welcomed the initiative which would provide extra support and help to improve recruitment. The Assistant Chief Fire Officer confirmed that the RSO post allocation (as set out in the table on page 146 of the pack) was based on risk and the optimum crewing regime for each area.

RESOLVED: - That the Authority note the report.

74/16 TECHNICAL RESCUE (MULTI-FUNCTION) JACKETS

The Deputy Chief Fire Officer presented the report which included the background to the development of new fibres and fabrics that provided enhanced personal protection in line with European firefighter personal protection equipment standards.

Over the past two years the Service had been researching and evaluating a range of options for improving operational efficiency and enhanced firefighter health and safety as part of its future fighting strategy. The concept of Technical Rescue Jackets was to provide firefighters with an alternative level of PPE (Personal Protective Equipment) which would provide an increased level of personal safety and improve the performance of firefighters in the varied tasks undertaken during modern operational activities.

The concept of the Technical Rescue (Multi-Function) Jacket had been around for some time. Greater Manchester Fire and Rescue Service had purchased a layered approach version approximately 18 Months ago however, this had proved problematic with wearers (particularly when utilising the garment for structural firefighting) suffering from retained heat issues due to the extra layers. They had also had issues with the Multi-Function inner layer (Orange) jacket due to the textiles used in manufacture. Therefore LFRS, Cumbria FRS and Cheshire FRS had looked at an alternative approach of having separate Multi-function and structural Jackets. An example of a Technical Rescue (multi-function) Jacket was demonstrated.

Advantages

The Technical Rescue (Multi-function) jackets were also less bulky and therefore provide greater comfort and dexterity for rescue type incidents, providing greater freedom of movement due to the garment's ergonomic performance and reducing the effects of heat stress during warm weather and whilst worn under strenuous working conditions, such as at road traffic collisions when operating heavy rescue cutting equipment. The specification written for the jackets was for them to meet the relevant Hi-Viz standard; this enabled the jackets to be worn on Highways without the need for the current conspicuity coats which were issued to each appliance. The current conspicuity coats were issued per appliance and not per individual so there were current fit issues and maintaining the Hi-Viz standard, because when the coats got to a certain degree of discolouration they no longer met the standard. The Jackets would be issued on the pool system so this would be part of the cleaning and maintenance contract ensuring LFRS met obligations under the Health and Safety At Work Act and that LFRS staff were safe when operating on the roads.

The lighter-weight garment offered heat protection making it suitable for Moorland firefighting. Moorland Firefighting had historically caused issues for Firefighters becoming too hot wearing structural PPE. This was due to a number of factors, being the weather (usually warm weather related fires), the terrain to get the fire (generally involved a long trek over undulating ground) and the physical exertion of the Firefighting and close proximity to the fire involved with certain extinguishment techniques. This had led to Firefighters removing their structural tunics to prevent themselves overheating. However this practice then caused a serious health and safety issue, due to Moorland fires having the potential to spread faster than a person could run, thus putting Firefighters in a dangerous position of not having the correct personal protection. The Lighter Jacket would enable Firefighters to undertake the Moorland Firefighting duties much more safely with full personal protection.

The above would also have a knock on effect of staff being able to undertake Moorland firefighting duties not only safely with full PPE, but would also be able to undertake these duties for longer periods without the need to be relieved by alternative staff due to heat stress. Therefore less staff would be required to be deployed to these incidents, reducing mobilising costs and also enabling efficient emergency response cover to be maintained for other incidents.

Feedback from wearer trials

Trials of the jackets had taken place at Fulwood, Cumbria FRS and Cheshire FRS and feedback had been very positive with crews particularly liking the freedom of movement and the reduced thermal stress afforded by a lighter jacket.

The only observation from the wearers during the trial was that due to the jacket not having a liner, during colder weather this could be an issue. This was alleviated by LFRS, Cumbria FRS and Cheshire FRS as all 3 services already issued a personal fleece jacket for staff to wear during cold weather which could be worn underneath the jacket. During the recent cold spell the crews taking part in the trial in LFRS attended a road traffic collision on the M6 with the temperature at minus 3 degrees. They stated that with the fleece underneath they were warm enough during the incident.

The technical rescue (multifunction) jacket has been trialled at Fulwood for over 6 months and during this time has been utilised for a number of incidents and has stood up extremely well to the challenge, the garments have only been laundered a few times and have retained their condition and as well as still meeting the relevant Hi Viz standard they still look aesthetically pleasing.

Collaboration

The wearer trials have been conducted in 3 different Services in the North West with close contact being maintained between the three. All 3 Services are keen to move forward with the project and LFRS had been chosen as the lead organisation for a tender process. LFRS had written a specification for a jacket which would enable the jacket to be worn for most incidents apart from structural firefighting where the full protection of the current jacket would be required by firefighters.

The specification written improved on the current offerings of the manufacturers to offer greater heat protection for staff and also protection against blood borne pathogens for technical rescue work. This would improve the safety for the firefighters and would enable the technical rescue (Multi-Function) jacket to be the primary worn garment for non-structural incidents.

In response to a question from CC O'Toole, the Deputy Chief Fire Officer confirmed that the introduction of the Technical Rescue (Multi-Function) Jackets could be offered for consideration to the North West Fire Advisory Forum.

RESOLVED: - That the Authority note the contents of the report and support the introduction of the Technical Rescue (Multi-Function) Jackets to enhance the current PPE provision and safety of staff.

75/16 TREASURY MANAGEMENT STRATEGY 2017/18

The report set out the Treasury Management Strategy for 2017/18, which was in line with the Chartered Institute of Public Finance and Accountancy (CIPFA)'s revised Code of Practice and tied into the capital and revenue budgets, reported elsewhere on the agenda.

Statutory requirements

The Local Government Act 2003 and supporting Regulations required the Authority to "have regard to" the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Authority's capital investment plans were affordable, prudent and sustainable. This report fulfilled the Authority's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the Communities and Local Government (CLG) Guidance.

Treasury Management Strategy for 2017/18

The Strategy Statement had been prepared in accordance with the CIPFA Treasury Management Code of Practice (2011). Accordingly, the Lancashire Combined Fire Authority's Treasury Management Strategy would be approved by the full Authority, and there would also be a mid-year and a year-end outturn report presented to the Resources Committee. In addition there would be monitoring and review reports to Members in the event of any changes to Treasury Management policies or practices. The aim of these reporting arrangements was to ensure that those with ultimate responsibility for the treasury management function appreciated fully the implications of treasury management policies and activities, and that those implementing policies and executing transactions had properly fulfilled their responsibilities with regard to delegation and reporting.

The Treasury Management Strategy covered the following aspects of the Treasury Management function:-

- Prudential Indicators which would provide a controlling framework for the capital expenditure and treasury management activities of the Authority;
- Current long-term debt and investments;
- Prospects for interest rates;

- The Borrowing Strategy;
- The Investment Strategy;
- Policy on borrowing in advance of need

Setting the Treasury Management Strategy for 2017/18

In setting the Treasury Management Strategy, the following factors had been considered as they might have a strong influence over the strategy adopted: economic forecasts, the level of the approved Capital Programme which generated the borrowing requirement; the current structure of the Authority's debt portfolio and prospects for interest rates and market liquidity.

Economic Context

The major external influence on the Authority's treasury management strategy for 2017/18 would be the UK's progress in negotiating a smooth exit from the European Union. Financial markets, wrong-footed by the referendum outcome, had since been weighed down by uncertainty over whether leaving the Union also meant leaving the single market. In January The Prime Minister made a speech indicating that Brexit meant an exit from the Single Market and the Customs Union however the government would seek a trade deal with the EU for the greatest possible access with full reciprocity. Negotiations were expected to start once the UK formally triggers exit in early 2017 and last for at least two years. Uncertainty over future economic prospects would therefore remain throughout 2017/18.

Interest Rate Forecasts

The prevailing and forecast interest rate situation would be monitored to ensure that opportunities for debt restructuring were maximised. Regular forecasts of interest rates were provided by Arlingclose Ltd, treasury management advisers to Lancashire County Council. At this stage they did not see any increase in the base rate before December 2019. The latest forecast was considered by Members.

Current Treasury Portfolio Position

At 31 December 2016 the debt outstanding was £5.514m with investments of £42.205m. The level of investments represented the Authority's cumulative surplus on the General Fund, the balances on other cash-backed earmarked reserves and a cash-flow balance generated by a surplus of creditors over debtors and by grant receipts in advance of payments. There was a net investment figure of £36.7m.

Borrowing Requirement and Strategy

CIPFA's Prudential Code for Capital Finance in Local Authorities permitted authorities to borrow for capital purposes. Although the Authority did not have plans for new borrowing it did currently hold £5.514m of loans as part of its strategy for funding previous years' capital programmes.

The Authority's underlying need to borrow for capital purposes was measured by the Capital Financing Requirement (CFR). CIPFA's Prudential Code for Capital Finance in Local Authorities recommended that the Authority's total debt should be lower than its highest forecast CFR over the next three years. However, the Authority had adopted a policy of setting aside additional Minimum Revenue Provision (MRP) in order to generate the cash to repay loans either on maturity or as an early repayment. The effect of this policy was that the current level of loans outstanding exceeded the

CFR, with the surplus cash forming part of the investment portfolio. This could be expressed as a negative borrowing requirement in year with the cash being available for an early repayment if it was seen advantageous.

Borrowing Strategy

Although it was unlikely that borrowing would be required in 2017/18 it was still best practice to approve a borrowing strategy and a policy on borrowing in advance of need. In considering a borrowing strategy the Authority needed to make provision to borrow short term to cover unexpected cash flow shortages or to cover any change in the financing of its Capital Programme.

Therefore the approved sources of long-term and short-term borrowing were:

- Public Works Loan Board;
- UK local authorities;
- any institution approved for investments;
- any other bank or building society authorised by the Prudential Regulation Authority to operate in the UK;
- UK public and private sector pension funds.

In the past the Authority had raised all of its long-term borrowing from the Public Works Loan Board, but it continued to investigate other sources of finance, such as local authority loans, the Municipal Bond Agency set up recently by the Local Government Association and bank loans, that may be available at more favourable rates.

Policy on Borrowing in Advance of Need

In line with the existing policy the Authority would not borrow more than or in advance of need purely in order to profit from the investment of the extra sums borrowed. However advance borrowing might be taken if it was considered that current rates were more favourable than future rates and that this advantage outweighed the cost of carrying advance borrowing. Any decision to borrow in advance would be considered carefully to ensure value for money could be demonstrated and that the Authority could ensure the security of such funds and relationships.

Debt Restructuring

Although the Authority did not need to borrow for new capital expenditure it did have £5m of existing debt as a result of prior years' capital investment. As part of the Strategy adopted in 2014/15 additional MRP payments had been made which would enable loans to be repaid on maturity without the need to replace them or if advantageous to repay loans early.

As part of the Treasury Management function the Director of Corporate Services, in combination with the County Council's treasury management team, reviewed the policy put in place in 2014/15 and the opportunities to repay debt early.

A reworking of the debt restructuring exercise in February 2017 indicated that the cost of repaying the loans in the year would be in the region of £1.6m. This would result in lower interest payments over the period of the loans of £2.7m a net gain over the period of the loans of £1.1m. However, paying the loans early would result in a loss of

investment income. Once this was taken into consideration then it was estimated that the repayment of the loans would cost rather than save the Authority money. Whilst there was no guarantee of future interest rates on investments and hence the extent of lost investment income it was recommended that debt restructuring was not undertaken at the current time. The situation would be reviewed again as part of the mid-year update.

Investment Strategy

At 31 December 2016 the Authority held £32.2m invested funds, representing income received in advance of expenditure plus existing balances and reserves. In the past 12 months, the Authority's investment balance had ranged between £41.2m and £22.8m. The variation arose principally due to the timing of the receipt of government grants. It was anticipated that similar levels would be maintained in the forthcoming year.

Both the CIPFA Code and the CLG Guidance required the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money was to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk receiving unsuitably low investment income.

Therefore in line with the guidance the Treasury Management Strategy was developed to ensure the Fire Authority would only use very high quality counterparties for investments. The Authority may invest its surplus funds with any of the counterparties outlined in the report, subject to the cash and time limits identified.

Whilst the investment strategy had been amended to allow greater flexibility with investments, any decision as to whether to utilise this facility would be made based on an assessment of risk and reward undertaken jointly between the Director of Corporate Services and LCC Treasury Management Team, and consideration of this formed part of the on-going meetings that took place throughout the year.

Currently all of the Authority's investments were with other local authorities.

The Authority currently had access to a call (instant access) account with a local authority, which paid bank rate, which was currently 0.25%. Each working day the balance on the Authority's current account was invested to ensure that the interest received on surplus balances was maximised. In addition two long term loans had been placed with UK local authorities as outlined in the report.

The overall combined amount of interest earned on Fixed/Call balances as at 31st December 2016 was £0.285m on an average balance of £42.632m at an annualised rate of 0.74%. This compared favourably with the benchmark 7 day LIBID which averaged 0.24% over the same period, and was 0.49% above the current bank rate.

Specified and Non-specified investments

The legislative and regulatory background to treasury management activities required the Authority to set out its use of "specified" and "non-specified" investments.

Specified Investments as defined by the CLG Guidance was those:-

- denominated in pound sterling;
- due to be repaid within 12 months of arrangement;
- not defined as capital expenditure by legislation, and invested with one of:
 - the UK Government;
 - a UK local authority, parish council or community council, or;
 - a body or investment scheme of “high credit quality”.

Any investment not meeting the definition of a specified investment was classed as non-specified. The Authority did not intend to make any investments denominated in foreign currencies, nor any that were defined as capital expenditure by legislation, such as company shares. Non-specified investments would therefore be limited to long-term investments, i.e. those that were due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality.

The Authority may lend or invest money using any of the following instruments:-

- interest-bearing bank accounts;
- fixed term deposits and loans;
- callable deposits where the Authority may demand repayment at any time (with or without notice);
- certificates of deposit;
- bonds, notes, bills, commercial paper and other marketable instruments, and

Investments may be made at either a fixed rate of interest, or at a variable rate linked to a market interest rate, such as LIBOR, subject to the limits on interest rate exposures.

The Authority prepared daily cash flow forecasts to determine the maximum period for which funds might prudently be committed. The forecast was compiled on a pessimistic basis, with receipts under-estimated and payments over-estimated to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments were set by reference to the Authority’s medium term financial plan and cash flow forecast.

Minimum Revenue Provision (MRP)

The Authority implemented the new Minimum Revenue Provision (MRP) guidance in 2008/09 and would assess their MRP for 2017/18 in accordance with the main recommendations contained within the guidance issued by the Secretary of State under section 21(1A) of the Local Government Act 2003.

It was proposed to continue to utilise the Capital Financing Requirement (CFR) Method. This provided for a charge of 4% of the value of fixed assets, as measured on the balance sheet, for which financing provision had not already been made. It was currently estimated that this had a nil value for capital expenditure financed by borrowing.

In addition the Authority had previously agreed additional voluntary MRP contributions in order to reduce current and future borrowing requirements and to provide scope to pay off debt as it matured. This was still considered a prudent approach.

Whilst the Authority had no unsupported borrowing, nor had any plans to take out any unsupported borrowing it needed to approve a policy relating to the MRP that would apply if this were not the case. As such in accordance with the Local Government Act 2003, the MRP on any future unsupported borrowing would be calculated using the Asset Life Method. This would be based on a straightforward straight – line calculation to set an equal charge to revenue over the estimated life of the asset. Estimated life periods would be determined under delegated powers. To the extent that expenditure was not on the creation of an asset and was of a type that was subject to estimated life periods that were referred to in the guidance, these periods would generally be adopted by the Authority. However, the Authority reserved the right to determine useful life periods and prudent MRP in exceptional circumstances where the recommendations of the guidance would not be appropriate.

As some types of capital expenditure incurred by the Authority were not capable of being related to an individual asset, asset lives would be assessed on a basis which most reasonably reflected the anticipated period of benefit that arose from the expenditure. Also, whatever type of expenditure was involved, it would be grouped together in a manner which reflected the nature of the main component of expenditure and would only be divided up in cases where there were two or more major components with substantially different useful economic lives.

Assets held under a PFI contracts and finance leases formed part of the Balance Sheet. This had increased the overall capital financing requirement and on a 4% basis the potential charge to revenue. To prevent the increase the guidance permitted a prudent MRP to equate to the amount charged to revenue under the contract to repay the liability. In terms of the PFI schemes this charge formed part of the payment due to the PFI contractor.

Prudential Indicators for 2016/17 to 2019/20 in respect of the Combined Fire Authority's Treasury Management Activities

In accordance with its statutory duty and with the requirements of the Prudential Code for Capital Finance and the CIPFA Code for Treasury Management, the Combined Fire Authority produced each year a set of prudential indicators which regulate and control its treasury management activities.

RESOLVED:- That the Authority:-

- i) Approve the revised Treasury Management Strategy, including the Prudential Indicators, as set out in the report now presented.
- ii) Agree the Minimum Revenue Provision calculation as set out in the report now presented.
- iii) Agree the Treasury Management Policy Statement as presented.

76/16 RESERVES AND BALANCES POLICY

The Fire Authority held reserves to meet potential future expenditure requirements. The reserves policy was based on guidance issued by CIPFA. It explained the difference between general reserves (those held to meet unforeseen circumstances) and earmarked reserves (those held for a specific purpose). In addition, the policy identified how the Authority determined the appropriate level of reserves and what these were. The policy confirmed that the level of, and the appropriateness of reserves would be reported on as part of the annual budget setting process and as part of the year end accounting process.

General Reserves

Review of Level of Reserves

In determining the appropriate level of general reserves required by the Authority, the Treasurer was required to form a professional judgement, taking account of the strategic, operational and financial risk facing the Authority. This was completed based on guidance issued by CIPFA, and included an assessment of the financial assumptions underpinning the budget, the adequacy of insurance arrangements and consideration of the Authority's financial management arrangements. In addition, the assessment should focus on both medium and long-term requirements, taking account of the Medium Term Financial Strategy (as set out in the draft budget report discussed later on the agenda). For Lancashire Combined Fire Authority this covered issues such as: uncertainty surrounding future funding settlements and the potential impact of this on the revenue and capital budget; uncertainty surrounding future pay awards and inflation rates; the impact of proposed changes to pension schemes; demand led pressures, risk of default associated with investments as set out in the Treasury Management Strategy etc.

The Treasurer considered it prudent to reduce the minimum target reserves level to £2.8m, 5.0% of the 2017/18 net revenue budget, a reduction on previous years due to indicative four year settlements but still maintained at a reasonable level to reflect on-going economic uncertainty and the underlying risks within the budget.

Should reserves fall below this minimum level the following financial year's budget would contain options for increasing reserves back up to this level. (Note, this may take several years to achieve.)

Given the limited scope to increase council tax without holding a local referendum the ability to restore depleted reserves in future years was severely limited, hence based on professional judgement, the Treasurer felt that the maximum level should be maintained at £10.0m.

Should this be exceeded the following financial year's budget would contain options for applying the excess balance in the medium term, i.e. over 3-5 years.

Current level of General Reserves

The overall level of the general fund balance, i.e. uncommitted reserves, anticipated at the 31 March 2017 was £10.2m. The draft capital programme allowed for a further transfer of £2.6m from general reserve to the capital programme in 2017/18, leaving a forecast balance of £7.6m, providing scope to utilise approx. £4.8m of reserves.

Based on current assumptions, and dependent upon council tax decisions, further drawdowns of between £0.7m and £4.1m might be required to balance the revenue budget over the next 3 years, i.e. the remainder of the multi-year settlement. This would reduce our overall general reserve level to between £6.9m and £3.5m, still within our target range.

Thereafter the position was less clear as multi-year settlements ended and the budget forecasts become less accurate as there were a whole host of assumptions underpinning these projections, particularly around vacancy profiles, pension costs, future inflation and pay awards.

Assuming general reserves were used to balance the overall position each year this would deliver a sustainable position throughout the period based on a 2% increase in council tax each year, whereas reserves would run out in 2020/21 if council tax was frozen each year.

Earmarked Reserves

The Authority held £9.5m of earmarked reserves at 31 March 2016. The forecast of the anticipated position as at 31 March 2022 was detailed in the report. It was noted that of the anticipated balance of £5.3m, £3.1m related to the Private Finance Initiative reserve with a further £1.4m relating to the insurance reserve.

Capital Reserves and Receipts

Capital Receipts were generated from the sale of surplus assets, which had not yet been utilised to fund the capital programme. Under revised regulations receipts generated between April 2016 and March 2019 could be used to meet qualifying revenue costs, i.e. set up and implementation costs of projects/schemes which were forecast to generate on-going savings. The on-going costs of such projects/schemes did not qualify.

The Authority currently held £1.5m of capital receipts all of which pre-dated the new regulation and hence could not be used in this way. Furthermore the Authority only had one surplus capital asset, a small piece of land in South Ribble, on which it was currently reviewing disposal options; however it was not anticipated that this would generate significant capital receipts. Hence for the purpose of planning we had not assumed any capital receipts would be used to meet qualifying revenue expenditure.

At 31 March 2016 the Authority held £11.8m of capital reserves and receipts. We anticipated utilising £2.5m of this in 2016/17; however we also anticipated transferring a further £4.3m into this from the restructuring reserve and from the in-year underspend. As such we anticipated a year-end balance of £13.6m. Based on the capital programme presented elsewhere on the agenda we anticipated utilising a

further £10.6m by 31 March 2022, leaving a balance of £3.0m to fund future capital programmes.

Provisions

The Authority had three provisions to meet future estimated liabilities:-

Insurance Provision

This covered potential liabilities associated with outstanding insurance claims. The precise costs of these were uncertain but which were not reimbursable from insurers as they fell below individual excess clauses and the annual self-insured limits. This provision fully covered all estimated costs associated with outstanding claims. Until such time as the year-end position was known it was not possible to estimate, with any accuracy, the likely changes to this provision. As such this was not available to meet other budget pressures. At 31 March 2016 this provision stood at £1.2m to cover anticipated costs of outstanding insurance claims.

Retained Fire-fighters' Provision

This covered potential liabilities associated with Retained Fire-fighters' claims (under the Part-Time Workers (prevention of less favourable treatment) Regulations 2000) concerning employment terms and eligibility to be part of the Fire-fighters' Pension Scheme, which was subject to negotiation at a national level. As such this was not available to meet other budget pressures. At 31 March 2016 this provision stood at £0.1m.

Business Rates Collection Fund Appeals Provision

This covered the Authority's share of outstanding appeals against business rates collection funds, which was calculated each year end by each billing authority within Lancashire based on their assumptions of outstanding appeal success rates, as part of their year-end accounting for the business rates collection fund. At 31 March 2016 this provision stood at £0.7m to cover anticipated costs of outstanding business rates appeals.

Summary Reserve Position

The anticipated position in terms of reserves and balances showed the overall level reducing to approximately £11m by 31 March 2022. For the purposes of forecasting we had allowed for a council tax freeze in 2017/18 and 2% increases thereafter and had assumed that all funding gaps were met from utilisation of general reserves which showed that at the end of the current multi-year settlement period (31 March 2020) the Authority was in a healthy position. The reduction in the level of reserves became more of a concern thereafter but this position would be subject to significant change as funding, inflation, pay awards and other pressures all became clearer in future years.

RESOLVED: - That the Authority approve the Reserves and Balances Policy and the level of reserves included within it.

77/16 CAPITAL BUDGET 2017/18 - 2021/22

A report was presented to the meeting in December requesting Members to give initial consideration to the Capital Programme for 2017/18-2021/22. The report highlighted anticipated spending of £23.1m compared with available funding of £26.1m, a funding surplus of £3.0m. There were no changes to the draft programme as presented in December, as a result the overall capital programme remained:-

	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
	£m	£m	£m	£m	£m	£m
Vehicles	1.659	1.806	2.814	0.962	1.070	8.311
Operational Equipment	0.420	0.350	1.550	0.250	0.435	3.005
Buildings	4.750	4.000	-	-	-	8.750
IT Equipment	1.350	0.545	0.720	0.210	0.200	3.025
Total	8.179	6.701	5.084	1.422	1.705	23.091

Although there were no changes to the draft programme it was noted that there was a possibility that the £0.8m budget in 2017/18 in relation to the Emergency Services Mobile Communications Programme (ESMCP) may slip into 2018/19 should the national programme milestones be moved further backwards. It was also noted that there was £0.2m capital budget allocated in 2016/17 for ESMCP which would be in a similar position.

A full breakdown of the programme was considered by Members.

The majority of the expenditure in the capital programme related to:-

- The on-going vehicle replacement programme;
- Replacement of operational equipment in line with assets lives;
- Building projects; and
- Replacement of ICT equipment in line with the current Asset Management Plan.

A further report would be presented to the Resources Committee in June, confirming the final year end capital outturn for 2016/17 and the impact of slippage from this on the programme.

Available Resources

The draft capital budget report identified total available funding of £26.1m to be used in the period. The Local Government Finance Settlement did not include any reference to any other future capital grant and hence no allowance had been made for this.

As referred to in the December capital budget report it was proposed to utilise £2.6m of general reserves to fund the 5 year programme, resulting in the Authority still holding £3.0m of capital receipts and reserves at the end of the period, and therefore being in a stronger position to meet recurring capital requirements.

The final funding for the programme is set out below:-

	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
	£m	£m	£m	£m	£m	£m
Capital Grant	0.800	-	-	-	-	0.800
Capital Receipts	-	-	-	-	-	-
Capital Reserves	2.730	4.951	3.334	(0.328)	(0.045)	10.642
Revenue Contributions	2.000	1.750	1.750	1.750	1.750	9.000
Earmarked Reserves	0.049	-	-	-	-	0.049
General Reserves	2.600	-	-	-	-	2.600
	8.179	6.701	5.084	1.422	1.705	23.091

Summary Position

The capital programme breaks even over the 5 year period:-

	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
	£m	£m	£m	£m	£m	£m
Capital Requirements	8.179	6.701	5.084	1.422	1.705	23.091
Capital Funding	8.179	6.701	5.084	1.422	1.705	23.091
Surplus / (Shortfall)	-	-	-	-	-	-

The overall programme showed a balanced position and hence the capital programme was considered affordable, prudent and sustainable.

Capital Reserves/Receipts

The table in the report showed the anticipated movements on both capital reserves and capital receipts during the course of the 5-year programme; showing that at the end of the 5-year programme the Authority would still hold £3.0m which could be used to supplement the revenue contributions in future years, thus providing a sustainable capital position in the medium to long term.

Prudential Indicators

The Prudential Code gave the Authority increased flexibility over its level of capital investment and much greater freedom to borrow, should this be necessary, to finance planned expenditure. However, in determining the level of borrowing, the Authority must prepare and take account of a number of Prudential Indicators aimed at demonstrating that the level and method of financing capital expenditure was affordable, prudent and sustainable. Members considered the Indicators that were set out at Appendix 1 now presented, along with a brief commentary on each. The Prudential Indicators included projected slippage of £4.3m from the 2016/17 capital programme. These indicators would be updated to reflect the final capital outturn position which would be reported to the Resources Committee at its meeting in June.

The main emphasis of these Indicators was to enable the Authority to assess whether its proposed spending and its financing was affordable, prudent and sustainable and in this context, the Treasurer's assessment was that, based on the Indicators, this was the case for the following reasons: -

- In terms of affordability, the negative ratio of financing costs arising from borrowing reflected interest receivable exceeding interest payable and Minimum Revenue Provision payments in each of the three years. This reflected the effect of the previous decision to set aside monies to repay debt.
- The estimated impact of the planned spends on the Band D Council Tax was again felt to be within affordable limits. The overall impact on council tax in 2017/18 was £26.55 per Band D property (40% of total council tax). However, all of this arose from the utilisation of capital reserves, which had been charged to council tax in previous years and the revenue contributions to support capital expenditure built into the 2017/18 revenue budget. The actual impact of the capital programme in terms of new borrowing was £0.00 per band D property (0 % of total council tax).
- In terms of prudence, the level of capital expenditure, in absolute terms, was considered to be prudent and sustainable at an annual average of £8.1m over the 3-year period after allowing for anticipated slippage from 2016/17. The trend in the capital financing requirement and the level of external debt were both considered to be within prudent and sustainable levels. No borrowing was planned during the three years.

RESOLVED: - That the Authority approve the Capital Budget together with the Prudential Indicators as presented.

78/16 REVENUE BUDGET 2017/18 - 2021/22

At its last meeting in December 2016 the Authority gave initial consideration to the draft revenue budget, authorised consultation with representatives of non-domestic ratepayers and Trade Unions on the draft budget proposals and agreed to give further consideration to the budget at their next meeting on the 20th February 2017.

Budget Requirement

A draft budget of £53.9m was presented to the December 2016 meeting. Further work had been ongoing to refine budget requirements resulting in an updated gross revenue budget requirement for 2017/18 of £54.3m. This represented an increase due to refining staffing forecasts and that delays with the Emergency Services Mobile Communication Programme project pushed back associated savings to September 2018.

The updated budget requirement of £54.3m still represented a reduction of 2.3% and allowed for the identification of £1.5m of efficiency savings.

Government Funding Settlement

The Government had confirmed that the multi-year settlement offers had been agreed with all single purpose fire and rescue authorities. Hence, barring exceptional circumstances, and subject to the normal statutory consultation process for the local government finance settlement, the Government expected these amounts to be presented to Parliament each year.

The Director of Corporate Services advised that the final Local Government Finance Settlement had not yet been received as it would not be debated in Parliament until 20 February at the earliest; hence it had been assumed that the final settlement would be consistent with the draft figures reported in December, i.e. £25.3m.

In recent years the final settlement had been published later and later in February each year with this the first meeting that the Authority had not had this information. The Director of Corporate Services did not anticipate that when published the figures would be different from the draft, given there had been only marginal changes in the past. If the figures were marginally different however, this would be met from the drawdown of reserves or an additional savings target.

As highlighted in the draft budget report, the Autumn Statement reaffirmed that Departmental spending would grow with inflation in 2021/22. However there would be significant variation between departments due to how the overall funding was distributed, and the level of protection afforded to some Departments, hence it had been assumed that funding would be frozen in 2021/22 and beyond.

Included within the Settlement Funding Assessment was an estimated amount in respect of locally retained Business Rates. Billing Authorities had now provided details of this, which showed a marginal reduction of £46k compared with the Government's forecast. Overall the settlement at £25.3m is in line with the draft budget.

Business Rate Adjustments

Business Rates were adjusted to reflect Section 31 grant received to offset lost local revenue arising from the Government's decision to cap the business rates multiplier in previous years. The Government had not formally announced that this would not continue in 2017/18, nor had any indication been given that it would cease, and hence for the purpose of planning it had been assumed that this would be paid, in line with previous years, and a sum of £149k had therefore been included in respect of this. The Government also provided further Section 31 grant to offset lost local revenue arising from various other decisions which had limited business rates, such as the doubling of small business rate relief, extensions to timeframes for some exemptions etc. This figure had been confirmed by billing authorities at £338k. In addition, any surplus or deficit on the business rates collection fund was distributed to relevant bodies, and the Authority's share of this stood at a deficit of £177k.

Council Tax 2017/18

Billing authorities had now provided final council tax base figures and the council tax collection fund figures. The tax base had increased by 1.7%, compared with the draft budget which was based on a 1% increase. The collection fund surplus stood at £0.5m compared with the draft budget figure of £0.3m. Future planning assumptions had been updated to reflect this.

As previously advised the Government had not provided any additional grant to support those authorities who froze council tax in 2017/18. However it had maintained the council tax referendum limit at 2% for Fire Authorities. Based on the assumptions outlined the budget requirement resulted in a council tax of £66.46, an increase of 1.5% or £0.96, less than 2p per week.

As in previous years further council tax scenarios had been modelled, for a 1% increase and a freeze. If the Authority increased council tax by 1% it would require a budget reduction of £0.1m. A freeze would require a budget reduction of £0.4m. In order to achieve these reductions the Authority could either identify further savings in-year, utilise the Local Government Pension Scheme surplus, as referred to at the December Authority meeting, or utilise reserves.

It was noted that the draft budget resulted in a 1.5% increase in council tax, which equated to £0.96 per annum and generated approximately £0.4m of additional precept, where as a 1% increase equated to £0.66 per annum, £0.01 per week, and generated approximately £0.3m of additional precept.

As reported in the draft budget our 2016/17 council tax of £65.50 was still below the national average of £71.50, and was the eighth lowest of any Fire Authority, and our council tax increases of 2.9% over the last 5 years had been significantly lower than the sector average of 8.6%.

Further Savings Opportunities

As reported previously the Authority has been extremely successful at delivering efficiency savings, delivering £18m since April 2011. However it was clear that the scope to deliver further savings was extremely limited, with the majority of departments struggling to balance demands against capacity.

The only significant savings opportunity on the horizon appeared to be the Emergency Cover Review (ECR) scheduled for next year, but again previous ECRs had delivered significant savings and the scope to identify further reductions was extremely limited.

As such it may be possible to deliver in year savings in 2017/18 by delaying expenditure and targeting an in-year underspend in order to deliver a balanced budget, but the scope to utilise this to balance future budgets appeared limited.

Local Government Pensions Scheme (LGPS) Surplus

As reported at the last Authority meeting the Authority's LGPS fund currently had a surplus of £4.3m, due to improved investment returns, changing assumptions and additional payments made to offset previous deficits.

The report identified the following options:-

- leave the surplus in situ, to offset any future changes;
- drawdown all of the surplus over the 16 year recovery period, £0.3m per annum (this would still leave approx. £3.3m as a surplus at the next valuation, all other things being equal);
- drawdown all of the surplus to offset all of the future service pension contributions, £0.6m per annum, broadly speaking the surplus would be fully utilised in 7 years (this would still leave approx. £2.3m as a surplus at the next valuation, all other things being equal, but we would need scheme approval to do so);
- drawdown part of the surplus over the 16 year recovery period, one option being to draw down a sum equal to the increase in future service contribution,

i.e. £0.1m (this would still leave approx. £4.0m as a surplus at the next valuation, all other things being equal).

Any decision to utilise the surplus must be taken recognising the need to maintain a sustainable LGPS funding position and recognising the volatility of the funding valuations (as previously highlighted the funding deficit on the LGPS had historically grown each year due primarily to mortality rates). It should also be recognised that drawing down any of this to offset recurring revenue expenditure would create further financial pressures in future years once the surplus was utilised.

Reserves and Balances

As set out in the Reserves and Balances Policy reported elsewhere on this agenda, the Treasurer had identified the following target levels for general reserves:-

- minimum target reserves level reducing to £2.8m, 5.0% of the 2017/18 net revenue budget, a reduction on previous years due to indicative four year settlements but still maintained at a reasonable level to reflect on-going economic uncertainty and the underlying risks within the budget;
- the maximum reserve limit be maintained at £10.0m.

The overall level of the general fund balance, i.e. uncommitted reserves, anticipated at the 31 March 2017 was £10.2m. The draft capital programme allowed for a further transfer of £2.6m from general reserve to the capital programme in 2017/18, leaving a forecast balance of £7.6m, providing scope to utilise approx. £4.8m of reserves.

As such reserves could be used to deliver a balanced budget in 2017/18. Therefore having reviewed the level of general reserves required and the anticipated utilisation of these, the Treasurer considered these are at an appropriate level to meet future expenditure requirements in 2017/18. The level of these would be reviewed again as part of the year end outturn process and reported on to the Resources Committee.

Council Tax 2018/19 and beyond

As highlighted earlier, funding up to and including 2019/20 formed part of the multi-year settlement and hence all other things being equal was set for three years. Funding beyond this period was unknown, but was assumed to be frozen at £24.0m.

Based on this, the draft budget as presented delivered council tax increases in excess of 3% in future years, above the existing referendum limit.

As previously advised, holding a referendum was extremely expensive, costing in excess of £1m, and was unlikely to deliver an increase in excess of the 2% threshold. As such we would need to either deliver additional savings or utilise reserves in order to balance the budget in future years, the extent of which was dependent upon current and future council tax decisions.

As such the following council tax scenarios had been modelled:-

- A council tax increase of 1.5% in 2017/18, with a 2% increase thereafter
- A council tax increase of 1.0% in 2017/18, with a 2% increase thereafter
- A council tax freeze in 2017/18, with a 2% increase thereafter

- A 1% increase in council tax each year, including 2017/18
- A council tax freeze each year, including 2017/18

The following table set out the funding shortfall anticipated each year:-

	2018/19	2019/20	2020/21	2021/22
A council tax increase of 1.5% in 2017/18 with a 2% increase thereafter	(£0.3m)	(£0.8m)	(£1.4m)	(£2.3m)
A council tax increase of 1.0% in 2017/18 with a 2% increase thereafter	(£0.5m)	(£0.9m)	(£1.5m)	(£2.4m)
A council tax freeze in 2017/18 with a 2% increase thereafter	(£0.8m)	(£1.2m)	(£1.8m)	(£2.7m)
A 1% increase in council tax each year	(£0.8m)	(£1.5m)	(£2.4m)	(£3.6m)
A council tax freeze each year	(£1.3m)	(£2.4m)	(£3.6m)	(£5.2m)

It was stressed that there were a whole host of assumptions underpinning these projections, particularly around vacancy profiles, pension costs, future inflation, pay awards and funding beyond March 2020.

Assuming general reserves were used to balance the overall position each year this would deliver a sustainable position throughout the period based on a 2% increase in council tax each year, whereas reserves would run out in 2020/21 if council tax was frozen each year.

Reserves would only be a short term solution, as eventually they would be fully utilised and the Authority left with a recurring funding gap. As such at some point the Authority would be required to make recurring savings to offset this gap, and scope to do so was limited.

Summary Council Tax options 2017/18

In considering its council tax requirements for 2017/18 the Authority aimed to balance the public's requirement for and expectations of our services with the cost of providing this. As such the revenue budget focused on the need to:-

- deliver services as outlined in the Risk Management Plan and other plans;
- maintain future council tax increases at reasonable levels;
- continue to deliver efficiencies in line with targets;
- continue to invest in improvements in service delivery and facilities;
- set a robust budget that takes account of known and anticipated pressures;
- maintain an adequate level of reserves.

The draft budget as set out in this report achieved these objectives and based on the scenarios outlined the three council tax options for 2017/18 were:-

- Increase council tax by 1.47%, which resulted in a council tax of £66.46 for a band D property. From a financial perspective this was the most sustainable option as it maximised the level of precept in each year, and did not require any further savings to be delivered in 2017/18. However, it had the biggest impact on the local council tax payer, albeit this still equated to an increase of just £0.96 per annum;

- Increase council tax by 1.00%, which resulted in a council tax of £66.16 for a band D property. Under this option the budget needed to be reduced by £129k, which could be met by including an additional savings target into the budget to offset this. From a financial perspective this was less sustainable as under this option the Authority generates £0.1m less precept each year, and it needed to find additional savings. However it did offset some of the increase in council tax, limiting this to just £0.66 per annum, thereby reducing the impact on the local council tax payer;
- Freeze council tax at £65.50 for a band D property. Under this option the budget needed to be reduced by £409k, which could be met from an additional savings target of £96k plus the drawdown £313k of the LGPS pension surplus, spread over the agreed recovery period of 16 years. This option removed any impact on the local council tax payer, however it was the least sustainable from a financial perspective as under this option the Authority foregoes any increase in precept, and still needed to identify budget reductions. Furthermore utilising the LGPS surplus to offset recurring revenue expenditure would create further financial pressures in future years once the surplus was utilised, or if the LGPS funding position changed significantly at a future valuation.

The Treasurer believed all three options delivered a robust balanced budget whilst maintaining an adequate level of reserves in the medium term.

Detailed resolutions relating to each of the options were considered by Members together with analyses of budget by service area and type of expenditure together with the budget consultation response received.

The option which assumed a council tax freeze and resulted in maintaining council tax at £65.50 for a Band D property was MOVED by County Councillor F De Molfetta and SECONDED by County Councillor M Parkinson. This was unanimously approved.

To meet the reduced budget requirement of £409k associated with this the Authority also unanimously approved the drawdown of £313k from the LGPS pension surplus with the remaining £96k being met from an additional savings target.

RESOLVED: - That the Authority: -

1. note the Treasurer's advice on the robustness of the budget
2. note the Treasurer's advice on the appropriate level of reserves/balances
3. agree the budget requirement of £53.933m for 2017/18
4. note the assumed section 31 grant of £0.487m due in respect of business rate adjustments
5. note the assumed level of Revenue Support Grant £10.659m
6. note the assumed level of Business Rates Retention Top Up Funding £10.477m
7. note the assumed level of Local Business Rates Retention Funding £4.121m
8. note that any changes identified in the final local government settlement will be met by reducing the budget requirement, by either identifying additional savings or by drawing down reserves
9. note the business rate tax collection fund deficit of £0.177m
10. note the council tax collection fund surplus of £0.526m

11. agree the council tax requirement, calculated in accordance with Section 42A(4) of the Localism Act of £27.839m
12. note the council tax base of 425,026 determined for the purposes of Section 42B of the Local Government Finance Act 1992
13. agree a council tax band D equivalent of £65.50, a freeze, calculated by the Authority under Section 42B of the Local Government Finance Act 1992 agree, on the basis of the fixed ratios between valuation bands set by the Government, council tax for each band as follows

Band A	£43.67
Band B	£50.94
Band C	£58.22
Band D	£65.50
Band E	£80.06
Band F	£94.61
Band G	£109.17
Band H	£131.00

14. agree, based on each district and unitary councils share of the total band D equivalent tax base of 425,026, the share of the total LCFA precept of £27.839m levied on each council as follows:

Blackburn With Darwen Borough Council	£2,221,199
Blackpool Borough Council	£2,335,861
Burnley Borough Council	£1,478,925
Chorley Borough Council	£2,353,653
Fylde Borough Council	£1,918,102
Hyndburn Borough Council	£1,322,904
Lancaster City Council	£2,639,650
Pendle Borough Council	£1,529,314
Preston City Council	£2,349,420
Ribble Valley Borough Council	£1,472,506
Rossendale Borough Council	£1,309,869
South Ribble Borough Council	£2,311,338
West Lancashire District Council	£2,252,558
Wyre Borough Council	£2,343,902
TOTAL	£27,839,201

15. Approve the drawdown of £313k from the LGPS pension surplus.

79/16 MEMBER CHAMPION ACTIVITY - QUARTERLY REPORT

In December 2007, the Authority introduced the 'Champion' role and allocated a notional budget per member in respect of four subject areas. These positions were currently filled by:

- Equality and Diversity – 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 up to January 2017. During this period, all have undertaken their respective role in accordance with the defined terms of reference.

County Councillor Taylor wished to praise Preesall Fire Cadets who had received their Dementia Friends badges and certificates and who were a credit to the Service.

RESOLVED: - That the Authority noted the report and acknowledged the work of the respective Champions.

80/16 FIRE PROTECTION REPORTS

A report detailing prosecutions in respect of fire safety management failures and arson related incidents within the period 1 December 2016 to 1 February 2017 was provided. There were 2 successfully completed prosecution under the regulatory reform (fire safety) order 2005, one of which is subject to an appeal.

Fire protection and business support information was provided which included details of the increased numbers of Primary Authority Schemes that now included Amber Taverns Ltd (who have 120 Public Houses across the North West, North East, Midlands and Wales) and EH Booths & Co Ltd (who have 28 stores across the North West). The report also detailed the partnership work undertaken by LFRS Business Safety Advisors during the period and detailed protection work undertaken to provide advice to businesses.

Members noted that there were 4 arson convictions during the period.

RESOLVED: - That the Authority noted the report.

81/16 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.

As part of the report Members received a presentation by Simon Fryer, Area Manager, Head of Service Delivery on the Service's response to a major fire at First Choice Car Spares in Altham on 7 December 2016. It was noted that this was a significant fire which at its height involved 16 fire engines, a command unit, a high velocity pump, a hazardous materials unit and the air support unit.

The Vice-Chairman, in his capacity as both a County Councillor and Ward Councillor for the area expressed his gratitude to all the staff and agencies involved.

In relation to the Wyre report, County Councillor Taylor praised the teams involved in the commercial building fire incident. She also praised the Retained Duty Staff who had held dementia buddy coffee mornings in the area and who were now liaising with

the local school where she was Chair of Governors to run another event.

RESOLVED:- That the Authority noted and endorsed the report.

82/16 MEMBER COMPLAINTS (STANDING ITEM)

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

RESOLVED: - That the current position be noted.

83/16 DATE OF NEXT MEETING

The next meeting of the Authority would be held on Monday 24 April 2017 at 10:00am at the Training Centre, Euxton.

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

LANCASHIRE COMBINED FIRE AUTHORITY

PERFORMANCE COMMITTEE

Thursday, 16 March 2017, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

S Holgate (Chairman)
P Britcliffe
F De Molfetta (for C Crompton)
M Khan (Vice-Chair)
N Penney
M Perks
D Smith (for Z Khan)
D Stansfield
V Taylor

In accordance with the resolution of the predecessor Performance Review Committee at its inaugural meeting on the 30th July 2004 (Minute No. 1/04 refers), representatives of the LFRS, the Unions and Audit had been invited to attend all Performance Committee meetings to participate in discussion and debate.

Officers

C Kenny, Chief Fire Officer (LFRS)
D Russel, Assistant Chief Fire Officer (LFRS)
J Charters, Head of Service Delivery (Northern, Western and Central)
D Brooks, Principal Member Services Officer (LFRS)
J Harney, Assistant Member Services Officer (LFRS)

In attendance

S Wilson, North West Fire Control
G Basson, North West Fire Control
K Wilkie, Fire Brigades Union
I McGill, Fire Brigades Union

12/16 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Z Khan and County Councillors C Crompton and T Aldridge.

13/16 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

14/16 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on the 1 December 2016 be confirmed as a correct record and signed by the Chairman.

15/16 PERFORMANCE MANAGEMENT INFORMATION FOR 3RD QUARTER 2016/17

The Assistant Chief Fire Officer introduced Area Manager Charters who gave Members a brief update on 2 major fire incidents that had occurred the previous evening.

1. Six fire engines from Darwen, Blackburn, Hyndburn and Preston had attended a fire involving a thatched roof at a house in Mellor. Firefighters used 2 breathing apparatus, a hose reel, a ladder, 3 jets and 2 pumps to get the fire under control. There were no injuries reported and the cause of the fire was under investigation.
2. A more significant incident was a fire at Alston Hall, Longridge. When the first fire engines arrived at the scene they found a large fire involving the three storey heritage building which was approximately 40 metres by 40 metres in size. The fire was affecting at least 30% of the building and firefighters requested 10 fire engines, 2 aerial ladder platforms and a command support unit to help bring the fire under control. The Arial Support Unit (drone) was also used to gather information; with images from the Unit tabled for Member information. The incident remained ongoing but had now been scaled down to 2 fire engines to allow damping down. The fire had mostly affected the roof and the first floor however, the Service had been able to protect the key elements of the structure. A fire investigation would begin later that morning.

The Committee asked that Members' thanks be extended to all those involved.

The Assistant Chief Fire Officer then welcomed Sarah Wilson, Head of North West Fire Control and Ged Basson, Operations Manager, North West Fire Control who had been invited to attend to discuss the call handling Key Performance indicators.

Mrs Wilson presented Members with an update on how the move to North West Fire Control (NWFC) from Lancashire had added a greater degree of complexity and how technology was being used to support improvements. She explained that NWFC data (measured as a mean average) was not directly comparable with LFRS' data (which had been measured as a median average). In addition LFRS measured critical fires and special service calls whereas NWFC measured priorities which meant the data sets were different; thereby making data comparison very difficult.

NWFC had been operating for 3 years in May this year and during that time there had been a lot of change. Because NWFC operated on a regional basis it was important to consider outputs and outcomes:

- People considerations included: individual performance, additional training and team performance by time of day / shift. Currently there was a high level of staff turnover with 47% staff 'in development' bearing in mind that it could take up to 2 years to achieve competence;

- FRS Partner requirements involved the need to question callers and carry out additional actions with operators reading information and following rules to get the right resources to the right location. The construction of resources in Lancashire, although complex, enabled all resources to be despatched at the same time which all extended the call-handling time but the outcome was that specialist resources were mobilised more quickly; and;
- Systems included caller location information, the use of a nationally used public service Gazetteer (a large geographical data reference source) and Call Challenge systems brought fewer mobilisations from operators asking challenging questions.

There had been a number of beneficial changes to workflows:

- Call handling in NWFC was measured from the time the call was answered to the time of mobilisation. In LFRS this was the time the incident was created (approx. 10-15 seconds after call answer) to time of mobilisation.
- Enhanced caller location information – more location information needed to be processed by the operator. Caller information displayed the location of the caller on a map which the operator could use to pinpoint the incident location if the caller did not know the address. This led to a higher level of accuracy in the address passed to crews and made it easier to identify malicious callers and therefore reduce mobilisations – none of this information had been available in LFRS Control.
- The ability to mobilise to x and y co-ordinates from a point on a map; this was also not available in LFRS Control. LFRS would have had to check the origin of the call or re-contact the caller, the pumps would still have been mobilised but they would not have proceeded to a validated address and may have therefore needed to change location once in attendance.
- Premises based gazetteer – LFRS Control only had street based gazetteer. Information relating to specific addresses was now passed to crews on turnout.
- Emergency Call Management Protocols – reduced unnecessary mobilisations and maintained pump availability for critical incidents – 27% of calls challenged or 3,561 incidents since go live.

There had also been a number of improved outcomes:

- Site Specific Risk Information could be attached to individual premises and passed to crews on mobilisation; this was not available in LFRS Control;
- High Rise, Heritage and Crown premises were all identified on address selection; again this was not available in LFRS Control;
- Ability for LFRS to specify pre-mobilising actions e.g. advise National Inter-Agency Liaison Officer before mobilising and provide FireMet information prior to mobilising;
- Ability for LFRS to apply special mobilising rules;

- Quicker mobilising time for special appliances;
- Bespoke LFRS attendances linked to converged incident types, whereas LFRS Control only mobilised pumps on the initial attendance.

System improvements included:

- Enhanced caller location information using GPS instead of mobile phone mast triangulation thereby making it easier to locate rural incident locations;
- Gazetteer enhancements included updated filtering options to reduce address options, fallow land, grazing land, orchards, ponds, phone masts, verges, heathland and advertising hoardings. In addition a specific emergency services gazetteer was being considered, in the meantime there would be access to a cleansed gazetteer in the next couple of months;
- Inclusion of parishes in address database to enable quicker identification of major roads running through different parishes;
- Liaison with LFRS to reduce unnecessary mobilising rules and pre-mobilising actions;
- Research had begun into the use of pre-alerting in Lancashire.

In response to Members questions Mrs Wilson confirmed that:

- Parish data was received from Lancashire. Although the gazetteer was provided by ordnance survey, information was entered by local authorities but without any national standards set the information was provided in different ways;
- An additional factor for consideration was the support the operator was trained to give the caller, particularly if the caller was panicking or chatty. Statistics for emergency first responder mobilisations were quicker because operators were not talking to a member of the public;
- The 27% of calls challenged where resources were not needed were not included in the statistics, only where an appliance was mobilised was it included.

The Chief Fire Officer summarised that when NWFC was set up LFRS had tried to passport the same performance standards and since then had tried to compare data that was not comparable. In addition, emergency first responding and call challenge systems had been added and there had been a number of external changes including the way in which people used mobile phones and the change to a premises-based gazetteer system. The fundamental aim was to have the right resources, at the right place, at the right time and with the right information.

The question now was whether we were measuring the right thing. In terms of outcomes, Lancashire's average attendance to dwelling fires was 7.5 minutes which put LFRS in 7th place nationally and for primary fires Lancashire was the 6th fastest.

Members agreed that the current Mobilising Performance Indicators (KPI) were not sophisticated enough to take into consideration all the new innovations and therefore requested a review of these KPIs which focussed on outcomes, including benchmarking these against other family group fire and rescue services of a comparable size and geography. The Assistant Chief Fire Officer agreed to undertake the review, the findings of which would be presented to the Planning

Committee for consideration after consultation with the Performance Committee Chairman.

In addition, CC Holgate, the Chairman of the Committee requested Mrs Wilson provide a plan of action report to a future meeting.

Members then considered the written report.

The Assistant Chief Fire Officer advised Members that this was the 3rd quarterly report for 2016/17 as detailed in the Risk Management Plan 2013-2017.

The report showed there were 4 negative KPI Exception Reports. An exception report was provided which detailed the reasons for the exception, analysis of the issue and actions being taken to improve performance.

Members focussed on the indicators where an exception report was presented and examined each indicator in turn as follows:-

2.2.1 Critical Special Service Response – 1st Fire Engine Attendance

This indicator measured how long it took the first fire engine to respond to critical non-fire incidents such as road traffic collisions. The response standard for the first fire engine attending a critical special call (including call handling time KPI 2.2.2) is 13 minutes. We have achieved our standard when the time between the TOC and TIA of the first fire engine arriving at the incident is less than 13 minutes.

Standard: To be met on 91.5% of occasions

Quarter 3 results 89.21% achieved against a target of 91.5%, previous year quarter 3, 79.58%, an improvement of 9.63%

This is a negative exception report due to critical Special Service 1st pump response being below the standard. Overall quarter 3 pass rate was 89.21%, with a cumulative pass rate of 87.14% which is outside of the 91.5% standard.

Exception report provided.

The Assistant Chief Officer advised during this reporting period it was a mixed monthly performance for quarter 3; with October and December being below standard but in November being within the 2% tolerance. This could be attributed to a very low activity count for the month of November (89) the lowest activity count since February 2015.

The Officer in Charge (OIC) was now required to provide a narrative for the failure to respond to the incident within standard. The analysis of 78 narratives implied that the travel distance involved, along with incidents which occurred outside of their own station area, were the main reasons for longer travel times.

The failure to book in attendance or the Mobile Data Terminal failing to acknowledge an attendance, was still accountable for a small number of failure reasons. This was still the subject of continued focus by the Heads of Service Delivery.

Over the quarter 3 period, 32% of the failures failed by less than 60 seconds. Call handling was a contributing factor as this was now included within the overall response time. It was hoped that on going initiatives to address these issues would bring the cumulative standard back within the 2% tolerance.

2.2.2 Critical Special Service Response – Call Handling

This indicator measured the time from the 'Time of Call' to the 'Time of Send' of the first appliance mobilised. A median was used to calculate the average time for the month. This excluded duplicate calls for the same incident.

The median call handling time for quarter 3 was 124 seconds, previous year quarter 3 was 116 seconds; a worsening of 8 seconds. The previous quarter 2 (July to September 2016) recorded 127 seconds.

Standard: Within 90 seconds

This was a negative exception report due to performance being below standard, with quarter 3 call handling recording a similar return as previous quarters in the year.

Exception report provided.

The Assistant Chief Fire Officer advised Members each of the 3 quarters of 2016/17 returned similar performance which varied by only one second; with a cumulative median of 126 seconds. This was in contrast to the previous year where quarterly call handling varied up to 14 seconds. The April to December period of 2015/16 returned a median call handling time of 115 seconds. The latest performance report from North West Fire Control (NWFC) showed that the average time taken from receiving a call to alerting the first resource was 112 seconds for Lancashire, the same as achieved during quarter 2. This was 3 seconds slower than the average for all FRS's handled by NWFC. This average was for all emergency calls, however, this KPI looked at a subset of calls which tended to be more challenging in terms of identifying an addressable location. This naturally occurred when either the caller was in an unfamiliar location or when the incident occurred away from a landmark or road junction.

It was hoped that further analysis of call handling data, in conjunction with NWFC, would help highlight where the issues were and would aid targeting of areas of improvement.

2.4 Fire Engine Availability – Retained Duty System

This indicator measured the availability of fire engines that are crewed by the retained duty system. It is measured as the percentage of time a fire engine is available to respond compared to the total time in the period.

The percentage of time that RDS crewed engines were available for quarter 3 was 90.7%, previous year quarter 3 was 89.88%, an improvement of 0.19%.

The previous quarter 3 (July to September 2016) recorded 88.28%.

Annual Standard: Above 95%

This was a negative exception report due to the cumulative RDS availability for the three months of quarter 3 being below the standard and outside of the 2 percent tolerance.

Exception report provided.

The Assistant Chief Fire Officer advised Members quarter 3 had showed an improvement over quarter 2 however, the cumulative position at the end of quarter 3 had seen a slight worsening in RDS appliance availability over the cumulative position of quarter 2. The number of RDS personnel who had been successful in obtaining a Wholetime (W/T) position had had an impact on available RDS hours. This was due to leaving the RDS service, being able to commit fewer hours due to W/T commitment or being unavailable due to development (W/T recruit course). An ageing workforce, the loss of staff due to retirement had also had an impact on the ability to fully crew an appliance and a number of retirements had occurred over the last three quarters. The Service had also seen a number of resignations although some temporarily which had also reduced coverage.

It was reported to Members that continued work by the Retained Duty System Recruitment and Improvement Group (RIG) would be responsible for progressing areas for improvement. This would not be viewed as a project with start and finish dates but as a number of ongoing pieces of work which would strive to deliver incremental improvements in order to strengthen and support the Retained Duty System. It was hoped that ongoing initiatives to address these issues would bring the standard back to within the 2% tolerance.

4.2.1 Staff Absence – Excluding Retained Duty System

This indicator measured the cumulative number of shifts (days) lost due to sickness for all Wholetime, day crewing plus, day crewing and support staff divided by the total number of staff.

Annual Standard: Not more than 5 shifts lost

Cumulative total number of monthly shifts lost 4.1

Quarter 3 results indicated the number of shifts lost through absence per employee being above the Service target for one month during quarter 3.

Exception report provided.

The Assistant Chief Fire Officer advised Members that during quarter 3 the shifts lost through absence month on month showed December 2016 being above the Service target. There were 4 long term absences cases which had span over 3 months for W/T staff. At the end of the quarter there were 3 other long term absences of less than 3 months who had since returned to work.

At the end of December the cumulative totals showed that non-uniformed staff absence was below target at 3.31 shifts lost per employee, W/T staff absence was above target at 4.40 shifts per employee. Overall absence for all staff (except RDS) was 4.12 shifts lost which exceeded the Service target of 3.75 shifts at the end of the third quarter.

Members then examined each indicator in turn as follows:-

KPI 1 – Preventing and Protecting

1.1 Risk Map Score

This indicator measured the risk level in each neighbourhood (Super Output Area) determined using fire activity over the previous three fiscal years along with a range of demographic data.

The County risk map score is updated annually, before the end of the first quarter. An improvement is shown by a year on year decreasing 'score' value.

Score for 2013-2016 – 32,990, previous year score 33,268.

No exception report required.

1.2 Overall Activity

This indicator measured the number of incidents that the Service attended with one or more pumping appliances.

Quarter 3 activity 3,994, previous year quarter 3 activity 4,363, a decrease of 8.46%.

Total number of incidents 2016/17 – Year to Date, 11,895

Included within this KPI was a new incident type of 'Gaining Entry'. This was where LFRS had attended on behalf of the North West Ambulance Service. During quarter 3 we attended on 88 occasions.

No exception report required.

1.3 Accidental Dwelling Fires

This indicator reported the number of primary fires where a dwelling had been affected and the cause of the fire had been recorded as 'Accidental' or 'Not known'.

Quarter 3 activity 249, previous year quarter 3 activity 222, an increase of 12%.

Total number of Accidental Dwelling Fires – Year to Date, 633

No exception report required.

The Assistant Chief Fire Officer was pleased to announce that accidental dwelling fires were at the lowest level they had been in the last decade.

1.3.1 Accidental Dwelling Fires – Extent of Damage

This indicator reported the number of primary fires where a dwelling had been affected and the cause of the fire had been recorded as 'Accidental' or 'Not known' presented as a percentage extent of fire and heat damage.

This indicator shows the total number of Accidental Dwelling Fires where damage is limited to the item first ignited and limited to the room of origin (it excludes incidents that are limited to heat/smoke damage only).

Cumulative Accidental Dwelling Fires activity, 178: -
 30% limited to item 1st ignited
 60% limited to room of origin
 8% limited to floor of origin
 3% spread beyond floor of origin
 No exception report required.

1.3.2 Accidental Dwelling Fires – Number of Incidents where occupants have received a Home Fire Safety Check

This indicator reported the number of primary fires where a dwelling had been affected and the cause of fire had been recorded as 'Accidental' or 'Not known' by the extent of the fire and heat damage. The Home Fire Safety Check must be completed within 12 months of the fire occurring.

	2016/17		2015/16	
	ADF's with previous HFSC	% of ADF's with previous HFSC	ADF's with previous HFSC	% of ADF's with previous HFSC
Q1	13	7%	7	3%
Q2	13	7%	7	3%
Q3	20	8%	4	2%

No exception report required.

1.4 Accidental Dwelling Fire Casualties

This indicator reported the number of fatalities, slight and serious injuries occurring at primary fires where a dwelling had been affected and the cause of fire had been recorded as 'Accidental' or 'Not known'.

Casualty Status	2016/17 Quarter 3	2015/16 Quarter 3
Fatal	0	1
Victim went to hospital visit, injuries appeared Serious	3	5
Victim went to hospital visit, injuries appeared Slight	15	6
TOTAL	18	12

No exception report required.

The Assistant Chief Fire Officer advised that sadly, there had been 2 fatalities at the end of January in Chorley which would be reported as part of the Measuring Progress report in quarter 4.

1.5 Accidental Building Fires (Non-Dwellings)

This indicator reported the number of primary fires where the property type is a building and the property sub-type is not a dwelling and the cause of fire has been recorded as 'Accidental' or 'Not known'.

Total number of incidents	2016/17 Quarter 3	2015/16 Quarter 3
	85	93

No exception report required.

1.5.1 Accidental Building Fires (Non-Dwellings) – Extent of Damage

This indicator reported the number of primary fires where the property type is a building and the property sub-type is not a dwelling and the cause of fire has been recorded as 'Accidental' or 'Not known' presented as a percentage extent of fire and heat damage.

This indicator shows the total number of Accidental Building Fires where damage is limited to the item first ignited and limited to the room of origin (it excludes incidents that are limited to heat/smoke damage only).

Quarter 3 Accidental Building Fires activity, 69: -

	2016/17				2015/16				
	ADF activity	Item 1 st ignited	Room of origin	Floor of origin	Spread beyond floor of origin	Item 1 st ignited	Room of origin	Floor of origin	Spread beyond floor of origin
Q1	75	11%	41%	17%	31%	29%	26%	13%	32%
Q2	63	10%	49%	14%	27%	26%	28%	11%	34%
Q3	69	20%	45%	16%	19%	20%	49%	12%	19%

No exception report required.

1.6 Deliberate Fires

This indicator reported the number of primary and secondary fires where the cause of fire had been recorded as 'Deliberate'. Secondary fires are the majority of outdoor fires including grassland and refuse fires unless they involve casualties or rescues, property loss or more appliances attend. They include fires in single derelict buildings.

Deliberate Fire Type	2016/17 Quarter 3	2015/16 Quarter 3
1.6.1 Deliberate Fires – Anti-Social Behaviour	538	514
1.6.2 Deliberate Fires – Dwellings	32	23
1.6.3 Deliberate Fires – Non-Dwellings	31	40

No exception report required.

1.7 High / Very High Risk Home Fire Safety Checks

This indicator reported the percentage of completed Home Fire Safety Checks (HFSC), excluding refusals, carried out where the risk score had been determined to be either high or very high.

	2016/17	2015/16
	% of High and Very High HFSC outcomes	% of High and Very High HFSC outcomes
Q1	79%	67%
Q2	75%	68%
Q3	74%	74%

No exception report required.

1.8 Road Safety Education Evaluation

This indicator reported the percentage of participants of the Wasted Lives and Childsafe Plus education packages that show a positive change to less risky behaviour following the programme; based on comparing the overall responses to an evaluation question before and after the course.

	2016/17 (cumulative)		2015/16 (cumulative)	
	Total participants	% positive influence on participants' behaviour	Total participants	% positive influence on participants' behaviour
Q1	1832	87%	4811	82%
Q2	2847	85%	6630	84%
Q3	6398	85%	8119	85%

No exception report required.

1.9.1 Fire Safety Enforcement – Known Risk

This indicator reported on the percentage of premises that have had a Fire Safety Audit as a percentage of the number of all known premises in Lancashire to which The Regulatory Reform (Fire Safety) Order 2005 applies.

Number of premises	Number of premises audited to date	% of all premises audited Year end: 2016/17	% of all premises audited Year end: 2015/16
30,449	16,941	56%	55%

No exception report required.

1.9.2 Fire Safety Enforcement – Risk Reduction

This indicator reported the percentage of Fire Safety Audits carried out within the period resulting in enforcement action. Enforcement action is defined as one or more of the following: notification of deficiencies, action plan, enforcement notice, alterations notice or prohibition notice.

Period	Satisfactory audits 2016/17	Requiring formal activity – 2016/17	Requiring informal activity – 2016/17
Q1	28%	8%	59%
Q2	34%	10%	57%
Q3	26%	9%	63%

No exception report required.

KPI 2 – Responding to Emergencies

2.1.1 Critical Fire Response – 1st Fire Engine Attendance

This indicator reported the 'Time of Call' (TOC) and 'Time in Attendance' (TIA) of the first fire engine arriving at the incident in less than the relevant response standard.

The response standards for the first fire engine attending a critical fire (including call handling time KPI 2.1.3) are as follows:-

- Very high risk area = 6 minutes
- High risk area = 8 minutes
- Medium risk area = 10 minutes
- Low risk area = 12 minutes

The response standards are determined by the risk map score and subsequent risk grade for the location of the fire.

Standard: to be in attendance within response standard target on 88% of occasions.

Quarter 3 – 1st pump response 86.27%, previous year quarter 3 was 85.25%
No exception report required.

2.1.2 Critical Fire Response – 2nd Fire Engine Attendance

This indicator reported the time taken for the second fire engine to attend a critical fire incident measured from the time between the second fire engine arriving and the time it was sent to the incident. The target is determined by the risk map score and subsequent risk grade for the location of the fire.

Standard: to be in attendance within response standard target on 85% of occasions.

Quarter 3 – 2nd pump response 85.31%, previous year quarter 3 was 83.87%
No exception report required.

2.1.3 Critical Fire Response – Call Handling

Critical fire criteria as 2.1.1 Call handling time is calculated from the 'Time of Call' to the 'Time of Send' of the first fire engine. The measure used is taken from the Performance Framework used by North West Fire Control. A median is used to calculate the average time for the quarter. Excluding duplicate calls for the same incident.

Standard: within 90 seconds

The median call handling time for quarter 3 was 83 seconds, previous year quarter 3 was 78 seconds, a worsening of 5 seconds.
No exception report required.

2.3 Fire Engine Availability – Wholetime, Day Crewing and Day Crewing Plus

This indicator measured the availability of fire engines that are crewed by wholetime, day crewing and day crewing plus shifts. It is measured as the percentage of time a fire engine is available to respond compared to the total time in the period.

Fire engines are designated as unavailable for the following reasons:

- Mechanical
- Crew deficient
- Engineer working on station
- Alternate crew
- Appliances change over

- Debrief
- Lack of equipment
- Miscellaneous
- Unavailable
- Welfare

Annual Standard: Above 99.5%

Quarter 3 availability 99.50%, previous year quarter 3 - 99.32%
No exception report required.

2.5 Staff Accidents

This indicator measured the number of staff accidents.
Total number of staff accidents 2016/17 – Year to Date, 40
Quarter 3 results indicate percentage pass within standard
No exception report required.

KPI 3 – Delivering Value for Money

3.1 Progress Against Savings Programme

Annual budget for 2016/17 - £55.7m
Budget to end of quarter 3 - £39.6m
Spend for the period to date was £37.9m
Underspend for the period £1.7m
Variance -3.05%
No exception report required.

3.2 Overall User Satisfaction

Total responses 1458; number satisfied 1446
% satisfied 99.18% against a standard of 97.5%
Variance 1.72%
No exception report required.

KPI 4 – Engaging With Our Staff

4.1 Overall Staff Engagement

This indicator measured overall staff engagement. The engagement index score was derived from the answers given by staff that related to how engaged they feel with the Service.

Three times a year all staff were asked the same questions in an online survey to gauge engagement. Staff engagement index for period two is 64%, based upon 141 replies. This was 4% higher when compared against the same period last year.

Period	2016/17		2015/16	
	Number of Replies	Engagement Index	Number of Replies	Engagement Index
1	220	62%	199	58%
2	141	64%	148	60%
3			195	56%

4.2.2 Staff Absence – Retained Duty System

This indicator measured the percentage of contracted hours lost due to sickness for all retained duty staff.

Annual Standard: Not more than 2.5% lost as % of available hours of cover

Quarter 3 results indicate percentage pass within standard

Cumulative retained absence (as % of available hours cover) 0.63%

No exception report required.

RESOLVED:- That the Committee:

- i) approved a review of the Mobilising Performance Indicators be presented to the Planning Committee for consideration, after consultation with the Performance Committee Chairman;
- ii) requested Mrs Wilson, NWFC provide a plan of action to a future meeting; and
- iii) endorsed the report and noted the contents of the 4 negative KPI exception reports.

16/16 CALL CHALLENGE POLICY REPORT

The Assistant Chief Fire Officer advised that it was reported at the previous meeting under KPI 1.2 – Overall Activity that there had been a significant increase in automatic fire alarms in the first 6 months of the year. He confirmed that work had started to review this increase in order to define the Authority's policy for the Service's attendance to automatic fire alarms (AFA) with the aim of eliminating further unwanted calls.

The Chief Fire Officer added that the Emergency Cover Review process due this year presented an opportunity to review the Authority's AFA policy and to present options for change to support further efficiency and effectiveness in service delivery.

RESOLVED: - That the report be noted.

17/16 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Thursday 8 June 2017 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for: 14 September 2017 and 30 November 2017.

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

LANCASHIRE COMBINED FIRE AUTHORITY

PLANNING COMMITTEE

Monday, 20 March 2017, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

M Parkinson (Chairman)
K Brown
C Crompton (for A Matthews)
F De Molfetta (for A Barnes)
M Green
F Jackson (Vice-Chair)
M Khan
D O'Toole
J Shedwick
R Shewan

Officers

J Johnston, Deputy Chief Fire Officer (LFRS)
D Russel, Assistant Chief Fire Officer (LFRS)
B Norman, Area Manager, Head of Service Development Department (LFRS)
S Morgan, Group Manager, Corporate Programme and Intelligence (LFRS)
D Brooks, Principal Member Services Officer (LFRS)

19/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor A Barnes and Councillor A Matthews.

20/16 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

21/16 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 30 January 2017 be confirmed as a correct record and signed by the Chairman.

22/16 ANNUAL SERVICE PLAN 2017/18

The Deputy Chief Fire Officer presented a report on the Service's Annual Service Plan for 2017/18. This year's Annual Service Plan continued to provide LFRS with the platform to highlight the priority activities that the Service intended to deliver over

the upcoming year. To maintain the strong position the Service had upheld over recent years, this year's plan focused on addressing capability and collaboration, workforce development and operational effectiveness.

The Deputy Chief Fire Officer introduced Group Manager Steve Morgan to explain the Plan in more detail.

The Annual Service Plan was a core part of the planning framework which set out the activities intended for delivery during the next 12 months. It was built around the Service's four corporate priorities as detailed in the Integrated Risk Management Plan which were: -

1. **Preventing** fire and other emergencies from happening and **Protecting** people and property when fires happen;
2. **Responding** to fire and other emergencies quickly and competently;
3. **Valuing** our people so they can focus on making Lancashire safer;
4. **Delivering** value for money in how we use our resources.

The Annual Service Plan sat at the heart of the framework and informed activity that would be led across the Service as well as locally within district plans. Activities that were planned for delivery also informed staff performance appraisal so that all staff understood the plans and were involved in helping to deliver key activities.

As in previous years, detailed under each corporate priority was a series of priority activities. This year's plan also provided a brief description of each item to give further clarity and context. This ensured that all staff and the public were informed of the changes and activities the Service aimed to progress and how these items fit within our priorities. This provided the opportunity for the Service to ensure that we continued to provide transparency and visibility of our plans in a clear concise format. The governance arrangements for delivery of the Annual Service Plan would continue to be monitored through the Service's Corporate Programme Board.

Last year's focus on consolidation gave time and space to reflect and embed the changes that had been made to bring about service improvements and success. However, as reported at the Lancashire Combined Fire Authority meeting, there was now a much clearer picture of the Government's Fire Reform programme which involved:

- Efficiency and collaboration;
- Transparency and accountability;
- Workforce reform.

As a result, the action plan this year involved activities to improve in these areas. Activities to be contained within the plan were considered by Members.

In response to a question raised by CC O'Toole, GM Morgan confirmed that PORIS

was the Provision of Risk Information to Staff. This was an electronic system which improved firefighter and community safety through the provision of site specific information available at incidents via vehicle mobile data terminals.

Following discussion regarding the Evaluation of the Water Tower, the Deputy Chief Fire Officer confirmed that this vehicle, known as the Stinger would be demonstrated to Members at the next Strategy Group meeting. The vehicle was on trial for a year and it was currently at Blackburn station for a period of 6 months after which it would then be trialled at Burnley. The Stinger was effectively a standard fire engine but with aerial capability which included a piercing branch which was being used very effectively.

In response to a question raised by CC Shedwick, the Assistant Chief Fire Officer confirmed that there were 4 day crewing stations in: Bacup, Leyland, Ormskirk and Fulwood. Bacup was currently operating a more flexible staffing model which was being led by staff. Feedback to date had been very positive to the extent that Leyland had asked if they could become part of the trial.

In response to a question raised by CC Crompton, AM Norman confirmed that the apprenticeship levy did apply to the Service. Early work had identified the benefits of apprenticeships in Project Management, ICT, administration and other areas however an Apprenticeship Strategy was needed for use in the long term which could include opportunities for apprentice firefighters; a scheme currently being offered by County Durham and Darlington Fire and Rescue Service.

It was noted that a draft of the Annual Service Plan was near completion and would be published and circulated to all staff in April.

RESOLVED: - That the Planning Committee noted and endorsed the report.

23/16 UPDATE ON EMERGENCY FIRST RESPONDING PILOT PROJECT

The Deputy Chief Fire Officer presented Members with an update on the Emergency First Responding Pilot Project.

The Emergency First Responding (EFR) pilot had been in place from August 2015 initially involving Ormskirk and Morecambe stations.

Responses for the initial phase were to Red 1 and Red 2 call sets which included a wide range of medical emergencies, for example: strokes, asthmatic attacks, breathing difficulties, anaphylactic shock, cardiac arrests, fitting, etc. In these early stages the 2 stations involved responded to over 1,000 alerts.

As a result of North West Ambulance Service's (Nwas) representative body concerns, the call sets that LFRS respond to were restricted to Red 1 Cardiac arrests only. This significantly reduced the amount of alerts that crews were being called to which now averaged just 1.5 calls per week. The most common station area affected was Morecambe. There had been notable lifesaving interventions achieved in this time at both stations.

Following the successful outcomes of the early stages of the pilot and with agreement from Fire Brigades Union (FBU), further stations were included from December 2016.

On completion of required DBS checks and EFR training, the following 5 stations went 'live' restricted to Red 1 cardiac arrest calls only;

- Nelson – December 2016
- Hyndburn – December 2016
- Blackburn – December 2016
- Great Harwood – January 2017
- Darwen – January 2017

Since their inclusion in the pilot the additional stations have attended approximately 11 alerts. The reason for the low call volume was as yet unclear. NWAS and North West Fire Control were trialling a mobilising process that currently relied on a phone call from one to the other. This process was proving less effective than first considered and a resolution was being pursued.

A model for a phased rollout by area would allow the introduction of 7 further stations by June 2017, and continuing by area until January 2018 when all stations would be involved.

This further rollout was currently awaiting the outcome of the Recall Conference of the FBU on 21st March 2017, where they would examine the report released by the National Joint Council (NJC) in January which detailed its findings on the national pilot.

Currently LFRS did not recover costs within the pilot however, an intention to do so if fully adopted was acknowledged by both parties and costs had been identified. In addition the report produced on behalf of the NJC recognised an approximate average £10 community return for every £1 invested in Fire and Rescue Service Emergency First Responding activity.

The Deputy Chief Fire Officer reassured Members that staff were well trained as Emergency First Responders and were working under NWAS clinical governance arrangements. He confirmed that upon arrival at a medical emergency, staff would provide first aid until a paramedic arrived if the casualty was not suffering a cardiac arrest.

RESOLVED: - That the Planning Committee noted and endorsed the report.

24/16 RDS PLANNING

In April 2016 a programme of work was initiated aimed at Strengthening and Improving our Retained Service. The focus was to develop a programme which would deliver tangible improvements and further build on what was already an excellent retained service in Lancashire.

The Assistant Chief Fire Officer advised that this year's current programme of

activity to strengthen and improve our Retained Service was due to complete on 31 March 2017. Through the 6 task and finish groups, the strengthening and improving work plan had identified 26 actions of which 6 remained outstanding and would be carried forward. A similar programme of improvement would be undertaken for the year ahead. To facilitate this, all the Retained Duty System Unit Managers and staff were invited to provide a return which identified key areas. A return had been received from every station and there were a number of consistent comments. The programme would therefore be: -

1. To embed the role of the Retained Support Officers (discussed at the Authority meeting held in February 2017; resolution 73/16 refers);
2. To focus on operational service delivery - to support the timely development of competent firefighters; this would help with appliance availability;
3. To focus on operational service delivery – to improve incident command training for crew or watch managers to acquire new or consolidate skills.

RESOLVED: - Members noted the content of the report.

25/16 EMERGENCY COVER REVIEW

The Deputy Chief Fire Officer presented a report on the requirement to review emergency response arrangements periodically to ensure that provision remained effective and consummate with our dynamic risk profile. This process was a robust assessment of historic data and emergent risk and was delivered in the format of an Emergency Cover Review (ECR).

The Deputy Chief Fire Officer introduced AM Norman to explain the process in more detail.

The Integrated Risk Management Plan (IRMP) for 2017–22 had recently been approved by the Combined Fire Authority and within this plan were a series of organisational commitments associated with Lancashire Fire and Rescue Service's (LFRS) capabilities including the emergency response provision.

LFRS strived to deliver high standards of operational response and in doing so it prepared and planned for emergencies so that when an emergency happened and there was a need to respond, it was done quickly, with the right fire appliances, the right specialist vehicles and the right crewing arrangements to deal with the incident effectively and safely.

The community of Lancashire changed dynamically through commercial and residential growth and retraction, new road and other infrastructure provision and these along with many other factors may create a differing emergency response requirement from LFRS. To ensure that response arrangements remained appropriate and effective the Combined Fire Authority periodically commissioned an Emergency Cover Review in order to validate current provision and to identify any appropriate proposals for change in response provision.

The last ECR undertaken in 2013 had seen quite significant change in the removal

of 2 fire appliances; the splitting of the Urban Search and Rescue function and vehicles between Bamber Bridge and Chorley and a number of shift pattern changes.

It was recommended that LFRS undertook an ECR process in 2017 and that within the methodology there would be a focus on the following 3 key elements:

- ii) **Demand** (Performance Data, Risk in Lancashire & Response Targets);
- iii) **Process** (Pre-Determined Attendance's, Time Engaged, Appliance Availability & Special Appliances);
- iiii) **Resources** (Location, Configuration, Crewing Status & Mobilising Criteria.)

In order to validate the current response arrangements and to test predictive impacts LFRS planned to utilise the services of an external specialist organisation. This would enable the use of predictive modelling software in determining and subsequently validating the potential impact of any changes to the number, location and crewing of fire appliances across the county. This would also offer an opportunity to review the impacts of the previous 2013-17 ECR.

It was recommended that the scope of the ECR included:

- a) Validating the deliverables / outcomes / actual performance from within the previous ECR as we operate within a business as usual period beyond the implementation.
- b) Developing a subsequent Baseline Model for 2017 inclusive of the above.
- c) Determining the theoretical potential impact of a series of changes to the number, location, response capabilities and crewing of fire appliances across the county. More specifically but not exclusively:
 - ii) Realising a wider Emergency First Responding capability;
 - iii) Determining a revised response to Automatic Fire Alarms;
 - iiii) Developing a Pre-Alerting policy;
 - iv) Responding to emergent risk;
 - iv) Acknowledging a strategic commitment in Strengthening and Improving RDS.

A review of the organisation's Strategic Assessment of Risk for Lancashire would be completed within the life cycle of determining ECR proposals.

It was proposed that the ECR be scheduled in a phased approach to enable the conclusion of the work stream during 2017 against the following key timeframes:

- April 2017 - Review of the data and evidence generated through our historic emergency response evidence;
- May / June 2017 – Evaluate potential impacts of any proposed changes using predictive software;
- June / July 2017 - Create documentation and reports that define

- recommendations and present to CFA meetings;
- July – October 2017 – A period of consultation and review of feedback leading to possible changes to the reports and recommendations;
 - November/ December 2017 - Final approval of the ECR sought from the Combined Fire Authority.

The timeframes offered aligned to the planned Authority meetings which would offer the required scrutiny and approval. Should the ECR conclude with changes to the response provision for LFRS these would be scheduled for implementation in 2018/19 or later.

In response to a question from CC De Molfetta on whether there was a need to incur the costs of an external specialist organisation the Deputy Chief Fire Officer confirmed that they provided software analysis which was part of the process to provide some assurance of the current position and which would provide evidence of demand for any formal inspection.

In response to Member concerns at the previous low responses received from consultations and the need to consider who was being consulted the Deputy Chief Fire Officer confirmed that the current Consultation Strategy provided the ability to determine shorter and more specific consultation to target responses.

RESOLVED: - That the Planning Committee noted and endorsed the report.

26/16 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Monday, 17 July 2017 at 1000 hours in the main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

A further meeting was scheduled for 27 November 2017.

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

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LANCASHIRE COMBINED FIRE AUTHORITY

RESOURCES COMMITTEE

Wednesday, 29 March 2017, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

F De Molfetta (Chairman)
M Green
A Matthews
R Shewan
D Stansfield (for D O'Toole)
V Taylor

Officers

J Johnston, Deputy Chief Fire Officer (LFRS)
K Mattinson, Director of Corporate Services (LFRS)
B Warren, Director of People and Development (LFRS)
J Bowden, Head of Finance (LFRS)
D Brooks, Principal Member Services Officer (LFRS)
J Harney, Member Services Assistant (LFRS)

41/16 APOLOGIES FOR ABSENCE

Apologies were received from County Councillors T Aldridge, A Barnes, D O'Toole and Councillors F Jackson and T Williams.

42/16 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

43/16 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 30th November 2016 be confirmed as a correct record and signed by the Chairman.

44/16 FINANCIAL MONITORING

The report set out the current budget position in respect of the 2016/17 revenue and capital budgets and performance against savings targets.

Revenue Budget

The overall position as at the end of January showed an underspend of £1.6m, with a forecast breakeven position at year end, after allowing for the transfer of £2.3m into the capital funding reserve as reported at the February Combined Fire Authority meeting. The transfer to capital funding reserve would be met from forecast underspend as set out in the report, predominantly relating to pay, as well the following areas which were reported at the last Resources Committee, where a virement transferring the budget into the Non DFM budget heading had been actioned:

- Organisational development £0.3m;
- Retained Duty System Strengthening and Improving project £0.6m;
- ICT department staffing budget £0.1m; and
- Wholetime recruits budget £0.2m

The Committee was provided with detailed information regarding the position, along with the forecast outturn major variances within individual departments as summarised below: -

Area	Over/(Under) spend at 31 Jan	Forecast Outturn	Reason
	£'000	£'000	
Property	(185)	(143)	The underspend related to spend against planned repairs and maintenance as property department capacity was almost fully occupied with the working on the current capital projects. It was expected that this would result in a similar level of underspend by year end. In addition it reflected previous year's investment in property assets. A full stock condition survey had been carried out, the results were expected before the end of March, which would indicate where and how much future investment may be required. The repairs and maintenance budget for 2017/18 had been reduced by £100k in anticipation of the expected results.
Service Delivery	(234)	(279)	The underspend reflected the continued reductions in spending across many budget headings, for which next year's budget had been reduced, the single most significant element of which was the ongoing underspend on smoke detectors and fire safety consumables as the new Home Fire Safety Check process continued to be embedded within the

			<p>service.</p> <p>Utilities were also forecast to be underspent, reflecting past and ongoing energy efficiency measures. Next year's budget had been adjusted to reflect the out-turn position.</p>
Pay - wholetime	(409)	(422)	<p>The majority of the underspend related to difference between budgeted staffing numbers and actual staffing number.</p> <p>Personnel had continued to leave the Service without accruing full pension benefits, with a further 16 personnel doing this since the budget was set, and we anticipated a further 2 more between now and the year end. (This was not allowed for in the budget for 2016/17 as it was not clear whether this was related to changes to the pension schemes or not, however it was now apparent that this trend would continue and hence next year's budget had been amended to reflect this).</p> <p>A further element of underspend related to a combination of the timing of costs of ad hoc payments such as overtime and public holidays, and the mix of personnel in each of the pension schemes. All of these had been reviewed and updated in next year's budget.</p>
Pay - RDS	(350)	(369)	<p>The underspend related to the shortfall in respect of hours of cover provided, which was higher than allowed for in the budget, reflecting the ongoing issues in terms of recruitment and retention. This was compounded by a greater number of RDS personnel still being in development than forecast, again reflecting turnover rates.</p> <p>However we had carried out RDS recruitment exercises in November and March to alleviate the potential issue.</p> <p>The Retained budget also included an additional £600k in relation to the Strengthening and Improving RDS project, to design an RDS pay scheme which resulted in improved recruitment, retention and availability. As reported to the CFA in February the change had</p>

			been referred to the Fire Brigades Union regional/national council for approval and hence implementation was currently on hold.
Pay – Support Staff	(220)	(283)	The underspend related to turnover of various specialist and administrative roles during the year, when we had assumed that as all previous staffing reviews had been implemented prior to the start of the year there would be minimal changes. This had been reflected in next year's budget by increasing assumed vacancies to 2.5%.
Non-DFM	35	1,679	The year-end position reflected the transfer of £2.3m revenue underspends into the capital funding reserve as referred to above.

Capital Budget

The Capital Programme for 2016/17 stood at £8.823m. A review of the programme had been undertaken to identify progress against the schemes as set out below: -

	Committed spend to Jan 17 £m	Forecast Slippage Into 1718 £m	
Pumping Appliances	0.269	(0.696)	Committed spend to date related to the purchase of 5 pumping appliances for the 2016/17 programme, which had been ordered and were currently in build; since the last report we were now aware that delivery of these had been delayed to during May 2017. We were forecasting a £14k overspend on this as final contract prices were marginally higher than anticipated. This had been built into future capital budgets.
Other vehicles	0.126	(0.436)	Committed spend to date related to various support vehicles which had either been delivered or had been ordered. The slippage related to:- <ul style="list-style-type: none"> the remaining planned support vehicles replacements, which

			<p>were ordered and would be delivered in the new financial year, or were being reviewed prior to replacement;</p> <ul style="list-style-type: none"> the replacement of 2 driver training vehicles (DTVs) for which specification options were currently being considered with a likely procurement date in the new financial year.
Operational Equipment/Future Firefighting	0.523	(0.425)	<p>This £1m budget was set aside to meet the costs of innovations in firefighting equipment, and the spend to date and year end position reflected the purchase of various items, including:</p> <ul style="list-style-type: none"> an Unmanned Aerial Vehicle (UAV) or drone, which was now operational; the purchase of flood suits for all operational staff along with various items of flood rescue equipment; the purchase of stabilisation struts for operational use during rescues involving crashed vehicles, or collapsed/damaged property; We were currently regionally reviewing the potential use of body worn cameras for operational use for learning from incidents, and for staff protection in certain locations. <p>In addition, the Fire Authority had given approval to purchase technical rescue jackets for non-fire related incidents, however this was unlikely to result in spend during the current financial year so would slip forwards to 2017/18.</p>
Building Modifications	2.149	(2.975)	<p>The majority of committed spend to date related to:</p> <ul style="list-style-type: none"> the purchase and refurbishment of the property adjacent to Lancaster fire station in order to facilitate the redevelopment of the site;

			<ul style="list-style-type: none"> • stage payments for the refurbishment of Carnforth fire station which was completed in February; and • stage payments for the build of the Multi-Compartment Fire Fighting prop at Training Centre. <p>The forecast slippage related to:-</p> <ul style="list-style-type: none"> • the remainder of the budget for the provision of a replacement for Lancaster Fire Station, incorporating a joint Fire & Ambulance facility, following the purchase of the adjacent site, for which the contract was awarded and works had commenced. <p>Discussions remained on-going with the Council in respect of the strip of land that we currently leased for car parking spaces to enhance the overall scheme.</p> <ul style="list-style-type: none"> • completion of the remaining items of capital works at the Training Centre site; • the relocation of the Fleet workshop to Training Centre, with a final design being developed and considered alongside other proposed works on the Training Centre site included within the 2017/18 capital budget.
IT systems	0.063	(0.630)	<p>Committed spend to date related to the final stages of the phased implementation of the replacement asset management system which began during the last financial year, and the upgrade of the Community Risk Management Information System (CFRMIS).</p> <p>The slippage related to:-</p> <ul style="list-style-type: none"> • Initial costs of the national Emergency Services Mobile Communications Project (ESMCP) to replace the

			<p>Airwave wide area radio system – with further budgetary provision included in the 2017/18 capital budget;</p> <ul style="list-style-type: none"> • the replacement of the wide area network (WAN) to allow a solution to be in place when current service contracts were due to end during 2017/18, for which the specification was currently being drafted; • The replacement of various systems, in line with the ICT asset management plan, however these were reviewed prior to starting the replacement process.
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Members were also provided details that set out the capital programme and the expenditure position against this, as reflected above. The costs to date would be met largely by revenue contributions, with capital grant funding the costs to date of Lancaster Redevelopment. Following discussions the Home Office had agreed that the underspend on the capital grant which related to the construction of Day Crewing Plus (DCP) accommodation at Skelmersdale, £45k, could be carried forward to offset increased costs at Lancaster.

Delivery against savings targets

The current position on savings identified during the budget setting process, was reported. The performance to date was ahead of target due to a combination of the underspend on salaries for the year to date, plus savings in respect of procurement activities during the same period. We had already exceeded our savings target for the financial year.

RESOLVED: - That:

- i) the financial position be noted; and
- ii) the virements to adjust for underspends previously identified to part fund the transfer to capital reserves at the end of the year be endorsed.

45/16 PENSION BOARD - FIREFIGHTERS' PENSION SCHEMES - UPDATE

As part of the Pension reforms emanating from Lord Hutton's review, Lancashire Combined Fire Authority (LCFA) established a local Pension Board in February 2015 to assist the Scheme Manager (LCFA delegated to the Director of People & Development) in securing compliance with the Firefighters' Pension Scheme regulations and associated legislation and guidance.

The Pension Board comprised two officers to represent the employer and two Union officials to represent the Pension members.

It was anticipated that membership would be reviewed once the extent of the Pensions Board activities became clear.

The report outlined that the National Scheme Advisory Board had not itself become fully established as the true workload had not materialised and that any revision or review of membership would not be fully informed.

It was proposed that the current arrangements continued until a meaningful workload was determined.

RESOLVED:- That the Committee endorsed continuation of the current arrangements; subject to this being considered further after another year's operation.

46/16 CODE OF CONDUCT UPDATE

The Director of People and Development reported since the Code of Conduct was approved by Members at the Resources Committee on 27 November 2015, (resolution 23/15 refers) it had now been updated to reflect the STRIVE (Service, Trust, Respect, Integrity, Valued & Empowered) behaviours adopted throughout the Service and following a request for clarification the requirement to declare a conviction or caution had been made explicit.

County Councillor Green felt that the Relationships section should include that LFRS employees should not be expressing their political opinions publically and that it should be clear that it would not be appropriate for any elected member appointed to the Combined Fire Authority to be employed by the Service.

The Director of People and Development confirmed that staff had recently received guidance on the use of Social Media. This set out that if they could be identified as a member of staff there were a number of activities they could not engage with which included being political. He agreed to consider amending the wording in light of these points.

RESOLVED: - That the Committee note and endorse the updated Code of Conduct; subject to any amendments arising from County Councillor Green's points.

47/16 EQUALITY, DIVERSITY AND INCLUSION POLICY

The Director of People and Development advised Members that an Equality, Diversity and Inclusion Policy had been developed which was part of Lancashire Fire and Rescue Service's (LFRS) drive to improve performance on equality issues.

The Policy clearly identified individual responsibilities and defined LFRS' commitments in terms of the following:

- Equality: Not treating everyone the same but about fairness, respect and giving people an equal and fair chance of opportunity to fulfill their potential.
- Diversity: Recognising, valuing and taking account of people's difference,

backgrounds, knowledge, skills and experiences. In the context of this policy it also means encouraging and using difference to create a productive workforce, celebrate difference and recognising the contribution that every individual can make.

- Inclusion: Positively striving to meet the needs of different people and taking deliberate action to create an environment where everyone feels respected and able to achieve their full potential.

The Service should also be cognisant of Unconscious Bias. The Policy also set out LFRS' approach to monitoring and training. To further the development of the policy, training for staff was currently being refreshed and this would be made available for all staff to complete.

The Director of People and Development advised that he would bring to subsequent meetings annual reports on what has been achieved in the year including a high level action plan.

RESOLVED:- That the Committee note and endorse the Equality, Diversity and Inclusion Policy.

48/16 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Wednesday 28 June 2017 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for 27 September 2017 and 29 November 2017.

49/16 URGENT BUSINESS

50/16 EXCLUSION OF PRESS AND PUBLIC

Resolved:- That the press and members of the public 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.

51/16 HIGH VALUE PROCUREMENT PROJECTS

(Paragraph 3)

Members considered a report that provided an update on all contracts for one-off purchases valued in excess of £50,000 and high value procurement projects in excess of £100,000 including: new contract awards, progress of ongoing projects and details of new projects with an anticipated value exceeding £100,000.

RESOLVED:- That the Committee note and endorse the recommendations as

outlined in the report.

52/16 REPORT ON TRANSACTION OF URGENT BUSINESS - DISPOSAL OF SURPLUS LAND

(Paragraph 3)

It was reported for information that, in pursuance of the arrangements approved by the Authority, the following matters, which could not await the next meeting had been authorised by the appropriate Chief Officer following consultation with the Chairman and Vice-Chairman.

Approval to dispose of surplus land at Penwortham.

RESOLVED: - That the Committee note and endorse the report.

53/16 REQUEST FOR EXTENSION OF PAID SICK LEAVE

(Paragraph 1)

The Director of People and Development presented a report to Members on the circumstances relating to a proposed extension of sick pay at half rate beyond the 6 month period specified in the National Joint Council for Local Authority Fire and Rescue Services.

RESOLVED: - That the Committee approve not to agree the request for the extension of full sick pay on the grounds that there were no exceptional circumstances.

54/16 URGENT BUSINESS - INSURANCE RENEWAL APRIL 2017

(Paragraph 3)

The report set out the arrangements for the Authority's insurance programme.

RESOLVED: - That the Committee note and endorse the recommendations as outlined in the report.

LFRS HQ
Fulwood

M NOLAN
Clerk to CFA

LANCASHIRE COMBINED FIRE AUTHORITY

AUDIT COMMITTEE

Thursday, 30 March 2017, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

C Crompton (Chairman)
P Britcliffe
S Holgate
M Khan
M Perks
J Shedwick (Vice-Chair)
D Smith

Officers

K Mattinson, Director of Corporate Services (LFRS)
D Brooks, Principal Member Services Officer (LFRS)

In attendance

K Murray, External Audit, Grant Thornton
J Taylor, Internal Audit, Lancashire County Council

35/16 APOLOGIES FOR ABSENCE

None received.

36/16 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

37/16 MINUTES OF PREVIOUS MEETING

It was noted under resolution 29/16 regarding the changes to arrangements for the appointment of External Auditors that this was referred to the Combined Fire Authority meeting held on 20 February 2017 where the Authority determined (resolution 69/16 refers) to opt-in to the national procurement being undertaken by Public Sector Appointments.

The Director of Corporate Services confirmed that from 492 Authorities, 483 had signed up to the national scheme. As further information became available on who had been appointed and the consultation on the fee scales he would bring a report back to the Audit Committee.

RESOLVED: - That the Minutes of the last meeting held on 26 January 2017 be confirmed as a correct record and signed by the Chairman.

38/16 RISK MANAGEMENT

The report highlighted action taken in respect of corporate risk since the last Audit Committee meeting. The latest review of the Corporate Risk Register had identified no new risks that warranted inclusion.

The updated Register was considered by Members.

Discussion took place around the 4 existing risks that had been reviewed.

With reference to risk no. 18 - Inability to maintain service provision in spate conditions, in addition to the reported update, the Director of Corporate Services advised that during the flooding in December 2015, Lancaster Fire Station had been inoperable. Temporary measures were put in place but as part of the plans to redevelop the site further measures had been included to improve resilience. It was proposed that this risk be discharged.

Members discussed whether it would be more appropriate to leave the risk on the corporate register given a future storm could be worse and in a different location.

The Director of Corporate Services reassured Members that appropriate action had been taken to reduce the risk. In response to Member questions, he confirmed that risks were considered as part of the planning process to build new fire stations and that the lowest score for the risk to remain on the Corporate Risk Register was 9.

Members considered that leaving the risk on the register would highlight it as a priority and act as a reminder to Members that everything had been done to mitigate the risk.

The Chairman called a vote to determine whether to leave the risk on the corporate risk register. There were 3 members in favour, 2 against and 2 abstained, therefore the vote was carried and it was agreed that the risk would remain on the register.

RESOLVED:- That the Committee note the actions taken and endorse the revised Corporate Risk Register; subject to the ongoing inclusion of Risk No. 18 - Inability to maintain service provision in spate conditions.

39/16 INTERNAL AUDIT MONITORING REPORT

The Internal Auditor's produced a summary of progress against the Annual Plan for each Audit Committee meeting, setting out progress to date and any significant findings. Judith Taylor tabled and presented an updated report for the period 1 April 2016 to 30 March 2017.

It was noted that work carried out during the period 1 April 2016 – 30 March 2017 was in accordance with the agreed audit plan. To date, 70.5 days had been spent this financial year on completion of the 2016/17 plan, which equated to 88% of the total planned audit activity of 80 days.

It was anticipated that a further 7 days would be spent finalising the work from the 2016/17 audit programme that was still ongoing with a further 2.5 days no longer being required.

A full report on the completed audit activity relating to the 2016/17 audit programme would be provided to the Audit Committee in June as part of the Annual Report of the Head of Internal Audit.

Details of the progress against the 2016/17 plan included assurance provided and key issues identified for each of the areas completed to date. Progress to date in relation to the Plan was provided and discussed by Members.

It was confirmed that from the work undertaken to date no issues had been identified that would have implications for the Authority's internal control environment as a whole.

RESOLVED:- That the Committee note and endorse the report.

40/16 INTERNAL AUDIT PLAN 2017/18

The Committee considered the proposed Internal Audit Plan for 2017/18, which was presented by Judith Taylor.

The Internal Auditors were required to produce an Annual Audit Plan, setting out areas they intended to review during the year.

The internal audit plan was designed to provide the evidence necessary to support an opinion of governance, risk management and control to encompass the following:

- Coverage of the key components of each part of the opinion, namely, governance, risk management and control;
- Sufficient coverage over operations as a whole so that a fair assessment may be made across the Service;
- Coverage of the controls that served to mitigate the most significant risks to an acceptable level;
- Coverage of the controls that operated most broadly to mitigate the most significant risks in the greatest number of individual instances to an acceptable level; and
- Follow up of the actions agreed by management to mitigate risks identified through previous audit activity.

A total of 80 days were planned at an overall cost of £26,000.

The breakdown of audit resources would be as follows:-

Governance and business effectiveness	(included below)
Service delivery and support	20 days
Business processes	42 days
Follow up audit activity	6 days
Other components of the audit plan	12 days
Total	80 days

Detailed information in respect of the Scope of the audit in relation to each area was considered by Members.

With reference to the proposed Rota Management Audit, the Director of Corporate Services advised that in relation to the new Retained Duty System pay structure (detailed in the report as being introduced from April 2017) it was noted at the Combined Fire Authority held in February (resolution 64/16 refers) that the process to ratify the Fire Brigade Unions vote to support the scheme would result in a delay to implement the scheme.

In response to a question raised by County Councillor Britcliffe, the Director of Corporate Services confirmed that the accounts payable system was set to pay invoices immediately they were authorised; this assisted the cash flow of small businesses. As a public sector body a report was produced as part of the accounts on the Authority's performance in achieving payment within 30 days and where this was exceeded it was predominantly due to the invoice being in dispute.

RESOLVED:- That the Committee agree the Internal Audit Plan for 2017/18.

41/16 EXTERNAL AUDIT - AUDIT PLAN 2016/17

The External Auditors were required to produce an Annual Audit Plan, setting out areas it intended to review during the year. The Plan was considered by Members and was presented by Karen Murray.

The audit fee was £30,739 in line with those previously reported and within the budget.

The External Audit Plan was formulated taking account of the risks faced by the Authority, and as such was designed to ensure that the External Auditor's reviewed how the Authority was managing those risks.

RESOLVED:- That the Committee agree the External Audit Plan now presented for 2016/17

42/16 CODE OF CORPORATE GOVERNANCE

Corporate Governance was the way an authority ensured that it did the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

It comprised the systems and processes, and cultures and values by which the Authority was directed and controlled and through which it account to, engage with, and, where appropriate, led its communities.

In April 2016, CIPFA issued its latest revision of "Delivering Good Governance in Local Government" and stated "that it was up to each local authority or local government organisation to:

- set out its commitment to the principles of good governance included in this Framework;

- determine its own governance structure, or local code, underpinned by these principles;
- ensure that it operated effectively in practice.

The revised framework would provide the benchmark against which the Annual Governance (Assurance) Statement would be prepared for the financial year 2016/17 onwards.

Members considered a revised Local Code of Corporate Governance, as now presented. The overall aim of the Local Code was to ensure that resources were directed in accordance with agreed policy and according to priorities, that there was sound and inclusive decision-making and that there was clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities.

RESOLVED: - that the Committee agree the revised Code of Corporate Governance as presented.

43/16 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Thursday 22 June 2017 at 10:00 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

A further meeting was noted for 28 September 2017.

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 24 April 2017

STATUS OF COUNCILLORS AND URGENT DECISION ARRANGEMENTS AT ELECTION TIME

Contact for further information:

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

Executive Summary

The Authority is advised that the Clerk has received formal notification from Lancashire County Council (LCC) that its County Councillors cease to be Members of the Combined Fire Authority (CFA) during an election year at the point when they retire from their term of office as governed by section 7(1) of the Local government Act 1972. This applies irrespective of whether they are re-elected and covers the period up to the County Council's Annual General Meeting (AGM) which for this year is from 9 May 2017 - 25 May 2017.

In line with the Members' Allowance Scheme, the payment of basic and special responsibility allowances shall be paid pro rata. Allowances for County Councillors will therefore cease with effect from 9 May 2017. County Councillors who are appointed to serve on the CFA at LCCs AGM will receive their basic allowance from 25 May 2017 onwards with special responsibility allowances payable from the Authority's AGM as appropriate.

The Clerk has considered the implications of this on the status of councillors representing the unitary authorities and has determined that these arrangements shall apply to all constituent authorities during election years.

In addition, the Authority needs to ensure there are adequate arrangements to enable any urgent decisions to be taken between the date of the County Council Elections (Thursday 4 May 2017) and the CFA Annual Meeting (Monday 19 June 2017) in the event of the Chairman and Vice-Chairman not being re-elected.

Recommendations

The Authority is asked to:

- (i) Note the status of Lancashire County Councillors during the period following an election and the date of the County Council's Annual General Meeting including the impact on the payment of Members' Allowances; and
- (ii) Authorise the Chief Fire Officer and the Clerk to the Authority to take any urgent decisions upon any matters arising between the date of the Lancashire County Council elections and the CFA Annual Meeting, in the event of the Chairman and Vice-Chairman not being re-elected.

Information

As set out in the Executive Summary.

Business Risk

The Authority needs to make arrangements for the delegation of urgent decisions for business continuity purposes.

Environmental Impact

None

Equality and Diversity Implications

None

HR Implications

None

Financial Implications

As determined by the Members' Allowance Scheme.

**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

Meeting to be held on 24 April 2017

UK INTERNATIONAL SEARCH AND RESCUE TEAM (UK ISAR)

Contact for further information: Assistant Chief Fire Officer David Russel

Telephone: 01772 866801

Executive Summary

To inform Members on existing commitments to the UK International Search and Rescue Team (UK ISAR) and additional responsibilities following the introduction of a new logistics role supporting the UK Emergency Medical Team.

Recommendation

The CFA approve the continued involvement and commitment to UK ISAR and support the wider functions as identified within the briefing paper.

Background

The international framework for search and rescue activities, including policies and operational guidelines, is organised through the International Search and Rescue Advisory Group (INSARAG), which is a global network of more than 80 countries including the UK. As a strong humanitarian actor, the UK sponsors a high value search and rescue capability by supplying a rapidly deployable world class search and rescue team, which aligns to international standards endorsed by the UN General Assembly Resolution (GAR 57/150) "Strengthening the effectiveness and coordination of international urban search and rescue assistance" in 2002.

Requests for the provision and use of fire and rescue sector assets to respond to humanitarian disasters and emergencies overseas will be considered and ultimately commissioned for deployment by the Department for International Development (DFID) as the Lead Government Department for UK ISAR.

UK ISAR is a co-operative of fifteen Fire and Rescue Services (FRS), formed in 1993 (following the issuing of DCOL 9/92 item 13 (United Kingdom Fire Service Search and Rescue Team). Each Service contributes competent personnel and equipment plus arrangements to provide these resources when requested. Merseyside Fire and Rescue Authority (MFRA) acts as the Lead Authority for the UK ISAR Team, on behalf of the National Fire Chiefs Council which will replace the Chief Fire Officers' Association involvement with effect from 1st April 2017.

Lancashire Fire and Rescue Service has been a member of UK ISAR since 1993 and can be requested to mobilise to sudden on-set disasters (mainly earthquakes), participate in training/exercising and undertake international capacity building programmes in disaster prone countries. Lancashire has over the years deployed to Macedonia, Turkey, Mozambique, India, Algeria, Kashmir, Haiti and Japan.

The deployment of the UK ISAR team enables survivors to be located and rescued in situations where local teams may not have the technical capacity to, and/or may not be able to prioritise over multiple other critical demands in other affected areas where there may be a higher chance of a successful rescue in the timeframe.

UK ISAR deploys on average every 2.8 years to disaster missions all over the world; the most recent being Indonesia, Haiti, Japan, New Zealand, Bosnia & Herzegovina and Nepal. The team operates on a 4 month on/off rota system that includes search dogs, medics, engineers and veterinary personnel.

The team mainly deploys under the auspices of the United Nations but it also supports the UK's commitment to the European Union Civil Protection Mechanism, and offers Heavy (70 persons) and Medium (48 persons) modules. It is one of 47 UN classified Search & Rescue teams from across the world.

Lancashire FRS currently commits 13 personnel to the overall team strength of 246.

Capacity Building

Global disaster statistics show that the vast majority of high impact earthquakes occur in less developed countries, where local response structures are usually primitive and lacking funding training and equipment.

UK ISAR undertakes capacity building programmes in many countries including India, Pakistan, Lebanon and Tajikistan in order to train local first responders and ultimately improve survivability. UK ISAR personnel also undertake training and mentoring of other international search and rescue teams, and carry out peer assessments as part of an INSARAG classification system.

Emergency Medical Logistics team

In February 2016, DFID requested UK ISAR to provide the logistics support for a new UK Emergency Medical Team (EMT).

The UKEMT is a rapidly deployable Governmental field hospital that is sent following sudden onset disasters anywhere in the world aiming to be fully operational within 72 hours. It is a multi-stakeholder team with 4 main partners. UKMed facilitate the release of the field hospital's clinical staff from the NHS and provide them with relevant training; Handicap International as a partner of UKMed and provide rehabilitation expertise; UK ISAR provide the logistics and site operations specialism for the field hospital platform; and DFID via CHASE OT deliver the infrastructure and overarching management.

All EMTs must by definition adhere to World Health Organisation (WHO) minimum standards. The UKEMT completed a verification programme in December 2016 and are officially recognised as one of 6 accredited global EMTs.

The EMT has the ability to remain in country for up to three months however; FRS staff will be rotated on a 3 weekly basis (maximum).

The team is in a developmental phase and is under considerable pressure to declare an operational capability.

Lancashire FRS has committed 5 personnel to support the EMT with personnel to develop equipment and training modules. This is expected to take 4 months commencing January 2017. Personnel will also be required to undertake a series of training modules, which will also be delivered over a 4-month period. The time requirement for the delivery of the training is still to be defined.





Staff Implications

Each team normally deploys with up to 5 personnel for search and rescue deployments, and are generally engaged in operations for between 7 to 10 days.

For the EMT UK ISAR will send an initial team of up to 25 staff to build the hospital infrastructure and repatriate up to 50% of the team after 7 days or when the hospital is fully functional. It is envisaged that each service will provide up to a maximum of 3 staff, however this will depend upon whether the team deploys in a search and rescue and EMT logistics role at the same time.

Membership of the ISAR team is voluntary for all team members and as such, individuals are expected to commit a considerable amount of personal time to maintain competence and attend events.

Legal Implications

Fire and Rescue Services in the UK have a statutory responsibility to deal with fires and road traffic collisions pursuant to the Fire and Rescue Services Act 2004. Each Fire Authority has the power to use the resources primarily provided for firefighting to deal with non-fire incidents. These may include maritime, aeronautical and land based search and rescue operations. It is for each Fire Authority to set its own policy with regard to ISAR operations and these will vary around the UK.

Financial Implications and Value For Money

DFID and UK ISAR have agreed a 4-year programme of financial support to the ISAR and EMLT roles. The Emergency Deployment Teams (EDT) Programme (Project Number: 202878) commenced on the 1st July 2016 and will run until 31st December 2020. The DFID budget covers the cost of maintaining equipment, training levels and commitments to INSARAG activities. It does not cover salary and related costs for team personnel; these are met by individual services.

Personnel and travel costs associated to operational deployments are reimbursed by DFID and based upon agreed backfill rates. Costs associated to capacity building and INSARAG support inclusive of travel, food and accommodation are reimbursed from central funding, however Services are requested to support extraction costs.

Set against a backdrop of financial uncertainty and continued FRS budget reductions, LFRS have been able to operate one of the leading heavy USAR teams in the world. The budget contribution provided by DFID allows UK ISAR to maintain and develop its competence and capability.

Risk Management, Health & Safety and Environmental Implications

Security, political and humanitarian impact assessments are carried out prior to any deployments. The Foreign and Commonwealth Office (FCO) is always consulted prior to a decision being made to send staff abroad.

All UK ISAR training and operations are fully risk assessed and carried out under supervision by appropriately trained and competent managers. Team personnel have the following insurance provisions in place: Employer Liability, Public Liability, Business Travel, Personal Effects, and Medical Repatriation. UK ISAR team management ensures that insurances are valid before deploying individuals overseas.

In recognising its duties under statutes, regulations and codes of practice, the UK ISAR team conducts operations effectively and efficiently whilst ensuring stringent standards of health, safety, security and welfare compliance. The team provides a dedicated Safety and Security Officer to ensure effective implementation in the field by ensuring that high standards are embedded as part of its daily service delivery and function.

Individual risk assessments are maintained for all of the equipment associated with the SAR and EMT elements. A full medical screening takes place before, during and on return from any international mobilisation. This includes critical incident debriefing/diffusion.

Contribution to Our Purpose: Making Lancashire Safer

Search and rescue deployments promote good inter-departmental relations and co-operation between DFID, FCO, Home Office and the Cabinet Office, all of which are involved in the UK ISAR deployments.

There is anecdotal evidence that the high profile rescues of individuals and associated personal interest stories also help generate significant public support, and high levels interest from many areas, including the Royal Family, Government, regional and national media. This in turn provides a high degree of pride for local communities, the Fire Authority and wider work force.

Search and rescue deployments generate high profile positive publicity, being highly visible and often dramatic. Teams wear the ISAR logo on corporate wear and PPE and often give press interviews which generate high levels of positive media exposure, promoting the professionalism of individual teams and the wider Fire and Rescue Service. Benefits include having the knowledge that we, as an organisation, have contributed to support disaster affected communities, which often resonates with our ethnic groups, and may help promote recruitment from underrepresented groups.

Team members are often highly motivated and promote a high level of team ethos within the organisation. These attitudes in turn help to improve wider personal motivation within the organisation. Skills and experience gained by our team members in some of the world's worst disasters are directly transferrable and lead to enhanced levels of operational capability, and increased service delivery.

The efforts of the UK ISAR team have saved many lives and provided humanitarian support to those affected by disasters. These activities build on the work that our Firefighters undertake on a day to day basis.

Business Risk

The efforts of the UK ISAR team have saved many lives and provided humanitarian support to those affected by disasters. These activities build on the work that our Firefighters undertake on a day to day basis. Set against a backdrop of financial uncertainty and continued FRS budget reductions, LFRS has been able to operate one of the leading heavy USAR teams in the world. The budget contribution provided by DFID allows UK ISAR to maintain and develop its competence and capability.

Financial Implications

DFID and UK ISAR have agreed a 4-year programme of financial support to the ISAR and EMLT roles. The Emergency Deployment Teams (EDT) Programme (Project Number: 202878) commenced on the 1st July 2016 and will run until 31st December 2020.

Environmental Impact

None.

Equality and Diversity Implications

None.

Human Resource Implications

Membership of the ISAR team is voluntary for all team members and as such, individuals are expected to commit a considerable amount of personal time to maintain competence and attend events.

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

Paper	Date	Contact David Russel Tel. 01772 866801
Reason for inclusion in Part II, if appropriate:		

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday, 24 April 2017

MEMBER CHAMPION ACTIVITY – QUARTERLY REPORT (Appendix 1 refers)

Contact for further information:

DCFO Justin Johnston – Tel: 01772 866801

Executive Summary

This paper provides a report on the work for the period up to March 2017.

Recommendation

The Authority is requested to note the report and acknowledge the work of the respective Champions.

Information

In December 2007, the Authority introduced the 'Champion' role and allocated a nominal budget per member in respect of four subject areas. These positions are currently filled by:

- Equality and Diversity – 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 are provided on a quarterly basis to the Authority. This report relates to activity for the period up to March 2017.

During this period, all have undertaken their respective role in accordance with the defined terms of reference. Their activity to date:

Equality and Diversity – County Councillor Terry Aldridge

Positive Action in recruitment

The wholetime recruitment process continues until May 2017. The positive action recruitment campaign resulted in 13% female applicants and 87% male applicants. In addition a total of 5% of applicants were from a BME background. Appointment will be on merit and diversity will continue to be monitored at shortlisting and appointment.

Policy

The Equality, Diversity and Inclusion Policy has been updated and approved by the Authority and is now being implemented.

Training

Equality, Diversity and Inclusion Training is in the process of being refreshed to include unconscious bias and this will form part of the induction for all staff and will be issued as a refresher to exiting members of staff.

Older People – County Councillor Mark Perks

The Dementia Task Group continues to grow in strength and the Dementia leads in each area have now been identified and are acting as a Single Point of Contact for all enquiries within that area. The Leads are:-

Jane Williams – Strategic Lead SHQ
Gary Acomb – Co-ordinator SHQ
Sharon Aspden – Western
Julie Simpson – Northern
Karen Scarborough – Central
Angela Hammond – Pennine
Claire Burscough – Southern
Eileen Brown – Eastern



Other actions the Task Group is current working on include:

- A list of all Dementia Champions and Dementia Friends will be collated so that we can facilitate any requested Dementia Friends' Sessions and we will support each other with the allocations. This will also identify any gaps we can then address.
- Dementia Prompt Safety Stickers have been produced and were distributed at the Prevention Seminar in January. These can now be found in the Virtual Library or by contacting Sharon Aspden.
- The Dementia Buddies Scheme is to be expanded across all areas. This is currently being piloted in the Northern area. Funding has been secured for 1000 devices, which will be distributed at Safe and Well Visits and managed by the Dementia Leads. County Councillor Perks has provided further funding to support this initiative. This will include training all CFS staff and

the crews on how to request a device and also what to do if somebody is found and they have a device on them.

- Attendance continues at the Dementia Action Alliances to ensure LFRS is represented at the multi-agency meetings.
- Promotion and encouragement for all LFRS staff to become Dementia Friends and sessions will be facilitated in all areas.
- We are also looking at hosting a Dementia Event in each area during Dementia week - 15th – 21st May. Corporate Communications will be supporting the publicity of these events.

Road Safety – Councillor Fred Jackson

Safe Drive Stay Alive

Since the last report, the Safe Drive Stay Alive multi-agency Road Safety Team have delivered presentations at the following locations:

- **King Georges Hall Blackburn Wednesday 8th and Thursday 9th February**
Delivered to 1761 students from Blackburn College, Training 2000, Accrington and Rossendale College, Accrington Academy St Marys, St Christopher's and St Wilfred's 6th forms.
- **Ripley St Thomas High School**
Delivered to 315 students from the 6th Form.

Thematic Road Safety Group

GM Crook chaired the third Thematic Road Safety Group meeting on 24 February, where an action was agreed to review and refresh both the Wasted Lives and Childsafe Plus programmes. This work is currently ongoing and will be completed and ready to roll out to both high schools and primary schools from September 2017.

Lancashire Road Safety Partnership Operations Group

(Formerly Lancashire Partnership for Road Safety Management Board)

The operations group held a meeting / workshop on Tuesday, 24 January at Police HQ Hutton. All partners were tasked to produce a Road Safety Action plan for 2017 (attached as appendix 1 for information).

Environment – County Councillor Ken Brown

National Operational Guidance has been issued for Environmental Protection which includes sections on: Fire and Rescue Service responsibilities; Working with the Environment Agency; Fire Water Run Off; Physical Damage to the Environment; Wildfires. A gap analysis has been carried out to identify any gaps in LFRS arrangements and operating procedures against this new guidance. Minor revisions are required and operating procedures will be developed as necessary.

**Lancashire Road Safety Partnership Operational Group
2017 Workstream Focus**



The following is an outline of the main areas of focus for each of the Lancashire Road Safety Partnership partners. The list is not exhaustive but identifies areas of specific focus, development or need.

Lancashire County Council	Lancashire Constabulary
Child KSIs (pedestrians) Cycling (all ages) Working age Car Occupants (failed to look) Theatre in Education – high schools ELearning package – all ages Casualty reduction based toolkit Ongoing engineering works	BikeSafe (2017 dates out now) BikeWatch Young people – SafeDrive StayAlive Cyclists
Lancashire Fire and Rescue	Blackburn with Darwen
Year 6 – child pedestrians Biker Down Wasted Lives and SafeDrive StayAlive	Public Health delivery of ETP with community safety teams Link with LCC Red light camera trial Average Speed will cover BwD
Blackpool	North West Ambulance Service
No road safety team Pre & young drivers through LFRS & LRSP Year 6 through LFRS	2500 community first responders Support SafeDrive StayAlive Support BikeSafe delivery
Highways England	Lancashire Road Safety Partnership
Isle of Man TT Towing Working Group Motorcycle Working Group New Driver Initiative Older Driver Strategy DfBB – partnership benchmarking Regional Road Safety Working Group Tyre Safety / Roadworthiness BabyBox	Average Speed installation over 8 routes Mobile phone communication Increase of social media activity

Workstream Groups

The following details the partners allocated to each workstream sub group of focus for the Lancashire Road Safety Partnership for 2017. This list will develop along with the development of the initiatives associated with the workstreams.

Primary School Education	Young Drivers
Jackie Brindle (LCC) LEAD Deborah Hall (LCC) Steve Collins (LFRS) Sean Powell (BPL)	Rhiannon Leeds (LRSP) LEAD Andy Trotter (LanCon) Steve Collins (LFRS) Dave Rigby (NWAS)
Powered 2 Wheelers	Older Road Users
Andy Trotter (LanCon) LEAD Steve Collins (LFRS) Dave Rigby (NWAS) Marc Proctor (LanCon)	Jackie Brindle (LCC) LEAD Lara Barr (LanCon)
Cyclists	Virtual Reality
Jackie Brindle (LCC) LEAD Sean Powell (BPL) Andrew Wright (LRSP)	Steve Collins (LFRS) LEAD Tony Crook (LFRS) Rhiannon Leeds (LRSP) Jackie Brindle (LCC)
Driving for Business	SpIDS
Jackie Brindle (LCC) LEAD Steve Collins (LFRS) Lisa Scott (HE)	Nick Hughes (LCC) LEAD Andy Trotter (LanCon) Sean Powell (BPL) Andrew Wright (LRSP) Marc Proctor, John McLaughlin, Gary Makin (LanCon)

2017 Action Plan

The action plan for Lancashire Road Safety Partnership has been developed with the needs of each of the partner in mind. Based on the casualty data for Lancashire and the resources available the Lancashire Road Safety Partnership will aim to do the following education activity in 2017 alongside other engineering and enforcement solutions:

Primary School Education	Young Drivers
<ul style="list-style-type: none"> Review the delivery of primary education from the Brainbox Research report and implement some updates to primary school packages where suitable (RL & JB) Refresh the ChildSafe+ year 6 package in line with the recommendations and existing LCC delivery of key messages and roll out for Sept 2017 (RL & SC) 	<ul style="list-style-type: none"> Continue delivery of SafeDrive StayAlive across the county – delivery to approx. 6000 p/a (AT & RL) Tweak Wasted Lives delivery to aim at year 11s delivery by LFRS (SC & RL)
Powered 2 Wheelers	Older Road Users
<ul style="list-style-type: none"> Deliver BikeSafe on 6 days during this bike season (AT & DR) Develop the Biker Down initiative (SC) 	<ul style="list-style-type: none"> Reinstate the 60+ driver assessment scheme and deliver to at least 50 participants in 2017 (JB & LB)
Cyclists	Virtual Reality
<ul style="list-style-type: none"> Look to have a visible presence with key messages at Blackpool ride the lights (SP, JB) 	<ul style="list-style-type: none"> Investigate the feasibility of using immersive community education for road safety (SC)
Driving for Business	SpIDS
<ul style="list-style-type: none"> Deliver a 1 day seminar style session open to all businesses in Lancashire (JB, RL, LS) 	<ul style="list-style-type: none"> Review deployment and locations of existing SpIDS (speed tasking group)

LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday 24 April 2017

FIRE PROTECTION REPORTS

(Appendix 1 refers)

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 February 2017 to 1 April 2017.

In addition, Fire Protection and Business Support Information are included in the report.

Recommendation

The Authority is asked to note the report.

FIRE SAFETY CONVICTIONS

Prosecutions under the regulatory reform (fire safety) order 2005

Lancashire Fire and Rescue Service (LFRS) has had one case for sentencing since the last meeting and three further cases are being prepared, a Hotel in Morecambe, a Take Away in Lancaster and a Public House with flats in Rawtenstall.

HMO 143 Manchester Road, Burnley

Dr Muhammad Jehangir Khan Bhatti and the Embrace Cooperation Ltd appeared for sentencing at Burnley Magistrates Court on the 10th February 2017.

This Prosecution was a result of an inspection in 2014 at 143 Manchester Road, Burnley, BB11 4HT by Fire Safety Officers and Local Authority (LA) housing department officers, supported by Police and Community Support Officers. The premises consist of basement and three floors that were being used as a House in Multiple Occupation (HMO), sleeping accommodation with inadequate fire safety provision.

At the trial on the 27th January 2017 at Burnley Magistrates Court, the Leaseholders, Embrace Cooperation Ltd pleaded guilty to six charges and were fined a total of £10,620 and LFRS were awarded a further £3000 costs.

The Owner/Landlord of the premises, Dr Muhammad Jehangir Khan Bhatti was found guilty of four offences, by the District Judge and fined a total of £1,320 and LFRS were awarded a further £4000 costs.

Dr Bhatti has since lodged an appeal which will be heard at Burnley Crown Court on 25/5/17.

FIRE PROTECTION & BUSINESS SUPPORT INFORMATION

Primary Authority Scheme

LFRS has established a new permanent Watch Manager B post based at Service Headquarters dedicated to supporting Primary Authority Partnerships.

The Primary Authority Partnership Officer will further develop effective Primary Authority partnerships with businesses in order to achieve national consistency in delivering fire safety enforcement advice. The post will provide reliable and consistent regulatory advice that the business requires in relation to fire safety. (Briefing Note attached as Appendix 1).

Business Support Advisors (BSA) Activity

The Crew Manager Business Support Advisor role has now been in place for a year in the protection function, their primary role is to provide business owners and Responsible Persons with advice and guidance to enable them to meet their statutory obligations under fire safety legislation.

They are also working extensively with colleagues in both the operational and community fire safety functions of the organisation and as part of this diverse role they have undertaken a number of activities and initiatives in recent months, a number of which are highlighted below.

Business Support Plus Website

The Business Support Plus website is a LFRS site that is specifically designed to provide business owners and Responsible Persons with advice and guidance. The site has been updated extensively by BSA Kevin Birchall and now includes a welcome on the Home page by Deputy Chief Fire Officer Justin Johnston. The updates include Business Continuity, Access Enable (Get me in – Get me out), information on the Primary Authority Scheme, Event Safety and the appeals process for the new CFOA Fire Safety Order standard forms.

<http://www.lancsbusinessplus.org.uk/>

Stay Blackpool Event

BSA Mick Frankland along with Community Safety Advisor Farzana Patel attended the Stay Blackpool Event in the Empress ballroom at the Winter Gardens. This one day event brings together local businesses with an affordable way to present, meet and network with other local accommodation providers that service the tourism trade in Blackpool & the Fylde coast.

During the event advice and literature were provided to hoteliers in regard to fire risk assessments, firefighting equipment, fire safety training and the testing of fire safety equipment as well as addressing any concerns they had of the auditing process that we carry out.

As a result of this event a number of hoteliers have asked for the BSA to visit their hotels to provide advice on Fire Safety.

Lancaster Chamber of Commerce

BSA Tony Ford met with Vicky Lofthouse Chief Executive of the Chamber of Commerce in Lancaster and from this meeting a number of work streams have been generated.

BSA Tony Ford attended the Chamber of Commerce Business Expo on the 21st March 2017 at Lancaster House Hotel and provided a presentation to local businesses on BSA role within LFRS and the support and advice BSA can offer them.

BSA Tony Ford has also produced the first article on fire safety in the Lancaster Chamber of Commerce newsletter that goes out to their members with the intention of producing a monthly article for this newsletter.

<https://lancaster-chamber.org.uk/news/business-fire-safety-advisor-role-antony-ford>

The chamber has also invited to Tony to a number of events and meetings in the coming months.

North West Ambulance Service (NWS)

NWAS met with all BSA's to launch the new recording system regarding AED (Automatic External Defibrillator) within the work place. The form is accessed via a portal on their site called NWAS Tell Us about your Defib, link below.

<https://form.jotformeu.com/70293839367367>

Once filled in the form is automatically submitted to them and it also has a drop down box that registers which Fire Service has submitted the form, enabling them to provide LFRS with the numbers of AED we have informed them of.

NWAS have also asked LFRS to register all AED we come across, not just new AED, as it enables them to ensure that the details they may already hold are correct for the location, model and maintenance of the AED. This is to assist NWAS in mapping where the nearest AED is to any member of the public who may have someone suffering from a Cardiac episode. The information can then be readily available and relayed to any member of the public who has someone suffering a Cardiac episode while the Ambulance crew are dispatched. At present the BSA are submitting the forms, but this will be expanded in the future to all Fire Safety Staff.

ARSON CONVICTIONS

R V Akeel Sabel Mahmood Reedfield, Burnley

This incident involved a vehicle fire on the driveway of the premises. The vehicle had been set alight in 2 separate areas. A fire investigation was completed by LFRS staff and they were initially called to present evidence at Crown Court. However, due to the strength of the evidence, Mr Mahmood entered an early guilty plea and was sentenced to: 18 months imprisonment suspended for 2 years. To complete 150 hours of unpaid work. To be under curfew for 8 weeks between the hours of 10pm - 6 am, which is to be electronically monitored.

R V Gina Kathy King Stopford Court Sparth Rd Clayton Le Moors

This incident involved a flat in a sheltered housing scheme. Ms King had been staying periodically with the occupier and had started a fire in the kitchen whilst trying to light a cigarette from the toaster using paper. This fire spread to the kitchen units. Ms King then took the burning paper into the lounge and set fire to a table. Fortunately the fire alarm system activated and the live in scheme manager investigated the alarm and was able to evacuate Ms King and the flat occupier. A fire investigation was carried out by LFRS personnel. Ms King pleaded guilty at Magistrates Court to reckless arson. She was later sentenced at Crown Court to: 4 months in prison and 4 months for assault to run consecutively (8 months).

R V Robert Foy

Sandy Lane, Accrington

This incident involved the ground floor kitchen of large premises. An amount of clothing had been set alight on the kitchen worktop which spread to the kitchen units. Mr Foy was found in an upstairs bedroom, where he was arrested and led to safety by Police Officers. Mr Foy was charged with arson reckless as to whether life endangered. LFRS personnel carried out a thorough fire investigation and later submitted a lengthy statement regarding the fire and the cause. Mr Foy pleaded guilty after the submission of the statement and was later sentenced to: 6 months imprisonment for arson and 16 months for other offences – 22 months in total.

LFRS has another 7 cases pending hearings or sentencing at Crown Court. These should be available for the next report.

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 Fire And Rescue Service Primary Authority Scheme Partners

The Primary Authority scheme began in 2009. It was devised to provide greater regulatory consistency and certainty for businesses that operated across a number of local authority areas. The scheme has proven to be very popular with businesses and delivered a number of benefits for business. This includes assured, consistent advice, and a single point of contact with the local regulatory system. The scheme has been extended to cover new areas of regulation and to businesses that share a common approach to compliance. A recent review of the scheme has shown the numerous benefits of the scheme. These included:

- Over three-quarters (76 per cent) of businesses had developed better regulatory relationship with local authorities compared to 37 per cent of non-Primary Authority businesses;
- Three-quarters agreed that instances of non-compliance were more easily solved compared to just 26 per cent on non- Primary Authority businesses;
- 76 per cent of partnerships valued their partnership at least what they paid for it, with 45 per cent willing to pay at least double for their partnership.

The Government enabled a package of measures within the Enterprise Act 2016, which will come into force on the 1st October 2017. This will change how the Primary Authority (PA) scheme runs; simplifying the scheme to make it easier operate and allow small businesses to form primary authority partnerships, including businesses not trading over local authority boundaries. The scheme continues to grow, as do the PA resources (usually self-funded) required to successfully manage and support partnerships.

Lancashire Fire and Rescue Service currently have 4 Primary Authority Partnerships:-

1. **Barchester Healthcare Homes Ltd** - London Head Office, Barchester Healthcare Homes Ltd, Suite 304, Third Floor, Design Centre East, Chelsea Harbour, London, SW10 0XF, (Partnership Created on 5th September 2014);
 - Over 200 care facilities across the UK, providing quality care to over 10,000 residents, including specialist care for children and young people, acquired brain injuries, autism, as well as elderly frail residents and those with mental health needs.
2. **Four Seasons Healthcare Limited** - Norcliffe House, Station Road, Wilmslow, SK9 1BU, (Partnership Created on 10th October 2016);
 - Over 300 care homes across the UK, specialising in nursing, residential, & intermediate, specialist dementia care.
3. **Amber Taverns Ltd** - The Victory Offices, 112 Victory Road, Blackpool, FY1 3NW , (Partnership Created on 1st February 2017);
 - 120 Public Houses across the North west, North East, Midlands and Wales
4. **E.H.Booth & Co Ltd** - Booths Central Office Longridge Road, Ribbleton, Preston, Lancashire, PR2 5BX, (Partnership Created on 9th February 2017);
 - 28 store across the North West

UK Fire and Rescue Services (Number of PA Partnerships)

Out of the 52 UK Fire Services, only 26 are in a registered Primary Authority Partnership as of 23/2/17.

South Western Region

Avon - (3)
Cornwall - (3)
Devon & Somerset - (1)
Dorset & Wiltshire - (13)
Gloucestershire - (0)
Guernsey - (0)
Jersey - (0)

North Eastern Region

Cleveland - (0)
Durham - (0)
Northumberland - (0)
Tyne and Wear - (26)

North Western Region

Cheshire - (2)
Cumbria - (0)
Isle of Man - (0)
Lancashire - (4)
Greater Manchester - (62)
Merseyside - (4)
Northern Ireland - (0)

East Midlands

Derbyshire - (5)
Leicestershire - (12)
Lincolnshire - (0)
Nottinghamshire - (6)
Northamptonshire - (0)

Wales

Mid and West Wales - (0)
North Wales - (0)
South Wales - (2)

Scotland

Scottish Fire and Rescue Service - (0)

South Eastern Region

Buckinghamshire - (10)
East Sussex - (0)
Hampshire - (52)
Isle of Wight - (0)
Kent - (3)
Oxfordshire - (0)
Royal Berkshire - (6)
Surrey - (0)
West Sussex - (0)

Yorkshire & Humberside Region

Humberside - (0)
North Yorkshire - (0)
South Yorkshire - (1)
West Yorkshire - (50)

Eastern Region

Bedfordshire - (1)
Cambridgeshire - (14)
Essex - (3)
Hertfordshire - (0)
Norfolk - (0)
Suffolk - (0)

West Midlands

Hereford and Worcester - (4)
Shropshire - (0)
Staffordshire - (13)
Warwickshire - (0)
West Midlands - (7)

London

London Fire Brigade - (110)

Out of these 26, the ranking Nationally is:-

1. London Fire Brigade - (110)
2. Greater Manchester - (62)
3. Hampshire - (52)
4. West Yorkshire - (50)
5. Tyne and Wear - (26)
6. Cambridgeshire - (14)

7. Dorset & Wiltshire - (13)
8. Staffordshire - (13)
9. Leicestershire - (12)
10. Buckinghamshire - (10)
11. West Midlands - (7)
12. Royal Berkshire - (6)
13. Nottinghamshire - (6)
14. Derbyshire - (5)
15. Lancashire - (4)
16. Merseyside - (4)
17. Hereford and Worcester - (4)
18. Avon - (3)
19. Cornwall - (3)
20. Kent - (3)
21. Essex - (3)
22. Cheshire - (2)
23. South Wales - (2)
24. Bedfordshire - (1)
25. Devon & Somerset - (1)
26. South Yorkshire - (1)

North Western Region:-

1. Greater Manchester - (62)
2. Lancashire - (4)
3. Merseyside - (4)
4. Cheshire - (2)
5. Cumbria - (0)
6. Isle of Man - (0)
7. Northern Ireland - (0)

Below gives an example of resources provided for PAS:-

London Fire Service Primary Authority

Dedicated PAS team:

- Head of Business Support Group - Area Manager (Group Manager 0.5 post)
- Business Support Group Team Leader – Team Leader (Stn Manager 1.0 post)
- Dep. Team Leader – Non ops (Watch Manager B 1.0 post)
- Case Officers – Watch Managers B (Can be non ops 4.0 posts)
- Support/Admin – 1.5 posts.

Cheshire Fire And Rescue Service

- None Dedicated PAS Officer, 1 x SMB Administrator.

LFRS

- Dedicated: Primary Authority Partnership Officer - (Watch Manager B 1.0 post)
- None Dedicated – Protection Support Officers – (Stn Manager 1.0 post & Watch Manager B 3.0 post).

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday 24 April 2017

COMMUNITY FIRE SAFETY REPORTS

(Appendix 1 refers)

Contact for further information:

Assistant Chief Fire Officer David Russel, Director of Service Delivery

Tel: 01772 866801

Executive Summary

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

- Community Safety activity;
- Incidents of Operational interest.

Recommendation

The Authority is asked to note the report.

Information

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

- Community Safety initiatives;
- Incidents of Operational 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	Date	Contact
Information from LFRS Management Info Systems	February 2017 – March 2017	David Russel
Information received from area based staff	February 2017 – March 2017	David Russel
Reason for inclusion in Part II, if appropriate:		

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:	BLACKBURN-WITH-DARWEN
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LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Dementia and Wildfires

Within the Service, we quite often come across people who are living with dementia and we provide support and offer assistance wherever possible. This has led to us attending Dementia Alliance meetings and completing training in Dementia Friends/Champions sessions. We have now started to be involved in the Dementia Buddies Scheme, which has provided us with devices which will be distributed at Safe and Well Visits. This will be enhanced by training to all CFS staff and crews who will be able to request a device and also what to do if somebody is found if they have a device on themselves.

During March, prevention work began on reducing the amount of “wildfires” occurring on the West Pennine Moors. The first phase involved operational crews and Community Fire Safety staff putting up prevention posters on all routes, footpaths and bridleways on Darwen Moor, Pickup Bank and Tockholes.

Fire Cadets

Fire Cadets from Darwen were supported by Operational Crews and Community Safety Staff at this year’s Firefighter Charity Carwash at Darwen Fire Station.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: House Fire – Persons Reported
Date: 01 March 2017
Time of Call: 19:10

On arrival at the above incident on Buncer Lane, the entire roof and first floor was well alight and it was believed that somebody may be inside the property. Firefighters wearing breathing apparatus forced entry and searched the whole property for missing persons. No one was found inside the building and the owner was located.

The Water Tower was used as a first strike on the roof and, without doubt, this prevented the fire spreading to the attached property. Firefighters used jets and hose-reels to extinguish the fire, thermal imaging cameras to locate hotspots and ventilation fans to remove the smoke. It is to be noted that due to the quick setup of the Rosenbauer Water Tower and the fact that it carried 1500 litres of water, the neighbouring property was saved.

Buncer Lane was closed to traffic and Firefighters were on scene for approximately four hours. The cause of the fire is under investigation.

Incident: House Fire – Grade II Listed Building

Date: 15 March 2017

Time of Call: 22:39

LFRS attended a severe fire at Alston Hall in Longridge, a Grade 2 listed building, which caused severe damage to the whole property. The fire was attended by 10 fire appliances and two aerial ladder platforms. The incident was not brought to a close until the morning of 17 March 2017.

The property was previously an educational establishment, but more recently converted to a private dwelling. This incident is still the subject of an on-going investigation into the cause of the fire; therefore the information available at this time is limited to the above.

LANCASHIRE FIRE AND RESCUE SERVICE

COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:**BLACKPOOL****LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)****Looked After Children**

On Wednesday, 15 March, Community Safety Advisors in Blackpool hosted an event at Blackpool Central Library for foster carers, social workers and other professionals employed by Blackpool Council. At least 30 foster carers attended the event where we delivered a presentation to not only emphasise home fire safety but to also highlight the dangers of young children becoming engaged in fire play and anti-social behaviour. In recent months we have experienced an increase in FIRES referrals (Fire Intervention Response Education Scheme) in relation to young people who are currently living with foster carers and are at risk due to deliberate fire setting.

A positive action from this training is that as social workers visit properties to complete risk assessments, for potential foster carers and subsequent placements, they can use their recently acquired knowledge to determine fire safety in the homes they visit. They can ensure that the installation of a working smoke detector is clearly stated on their risk assessments prior to approving the foster carers' property. They can also stress the importance of home fire safety visits and escape plans. Foster carers themselves should also have an increased knowledge and be increasingly aware of signs of fire play within their charges and be able to act and refer effectively.

Positive Action

The South Shore area of Blackpool has recently experienced a spike in deliberate fires, particularly around the Branstree Park area. Information from local residents suggested that local youths may be responsible for some of these incidents. To this purpose, Community Safety Advisors from South Shore and Blackpool Fire Stations have delivered an intervention package, delivering fire safety advice to young people from the area.

Community Advisors worked closely with the headmaster and teachers from the Oracle pupil referral unit to tailor a bespoke package for this cohort of young people. The Advisors then visited the Oracle on a number of occasions and worked with the young people to highlight the dangers and associated risks of engaging in deliberate fire setting and anti-social behaviour. A total of five sessions were delivered at the unit and the feedback has been overwhelmingly positive.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Fire
Date: 19 March 2017
Time of Call: 09:50

On Sunday 19th March at approximately 09:50 two fire crews from Blackpool Fire Station were called to an incident in the central area of Blackpool. It was neighbours who had been alerted to the incident by the sound of smoke detectors and the smell of smoke and called the emergency services. The occupier was not at home at the time of the initial 999 call, however they did return to the property just as the operational crews arrived.

As fire crews entered the building they were faced with a heavily smoke logged property; the fire having originated on the first floor in the bathroom. Firefighters used breathing apparatus and a hose reel to extinguish the fire and a ventilation fan was then used to clear the toxic smoke from the property. Damage sustained was severe by fire to the bathroom, severe by smoke to the first floor and moderate by smoke to the ground floor. Unfortunately, due to the severity of the fire, the occupier now requires alternative accommodation and it may be some time before they are able to return to their home.

The fire had started in the bathroom, where a tea light had been left unattended and burning on the side of the fibreglass bath. This is the second incident in recent months in relation to candle fires, prompting Community Fire Safety Advisors to be increasingly vigilant during Home Fire Safety Visits to occupiers' use of candles and to advise occupiers of the dangers presented by both candles and tea-lights. Candles are increasing in popularity and we would like to highlight that the flame from a candle, if placed too close, can quickly ignite a nearby curtain or clothing. Candles and tea-lights should always be placed in appropriate candleholders or heat resistant saucers and should never be placed directly onto a surface.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:

BURNLEY

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Community Cohesion and Promoting Fire Safety in the BME Community

Community Safety staff have been attending various Mosques on Friday afternoons, targeting the older members of the community. This has been made possible by establishing a close working relationship with Imams from across the District. The objectives of these visits has been to engage with diverse members of our community to highlight issues relating to Fire Safety in the home and also to inform them about health related matters such as diabetes. Referrals were also made to Lancashire Wellbeing Service to ensure that the wider issues identified would be addressed through ongoing support.

In Daneshouse with Stoneyholme Ward there has been an increase in Anti-Social Behaviour (ASB) Fires. Working with the Imams again, messages were relayed to parents via the Mosque radio to highlight the issues about anti-social behaviour. The aim was to try and raise awareness of the consequences of these incidents and influence a more community centred approach to reducing these incidents. In conjunction with increased Environmental Visual Audits, the incident activity pertaining to ASB Fires has been reduced.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Fire
Date: 26 February 2017
Time of Call: 19:22

Two pumps from Padiham and Burnley were mobilised to reports of a fire at a former High School in Padiham, which is now unoccupied and awaiting demolition. They were met by security staff, who informed them that they had seen youths running away shouting that the fire service were needed. Upon arrival, a team of two breathing apparatus wearers were committed to the scene to investigate and locate the fire. A second fire was located within the school and information was received from the security staff that there were cylinders within the building. Due to the potential for the incident to escalate, a decision was made to increase the number of fire appliances to six. The incident command structure was established, the incident was sectorised and stage two breathing apparatus procedures implemented. A specialist hazardous materials and environmental protection officer was mobilised to the incident to undertake a risk assessment. As a result of the risk assessment, actions could be put in place to minimise and control any potential environmental impact caused by the fire or fire service actions. The offensive firefighting operations of the first crews quickly enabled the fires to be located and extinguished. These actions meant that there was limited impact on the local infrastructure and community.

Post-fire, a fire investigation was completed and the information gathered was passed on to Lancashire Constabulary. Fire Safety Enforcement staff from Pennine met with Lancashire County Council and the security representatives regarding the site. Through this multi-agency approach, it was agreed that there would be an increase of security at the site and that all fire loading within the school would be removed as soon as possible. The fire also highlighted a risk to fire service personnel and risk information (SSRI) was created so all staff are aware of the dangers associated with the site if an incident was to occur in the future.

In addition, Community Fire Safety staff contacted local schools to make them aware of the fire and provided educational messages regarding the dangers and consequences of deliberate fire.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:

CHORLEY

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Discover Talk

The Community Fire Safety (CFS) Team from Chorley Fire Station delivered a talk to support staff and substance users in recovery at the offices of Discover, the drug and alcohol support service in Chorley. The talk was attended by approximately 10 people who were provided with advice around general fire safety but also some specific information around the cause and effects of smoking, drugs and alcohol and fire. From this talk, the team have arranged to work with the support workers from the service and deliver Home Fire Safety Checks (HFSC) to those who have fallen off the programme or not turned up for their appointments, as they are potentially more at risk of having a fire. It is estimated there will be at least six HFSC's a week generated and the service users will receive support from both Lancashire Fire and Rescue Service and Discover.

Health and Wellbeing Event – Brothers of Charity

The CFS Team from Chorley Fire Station attended an event organised by Brothers of Charity at Lisieux Hall in Whittle-le-Woods, Chorley. The aim of the event was to improve the health and wellbeing of Brothers of Charity staff and their service users. Brothers of Charity support individuals with learning disabilities and complex needs. Exhibitors at the event included Medicash, the stop smoking team and various community support groups. The CFS Team were there in the capacity of providing fire safety advice and offering HFSC's to employees and the people they support. The advice was tailored to meet the specific needs of those in attendance and included advice on telecare, the equipment Lancashire Fire and Rescue Service can issue and Lancashire Wellbeing Service.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Primary Fire
Date: 12 March 2017
Time of Call: 15:56

Three fire engines from Chorley, Leyland and Bamber Bridge attended an accidental fire in the front room of a ground floor flat, which was caused by a trigger operated cigarette lighter being left on. The flame from the lighter ignited the adjacent plastic computer keyboard which spread to other computer related combustible items on a glass top coffee table. Crews had to use forced entry on the UPVC front door, as the occupier was out at the time of the incident. The housing association (Chorley Community Housing) was contacted by the occupier and requested boarding up service and that the electrics be checked prior to reoccupying the property. Severe damage by fire to cigarette lighter, computer keyboard and mouse, two speakers, electric lamp, DVD player and other smoking materials. Severe smoke damage to entire ground floor flat.

Incident: Special Service Call
Date: 25 March 2017
Time of Call: 13:00

Two fire engines and crews from Chorley and a third engine and crew from Bamber Bridge responded to a report of a man who had collapsed in woodland near Birkacre Road at the foot of a hill not far from the road. After paramedics had assessed the casualty's condition, Firefighters carried him on a stretcher to the ambulance and he was taken to hospital.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:

FYLDE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Tackling Anti-Social Behaviour

The Fylde area has recently experienced a small spike in deliberate fires - a couple of which were located at The Sunny Bank Mill site in Wesham, Kirkham and at the rear of Morrison's Supermarket, Poulton Street, Kirkham. It was suggested that the same perpetrator(s) could possibly be responsible for both fires.

Following investigatory work by the Police and multiagency working, a number of youths, who could potentially be responsible for these fires, were identified. This culminated in a "Restorative Justice" session which was held at Carr Hill Secondary School. This session was delivered by the Police and a Lancashire Fire and Rescue Service Community Advisor to a total of nine young people. During the restorative session a number of youths admitted to being directly involved with the incidents.

Our Community Safety Advisor, who is based at St Anne's Fire Station, felt it was a very successful session and has commented that the actions taken to arrange the session by both the local PCSO and Carr Hill Secondary School were commendable.

Multi-Agency Event

Community Fire Safety Advisors from St Anne's Fire Station participated in a multiagency event which was held at Lytham Assembly Rooms, Dicconson Terrace, Lytham. The event was organised by a Liaison Officer on behalf of Lancashire Constabulary and was held in conjunction with Fylde Council, the Neighbourhood Watch Scheme and numerous partner agencies.

The ultimate objective for the event was to create a "marketplace" to offer advice, highlight services that are available and to raise the profile of volunteer and third sector groups. The event was well attended by both partner agencies and members of the local community. The council also delivered a short presentation to consolidate the advice on offer.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Fire
Date: 24 March 2017
Time of Call: 08:03

On Friday, 24 March 2017, two fire appliances from St Anne's Fire Station were called out to a property in St Anne's by the occupier. The occupier was preparing to leave for work that morning and just by chance nipped upstairs to collect an item from her spare bedroom. Upon entering the bedroom, the occupier was faced with a cloud of black smoke at which she immediately dialled 999.

When Firefighters arrived at the property, they found one of the curtains alight. A mirror had been placed on a bedside cabinet and low sunlight entering the bedroom window had landed on this mirror. The beam of refracted sunlight from the mirror had then been directed onto one of the curtains, causing the curtain to ignite. Damage sustained was severe by fire and heat to one of the curtains and light by smoke to the entire bedroom.

The occupier is thankful that she discovered the fire while the blaze was in its early stages and is mindful of the damage that could have been incurred should she have been out of the property. The occupier was also thankful to Lancashire Fire and Rescue Service (LFRS) and congratulated the fire crews on their professionalism and the manner in which they put her at ease.

Although this is an incident of an unusual nature, since 2010 LFRS have recorded 22 similar incidents. These incidents have all occurred on occasions when reflected or refracted light has focused on a mirror or glass object and the directed sunlight has increased from a typical 1kw per square metre to potentially twenty times that force.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:	HYNDBURN
LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)	
<p><u>Time to Talk</u> On 02 February 2017, the Eastern Community Safety Team supported “Time to Talk Day” at Oswaldtwistle Mills. The event was aimed at making a commitment to change how we think about mental health at every level of the organisation and to openly encourage a conversation on the subject.</p> <p>Ahead of the Easter school holidays, the first stage of our Wildfire Reduction Plan commenced - “<i>While we’re here, who’s looking after you</i>” is aimed at all members of the public and encouraging them to be more vigilant and careful when out on the open moors. The Community Fire Safety team identified major points of access to open moorland within the borough and provided leaflets and hazard posters at café, carparks and pubs.</p>	

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

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

Road Safety Initiative

Following on from National Road Safety Week, a road safety initiative was carried out by Operational Crews from Lancaster. Approximately 500 magazines 'The Young Drivers Guide' were distributed to local schools including Grammar Schools, Ripley St Thomas Sixth Form Academy, Lancaster University and Students at Lancaster and Morecambe College.

Following this, a practical Road Traffic Collision (RTC) demonstration was carried out at a local supermarket. Prior to the demonstration, leaflets obtained from The Department of Transport containing information on mobile phone use, road safety on horses, child seats and cyclist safety were distributed. The demonstration involved the extraction of a casualty from a vehicle via a longboard after a roof removal. The demonstration was watched by approximately 50 people.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Domestic Fire
Date: 17 February 2017
Time of Call: 20:35

Two Appliances were mobilised from Lancaster to a domestic fire at Langdale Place. The incident was made 'Persons Reported' whilst on, route as the caller stated that they heard banging and screaming from within the property. A further appliance was then mobilised from Morecambe.

On arrival, Firefighters were faced with a front room fire. Information gathered at the scene placed the last known whereabouts of the occupant, to be on the first floor in a front bedroom. The Breathing Apparatus crew from Lancaster were briefed to quickly knock the fire back and advised that offensive positive pressure ventilation techniques would be used to clear the smoke.

The property was ventilated and the crew in the bedroom located the casualty and reported that the smoke had "instantly cleared". The casualty had mobility issues and as the fire had been extinguished and the property cleared of smoke, the decision was made to treat the casualty in-situ in the bedroom. The casualty was unconscious and was quickly revived following the administration of oxygen. The fire was fully extinguished and property checked by additional crews from Lancaster and Morecambe. Ambulance crews continued to treat the casualty within the property until in a suitable condition to enable a safe transfer to the attending ambulance, assisted by operational crews.

The attending crews acted swiftly and the use of ventilation during the early stages of the incident assisted in the location of the casualty and their overall wellbeing.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:

PENDLE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Special Educational Needs Children Visit the Fire Station

CFS staff in Pennine Area hosted a SEN (Special Educational Needs) session. Educational needs and disabilities can affect a child or young person's ability to learn and can sometimes can affect their:

- Behaviour or ability to socialise.
- Reading and writing, for example dyslexia.
- The ability to understand things, poor concentration levels, for example ADHD (attention deficit hyperactivity disorder) or a physical ability.

The programme took place at Nelson fire station; there were approximately 10 students in attendance accompanied by two staff from Pendle Community College. The session was programmed over two hours and consisted of a power-point presentation on fire safety in the home followed by a DVD of the front room fire. Later in the session we had a display of burnt items from fires in domestic properties, which were used to facilitate a discussion about the reasons behind the causes of fire. By using a wide range of presentations during the session, it ensured that different learning styles were catered for and kept interest levels up. The session ended with a look at LFRS resources, the students were taken out in to the engine house to view the appliances and some equipment then the final session was used for questions and answers.

Community safety staff also attended a Dementia Friends event at a Church Hall in Barnoldswick. Peers who organise local events in the district invited us along to support them and allowed us to showcase new additional resources for fire safety staff to utilise during a Safe and well (S&W) visit. This event was very topical because of the increased focus on supporting people living with Dementia; it also features as 1 of the 7 determinants within the S&W visit. The community event was seen as another success, with over 100 people attending on the day and a multitude of agencies there supporting the event by handing out information.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Chimney Fire Affecting Roof of Property

Date: 14 February 2017

Time of Call: 10:41

Three fire appliances, two from Colne and one from Nelson, were mobilised to a fire at a farm in Trawden. On arrival they were faced with an old stone farm house with the chimney alight. The crew utilised the 13.5m ladder and roof ladder, in conjunction with the safe working at height equipment, to gain access to the roof. The access to the site was extremely restricted and it was not feasible to use any of our aerial appliances. Crews then set up a safe working platform allowing them to use the chimney rods and nimbus nozzle

attachment to try and extinguish the fire from above. The third appliance crew entered the property to gain access into the roof void to assess the extent of the fire within the roof. The thermal imaging camera was utilised to identify areas exposed to heat and to ensure that fire spread had been stopped.

The damage to the property was confined to severe by fire to the timber joist around the internal flue and insulation, extending up to the chimney stack and light smoke damage to the first floor.

On investigating the cause of the fire, the fire crews removed the flue liner and insulation and it was discovered that a bird had built a nest around the internal flue which over time had smouldered, igniting the insulation and caused charring to the joist and surrounding timbers. Whilst this specific type of incident is unusual, there are still a number of chimney fires in the Pendle area and crews always ensure that appropriate safety information is communicated when completing HFSC visits at properties using solid fuel for heating.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:

PRESTON

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Fire Cadets

Preston Fire Cadets have had an enjoyable and varied past few weeks. Firstly they had a tour of the ambulance station and had the opportunity to practice CPR in the back of the ambulance.

The following week they all became Dementia Friends; the training was delivered to them by a CFS Team Leader from another area. Even though the fire cadets were on half term holidays, they assisted Preston Fire Crews with a car wash to raise money for the Firefighters Charity and Macmillan. They raised over £800. The Fire Cadets attended another car wash and supported White Watch on Saturday and have raised a further £568 for the Firefighters Charity - well done and thank you very much for your support and commitment. They have now completed their Functions and Responsibilities and so it was back to basics for the cadets, recapping on some of the first drills they were taught.

Multi Agency Working – Preston Early Action Team

A CFS staff member works alongside the various partner agencies at the Preston early action centre. This is the location that the various agencies may be working with vulnerable people. Consultation and discussion take place concerning the issues presented by the clients and the various agencies decide who is best placed to work with the client to help resolve any problems. For example, a client was referred to the centre who lived a chaotic lifestyle, the individual had limited mobility due to a recent stroke and alcohol issues as well. After in-depth discussions, it was decided the fire service would action a HFSC first to address any safety issues the client might have at his property. Smoke alarms and fire retardant throws were issued to the client.

The CFS also contacted the individual's care agency to arrange for blister packs for his medication, (this was because he was getting confused with what he had to take and when).

He had also missed various appointments with Discover which deal with Drugs/Alcohol issues. An outreach worker has been appointed to the client and now he attending a day centre twice a week and he reportedly loves it. He is still engaging with Discover he has reduced his alcohol intake and is getting about on his scooter. Well done, good work by all parties.

Fire & Leadership Students

From February 2017, 20 fire and leadership students from University of Central Lancashire will be spending one day a week with various Community Fire Safety Teams over the six areas. This one day secondment will last 4 weeks and will allow the students to gain an awareness of community fire safety issues.

Deaf Way Residential Home

A Community Safety Advisor delivered a fire safety message to a group of people who have physical and learning disabilities, in particular hearing impairment. The residential home provided the CSA with a signer so it was easier to deliver the message to the audience. It was thought that delivering a Power-Point type presentation for this audience would be difficult. Consequently the delivery was changed to a more visual activity, showing actual burnt items that had caused fires in the homes and explaining the dangers involved. After the presentation the group then went outside to have a look around the fire appliance. This was a very enjoyable morning and the people got a lot from the session.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Special Service Call – Gaining Entry
Date: 10 February 2017
Time of Call: 10:56

Fulwood crew were mobilised to a house at Blackbull Lane, Fulwood in which an elderly gentleman had fallen behind his front room door. The paramedics had been called to assist the gentleman medically, but could not gain entry to the premises. The crew from C52 used equipment from their hearth kit and gained access by levering the door off its hinges, enabling the paramedics to treat the gentleman.

Incident: Road Traffic Collision
Date: 22 February 2017
Time of Call: 17:13

Crews from Fulwood and Preston were mobilised to an RTC on the M55 Westbound between junctions 1 & 3 involving one car that had crashed into an arnco safety barrier on the hard shoulder. The driver had lost control of the vehicle after a suspected heart attack. No other vehicles were involved. Fire Service personnel gave first aid, providing oxygen. The crews used cutting equipment to remove the roof of the vehicle. The casualty was extricated from the vehicle and conveyed to hospital by NWAS.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:	RIBBLE VALLEY
LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)	
<u>Ongoing Relationship with UCLAN</u> Throughout this reporting period, Students from UCLAN have accompanied Community Safety staff on a variety of HFSC throughout the district. The students who are completing their Fire Leadership degree have been exposed to both challenging and emotional visits which will now give them a good understanding of what is now expected of a modern day firefighter.	

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:

ROSSENDALE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Dementia Friends Session with Pennine Fire Cadets

The Fire Cadets from Bacup were invited to attend a session with the objective of becoming a Dementia Friend. It allowed the young people to learn a little bit more about what it's like to live with dementia and then turns that understanding into action; anyone of any age can be a Dementia Friend. This session with the Fire Cadets provided an opportunity for them to learn more about dementia and the small ways in which they could help. This learning will help them to be more supportive for people living with Dementia and also develop a better understanding of how to communicate fire safety information to them too.

The information session was run by LFRS and a volunteer Dementia Friends Champion, who are trained and supported by Alzheimer's Society. The Fire Cadet scheme has been running at Whitworth High School in partnership with the Lancashire Fire and Rescue Service and it involves a group of year 9 and 10 students attending each week. They have been learning what it is like to be a member of the Fire Service. Each week is alternated by classroom sessions or by attending the fire station at Bacup.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Grass Fire / Moorland
Date: 26/27 March 2017
Time of Call: 19:26 & 15:15

At 19:30 on Sunday, 26 March and again on 27 March at 13:00, the Fire Service were called to two significant moorland grass fires on land above Lee Mill Quarry, Bacup. Crews used beaters, in conjunction with our specialist moorland firefighting appliance - the Softrak, to extinguish two square miles of moorland and then a further square mile of moorland. Crews were in attendance for approximately four hours on both occasions; however this would potentially have been significantly longer prior to the introduction of the specialist equipment. Crews also now have access to dedicated risk information plans (SSRI) for many of the moorland sites across Pennine Area, which assist in the command and control of an incident but also provide detailed information in terms of Firefighter safety and environmental information. The Fire Service believes that both fires were started deliberately and there is an ongoing investigation.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:

SOUTH RIBBLE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Dementia Action Alliance Carers Day

The Community Fire Safety (CFS) Team from South Ribble attended a 'Care for the Carers Day' at Leyland Golf Club, which was an information and advice day for those caring for people living with Dementia. The event, which was organised by the South Ribble Dementia Action Alliance, was attended by around 20 partners all from different sectors. The different organisations included financial and legal organisations who could provide those attending with advice on money and their rights, Dementia programmes and charities such as the Alzheimer's Society and health care providers including Boots, Leyland Physio and the mental health team based at Charnley Fold in Bamber Bridge. The CFS Team provided advice to Carers on how to keep themselves and those who they care for safe from fire.

Enrichment Day at all Hallows School

The Community Fire Safety Team in South Ribble attended All Hallows Catholic High School, Penwortham for a pupil enrichment day. The day was aimed at providing pupils with information, advice and support from a wide range of local agencies and guest speakers. The Fire Services role was to take part in 6, one hour sessions across the day to approximately 250 Year 8 pupils about Fire Safety. They delivered the Key Stage 3 - Heat of the Moment package. Heat of the Moment follows 5 young school pupils in their journey of risk taking and consequences – this includes making hoax calls and deliberate fire setting. The session is split across 4 film clips with group discussion following each video. The sessions went well and all 6 sessions provided lots of group discussion which got them thinking about the wider role of the Fire and Rescue Service in local society including anti-social behaviour and how it can affect the fire service, the consequences of hoax calls or fire setting and how they can stay with them long into adulthood.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: False Alarm
Date: 11 March 2017
Time of Call: 15:49

The neighbours of an elderly occupant had called 999 as they were concerned that he had lit a coal fire and the smoke was not being drawn from the chimney properly. As a result the house was filling with smoke and the elderly occupants refused to leave the house. On arrival, the house was generally clear of smoke but the small fire was still lit and the smoke produced was not being drawn up the chimney sufficiently. The occupants stated they had not breathed in any smoke and did not want any assistance. On investigation, the chimney had recently been repaired following storm damage. Fire crew accessed the chimney via the builders scaffolding and could see building debris blocking the flue, hence the smoke filled room (the debris was beyond the reach of the fire crew). The small, recently lit fire was removed from the grate and the occupant was advised not to relight the fire until the chimney had been professional inspected.

Incident: Special Service Call
Date: 17 February 2017
Time of Call: 17:48

Fire engines from Penwortham, Leyland and a boat from Preston were called to reports of a lady on a mobility scooter stuck waist deep in a stream near Worden Park. The lady had driven her electric wheelchair down an embankment and the wheelchair couldn't get traction on the muddy embankment and ended up in the pond. Firefighters released the lady from the water and she was then transported to a waiting ambulance by a fire service 4x4 vehicle.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

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

Partnership Event

The Community Fire Safety (CFS) Team organised a partnership event at Ormskirk Fire Station where the Operational Fire Crews and the CFS Team from Ormskirk, Tarleton and Skelmersdale Fire Stations could meet and find out about services available to them in West Lancashire which could aid them when signposting during a Home Fire Safety Check. The event worked like a 'speed dating' session where all the organisations had a stand and the Crews and CFS staff had 5 minutes to speak to each organisation before moving onto the next one. In those 5 minutes, the organisations could talk about what they do, the benefits of working with them and how to refer into them. Those in attendance included Lancashire Wellbeing Service, Age UK, The Falls Team, Adult Social Care and various care agencies. The day was a brilliant success and the all those in attendance found it really beneficial as they learned more about each other.

British Lung Foundation

The CFS Team in West Lancashire have met with the British Lung Foundation and have attended various events and talks during February and March. Most recently they attended an event in Ormskirk organised by the organisation as well as Southport and Ormskirk Hospital NHS trust, and the West Lancashire Breathe Easy Group. The group were provided with information and talks by different services and the CFS Team talked about the dangers of oxygen, smoking and fire safety. Members of staff are to be provided with training on fire safety for when they visit people in their own homes enabling them to make interim measures and refer occupiers for a home fire safety check.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Primary Fire
Date: 28 March 2017
Time of Call: 14:40

The fire was in a crusher machine at a quarry on Chequer Lane in Up Holland. Two fire engines and crews, from Skelmersdale and colleagues from Greater Manchester Fire and Rescue were assigned. Firefighters used a hose reel jet to extinguish the fire and there were no casualties. The cause of the fire was accidental.

Incident: Primary Fire
Date: 23 March 2017
Time of Call: 14:56

A wooden single-storey building in use as stables for horses was on fire. No livestock or people were injured. Three fire engines and crews, from Tarleton, Ormskirk and Greater Manchester were assigned and firefighters used two hose reel jets to extinguish the fire, which had engulfed the 30 metre by 10 metre floor-plan building. Crews were informed by the stable owner that there were propane cylinders within the building. Half the building was destroyed by fire, however Crews prevented the fire spreading, thus saving half the building. The cause of the fire is to be established.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: FEBRUARY 2017 – MARCH 2017

SUMMARY REPORT FOR:

WYRE

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Dementia Friends Training

As a result of attending The Dementia Coffee morning at Preesall Fire Station where Community Fire Safety Advisors (CFSA) promoted the Dementia Buddy's, local based Paramedics who attended requested CFS staff to attend their training day. CFSA's delivered the training to Wyre based Paramedics and Ambulance Technicians.

The Dementia Friends training offers an opportunity to learn more about the different types of dementia and the varied effects each type can have on the person and their families, outcomes being a greater understanding in how to support people living with dementia.

Part of the training involved the introduction of the Dementia Buddy / Guardian Angel devices to all attendees and an explanation of how the devices work. Information on the action required should emergency services be requested to attend an incident involving a person with dementia who is wearing one of the devices.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Incident: Rescue From Height
Date: 03 March 2017
Time of Call: 10:18

The Fire Service was mobilised to a workman who suffered a blackout whilst working on a flat roof of a three storey building. His partner had called for assistance. The officer in charge formulated a plan for his extrication. Paramedics were also in attendance at this point. Advice from the paramedics was that the casualty was to be as flat as possible when removing him as his blood pressure was very low. It was decided that he should be removed on a stretcher via the Ariel Ladder Platform from the roof.

After the rescue plan had been formulated, the incident was sectorised. A rendezvous point was set up to hold the oncoming resources (Urban Search and Rescue). Vehicles were cleared from the area and a road block put in place. This was to create a safe place for the Ariel Ladder Platform to set up and facilitate the rescue.

Firefighters then packaged the casualty and using the Ariel Ladder Platform removed him from the building to a place of safety. Paramedics then assessed him and transferred him to Blackpool Victoria Hospital. The building involved contained a high level of fire loading details of which were recorded to improve operational awareness.

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