

# Public Document Pack

## LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 17 September 2018 in Washington Hall, Service Training Centre, Euxton commencing at 10.00 am.

Car parking is available on the Main Drill Ground.

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

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

Labour Group – Pendle Room

Conservative Group – Lancaster House 3

## 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 - 14)

#### 5. MINUTES OF MEETING THURSDAY, 7 JUNE 2018 OF PERFORMANCE COMMITTEE (Pages 15 - 30)

#### 6. MINUTES OF MEETING TUESDAY, 24 JULY 2018 OF AUDIT COMMITTEE (Pages 31 - 38)

#### 7. HER MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE AND RESCUE SERVICES (HMICFRS) PROGRESS TOWARDS INSPECTION - UPDATE BRIEFING 3 (Pages 39 - 40)

8. THE 2019/20 LOCAL GOVERNMENT FINANCE SETTLEMENT - TECHNICAL CONSULTATION PAPER (Pages 41 - 46)

9. COLLABORATION UPDATE

Oral report.

10. ANNUAL SERVICE REPORT

Oral report.

11. MEMBER CHAMPION REPORT (Pages 47 - 50)

12. MEMBERS' ALLOWANCE SCHEME INDICES AND ELECTRONIC MILEAGE CLAIMS (Pages 51 - 54)

13. FIRE PROTECTION REPORTS (Pages 55 - 58)

14. COMMUNITY FIRE SAFETY REPORTS (Pages 59 - 84)

15. MEMBER COMPLAINTS (STANDING ITEM)

Oral report.

16. DATE OF NEXT MEETING

The next meeting of the Authority will be held on Monday 17 December 2018 at 1000 hours at Washington Hall Training Centre, Euxton.

17. 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.

18. 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.

## PART 2

19. RE-APPOINTMENT OF CLERK TO THE AUTHORITY

(Paragraphs 1 and 2)

Oral report.

# Agenda Item 4

## LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 18 June 2018 at 10.00 am in Washington Hall, Service Training Centre, Euxton

### MINUTES

#### PRESENT:

F De Molfetta (Chairman)

#### Councillors

L Beavers	M Khan
P Britcliffe	Z Khan
S Blackburn	T Martin
I Brown	M Parkinson (Vice-Chair)
S Clarke	M Perks
J Eaton	J Shedwick
N Hennessy	D Smith
S Holgate	D Stansfield
D Howarth	M Tomlinson
F Jackson	G Wilkins
A Kay	

#### 1/18 APPOINTMENT OF CHAIRMAN

The Clerk advised that a gentleman from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) was expected to attend the meeting but he had been delayed due to traffic difficulties which could mean that item 15 would need to be considered later on the agenda.

The Clerk invited nominations for the appointment of Chairman and County Councillor De Molfetta was nominated for 2018/19. No further nominations were received.

RESOLVED: - That County Councillor De Molfetta be appointed Chairman of the Combined Fire Authority (CFA) for 2018/19.

#### 2/18 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the appointment of Vice-Chairman and County Councillor Parkinson was nominated for 2018/19. No further nominations were received.

RESOLVED: - That County Councillor Parkinson be appointed Vice-Chairman of the CFA for 2018/19.

#### 3/18 CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed Councillor Simon Blackburn from Blackpool Council to the Authority who had replaced Councillor Debbie Coleman and introductions were made. On behalf of the Authority, the Chairman gave thanks to Debbie for her contribution to the work of the Authority during the past year.

4/18 COMPOSITION OF THE COMBINED FIRE AUTHORITY

RESOLVED: - That the Composition approved by the 3 Constituent Authorities for 2018/19 for the Combined Fire Authority be noted and endorsed, and the new Member appointed by Blackpool Council to serve on the CFA for 2018/19 be welcomed.

5/18 APOLOGIES FOR ABSENCE

Apologies were received from: County Councillors: E Oades and D O'Toole and Councillor T Williams.

6/18 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

7/18 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

The Chairman, County Councillor De Molfetta presented the proposed Chairmen and Vice-Chairmen for the Authority's Committees. He also confirmed that the Chairman and Vice-Chairman of the Strategy Group were the Chairman and Vice-Chairman of the Authority.

RESOLVED: -

(1) That in accordance with Standing Order 5.1(b) of the Authority, the following members be appointed as Chairmen and Vice-Chairmen of Committees of the CFA for 2018/19.

(i) Appeals	Chairman	County Councillor L Beavers
	Vice-Chairman	County Councillor G Wilkins
(ii) Audit	Chairman	County Councillor M Tomlinson
	Vice-Chairman	County Councillor J Shedwick
(iii) Performance	Chairman	County Councillor S Holgate
	Vice-Chairman	Councillor M Khan
(iv) Planning	Chairman	County Councillor M Parkinson
	Vice-Chairman	Councillor F Jackson
(v) Resources	Chairman	County Councillor F De Molfetta
	Vice-Chairman	County Councillor N Hennessy

(2) That Councillor D Smith be appointed as Chairman and County Councillor I Brown be appointed as Vice-Chairman of the Member Training and Development Working Group for 2018/19.

(3) That County Councillor D O'Toole be appointed as Chairman of the Injury Pensions Sub-Committee for 2018/19.

(4) That the Authority confirmed appointment of the following four Member Champions for 2018/19:-

- Community Safety - County Councillor Mark Perks;
- Equality, Diversity and Inclusion - Councillor Zamir Khan;
- Health & Wellbeing - County Councillor Tony Martin;
- Road Safety - Councillor F Jackson.

8/18 REPRESENTATION ON OUTSIDE BODIES 2018/19

The Authority is requested to determine its representation on outside bodies for the 2018/19 municipal year.

RESOLVED:-

- i) That the County Councillor F De Molfetta, Chairman of the Authority is authorised to cast the Authority's vote at the LGA Annual General Assembly;
- ii) That County Councillors F De Molfetta and M Parkinson (as Chairman and Vice-Chairman of the Authority) be appointed to the Local Government Association Fire Commission;
- iii) That County Councillor De Molfetta, Chairman of the Authority can authorise additional representation(s) to either the LGA Fire Commission or the Fire Services Management Committee as appropriate;
- iv) That 2 members of the Labour Group and 1 member of the Conservative Group (County Councillors F De Molfetta, M Parkinson and D O'Toole, as Chairman, Vice-Chairman and main Opposition Spokesperson) be appointed to serve as representatives on the North West Fire Forum for 2018/19.
- v) That County Councillors F De Molfetta and M Parkinson (as Chairman and Vice-Chairman of the Authority) be appointed as North West Fire Control Directors for 2018/19.

9/18 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the CFA held on 23 April 2018 be confirmed and signed by the Chairman.

10/18 PROGRAMME OF MEETINGS FOR 2018/19 AND 2019/20

RESOLVED: - That:

- (i) the proposed programme of meetings for the Combined Fire Authority for 2018/19 and 2019/20 be agreed as: -

2018/19

17 September 2018  
17 December 2018  
18 February 2019 (Budget Meeting)

2019/20

29 April 2019  
17 June 2019 (Annual Meeting of the CFA)  
16 September 2019

16 December 2019

24 February 2020 (Budget Meeting)

- (ii) to delegate approval to undertake consultation on the budget to the Chairman in consultation with the Treasurer and the Chief Fire Officer.

11/18 MINUTES OF MEETING, 11 APRIL 2018 OF NORTH WEST FIRE FORUM

The Chairman advised that of note from the meeting, Councillor Hanratty had announced his retirement and would be standing down as Chairman of the North West Fire Forum; and that item 9 referred to Police and Crime Commissioner takeover of Fire and Rescue Authorities. Unanimous support was given to support the status quo at Lancashire and a letter confirming this had been sent to Clive Grunshaw, Lancashire Police and Crime Commissioner.

RESOLVED: - That the Authority note the contents of the report.

12/18 MINUTES OF MEETING WEDNESDAY, 25 APRIL 2018 OF MEMBER TRAINING & DEVELOPMENT WORKING GROUP

RESOLVED: - That the proceedings of the Member Training & Development Working Group held on 25 April 2018 be noted and endorsed.

13/18 MINUTES OF MEETING MONDAY, 21 MAY 2018 OF RESOURCES COMMITTEE

RESOLVED: - That the proceedings of the Resources Committee held on 21 May 2018 be noted and endorsed.

14/18 COLLABORATION UPDATE

The Chief Fire Officer presented the report. At the last meeting a paper was presented on the progress of collaboration with the Police, building on that and to ensure a common understanding he advised that on 24 April 2018 the Chairman, himself and the Deputy Chief Fire Officer attended a presentation at the Police and Crime Commissioner's Office at Lancashire County Council. The Police and Crime Commissioner (PCC) advised that he had been considering a range of options regarding whether to pursue taking on the responsibilities of the Lancashire Fire and Rescue Service (LFRS) and he would be producing a collaboration options report and making a decision after the pre-election period, purdah.

On 4 May or 8 May 2018 the PCC and his office approved the development of a business case to bring Police and Fire governance together and the Authority was notified.

On 16 May 2018 a clear response was sent by the Chairman pointing out that the detail presented in the options report fell well short and there were flaws in the report which made it difficult to comment. The PCCs response confirmed he would proceed with the formation of a draft business case.

On 24 May 2018 the Chairman confirmed a willingness to inform the development of a business case however, he expressed concerns regarding the capacity of officers as

the Service prepared itself for a visit by Her Majesty's Inspectorate of Constabulary, Fire and Rescue Service (HMICFRS) particularly given it would be the same people required to contribute to the business case as were preparing for the Inspection.

The CFA position throughout was that it remained confident that the current arrangements delivered the best for Lancashire and it believed that LFRS was already effectively progressing collaborative opportunities within existing structures. For example, effective collaboration was already taking place with Lancashire County Council and the district authorities, working across the county partaking in safe and well visits, early action hubs had been established and there were information sharing agreements in place that supported the most vulnerable members of the public.

Prior to the legal obligation to collaborate LFRS worked effectively with other blue light services: -

- sharing premises with both the Police and North West Ambulance Service;
- responding to medical emergencies on behalf of the Ambulance Service - as part of a National Joint Council and Fire Brigades Union approved pilot which meant taking an extra 600 – 900 calls per year;
- collaboration with the Police and responding on their behalf to gain entry at incidents where the Ambulance Service required access to casualties; and
- using the drone to assist in the location of missing persons.

The Service was also being proactive and a Statement of Intent for enhanced collaboration had been signed with 32 opportunities under consideration, as presented to the Planning Committee. Any new areas of collaboration were considered on a case-by-case basis before the commitment of any resources with any significant capacity requirements referred to the Authority.

The Authority had invested in its property portfolio however, the proposed relocation of Service Headquarters had been put on hold due to the uncertainty surrounding any potential changes to future governance arrangements.

In addition, the Clerk and Monitoring Officer to the Authority advised that the Chairman had written a further letter to the Police and Crime Commissioner on 11 June 2018 to express concerns in relation to the proposed timetable for officer involvement. As far as the Authority was concerned the HMICFRS inspection took precedence. It was also made clear that a data sharing agreement and disclosure agreement would need to be in place before the sharing of any information and these were expected from the PCC. Once draft agreements were received, progress could be made after the inspection. A response had not yet been received and Members would be kept updated.

RESOLVED: - That the Authority noted the current position.

15/18 STRENGTHENING AND IMPROVING OUR RETAINED SERVICE: RETAINED SUPPORT OFFICERS - ONE YEAR ON

The Assistant Chief Fire Officer introduced Area Manager, Jon Charters who gave a presentation on how the Authority's additional investment of £600k in 2016/17 had been used to support the ambition to improve pump availability, fire fighter safety and

incentivise staff. £300k was for the Retained Duty Salary Review and the remaining £300k enabled the introduction of 7 Retained Support Officer (RSO) posts to support the current challenges associated with running an effective and sustainable RDS Unit and thereby improving recruitment, retention, appliance availability, training, gathering of operational risk information, liaison with administrative support and enhanced staff engagement.

The RSO role went live in May 2017. It was recognised that the RSO role was potentially a demanding one that required self-starting individuals, prepared to work hard across a broad skill set with relatively high levels of lone working and role independence. Reciprocally job satisfaction and reward would be high. The roles were aligned to the day duty system but flexible to meet needs with priorities identified to: drive and shape recruitment; support development; improve staff retention and build relationships.

Support was provided by the RSOs to the recruitment process through: engagement with primary employers, increasing positive action to attract more female and black and minority ethnic (BME) recruits, being innovative and supporting individuals through their transition from the recruits' course to working on a station.

During the last 12 months there had been an increase in the numbers of recruits with the course held November 2017 generating 84 applications. Twenty-eight commenced the recruits' course of which 24 successfully passed. The RSOs would continue to work with those individuals who needed extra training and development to sustain their interest for the next recruitment campaign.

Work progressed during the 2017/18 strengthening and improving programme included the development of: a Primary Employer engagement package, a 'Duty System Awareness' LearnPro module, and a supported and time bound approach to completion of 'Firefighter Development' activity. New work for 2018/19 included: exploring the potential to develop a multi-faceted support role, prevention activity for RDS, strengthening the provision of risk information to staff, establishing a Rota Management Working Group and RDS Gartan Rota Workshops.

In response to a question raised by CC Shedwick, AM Charters confirmed that wherever possible, there was joint training where wholetime staff were working on a retained station.

In response to a question raised by CC Parkinson, AM Charters advised that recruitment work centred on local gyms given the fitness requirements of the role. Potential candidates were invited to 'have a go' days and support was given to individuals by the RSOs for the entry tests and to maintain their level of fitness. In addition, the Service provided its own Physical Training Instructors.

In response to a question raised by CC Hennessy regarding documented outcomes from the priorities around: recruitment, development, staff retention and building relationships, the Assistant Chief Fire Officer confirmed that detailed information could be provided outside the meeting on numbers attending 'have a go days' right through to recruitment and selection as well as dropout rates including details of why and when. An analysis report had recently been prepared which showed that: at one time half of the recruits were in development, on average recruits typically stayed with the Service for 4 years and it was recognised that it would take a year for a new RDS staff



member to be competent.

The Assistant Chief Fire Officer expanded that the Service had tried from the outset to put quantity measures in place working within a society where people lived and worked differently; a reduction in local employment and improved travel networks that enabled people to travel further meant achieving a 5 minute radius from the station was difficult. He advised that AM Charters had delivered this presentation to the National Fire Chiefs Council. With the Authority's support, Lancashire had one of the finest retained services across the country with the RSO role recognised as best practice.

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

#### 16/18 SAFETY HEALTH AND ENVIRONMENT ANNUAL REVIEW 2017/18

The Authority considered the Safety, Health and Environment Annual Review Report for Lancashire Fire & Rescue Service covering the period 1 April 2017 to 31 March 2018.

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

The report summarised the arrangements in place to deliver the Service's Health and Safety Policy and provided a summary of health, safety and environment performance data. It included the reporting on occupational safety, health and environmental issues that had arisen during the period 1 April 2017 to 31 March 2018.

The Director of People and Development was pleased to report that the Service had again seen a very positive year in terms of overall safety, health and environment performance. During 2011/12 the Service was successful in gaining certification to International Health and Safety (OHSAS 18001:2007) and Environmental (ISO 14001:2004) standards and the Service had been recertified without any non-conformance. Complimentary comments had been received from the auditor with one opportunity for improvement in relation to documentation identified. Page 65 of the document pack identified examples of improvements actions carried out during 2017/18 of which the Director of People and Development highlighted:

- The Service continued to embed improvements in fitness with further development of the mandatory fitness testing for operational staff and provision of fitness equipment on stations;
- An application for iPads to assist fire crews in capturing key information to further embed the Operational Assurance Framework to learn from incidents and operational activity was developed;
- Distress Management and Self-care training had been delivered to all staff;
- Improved PPE was provided for attending incidents;
- A training programme had commenced using the nearly built multi-compartment firefighting prop;
- A programme had commenced to implement National Operational Guidance;

- The role of the Retained Support Officer was being embedded through the Strengthening and Improving of our RDS programme; and
- Improved arrangements for staff who carried out lone working.

During 2017/18 there were 79 accidents, 98 near misses and 14 RIDOR events. A comparison against previous performance showed the continued reduction of accidents and positive increase in near miss reporting.

A Carbon Management Plan agreed by the Resources Committee in March 2009 included a visionary target of 40% carbon emission reduction by March 2020. The Service had achieved an overall reduction of 20% by March 2018 which equated to 878 tonnes of CO<sub>2</sub>; this delivered savings to date of £644k. Work would continue to improve this area.

The Director of People and Development advised that a lot of work had been done to improve the health and wellbeing of the workforce to ensure that those who worked for the Service were: engaged, motivated, healthy, resilient and returned to work quickly following absence. A Health and Wellbeing at Work Improvement Plan had been developed and during 2017/18 a number of activities had been achieved which included training for key staff in Mental Health First Aid and a programme of selection and training for volunteers who supported their peers using structured support such as Trauma Risk Management or as Bluelight Champions through the MIND Bluelight Programme.

The report also detailed key safety, health and environmental priorities for 2018/19 which included: the implementation of revised National Guidance, the maintenance of certification standards, reducing energy and waste and the continued review of Health and Wellbeing arrangements.

RESOLVED: - That the Authority noted and endorsed the report and associated safety, health and environment performance outcomes.

17/18 HER MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE AND RESCUE SERVICES (HMICFRS) - PROGRESS TOWARDS INSPECTION - UPDATE BRIEFING 2

This item was considered later on the agenda in order to enable Dave Dryburgh, Service Liaison Lead (Cumbria, Lancashire & Merseyside) from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) to be present. Mr Dryburgh was introduced by the Deputy Chief Fire Officer and welcomed by the Authority.

Mr Dryburgh advised that the inspection would be a week of field work commencing on 9 July 2018. A strategic briefing would take place on 25 June 2018 which involved Executive Board members presenting to the HMICFRS followed by a meeting with the CFA Chairman. Leading up to that was a data analysis exercise that looked at strategic documents from the Service to get an understanding of how LFRS operated, delivered services and looked after staff; cross-checking the Service was doing what it said it was.

The inspection was under the 3 pillars of:

- Effectiveness: how effective is the Fire and Rescue Service (FRS) at keeping people safe and secure from fire and other risks?
- Efficiency: how efficient is the FRS at keeping people safe and secure from fire and other risks?
- People: how well does the FRS look after its people?

The inspection would consider:

- How well understood was the Service's grasp of data?
- What prevention measures were taken?
- Community fire safety;
- What protection measures were in place?
- How good was the Service at responding to fires and other risks?
- The Service's use of resources now and in the future;
- Were services being delivered in line with its values?
- How well trained were staff?
- Equality, Diversity and Leadership – was the Service delivering leaders for the future?

The first 2 days would be spent with staff on the ground and AM Tony Crook had kindly developed a plan that involved the opportunity to speak to staff on every duty system. Then the inspection team would speak to Senior Managers in the Service. Taken all together the Service was then graded as either: Outstanding, Good, Requires Improvement or Inadequate. A final report could be expected in the winter along with the other 14 Fire Services being inspected in the first tranche.

In response to a question from CC Hennessy regarding the timing of feedback, Mr Dryburgh advised that there would be a meeting on the Friday morning of the inspection week with the Chief Fire Officer to give brief formal feedback against the 3 pillars then further feedback would be with AM Crook. Mr Dryburgh confirmed that the relationship would be maintained with the Service going forward.

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

#### 18/18 POLICY OF DEALING WITH HABITUAL AND VEXATIOUS COMPLAINTS - ANNUAL UPDATE

At its meeting held 20 June 2016 the Authority adopted a formal Policy on Dealing with Habitual and Vexatious Complaints (resolution 13/16 refers) which was fair and proportionate, yet which did not prevent genuine complaints from being properly investigated and fair and equitable outcomes promulgated, as now presented.

On an annual basis the Clerk and Chief Fire Officer reviewed the status of complainants judged to be unreasonably persistent or vexatious and report this to the Authority. In addition, each year the Clerk reviewed the Policy. This year's review concluded that the effectiveness of the Policy was demonstrable, accordingly the Policy remained appropriate, proportionate and effective to the needs of Members, Officers and staff.

During the previous 12 months there had been no complainants who were judged to be unreasonably persistent or vexatious. Those individuals who had previously given

cause for concern over 12 months could no longer be regarded as vexatious and habitual complainants and they would be informed in writing of their change of status, in open correspondence from the Clerk, in due course.

RESOLVED: - That the report be noted and endorsed.

#### 19/18 EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT

As lead officer for the Service, the Chief Fire Officer presented the report on behalf of Councillor Zamir Khan, Member Champion for Equality, Diversity and Inclusion.

In the exercise of its functions, the Equality Act required the Service to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the law;
- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

This Equality Duty was supported by 2 main specific duties which required public bodies to publish equality information at least annually and set and publish equality objectives at least every 4 years.

The Annual Equality, Diversity and Inclusion Report, as now presented, documented the Service's performance in relation to meeting its legal duties over the year 2017 – 2018, the workforce profile as at 31 March 2018 and future plans for the Service 1 April 2018 and 31 March 2019.

RESOLVED: - That the Authority noted and endorsed the Equality, Diversity and Inclusion Annual Report and agreed the Action Plan for 2018/19.

#### 20/18 ORGANISATIONAL DEVELOPMENT PLAN

The Head of People and Development, Liz Sandiford presented the report. The Organisational Development Plan, as now presented set out the Service's approach to technical training, formal qualifications, continuous professional development, leadership and management development, looking at what was achieved last year and what was planned for the next 12 months.

The Service recognised the importance of leadership as a driver for organisational improvement and managing change to support its aim of making Lancashire safer. Central to the development of leadership capability are the LFRS values (Service, Trust, Respect, Integrity, Valued and Empowered) which sit at the heart of all leadership principles and underpin all communication and implementation activity associated with leadership.

The Service had embarked on an approach to leadership development utilising the guiding principles of organisational leadership which supported different ways of working to understand, develop and display effective leadership driving values and desired behaviours.

RESOLVED: - That the Authority noted and endorsed the Organisational Development Plan 2017-19.

## 21/18 FIRE PROTECTION REPORTS

A report detailing prosecutions in respect of fire safety management failures and arson related incidents within the period 1 April 2018 to 1 June 2018 was provided.

There were no recent prosecutions cases reported under the Regulatory Reform (Fire Safety) Order 2005 however a number of investigations were taking place which may lead to prosecution.

Five cases of arson convictions were reported during the period.

In addition, protection and business support information included:

- that Dame Judith Hackitt had published an independent review of building regulations and fire safety following the Grenfell tragedy. The report set out over 50 recommendations for government to enable a more robust regulatory system for the future;
- details of a successful prevention and protection seminar that had taken place in May 2018; and
- an update on the Primary Authority Scheme.

As part of the report, the Deputy Chief Fire Officer introduced Area Manager Tony Crook to present a case of interest that demonstrated partnership working.

AM Crook advised that under the Regulatory Reform (Fire Safety) Order 2005 Fire and Rescue Services had a legal duty to enforce in the common areas of all residential accommodation (which did not form a single private dwelling); and under the Housing Act 2004, the Local Authority enforced fire safety standards, having regard to relevant fire safety documents published by government and in accordance with any guidance jointly agreed with the Fire and Rescue Authority.

In addition to re-inspections under the risk based fire safety inspection programme, Fire Safety Departments also had responsibility for: statutory consultations, promoting fire safety, responding to requests for advice and investigating complaints.

With finite resources, work undertaken by inspecting officers was prioritised as follows:

- reducing the immediate risk of very serious injury to persons;
- enforcement action in support of the above (including preparing prosecutions);
- other enforcement notices and action plans;
- follow up inspections prior to the expiry of time limits on enforcement notices;
- responding to statutory consultations within agreed timescale in an appropriate manner;
- completing the re-inspection programme;
- follow up inspections to examine progress against enforcement;
- targeted inspections;

- sample inspections;
- all other activities, including the promotion of fire safety general fire safety advice and business support.

In response to a question raised by CC Shedwick, AM Crook confirmed that the Service received thousands of requests for advice from partners and members of the public which was why it was important to prioritise.

Actions undertaken to reduce risk included: close liaison with other enforcing authorities, rehousing of residents, prohibition of premises, additional measures to reduce risks to residents, prosecution of responsible persons, further enforcement action and support of prosecutions by other enforcing authorities.

AM Crook presented a case study of Keirby Hotel, Burnley where following a complaint a multi-agency inspection took place and serious concerns over health and safety, specifically fire safety were identified. This resulted in a prohibition notice being served by the Fire Service and Local Authority Housing. The permanent residents that were housed in the Hotel had been moved into short term and temporary accommodation by Burnley Council.

The total number of enforcement notices issued in the last 12 months was 133. These premises would be revisited to check that the work had been done.

LFRS was tireless in finding high risk premises, protecting vulnerable people and making them safe; and with the help of partners, improving fire safety standards across the county.

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

## 22/18 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, the Assistant Chief Fire Officer introduced Firefighter Dave Byers who had led a planning team on what was probably one of the most complex and technically difficult exercises done in recent years. Exercise Daytripper – was based on tragic events in Peru. The scenario was a tour bus containing 30-40 people that had lost control and gone over a mountain pass to rest on a ledge below. The incident presented significant issues for responders accessing, treating, extricating and repatriating casualties due to its proximity to the shoreline and its vertical faces. The exercise was 6 months in the planning including attending numerous site visits to enable accurate and relevant information for risk assessments to be gathered for all agencies. The exercise involved over 90 responders and volunteers, over 30 rescues which included 6 located by the search dogs and involved 10 hours of activity at a cost to the service of £3,782.

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

23/18 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.

24/18 DATE OF NEXT MEETING

The next meeting of the Authority would be held on Monday 17 September 2018 at 10:00am at the Training Centre, Euxton.

M NOLAN  
Clerk to CFA

LFRS HQ  
Fulwood

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## LANCASHIRE COMBINED FIRE AUTHORITY

### PERFORMANCE COMMITTEE

Thursday, 7 June 2018, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

### MINUTES

### PRESENT:

#### Councillors

S Holgate (Chairman)  
L Beavers  
P Britcliffe  
S Clarke  
F De Molfetta  
M Khan (Vice-Chair)  
Z Khan  
D Smith  
D Stansfield

In accordance with the resolution of the predecessor Performance Review Committee at its inaugural meeting on the 30<sup>th</sup> 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

D Russel, Assistant Chief Fire Officer (LFRS)  
J Johnston, Deputy Chief Fire Officer (LFRS)  
J Charters, Head of Service Delivery (Western, Northern & Central) (LFRS)  
S Morgan, Head of Service Delivery (Pennine, Eastern & Southern) (LFRS)  
F Robinson, Group Manager (Central & Southern) (LFRS)  
P Jones, Group Manager, Corporate Programme & Intelligence (LFRS)  
M Falconer, Performance and Analysis Officer (LFRS)  
J Keighley, Assistant Member Services Officer (LFRS)

#### 21/17 APOLOGIES FOR ABSENCE

Apologies were received from County Councillors M Perks and M Tomlinson.

#### 22/17 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

23/17 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on the 15 March 2018 be confirmed as a correct record and signed by the Chairman.

24/17 OPERATIONAL ASSURANCE WITHIN LFRS (PRESENTATION)

The Chairman, CC Holgate introduced Group Manager Frank Robinson, Community Protection Manager (Preston District) who presented Members with an overview of the LFRS Operational Assurance Framework.

GM Robinson explained that Operational Assurance was the activity carried out that gave confidence that Lancashire Fire and Rescue (LFRS) personnel, equipment, policies and procedures were all working well and efficiently to deliver the best possible service to the communities of Lancashire in a safe and effective way.

The Service had undertaken Assurance activities for many years, however previous performance had not provided the depth and quality required to allow the Service to optimise learning and to share broadly. In 2015 a number of service delivery workshops were held for the 18 Service Delivery Manager's (SDM) who had the responsibility of managing operational fire stations; and under the direction of the Assistant Chief Fire Officer a restructure exercise took place to examine the work of the SDM's managerial responsibilities. This allowed the Service to reduce this number from 18 to 16 to enable 2 SDM posts to be re-directed to form the core of the Operational Assurance Team.

The work of the Operational Assurance Teams covered 3 pillars of Operational activity:

Operational Preparedness – This was the 'before' aspect of our assurance framework, delivered through station based assurance visits conducted by the Operational Assurance Team which focused on core work that was aligned to reducing risk and our capability to respond effectively and efficiently when the need arose.

Operational Response – This was the 'during' aspect of our assurance framework, delivered through assurance monitoring the response phase of an incident or exercise.

Operational Learning – This was the 'after' aspect of our assurance framework, delivered through our debrief systems and by learning from safety events in LFRS and other Fire and Rescue Services.

It was noted that areas of improvement and good practice were highlighted in the quarterly Safety, Health & Environment (SH&E) and Operational Assurance report.

It was agreed that AM Charters would arrange for the report to be circulated to Members outside of the meeting.

The Operational Assurance team continued to share learning externally through the

National Operational Guidance website which included high profile rescues. In addition, the team continued to produce reports for the Prevention, Protection, & Road Safety Strategy Group meetings and a quarterly report was embedded in the SH&E report which included a high amount of findings and information.

On behalf of the Committee, the Chairman, County Councillor Holgate thanked GM Robinson for his interesting presentation and congratulated him on his approach and making significant progress.

In response to a question raised by the Chairman, County Councillor Holgate, GM Robinson reassured Members that with the 2 SDM's in post there had been an improvement of assurance activities within a relatively small time frame and compared to other Fire Authorities, LFRS continued to carry out assurance activities of a very high quality and range.

In response to a query raised by Councillor M Khan regarding the engagement of young people, GM Robinson gave an overview to Members of the Prince's Trust and the Fire Cadets programmes.

RESOLVED: That the Committee noted the content of the report.

## 25/17 PERFORMANCE MANAGEMENT INFORMATION FOR 4TH QUARTER 2017/18

The Assistant Chief Fire Officer advised Members that this was the 4th quarterly report for 2017/18 as detailed in the Risk Management Plan 2017-2022.

The report showed there were 3 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 – 1<sup>st</sup> 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, rescues and hazardous materials incidents. For these incidents there is a single response standard which measures call handling time and fire engine response time. The response standard for the first fire engine attending a critical special call is 13 minutes.

Standard: To be met on 90% of occasions

Quarter 4 results 82.95% achieved against a target of 90%, previous year quarter 4, 85.29%.

This was a negative exception report due to critical Special Service 1<sup>st</sup> pump response being below the standard. Overall, quarter 4 pass rate was 82.95%, with a cumulative pass rate of 83.75 which is outside of the 90% standard and 2% tolerance.

Exception report provided.

The Assistant Chief Officer advised that during this reporting period each month of

quarter 4 recorded a pass rate below the standard, with the month of January recording the lowest pass rate of the quarter at 77.24%.

It was noted that whilst February and March response times were above the yearly average, the high failure rate during the colder temperatures in the New Year contributed to January recording one of the highest Road Traffic Collision counts in the year around the County, which, along with extended travel times led to January recording the second lowest pass rate over the last 12 months.

The Officer in Charge (OIC) was now required to provide a specific narrative from a set list for the failure to respond to an incident within standard. The analysis of quarter 4 implied that the travel distance involved, along with the heavy traffic, en-route, were the main reasons for missed attendance times.

Failure to book in attendance at an incident was also cited for a small number of failures.

The Assistant Chief Fire Officer confirmed to Members that he had arranged a meeting with Sarah Wilson, Head of North West Fire Control (NWFC) to discuss matters relating to call handling times, the Kerslake report and the 'Stay put' policy which had received much focus following the Grenfell Tower. He agreed to update Members at a future Performance Committee meeting.

It was noted that the Service had ended the year 6% short of the target and he reassured Members that the Service would continue to monitor and take improvement actions.

#### 2.4 Fire Engine Availability – Retained Duty System

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

The percentage of time that RDS crewed engines were available for quarter 4 was 89.96%, previous year quarter 4 was 89.87%, an improvement of 0.09%.

The previous quarter (October to December 2017) recorded 90.74%.  
Annual Standard: Above 95%

This was a negative exception report due to the cumulative RDS availability to the end of quarter 4 being below the standard and outside of the 2% percent tolerance. Exception report provided.

The Assistant Chief Fire Officer reported that quarter 4 had slightly decreased over quarter 3, by 0.78%. Local level monitoring continued, with additional analysis at pump level, along with a new KPI 2.4.1 which measured RDS availability without wholetime staff imports.

Continuing the analysis reported in quarter 3; there had been an impact on available RDS hours which was due to the number of RDS personnel who were successful in obtaining a wholetime position. This was due to leaving the RDS service, being able

to commit fewer hours due to wholetime commitment or being unavailable due to development (wholetime recruit course).

With an ageing workforce, the loss of staff due to retirement also had an impact on the ability to fully crew an appliance and a number of retirements had occurred, along with a number of resignations, although some temporary which had also reduced coverage.

The Retained Duty System Recruitment and Improvement Group (RIG) would continue to be responsible for progressing areas for improvement, continuing to work on a number of ongoing actions which would strive to deliver incremental improvements in order to strengthen and support the Retained Duty System.

The Assistant Chief Fire Officer advised Members that he had recently attended the National Fire Chiefs Council 'On-Call' conference. It was noted that the Service had an exceptional Retained Duty Service and we were proud of its availability at 90%.

#### 2.4.1 Fire Engine Availability – Retained Duty System (without wholetime detachments)

Subset of KP1 2.4 and provided for information only

This indicator measured the availability of fire engines that were crewed by the retained duty system (RDS) when wholetime detachments were not used to support availability. It was measured by calculating the percentage of time a fire engine was available to respond compared to the total time in the period.

Fire engines were designated as unavailable (off-the-run) for the following reasons:

- Manager deficient
- Crew deficient
- Not enough BA wearers
- No driver

The percentage of time that RDS crewed engines were available for quarter 4 was 89.07%. This excluded the wholetime detachments shown in KPI 2.4.

Standard: As a subset of KPI 2.4 there was no standard attributable to this KPI.

#### 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 6.154

Quarter 4 results indicated the number of shifts lost through absence per employee being above the Service target for 3 months during quarter 4.

Exception report provided.

The Assistant Chief Fire Officer advised Members that during quarter 4 (January 2018 to March 2018), absence statistics showed above target for all 3 months. Shifts lost showed a monthly increase from January through to March for both non-uniformed and uniformed personnel. The main reasons continued to be cases of mental health and cold/flu. In addition, another contributing factor for being over target was due to having 14 long term absences.

Overall absence for all staff with the exception of RDS was 6.15 shifts lost which was above the Service target for this quarter of 5.0 lost shifts.

The Assistant Chief Fire Officer reassured Members that the absence management policy was robust and aimed to support staff to an early return to work. Action taken continued to be early intervention by the Occupational Health Unit and where appropriate, issues around capability due to health issues were reviewed and addressed. The Service would continue to run leadership conferences to assist future managers to understand policy which included absence management. In addition, new actions had commenced which included support from the Service Fitness Advisors/Personal Trainers Instructors, promotion of health, fitness and wellbeing via the routine bulletin and employees were encouraged to make use of the Employee Assistance Programme.

In response to a question raised by County Councillor Britcliffe regarding the Service administrating flu-jabs to LFRS personnel, the Assistant Chief Fire Officer confirmed that he would report back to Members at a future Performance committee meeting.

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 was updated annually, before the end of the first quarter. An improvement was shown by a year on year decreasing 'score' value.

Score for 2014-2017 – 32,398, previous year score 32,990.  
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 4 activity 3,501 previous year quarter 4 activity 3,283 a decrease of 8.91%.

Total number of incidents 2017/18 – Year to Date, 15,841

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 4 we attended on 199 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 4 activity 232, previous year quarter 4 activity 216, an increase of 7%.

Total number of Accidental Dwelling Fires – Year to Date, 935

No exception report required.

#### 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.

Extent of fire and heat damage was limited to: Item ignited first, limited to room of origin, limited to floor of origin and spread beyond floor of origin.

\*The ADF activity count was limited to only those ADF's which had an extent of damage shown above. An improvement was shown if the total percentage of 'Item first ignited' and 'Room of origin' was greater than the comparable quarter of the previous year.

Percentage of accidental dwelling fires limited to item 1st ignited in quarter 4 24%, quarter 4 of previous year 25%. Percentage limited to room of origin in quarter 4 62%, quarter 4 previous year 59%, limited to floor of origin in quarter 4 8%, quarter 4 previous year 9% and spread beyond floor 6%, previous year 7%.

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 HFSC must be a completed job (i.e. not a refusal) carried out by LFRS personnel or partner agency. The HFSC must have been carried out within 12 months prior of the fire occurring.

	2017/18		2016/17	
	ADF's with previous HFSC	% of ADF's with previous HFSC	ADF's with previous HFSC	% of ADF's with previous HFSC
Q1	15	7%	15	7%
Q2	20	10%	13	7%
Q3	15	6%	20	8%
Q4	18	8%	21	10%

Of the 18 accidental dwelling fire incidents that had received a HFSC within the previous 12 months, 7 had 'heat and smoke damage only', 4 resulted in damage 'limited to item first ignited' and 6 'limited to room or origin and 1 to 'limited to floor of origin'..

No exception report required

#### 1.4 Accidental Dwelling Fire Casualties

This indicator reported the number of fire related fatalities, slight and serious injuries at primary fires where a dwelling had been affected and the cause of fire had been recorded as 'Accidental or Not known'. A slight injury was defined as; a person attending hospital as an outpatient (not precautionary check). A serious injury was defined as; at least an overnight stay in hospital as an in-patient.

Casualty Status	2017/18 Quarter 4	2016/17 Quarter 4
Fatal	4	3
Victim went to hospital visit, injuries appeared Serious	1	5
Victim went to hospital visit, injuries appeared Slight	6	7
TOTAL	11	15

No exception report required.

The Assistant Chief Fire Officer reported that the Service had recently experienced 2 fatal fires in domestic dwellings. AM Charters than gave Members a brief explanation of each incident which would be formally reported at the next meeting.

#### 1.5 Accidental Building Fires (Non-Dwellings)

This indicator reported number of primary fires where the property type was 'Building' and the property sub type did not equal 'Dwelling' and the cause of fire had been recorded as 'Accidental' or 'Not known'.

Total number of incidents	2017/18 Quarter 4	2016/17 Quarter 4
	79	85

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 was a building and the property sub-type was not a dwelling and the cause of fire had been recorded as 'Accidental or Not known' presented as a percentage extent of fire and heat damage.

This indicator showed the total number of Accidental Building Fires where damage was limited to room of origin, limited to floor of origin and spread beyond floor of origin.



\*The ABF activity count was limited to only those ABF's which had an extent of damage shown above.

An improvement was shown if the total percentage of 'Item first ignited' and 'Room of origin' was greater than the comparable quarter of the previous year.

Quarter 4 Accidental Building Fires activity, 63: -

	2017/18					2016/17			
	ADF activity	Item 1 <sup>st</sup> ignited	Room of origin	Floor of origin	Spread beyond floor of origin	Item 1 <sup>st</sup> ignited	Room of origin	Floor of origin	Spread beyond floor of origin
Q1	95	18%	30%	13%	39%	11%	41%	17%	31%
Q2	64	31%	34%	12%	23%	6%	52%	13%	29%
Q3	71	20%	42%	15%	23%	14%	51%	15%	21%
Q4	63	21%	40%	13%	27%	23%	36%	15%	26%

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 were the majority of outdoor fires including grassland and refuse fires unless they involved casualties or rescues, property loss or more appliances attended. They included fires in single derelict buildings.

Deliberate Fire Type	2017/18 Quarter 4	2016/17 Quarter 4
1.6.1 Deliberate Fires – Anti-Social Behaviour	305	280
1.6.2 Deliberate Fires – Dwellings	28	29
1.6.3 Deliberate Fires – Non-Dwellings	23	29

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.

	2017/18	2016/17
	% of High and Very High HFSC outcomes	% of High and Very High HFSC outcomes
Q1	68%	79%
Q2	72%	75%
Q3	68%	74%
Q4	71%	72%

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 showed 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.

During quarter 4 the 'Safe Drive Stay Alive' programme had been seen by 2,273 students and the 'Crashed cars' shown at events, had been seen by approximately 8,341 people to date.

	2017/18 (cumulative)		2016/17 (cumulative)	
	Total participants	% positive influence on participants' behaviour	Total participants	% positive influence on participants' behaviour
Q1	1441	85%	1832	87%
Q2	2259	85%	2847	85%
Q3	3938	85%	6398	85%
Q4	10228	85%	8733	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 applied.

Number of premises	Number of premises audited to date	% of all premises audited Year end: 2017/18	% of all premises audited Year end: 2016/17
32532	17960	55%	56%

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 was defined as one or more of the following: notification of deficiencies, action plan, enforcement notice, alterations notice or prohibition notice.

Period	Satisfactory audits 2017/18	Requiring formal activity – 2017/18	Requiring informal activity – 2017/18
Q1	25%	8%	65%
Q2	26%	10%	65%
Q3	25%	4%	68%
Q4	18%	5%	74%

No exception report required.

## KPI 2 – Responding to Emergencies

### 2.1.1 Critical Fire Response – 1<sup>st</sup> 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 included call handling and fire engine response time for the first fire engine attending a critical fire, these 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 were 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 90% of occasions.

Quarter 4 – 1<sup>st</sup> pump response 88.32%, previous year quarter 4 was 83.38%  
No exception report required.

### 2.1.2 Critical Fire Response – 2<sup>nd</sup> 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 4 – 2<sup>nd</sup> pump response 86.36%, previous year quarter 4 was 86.00%  
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 were crewed by Wholetime, day crewing and day crewing plus shifts. It was measured as the percentage of time a fire engine was available to respond compared to the total time in the period.

Fire engines were 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 4 availability 99.45%, previous year quarter 4 - 99.49%  
 No exception report required.

### 2.5 Staff Accidents

This indicator measured the number of staff accidents.  
 Total number of staff accidents 2017/18 – Year to Date, 59  
 Quarter 4 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 2017/18 - £53.9m  
 Budget to end of quarter 4 - £53.9m  
 Spend for the period to date was £53.9m  
 Underspend for the period £0.0m  
 Variance 0.00%  
 No exception report required.

#### 3.2 Overall User Satisfaction

Total responses 1838; number satisfied 1822  
 % satisfied 99.13 against a standard of 97.50  
 Variance 1.67%

There have been 1838 people surveyed since April 2012.

In quarter 4 of 2017/18 – 77 people were surveyed. 75 responded that they were 'very satisfied' or 'fairly satisfied' with the service they received.  
 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 felt with the Service.

Three times a year all staff was asked the same questions in an online survey to gauge engagement.

A comprehensive survey would be undertaken in the new fiscal year. This would be reported in quarter 1 of 2018/19. Previous results were shown below for information.

Period	2017/18	2016/17
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	Number of Replies	Engagement Index	Number of Replies	Engagement Index
1	-	-	220	62%
2	-	-	141	64%
3	-	-	141	64%

#### 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 4 results indicate percentage pass within standard

Cumulative retained absence (as % of available hours cover) 0.72%

No exception report required.

#### ANNUAL REPORT ON INTERVENTION ACTIVITY

The Assistant Chief Fire Officer reported to Members that through our Integrated Risk Management Plan 2017-2022 (IRMP), prevention and protection services and our structure for delivery were reviewed over the course of the last IRMP to ensure that we were delivering appropriate services in line with our changing operating environment. As a result we had changed our working practices with a strategic focus on the quality of the services that we continue to deliver. These services were delivered around 4 key themes: helping people to start safe, live safe, age safe and be safe on our roads with a focus on working collaboratively with other organisations. To ensure constant improvement in all parts of our prevention. To ensure constant improvement in all parts of our prevention priority, the Service had dedicated thematic groups which reviewed current practice and results.

Members were provided with an annual overview of road safety intervention activities being delivered by the Lancashire Fire and Rescue Service to the communities of Lancashire on a daily basis.

RESOLVED: - That the Committee:

- i) Endorsed the report and noted the contents of the 3 negative KPI exception reports.

#### 26/17 DATE OF NEXT MEETING

The next meeting of the Committee would be held on 13 September 2018 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood. Further meeting dates were noted for 29 November 2018.

#### 27/17 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.

28/17 COMPARATIVE PERFORMANCE

It was noted that arrangements were in place within the old Best Value (BV) Family Group 4 to compile an annual comparative data in respect of the two (now withdrawn) National Fire Indicators that related specifically to fire authorities.

Data was provided for the six components which in turn made up the two explicit fire and rescue indicators in respect of: the position of each Fire and Rescue Service within the Family Group, 2016/17 – 2017/18 comparative progress/decline; percentage change in terms of actual numbers; the position of each F&RS within the comparative group for the respective indicator and a summary overview in graphical form.

Members examined each indicator in turn and noted Lancashire’s position.

**National Indicator 33 – Number of deliberate (i) primary and (ii) secondary fires per 10,000 population.**

NI 33 – Arson Incidents (deliberate fires) per 10,000 population

Position in Family Group 4th Quarter YTD 2017/18		BV – 4th Quarter YTD Comparison 2016/17 - 2017/18		Actuals – 4th Quarter YTD Comparison 2016/17 - 2017/18		
Position	2016/17	2017/18	% +/-	2016/17	2017/18	% +/-
5	15.9	16.2	1.57	2367	2404	1.57

NI 33i Deliberate primary fires per 10,000 population

Position in Family Group 4th Quarter YTD 2017/18		BV – 4th Quarter YTD Comparison 2016/17 – 2017/18		Actuals – 4th Quarter YTD Comparison 2016/17 – 2017/18		
Position	2016/17	2017/18	% +/-	2016/17	2017/18	% +/-
9	3.7	3.5	-6.15	555	521	-6.15

NI 33ii Deliberate secondary fires per 10,000 population

Position in Family Group 4th Quarter YTD 2017/18		BV – 4th Quarter YTD Comparison 2016/17 – 2017/18		Actuals – 4th Quarter YTD Comparison 2016/17 – 2017/18		
Position	2016/17	2017/18	% +/-	2016/17	2017/18	% +/-
3	12.2	12.7	4.02	1810	1883	4.02

**National Indicator 49 – Number of primary fires and related fatalities and non-fatal casualties (excluding precautionary checkups) per 100,000 population.**

NI 49i Number of primary fires per 100,000 population

Position in Family Group 4th Quarter YTD 2017/18		BV – 4th Quarter YTD Comparison 2016/17 – 2017/18			Actuals – 4th Quarter YTD Comparison 2016/17 – 2017/18		
Position	2016/17	2017/18	% +/-	2016/17	2017/18	% +/-	
15	142.4	145.3	2.04	2115	2158	2.04	

NI49ii Number of fatalities in primary fires per 100,000 population

Position in Family Group 4th Quarter YTD 2016/17		BV – 4th Quarter YTD Comparison 2016/17 – 2017/18			Actuals – 4th Quarter YTD Comparison 2016/17 – 2017/18		
Position	2016/17	2017/18	% +/-	2016/17	2017/18	% +/-	
9	0.4	0.5	17.50	6	7	17.50	

NI49iii Number of non-fatal casualties in primary fires per 100,000 population

Position in Family Group 4th Quarter YTD 2017/18		BV – 4th Quarter YTD Comparison 2016/17 – 2017/18			Actuals – 4th Quarter YTD Comparison 2016/17 – 2017/18		
Position	2016/17	2017/18	% +/-	2016/17	2017/18	% +/-	
11	4.3	4.7	7.89	64	69	7.89	

RESOLVED:- That the Committee noted the content of the report and the comparative outcomes.

M NOLAN  
Clerk to CFA

LFRS HQ  
Fulwood

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## LANCASHIRE COMBINED FIRE AUTHORITY

### AUDIT COMMITTEE

Tuesday, 24 July 2018, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

### MINUTES

### PRESENT:

#### Councillors

S Clarke  
S Holgate  
A Kay  
M Khan  
J Shedwick (Vice-Chair)  
D Smith  
M Tomlinson (Chairman)

#### Officers

C Kenny, Chief Fire Officer (LFRS)  
K Mattinson, Director of Corporate Services (LFRS)  
J Bowden, Head of Finance (LFRS)  
D Brooks, Principal Member Services Officer (LFRS)

#### In attendance

R Lowry, Internal Audit, Lancashire County Council  
R Tembo, External Audit, Grant Thornton  
R Baker, External Audit, Grant Thornton

#### 1/18 APOLOGIES FOR ABSENCE

None received.

#### 2/18 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

#### 3/18 MINUTES OF THE PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 22 March 2018 be confirmed as a correct record and signed by the Chairman.

#### 4/18 INTERNAL AUDIT ANNUAL REPORT 2017/18

The report was presented by Ruth Lowry, Head of Internal Audit, Lancashire County Council. The Internal Audit Annual Report summarised the work that the Internal Audit Service had undertaken during 2017/18 and the key themes arising from it. It provided an opinion on the overall adequacy and effectiveness of the systems of

governance, risk management and internal control.

On the basis of programme of work for the year, the Head of Internal Audit had provided substantial assurance over the framework of governance, risk management and control for 2017/18. It was their opinion that there was a generally sound system of internal control, adequately designed to meet the objectives of Lancashire Combined Fire Authority and the controls were generally applied consistently.

The opinion was based on the individual assurance levels provided for each of the individual audit reviews undertaken in 2017/18, detailed in the report now presented to Members.

Mrs Lowry confirmed that the Training, Learning and Development audit which was in draft at the time of writing the report was now completed and finalised and there were no issues of concern.

The work of the Internal Auditor was one of the key control measures in place within the Authority. As such, the annual report provided an assurance to Members that risks were being managed and controlled, and fed the Authority's overall assessment of the internal controls that operated within the Service.

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

#### 5/18 INTERNAL AUDIT - MONITORING REPORT

The Internal Auditors produced a summary of progress against the annual plan for each Audit Committee meeting, setting out progress to date and any significant findings. The report for the period up to the 30 June 2018 was presented by Ruth Lowry.

It was noted that work carried out during the period 1 April 2018 – 30 June 2018 was in accordance with the agreed audit plan and no significant issues had been identified.

The report identified that 7 days had been spent this financial year on the completion of the 2018/19 plan. In addition, the auditors had spent a further 10 days during the first quarter of this financial year in completing and finalising reviews outstanding from the 2017/18 audit plan. The findings from the review were included in the 2017/18 Annual Report which Mrs Lowry had presented to Members alongside this report.

Progress to date in relation to the Plan was provided and discussed by Members.

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

#### 6/18 ANNUAL GOVERNANCE STATEMENT 2017/18

The Authority was required to produce an Annual Governance Statement as part of the year end process for 2017/18. The Audit Committee had previously approved a revised Code of Corporate Governance, in line with guidance produced jointly by CIPFA (Chartered Institute of Public Finance Accountants) and SOLACE (Society of Local Authority Chief Executives).

The Code defined corporate governance as the way an authority ensured that it was doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

In order to assess the effectiveness of the Authority's current arrangements a self-assessment had been undertaken by the Executive Board who had considered the various sources of assurance that supported the core principles outlined in the report and the outcome of this was considered by Members under appendix 1 as now presented. One of the key elements of this was external assurance on our systems, and this was provided by our auditors, both of whom provided positive reports, and by the previous Operational Assessment undertaken by Peer Review Team which found 'nothing of significance' that would cause problems. It was noted that the outcome of the Inspection by Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services would be fed into future Governance Statements.

The assessment also considered recommendations made as part of last year's Annual Governance Statement, and an update on the position in respect of these was considered as presented.

It was noted that the Internal Auditors had undertaken a review of Sources of Assurance in the first quarter of 2018/19 as part of the internal audit programme. This review confirmed that LFRS had sufficient, relevant resources of assurance to satisfactorily manage its risks in order to ensure compliance with the Code of Corporate Governance and achieve overall Service objectives.

The various reviews highlighted a number of areas for further improvement. As part of the review, the Service was required to identify and disclose any significant internal control issues, of which there had been none, hence the overall conclusion was that the system of internal controls was adequate.

RESOLVED: - That the Committee endorsed the self-assessment and the Annual Governance Statement as now presented.

#### 7/18 REVISIONS TO THE STATEMENT OF ACCOUNTS 2017/18

The report presented the changes made during the audit of the Statement of Accounts of the Combined Fire Authority for the financial year ended 31 March 2018.

The core Financial Statements for the financial year ended 31 March 2018 were presented to the Resources Committee May. The report confirmed that:-

- the unaudited Statement of Accounts would be signed by the Treasurer to certify that it presented a true and fair view of the financial position of the Authority as at 31 March 2018;
- this would be subject to review by the Authority's external auditors, Grant Thornton;
- that a further report would be presented to the Audit Committee in July, following completion of the external audit;
- at that meeting the Chair of the Audit Committee would be asked to sign the final statement of accounts, as well as the Treasurer;
- Following this a final audited set of accounts would be presented to the Resources Committee for information.

In light of this the Resources Committee noted and endorsed the report and accounts, based on the various outturn reports presented on the same agenda.

Subsequent to that the full set of accounts were produced and signed by the Treasurer and submitted for audit to Grant Thornton.

The Statement of Accounts had now been updated to reflect the following changes identified during the audit (as reported in the Audit Findings Report – elsewhere on the agenda) and a revised statement of accounts was considered by Members, attached as appendix 2.

As all changes requested by Grant Thornton to adjust misstatements, misclassifications and disclosure changes had been made to the accounts the Treasurer to the Fire Authority and the Chair of the Audit Committee were required to approve the revised accounts and sign the Balance Sheet and the Statement of Responsibilities.

Mr Robin Baker confirmed that the view of external audit was that the Authority's 25% ownership of the North West Fire Control should be reflected in the statement of accounts given it was a core part of the performance of the Service.

Members considered the detail of Item 10, External Audit – Audit Findings Report before making the following resolution:

RESOLVED: - That the Committee re-approve the revised Statement of Accounts.

#### 8/18 EXTERNAL AUDIT - AUDIT FINDINGS REPORT 2017/18

This item was considered during the consideration of Item 7, Revisions to the Statement of Accounts.

Under the statutory Code of Audit Practice for Local Government bodies our external auditors, Grant Thornton were required to issue a report to those charged with governance summarising the conclusions from their audit work. Members considered this report which was presented by Mr Robin Baker.

The main issues within the Audit Findings Report were as follows:-

- Audit opinion - the auditor would give an unqualified opinion on the financial statement;
- Value for money - the auditors concluded that the Authority had proper arrangements in all significant respects to ensure it delivered value for money in its use of resources.

The auditors had identified one adjusted mis-statement relating to the treatment of our share of North West West Fire Control, as set out on pages 13-15 of the Audit Findings Report. This issue was highlighted the previous year however following discussions we initially felt that this was not material and hence was not fully accounted for, however, following further discussion we agreed to amend the accounts to reflect this.

The auditors had also identified four adjustments which were required in terms of misclassifications and disclosure changes as set out on page 16 of the Audit Finding Report, and these changes had been incorporated into the final statement of accounts.

RESOLVED: - That the Committee:-

- i) Noted and endorsed the matters raised in the report and the response to these;
- ii) Noted the unqualified opinion on the financial statements;
- iii) Noted the value for money conclusion;
- iv) Noted the amended Statement of Accounts.

9/18 EXTERNAL AUDIT - UNDERSTANDING HOW THE COMMITTEE GAINS ASSURANCE FROM MANAGEMENT

In order to comply with Auditing Standards, the External Auditors, Grant Thornton were required to obtain an assurance as to how those charged with governance gain assurance over management processes and arrangements, as set out in their letter dated May 2018, copy considered by Members.

A response had been prepared by the Chairman of the Audit Committee which was considered by Members.

RESOLVED:- That the Committee noted and endorsed the response submitted.

10/18 EXTERNAL AUDIT - LETTER OF REPRESENTATION

As part of the year-end process the Authority was required to sign a letter of representation. This letter confirmed that the Authority had disclosed all relevant information in its accounts for the year in question and that all issues which should have been brought to the attention of the auditors had been.

The Treasurer confirmed that there were no issues that should have been brought to the attention of the auditors but which had not been. The Treasurer confirmed he would sign the letter at the meeting, as there were no further issues which he felt required disclosure.

RESOLVED: - That the Audit Committee authorised the signing of the letter by the Chairman of the Committee.

11/18 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 not identified any new risks which warranted inclusion on the corporate risk register.

An updated corporate risk register was considered by Members with changes summarised in the report.

In response to a question raised by CC Holgate in relation to the vacant Network Security Manager role, the Director of Corporate Services gave assurance that the work was continuing while a Manager with the appropriate skills was recruited.

In response to a question raised by CC Clarke in relation to risk 25, the outcome of the EU court ruling on the Matzak case, the Director of Corporate Services confirmed that this was a potential risk to all Fire and Rescue Services.

RESOLVED: - That the Audit Committee noted the actions taken, endorsed the revised corporate risk register and agreed the revised risk management strategy.

## 12/18 SCHEME OF DELEGATION

The Authority had a Scheme of Delegation which set out the powers delegated to the Chief Fire Officer (CFO), Treasurer and Clerk to act on behalf of the Authority. These had been reviewed and updated to reflect current legislation and recent changes to contract standing orders and financial regulations.

In line with best practice the Scheme of Delegation was reviewed on a regular basis.

The latest review had updated references to relevant legislation, as well as updating the scheme to tie into recent changes on contract standing orders and financial regulations, approved by the Committee in March.

A proposed revised version was considered by Members as now presented. The most significant changes were as follows:-

- Section 2.5 and 2.10 to amend the thresholds for approval of contract variations to reflect the higher of £50,000 or 15% of contract value, as per agreed financial regulations;
- Section 2.7, to align the value at which the CFO and Treasurer can grant exemptions to the contract procedures to £100k, as agreed in contract standing orders. This ensures consistency of contract thresholds at £100,000 thereby reducing the level of confusion that currently occurs whereby three separate thresholds are in place, under the revisions the following will apply:-
  - the CFO and Treasurer can grant exemptions up to this figure, with any which exceed this requiring Authority approval;
  - the CFO and Treasurer can enter into contracts up to this figure, with any which exceed this requiring Authority approval;
  - any contracts which exceed this value are reported to the authority.
- Section 4.12 to increase threshold for writing off debt to £10,000, as per agreed financial regulations;
- Section 7.7 to increase threshold for writing off stock to £10,000, as per agreed financial regulations;
- Section 7.8 and 7.9 updated in line with agreed financial regulations to reflect disposal arrangements for fire appliances, where it is proposed to either:-
  - dispose of these, at below market value, for humanitarian purposes, linked to the organisational objectives, priorities and values of the Service;
  - or to crush/sell them as scrap in order to minimize the risk of them being bought at auction and used inappropriately, thereby minimizing

any reputational risk.

RESOLVED: - That the Audit Committee approved the amendments as proposed.

13/18 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Thursday 27 September 2018 at 10:00 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for 29 January 2019 and 2 April 2019 and agreed for 23 July 2019

14/18 URGENT BUSINESS - WINTER HILL MAJOR INCIDENT

The Chief advised that at its height there were 32 fire engines in attendance at the Winter Hill incident. When you have an incident that is protracted it is impossible to manage with just your own resources. Lancashire drew on other Services from across the country with assistance from specialist wildfire teams. The support from partners was appreciated, in particular 2 helicopters were provided free of charge one from the Woodland Trust and one from United Utilities and other partners provided track vehicles.

The support from the public was second to none making donations to express their gratitude and goodwill to the Service and its partners.

There was no loss of life or damage to property and the infrastructure was saved.

The Chairman, CC Tomlinson asked that thanks and appreciation to everyone concerned with the Winter Hill major incident be put on record.

M NOLAN  
Clerk to CFA

LFRS HQ  
Fulwood

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## LANCASHIRE COMBINED FIRE AUTHORITY MEETING

Meeting to be held on Monday 17 September 2018

### HER MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE AND RESCUE SERVICES (HMICFRS) – PROGRESS TOWARDS INSPECTION – UPDATE BRIEFING 3

Contact for further information:

Deputy Chief Fire Officer Justin Johnston – Tel. 01772 866801

#### Executive Summary

This report provides an update on the following HMICFRS work streams:

1. The inspection week
2. The strategic de-brief
3. 2<sup>nd</sup> data request return
4. HMICFRS staff survey
5. HMICFRS Service Liaison Officer role handover
6. Further HMICFRS engagement and discovery visits
7. The HMICFRS final outcome report

#### Recommendation

The CFA is asked to note the report. A further update will be reported into the December meeting to highlight the findings of the final HMICFRS inspection report.

#### Information

The report provides a summary of progress towards Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services (HMICFRS) Inspection.

#### LFRS position regarding its preparation for the inspectorate

1. The Inspection week 9 – 13th July took place and involved, the HMICFRS team of inspectors (lead by David Dryburgh) speaking to: staff across the organisation (individual and in groups), selected partner agencies, the Representative Bodies, the Executive Board and the Chairman. This was facilitated during the Winter Hill deployment and had to be managed with the commitment of staffing flexible to ensure a suitable and sufficient inspection week. Feedback from the HMICFRS on facilitation by the Service was very positive.
2. The strategic debrief took place on the 13<sup>th</sup> July at the end of the inspection week and was delivered (via a power point presentation by David Dryburgh and two other HMICFRS inspectors) to Executive Board members and the Chairman. There was some excellent feedback on the very positive culture that they found within LFRS, the 'can do attitude' of staff and that the Services values are committed to making Lancashire safer. The final report will be released at the completion of the Tranche 1 inspection programme, which will be before the end of 2018.

3. A 2<sup>nd</sup> data request was received and returned to HMICFRS on the 14<sup>th</sup> July 2018.
4. A HMICFRS staff survey has been received and has been circulated for staff to complete which asks about staff opinion of working for LFRS, the survey closes on the 30<sup>th</sup> September.
5. The HMICFRS Service Liaison Officer (SLO) role has been handed over from Acting Area Manager Crook to Station Manager Armistead, who will now lead on preparing for the inspectorate as part of his role within corporate planning and will embed the HMICFRS programme into business as usual for LFRS.
6. The HMICFRS Service Liaison Lead (SLL) David Dryburgh will continue to engage with LFRS to build on his good understanding of how we operate, deliver our services and look after our staff. And moreover, to ensure that the positive relationship between HMICFRS and LFRS is maintained.
7. The final HMICFRS outcome report will be released at the end of Tranche 1 which most likely will be in either October or November 2018. The findings of the report will be discussed at December's CFA meeting.

### **Business Risk**

High – Members need to be aware of the judgement score that can be given and how this could impact on LFRS reputation. Inadequate planning, resources and commitment could have potentially resulted in LFRS not being able to provide adequate evidence to HMICFRS leaving the Service exposed to criticism both internally and externally. As highlighted above LFRS has prepared suitably and sufficiently for the inspection.

### **Environmental Impact**

None

### **Equality and Diversity Implications**

None, however culture and people will be considered during the inspection.

### **HR Implications**

None, however people will be considered during the inspection.

### **Financial Implications**

Minimal – Officers time.

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

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

## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on 17 September 2018

### **THE 2019/20 LOCAL GOVERNMENT FINANCE SETTLEMENT – TECHNICAL CONSULTATION PAPER**

#### **Contact for further information:**

Keith Mattinson - Director of Corporate Services – Telephone Number 01772 866804

#### **Executive Summary**

The report sets out details of the Government's latest consultation document relating to 2019/20 Local Government Finance Settlement.

#### **Recommendation**

The Combined Fire Authority is asked to agree the proposed response.

#### **Information**

The Local Government Finance Settlement is the basis by which the Government allocates out funding to individual authorities, as part of the Local Government Finance Settlement.

The Ministry of Housing, Communities and Local Government issued a consultation document titled "The 2019/20 local government finance settlement – technical consultation paper" on 24 July, with a deadline for a response of 18 September.

The proposed 2019-20 settlement is framed in the context of the overall Spending Review package.

As members are aware the 2016-17 settlement offered local authorities a four year settlement, giving greater certainty over their funding. The Authority was amongst the 97% of local authorities who accepted this offer. The proposed 2019-20 settlement funding is therefore allocated in accordance with the agreed methodology announced by the Secretary of State at that time.

#### **The fourth year of the multi-year settlement offer**

The document confirms that "barring exceptional circumstances and subject to the normal statutory consultation process for the local government finance settlement, the Government intends to present these figures to parliament as part of the 2019-20 provisional local government finance settlement in due course."

The four year settlement showed the Authority's funding being reduced by £5.5m (18%) over this period, although it should be noted that the majority of this reduction has occurred in the first two years of the settlement:-

		Reduction	
2015/16	£29.4m		
2016/17	£27.6m	£1.8m	6.4%
2017/18	£25.3m	£2.3m	8.2%
2018/19	£24.4m	£0.9m	3.7%
2019/20	£24.0m	£0.4m	1.4%
		£5.5m	

Hence, barring exceptional circumstances, we expect to receive £24.0m of funding in 2019-20, a reduction of £0.4m.

However, the four year funding settlement was predicated on the Government maintaining its public sector pay cap at 1%. Any pay awards in excess of this would either require additional funding or would directly impact on future council tax levels.

*Question 1: Do you agree that the government should confirm the final year of the 4-year offer as set out in 2016-17*

#### Proposed response

We welcome the certainty that the four year settlement provided, and support the principle that other than in exceptional circumstances this will not change.

However we feel that the lifting of the 1% public sector pay cap qualifies as exceptional circumstances and therefore believe that the settlement needs to take account of the impact of this on pay awards, in order to ensure that local government funding, and in our case Fire Authority funding, keeps pace with pay increases. As you are aware the Fire and Rescue Services National Employers had made an offer to the Fire Brigades Union of a 2% pay increase in 2018/19. Whilst this offer has been rejected, it is clear that any final agreement will exceed the funded 1% and as such we believe it is essential that additional funding is provided to meet the eventual pay award.

Similarly the next tri-annual review of the Fire Fighters Pension fund will include an adjustment relating to the Pension Discount Factor which is likely to see a significant increase in contribution rates, with current estimates ranging from a 2% to 5% increase in pay costs. We do not believe this was factored into the current four year settlement and hence should be reflected in future funding levels.

We also feel that the current funding settlement will need to be amended to take account of issues likely to come out of the Grenfell Tower tragedy. Within Lancashire we have managed to maintain our Fire Safety Inspectors broadly in line with pre-austerity numbers, however this element of the budget is coming under increasing pressure and may not be sufficient to meet issues around the Regulatory Reform Order in future years.

Lancashire has continued to invest in our workforce and specifically in the Retained Duty System (RDS), which we have funded by recycling savings despite the funding cuts seen in recent years. However despite this we are still faced with increasing

difficulties in recruiting and retaining RDS personnel and the additional financial pressures that this brings need to be recognised in future settlements.

Initiatives introduced by the Government place an increasing demand on the Service for which capacity simply doesn't exist within the current funding envelope, as an example the new inspection regime placed a greater onus on the Service in terms of preparing for, responding to and facilitating the process, as well as the additional workload that will undoubtedly arise once the final report is published.

The lack of a capital funding stream is increasingly significant as investment in our asset base has reduced leading to increasing backlog maintenance and limiting our ability to take advantage of new innovations in Fire Fighting techniques/equipment. Whilst we are able to borrow to meet these, this inevitably comes with a capital financing cost which places additional pressure on the revenue budget.

### **Council tax referendum principles**

The document outlines the following council tax referendum principles, which are consistent with those adopted for 2018/19:-

- a core principle of up to 3%;
- a continuation of the Adult Social Care precept, with an additional 2% flexibility available. This is subject to total increases for the Adult Social Care precept not exceeding 6% between 2017-18 and 2019-20, and consideration of authorities' use of the Adult Social Care precept in the previous years;
- shire district councils would be allowed increase by up to 3% or up to and including £5, whichever is higher;
- Police and Crime Commissioners (PCCs) will be allowed increases of up to £12 in 2019-20, subject to the delivery of clear and substantial progress on productivity and efficiency which will be assessed in advance of the provisional settlement.

This means that Fire would be limited by the general principle i.e. a council tax increase of up to 3%.

*Question: Do you agree with the council tax referendum principles proposed by the Government for 2019-20?*

#### Proposed response

We believe greater flexibility should be provided to Fire Authorities to increase council tax by up to 3% or up to and including £5, whichever is higher, in line with flexibility provided to Shire District Councils, still significantly lower than the flexibility granted to Police. We believe this should be applied to all Fire Authorities as we all face the same financial pressures, but as a minimum we believe this should apply to all Fire precepts in the lower quartile, who have clearly demonstrated restraint in previous council tax levels.

The current policy of limiting increases for Fire Authorities seems unjust and penalises Fire Authorities compared with other classes of organisations, despite that fact that Fire Authorities have the lowest average precept of any principal authority (£75 compared with Shire Districts of £184 and PCCs of £190).

Lancashire Fire and Rescue Authority (FRA) has shown significant restraint regarding council tax increases, having the lowest increase of any FRA between 2011/12 and 2018/19, an increase of just £3.81 (6.0%), and if you look at increases over the period of the four year settlement the same restraint has been shown, with Lancashire increasing council tax by just 4.0% compared with the maximum permissible under the referendum principles of 7.0%. In order to put this into context for Lancashire each additional 1% increase in pay equates to £0.4m. Had we known that the pay cap would not be maintained throughout the four year settlement we would not have shown the restraint that we have demonstrated. As a result we feel that maintaining the referendum limit at 3% is inequitable, penalising those Authorities who have shown restraint. It is also worth noting that the Fire Authority precept makes up a very small percentage of the overall council tax bill, approx. 4% in Lancashire, therefore any increase in our element of council tax has a relatively low impact on the overall council tax bill. Despite making up such a low amount of the overall council tax bill the cost of holding a referendum is far more significant than for any of the local councils, including the Unitaries and Lancashire, as our referendum would need to cover the whole of the County, at a cost which is estimated in the region of £1.5m. This compares with a £5 increase in council tax generating £1.3m more funding than the proposed referendum limit of 3%, as such it is impossible to justify the cost of holding a referendum to the local public.

If the Government do not intend to revisit the overall funding level to take account of the various cost pressures, including removal of the pay cap, then the relaxation of the referendum level is even more important. Authorities simply do not have the scope to meet current and future cost pressures without additional funding or offsetting the pressure by increasing the precept.

### **Financial Implications**

None at this stage, although obviously the eventual settlement and council tax referendum principles impact on the final budget.

### **Human Resource Implications**

None

### **Equality and Diversity Implications**

None

### **Environmental Impact**

None

### **Business Risk Implications**

Clearly the outcome of the consultation will have an impact on our level of grant funding received in future years, and as such it is a major risk to the Authority. However, until the outcome of the consultation is known it is impossible to be more specific.

## Local Government (Access to Information) Act 1985

### List of Background Papers

Paper	Date	Contact
The 2019-20 Local Government Finance Settlement – Technical Consultation Paper	July 2018	Keith Mattinson
Reason for inclusion in Part II, if appropriate:		

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## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on Monday, 17 September 2018

### **MEMBER CHAMPION ACTIVITY REPORT**

Contact for further information:

DCFO Justin Johnston – Tel: 01772 866801

#### **Executive Summary**

This paper provides a report on the work of the Member Champions for the period up to September 2018.

#### **Recommendation**

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

#### **Information**

The concept of Member Champions was introduced in December 2007. A review of the areas of focus for Member Champions was considered at the Authority meeting held in June 2017 where new areas of responsibility were discussed and agreed as follows: -

- Community Safety – CC Mark Perks
- Equality, Diversity and Inclusion – Cllr Zamir Khan
- Health and Wellbeing – CC Tony Martin
- Road Safety – Cllr Fred Jackson

Reports relating to the activity of the Member Champions are provided on a regular basis to the Authority. This report relates to activity for the period up to September 2018.

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

#### **Community Safety – County Councillor Mark Perks**

As the Community Safety Champion I have been visiting various Community Safety teams based at fire stations across the county having discussions about their work and joining them on home visits to see how each team act on requests made to the service. They have covered a wide range of requests from partner organisations and charities such the Alzheimer's Society, Stroke Association, borough councils etc. I am impressed with the way these visits are undertaken by officers who take great pride and professionalism in their work in a very sensitive empathic approach. I thank them on behalf of the CFA and I look forward to continue visiting further stations in all the divisions

## **Equality, Diversity and Inclusion – Councillor Zamir Khan**

Lancashire Fire & Rescue Service (LFRS) has joined the Stonewall Diversity Champions Programme. Members of staff have attended Lancaster Pride in May, Blackpool in June, and Manchester in August and are also due to attend Preston in September. A review of LFRS Human Resources policies has been completed to ensure compliance from an LGBT perspective and we are currently exploring options in relation to simple visual symbols which support the LGBT community.

Guidance and information for employees and line managers has been developed to support those applying to join the Service, or who currently work for LFRS who have dyslexia.

## **Health and Wellbeing – County Councillor Tony Martin**

### Suicide Prevention Day

On the 10th September I supported an event at the Service Training Centre for Suicide Prevention Day. The event was held to raise awareness of mental health issues and suicide which was attended by staff who support colleagues at work. The event included presentations from:

- MIND Matters who delivered a session on signs and symptoms and awareness of mental health issues; and
- PTSD999 who are a charity based in the UK that supports all members of the emergency services, both serving and retired, family and friends in the diagnosis, treatment and prevention of Post-Traumatic Stress Disorder (PTSD).

### Contaminants at Fires

We have commenced a project looking at the effects of contaminants at fires on firefighter's health and how we can mitigate the risks. Early work has commenced at the Service Training Centre to reduce contamination at the design stage.

The design is to be amended to improve the workflow of managing dirty Personal Protective Equipment (PPE) and Breathing Apparatus (BA) sets to provide dedicated areas to separate clean PPE/BA from those used during training activities. Another benefit of these changes will be to eliminate the storage of BA sets and cylinders within the BA school classrooms, further reducing staff exposure to 'dirty' equipment.

## **Road Safety – Councillor Fred Jackson**

Councillor Fred Jackson has continued to influence road safety within Lancashire Fire & Rescue Service by attending the Road Safe thematic group. He has also continued to support the delivery of Safe Drive Stay Alive by attending a performance.

## **Financial Implications**

Activities are within budget.

### **Business Risk Implications**

Whilst no formal obligation is placed on the Authority to have Champions, effective utilisation of such roles offers a number of benefits.

### **Environmental Impact**

The Member Champion provides leadership on environmental issues and assists in engaging Authority members in strategic objectives relating to protecting the environment.

### **Equality and Diversity Implications**

The Member Champion role provides leadership on E&D issues and assists in engaging Authority members in strategic objectives relating to equality and diversity.

### **Human Resource Implications**

Some Member and Officer time commitments.

### **Local Government (Access to Information) Act 1985**

#### **List of Background Papers**

Paper	Date	Contact DCFO Justin Johnston
Reason for inclusion in Part II, if appropriate		

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## LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 17 September 2018

### MEMBERS' ALLOWANCE SCHEME INDICES AND ELECTRONIC MILEAGE CLAIMS

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

#### Executive Summary

The Local Authorities (Members' Allowances) (England) Regulations 2003 permit a Members' Allowance Scheme to make provision for an annual adjustment of allowances by reference to an index which must be reviewed every 4 years. Members are asked to consider whether to continue to use the existing indices.

In addition, the Member Training and Development Working Group has been considering whether the Authority should adopt a process for the electronic submission of mileage claims. The Chairman of the Member Training and Development Working Group, Councillor Smith is asking Members to consider whether to adopt this practice.

#### Recommendations

- i) The Authority is asked to consider and approve the indices used and to continue with the existing indices for a further four-year period.
- ii) The Authority is asked to consider and advise whether to adopt the electronic submission of mileage claims.

#### Information

##### Members' Allowance Scheme

The Authority has had a Members' Allowance Scheme in place since 2003 in line with the Local Authorities (Members Allowances) (England) Regulations 2003. The Scheme has been amended in line with the Regulations in June 2006, April 2008, April 2012 and June 2016 with the indices last reviewed in September 2014 and in June 2016.

Annual adjustment changes are made in line with the Authority's approved indices as follows:-

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

To ensure the Authority complies with the regulations to have regard to the recommendations made by the independent remuneration panels of its home authorities s19 (2), the current indices used by home authorities are as follows: -

<b>Allowances</b>	<b>Lancashire County Council</b>	<b>Blackpool Council</b>	<b>Blackburn with Darwen Council</b>
Basic, Special responsibility and carers / dependents allowance	Annual uprating on 1 April which equates to the average annual % increase in employees pay under the National Joint Council (NJC) for local government services pay structure.	Annual uprating of the Scheme in line with the National Joint Council (NJC) for Local Government Service pay award.	Annual uprating of the Scheme in line with the National Joint Council (NJC) for Local Government Service pay award.
Overnight accommodation, travel abroad and subsistence allowances	Increased annually from 1 April in line with the Consumer Price Index (all items) published in November of the preceding year.		
Motor car, motor cycle, and bicycle travelling allowances	Revised annually with effect from 1 April in every year in accordance with the maximum allowance for Income tax purposes as determined by HM Revenue and Customs.		

The Local Authorities (Members' Allowances) (England) Regulations 2003 permit a Members' Allowance Scheme to make provision for an annual adjustment of allowances by reference to an index which must be reviewed every 4 years. Members are therefore asked to consider whether the indices used remain appropriate, reasonable and transparent.

Electronic submission of mileage claims

In addition, the Member Training and Development Working Group has been considering whether the Authority should adopt a process for the electronic submission of mileage claims. The Chairman of the Member Training and Development Working Group, Councillor Smith is asking Members to consider whether to adopt this practice from an agreed date and after Members have received appropriate training.

Not all Members claim travel expenses however, more than half of the current membership do make claims.

Under the current system Members send paper claim forms to Lancashire County Council (LCC) colleagues to check individual claims. LCC in turn provides an overview of the claims each month to LFRS finance colleagues to arrange for payment via payroll run by Greater Manchester FRS. LFRS Democratic Services Officers ensure the Local Authorities (Members' Allowances) (England) Regulations 2003 are applied in relation to the annual updating of the Members Allowances Scheme and the annual publication of Members' pay, in addition to confirming to LCC colleagues Member attendance at meetings and dealing with queries received from all sources.

Members are already set up on LFRS internal systems for pay purposes. Online access can be easily given to enable claims online and the whole process can be managed internally by LFRS Democratic Services. Once a claim has been submitted, the system would automatically send it for checking and processing for payment.

If Members were to agree, full training would be given by Finance and Democratic Services Officers. The process would be more efficient enabling Members' payments to be processed quicker. Members would be able to access their records on line at any time (including viewing payslips, P60s etc which would also enable LFRS to move away from manually printing and posting payslips). It would be necessary however, for the Authority to adopt this as a single system from an agreed date, after which paper copies would no longer be accepted.

### **Financial Implications**

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

### **Business Risk**

None identified

### **Environmental Impact**

None identified

### **Equality & Diversity Implications**

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

### **HR Implications**

None identified

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

Paper	Date	Contact
Report to CFA	28 April 2008	Clerk to the Authority
Report to CFA	16 April 2012	Director of Corporate Services
	8 September 2014	Clerk to the Authority
	20 June 2016	Clerk to the Authority
Reason for inclusion in Part 2, if appropriate:		



## LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday 17 September 2018

### FIRE PROTECTION REPORTS

Contact for further information:

Deputy Chief Fire Officer Justin Johnston – Tel. 01772 866801

#### **Executive Summary**

This report deals with Lancashire Fire And Rescue Service (LFRS) prosecutions in respect of fire safety management failures and arson incidents within the period 1<sup>st</sup> June 2018 to 31<sup>st</sup> August 2018.

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

#### **Recommendation**

The Authority is asked to note and endorse the report.

### FIRE SAFETY CONVICTIONS

#### Prosecutions under the Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

A hotel in Burnley was prohibited in December 2017 due to serious breaches of the RRFSO. The breaches included an inadequate fire alarm system, inadequate fire doors and no suitable management on the premises. The case file was approved to proceed and the summons is currently being prepared.

Another hotel in Preston, again was prohibited in February 2018, in 2005 the owner was convicted of two offences under the Fire Precautions Act 1971 for the same premises. The current breaches were so serious that they posed a risk of serious injury or death they included inadequate fire detection, inadequate means of escape and lack of fire safety management. The summons has been written and has been signed off by a Principal Officer.

The case file for a takeaway in Lancaster has again been approved to proceed and the summons is being prepared. These premises were restricted in use in 2015; the owner complied with the restriction notice and removed the sleeping risk. In February 2017 a multi-agency visit uncovered persons sleeping on the upper floors, contravening the restrictions notice. Evidence was gathered at that point to work towards a prosecution, another multi-agency visit in November 2017 again showed that persons were still sleeping on the premises.

A hotel in Blackpool was prohibited in 2017 due to staff sleeping in the basement, there were a number of issues with the fire safety provisions which led to the closure, and the local authority also prohibited the premises on the same day. The prosecution case file is in its final stages of preparation before being considered whether to proceed with legal proceedings.

Another hotel in Blackpool was issued with a voluntary closure in July 2018. In August 2018 Blackpool Council Health and Safety contacted the protection department at Blackpool station to advise that a complaint had been registered from a paying guest in regards to the condition of the hotel. Inspectors visited the hotel that morning and found a number of guests in the hotel, the premises was therefore prohibited. The manager initially forcibly removed the inspectors before the Police were requested to gain entry to begin the evidence gathering. This case is in its infancy and is on-going.

## **FIRE PROTECTION & BUSINESS SUPPORT INFORMATION**

### Risk Based Inspection programme

The Risk Based Inspection Programme (RBIP) is now embedded within the Protection Department and officers are using this tool. Due to observations from the recent Inspection, the facility has now been added to give cases that require an additional visit, e.g. Enforcement Notice etc. to be put in a separate 'revisits' tab together with the functionality to add cases that meet the RBIP scoring criteria that are flagged. This will ensure that cases requiring a revisit are not inadvertently missed.

### Business Support Website

The site is fully up-to-date with all the information for the Risk Based Inspection Programme and updated contacted details. The Corporate Communications Department and Protection Department are currently exploring the opportunity to have the various pages contained in the Business Support Website to be brought within the main LFRS site. The current unique web address would still take users to the correct page and would be signposted from there as usual. The changes to the end user would be unnoticeable but would allow for the maintenance of the site by Corporate Comms Department, which will ensure that the site remains GDPR compliant, together with other accessibility requirements that are likely to come in during the course of 2019.

### Business Safety

The Pennine Business Safety Adviser (BSA) has been heavily involved in our 'Places of Worship' training events. These have been organised jointly with Nelson Fire Station and our Community Fire Safety Team at Burnley. Within Western area, the BSA has been heavily supporting Blackpool Football Club due to a recent change in management. The BSA in Northern Area has been undertaking multi-agency inspections on the run up to and during the World Cup with colleagues from Lancaster Borough Council

### Primary Authority Scheme

Since the update of the Primary Authority register and changes brought about by the introduction of the Enterprise Act on October 1st 2017, LFRS has been in a position to register new Partnerships. As a result LFRS now has 10 registered partnerships Barchester Healthcare, Four Seasons Healthcare, Amber Taverns, Torus 62 housing, Daniel Thwaites, Warwick Estates, EH Booths, Regenda Group, Progress Housing Group & PBSA Student Roost.

St Catherine's Hospice is also at a stage for consideration for partnership with LFRS.

New agreements have now been formalised with Torus 62 and Barchester to include a new hourly rate of £75/hour which equates to £4,500 per annum. This will be rolled out to the other partners before their 12 month anniversary dates.

There have also been discussions with 6 other very interested companies.

## **ARSON RISK REDUCTION**

### Arson convictions

#### **R v Patricia Pemberton**

##### **Regent St, Haslingden**

This incident involved a top floor flat of a three storey building of private flats. Pemberton used her keys to enter the flat and set a fire in a remote corner of the flat and left the building. A thorough fire investigation was carried out and a report submitted to the Police. The defence employed an expert witness to challenge the LFRS fire report. This was countered by our investigator. The case went to Crown Court and the case was started. Pemberton pleaded guilty part way through the trial. She was sentenced to 2 years imprisonment for arson reckless as to whether life endangered and also received a 5 year restraining order.

#### **R v Martin Charles Simon McKulkin**

##### **Great Bolton St, Blackburn**

This incident involved a car being set alight outside a hotel on Great Bolton St. The attending crews carried out a fire investigation and submitted it to the Police. A suspect was arrested and charged. He later appeared in Magistrates Court and where he pleaded guilty negating the need for LFRS to attend to present evidence. He was given a 12 month suspended sentence.

#### **R v “youth offender”**

##### **Allotments, Peel Park Ave, Accrington**

There had been a spate of fires within the allotments where sheds had been set alight. Following further investigations by the Police a youth was arrested and charged with arson and attempted arson. He later appeared at youth court where he was pleaded guilty. He was sentenced as follows: 12 month referral order and £350.00 compensation.

## **R v Michael James Mercer & Carl Fox**

### **St Philips Rd, Preston**

This incident involved an end of terrace property that was under renovation. There were 2 areas of fire. The defendants had been seen in the premises immediately before the fire being noticed. The owner of the premises turned up as the defendants were leaving the scene. When he approached them they made off. They were later arrested and charged. Following their trial at Preston Crown Court the following verdict was reached: Carl Fox sentenced to 10 months imprisonment. Michael Mercer's charges lie on file which means no further action at this point, however the defendant can be tried at a later date if further evidence comes to light.

## **R v Nicholas Butler**

### **Blackthorn Lane, Bacup**

Nicholas Butler bought petrol from a nearby petrol station, poured petrol over his cousin's car and set it on fire. Crews located petrol pour marks and petrol at the scene. Butler pleaded guilty and received a 32 months' prison sentence.

### **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:		

## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on Monday 17 September 2018

### **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.

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

#### **Recommendation**

The Authority is asked to note and endorse 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	June 2018 – August 2018	David Russel
Information received from area based staff	June 2018 – August 2018	David Russel
Reason for inclusion in Part II, if appropriate:		

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

**SUMMARY REPORT FOR:**

**BLACKBURN-WITH-DARWEN**

**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**Cooking and Water Safety**

Eastern Community Safety Advocates have been involved in the annual Streetwise project attended by Year 6 pupils from schools around the borough. The workshops were run over 2 weeks and our involvement concentrated on water safety and the consequences affecting the public, environment and fire crews. Additionally due to the Winter Hill moorland fire extra time was created to inform the young people on the consequences of the ongoing incident.

As part of the Eastern Ramadan Safety we delivered ‘Loose clothing’ campaign sessions, targeting women’s groups, the campaign covered cooking safely, tying loose clothing back and what to do in the event of clothing catching fire. Alongside this year’s campaign we also again highlighted “Wasted Lives” and targeted mosques in the Blackburn area.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Fire**

**Date: Various Dates in July 2018**

**Time of Call:**

Over a two week period at the end of June and the beginning of July crews from Blackburn dealt with many, well publicised incidents as a result of the unusually warm weather conditions.

Crews attended several incidents that were almost unheard of in LFRS during that time. One example of this is attendance at incidents involving exploding aerosol containers inside vehicles leading to fires within vehicles. Crews dealt with this within the existing protocols and corporate communications department used the various media platforms to warn the public about this unusual cause of fire.

On a similar theme crews attended several incidents involving the ignition of flammable liquids in garden sheds which at the time was identified as being caused by the weather conditions.

Crews were even asked to water the flower beds at various locations in the district, which of course we were happy to fulfil!

Crews are trained for a vast range of incidents and that training ensures incident commanders gain a situational awareness of incidents and this helped staff identify the causes of these rarely experienced incidents.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

<b>SUMMARY REPORT FOR:</b>	<b>BLACKPOOL</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Dancing with Dementia</u></b> On 6<sup>th</sup> June, Blackpool Community Safety Advisor ‘Andrew Twinkle toes Smith’ supported the annual Dancing with Dementia event that is held at the Empress Ballroom Blackpool. The event is becoming more successful every year with five hundred and twenty people attending this year’s event. The event is supported by partner agencies, professional and semi-professional dancers and singers and provides a priceless opportunity for those members of the community who are living with dementia to step back in time and enjoy themselves. It is worth remembering that every one of individuals who is living with dementia can still remember all the old dance steps.</p> <p><b><u>Child Sexual Exploitation Event</u></b> On Thursday 19 July and Friday 20 July Blackpool Community Safety joined forces with partner agencies at an event that took place at Blackpool Towers Headlands. We collaborated with the Police, Blackpool Coastal Housing, Tesco Community Support and Blackpool Safeguarding Team to raise awareness of child sexual exploitation. The Community Safety Team took the opportunity to promote water safety and to offer crucial advice on the safe use of barbecues.</p> <p><b><u>Children of Chernobyl visit Blackpool</u></b> Chernobyl Children’s Charity visit Bispham Station W31 on an annual basis. The charity was established and registered in 1992 by Victor Mizzi (O.B.E.) in order to support the children of Belarus and the Ukraine. These children, and their families, will be forever affected by what is undoubtedly the world’s worst nuclear disaster. In April 1986, Belarus, where most of the charity’s work is focused, received over seventy percent of the radioactive fallout from the Chernobyl nuclear explosion. As a result, thousands are born every year with, or go on to develop, thyroid cancer, bone cancer and leukaemia.</p> <p>This year Firefighters and Community Fire Safety staff collaborated to ensure that the children’s visit was an occasion to remember. Ten children, along with their teacher, an interpreter, two adult helpers and the helpers own children visited Bispham Fire Station on Monday 6<sup>th</sup> August.</p> <p>Following a tour of the station, the children were taught about, and discussed the daily duties of a fire fighter and were shown the personal protective equipment that firefighters use. Firefighters from Blackpool W30 drove the Aerial Ladder Platform over to Bispham and the children took turns to sit in the platform as it was raised. This provided a never ending source of amazement to the children. The children were also surprised to learn that we have female firefighters within our service.</p> <p>The CFS team and Fire Cadets set up their smoke tent and the children performed a rescue operation, along with the Fire Cadets, and rescued a toy puppy from the smoke filled tent. They were also given the opportunity to use a thermal imager. CM Webb arranged for “STU’S Ices” to attend the station along with his ice cream van and Stu very kindly donated free ice creams for all the children. Our Fire Cadets presented each of the children with a gift, which included a limited edition Fire Cadet badge. The young children from Chernobyl had learnt a small thank you song in English which they sang in appreciation.</p>	



**Fire Cadets**

South Shore fire station hosted our annual Fire Cadets Presentation Evening and Passing Out Parade on Wednesday 19<sup>th</sup> July. Guests included the High Sherriff of Lancashire, Robert Webb, and the Mayor of Blackpool, Ian Coleman.

Despite heavy rain the Fire Cadets provided an excellent demonstration of hose drills and ladder work in order to showcase their recently acquired skills. After changing into dry clothing they were then awarded their certificates by ACO Dave Russel.

The High Sherriff of Lancashire sent a letter expressing his appreciation of the Fire Cadets' excellent work.

A member of South Shore Fire Cadets has just received a Lord Lieutenant Commendation. Included in her recommendation was the work that she has completed as a Fire Cadet at South Shore. Please find her own description as to why she was awarded the Commendation.

"I was awarded my Lord-Lieutenant commendation, for my work and dedication to the CCF over the past 3 years. Fire Cadets is mentioned as something I enjoy doing outside of school and it proves my dedication to cadets in general. It was also for my charity work that I have completed over the years with both cadet units and on an individual basis."

**Blackpool Airshow – 2 Day Event, 11-12 August 2018**

Western Community Fire Safety Team co-ordinated LFRS's involvement in one of Blackpool's largest tourist events, the Blackpool Air Show. The Team started Planning for the event back in March, an event that attracts some 250,000 visitors from around the country.

Saturday morning began under clear skies and the promise of a hot day.

From taking the cover off the Wasted Lives trailer at 9am to the end of the day the questions and interest never stopped.

On the Saturday, Blackpool fire crews attended with pump and Aerial Ladder Platform; Blackburn with the Mobile Command Unit and support pump and South Shore with pump. The CFS team attended with the Gazebo, numerous items of uniform, Wasted Lives trailer and South Shore Fire Cadets. Also supporting the event were IIO Lee Garnett with the LFRS drone and Angela from the Prince's Trust and Blackpool Police Cadets.

As well as giving Fire Safety advice the Team gave out leaflets on the safe disposal of portable BBQ's; Water Safety; Chimineas; Retained Firefighter recruitment; in addition to talking about Wholetime recruitment; Fire Cadets across the County and Prince's Trust.

Sunday began overcast with the threat of rain, but apart from a short shower it blew over. St Annes Rope Rescue Team joined the Saturday line-up.

The Rope Rescue Team enthralled the crowds by abseiling from the ALP, followed by an ascent by one of the Team back up the rope and into the rescue cage.

This second day followed as busy and eventful as the first. By now the Cadets were experts at dressing-up children and adults in relevant size fire kits and breathing apparatus (when possible). The queue for photos was long and constant. Mascot Fireman Sammy circulated among guests and danced with the younger children on the Comedy Carpet in front of the Tower.

Over the two days many people took the opportunity to personally thank the crews for their and their colleagues' work responding to the Winter Hill moorland fire.

#### **INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Commercial Fire**

**Date: 01/07/18**

**Time of Call: 11:45**

Operational crews received a call to an accidental fire which had resulted in flash burns to a male casualty who was taken to Blackpool Victoria Hospital for treatment. Damage sustained to the room was moderate by heat to the door, carpet and the net curtains. The room itself was lightly damaged by smoke. Upon investigation by an Incident Intelligence Officer it was determined that the cause of the explosion was an aerosol deodorant falling onto a plug.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

**SUMMARY REPORT FOR:**

**BURNLEY**

**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**Wildfire Response Intervention and Education (Burnley Prevention Team)**

Initially the prevention team in Pennine hosted a series of response education to the young people in the Pennine Fire Cadet unit. They were shown the Grass and Moorland Fires presentation within their school and later planned where they could site important information on posters up at relevant locations based on intelligence where these incidents could occur.

Operational crews offered their knowledge and skills by demonstrating how they utilise the soft-track vehicle up on the moors and a whole range of other fire-fighting equipment bespoke to dealing with wildfires on vast moorland. An extensive explanation of how to analyse a large open area including the role of the investigation intelligence officers and the use of the drone was given. An opportunity to speak with a ranger from a national trust conservation site was also given. They were able to discuss the issues and outcomes regarding these types of fires; such as the damage to the environment, the cost and resource implications to the Fire Service and of the heritage trust.

Along with this the prevention staff then combined their campaign of wildfires awareness with a local Heritage Centre and spoke to groups of ramblers who frequently use the centre after enjoying their walks in the country. This included how to be more aware of possible hazards in the countryside which can contribute to the start of a grass fire and what to do if one occurs.

Secondary to this the community fire safety teams supported the campaign to the World Cup 2018 in the Burnley and Padiham Area. They interacted with shoppers in selected supermarkets in Burnley and gave out our 'safe cooking' flyers in an effort to encourage safe cooking during this period and reduce the effects of accidental cooking fires.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

**SUMMARY REPORT FOR:**

**CHORLEY**

**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**Year 10 Enrichment Day at Southlands High School Chorley**

The Community Fire Safety Team attended an Enrichment Day at Southlands High School in Chorley on Monday 16 July. All Year 10 pupils received water safety in the form of Dying for a Dip and Wasted Lives. Around three quarters of the students had been open water swimming over the previous spell of hot weather; therefore it was very timely to deliver this presentation. They also received information from The Eric Wright Learning Foundation and ex Great Britain hockey player Charlotte Hartley. The Eric Wright Learning Foundation provide training in construction related trades to 14 – 16 year old students in the South Ribble and Chorley areas as part of their GCSE programme. The foundation offers hands on experience in joinery, brickwork and painting and decorating. Charlotte provided students, particularly girls, with motivational advice on how to cope with school pressures and how to succeed in life.

**Summer Safety and Sleepovers**

The Community Fire Safety (CFS) Team from Chorley were asked to attend Westwood Primary School, Clayton-Le-Woods prior to them breaking up for the Summer Holidays, to talk about how to keep safe. The assembly was delivered to the full school and covered topics including BBQ safety, water safety and the topical subject of wildfires. All the children were provided with information to take home about the topics including advice to parents about the safe disposal of cigarettes on the moors. The same information was passed to the school to include in their final newsletter of the year.

All students were issued with the new 'sleepover leaflet' which has been produced to give parent and carers advice about fire safety in the event of either their child going on a sleepover or being the sleepover hosts themselves. This came about partly in response to a tragic incident where a youngster lost their life whilst having a sleepover at a friend's house and partly due to research which is investigating how children respond to the sound of smoke alarms.

The information was well received by students, parents and teachers.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Primary Fire**

**Date: 17/07/2018**

**Time of Call: 04:10**

2 fire engines from Chorley and 2 from Bamber Bridge were mobilised to a fire within an external open air compressor compound, consisting of 2 Atlas Copco compressors and ancillary equipment for compressed air storage, of an Industrial Unit in Chorley.

Approximately 1 hour prior to the fire, the manufacturing premises had suffered a local power surge which had set off the fire alarm system for the internal manufacturing area of the factory. This had been reset by the team leader to a normal status prior to the arrival of

the fire service. The electrical power surge initiated an electrical overload in the electrical components of one of the compressor motors or motor switch gear which caused an ignition of electrical components. The cause of fire was accidental; the first items ignited were the electrical components of the electric motor/switch gear. The fire spread was due to the electrical components, the fire then spread to the second compressor unit. The main electrical contacts in the substation were isolated by a mechanical fitter on request of the fire service. The fire was discovered when one of the operators went outside and saw the compound on fire. Severe damage by fire to two compressor units and severe by heat to two compressed air storage tanks and ancillary equipment.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

**SUMMARY REPORT FOR:**

**FYLDE**

**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**ESCAYPS Course**

Lancashire Fire and Rescue Service (LFRS) works in collaboration with the Police work in many innovative ways. For a number of years now, Wesham and Lytham Fire Stations have worked collaboratively with the Police to host and deliver a course for people who are at risk of offending, or have offended. The course is called ESCAYPS which stands for Emergency Services Community and Young Persons Safety. The course runs for a six week period, several times a year, on a Wednesday evening and is hosted by Wesham Fire Station and Lytham Fire Station.

We take six young individuals and talk about the emergency services, drug and alcohol abuse and street aid, which is a basic first aid programme in relation to knife crime and what action should be taken if a person is suspected of taking drugs. The course provides an insight into the support offered by emergency services and it also provides information on a potential career path. The course culminates in a presentation to parents, friends and relatives and if interested, the young individuals are signposted to the Fire services cadets.

Over the years many of the young individuals have turned their lives around and obtained full time employment, including employment as Police Community Support Officers.

**Dementia Hubs**

Acting on the initiative of a CFS Advisor, local Dementia Hubs are now being held on local fire stations, the most recent of which was held at Wesham Fire Station on Friday 20 July. The Dementia Hubs comprise a market place of stall holders who are able to offer advice and support to those living with dementia, their carers and their families and possibly the most important aspect of these hubs is that we are also offering the opportunity for members of the community to relax, enjoy afternoon tea and socialise while having access to often vital information.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Fire**

**Date: 11/07/2018**

**Time of Call: 11:55**

Three fire engines from Wesham, Lytham and St Anne's along with an aerial ladder platform from Blackpool attended a house fire in Kirkham. The fire involved the roof of a semi-detached house and adjoining garage. Firefighters used three jets, two hose reels and a ventilation unit to extinguish the fire and prevent it spreading to the property next door. One casualty was taken to hospital by ambulance suffering from smoke inhalation.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

<b>SUMMARY REPORT FOR:</b>	<b>HYNDBURN</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Cooking</u></b> As part of the Eastern Ramadan Safety we delivered ‘Loose clothing’ campaign sessions, targeting women’s groups , the campaign covered cooking safely and tying loose clothing back and what to do in the event off clothing catching fire. Alongside side this year’s campaign we also again highlighted “Wasted Lives” and targeted mosques in the Hyndburn area.</p>	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>
<p><b>Incident: Primary Fire</b> <b>Date: 10/07/18</b> <b>Time of Call: 12:41</b></p> <p>Seven fire engines from Hyndburn, Clitheroe, Padiham, Burnley, Haslingden, Preston and Bury along with the Stinger from Blackburn and aerial ladder platform from Preston attended a fire involving a commercial unit and approx 600 pallets in Great Harwood. Firefighters used four jets alongside the Stinger and aerial ladder platform to extinguish the fire. The fire was started by heat transfer/burning from external ‘controlled burning’ in a mini skip, the fire then spread to hundreds of timber pallets and consequently destroyed the adjacent single story industrial unit; which has since had to be demolished.</p>

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

**SUMMARY REPORT FOR:**

**LANCASTER**

**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**Water Safety and Mud & Sand Safety**

In the early months of 2018 Lancashire Fire and Rescue Service (LFRS) attended several incidents on the tidal portion of the River Lune where youths had become entrapped in mud or trapped on islands by the incoming tide.

It was identified that these youths were from a particular local secondary school and, in addition to risk reduction talks given to the youths themselves, their school was contacted to ensure broader risk reduction / awareness could be achieved.

Following a planning period the school agreed for LFRS to attend during PSHE day to deliver two modules from the new Year 7 Teensafe package (due to be launched pan Lancashire in the 2018/19 academic year), which covered Water Safety as well as Mud and Sand Safety.

Presentations were delivered to all year 7 pupils (240) in the morning and to year 8 pupils (270) in the afternoon. A Health Fair was also in progress at the School at which, LFRS were able to offer advice on water safety, the dangers of mud/sand and to distribute relevant safety information more broadly.

Feedback from the school was extremely positive stating that the presentations had '*really made them think...*'.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Special Service: Rescue from mud/sand**

**Date: 24/07/18**

**Time of Call: 20:31**

**Shoreline opposite Winter Gardens, Morecambe.**

Two appliances from Morecambe were mobilised to reports of one male trapped in mud on the shoreline. Due to the nature of the incident the Incident Commander instructed all crew members to take flood suits. On checking tide tables on route it was apparent that the tide was on its way in with high tide due in one hour.

On arrival, and whilst carrying out an initial scene assessment, it was found that this incident involved two teenagers, 1 male and 1 female. They were both trapped by their feet in the mud approximately 20m from the shore with water up to their waists.

Following a dynamic risk assessment by the Incident Commander which considered the rapidly rising tide and the distressed state of the two casualties, operational discretion was used and two crew from the first appliance were committed to affect a rescue. The remaining crew members donned flood suits and prepared equipment for back up and support. A



specialist water rescue pump was also requested. There was a rapidly growing crowd of public spectators at this point.

On reaching the two casualties, the crew immediately put life jackets on them. They then proceeded to work as a team to clear around the casualties' feet and lower limbs, this allowed them to free the casualties and assist them to shore. The two casualties were showing signs of fatigue and effects of the cold water and were handed into the care of North West Ambulance Service for precautionary checks.

Due to the coastal location HM Coastguard and RNLI also attended and were preparing to deploy.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

**SUMMARY REPORT FOR:**

**PENDLE**

**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**Inspiring Young People (Pendle Prevention Team)**

Prevention teams from Pennine community fire safety were invited to interact with local high schools in Pendle for a series of World @ Work Events. The teams have a great relationship with local schools and agencies across all 3 boroughs and were delighted to have been offered an opportunity such as this which aims to target years 8 and 9. This allowed the community fire safety teams to demonstrate an insight into the wide variation of roles and responsibilities within Lancashire Fire and Rescue Service. The main aim was to encourage a greater understanding of what work is involved within each core function around the roles within the service. They looked into the work streams around prevention, protection and response as well as having the chance to have a go at trying on fire kit and demonstrating some items of equipment. This then led onto other job roles within the service such as support teams which operate in the background, of which these roles are key to maintaining the smooth and efficient day to day running of Lancashire Fire and Rescue Service.

Our aim was to encourage pupils to think about future career opportunities by providing them with an insight into the knowledge to develop their skills, to look at ways they can promote a positive outcome for themselves when they leave school, to consider what aspirational goals they want to achieve and look into other opportunities such as further education, apprenticeship schemes, uniformed services as well as other options such as the armed forces. The session contained lots of useful tasters into the functions and included interactive sessions where they had the chance to ask questions to the Prevention teams.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Road Traffic Collision on M65**

RTC involving 4 vehicles. A vehicle driving erratically had passed several other vehicles prior to colliding with a taxi on the westbound carriageway of the M65 close to Nelson. Occupants of a vehicle behind the collision who stopped to assist and contact the emergency services witnessed a driver exit his vehicle and leave the scene of the incident by climbing the side barrier and walking down the embankment to the roundabout junction below. He was seen to be bleeding from the head and the vehicle was severely damaged with airbags having been deployed. A second RTC involved two cars 100m to the rear of the initial collision when a vehicle approaching the scene of the incident failed to stop in time behind a car that was stationary in Lane 2 of the motorway. At the incident there were two casualties on the hard shoulder having exited vehicles prior to the arrival of the Fire Service and two casualties still in the taxi. The Fire Service assessed the scene and triaged casualties and requested attendance of Police and North West Ambulance Service (NWS). Highways England Traffic Officers were also in attendance. Multi-agency approach applied utilising Joint Emergency Services Interoperability Principles. NWS deployed 4 ambulances and one response vehicle to the incident with 4 casualties eventually conveyed to hospital with non-life threatening injuries. LFRS Air Support Unit (drone) was requested in order to supplement the hasty search conducted by LFRS personnel for the absconding motorist who had

potentially sustained serious injuries as a result of the collision. The drone was flown over the scene and surrounding area conducting a systematic search. It was stood down when information received from the Police confirmed the driver had been found.

**Incident: Water Rescue**

A young woman had fallen approximately 5 metres backwards from a garden wall into a river below. Swift water Rescue Technicians from Nelson conducted a hasty search of the vicinity in order to locate the casualty. Once located the casualty was assessed and stabilised whilst a plan for extricating the casualty from the location to a waiting ambulance was formed. The Air Support Unit was requested in order to assist both location of the casualty and to conduct a reconnaissance of the area to assist in the extrication plan. The casualty was successfully extricated from the location and conveyed to hospital by NWAS suffering from lower leg injuries.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

<b>SUMMARY REPORT FOR:</b>	<b>PRESTON</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Youth Education Activities</u></b>	
<p>06/06/18 – Dying for a Dip to Prince’s Trust, Deepdale - This water safety presentation was carried out to the new Prince’s Trust team the week before they went on their residential. There had been 2 fatalities relatively locally from open water the weekend prior to the talk, so information about these was discussed to bring home the relevance of the subject.</p> <p>18/06/18 – approx. 150 pupils at Our Lady’s, Fulwood High School, Fulwood received two presentations on Dying for a Dip and Arson Prevention. The Dying for a Dip presentation aims to raise awareness of the dangers associated with open water and provides advice for what actions any individuals should take if an incident ever occurs. The Arson Prevention presentation focuses on the dangers of deliberate fire setting, the impact such behaviour and on the community and social responsibility in relation to helping prevent it.</p> <p>During both sessions the information was well received by all participating students and the feedback received was excellent.</p>	
<b><u>Fall Prevention</u></b>	
<p>06<sup>th</sup> July – A talk was given to the falls rehabilitation group, Minerva Health Centre, via Steady On! This is a regular talk which forms part of the programme the falls team deliver to people who have been hospitalised due to falls. They have input from other agencies over the 6/8 week course, all related to keeping safe at home.</p>	
<b><u>Dementia Awareness Event</u></b>	
<p>Community Safety staff from Preston supported a dementia awareness event at the Hallmark Hotel in Leyland. This event was for people with dementia to come along with their families and was aimed at demonstrating the range of services available to assist during the various stages of Dementia.</p> <p>This event was an opportunity for Lancashire Fire and Rescue Service to showcase the support we can offer, the resources available to help both those with Dementia and their carers/families. It also provided an opportunity to generate high risk home fire safety check referrals and provided several signposting opportunities to partner agencies.</p>	
<b><u>Other Prevention Activities</u></b>	
<p>19<sup>th</sup> June – Whole Fund Presentation – Guild Hall, Preston - LFRS was invited to attend this event along with a number of other partner agencies approx. 400 members of public were expected to attend for pensions advice. An information stall set up in the foyer, so to provide an opportunity for engagement with those attending the event. Fire safety advice was given along with keyrings and pens with the free telephone number to request HFSCs.</p> <p>20<sup>th</sup> June – Friends of Fishwick Steering group - Community Safety staff attended and provided a summary of what we offer and the referral criteria. A Point of contact was requested regarding using their social media/newsletter to raise fire safety awareness and we offered to provide fire safety talks to any local groups they are involved with.</p>	

09<sup>th</sup> July – Multi agency networking and icebreaker event, Police HQ, Hutton.

This event was organised by a PCSO from the police early action team as there had been a lot of staff changes in his team and they wanted to meet representatives from other agencies to improve joint working regarding vulnerable people. There were attendees from, Preston City Council, Gateway, Neighbourhood Watch, UCLAN, LFRS and the Children Family Wellbeing service. All agencies gave a short presentation to the group to explain what their agency offers to vulnerable people and how best to refer and arrange joint visits. Information was also given regarding the Integrated Team and how to make a referral.

11<sup>th</sup> July – Armed Forces Covenant Meeting, Wings Centre, Preston - Representatives from various organisations including Lancashire County Council, Step Together, Dig In, Preston City Council, Combat Stress, Activate, DWP, Age UK, Blind Veterans and Bellissima's Retreat attended. Referral pathways to all organisations present were discussed and a fire safety talk to the blind veterans group was arranged for next month. All agencies have been sent the partner agency code for veterans, and have our details of they want to arrange joint visits.

### **Station Open Day**

Sunday 1<sup>st</sup> July - An extremely busy open day, (made even more so by limited operational support due to the moorland fires), was attended by approx. 3000 members of public. Social media advertising prior to the event guaranteed a good turnout.

The cadets raised nearly £350 by organising and running a tombola.

CFS set up a stall with a selection of burnt items, leaflets and examples of equipment we can issue. Advice was given on fire safety and people were directed to the website and contact centre for Home Fire Safety Checks.

4 hot oil unit demonstrations were performed over the course of the day.

## **INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Accidental Dwelling Fire (rear garden)**

**Date: 13/06/18**

**Time of Call: 18:59**

Two appliances were mobilised to reports that the back of a house was on fire in Preston.

On arrival the fire crews found that a fire involving a quantity of waste material located in at the rear of the property had spread along a wooden garden fence and to an outbuilding, all of which were significantly damaged by fire. In addition, the heat radiating from the fire affected the PVC window frames, glazing units and guttering of both the affected property and the house next door.

Fire Service personnel used a hose reel to extinguish the fire and further utilised a Thermal Imaging Camera along with a Triple Extension Ladder to assess the neighbouring property for potential fire spread.

After a fire scene examination and investigation into the cause of the fire it was concluded that a discarded cigarette came into contact with combustible items located within the rear garden and as a result the fire was able to develop and spread.

Fire Service Personnel completed a hot strike and the Community Safety Team made arrangements to attend the address to conduct a Safe & Well visit.

**Incident: Accidental Dwelling Fire (accidental building fire)**

**Date: 10/07/18**

**Time of Call: 22:04**

Two appliances were mobilised to reports of a shed on fire to the rear of a domestic property in Preston.

On arrival the fire crews found that a large wooden garden shed was fully involved in fire, that the fire had unfortunately spread to involve a domestic conservatory and that smoke from the fire was affecting the West Coast Main Railway Line.

Fire Service personnel used two hose reels to extinguish the fire and prevent further fire spread and as a precaution requested Fire Control make Network Rail aware of the incident so train drivers could be warned so to ensure safe rail travel past the scene.

After a fire scene examination and investigation into the cause of the fire it was concluded that rodent damage to electrical equipment in the shed led to an electrical fault and subsequent fire.

Fire Service personnel completed a hot strike and the Community Safety Team made arrangements to attend the address to conduct a Safe & Well visit.

**Incident: Special Service (Lift Rescue)**

**Date: 07/07/18**

**Time of Call: 15:56**

Two fire appliances were mobilised to reports of persons stuck in a lift at an address in Preston. When crews arrived at the scene they found 5 persons were trapped in the lift car which due to mechanical failure had stopped between 2 upper floors of the building.

As isolation the electrical support to the lift, Fire Service personal used specialist 'Lift Keys' to gain access to the lift car and carry out a welfare assessment of those trapped. The lift car was then lowered in a controlled manner so the trapped occupants could be led to safety. None of those trapped needed any medical assistance as a result of their ordeal.

As a precaution to prevent a re-occurrence, LFRS left the lift isolated and advised the Property Manager to have the lift checked by a competent lift engineer before being put back into general service.

**Incident: Accidental Building Fire**

**Date: 11/07/18**

**Time of Call: 11:57**

Two fire appliances were mobilised to reports of smoke coming from the kitchen window at an domestic property in Preston.

On arrival Fire Service Personal found the property to be un-occupied and therefore forced entry to investigate the origin of the smoke. Once inside the property it was quickly identified that a pan had been left unattended on the hob, this had boiled dry, the food burnt and as a

result light smoke filled the property. To clear the smoke, Fire Service personal opened several windows within the property to allow the building to air.

Whilst LFRS were at the scene, the occupier returned home and explained they had just nipped out to the local shop and hadn't considered the need to remove the pan from the hob.

Fire Service Personnel completed a hot strike and the Community Safety Team made arrangements to attend the address to conduct a Safe & Well visit.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

<b>SUMMARY REPORT FOR:</b>	<b>RIBBLE VALLEY</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Water Safety and Cooking</u></b></p> <p>Prior to the school holiday “Dying for a Dip” water safety leaflets were displayed at waterside locations across the borough including reservoirs and Edisord, Grindleton and Dunsop Bridge.</p> <p>Up to 15000 people attended “Beat-Header” the largest outdoor music festival in the County and Community Safety staff used the event to promote the National Carbon Monoxide Awareness Campaign regarding safety whilst camping.</p> <p>During August, Operational crews and Community Fire Safety staff attended the Royal Lancashire Show. Opportunity was taken to talk about fire safety matters around cooking and white goods.</p>	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>
<p><b>Incident: Domestic Fire</b> <b>Date : 4 June 2018</b> <b>Time of Call: 22:57:00</b></p> <p>Three fire engines from Clitheroe and Great Harwood attended a house fire involving a tumble dryer on Derby Street in Clitheroe. Firefighters equipped with breathing apparatus used one hose reel to extinguish the fire and rescued two people from the roof of the property. There were no casualties.</p>



**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

**SUMMARY REPORT FOR:**

**ROSSENDALE**

**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**Dementia Community Coffee Morning (Rossendale Prevention Team)**

A collaborative step was again made when the prevention staff in Pennine hosted what was another successful event. The coffee morning was held at Haslingden fire station in aid of bringing people and communities together in Rossendale. Rossendale district itself has a higher than average issue of social isolation and loneliness – so teams focus on how best they can reach more people and understand their individual circumstances. Not only does this mean we engage but we offer Safe and Well visits where we can signpost to other support services.

The teams had support from a large selection of organisations on the day such as Falls teams, healthy living from the local district authority and many more. Alongside supporting people on the determinant of social isolation Lancashire Fire and Rescue understands it plays a huge role in its pledge on Dementia. As part of the Prime Minister's dementia challenge, all fire and rescue services across England were invited to sign up to a pledge to improve the safety of those living with dementia. We want those people with dementia to live a safe and happy life by remaining in their own homes as long as possible. Not only does this improve quality of life but it also reduces the financial impact on families and organisations who provide support. Lancashire Fire and Rescue Service is one of the many services working towards a dementia friendly workforce.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Special Service (Pennine)**

**Date : 14/07/18**

**Time of Call: 20:52**

Rawtenstall and Nelson attended an incident where due to the warm weather a sheep had been able to walk down into the low river.

A triple extension ladder was used to access the river and crew placed the sheep in an animal net which was then hauled aloft. The RSPCA had been called and attended but were unable to immediately find the owner. The sheep was walked round to Rawtenstall station due to its close location, where it was securely locked in a fenced area and provided food and water until the following day when the farmer was contacted to collect the sheep.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

**SUMMARY REPORT FOR:**

**SOUTH RIBBLE**

**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**MS Society Day at the Leyland Hotel**

On Saturday 7 July, the Community Fire Safety (CFS) team attended an MS Society Action Day at the Leyland Hotel. The event was attended by Preston Care and Repair, Lancashire Wellbeing Service, Progress Lifeline, Disability Action Group and the MS Society Team. The aim of the event was to provide information from different partners to support those living with MS in the Community. The CFS Team had an information stall and gave a 30 minute presentation to the group about the services Lancashire Fire and Rescue Service offer, stressing the Community Risk Register where a person's details can be entered onto a system then if there is an incident their personal circumstances will be available for crews. This is particularly important for those with physical disabilities who are unable to evacuate. Around 50 people attended the event with 10 people being referred for home fire safety checks.

**Leyland Festival**

On Saturday 16 June, Crews and the Community Fire Safety (CFS) Team from Leyland Fire Station attended Leyland Festival. Even though the weather was inclement for the majority of the day, the event was attended by approximately 1000 people. The CFS Team had a fire safety information stand where members of the general public could receive advice on their particular circumstances and even though the weather wasn't sunny, information on wildfires, BBQ and summer safety was issued. Referrals for home fire safety checks were generated and these have now been passed onto the Contact Centre for bookings.

The Crews attended on the fire engine which was very well received by the visitors and they also took part in the annual Parade which was made up of local community groups and businesses.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: Primary Fire**

**Date: 02/07/2018**

**Time of Call: 20:27**

Attendance by Penwortham crews. On arrival, an allotment shed was well alight and completely destroyed by fire. The probable cause was dried out compost being heated by the extremely hot weather conditions. The owner had left the allotment 30 minutes earlier and stated that there was no heating elements, oils or electric in the shed. There were people in the vicinity tending neighbouring allotments, who stated that no one had been seen near the affected allotment in the time since the allotment owner had left.

**Incident: Primary Fire****Date: 26/06/2018****Time of Call: 13:06**

Attendance by Bamber Bridge crews. A quantity of old garden cuttings, paper and cardboard stacked against the rear of the property was ignited by sunlight reflecting onto a glass bottle. The fire spread to the roof felt on a single storey extension. Moderate by flame to roof felt and moderate by fire and heat to rear window frame. Severe by heat to garden cuttings; paper and cardboard destroyed by fire.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

<b>SUMMARY REPORT FOR:</b>	<b>WEST LANCASHIRE</b>
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**LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)**

**Ormskirk Fire Cadets Passing Out Parade**

Crews and the Community Safety (CFS) Team from Ormskirk Fire Station assisted in the Passing Out Parade for Ormskirk Fire Cadets at Ormskirk School on Monday 2 July. The event was attended by the parents of the cadets as well as governors, teachers and support staff from Ormskirk School. The Passing Out Parade opened with a drill the cadets had perfected during their course where they responded to a fictitious incident which saw them rescue a number of casualties from a smoke-filled property. From there, they moved to the School Hall where a presentation took place, displaying some of the activities they had taken part in over the year. These included water safety, road safety, enrichment activities and life skills such as a drug and alcohol awareness workshop. The Cadets also assisted crews with a car wash at the Fire Station which went towards their Community Project module. Each Cadet received a certificate recognising their success during the year and three Cadets received awards for Cadet of the Year based around attendance, punctuality and enthusiasm.

**Dying for a Dip/Water Safety**

Due to the recent good weather the number of young people taking chances in open water swimming had been on the increase, therefore the Community Fire Safety (CFS) Team in West Lancashire had spent time delivering the water safety package 'Dying for a Dip' to young people. All students at Lathom High School and Burscough Priory Science College have received the package, as well as students at West Lancashire College and the Prince's Trust Teams.

Following the tragic death of 13 year old Miracle Godson at Dawber Delph, Appley Bridge in April 2015, a presence during the hot weather has always been maintained in order to speak to young people about the dangers of open water swimming. During the 3 weeks of hot weather approximately 50 young people were spoken to. With this being a civil matter, there are no powers to remove people so 'Dying for a Dip' sessions have been delivered to small groups, deterring them from entry. There was only one group of 6 that did not heed the warnings and continued on into the quarry.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)**

**Incident: 2 x Primary Fire**  
**Date: 13/06/18 & 27/06/2018**  
**Time of Call: 16:45 & 15:49**

Attendance by Skelmersdale crews. A car was parked at Appleby Bridge Railway station on the designated parking area. A passer-by witnessed a flare being fired and hitting the car. Smoke was then seen by other passers-by which resulted in the fire to the vehicle. Fire damage was to the engine compartment and spread to the drivers compartment. Cars parked adjacent to the vehicle did not appear damaged but details were taken as a precaution.

In a second and similar incident, an incendiary device (flare) was ignited in a nearby quarry and travelled over a housing estate before landing on the roof. Slight scorch marks to roof slates and severe by heat to section of guttering where flare came to rest. Area of damage thoroughly checked by the Fire Service (including loft space) to ensure no embers remained.

**Incident: Primary Fire**

**Date: 10/06/2018**

**Time of Call: 01:31**

Two fire engines from Ormskirk and one from Merseyside Fire and Rescue Service attended a fire involving a shed, garage and car in Halsall. Firefighters used three hose reels, one jet and a thermal imaging camera to extinguish the fire.

**LANCASHIRE FIRE AND RESCUE SERVICE**  
COMMUNITY SAFETY REPORT

REPORTING PERIOD: JUNE – AUGUST 2018

<b>SUMMARY REPORT FOR:</b>	<b>WYRE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Dementia Action Week</u></b>	
<p>As part of the Dementia Action plan Preesall Fire Cadets hosted a Dementia Café at Preesall Fire Station.</p> <p>This event was planned and organised by the Fire Cadets, their Crew Managers and Volunteers as part of their Dementia project and social action module.</p> <p>After promoting via social media, the local community responded with freshly-baked cakes, biscuits, table cloths and cake stands.</p> <p>The event was supported by Lancashire Memories, The Alzheimer's Society, The Women's Institute, North West Ambulance Service, Lancashire Constabulary, and The Good Deeds Trust who promoted The Guardian Angel devices.</p> <p>A steady number of visitors throughout the day meant the Fire Cadets worked tirelessly serving refreshments. As well as being an opportunity for families living with Dementia to socialise and share their thoughts / experiences, this was also an opportunity for Lancashire Fire and Rescue Service and other agencies to engage with vulnerable members of the community, and help identify what assistance could be provided and measures put in place to improve safety and quality of life.</p>	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>
<p><b>Incident: House Fire</b> <b>Date: 17/06/18</b> <b>Time of Call: 23:54</b></p> <p>Two fire appliances from Fleetwood and Bispham were mobilised. Upon arrival the Officer in Charge (OIC) was met by a neighbour, who had raised the alarm after hearing a smoke detector from outside the property. The OIC was informed that it was possible the occupiers could still be in the property. A breathing apparatus team with a hose reel were quickly committed to the property to search for casualties, locate and extinguish the fire.</p> <p>An individual who had not responded to the smoke alarm was located in the front room of the property. After being rescued the casualty was administered oxygen by LFRS staff prior to arrival of North West Ambulance Service, the casualty was then transported to hospital. The fire investigation concluded that the cause of the fire was cooking which had been left unattended.</p> <p>Following the incident a 'Hot Strike' was carried out in the surrounding area to provide reassurance to the local community.</p>