

# Public Document Pack

## LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 17 December 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 - 12)

#### 5. PROCEEDINGS OF NORTH WEST FIRE AND RESCUE FORUM HELD 25 JULY 2018 (Pages 13 - 18)

#### 6. MINUTES OF MEETING THURSDAY, 13 SEPTEMBER 2018 OF PERFORMANCE COMMITTEE (Pages 19 - 32)

#### 7. MINUTES OF MEETING WEDNESDAY, 26 SEPTEMBER 2018 OF RESOURCES COMMITTEE (Pages 33 - 44)

8. MINUTES OF MEETING THURSDAY, 27 SEPTEMBER 2018 OF AUDIT COMMITTEE (Pages 45 - 48)
9. MINUTES OF MEETING WEDNESDAY, 7 NOVEMBER 2018 OF MEMBER TRAINING & DEVELOPMENT WORKING GROUP (Pages 49 - 52)
10. MINUTES OF MEETING WEDNESDAY, 28 NOVEMBER 2018 OF RESOURCES COMMITTEE (Pages 53 - 72)
11. HMICFRS OUTCOME (Pages 73 - 76)
12. ANNUAL STATEMENT OF ASSURANCE (Pages 77 - 94)
13. MEMBER CHAMPION ACTIVITY - QUARTERLY REPORT (Pages 95 - 98)
14. FIRE PROTECTION REPORTS (Pages 99 - 104)
15. COMMUNITY FIRE SAFETY REPORTS (Pages 105 - 126)
16. MEMBER COMPLAINTS (STANDING ITEM)

Oral report.

17. DATE OF NEXT MEETING

The next meeting of the Authority will be held on Monday 18 February 2019 at 1000 hours at Washington Hall Training Centre, Euxton.

18. 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.

19. EXCLUSION OF PRESS AND PUBLIC

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

# Agenda Item 4

## LANCASHIRE COMBINED FIRE AUTHORITY

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

### MINUTES

### PRESENT:

F De Molfetta (Chairman)

### Councillors

L Beavers	E Oades
I Brown	M Parkinson (Vice-Chair)
S Clarke	M Perks
N Hennessy	J Shedwick
S Holgate	D Smith
D Howarth	D Stansfield
A Kay	G Wilkins
M Khan	T Williams
D O'Toole	

### 25/18 CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman congratulated County Councillor Hennessy on her appointment to the Local Government Association (LGA) Fire Services Management Committee for this municipal year.

### 26/18 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Councillors P Britcliffe, J Eaton, T Martin, M Tomlinson and Councillors S Blackburn, F Jackson and Z Khan.

### 27/18 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

### 28/18 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the CFA held on 18 June 2018 be confirmed and signed by the Chairman.

### 29/18 MINUTES OF MEETING THURSDAY, 7 JUNE 2018 OF PERFORMANCE COMMITTEE

In response to a query raised by CC O'Toole regarding clarification for the 4 reasons why crewed Retained Duty System (RDS) fire engines were designated as 'off-the-run' the Chairman of the Performance Committee, CC Holgate reassured Members the Committee had previously requested a more detailed breakdown of the percentages attributed for each reason which would be available for the next Performance Committee meeting.

RESOLVED: - That the proceedings of the Performance Committee held on 7 June 2018 be noted and endorsed.

30/18 MINUTES OF MEETING TUESDAY, 24 JULY 2018 OF AUDIT COMMITTEE

RESOLVED: - That the proceedings of the Audit Committee held on 24 July 2018 be noted and endorsed.

31/18 HER MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE AND RESCUE SERVICES (HMICFRS) PROGRESS TOWARDS INSPECTION - UPDATE BRIEFING 3

An update was provided to Members on the recent inspection by Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services (HMICFRS).

The inspection took place during the week 9<sup>th</sup> – 13<sup>th</sup> July 2018 with the HMICFRS team speaking to staff, selected partner agencies, representative bodies, the Executive Board and the Chairman. This was facilitated during the Winter Hill deployment and was managed through staff flexibility. The strategic brief took place at the end of the inspection week to the Executive Board and Chairman. There was feedback on the very positive culture that was found within Lancashire Fire and Rescue Service (LFRS), the 'can do attitude' of staff and that the Service's values were committed to 'making Lancashire safer'. A second data request was received and returned to HMICFRS on 14 July 2018.

A HMICFRS staff survey had been received which asked staff their opinion on working for LFRS. This had been circulated for staff for completion by 30 September 2018.

The HMICFRS Service Liaison Officer role had been handed over to Station Manager I Armistead, who would lead on preparing for the inspectorate as part of his role within corporate planning and would embed this into business as usual. The HMICFRS Service Lead would continue to engage with LFRS to build on his understanding of how we operated, delivered our services and looked after our staff and to ensure that our positive relationship was maintained.

The Deputy Chief Fire Officer advised that information had been received from HMICFRS regarding the inspection regime. The fieldwork for services in tranche one had now been completed and HMICFRS was currently analysing the evidence and drafting service reports. These would be shared on a confidential basis with each Service in late October to check for factual accuracies before publication in early December. The findings of which would be discussed at the next Authority meeting.

County Councillor O'Toole referred to positive feedback received since the inspection was concluded and expressed that the Service should be commended for pressing on with the work involved during the Inspection, which was also during the period of the moorland fires at Winter Hill.

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

The report set out details of the Government's latest consultation document relating to 2019/20 Local Government Finance Settlement. The Local Government Finance Settlement was the basis by which the Government allocated funding out 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 2018.

The proposed 2019-20 settlement was framed in the context of the overall Spending Review package. The 2016-17 settlement offered local authorities a four year settlement, giving greater certainty over funding. The Authority was amongst the 97% of local authorities who accepted this offer. It was noted that the proposed 2019-20 settlement funding was therefore allocated in accordance with the agreed methodology announced by the Secretary of State at that time.

Members considered the questions and proposed responses: -

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

The document confirmed that "barring exceptional circumstances and subject to the normal statutory consultation process for the local government finance settlement, the Government intended 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 the majority of this reduction had occurred in the first two years of the settlement. Hence, barring exceptional circumstances, the Authority expected 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 outlined the following council tax referendum principles, which were 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 meant 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 the 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.”

The Director of Corporate Services advised Members that at a recent meeting of Lancashire Chief Finance Officers the subject of the potential for Lancashire to bid to be in a 1-year pilot pool commencing 1 April 2019 for 75% business rates retention was discussed. If submitted and successful this would potentially equate to £10m additional funding across Lancashire, based on 2018/19 projections. Currently the Authority retained 1% of business rates and in theory under the pilot this would increase to 1.5%, a potential increase in funding of up to £200k. Any bid would include the basis for sharing additional funding which would impact on how much of any potential additional growth the Authority would receive. It was highlighted that

there were risks in supporting any bid as Authorities would be bearing a proportion of each other's risks, however given the fact that the Fire Authority already received a proportion of each councils' business rates it was already sharing this risk. It was also highlighted that the existing safety net would increase from 92.5% to 95% but that this would apply to the bid as whole rather than individual Authorities, hence the risk had changed, although it was considered that the likelihood of the safety net impacting across the bid was low. It was noted that the Lancashire Leaders would be making the decision as to whether to submit the bid or not, and that even if a bid was submitted there was no guarantee of success.

RESOLVED: -That the report be noted and the proposed response agreed as now presented.

### 33/18 COLLABORATION UPDATE

The Chief Fire Officer gave Members an overview of the collaboration update since the last meeting in June 2018. He reported that only one Fire Authority (Essex) had adopted a Police and Crime Commissioner (PCC) governance model but there had been a further 6 business cases going forward which were the subject of 3 Judicial Review applications. Hertfordshire had discontinued their change to a PCC governance model in favour of collaboration between the PCC and the Local Authority and potentially co-location of premises.

With regard to Lancashire, the sequence of events had been that on 25 July 2018 at Service Headquarters the Chairman, Vice-Chairman, the Leader of the Opposition and Clerk had met with the PCC and his consultant and had been well prepared to challenge the proposal. Shortly after commencing a presentation it became clear that the PCC no longer wanted to pursue taking over the Combined Fire Authority's governance responsibilities but hoped that closer collaboration could be used to achieve common goals for both services.

Having received a letter from the PCC dated 27 July there was growing concern that the proposal made was done so with more conditions than first apparent. The Authority responded on 30 July 2018 and subsequently to seek clarification on a) whether the Commissioner was withdrawing plans to continue with the Business Case; and b) what the new collaboration regime would look like. In one subsequent response the Commissioner stated that 'collaboration was not enough' which led to some further concern. The latest response was sent from the Authority on 30 August 2018 and a further response was awaited. Until a response was received LFRS would continue with its well established collaboration activities and would continue to look for further areas of development.

Sharing the LFRS approach to operations may be beneficial for the Police as currently only 18% of LFRS staff were not involved in frontline delivery of services, whereas by contrast 36% of Lancashire Police staff were not involved in frontline policing services. Clarification on what the PCC sought to achieve was therefore vital.

County Councillor O'Toole recalled the considerable degree of agreement during the course of the meeting which he felt had not been reflected in subsequent correspondence from the PCC. He congratulated the Chairman on his replies to the PCC, confirming they had the backing of all Members of the Authority.

RESOLVED: - that the report be noted and endorsed.



## 34/18 ANNUAL SERVICE REPORT

The Deputy Chief Fire Officer invited Members to view the Annual Service Report which had been prepared as a video. Alongside the video was a supporting document which had also been produced and in order to encourage a wider audience and engagement this was accessible to all members of staff on the intranet and would be available to the public on the LFRS website. The video and report were welcomed by Members.

RESOLVED: - that the report be noted and endorsed.

## 35/18 MEMBER CHAMPION REPORT

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 were provided on a quarterly basis to the Authority. This report related to activity for the period up to June 2018. During this period all had undertaken their respective role in accordance with the defined terms of reference.

### Community Safety

County Councillor Mark Perks had been visiting various community safety teams based at fire stations across the county to discuss their work and join them on home visits to see how each team acted on requests made to the Service. These covered a wide range of requests from partner organisations, charities such as Alzheimer's Society and the Stroke Association and borough councils etc. CC Perks was impressed with the way the visits were undertaken by officers who took great pride and professionalism in their work in a very sensitive empathic approach. CC Perks thanked staff on behalf of the Authority for their hard work and he was looking forward to continuing his visits to further stations.

### Equality, Diversity and Inclusion

Councillor Zamir Khan supported Lancashire Fire & Rescue Service (LFRS) who had joined the Stonewall Diversity Champions Programme. Members of staff had attended Lancaster Pride in May, Blackpool in June, and Manchester in August and were 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 LFRS was currently exploring options in relation to simple visual symbols to support the LGBT community.

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

County Councillor Hennessy informed Members that she had recently attended the Local Government Association Equality, Diversity and Inclusion (ED&I) meeting where, with the Chairman's approval and on behalf of Councillor Khan she had offered our facilities to hold a regional event to promote (ED&I) at the Lancashire Fire & Rescue Service Training Centre. Members from North West Fire Authorities would be invited to attend the event.

#### Health and Wellbeing

On the 10th September County Councillor Tony Martin 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.

#### Contaminants at Fires

It was noted that a project had commenced to look at the effects of contaminants at fires on firefighter's health and how risks can be mitigated. Early work had commenced at the Service Training Centre to reduce contamination at the design stage. The design was 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 would be to eliminate the storage of BA sets and cylinders within the BA school classrooms, further reducing staff exposure to 'dirty' equipment.

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

### 36/18 MEMBERS' ALLOWANCE SCHEME INDICES AND ELECTRONIC MILEAGE CLAIMS

#### 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 were 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 complied 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 were considered by Members as now presented. Members considered the indices used remained appropriate, reasonable and transparent.

#### Electronic submission of mileage claims

Members noted that the Member Training and Development Working Group had considered 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 asked the Authority to consider whether to adopt this practice from an agreed date and after Members have received appropriate training.

Full training would be available 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.

#### RESOLVED:-

- i) That the Authority continued to use the existing indices for a further four-year period;
- ii) That the Authority approved the use of electronic mileage claims with effect from 1 April 2019.

### 37/18 FIRE PROTECTION REPORTS

A report detailing prosecutions in respect of fire safety management failures and arson related incidents within the period 1 June 2018 to 31 August 2018 was provided by Deputy Chief Fire Officer Johnston. The report set out a number of investigations that were taking place that may lead to prosecution under the Regulatory Reform (Fire Safety) Order 2005.

Fire protection and business support information was provided. Members received an update on the risk-based inspection programme, the business support website, business safety and the Primary Authority Scheme. Deputy Chief Fire Officer Johnston confirmed there had been a Fire Safety Week held during the period and that there were now 10 partners under the Primary Authority Scheme.

Five cases of arson convictions were reported during the period.

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

#### 38/18 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 members received a presentation by Assistant Chief Fire Officer, David Russel on the Service's response to Winter Hill.

Following the presentation Members asked that the Authority's thanks be passed onto all those involved during the Winter Hill major incident, including our partner agencies. County Councillor O'Toole added that a number of Members, including himself had attended during the incident to see the hard work at first hand.

The Chief Fire Officer confirmed that the Service had organised a Winter Hill 'Thank-You' event for all the partner agencies involved on 25 September 2018 to recognise their contribution and the assistance they provided during the incident. The Fire Minister and others from central government had also been complimentary about the level of hard work involved in the incident.

Members expressed that they had been encouraged by the hard work and resilience of the Service and would welcome the opportunity for the video to be circulated to a wider audience which would include organisations and schools.

In response to a question raised by Councillor Smith, the Assistant Chief Officer confirmed that the Service was in the process of completing a full debrief for the incident and he reassured Members that going forward the Service had commenced meetings with agencies and organisations who managed the land.

In response to a question raised by County Councillor Wilkins, the Chairman confirmed that firefighters on all stations had access to flood suits.

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

#### 39/18 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.

#### 40/18 DATE OF NEXT MEETING

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

#### 41/18 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.

42/18 RE-APPOINTMENT OF CLERK TO THE AUTHORITY

(Paragraphs 1 and 2)

RESOLVED:- That the Authority approved the re-appointment of Mr Mark Nolan as Clerk and Monitoring Officer to the Lancashire Combined Fire Authority for a period of twelve months, to the September meeting of the Authority in 2019.

M NOLAN  
Clerk to CFA

LFRS HQ  
Fulwood

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## LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 17 December 2018

### PROCEEDINGS OF NORTH WEST FIRE AND RESCUE FORUM HELD

25 JULY 2018

(Appendix 1 refers)

Contact for further information:-

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

#### Executive Summary

The proceedings of the North West Fire and Rescue Forum held on 25 July 2018.

#### Recommendation

The Authority is asked to note/endorse the proceedings as set out at Appendix 1.

#### Information

Attached for information at Appendix 1 are the proceedings of the North West Fire and Rescue Forum meeting held on 25 July 2018.

#### Business Risk

None for the purposes of this report.

#### Environmental Impact

None for the purposes of this report.

#### Equality and Diversity Implications

None for the purposes of this report.

#### HR Implications

None for the purposes of this report.

#### Financial Implications

None for the purposes of this report.

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

##### List of Background Papers

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

## North West Fire & Rescue Forum

### Minutes of the meeting held on 25<sup>th</sup> July 2018

At

North West Fire Control, Lingley Mere Business Park, Lingley Green Avenue, Great Sankey,  
Warrington, Cheshire

<b>Present:</b>	<b>Authority:</b>
Cllr L Byrom	Merseyside
Cllr S Sullivan	Merseyside
Cllr L Rennie	Merseyside
Cllr B Rudd	Cheshire
Cllr S Nelson	Cheshire
Cllr G Merry	Cheshire
Cllr F De Molfetta	Lancashire
Cllr D O'Toole	Lancashire
<b>Officers/Observers:</b>	<b>Authority:</b>
Mr C Kenny	Lancashire
Mr P Garrigan	Merseyside
Mr M Cashin	Cheshire
Mr S Healey	Cumbria
Ms D Docx	Greater Manchester
Mrs J Henshaw	Merseyside
Mrs S Wainwright	Merseyside (Secretariat)
<b>Apologies:</b>	<b>Authority:</b>
Cllr J Willis	Cumbria
Cllr M Parkinson	Lancashire



<b>Agenda Item</b>	<b>Minute</b>
1.	<p><b>Appointment of Chair and future of the Forum</b>            Cllr Les Byrom was nominated as Chair.</p>
2.	<p><b>Appointment of Vice Chair</b>            Cllr Bob Rudd was nominated as Vice Chair.</p>
3.	<p><b>Chairman’s Welcome and Introduction</b></p> <p>The Chair welcomed all present to the meeting and opened proceedings.</p> <p>A proposal was made for the Forum to meet every 6 months (twice yearly). All scheduled dates to be erased from diaries and new dates agreed.</p> <p>Cllr O’Toole requested regular updates on NW Fire Control. Agreed this would appear as a standing item. It would be for the Directors of the Fire Control Board to determine what is shared with this Forum.</p> <p>Where possible NWFRAF meetings would be aligned to NW Fire Control Meetings:            10:30 hrs – NW Fire Control Board Meeting            12:30 hrs – NWFRAF - Group Meetings            13:30 hrs - NWFRAF            15:00 hrs - NW Chiefs Meeting.</p>
4.	<p><b>Apologies</b></p> <p>Apologies were received as shown in the table above.</p>
5.	<p><b>Declarations of Interest</b></p> <p>No declarations of interest were made in relation to items of business on the Agenda.</p>
6.	<p><b>Items Requiring Urgent Attention</b></p> <p>There were no matters requiring urgent attention.</p>
7.	<p><b>Minutes of the Previous Meeting</b></p> <p>The minutes of 11<sup>th</sup> April 2018 were agreed as a true record.</p>
8.	<p><b>Actions from the Previous Meeting</b></p> <p><b>Action 1 – Lobbying:</b> A letter was sent to the Minister, 2<sup>nd</sup> May 2018, but no response has been received to date.</p> <p><b>Action 2 – NWAS:</b>            It was agreed that a further letter of invitation would be sent to the new Chief Executive once in post.</p> <p><b>Action 3 – Devolution Deals</b></p> <p><b>Greater Manchester:</b>            No further update was provided.</p> <p><b>Merseyside:</b>            No further update was provided.</p>

	<p><b>Action 4 - Shadow Fire Minister:</b> The Shadow Fire Minister is attending the meeting today.</p>
9.	<p><b><u>Chair's Update</u></b></p> <p>The Chair updated by suggesting areas to be discussed with the Shadow Fire Minister. The following areas were agreed:</p> <ul style="list-style-type: none"> <li>➤ Shadow Fire Minister Agenda: <ul style="list-style-type: none"> <li>• Future Governance of the Fire &amp; Rescue Service</li> <li>• Role of the PCC</li> <li>• Influence over Comprehensive Spending Review</li> <li>• Challenges facing the Fire &amp; Rescue Service now and in the future.</li> <li>• Voluntary Retained Firefighters</li> <li>• Pensions</li> <li>• Pay</li> </ul> </li> <li>➤ The Chair updated on a meeting with the FMC regarding funding for pay.</li> </ul> <p>Voluntary Retained Firefighters – CK updated on the system operated during the Wild Fire incidents and praised the working practices of such.</p> <p>PH agreed wholeheartedly with this position, and welcomed the opportunity to discuss retained firefighting with the Shadow Fire Minister.</p> <p>PG advised that given the limited time we are likely to have with the Minister should the Forum concentrate on gaining her (Labour) view on governance arrangements around PCCs, Comprehensive Spending Review and Challenges to the Service?</p> <p>The Chair advised that the LGA FMC Sub Committee was looking at 'on call firefighters' and would be happy to share the information with the Forum.</p> <p>A discussion took place around HMICFRS and the experiences of Lancashire and Cheshire in the first tranche. The message from CK was the importance of the Service Liaison Officer.</p>
10.	<p><b><u>North West FRS Updates</u></b></p> <p><b>Greater Manchester:</b> DD updated on the following issues:</p> <p>Wildfires: Mutual aid was always paramount. MACA agreement was raised - supported by NWF&amp;RS and also the national resilience arrangements. The process undertaken proved to be the correct thing to do. It was a learning curve as wild fires of this stature had not been experienced before. The majority of the land was owned by United Utilities and they commissioned a helicopter to drop water in a very ad hoc manner. On day three the Mayor had intervened and a second helicopter was deployed and was under the control of FRS. The fires continued for 3 weeks with support to cover Business Continuity and welfare issues. Now in the recovery phase. Donations distributed to charity. Monies transferred to firefighters charity. Example on a national basis for resources being used. Discussions with Government. If the incident had prolonged it would have exhausted resources.</p> <p>Appointment of a new Chief Fire Officer to start in September. Worked as a Chief Executive in FRS in Northern Ireland before he retired and prior to that he worked in the Scottish Government in amalgamating F&amp;RS into one.</p>

**Cumbria:**

SH updated on the following issues:

- No incidents of national significance.
- New IRMP 2019 -23. Looking at a 4 year delivery plan also.
- Senior Team – interim ACFO – 7 applicants – process end of next week for appointment 3<sup>rd</sup> August.
- Firefighters struggling with number leaving. Difficulties in planning due to retirement age changes. Advert for transfers – looking at a national advert for a wholetime campaign – end of Autumn – new recruits Feb/March 2019.
- Massive challenges retained system – currently 60 vacancies.
- Wholetime duty system – moving to 8 or 12 hr duty system. FBU compromise 14/10 – written to NJC and waiting for a date for arbitration.
- 3 person crewing discussions taking place in quieter retained stations. FBU see 5 as a minimum. Considering a pilot scheme and how this will look.
- In the process of procuring rapid response vehicles – changing fleet
- Commercial opportunities – County Council looking at a platform to generate income.
- Staff cultural survey. Published start of August. Some positives; improvement around communication. Will share the survey results.

**Lancashire:**

CK updated on the following issues:

- The combined Fire & Ambulance station in Lancaster is nearing completion – open later this year
- Planning a new station at Preston – NWS withdrawn their interest.
- Moorland Fires – Opted not to use MoD. Relied more on skilled teams in FRS. South Wales team burnt back the fire – very effective. Still on site. Grateful to all partners and Services. Currently working with Merseyside as National Resilience Lead Authority to discuss a cost recovery structure.
- Excellent response from the public – unused donations going back to charitable areas.
- Capacity – having a variety of shifts including RDS staff were invaluable
- Staff survey completed. Nearly 500 responses, very positive overall but a core 1 in 10 expressing negativity. Overall highest ever rating of 70 on Government benchmarks; LFRS lowest rating is 59; Home Office is currently at 61.

**Merseyside:**

PG updated on the following issues:

- All different in the way we deliver services. Notwithstanding from IRMP 17-20; we have some different arrangements in relation to PO Team with the addition of an ACFO. Changes have been made on the significance of national resilience.
- Proposals to merge 8 stations into 4 and subsequently 6 to 3 – continuing to take place.
- Prescott open (merging Huyton and Whiston stations) – Police/Fire Station (NWS should have joined but withdrew).
- 8 months away from completing the building in Saughall Massie (Wirral) – challenging (green belt land) – primary consideration about being able to respond as quickly as possible.
- St Helens Station – ongoing
- Introduction of different duty systems – 2/3<sup>rd</sup> busier in the day than in the evening (day time – 8.30 am to 8.30 pm). Responding to everything – EMR. If not EMR would be 10.30 am. Introduced a day/crewing system – staff

	<p>available on days 30 mins return. Two further stations where this needs to be enacted.</p> <ul style="list-style-type: none"> <li>• Transition the Service by bringing in new contracts. Standard contract for a firefighter with additional duties – currently under scrutiny – attending MTFA, flooding and EMR. Contention with FBU is EMR.</li> <li>• Utilisation of our reserves. £27m – majority allocated to capital expenditure. Allocated a recruitment reserve</li> <li>• Argument against using reserves for pay given the commitments required.</li> <li>• Strategy about how to utilise reserves.</li> <li>• Recruitment – could be competing against each other. Not ideal but is the resource we have.</li> <li>• National Resilience work. It is a coordination role. Pressures on the establishment have meant that commitment locally is not always available and the importance on National Resilience is therefore key. PG picked up on this morning’s visit with NW Fire Control and congratulated the Service on its ability to cope throughout the major incidents. Raises some key questions around CSR and further cuts.</li> </ul> <p><b>Cheshire:</b> MC updated on the following issues:</p> <ul style="list-style-type: none"> <li>• New Structure – CFO, two ACFOs – trial for 6 months with a view to advertising and filling.</li> <li>• Service Review – 4 year plan in 2020 the reason being a number of Cheshire Members could change in the next year.</li> <li>• Safety centre – up and running. Royal visit opening in September.</li> <li>• Apprentices to become wholetime firefighters. Learning to share.</li> <li>• Blue light – tupe’d over (back office, IT, ESTATES, HR) delivered by Police</li> <li>• Police/PCC – PCC voting member of FA – no intention of taking over the FRS.</li> <li>• First tranche of HMICFRS – results in 4 months time</li> <li>• Moorland Fires – supported other Services. Fire control did an amazing job.</li> <li>• Safe and well – live evaluations. Won national and international awards.</li> <li>• Building projects – passed the budget – planning new station in Chester, approved budget for training centre and joint/police fire station in Crew.</li> <li>• Recruiting.</li> </ul> <p>MC offered to host a future meeting in the Cheshire Safety Centre to enable members to see the facilities first hand.</p>
11.	<p><b><u>Any Other Business</u></b></p> <p>No other business was discussed.</p>
12.	<p><b><u>Date of the next meeting</u></b></p> <p>11<sup>th</sup> December 2018 –</p> <p>Future Meetings:</p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> June 2019</li> <li>• 10<sup>th</sup> December 2019</li> </ul>

# Agenda Item 6

## LANCASHIRE COMBINED FIRE AUTHORITY

### PERFORMANCE COMMITTEE

Thursday, 13 September 2018, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

### MINUTES

### PRESENT:

#### Councillors

S Holgate (Chairman)  
L Beavers  
S Clarke  
M Perks  
M Khan (Vice-Chair)  
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)  
S Morgan, Head of Service Delivery - South East (LFRS)  
D Brooks, Principal Member Services Officer (LFRS)

#### 1/18 APOLOGIES FOR ABSENCE

Apologies were received from County Councillors P Britcliffe and M Tomlinson and Councillor Z Khan.

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

None received.

#### 3/18 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 7 June 2018 be confirmed as a correct record and signed by the Chairman.

#### 4/18 PERFORMANCE MANAGEMENT INFORMATION

In response to a question raised by the Assistant Chief Fire Officer, Members confirmed that representatives from the North West Fire Control Centre should continue to be invited to attend the meetings in June (quarter 4) and November (quarter 2) to provide update reports.

The Assistant Chief Fire Officer advised Members that this was the 1st quarterly report for 2018/19 as detailed in the Risk Management Plan 2017-2022.

The report showed there were 5 negative Key Performance Indicator 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:-

## 1.2 Overall Activity

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

Quarter 1 activity 4,637, previous year quarter 1 activity 4,217 an increase of 9.96%.

Included within this KPI was the incident type 'Gaining Entry'. This was where LFRS had attended on behalf of the North West Ambulance Service. During quarter 1 we were asked to attend on 343 occasions, of which 173 resulted in the use of tools to gain entry to a property.

This was a negative exception report due to a single monthly point of the XmR chart being beyond the upper control limit.

Activity during June was the main cause of the exception with 1,927 incidents recorded; the highest single monthly activity since April 2010. Members noted that the highest daily count was on 27 June at 114 pump attended incidents; the day prior to the initial call to Winter Hill. Although all incident types saw an increase in activity, it was secondary fires which accounted for the largest rise. Both accidental and deliberate causes increased during the period with accidental causes recording the largest increase. It was probable that the prolonged warm and dry weather contributed to the increase in secondary incidents. June recorded the lowest June monthly rainfall in the North West region since 1975 and the highest June temperatures since 1940. These two casual factors would have had an effect on the conditions which increased the likelihood of fire and the probability of people being in situations that could of led to a fire incident.

The Assistant Chief Fire Officer advised that the dry weather had continued into July and August which meant that activity remained high and the likely consequence was this indicator would again be in exception in quarter 2.

Media communication enforced the 'carelessness causes fires' message, along with the high profile Winter Hill incident which increased public awareness. It was expected that this, combined with the change in the weather will lead to a reduction in secondary fires.

In response to a question raised by County Councillor Perks who had visited winter hill with another local councillor to see the devastation first hand, Area Manager Morgan confirmed that the Service was working with the Police to support them with their investigations.

During the winter hill incident Members had spoken to people to raise awareness about the incident and the hazards associated with barbeques, smoking and drinking and deliberate fire setting. Members wondered therefore whether there was more that could be done to reach hard to reach people; perhaps patrolling or placing posters in relevant areas could assist. In response the Assistant Chief Fire Officer would ask the fire prevention team to take a look at whether improvements could be made to target specific groups.

In addition the Assistant Chief Fire Officer confirmed that a new education package aimed at year 7 pupils had been developed which was modular based and covered: antisocial behaviour, deliberate fire setting, wildfire risk, water safety and re-start a heart. The ambition was for every year 7 across every school in Lancashire to be in receipt of this education package which mixed and matched modules to support individual school risks. As the Service required an invitation to deliver this education package, Members were asked for their support to encourage Head teachers to make contact with the Service.

In response to a concern raised by County Councillor Beavers that the Inspection by Her Majesty’s Inspectorate of Constabulary, Fire and Rescue Services took place while the Service was dealing with the winter hill incident, the Assistant Chief Fire Officer confirmed that he did speak with the lead inspector to explain how performance was managed and there was recognition that the event was significant. He confirmed that he did not have any concerns regarding scrutiny and performance.

### 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 5 or more appliances attended. They included fires in single derelict buildings.

Deliberate Fire Type	2018/19 Quarter 1	2017/18 Quarter 1
1.6.1 Deliberate Fires – Anti-Social Behaviour	682	726
1.6.2 Deliberate Fires – Dwellings	40	18
1.6.3 Deliberate Fires – Non-Dwellings	39	49

This was a negative exception report due to a single monthly point of the XmR chart being beyond the upper control limit.

High activity levels during June were the main cause of the Anti-Social Behaviour (ASB) KPI being in exception. This is the highest single monthly activity since July 2013. Overall, activity levels of quarter 1 were below that of quarter 1 in 2017/18, it was only the single high month of June which caused the exception. Deliberate secondary fires increased 41% in June over May, with two districts recording large increases: Blackburn with Darwen. The largest increases by property type were in: Other outdoors (including land) and Grassland, woodland and crops, which saw increases of 45% and 97% respectively. KPI 1.6.2 (Deliberate Fires – Dwellings) also recorded large increases; mainly deliberate to others property. There was no distinct pattern to account for the increase; rather there had been a general uplift in

the ratio of such incidents.

As these fires were caused by intent it was more difficult to target fire safe messages. However, as the increase appeared to coincide with the warm and dry period, a break in the weather could possibly lead to such incidents reducing to normal levels. As the warm and dry weather period continued throughout July and coincided with the school holiday season, it was likely that this KPI would also be exception in the next quarter. Resources to support broader prevention work could potentially be realigned to apply more focus with partners in districts with continued levels of higher activity.

In relation to the indicator for deliberate fire setting for non-dwellings Area Manager Morgan advised that in the past it had proven difficult to get cases through the crown prosecution service (CPS) where a prisoner had set fire to their cell. Recently however, an Incident Intelligence Officer had worked with the Criminal Investigation Department and the CPS had taken the case forward which resulted in an additional 31 months being added to the inmate's sentence.

#### 2.1.1 Emergency Response Standards - Critical Fires – 1st Fire Engine Attendance

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

The response standards included call handling and fire engine response time for the first fire engine attending a critical fire, these were 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 1 – 1st pump response 85.46%, previous year quarter 1 was 90.66%

This was a negative exception report due to critical fire 1st pump response being below the standard. Overall, quarter one pass rate was 85.46%, which was outside of the 90% standard and 2 percent tolerance.

After a 12 month period of this KPI being within standard the increase in activity, combined with the resource intensive incident of Winter Hill, caused this KPI to dip below standard during the month of June. The month of May was within standard however, April and June were both below the 90% standard and outside the 2% tolerance. This caused the overall quarter return to be out of standard. The response achieved to non-residential buildings, particularly private garden sheds led to a reduction of the pass rate during June. Even though the Winter Hill incident occurred late in the month on the 28th, there were 54 pumps involved in the last 3 days of June, with 50% of the 14 critical fire incidents occurring during this period being out of standard. If the 7 incidents had been within standard then the pass rate



for June would have increased by 4.7%. The Officer in Charge is now required to provide a specific narrative from a set list for the failure to respond to an incident within standard. Analysis of quarter 1 narratives implied that the nearest appliance being engaged at another incident was the main reason for missed attendance times.

As the warm and dry weather period continued throughout July and coincided with the school holiday season, it was likely that this KPI would also be exception in the next quarter. Heads of Service Delivery were implementing and monitoring performance measures to remedy deficiencies and drive improvement. Service Delivery Managers (SDM) were also monitoring crew reaction times and instigating local improvements where required. The importance of recording pump response failures had also been impressed upon SDM's which, in conjunction with mandatory completion and the use of defined failure reasons, would aid recording accuracy and develop understanding of failure reasons. It was hoped that on-going initiatives to address these issues would bring the cumulative standard back to within the 2% tolerance.

#### 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 1 was 88.93%, previous year quarter 1 was 89.81%, a decrease of 0.88%.

The previous quarter (January to March 2018) recorded 89.50%.  
Annual Standard: Above 95%.

This was a negative exception report due to the cumulative RDS availability to the end of quarter 1 being below the standard and outside of the 2% percent tolerance.

Quarter 1 availability decreased by 1.03% over that achieved for Q4 2017/18 with June recording the highest unavailability hours, accounting for 37.71% of the quarter. The Winter Hill incident started on 28 June at approximately 15:00 hours. Local level monitoring continued, with additional analysis at pump level showing that a small number of stations continued to account for the largest proportion of 'off the run hours' with one station accounting for 17% of the total for the quarter.

County Councillor Clarke commented that the few stations in exception distorted the overall performance. The Assistant Chief Fire Officer agreed to consider if the context could be better reported.

KPI 2.4.1 measured RDS availability without wholetime staff imports, so that a clear picture was available to assist monitoring. Continued analysis from that reported in quarter 4 2017/18 showed that the number of RDS personnel who were successful in obtaining a wholetime position had impacted on available RDS hours. 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 was responsible for progressing areas for improvement, continuing to work on a number of ongoing actions which strived to deliver incremental improvements in order to strengthen and support the Retained Duty System.

It was expected that the new recruits who started in May 2017 would begin to have a positive impact on RDS crew availability when their respective qualifications of BA and BA Team Leader had been completed and they had gained experience to start acting up to cover the Officer In Charge role.

Similarly, some stations that had suffered from a lack of an available driver were expected to start to show improvements as staff members continued to build driving hours in preparation for their Emergency Fire Appliance Driving course. It was noted that there were stations where staff on dual contracts made up half of the RDS crew which impacted on RDS availability. It was noted that the Retained Support Officer (RSO) role would assist in some of these areas, particularly around recruitment and firefighter/officer development, and in conjunction with the various Strengthening and Improving work streams, the Service should see a positive effect on availability over time. The forthcoming wholetime recruitment campaign was also being used as an opportunity to promote RDS vacancies. RSO's were supporting the 'Have a Go' days and would collate information from potential applicants.

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 1 was 85.14%. 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.

County Councillor Holgate stated that this target had been missed for a significant period of time and not by a significant amount. It was recognised that most Fire and Rescue Services would be happy with our level of achievement but given the appliances were classed as 'off the run' for a number of reasons he asked that clarification be provided of the percentage of time that the engines were unavailable against each of the 4 reasons identified. The Assistant Chief Fire Officer confirmed that this would be included in future reports.

Area Manager Morgan advised that the winter hill incident had highlighted the Service to prospective retained duty recruits.

#### 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 1.415

Quarter 1 results indicated the number of shifts lost through absence per employee being above the Service target for 3 months during quarter 1.

During quarter 1 (April 2018 to June 2018), absence statistics showed above target for all 3 months. Shifts lost showed a monthly decrease from January through to March for uniformed personnel. For non-uniformed personnel there was an increase in February 2018 then a decrease in March 2018. The main reasons continued to be cases of mental health and muscular-skeletal. In this quarter a number of employees on long term absence returned to duty and there were less short term absences. At the end of March, the cumulative totals showed that overall absence for all staff (except RDS) was 0.42 shifts lost which was below the target of 1.25 shift lost for this quarter.

Members noted that 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.

The Assistant Chief Fire Officer advised that based on 39 out of 45 returns submitted to a national survey in relation to overall absentee rates, Lancashire had the 6<sup>th</sup> best performance across all Fire and Rescue Services in England.

Members then examined each indicator in turn as follows:-

### **KPI 1 – Preventing and Protecting**

#### 1.6 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 2015-2018 – 32,114, previous year score 32,398.

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 1 activity 214, previous year quarter 1 activity 235, a decrease of 9%.

Total number of Accidental Dwelling Fires – Year to Date, 214

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 1, 29%, quarter 1 of previous year 23%. Percentage limited to room of origin in quarter 1, 56%, quarter 1 previous year 59%, limited to floor of origin in quarter 1, 9%, quarter 1 previous year 11% 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.

	2018/19		2017/18	
	ADF's with previous HFSC	% of ADF's with previous HFSC	ADF's with previous HFSC	% of ADF's with previous HFSC
Q1	21	10%	15	6%
Q2			20	10%
Q3			15	6%
Q4			18	8%

Of the 21 accidental dwelling fire incidents that had received a HFSC within the

previous 12 months, 10 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

- 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	2018/19 Quarter 1	2017/18 Quarter 1
Fatal	2	2
Victim went to hospital visit, injuries appeared Serious	1	3
Victim went to hospital visit, injuries appeared Slight	14	6
TOTAL	17	11

No exception report required.

Area Manager Morgan advised that there had been 2 fatalities this year in domestic properties. In Lancaster in late May a 94 year old female who was receiving a care package and who had previously had a home fire safety check where the cause was thought to be smoking related and in Wyre in early June a 22 year old male where the cause was thought to be an electrical fault with a domestic appliance. AM Morgan advised that whenever there was a fire fatality the Service provided reassurance to the community through safe and well visits and by posting leaflets in the area to increase engagement.

- 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	2018/19 Quarter 1	2017/18 Quarter 1
	112	115

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 1 Accidental Building Fires activity, 90: -

	2017/18					2017/18			
	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	90	8%	37%	17%	39%	18%	30%	13%	39%
Q2						31%	34%	12%	23%
Q3						21%	42%	15%	22%
Q4						20%	41%	14%	26%

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.

	2018/19	2017/18
	% of High and Very High HFSC outcomes	% of High and Very High HFSC outcomes
Q1	66%	68%
Q2		72%
Q3		68%
Q4		71%

No exception report required.

County Councillor Perks advised that as Community Safety Champion he had attended a number of visits with community fire safety teams. He was extremely impressed with the professionalism of staff who tailored support to individual needs and asked that the thanks of the Committee be recorded and the Assistant Chief Fire Officer convey this to the staff concerned.

In response to a question from County Councillor Perks, Area Manager Morgan explained that when the system for partner referrals was set up those partners who mainly referred high risk individuals were classified on the system as preferred partners and this classification was regularly reviewed.

#### 1.8 Road Safety Education Evaluation

This indicator reported the percentage of participants of the Wasted Lives and

RoadSense 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 1 the 'Safe Drive Stay Alive' programme had been seen by 1,675 students.

There was a total of 5,002 participants during quarter 1, with a percentage of positive influence on participants' behaviour for the current year to date of 85%.

	2017/18 (cumulative)		2017/18 (cumulative)	
	Total participants	% positive influence on participants' behaviour	Total participants	% positive influence on participants' behaviour
Q1	5002	85%	1441	85%
Q2			2259	85%
Q3			3938	85%
Q4			10228	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
33406	18168	54%	55%

No exception report required.

#### 1.9.2 Fire Safety Enforcement – Risk Reduction

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

Period	Satisfactory audits 2018/19	Requiring formal activity – 2018/19	Requiring informal activity – 2018/19
Q1	24%	4%	70%
Q2			
Q3			
Q4			

No exception report required.

## KPI 2 – Responding to Emergencies

### 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 1 – 2<sup>nd</sup> pump response 84.55%, previous year quarter 1 was 85.13%  
No exception report required.

### 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 those incidents there was a single response standard which measured call handling time and fire engine response time. The response standard for the first fire engine attending a critical special call less 13 minutes.

Standard: To be met on 90% of occasions

Quarter 1 results 88.52% achieved against a target of 90%, previous year quarter 1, 89.39%.

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
- Appliance change over
- Debrief
- Lack of equipment
- Miscellaneous
- Unavailable
- Welfare

Annual Standard: Above 99.5%

Quarter 1 availability 99.47%, previous year quarter 1 - 99.42%  
No exception report required.

### 2.5 Staff Accidents

This indicator measured the number of staff accidents.

Total number of staff accidents 2018/19 – Year to Date, 15

Quarter 1 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 2018/19 - £54.8m

Budget to end of May 2018 as reported to Resources Committee - £10.1m

Spend for the period to date was £10.3m

Overspend for the period £0.2m

Variance 0.36%

No exception report required.

#### **3.2 Overall User Satisfaction**

Total responses 1874; number satisfied 1858

% satisfied 99.15 against a standard of 97.50

Variance 1.69%

There had been 1874 people surveyed since April 2012.

In quarter 1 of 2018/19 – 36 people were surveyed. 36 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.

A comprehensive survey was undertaken during April/May 2018 on topics including internal communications, working for LFRS, organisational values, leadership and management, training and development and recognition. The survey also covered feelings of pride, advocacy, attachment, inspiration and motivation – factors that are understood to be important features shared by staff who are engaged with the organisation. These questions mirror those asked in the Civil Service People Survey.

An improvement is shown if the percentage engagement index is greater than the previous survey.

	Period		Change
	2018/19	2016/17*	
Number of Replies	489	141	247%
Engagement Index	70.13%	64%	6.13%

No exception report required

#### 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 1 results indicate percentage pass within standard

Cumulative retained absence (as % of available hours cover) 0.71%

No exception report required.

RESOLVED:- That the Performance Committee endorsed the quarter 1 measuring progress report and noted the contents including the 5 negative key performance indicator exception reports.

#### 5/18 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Thursday, 29 November 2018 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were agreed for 14 March 2019, 27 June 2019 and 19 September 2019.

M NOLAN  
Clerk to CFA

LFRS HQ  
Fulwood

## LANCASHIRE COMBINED FIRE AUTHORITY

### RESOURCES COMMITTEE

Wednesday, 26 September 2018, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

#### MINUTES

#### PRESENT:

##### Councillors

F De Molfetta (Chairman)  
N Hennessy (Vice-Chair)  
S Holgate (for L Beavers)  
F Jackson  
T Martin  
D O'Toole  
D Stansfield  
G Wilkins  
T Williams

##### Officers

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

#### 1/18 APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Beavers and Councillor Blackburn.

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

During part 2, item 10 County Councillor George Wilkins declared a non-pecuniary interest which related to a contractor being located in his division.

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

RESOLVED: - That the Minutes of the last meeting held on 21 May 2018 be confirmed as a correct record and signed by the Chairman.

#### 4/18 REVISIONS TO THE STATEMENT OF ACCOUNTS 2017/18

The Core Financial Statements for the financial year ended 31 March 2018 were presented to the Resources Committee in 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 will be presented to the Resources Committee for information.

In light of this the Committee noted and endorsed the report and core financial statements, 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 External Audit Findings Report was considered as now presented.

The main issues within the 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 Fire Control, as set out on page 13-15 of the Audit Findings Report. The Statement of Accounts was updated to reflect the changes identified during the audit and a revised statement of accounts was approved by the Audit Committee in July, as considered by Members as now presented.

In response to a question raised by County Councillor O'Toole regarding potential changes to Manchester's membership on the North West Fire Control (NWFC) Board of Directors the Chief Fire Officer confirmed that the change of governance in Manchester to a Mayoral governance approach had led to fewer Members being available to attend meetings therefore Manchester had wanted instead to nominate Officers to sit on the Board.

It was noted that Manchester owned 52% of NWFC, Lancashire 25% with the remaining shared between Cheshire and Cumbria. The potential for a change in membership and any associated risk would be reviewed shortly by the Board's current representation with any resultant change requiring alteration to the Articles of Association.

In response to a question raised by County Councillor Wilkins, the Director of Corporate Services confirmed that building assets received a full valuation every 5 years with a desk top review undertaken every year. The Deputy Chief Fire Officer advised that the last review of fire stations concluded that they were broadly in line

with our requirements. The stations were used jointly with the Police and Ambulance Services where possible and with other partners for community use.

In response to a question raised by County Councillor Hennessey regarding employee emoluments (detailed on page 66 of the agenda pack) and whether it was possible to show gender against these numbers the Director of People and Development advised that the annual workforce planning report did include this data which he would extract and provide to County Councillor Hennessey outside the meeting.

RESOLVED: - That the Committee noted and endorsed the revised Statement of Accounts.

5/18 FINANCIAL MONITORING 2018/19

The report set out the current budget position in respect of the 2018/19 revenue and capital budgets and performance against savings targets.

Revenue Budget

The overall position as at the end of July showed an overspend of £0.3m. Trends were being monitored to ensure that they were reflected in future years budgets as well as being reported to the Resources Committee. In terms of the year end forecast, it was still early in the year however, the latest forecast showed an overall underspend of approximately £0.1m.

The Committee was provided with detailed information regarding the position within individual departments, with major variances relating to non-pay spends and variances on the pay budget being shown below:-

Area	Overspend / (Under spend) to 31 July	Forecast Outturn at 31 March	Reason
	£'000	£'000	
Winter Hill	110	110	Cost agreed to date was £750k, however it was noted that all invoices had not yet been received in relation to the incident (including those from FRS who assisted) and as such we cannot accurately predict the final total cost. As this incident was covered by the Bellwin Scheme of Emergency Financial Assistance we would be making a claim under this and hence our total net costs should be limited to the threshold £110k. The Committee would be updated on final costs, once all claims had been received.
Fleet	38	72	Further to a discussion at the last

Services			<p>meeting, the numbers ordered and potential costs of new hydrant installations over the last few years had been:</p> <table data-bbox="877 369 1388 526"> <thead> <tr> <th>Year</th> <th>Number</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>1516</td> <td>88</td> <td>£77k</td> </tr> <tr> <td>1617</td> <td>81</td> <td>£71k</td> </tr> <tr> <td>1718</td> <td>99</td> <td>£87k</td> </tr> </tbody> </table> <p>Historically these costs could take years from initial notification and calculation to the actual build completion, but the recent increase in new housing was having an impact on the budget. We were currently working with local planning offices to review options relating to these costs and the potential for housing developers to meet these.</p>	Year	Number	Cost	1516	88	£77k	1617	81	£71k	1718	99	£87k
Year	Number	Cost													
1516	88	£77k													
1617	81	£71k													
1718	99	£87k													
Property	109	104	<p>The overspend position related to premises repairs and maintenance. The forecast overspend reflected some of the new minor schemes approved in year to enhance station facilities such as enhanced female facilities.</p>												
Wholetime Pay	(48)	(300)	<p>The following issues affected whole-time pay:</p> <ul data-bbox="821 1187 1420 2029" style="list-style-type: none"> <li>• The budget allowed for an assumed 2% pay award last year, however to date no agreement had been reached on this, other than an interim 1%. Hence in the first four months of the year there had been an underspend of £100k. It was not clear whether this position would change or whether this had now been superseded by the 2018 pay award negotiations that were on-going. Should the position continue for the remainder of the year the total over provision within the budget would be £300k, which was reflected in the forecast shown</li> <li>• The budget also allowed for an assumed 2% pay-award for July 2018. Members noted that the Union and Employers Side had still been unable to reach an agreement on pay awards at the present time, hence the current underspend included £50k which related to the outstanding pay</li> </ul>												

			<p>award. For the purpose of forecasting we had assumed that this would be agreed at 2%, backdated to July 2018, and had therefore allowed for a cost of £450k in the outturn position.</p> <ul style="list-style-type: none"> <li>• In order to maintain pump availability at key RDS stations we had continued to detach in wholetime personnel, with over 800 detachments taking place in the first part of the year. Where there were insufficient staff available to enable detachments to take place, the shortfall was met by overtime. In the year to date we had incurred £50k of overtime at key RDS stations, with the most significant costs incurred at Wesham, Preesall, Longridge and Garstang. (Detachments did not have an actual staff cost associated with them as they were undertaken by personnel on duty, although travel time may be claimable. However based on the numbers undertaken in the year to date this equated to a notional cost of approx. £100k.)</li> <li>• As in previous years the budget included a vacancy factor based on anticipated retirements, leavers and new recruits. During the first four months staffing numbers had been higher than forecast, due to fewer retirements (there were currently 6 personnel who were forecast to retire but had not yet done so) resulting in an overspend of approx. £80k for the first part of the year. It was impossible to accurately predict this going forward, but should this position continue throughout the year the total additional costs of maintaining 6 extra posts was £240k.</li> <li>• The budget also allowed for the recruitment of 12 FF apprentices in year, at a cost of £200k. Given the difficulty in establishing a suitable apprentice's scheme, as previously reported, it was clear that these would not be recruited until next year, and hence no costs would be incurred.</li> </ul>
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Control Staff	-	-	The budget had been amended to reflect the fact that whilst we employed two Control Staff, one had been seconded to work for the Home Office on the national ESMCP project. Hence the amended budget was in a breakeven position.
Retained (RDS) Pay	124	250	The following issues affected retained pay: <ul style="list-style-type: none"> <li>• As referred to under whole-time pay the budget allowed for 2% pay awards in both years. Hence in the first four months of the year there had been an underspend of £15k.</li> <li>• For the purpose of forecasting we had assumed that the 18/19 pay award would be agreed at 2%, backdated to July 2018, and had therefore allowed for a cost of £60k in the outturn position.</li> <li>• Activity levels in the first 4 months of the year were higher than previous, reflecting increased hours of cover as well as an increasing number of incidents and hence pay costs were higher than forecast, £100k</li> <li>• In addition RDS recruits received wholetime pay during the recruits course receiving wholetime pay rates for two weeks, resulting in an overspend of £20k due to timing.</li> </ul> Previously, the significant vacant posts in excess of the vacancy factor within RDS pay mitigated any overspends, however with the improvement in retention/recruitment these were more visible, and would be reviewed for the next financial year's budget.
Associate Trainers	21	30	The annual training plan was used to match planned training activity to staff available at the training centre. Where this was not possible, associate trainers were brought in to cover the shortfall. There had been trainer vacancies throughout the year to date, which had resulted in the overspend shown.
Support staff (less agency staff)	(82)	(200)	The underspend to date related to vacant posts across various departments, which were in excess of the vacancy factor built into the budget.



			(Note agency staff costs to date of £12k were replacing vacant support staff roles, this still only accounted for less than 1% of total support staff costs). Some of these vacancies had now been filled, although a number of vacancies remained which were difficult to fill, most notably in ICT and Information Management, resulting in a forecast outturn underspend of £200k. The Service was continuing to review roles and structures before moving to recruitment.
Apprentice Levy	(5)	(20)	The apprentice levy was payable at 0.5% of each months payroll costs, the budget for this was set at anticipated establishment levels, hence the underspend against this budget reflected the various pay budget underspends reported above.

It was noted that the forecast year end underspend only occurred due to the position outlined in respect of the 2017/18 pay award. Had this not been the case the forecast would have shown an anticipated overspend of £250k.

#### Capital Budget

The Capital Programme for 2018/19 stood at £16.7m. A review of the programme had been undertaken to identify progress against the schemes as well as potential slippage across the programme.

The overall position as at the end of July showed £1.8m of capital expenditure. The year end spend was currently anticipated at £4.1m, with £12.6m of slippage. Slippage was simply a timing issue dependent on the progress of capital schemes, and not an indication of future underspends, with the slippage on Preston Fire Station outlined below being a good example of this. This position was shown is set out below, and summarised in appendix 2 as now considered by Members: -

Pumping Appliances	The budget allowed for the purchase of 7 pumping appliances for the 2018/19 programme. As the supplier indicated that the cost of the crew cabs had significantly risen, alternative cabs were been sourced and the order had been updated to reflect this. However due to delays thus far delivery would not take place until next financial year, although some staged payments would be made in the current year.
Other vehicles	This budget allowed for the replacement of various operational support vehicles: <ul style="list-style-type: none"> <li>• Two Command Support Units (CSU), the requirements were currently being finalised with a view to undertaking a procurement exercise. However taking account of</li> </ul>

	<p>anticipated lead times the final costs associated with the purchase of these, £0.6m, would slip over into 2019/20;</p> <ul style="list-style-type: none"> <li>• One Aerial Ladder Platform which was delivered during July; and</li> <li>• One Water Tower, which had been ordered and would be delivered during the financial year.</li> <li>• Various support vehicles which were reviewed prior to replacement. As the lead times on these were relatively short we anticipated utilising this budget in year.</li> </ul>
Operational Equipment/Future Firefighting	<p>This budget allowed for the purchase of the technical rescue jackets, following the regional procurement exercise, which were delivered at the end of May and were now in service.</p> <p>A further £200k related to the replacement of Breathing Apparatus Radios which were still being reviewed, including the potential to undertake a regional procurement process. Whilst some of this would slip into next year (£160k) we had committed to the purchase of fist microphones, which include noise cancelling facilities and hence enabled clearer voice transmission, thus aiding fire ground communications.</p> <p>The balance of £200k was to meet costs associated with on-going research projects relating to new equipment, and we anticipated utilising approx. £50k of this in the current year.</p>
Building Modifications	<p>Completion of the new joint Fire &amp; Ambulance facility at Lancaster was expected by mid-August, however this had not yet been achieved. Contract variations of £41k had been agreed in respect of time delays due to the discharge of planning conditions, and upgrading the appliance bay doors, however the final position in respect of variations was still being discussed with the contractors. Final handover of the building was expected to take place in October.</p> <p>In terms of the redevelopment of Preston Fire Station, it was noted that NWS had now confirmed that they did not intend to share in a joint redevelopment of the site as it did not tie in to their longer term estates strategy. As such we had advised them that they will need to quit the site, by the end of July to enable our own redevelopment works. We were currently in the process of designing a tender specification in order to appoint consultants to take the project forward, including the redesign of the station/site. It was clear that the delays caused by NWS would push the start of any build back into 2019/20, and hence the majority of the project costs would slip into that year, (£6.75m).</p> <p>The replacement Fleet workshop was currently undergoing a detailed design prior to undertaking a tendering exercise, and again spend was likely to slip into 2019/20.</p> <p>The final element of this capital budget related to the</p>

	balance of the Training Centre redevelopment works, largely relating to groundworks which would only be carried out following completion of the Fleet workshop.
IT systems	<p>The majority of the capital budget related to the national Emergency Services Mobile Communications Project (ESMCP), to replace the Airwave wide area radio system and the replacement of the station end mobilising system. The ESMCP project budget, £1.0m, was offset by anticipated grant, however the timing of both expenditure and grant was dependent upon progress against the national project. This national project had suffered lengthy delays to date, and it was likely that both elements of the budget would slip into 2019/20.</p> <p>Given the delay on the ESMCP project, the replacement station end project had also been delayed. However we could not delay this indefinitely and had therefore commenced work to replace the station end in the current financial year, whilst ensuring that any solution would be compatible with the eventual ESMCP solution.</p> <p>The budget also allowed for the replacement of the Services wide area network (WAN) providing an enhanced network and improving speed of use across the Service, and having agreed a contract for this we anticipated this being completed in the current financial year.</p> <p>The balance of the budget related to the replacement of various systems, in line with the ICT asset management plan. Whilst procurement work was on-going to facilitate the replacement of some of these systems in the current year, we were still reviewing the need to replace others. Hence further updates on progress would confirm which replacements were being actioned in the current year and anticipated spend profiles. For the purpose of forecasting we had assumed that these would slip into 2019/20.</p>

Expenditure to date had been funded from the on-going revenue contributions, with the majority of the year end forecast also being met by this, supported by capital reserves.

#### Delivery against savings targets

The current position on savings targets identified during the budget setting process was reported. The performance to date was ahead of target largely due to procurement activities during the period. It was anticipated that we would meet our efficiency target for the financial year.

In response to a question raised by Councillor Williams regarding the savings target that included smoke detectors, the Director of Corporate Services confirmed that the target was reviewed and updated annually. Members noted that the manufacturer managed any replacement process and that the initial failure rate of 10% had now reduced to 1%.

In response to a question raised by County Councillor Wilkins regarding the impact on the Authority in 2021 of the Government's proposal to move to 100% retention of business rates the Director of Corporate Services advised the Authority's response to the local government finance settlement technical consultation had been submitted following the last Authority meeting in September. He confirmed that the Treasury would ask all Government Departments to submit their business case to justify funding requirements for the next Spending Review and the Treasury would subsequently allocate funding to Departments. Currently the Authority's funding came in part from revenue support grant, part from baseline funding including a business rate top up from Government. The Government's intention was to provide a strong incentive for local authorities to grow business rates in their area and generate additional funding however the Authority had very little if any impact on business rates. When the funding moved from the revenue support grant to 100% business rates it should be cost neutral but the detail was not available at the moment.

RESOLVED: - That the Committee noted and endorsed the financial position.

6/18 DATE AND TIME OF NEXT MEETING

The next meeting of the Committee would be held on Wednesday, 28 November 2018 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for 27 March 2019 and agreed for 29 May 2019 and 25 September 2019.

7/18 URGENT BUSINESS - LANCASHIRE BUSINESS RATES POOL: 75% BUSINESS RATES RETENTION PILOT

The Director of Corporate Services advised that further to the report to the last Authority meeting in September where Members noted that Lancashire Leaders were considering the potential for Lancashire to bid to be in a 1-year pilot pool for 75% business rates retention and following subsequent consultation with the Chairman he could confirm that the Leaders had agreed to submit a bid which included all districts in Lancashire except Lancaster City Council who had formally withdrawn from the process owing to the significant risk represented by the nuclear power station at Heysham. It was noted that Lancaster were not members of the current pool arrangement for the same reason. Without Lancaster in the pool, the extra growth forecast reduced to just over £7m. Members also noted that:

- The 2019/20 pilots would not benefit from the 'no detriment' clause enjoyed by existing 100% pilots. Instead the safety net threshold for the entire pool would be raised from 92.5% to 95% to recognise the increased risk sharing.
- Participating councils would also be exposed to a higher level of business rate risk for the duration of the pilot in 2019/20. There would be a higher share of any losses, arising as a result of appeals, bad debts and empty premises, being 75% rather than the current 50%.
- The Safety Net threshold would only be activated by Central Government on a pool wide basis and was therefore unlikely to be triggered. As such each

authority would bear its own risk over and above the 5% Resilience Fund created by the additional growth.

Authorities selected as pilots would be expected to forgo Revenue Support Grant (£8.4m in 2019/20 for the Fire Authority), but the value of these grants would be taken into account when revised tariffs and top-up's for the pilot authorities were set up but the impact on the Fire Authority and other participating authorities would be revenue neutral.

The new 75% pilot, if successful, would allow Lancashire authorities to influence the policy and approach taken by Central Government on any future national scheme. Having 2019/20 as essentially a transitional year would provide an opportunity to test and gather information on the design of the new business rate retention system in preparation for the anticipated national implementation of the new arrangements in 2020/21.

Whilst it was impossible to project with any accuracy the 2019/20 financial position in terms of Business Rates Retention, based on the 2018/19 NNDR1 modelling, there was the potential for £140k additional growth to remain with the Fire Authority with our contribution to the resilience pot estimated to be £10k and £50k to the investment fund for use across Lancashire. A contribution of £2,000 or a similar amount would be made to the Lead Authority.

RESOLVED: - that the report be noted and endorsed.

#### 8/18 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.

#### 9/18 IDRP STAGE 2 - DAY CREWING PLUS PENSIONABILITY

(Paragraphs 3 and 4)

The Director of People and Development presented a report that outlined the background and current position in respect of the pensionability of the Day Crewing Plus Allowance.

RESOLVED: - Members endorsed the first three recommendations as set out in the report and requested a legal opinion be provided before determining the last recommendation.

#### 10/18 HIGH VALUE PROCUREMENT PROJECTS

(Paragraph 3)

Members considered a report that provided an update on all contracts for one-off

purchases valued in excess of £100,000 and high value procurement projects in excess of £100,000 including: new contract awards, progress of ongoing projects and details of new projects with an anticipated value exceeding £100,000.

RESOLVED: That the Committee noted and endorsed the report.

LFRS HQ  
Fulwood

M NOLAN  
Clerk to CFA

## LANCASHIRE COMBINED FIRE AUTHORITY

### AUDIT COMMITTEE

Thursday, 27 September 2018, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

### MINUTES

#### PRESENT:

#### Councillors

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

#### Officers

K Mattinson, Director of Corporate Services (LFRS)  
D Russel, Assistant Chief Fire Officer (LFRS)  
J Keighley, Member Services Assistant (LFRS)

#### In attendance

R Tembo, External Audit, Grant Thornton  
J Taylor, Internal Audit, Lancashire County Council

#### 15/18 APOLOGIES FOR ABSENCE

Apologies were received from County Councillor S Holgate.

#### 16/18 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

#### 17/18 MINUTES OF THE PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 24 July 2018 be confirmed as a correct record and signed by the Chairman.

#### 18/18 EXTERNAL AUDIT - ANNUAL AUDIT LETTER 2017/18

The External Auditor's Annual Audit Letter represented an overall assessment of the Authority's performance, drawing on the Auditor's findings and conclusions from their work, which had previously been reported to the Audit Committee.

Members considered the Annual Audit Letter which summarised Grant Thornton's 2017/18 audit of the Authority as presented by Richard Tembo.

The Auditors had issued an unqualified opinion on the Authority's 2017/18 financial statements on 24 July 2018. The External Auditors were satisfied that in all significant respects the Authority put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2018. It was noted that the External Auditor's fee for 2017/18 was in line with the planned fee for the year.

In a response to a question raised by CC S Clarke, the Director of Corporate Services confirmed that the valuation figure did include the Service's appliances, however the majority of the valuation was in respect of the Authority's buildings.

RESOLVED:- That the Audit Committee noted and endorsed the content of the Annual Audit letter 2017/18.

#### 19/18 INTERNAL AUDIT SERVICE QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME

In 2016 the Committee approved the internal Audit Quality Assurance and Improvement Programme. In line with requirements this had now been reviewed.

Members considered the report by Judith Taylor (Head of Internal Audit Lancashire County Council) which set out the current position in respect of the internal audit plan for 2018/19.

RESOLVED: - That the Committee noted and endorsed the revised Quality Assurance and Improvement Programme.

#### 20/18 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 from 1 April 2018 to 14 September 2018 was presented by Judith Taylor. It was noted that work carried out during this period was in accordance with the agreed audit plan and no significant issues had been identified.

The report identified that 10.5 days had been spent this financial year on the 2018/19 plan. In addition, the auditors had spent a further 10 days during the first quarter of the financial year in completing and finalising reviews outstanding from 2017/18 audit plan. The findings from these reviews were reported in the 2017/18 Annual Report which Mrs Taylor had presented to Members alongside this report.

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

In relation to the proposals regarding the use to the business contingency provision,



the Treasurer advised Members if no further work was required by the internal auditors from the publication of the HMICFRS inspection report he would review the contingency arrangements with the Chairman and Vice Chairman of the Audit Committee outside this meeting and report back to Members at a future meeting.

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

#### 21/18 RISK MANAGEMENT UPDATE

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 De Molfetta in relation to risk 22, failure to maximise collaborative opportunities presented by Policing and Crime Act 2017, the Assistant Chief Fire Officer confirmed that the meetings between LFRS officers and Police colleagues to discuss the progression of the 32 items were continuing to take place. He reassured Members that any finalisations of the work carried out between LFRS and Lancashire Constabulary would be reported back to the Fire Authority.

In addition, the Service had also reviewed its Risk Management Strategy. Members considered the recommended changes which were set out in the report.

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

#### 22/18 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Tuesday 29 January 2018 at 10:00 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for 2 April 2019 and 23 July 2019 and agreed for 24 September 2019.

LFRS HQ  
Fulwood

M NOLAN  
Clerk to CFA

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## LANCASHIRE COMBINED FIRE AUTHORITY

### MEMBER TRAINING & DEVELOPMENT WORKING GROUP

Notes of meeting held in the Main Conference Room, Service Headquarters, Fulwood, on Wednesday, 7 November 2018.

#### PRESENT:

##### Councillors

D Smith (Chairman)  
I Brown (Vice-Chair)  
F De Molfetta  
S Holgate  
A Kay  
T Williams

##### Officers

B Warren, Director of People and Development (LFRS)  
J Keighley, Member Services Assistant(LFRS)

#### APOLOGIES FOR ABSENCE

Apologies were received from Councillor Z Khan.

#### NOTES OF PREVIOUS MEETING

The notes of the previous meeting held 25 April 2018 were confirmed as a correct record and signed by the Chairman.

#### MATTERS ARISING

In response to a question raised from Councillor D Smith regarding whether the costs and savings since the Authority had transitioned to electronic access for Authority and Committee agenda papers and whether a forecast of savings from the submission of electronic claim forms could be quantified, the Director of People & Development advised that this would be difficult to provide a true cost given the total savings included those made from increased departmental efficiencies rather than economies regarding postage and printing.

#### MEMBER TRAINING & DEVELOPMENT - UPDATE REPORT

The Director of People & Development gave a brief background of the work and successes of the Member Training & Development Working Group.

##### Personal Development Plans

Members noted that of the 25 elected Members 96% had completed their personal Development Plans or had a 1-2-1 review meeting for the municipal year 2017/18 with a

Democratic Service Officer. It was noted that the remaining Councillor was a new Member and due to their busy diary commitments this had proven difficult to arrange, however a date had been programmed in their diary for December 2018.

#### Members' Electronic Submission of Mileage Claims

At the last Fire Authority meeting in September 2018, the Chairman of the working group, Councillor D Smith, made a recommendation to explore the possibility of submitting electronic claims for travel and subsistence which Members agreed to adopt from 1 April 2019.

Members discussed their authorities' online financial systems for submitting electronic claims for travel and expenses. It was noted that full training on the Service financial system would be available to Members early next year by Finance and Democratic Service Officers.

#### eLearning

Through the Member Information Bulletin Members were encouraged to view the North West Employers Organisation (NWEO) website which provided information on events and Member access to training opportunities.

#### Member Information Bulletin

A quarterly Member Information Bulletin was emailed to Members to keep Members informed of the latest terms of interest, up and coming Committee meeting dates and Member Training & Development news and opportunities such as invitations to attend Prince's Trust Presentations or other events.

#### Co-ordination of Training

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

#### TRAINING NEEDS ANALYSIS

The Member Training and Development Working Group was responsible for analysing and agreeing the training needs of Members that link to the objectives, priorities and vision of the Authority.

In response to a question raised by County Councillor F De Molfetta, the Director of People & Development confirmed that he would arrange on behalf of the working group for details of the Service Bonfire activity and weekend activities to be circulated to all CFA Members.

In addition, the Chairman, Councillor D Smith asked that all Members in preparation for Bonfire Nights to report any hotspots in their particular areas to the Deputy Chief Fire Officer to enable the Service to provide advice and recommendations.

Members agreed to include the promotion of 'SafeDriveStayAlive' (SDSA) events as an additional training need for 2018/19 which would be promoted in the quarterly Members' Information Bulletin and discussed at Members' 1-2-1 review meetings with a Democratic Services Officer.

In addition, County Councillor A Kay asked if it was possible to host a SDSA event in her

local area and she would invite local schools and colleges to attend. It was agreed that a Democratic Officer would contact the Service Lancashire Road Safety Partnership Coordinator to facilitate this.

Members were updated on the action that had been taken in response to training needs identified from the Training Needs Analysis undertaken in 2017 and the Personal Development sessions that had been held with Members throughout 2017/18.

In response to a question raised by County Councillor S Holgate, the Director of People & Development agreed to explore for the Service to incorporate training on Scrutiny and to offer this training to all Members.

Following consideration, Members agreed that their training needs were being met and agreed the training needs for 2018/19 as follows:

- To continue to promote Fire Safety and the work of the Member Champions;
- To continue to attend service area inductions / meetings at stations and information sessions on key issues to support decision-making;
- To maintain good attendance at all Strategy Group meetings, encouraging all Members to attend;
- To continue to receive the Member Information Bulletin;
- To continue with the informal buddy system;
- To support the principle to use electronic systems where preferred / available;
- To attend a 'SafeDrive StayAlive' event.

## MONITORING, REVIEW & EVALUATION OF ACTIVITIES

This report provided an update on Member Training and Development activities since the last meeting of the group. The report showed opportunities and outcomes of Member Training and Development activity. Members noted the report for information.

### Attended Local Fire Stations

Members noted that 23 Members (92%) had visited their local area fire station; of the 2 outstanding Members, 1 had proved difficult to finalise due to busy diary commitments and the remaining Member had yet to receive their induction.

### Viewing of Special Appliances

In July Members were invited to view the practical demonstrations of special appliances at the Service Training Centre which was aimed primarily for new Members and those who had not been able to attend in recent years.

### 'SafeDrive StayAlive' Event

In May the Service invited Members to attend the 'SafeDriveStayAlive' event. The event gave the opportunity for Members to hear real life stories from the emergency services and families who had all been affected by road traffic collisions. Member evaluation confirmed the event was very emotional and well worth attending.

### Winter Hill Moorland Fire Visit

In June CFA Party Leaders and Local Councillors, guided by crews attended the incident of the Winter Hill wildfire, near Bolton which had become a challenging and major incident for LFRS who contained the fire and protected the vital infrastructure at the top of the hill.

The Chairman, Councillor D Smith asked that all Members were reminded of the importance of contacting Diane or Jackie to inform them of any meetings or events which they attended as a CFA Member in order that this could be presented to the next working group meeting.

Councillor T Williams discussed the opportunity for Members to visit the Safety Central, at Cheshire Fire and Rescue Service's interactive lifeskills education centre at Lymm Fire Station. The Chairman of the Fire Authority, County Councillor F De Molfetta and Members of the working group did agree to the visit as they could promote the facility to schools and colleges in their local areas. The Director of People and Development agreed to explore the opportunity to facilitate a visit.

### FUTURE MEETING DATES

The next meeting of the group was scheduled for Wednesday 3 April 2019 in the Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours.

B WARREN  
Director of People and Development

LFRS HQ  
Fulwood

## LANCASHIRE COMBINED FIRE AUTHORITY

### RESOURCES COMMITTEE

Wednesday, 28 November 2018, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

### MINUTES

### PRESENT:

#### Councillors

L Beavers  
S Blackburn  
F De Molfetta (Chairman)  
J Eaton (for G Wilkins)  
F Jackson  
M Parkinson (for N Hennessy)  
D O'Toole  
D Stansfield  
T Williams

#### Officers

C Kenny, Chief Fire Officer (LFRS)  
K Mattinson, Director of Corporate Services (LFRS)  
B Warren, Director of People and Development (LFRS)  
M Nolan, Clerk and Monitoring Officer to the Authority  
J Bowden, Head of Finance (LFRS)  
I Riding, Head of Property (LFRS)  
D Brooks, Principal Member Services Officer (LFRS)

#### 11/18 APOLOGIES FOR ABSENCE

Apologies were received from County Councillors N Hennessy, T Martin and G Wilkins.

#### 12/18 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

As the leader of Hyndburn Council, County Councillor Parkinson and as Leader of Blackpool Council, Councillor Simon Blackburn both declared a non-pecuniary interest in the Urgent Business Item "Lancashire Business Rates Pilot Pool – Memorandum of Understanding".

#### 13/18 MINUTES OF THE PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 26 September 2018 be confirmed as a correct record and signed by the Chairman.

#### 14/18 FINANCIAL MONITORING 2018/19

The report set out the current budget position in respect of the 2018/19 revenue and capital budgets and performance against savings targets.

### Revenue Budget

The overall position as at the end of September showed an overspend of £0.3m. Trends were being monitored to ensure that they were reflected in future years budgets as well as being reported to the Resources Committee. In terms of the year end forecast, it was still early in the year however, the latest forecast showed an overall underspend of approximately £0.1m, reflecting anticipated vacancies in the second half of the year, the lack of an apprentice FF programme and the timing of some non-pay expenditure. It was noted that the budget allowed for a 2% July 2017 pay award for grey book personnel, this was actually agreed at 1% hence the budget was overstated by £300k, which was reflected in the position outlined.

The Committee was provided with detailed information regarding the position within individual departments, with major variances relating to non-pay spends and variances on the pay budget being shown below:-

Area	Overspend / (Under spend) to 30 Sept	Forecast Outturn at 31 March	Reason
	£'000	£'000	
Winter Hill	110	110	Costs agreed to date currently stood at £1m, however it was noted that we were awaiting outstanding invoices in relation to the incident from three FRS who assisted and as such could not accurately predict the final total cost. As reported previously we intend to submit a claim under the Bellwin Scheme of Emergency Financial Assistance and hence anticipated our total net costs being limited to the threshold £110k. The Committee would be updated on final costs, once all claims had been received.
Procurement	52	73	The overspend to date and the outturn position both related to the replacement of Personal Protective Equipment which had reached the end of its economic life. In addition the recruitment that had taken place in year had led to an increased spend on Technical Rescue Jackets, to accommodate size changes since the initial bulk purchase prior to roll out. This had ultimately led to the need to purchase more of the common



			sizes of jacket in order to hold the correct amount in the pooled stock. We were currently reviewing pooled PPE stock, which was nearing the end of its life, to determine likely outturn costs as well as on-going budget requirements.
Property	103	150	The overspend position related to premises repairs and maintenance. The forecast overspend reflected some of the new minor schemes approved in year to enhance station facilities such as enhanced female facilities.
Pensions	(13)	80	The outturn position reflected a number of ill health retirements anticipated before the end of the financial year. This position may alter as exact costs and timings were finalised.
Non DFM	(58)	(174)	The year to date underspend was largely due to the increase in the bank base interest rate during the year, increasing interest receivable on our call account balances with Lancashire County Council. In addition, the outturn position reflected the above, plus interest receivable on several fixed term investments which had been put in place commencing in the second half of the year.
Wholetime Pay	133	(358)	The following issues affected whole-time pay: <ul style="list-style-type: none"> <li>• The budget allowed for an assumed 2% pay award last year, however this did not transpire, hence in the first six months of the year there had been an underspend of £150k. (With a full year effect of £300k)</li> <li>• Overtime was overspent by approx. £60k the majority of which was attributable to the continuing policy of detaching wholetime personnel into key RDS stations.</li> <li>• As in previous years the budget included a vacancy factor based on anticipated retirements, leavers and new recruits. During the first four months staffing numbers had been higher than forecast, due to fewer</li> </ul>

			<p>retirements, leading to overspend of approx. £100k. Whilst it was impossible to accurately predict this going forward, we had reviewed the position which was likely to reverse in the second half of the year due to a number of outstanding retirements coupled with several personnel leaving the service early. Hence we anticipate a broadly balanced position in respect of this at the year end.</p> <ul style="list-style-type: none"> <li>• The budget also allowed for the recruitment of 12 FF apprentices in the second half of the year, at a cost of £250k. Given the difficulty in establishing a suitable apprentice's scheme, as previously reported, it was clear that these would not be recruited until next year, and hence no costs would be incurred.</li> </ul>
Retained (RDS) Pay	217	377	<p>The following issues affected retained pay:</p> <ul style="list-style-type: none"> <li>• As referred to under whole-time pay the budget allowed for 2% pay awards in both years. Hence in the first six months of the year there had been an underspend of £22k.</li> <li>• Activity levels in the first 6 months of the year were higher than previous (excluding Winter Hill), reflecting increased hours of cover as well as an increasing number of incidents and hence pay costs were higher than forecast</li> <li>• In addition RDS recruits received wholetime pay during the recruits course for two weeks, resulting in an overspend of £40k due to timing, on the two RDS courses that ran during the first six months</li> </ul> <p>Previously, the significant vacant posts in excess of the budgeted vacancy factor within RDS pay had mitigated any</p>

			overspends, however with the improvement in retention/recruitment these were more visible, and would be reviewed for the next financial year's budget.
Associate Trainers	36	60	The annual training plan was used to match planned training activity to staff available at the training centre. Where this was not possible, associate trainers were brought in to cover the shortfall. There had been several ongoing trainer vacancies throughout the year to date, which had resulted in the overspend shown, but were counteracted by corresponding underspends within wholetime pay.
Support staff (less agency staff)	(154)	(259)	The underspend to date related to vacant posts across various departments, which were in excess of the vacancy factor built into the budget. (Note agency staff costs to date of £33k were replacing vacant support staff roles, this still only accounted for less than 1% of total support staff costs). Although some vacancies had been filled, there were a number of vacancies which had proven historically difficult to fill, most notably in ICT and Information Management, resulting in a forecast outturn underspend of £259k. The Service continued to review roles and structures before moving to recruitment.
Apprentice Levy	(7)	(19)	The apprentice levy was payable at 0.5% of each month's payroll costs, the budget for this was set at anticipated establishment levels, hence the underspend against this budget reflected the various pay budget positions reported above. It was noted that due to delays in apprenticeships standards being approved we had not been able to utilise the levy payments we had made to HMRC since April 2017. The outcome of this was that funds that had been in the levy account for 24 months and had not been utilised would be clawed back by HMRC. Whilst this would not affect the current year it would impact next year. At the present

			time we anticipated a claw back of £10k per month until we could fully utilise this for training costs. We had submitted an application for STC to be an approved training provider, in order to access HMRC levy funds to match training costs, however the timing of the approval process was unknown, hence no such income had been forecast in the current financial year.
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County Councillor O'Toole queried the Pensions forecast outturn position and asked what the anticipated number of ill health retirements was based on. The Director of People and Development confirmed that there were very stringent rules on granting ill health retirement and that as he determined eligibility he was aware of a couple of individuals who would qualify. He advised that the process was long and involved individuals seeing an independent health professional whose decision the Service had to abide by.

County Councillor O'Toole queried how Associate Trainer vacancies were filled. The Director of People and Development advised that there had been recruitment difficulties but the vacancies had now been filled. He advised that Associate Trainers were used where there was a need for a particular specialism and during peaks of work.

In response to a question raised by Councillor Williams regarding whether the Retained Duty System Pay excluded the Winter Hill payments, the Director of Corporate Services advised that all the costs for Winter Hill were excluded as a separate cost centre had been set up. The current cost stood at £1m with the assumption that £110k would be paid by the Authority and the remaining £890k could be claimed back from government once all costs had been received. Some outstanding bills were awaited before the end of November in order for us to then make the claim. The Chief Fire Officer advised that some general principles had been agreed with Manchester to ensure consistency of claims.

#### Capital Budget

The Capital Programme for 2018/19 previously stood at £16.7m however, following the September Resources Committee the programme had been amended to remove the expected slippage as reported, hence the revised programme now stood at £4.1m. The slippage removed would be brought into the 2019/20 capital programme during the budget setting process as now considered by Members:

Heading	Slipped £m	Reason
Pumping Appliances	1.134	Reflecting the anticipated stage payments in the next financial year as previously reported.
Other Vehicles	0.580	Two Command Support Units (CSU), the requirements were currently being finalised with a view to undertaking a procurement exercise. However taking account of

		anticipated lead times the final costs associated with the purchase of these, £0.6m, would slip over into 2019/20.
Operational Equipment/Future Firefighting	0.310	£160k in relation to BA radios had been moved to 2019/20. £150k associated with on-going research projects relating to new equipment had been removed to slip forwards to meet the future costs.
Building Modifications	9.069	Preston Fire Station redevelopment, £6.9m had been moved into 2019/20 in relation to expected spend due to the delays associated with NWS' decision not to continue site sharing. Fleet workshop facility, £2.0m. The replacement Fleet workshop was currently undergoing a detailed design prior to undertaking a tendering exercise, and again had been slipped into 2019/20.
IT systems	1.470	£1.0m related to the national Emergency Services Mobile Communications Project (ESMCP), to replace the Airwave wide area radio system. This national project had suffered lengthy delays to date, and it was likely that the budget would slip into 2019/20, therefore both the budget and associated grant had been moved into 2019/20. The balance of the slippage related to the replacement of various systems, in line with the ICT asset management plan, where progress to date indicated any eventual spend would be incurred in 2019/20.
Total	12.563	

A review of the remaining programme had been undertaken to identify progress against the schemes. The overall position as at the end of September showed £2.0m of capital expenditure. The current anticipated year end spend was £4.1m, with zero slippage. This position was shown as set out below, and summarised in appendix 2 as now considered by Members: -

Pumping Appliances	The budget allowed for the first stage payment for the 7 pumping appliances ordered for the 2018/19 programme. The remainder of the budget had been included in the 2019/20 draft programme.
Other vehicles	This budget allowed for the replacement of various operational support vehicles: <ul style="list-style-type: none"> <li>• One Aerial Ladder Platform which was delivered during July; and</li> <li>• One Water Tower, which was scheduled for delivery during the financial year.</li> </ul>

	<ul style="list-style-type: none"> <li>• Various support vehicles which were reviewed prior to replacement. As the lead times on these were relatively short we anticipated utilising this budget in year.</li> </ul>
Operational Equipment/Future Firefighting	<p>This budget allowed for the initial purchase of technical rescue jackets, following the regional procurement exercise, which were delivered at the end of May and now in service.</p> <p>£40k related to the purchase of fist microphones, which included noise cancelling facilities and hence enabled clearer voice transmission, thus aiding fire ground communications.</p> <p>The balance of £50k was to meet costs associated with on-going research projects relating to new equipment, and we anticipated utilising this in the current year.</p>
Building Modifications	<p>Completion of the new joint Fire &amp; Ambulance facility at Lancaster was completed in October. Contract variations of £41k had been agreed in respect of time delays due to the discharge of planning conditions, and upgrading the appliance bay doors, however there were a further £40k variations still being discussed with the contractors.</p> <p>In terms of the redevelopment of Preston Fire Station, the budget allowed for £0.1m of fees which might be incurred before the end of March.</p> <p>The final element of this capital budget related to the balance of the Training Centre redevelopment works, largely relating to the replacement welfare/ICT porta-cabin which would be progressed before the end of the financial year.</p>
IT systems	<p>Given the delay on the ESMCP project, the replacement station end project had also been delayed. However we could not delay this indefinitely and had therefore commenced work to replace the station end in the current financial year, whilst ensuring that any solution would be compatible with the eventual ESMCP solution.</p> <p>The budget also allowed for the replacement of the Service's wide area network (WAN) providing an enhanced network and improving speed of use across the Service, and having agreed a contract for this we anticipated this being completed in the current financial year.</p>

Expenditure to date had been funded from the on-going revenue contributions, with the majority of the year end forecast also being met by this, supported by capital reserves.

#### Delivery against savings targets

The current position on savings targets identified during the budget setting process

was reported. It was anticipated that we would meet our efficiency target for the financial year.

RESOLVED: - That the Committee noted and endorsed the financial position and approved the amendment to the 2018/19 capital budget.

## 15/18 TREASURY MANAGEMENT - MID YEAR REPORT 2018/19

The report set out the Authority's borrowing and lending activities during 2018/19, which were in line with decisions taken in accordance with the Treasury Management Strategy and were based on anticipated spending and interest rates prevailing at the time.

In accordance with the updated CIPFA Treasury Management Code of Practice and to strengthen Members' oversight of the Authority's treasury management activities, the Resources Committee received regular updates on treasury management issues including a mid-year report and a final outturn report. Reports on treasury activity were discussed on a quarterly basis with Lancashire County Council Treasury Management Team and the Authority's Director of Corporate Services and the content of these reports was used as a basis for this report to the Committee.

### Economic Overview

During the period, economic growth had continued to be positive, albeit at historically low levels and unemployment was low with the Bank of England projecting that it would fall a little further. At the same time inflation had remained above the Bank of England's 2% target rate. In August the Consumer Price Inflation (CPI) index rose to 2.7%. As a consequence of these economic factors, in August the Bank of England's Monetary Policy Committee (MPC) voted unanimously to increase Bank Rate by 0.25% from 0.5% to 0.75%.

Internationally, the US economy had continued to grow and at their meeting in September the central bank increased interest rates for the third time in 2018. In Europe the level of growth had moderated after a period of strong growth.

There was still a lot of uncertainty over the economy much of it arising from political factors. Domestically, the progress and unknown impact of the UK's withdrawal from the European Union continued to dampen investment. On the world economy the period had seen an increase in the potential for a trade war between the USA and China.

### Outlook for Interest Rates

The Bank of England had raised expectations of gradual increases in interest rates and the increase in August was part of this. It was expected that this trend would continue. This was reflected in the County Council's Treasury advisers Arlingclose forecast for interest rates. Their central forecast saw a further 0.25% increase in March and September 2019 which would take the bank rate to 1.25%. They anticipated the rate would then stay constant up to September 2021 which was the end of the forecast period. However, with the current economic data and the risks in the economy they considered there were also downside risks to the forecast. Key rates were forecast for the period Q4 2018 – Q4 2021 as now considered by

Members.

#### Treasury Management position and Policy

The underlying need to borrow for capital purposes was measured by the Capital Financing Requirement (CFR), while usable reserves and working capital were the underlying resources available for investment. The treasury management activity was influenced both by the position at the beginning of the year and the plans in year. The position at the start of the financial year was summarised as detailed below:

	Balance 31.3.18
	£m
Capital Finance Requirement	14.518
Less other debt liabilities	-14.231
Borrowing Requirement	287
External borrowing	2.000
Reserves	35,232
Working capital	-2.577
Available for investment	32.655
Investments	33.555

The table showed that the level of loans was above the CFR at 31.3.18. This was the result of the Authority adopting a policy of setting aside additional Minimum Revenue Provision (MRP) in order to generate the cash to repay loans either on maturity or as an early repayment.

It was not anticipated that the new capital expenditure would be funded from borrowing in the year while it was anticipated that there might be some reduction in the level of reserves held.

#### Borrowing

There had been no new borrowing undertaken in the first six months of the financial year. This was consistent with the position that the current borrowing was above the CFR and there were no plans that required the need to borrow.

All the Fire Authority's existing borrowing was from the Public Works Loan Board. The long term debt outstanding at the beginning of the year was £2m which had remained unchanged up to 30<sup>th</sup> September. The report detailed the maturity profile of the Authority's borrowings along with an interest rate paid. Consideration was given to the early repayment of the loans; however these would be subject to an early repayment (premium) charge. The Authority did repay debt in 2017/18 but at the time it was considered that the premium on these loans was such that it was not financially beneficial to repay the loans. This was still considered to be the case with the estimated premium charge to repay the 3 loans being £0.855m.

#### Investments

Both the CIPFA Code and the MHCLG Guidance required the Authority to invest its



funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money was to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving low investment returns and having the value of reserves eroded by inflation.

The Authority principally invested in a call account provided by Lancashire County Council which paid the base rate. Each working day the balance on the Authority's Current Account was invested in this to ensure that the interest received on surplus balances was maximised. During the period any new investments were placed with the County Council via this arrangement. At 30th September there was a balance of £37.970m with the average balance invested in LCC for the period was £32.202m.

In addition the Authority still had a long term investment that had been placed with UK local authority as outlined below.

Start Date	End Date	Principal	Rate	Annual Interest	Interest 2018/19
30/6/14	28/6/19	£5,000,000	2.4%	£120,000	£120,000

Therefore the total investment held at 30 September was £42.970m.

The overall rate of interest earned during this period was 0.84% which compared favourably with the benchmark 7 day index which averaged 0.56% over the same period. In order to increase the rate earned on current balances, the Authority would need to place fixed investments for a longer period of time. Members considered a forecast cash flow for the year which showed that further sums could be placed on fixed term investments. However, to obtain a better interest rate return than the call account would involve fixing investment for at least 3 months. The possibility for longer term investments was kept under constant review and suitable opportunities would be taken. Therefore, to increase yield while maintaining security the following fixed rate deals with other local authorities had been arranged:

Start Date	End Date	Principal	rate	Annual interest	Interest 18/19
18/10/18	19/10/20	£5,000,000	1.15%	£57,500	£25,993
19/11/18	18/11/19	£5,000,000	1.00%	£50,000	£18,356
19/12/18	19/06/19	£5,000,000	0.92%	£46,000	£12,981

All investments were made in accordance with the current Treasury Management Strategy and the CIPFA treasury management code of practice.

#### Prudential Indicators

In order to control and monitor the Authority's treasury management functions a number of prudential indicators were determined against which performance may be measured. At its meeting on 19 February 2018 the Authority approved the indicators for 2018/19 which were detailed in the report alongside the current actual.

#### Regulatory Updates

CIPFA had introduced updated versions of the Prudential and Treasury

Management Codes. In addition the MHCLG had re-written its Investment Guidance, in which the definition of investments was further broadened to also include all such assets held partially for financial return. This would cover loans to employees. It was noted that the Authority would need to produce a Capital Strategy and an Investment Strategy.

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

## 16/18 SERVICE TRAINING CENTRE CAPITAL INVESTMENT

The Director of Corporate Services presented the report which set out capital works required at Service Training Centre (STC) in order to address some of the concerns about the current facilities.

It recommended investment in:-

- A refurbishment of the Fire House;
- An extension to the existing Fleet Workshop to provide a number of enhanced facilities;
- A refurbishment of Astley House to provide improved Incident Command Training facilities;
- An enhanced conferencing facilities and disabled access at Lancaster House, subject to agreement on the long term future of this facility.

Members considered the current facilities in terms of the dedicated buildings on site and the practical training facilities. It was noted that given a lack of historical investment, a number of the facilities either had or were reaching the end of their economic life and either needed replacing or refurbishing.

The investment required was broken down into the 4 distinct areas of i) Fire House; ii) Fleet Garage Extension; iii) Astley House Refurbishment; and iv) Lancaster House.

It was noted that no allowance had been made for the potential relocation of Service Headquarters (SHQ) to the site. This project had been previously approved in 2012/13 at a capital cost of £10m; however; this was put on hold in 2013 and remained so, pending the outcome of discussions with the Police about shared estates strategy. It was noted that even if the relocation of SHQ project was live it would have minimal impact on these proposals as the only facilities' included in these proposals which also featured in the SHQ project were the relocation of the Incident Command Training facility and the development of conferencing facilities replacing those in Lancaster House. It was also noted that the type of buildings referred to in the options presented would not be suitable for a SHQ or main training facility, as they were a simpler more cost effective portal construction, similar to the existing Fleet garage facility. Furthermore in the five years that had elapsed the cost of relocating SHQ would have changed significantly due to inflationary impacts and changing requirements.

### i) Fire House

The Fire House had been in situ for almost 30 years. The Condition Survey of the

Fire House undertaken in November 2017, confirmed the following “The Fire House was constructed in the 1980’s and has been well used, with only minimum maintenance undertaken and this was reflected in its overall condition.”

Overall it was in good condition with some repairs being necessary to prevent further deterioration. The repairs if undertaken in the next 12 months would prevent further deterioration of the structure and the building should, if correctly maintained remain in good condition without requiring major expenditure on the fabric for a further 20 years.

The Building Services systems were in a much poorer condition and were well beyond their replacement cycle. Failure to replace these, whilst not affecting the fabric of the building would hinder and slow a safe evacuation of the building in an emergency, therefore replacement of safety critical systems such as the lighting system was recommended. Given the conditions found in a fire house, it was expected that the average life expectancy of the building services systems would be 10 years, rather than the 20 years of a typical office or fire station premises.

As part of any refurbishment additional works could be undertaken. This would provide more versatility in terms of the range of scenarios on offer in this facility. During the review of National Operational Guidance it had been identified that currently LFRS had a very limited provision for basement firefighting training. Therefore the proposal replaced 2 of the existing raking ladders with staircases, providing a better range of options for typical firefighting scenarios. It would also provide an option for a realistic basement scenario, albeit the entry would be from the roof terrace area on the second floor.

It was not possible to amend the design of the building to provide an effective High Rise Training facility hence, provision of that training facility would need to be sourced elsewhere.

The estimated capital cost of the proposed refurbishment was £350k, and the works were currently planned for April-June next year. The cost of this work could be met from the capital budget identified for 2019/20, as set out in the draft capital programme presented last year.

In response to a concern raised by County Councillor Beavers that detailed cost information should be presented to the Committee to make the decision on whether to refurbish or rebuild, the Director of Corporate Services confirmed that an independent consultant had provided the cost estimate. It was noted that if the Fire House was to be demolished and rebuilt alternative training facilities would be required and the timescale would be more than the 3 month’s identified for the redevelopment.

In response to Member concerns about the payment of contract variation costs the Director of Corporate Services advised that there would inevitably be some instances of variation to allow for the unknown; it was possible to pass risk to the contractor as part of the tender process, but that came at a premium and may not be used and therefore would not be value for money.

In response to Member concerns, the Director of Corporate Services confirmed that the procurement process would be followed, including seeking Member Tender Panel approval to award the contract and monitoring of the contract would be included in the High Value Procurement Projects reported to each Resources Committee.

#### ii) Fleet Garage Extension

This project initially started as an extension to provide an enhanced workshop facility for the Fleet and Engineering Services maintenance team who had relocated to STC to work alongside BA recovery colleagues and provide a more integrated service, thus delivering staffing efficiencies.

Changes to BA training/servicing, including the need to separate out dirty and clean areas and therefore avoid cross contamination, and the need to expand the size of the servicing area to accommodate increased work as maintenance was no longer carried out on station, had led to an increased scope.

Further scoping works were undertaken to identify any other requirements that STC had for this type of building, an element of which was considering how the requirement was currently met and what the long-term viability of existing facilities was. This led to a proposal to include the provision of a number of additional facilities within the new build:-

- Provision of suitable accommodation for trainers, which was currently provided in Midgeley House, including enhancement of female facilities.
- Provision of suitable “dirty” welfare facilities/lockers for recruits/students, at the present time the only facilities were provided in Astley House and were not separated into clean and dirty facilities, and thereby didn’t lend themselves to the Service discharging its responsibilities under the Management of Health and Safety at Work Regulations.
- Provision of gym facilities, replacing those in Alf Ramsey House and enabling this building to be returned to its original use, as a storage facility.
- Provision of Driving School accommodation, replacing that included in Lancaster House which could be re-utilised as an enhanced ICT resilience facility as well as ICT training suite (no costings had been allowed for this pending a decision on what equipment was required).
- Provision of a Training Area, enabling amongst other things improved fitness testing and providing enhanced outdoor training facilities for inclement weather.
- Provision of a new secure vehicle compound, as the site was now more accessible as it was used by other parties.

The estimated capital cost of this work, including the demolition of the old Midgeley House building, was £3,900k. A summary of the benefits of these proposals was:

- Enhanced facilities for Fleet and Equipment Services;
- Breathing Apparatus Classrooms;
- Breathing Apparatus Cleaning (internal and External) and Storage area;
- Breathing Apparatus Cylinder Charging and Storage Facilities;
- Enhanced Breathing Apparatus decontamination facilities;

- Additional Space for Breathing Apparatus Recovery;
- P.P.E. Storage and Management Facilities;
- Enhanced EDI facilities;
- Additional dedicated Student Locker Rooms, Changing Area and Shower Facilities;
- Trainer and Trainer Support Locker Room, Changing Area and Shower Facilities;
- Trainer Office and ICT Facilities;
- Dedicated Gym Facility;
- Covered External Area for Physical Fitness Testing;
- Teaching and Office Facilities for Driving School;
- Relocation of the Fire Brigades Union Office;
- Relocation of the existing ICT Suite from Astley House.

### iii) Astley House Refurbishment

The move of BA training from Astley House to the Fleet Garage extension provided an opportunity to re-utilise the top floor (the bottom floor would remain as it was at present providing welfare/locker facilities for clean training that took place). In order to maximise this opportunity it was proposed to redesign the top floor to incorporate an upgraded Incident Command facility, thus enabling the Minerva building to be demolished. This work was included in the original SHQ proposals, hence should this option be pursued the original SHQ relocation would need to be amended (however it was noted that this accounted for less than 5% of the original plan and therefore would have fairly limited impact on costings.)

The estimated capital cost of this work, including the demolition of the old Minerva building, was £350k.

### Combined Business Case Fleet Garage Extension and Astley House Refurbishment

A business case in respect of this combined change had been produced which looked at 4 options:-

- Option 1: Do Minimum using existing buildings only;
- Option 2: Do Minimum using existing buildings and extending them as required;
- Option 3: Structural refurbishment and extension to provide all requirements and a full twenty five year life expectancy;
- Option 4: New Build and limited refurbishment of existing (the option outlined above).

A summary comparison was considered by Members:-

<b>Option</b>	<b>Total Built Floor Area</b>	<b>Capital Cost</b>	<b>Annual Life Cycle Cost</b>	<b>Twenty Five Year Whole Life Cost</b>
Option 1: Existing Buildings only	1244sm	£1,023,990	£80,975	£3,048,365
Option 2: Do Minimum	2677sm	£4,140,127	£128,396	£7,350,027

Option 3: Full Refurbishment	2756sm	£5,201,340	£84,073	£7,303,165
Option 4: New Build	2575sm	£4,256,830	£69,706	£5,999,480

Whilst Option 4 had the least built area, it did have the second highest capital cost requirement, but this was offset by the lowest life cycle cost of the options, combining to create the lowest whole life cost of the 3 site development options (Options 2, 3 and 4).

Option 1 clearly identified that there was a considerable cost requirement to simply retain the existing buildings on the site as a number of them were reaching the end of their useful lives and required considerable expenditure. Expenditure of this magnitude on portable buildings beyond the end of their design life was ill advised and would have no effect on their asset value, which would continue to decline.

When viewed against this consideration, Option 4, represented an additional capital cost of £3.2m (over and above the base option), which would provide:

- a reduction in revenue costs of £11k per annum (£282k over 25 years);
- a net increase of 1,331 square metres of floor space;
- an increase in the asset value of the property;
- address the business need for a compliant building;
- provide modern fit for purpose office and training environments;
- relocate the Incident Command Suite and Command Team to Astley House providing a more suitable facility.

iv) Lancaster House

It was noted that 2 options were considered in respect of the proposals to relocate SHQ to this site:-

- Construction of a new facility replacing that at SHQ, but maintaining Lancaster House in its current format;
- Demolishing Lancaster House and constructing one new combined facility.

At the time of the proposal Members agreed the second option, in order to provide a new combined facility. This new building would include conferencing facilities, and hence would make the following proposal redundant. However should Lancaster House remain in its current guise in the long term then some improvements were required.

In 2011 some refurbishment work was undertaken to improve facilities and extend its usable life, pending any decision on the potential relocation of SHQ. At that time the old gymnasium was converted to a large open space which had been used as a conferencing facility, but was clearly far from ideal. Further to this the toilet facilities for this were extremely poor, with no disabled facility. Nor was there any facility to allow disabled access to the first floor of Lancaster House, and hence this did not comply with the “access for all” agenda. (It did not currently contravene legislation, but it would do if LFRS had a disabled employee or visitor who tried to access the

space).

To address these issues and enhance the environment with suitable facilities for a modern conference venue two options have been reviewed:-

- Option A - Create a “fit for purpose” modern, flexible conference space with associated upgraded toilet facilities including the provision of a disabled toilet. This would ensure that the ground floor and conference facility complied with current legislation, which they currently did not. The conference facility would be capable of division to create two medium sized meeting rooms or one large room for pass out parades and authority meetings. Costs were estimated at £320k;
- Option B - As above but with the addition of creating disabled access to the first floor. Costs were estimated at £360k. It was noted that this option would not fully comply with disabled access requirements as there would still be no disabled access to the office accommodation on the mezzanine level.

Until such time as a decision on the long-term future of Lancaster House was reached it was not proposed to pursue this option further. However should Lancaster House be retained in its current usage, option B was the preferred option, i.e. providing enhanced conferencing facilities and some disabled access to classrooms.

Members discussed and agreed that Lancaster House should not be considered for rebuild or refurbishment until a decision was made about the potential relocation of Service Headquarters. The Chairman, CC De Molfetta asked Officers to review options around the potential to relocate Service Headquarters to a future meeting.

#### Summary

Approval of this work would future proof the site and address some of the under-investment, although it was recognised that changing training requirements may impact on this.

With the exception of Lancaster House works none of this would be impacted by the potential relocation of SHQ, nor would it impact on the likely site for any relocation. It was also noted that the potential relocation of Police Civil Disorder training would also not impact on this works.

#### Timing

If supported this work would need to be considered alongside the other capital programme items to agree a draft timetable for construction/refurbishment. However in terms of current thinking the fire House was scheduled for refurbishment in April-July 2019, and this timing was currently reflected in next year’s training plan. The new Fleet Garage extension could commence in 2019/20, although it was likely to span 2019/20 and 2020/21. Changes to Astley House would be scheduled after this work had been completed (late 2020/21). Conferencing facilities at STC were dependent on other decisions, hence a realistic timeframe appeared to be late 2020/21, but we would not comply with disability requirements until such time as works were undertaken.

#### Financial Implications

The capital budget approved last year included the:

Fleet Workshop Extension (18/19)	£2,400k
Fire House Refurbishment (19/20)	£750k
Minerva Replacement (19/20)	£1,250k
Lancaster House Refurbishment (19/20)	£500k
	<b>£4,900k</b>

Based on the above options estimated costs were:

Fire House Refurbishment	£350k
Fleet Workshop Extension	£3,900k
Astley House Refurbishment	£350k
Lancaster House Refurbishment	£360k
Total	<b>£4,960k</b>

It was noted that estimated costs were broadly in line with budget, but would be subject to change dependent upon inflationary pressures and any future revision to plans.

RESOLVED: - That the Committee:

- Approved the refurbishment of the Fire House at an estimated cost of £350k;
- Approved the extension of Fleet Garage at an estimated cost of £3,900k;
- Approved the refurbishment of Astley House at an estimated cost of £350k;
- Noted the potential cost of £360k associated with refurbishing the conference facilities at Lancaster House, and determined that Lancaster House should not be considered for rebuild or refurbishment until a decision was made about the potential relocation of Service Headquarters.

#### 17/18 DATE AND TIME OF NEXT MEETING

The next meeting of the Committee would be held on Wednesday, 27 March 2019 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for 29 May 2019 and 25 September 2019 and agreed for 27 November 2019.

#### 18/18 URGENT BUSINESS - LANCASHIRE BUSINESS RATES PILOT POOL: MOU

The Director of Corporate Services had circulated this item before the meeting. The Authority had previously agreed to be part of the Lancashire Business Rates Pilot Pool, and on that basis a joint bid had been submitted the Ministry of Housing Communities and Local Government.

To support the application to be a Pilot Pool, the Ministry had asked for all parties to sign a Memorandum of Understanding (MOU) based on the principles of the application already submitted. A draft MOU was considered by Members. This



needed signing by the relevant Section 151 Officers and submitting to the Ministry by 30 November 2018.

RESOLVED: - That the Committee approve the signing of the Memorandum of Understanding by the Treasurer.

19/18 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.

20/18 IDRP STAGE 2 - DCP PENSIONABILITY

(Paragraphs 1, 3 and 4)

Further to discussion at the previous Resources Committee meeting the Director of People and Development updated Members on the position regarding the Internal Dispute Resolution Process.

RESOLVED: - That the Committee endorsed the recommendation as set out in the report.

21/18 HIGH VALUE PROCUREMENT PROJECTS

(Paragraph 3)

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

RESOLVED: That the Committee noted the report.

M NOLAN  
Clerk to CFA

LFRS HQ  
Fulwood

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## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on 17 December 2018

## **HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE & RESCUE SERVICES - INSPECTION OF LANCASHIRE FIRE AND RESCUE SERVICE**

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

### **Executive Summary**

In 2017 Her Majesty's Inspectorate of Constabulary (HMIC) remit for inspecting all Police Forces in England was extended by the Home Secretary to also include independently inspecting all 45 Fire and Rescue Services in England. They would become Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) and the 45 English Fire Services would all be inspected over a two year period.

The inspection programme is designed to promote improvement, identify all aspects of the excellent work undertaken by fire and rescue services and helps to demonstrate to the public what level of 'value for money' service their Fire and Rescue Service is delivering.

The inspection is focused primarily on three core areas; efficiency, effectiveness and people. Each area will be graded as Outstanding, Good, Requires Improvement or Inadequate.

Lancashire Fire and Rescue Service (LFRS) were allocated in the first tranche of 15 Fire and Rescue Services to be inspected and were consequently inspected week commencing 9<sup>th</sup> - 13<sup>th</sup> July 2018.

The HMICFRS reports for LFRS and all services inspected within tranche one will be published on the 14<sup>th</sup> December 2018. An overview presentation from DCFO Johnston will be provided to Members at the meeting.

### **Decision Required**

The Combined Fire Authority (CFA) is asked to note and endorse the report.

### **Background**

During spring 2018, three Fire and Rescue Services were chosen by the HMICFRS as Pilot Fire Services to help shape the new Fire Service inspection programme (West Yorkshire, Suffolk and Staffordshire Fire and Rescue Service).

The lead HMICFRS Inspector for the Northern Region is Her Majesty's Inspector, Matt Parr who has vast experience in inspecting Police Forces and the Royal Navy. The HMICFRS Service Liaison Lead (SLL) appointed to lead the inspection team in Lancashire is David Dryburgh, an experienced Fire Officer from North Yorkshire Fire and Rescue Service. His inspection team was made up of between ten and twelve inspectors who had a range of skills and expertise from across the Fire, Police and Civil Service sector.

The inspection programme spans approximately a two year period and is phased into three tranches. Each tranche of inspections contains 15 Fire and Rescue Services. Lancashire Fire and Rescue Service were placed in the first tranche and were consequently inspected in July 2018.

In order for the HMICFRS to fully understand LFRS, our planning strategy and our journey to get here, the inspection consisted of a number pre-inspection visit's by our SLL. He visited a number of stations and key strategic meetings to help gain an insight and understanding into our planning, performance and delivery of our Integrated Risk Management Plan (IRMP).

We were also required to undertake a self-assessment and provide a number of data set returns based on questions around efficiency, effectiveness and people. The pre-inspection work was designed to identify key lines of enquiry that the HMICFRS would investigate further during our inspection week.

The Executive Board led by our Chief Fire Officer and accompanied by the CFA Chair were required to present a strategic briefing to HMI Matt Parr and his Inspection team two weeks prior to the inspection week to outline our strategic vision and future planning. This provided the HMICFRS with an opportunity to question Senior Management on our self-assessment submission and identify further key lines of enquiry to be investigated during our inspection week.

The first tranche of inspections have now been completed and the Fire and Rescue Services involved have received their initial preliminary reports. We have reviewed our report for accuracy and any observations identified have been fed back to the HMICFRS inspection team. The final reports are due to be published publicly on the 14<sup>th</sup> of December 2018 and can then be found from this date on the HMICFRS website:

<https://www.justiceinspectors.gov.uk/hmicfrs/fire-and-rescue-services/lancashire/>

DCFO Johnston will provide an overview presentation to CFA members at the 17<sup>th</sup> December 2018 meeting.

The second tranche of inspections commenced during November 2018, continuing into early New Year, where they will then be moderated and their results published prior to tranche three inspections commencing in the spring of 2019.

Lancashire Fire and Rescue Service has a built a professional relationship with our SLL throughout the inspection process and we are continuing to engage with him on a regular basis post-inspection, to help maintain that relationship and support ongoing service improvements.

An internal and external communications strategy to support the release of the report in December is being designed and this will continue to help embed the HMICFRS inspection programme into business as usual working for Lancashire Fire and Rescue Service and further enhance our strong community engagement.

## **Business Risk**

The outcomes of the HMICFRS report and future reports could potentially have a positive or negative impact on a Fire and Rescue Services reputation based upon the findings.

Any Fire and Rescue Services that performs poorly during their HMICFRS inspections could face further inspections.

## **Sustainability or Environmental Impact**

None.

## **Equality and Diversity Implications**

The employment/ organisational make-up of staff from underrepresented group's forms part of the HMICFRS report. The Services recruitment and selection processes and how it aims to ensure its workforce is representative of its communities has been analysed and HMICFRS findings will be reported.

## **HR Implications**

None.

## **Financial Implications**

Outcomes of HMICFRS inspections could potentially mean Fire and Rescue Services need to adapt or undertake new workstreams to react to any areas of improvement identified during their inspections. This potentially, could require Fire and Rescue Service to assess its financial planning strategy and the allocation of departmental budgets to meet this requirement.

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

### **List of Background Papers**

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

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## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on 17 December 2018

### **ANNUAL STATEMENT OF ASSURANCE 2017-18**

Contact for further information: Chris Kenny – Chief Fire Officer

Telephone: 01772 866800

#### **Executive Summary**

The Fire & Rescue National Framework for England (2018) sets out the Government's high level expectations, priorities and objectives for Fire and Rescue Authorities (FRA's) in England. Included within the framework is the requirement that all FRA's must provide assurance on financial, governance and operational matters.

The attached Annual Statement of Assurance aims to provide the required accountability and transparency to our communities and the Government that Lancashire Fire and Rescue Service (LFRS) continues to deliver efficient, effective, value for money services.

This statement sits alongside our IRMP, Statement of Accounts, the Annual Governance Statement, the Annual Service Plan and Annual Progress Report. It details what measures are in place to assure that the Combined Fire Authority's performance is efficient, economic and effective and provides further evidence that LFRS continues to deliver under the expectations detailed within both the National Framework and our own Integrated Risk Management Plan

#### **Recommendation**

The Authority is asked to approve the Annual Statement of Assurance 2017-18 as presented and approve the signing of this by the Chairman of the Authority and the Chief Fire Officer.

#### **Information**

The attached Annual Statement of Assurance 2017-18 provides assurance in three core areas:-

- Financial Assurance;
- Assurance on Governance;
- Operational Assurance.

The statement sets out how we demonstrate assurance in these areas, culminating in the following declaration: -

*"The Chairman of Lancashire Combined Fire Authority and Chief Fire Officer of Lancashire Fire and Rescue Service are satisfied that the Authority's financial, governance and operational assurance arrangements are adequate and operating*

*effectively and meet the requirements detailed within the Fire and Rescue National Framework."*

**Business Risk**

The requirement to produce this report is a legacy of the DCLG and it may transpire in time that the Home Office will utilise the HMICFRS to provide this assurance.

**Environmental Impact**

None arising from this report.

**Equality and Diversity Implications**

None arising from this report.

**HR Implications**

None arising from this report.

**Financial Implications**

None arising from this report.

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

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





Annual Statement of Assurance 2017-18

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## **1. Introduction**

The Fire and Rescue National Framework for England (2018) provides overall strategic direction to English Fire and Rescue Authorities (FRA). It sets out the Government's priorities and objectives and places a requirement on all FRA's to provide assurance to their communities and to Government on financial, governance and operational matters.

This Statement of Assurance aims to provide the necessary accountability and transparency to the people of Lancashire and evidence that their Fire and Rescue Service continues to deliver under the expectations detailed within both the National Framework and our own Integrated Risk Management Plan (IRMP).

This statement sits alongside our IRMP, Statement of Accounts, the Annual Governance Statement and recently re-designed Annual Service Plan and Annual Service Report. It details what measures are in place to assure that the Combined Fire Authority's performance is efficient, economic and effective.

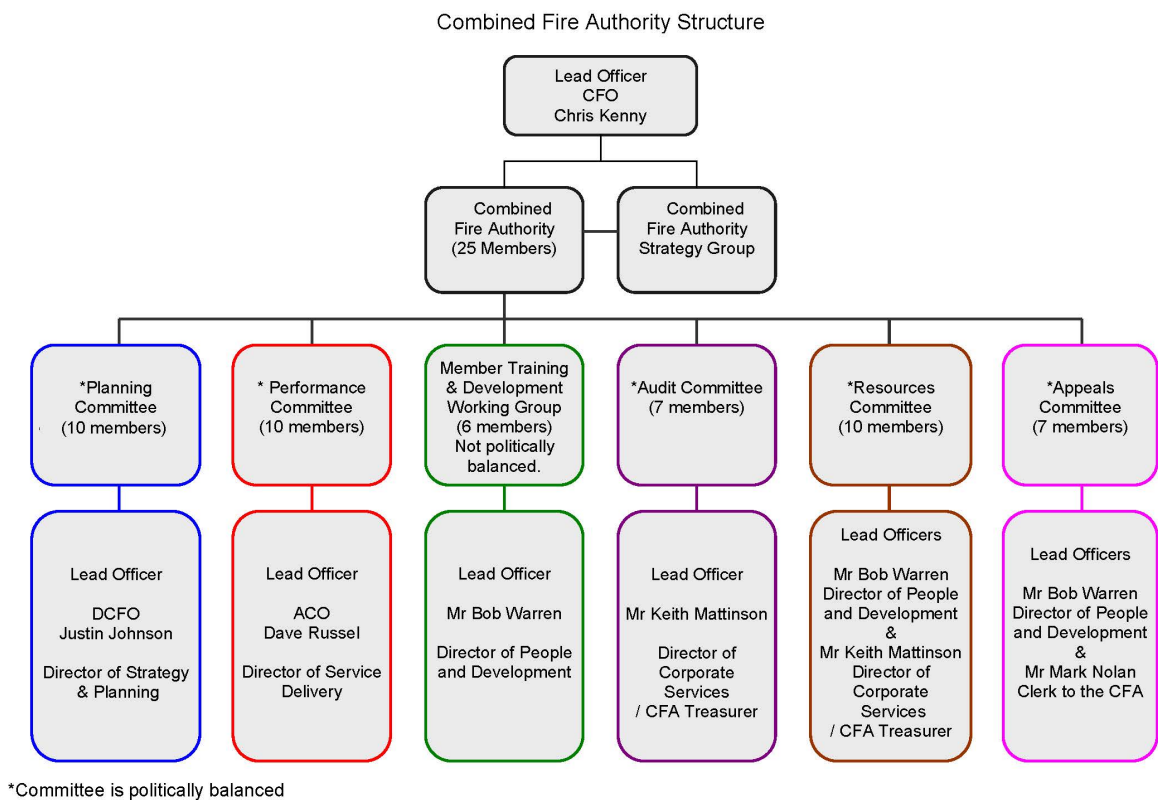
### ***Lancashire Combined Fire Authority***

Lancashire Combined Fire Authority (CFA) is made up of 25 elected councillors drawn from Lancashire County Council (19) and the unitary authorities of Blackburn-with-Darwen (3) and Blackpool (3). The CFA is responsible under the Fire & Rescue Services Act 2004 for providing a Fire and Rescue Service in Lancashire. This involves the provision, training and equipping our staff to undertake firefighting operations, fire safety work, rescue of persons from road traffic collisions and preparing for our response to other emergency situations. The CFA is the body legally responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 and is a designated Category 1 responder under the Civil Contingencies Act 2004.

The CFA ensures that the work of the Fire and Rescue Service is efficient, effective and provides best value. To achieve this, they operate under a framework of five full meetings each year (Figure 1), which are supplemented by a number of smaller committees focusing upon Planning, Performance, Resources, Audit and Appeals.

Further information on the afore-mentioned committees is accessible via our website at <https://cfa.lancsfirerescue.org.uk/>

**Figure 1 - Combined Fire Authority structure**



## ***The County of Lancashire***

Lancashire comprises 14 districts, 12 which are within the Lancashire County Council area (Burnley, Chorley, Fylde, Hyndburn, Lancaster, Pendle, Wyre, Ribble Valley, Rossendale, South Ribble, West Lancashire and Preston) and 2 unitary authorities of Blackpool and Blackburn-with-Darwen. The area is home to a resident population of circa 1.46 million people (Census 2011) and is one of the most populated and urbanised shire counties within Great Britain, with a legacy of historical, industrial heritage.

Lancashire covers just over 3,000 square kilometres including 123 kilometres of coastline stretching from Morecambe Bay in the north of the county, down to the sands of West

Lancashire in the south. The County has an extensive motorway network, port facilities, nuclear installations and airports and is home to a diverse demographic, with almost 20% of our population being over retirement age and 10% representing Black and Minority Ethnic (BME) communities.

The County is bordered by Cumbria to the north and North Yorkshire, West Yorkshire, Greater Manchester and Merseyside moving from east to south. The major conurbations are Lancaster, Preston, Burnley, Blackburn, Accrington, Chorley and the seasonal town of Blackpool which receives around 16 million visitors per year.

### ***Lancashire Fire and Rescue Service (LFRS)***

LFRS is the service provider on behalf of the CFA. We currently operate from 39 locations (with 58 front-line fire engines and a fleet of specialist vehicles), a specialist Urban Search and Rescue unit, Service Headquarters in Fulwood and our Service Training Centre in Euxton, Chorley. LFRS staff deliver an extensive range of prevention, protection and emergency response services throughout Lancashire.

To deliver these services, we employ circa 1000 operational staff in a wide variety of roles using a variety of shift systems; Whole-time, Retained, Day Crewed, Day Crewing Plus and Day Duty (Figure 2).

Our Mobilising and Control Centre moved to North West Fire Control (NWFC), Warrington in 2014. We work collaboratively with Cumbria, Greater Manchester and Cheshire Fire and Rescue Services.



Figure 2 - Service Delivery Areas and Fire Station locations

## 2. Financial Assurance

All local authority accounts are required to adopt ‘proper accounting practice’ based on either statutory requirements or the code of practice on local authority accounting. These specify the principles and practices of accounting required to prepare a Statement of Accounts that ‘present a true and fair view’.

The Treasurer to the CFA provides publically available annual accounts which are approved by the Resources Committee.

An independent audit of the accounts is undertaken by an external auditing body, Grant Thornton. The external auditor undertakes a review of the accounts and forms an overall

opinion which is published in September of each year. The audit for 2017/18 was conducted in accordance with the Local Audit and Accountability Act 2014 and provided the following –

- An unqualified opinion on the accounts which gives a true and fair view of the Authority's financial position as at 31 March 2018 and its income and expenditure for the year.
- An unqualified conclusion in respect of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources.

A copy of the Statement of Accounts 2017/18 can be found [here](#).

A copy of Robin J Baker's audit report on behalf of Grant Thornton's can be found [here](#).

### **3. Assurance on Governance**

The Accounts and Audit Regulations 2015 require the CFA to publish an Annual Governance Statement along with the Authority's financial statements, following a review of the effectiveness of the internal controls in place. It sets out the key elements of the Authority's governance framework, how these have been evaluated, the outcome of the assessment of effectiveness and any areas for improvement.

The Audit Committee has approved and adopted an updated 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 defines corporate governance as the way an authority ensures that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

Included within the Code are the following core principles:-

1. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law;
2. Ensuring openness and comprehensive stakeholder engagement;
3. Defining outcomes in terms of sustainable economic, social, and environmental benefits;
4. Determining the interventions necessary to optimise the achievement of the intended outcomes;
5. Developing the entity's capacity, including the capability of its leadership and the individuals within it;
6. Managing risks and performance through robust internal control and strong public

financial management;

7. Implementing good practices in transparency, reporting, and audit to deliver effective accountability.

The code also sets out the principles which support each of these core elements, as well as how the Authority will address each of these.

The Authority has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The 2017/18 review was supported and informed by the work of both internal audit, which is undertaken by Lancashire County Council, and external audit, which is undertaken by Grant Thornton. This self-assessment formed the basis of the Authority's [Annual Governance Statement for 2017/18](#), which concluded that Lancashire Combined Fire Authority and Lancashire Fire and Rescue Service has in place a satisfactory system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk, and that no significant governance issues were identified.

## **4. Operational Assurance**

The National Framework outlines the requirement placed upon FRA's to provide assurance on operational matters which are determined locally by them in partnership with their local communities; citizens, businesses and others.

FRA's function within a clearly defined statutory and policy framework of which the key legislative documents defining these responsibilities are:

- Fire and Rescue Services Act 2004
- Civil Contingencies Act 2004
- Regulatory Reform (Fire Safety) Order 2005
- Fire and Rescue Services (Emergencies) (England) Order 2007
- Localism Act 2011
- Fire and Rescue National Framework for England.

This section aims to provide assurance that our service is delivered in line with our statutory responsibilities and with due regard to the expectations set out in our IRMP including cross-border, multi-authority and national incident arrangements.



## ***Integrated Risk Management Plan (IRMP)***

Our Integrated Risk Management Plan (IRMP) is a public facing document covering the period 2017-22. This plan is in place to provide the opportunity for LFRS to demonstrate how, we as an organisation, identify and assess all foreseeable fire and rescue related risks and challenges that could affect our communities over the 5 year period and how we plan to mitigate such risks or reduce their potential impact.

Key to the successful identification and management of risk is our ability to maintain a clear and current understanding of the present and future threats to Lancashire's communities. Risk in Lancashire remains dynamic, constantly changing and differs between districts, which requires varying preventative activities. As a result, no single activity to reduce risk is adequate in all circumstances and a mix of prevention, protection and response activities delivered by a range of organisations is needed to reduce the likelihood of the risk event occurring or to lessen its consequences. This depth of understanding underpins everything we do, driving our governance and planning arrangements; our findings are published within the [Strategic Assessment of Risk](#).

### ***Planning & Performance***

To meet the requirements of the IRMP the Service reviews its priorities and targets annually, this supports continual improvement and provides the opportunity to ensure that we undertake activities dependent on the requirements of our environment. Our Corporate planning process has been developed to provide a rigorous yet flexible process that allows the Service to assess and respond to opportunities and threats as and when they emerge. Whilst the IRMP is in place to set out the strategic direction of the Service in the medium term, the Service also has in place a forward-looking [Annual Service Plan](#) which clearly sets out what we will deliver over the coming 12 months, this is complimented by the [Annual Service Report](#) which reflects our achievement against those objectives at the year end.

In addition to this on a quarterly basis, we produce a performance management report known as '[Measuring Progress](#)'. The content of this report is considered at Senior Management Team meetings and by the Performance Committee of the CFA.

### ***Consultation***

External and internal consultation is an essential part of the development of the IRMP and subsequent reviews, and as such we have a clearly defined [Consultation Strategy](#). We use a variety of methods for engaging with community members and for every consultation exercise completed, a summary report is provided to the relevant committee of the CFA. This process ensures that potential stakeholders are consulted, involved and informed of the

proposals to ensure that their input is considered within the final plans.

### Community Risk Management

Our approach to integrated risk management is supported by the use of modelling. The Office of National Statistics categorises every part of the UK into a small neighbourhood called a Lower Layer Super Output Area (SOA). There are 941 SOA's in Lancashire, each containing around 1500 people. We use information about where fires have taken place in the past and combine this with various social deprivation data to give each area a risk grade.

The information is then used to identify geographic areas at higher risk where a combination of Prevention, Protection and Response activities can have the greatest impact.

This is utilised alongside the provision of a tailored Home Fire Safety Check service (HFSC) which is geared towards occupant risk and importantly, to those in greatest need and at greatest risk of fire.

We update the risk model on a regular basis and use the outcomes to direct and reprioritise our activities. Risk reduction progress over the last 11 years is depicted in the table below.

	VERY HIGH	HIGH	MEDIUM	LOW	OVERALL SCORE
	SOA Count	SOA Count	SOA Count	SOA Count	Risk Score Change
2008	87	124	301	428	39022
2009	70	119	299	452	37202
2010	60	118	310	452	36532
2011	60	114	303	463	36238
2012	53	100	313	474	35558
2013	40	93	301	507	34228
2014	32	95	306	508	33648
2015	41	86	281	533	33268
2016	32	76	314	519	32990
2017	25	74	321	521	32398
2018	22	74	321	524	32114
<b>OVERALL CHANGE</b>	<b>-75%</b> ↓	<b>-40%</b> ↓	<b>7%</b> ↑	<b>22%</b> ↑	<b>-18%</b> ↓
	OVERALL REDUCTION IN VERY HIGH RISK SOAs	OVERALL REDUCTION IN HIGH RISK SOAs	OVERALL INCREASE IN MEDIUM RISK SOAs	OVERALL INCREASE IN LOW RISK SOAs	OVERALL REDUCTION IN RISK SCORE

Figure 3 - Changes in Fire Risk 2008-2018

## ***Prevention, Protection and Response***

Over the course of our previous IRMP (2013-17) our Prevention and Protection activities and services were reviewed to ensure that we continue to deliver services in line with our changing environment. Prevention activities are now focussed around four 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 further complement this we have changed our working practices to transform our Home Fire Safety Check Service to a Safe & Well Service. Delivery methods for this Service have been improved to provide a more targeted risk based approach for home visits. The service now includes brief intervention and advice to reduce risk, falls risk assessments, alcohol and mental health advice and access to other services. This provides the gateway for further collaboration with colleagues in health and social care with a joint aim to improve the health and quality of life for those most at risk in our communities.

Protection services have been transformed to help the businesses of Lancashire in being more compliant with fire safety regulations, by providing information and access to a great range of services through a business support function. We have continued to develop and establish Primary Authority schemes with an aim to develop effective partnerships with businesses, in order to provide reliable and consistent regulatory advice in relation to fire safety.

Furthermore in July last year, following the Authority's Planning Committee approval, the Service went out to consultation on proposals detailed within an Emergency Cover Review. This review is undertaken periodically and involves a detailed study of activity levels which informs our risk based approach to provide the most appropriate and effective emergency response provision to the communities of Lancashire.

Assuring ourselves that on our Fire Stations, we are training effectively, preparing for response by gathering risk information, broadening our understanding of risk, so that our prevention and protection activities are as focused and effective as they can be is nothing new to LFRS. However, there was evidence to support the need to review how we currently provide assurance and therefore continue to improve.

The service Operational Assurance Team (OAT) are working to assure that key priorities such as improving the service we deliver to our communities and supporting firefighter and public safety are consistent across the county. The approach to how the work is carried out is very

much about being supportive to staff, sharing good practices, developing better ways of doing things and therefore contributing to improving service delivery as a whole.

### ***Mutual Aid Agreements***

The National Framework states that Fire and Rescue Authorities must make provision to respond to incidents such as fires, road traffic collisions and other emergencies within their area and in other areas in line with mutual aid agreements. LFRS maintain mutual agreements for reinforcements with our five bordering Fire and Rescue Authorities - Cumbria, Greater Manchester, Merseyside, North Yorkshire and West Yorkshire. These agreements are periodically reviewed to maintain currency and provide optimal response arrangements.

### ***National Resilience***

For the purposes of this document, National Resilience (NR) is defined as the capacity and capability of Fire and Rescue Authorities to work together and with other Category 1 and 2 responders to deliver a sustained, effective response to major incidents, emergencies and disruptive challenges, such as (but not limited to) those identified in the National Risk Register of Civil Emergencies. It refers to risks that need to be planned for on a strategic, national basis because their impacts and consequences would be of such scale and / or complexity that local resources would be insufficient, even when taking into account mutual aid arrangements.

LFRS is a signatory to the National Mutual Aid protocol and has deployed assets to major incidents outside the region. The costs of such mobilisations are borne by the FRA within whose area the incident occurs and are therefore re-claimed by LFRS.

We remain subject to the National Resilience audit processes which test the various aspects of our NR capabilities. National Resilience has transferred from The Home Office to Merseyside Fire & Rescue Service as the Primary Authority.

### ***Business Continuity***

Business Continuity Management (BCM) is an integral part of our corporate risk management process. In relation to BCM processes and procedures, all FRA's have to satisfy the requirements of both the Civil Contingencies Act 2004 and Fire & Rescue Services Act 2004.

We are required to 'write and maintain plans for the purpose of ensuring, so far as reasonably practicable, that if an emergency occurs the Authority is able to continue its functions'. This includes periods of industrial action.

In order to ensure that Lancashire Fire and Rescue Service comply with both pieces of legislation, our plans have been developed in line with national best practice. Our Business Continuity Plan (BCP) provides a framework for the activation, allocation and deployment of

Lancashire Fire and Rescue Service's resources for any event or occurrence which impacts on the normal day-to-day functions of the Service. The plan applies to the provision of all critical activities, including support functions.

Our business continuity policy provides a framework through which:

- Critical processes are identified
- Assessments of both internal and external risks which may impact on business continuity are made;
- Strategic and Tactical Plans have been produced to ensure an acceptable level of service can be maintained following disruption;
- Procedures are developed to invoke the BCP;
- Arrangements are made to test the BCP;
- All key personnel are trained to understand their role within the plan;
- Responsibilities are clearly identified and assigned.

In 2016 a full review of our Business Continuity arrangements was completed to ensure that plans continue to follow the Business Continuity Institute of national best practice. Each year testing is undertaken to ensure our plans are fit for purpose, with the last formal exercise taking place in December 2017. This exercise involved an influenza pandemic extended over a number of weeks and involving up to 50% of the workforce, learning points identified are being to be progressed by a Service action plan. Although not a formal test, the protracted Winter Hill incident demonstrated the Service's ability to deal with a Major Incident, whilst at the same time responding to other emergencies in a timely manner and continuing with business as usual, as much as reasonably practicable.

### ***Safety, Health & Environment***

The Combined Fire Authority meets regularly to consider local and national Safety, Health and Environment issues and to provide strategic political leadership to the Service. The Authority has overall responsibility for the effective governance of Safety, Health and Environment, including agreeing the Safety, Health and Environment Policy and ensuring adequate resources are available to manage performance effectively. Overall responsibility for management is delegated to the Chief Fire Officer.

Our Health and Safety Management System (HSMS) is based on the model Plan, Do, Check, Act laid down in the Health and Safety Executive publication HS(G)65 – Successful Health and Safety Management and written and implemented to the standard for Health and Safety Management Systems, OHSAS 18001:2007. The Environmental Management System (EMS)

is written and implemented to the International Standard ISO 14001:2015. Certification for both standards has been in place since 2011/12 with re-certification taking place every 3 years followed by annual surveillance audits. The last successful audit took place in 2018, where accreditation was extended.

As part of the audit process, the auditors visit a range of stations and departments and examine the 'Full provision of fire, rescue and supporting services across Lancashire' delivered by the Combined Fire Authority from a health and safety and environmental perspective.

Each year a performance review of Safety, Health and Environment is carried out and reported to the Combined Fire Authority in the [Safety, Health and Annual Review report](#). Part of business-as-usual is the review of all policies, procedures, instructions and guidance to ensure that we continue to meet our legal obligations in respect of safety, health and environment and we validate this by a system of peer review and internal audits.

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

### ***Training and Development***

Lancashire Fire and Rescue Service Training and Operational Review policy is designed to provide training and development to personnel to enable the organisation to fulfil its vision of 'Making Lancashire Safer'. Training is based on the needs of the organisation with a strong focus on ensuring that personnel are safe and competent in the delivery of the prevention, protection and response services we provide.

The training programme takes into account learning identified through our own operational review processes as well as from reports describing learning from events of national significance. The training department supports continual learning and organisational development through a wide range of programmes tailored to role and responsibility, as well as managing the selection processes which identify managers for advancement. Ongoing development and maintenance of competence is a key focus and this is facilitated through a robust maintenance of skills programme linked to an e-learning system which is continually updated.

Trainers are selected and developed across an extremely diverse variety of specialisms ranging from the intricacies of boat handling and rope rescue through to the complexities of mounting a successful fire safety prosecution. Where necessary, support is commissioned from specialist providers.

## 5. Assurance Declaration

The Chairman of Lancashire Combined Fire Authority and Chief Fire Officer of Lancashire Fire and Rescue Service are satisfied that the Authority's financial, governance and operational assurance arrangements are adequate and operating effectively and meet the requirements detailed within the Fire and Rescue National Framework.

Chris Kenny - Chief Fire Officer .....

Frank De Molfetta – CFA Chairman .....

Date: .....

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## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on Monday, 17 December 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 December 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 December 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:

#### **Older People – County Councillor Mark Perks**

The Age Safe Group have a planning meeting scheduled in January to confirm the activities for 2019 and are currently helping to develop the Winter Safety Campaign which will run from January to March 2019 with the focus on fuel poverty and reaching out to LFRS for advice and help. The Dementia Task Group have continued to provide joint partnership Dementia Friends Sessions with Lancashire Police and are currently considering venues for the next event. Councillor Mark Perks continues to support the activities of the Group.

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

The Service celebrated Diwali, the Hindu festival of lights, with a dress the desk competition, which raised awareness and understanding about the festival.

As part of our fundraising work for George House Trust, the Trust ran a HIV awareness Training Session, the purpose of which was to provide some basic knowledge around HIV and its effects on staff.

Dyslexia Awareness week was 1-7 October 2018 and this was an opportunity to launch our new policy and the opportunities to support staff.

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

County Councillor Tony Martin supported the launch of Trauma Risk Management (TRiM) which was introduced into the service in May this year. The TRiM Practitioners are trained volunteers who have pledged to support peers by providing person-centered structured support in a safe environment where staff can feel comfortable discussing the impact a traumatic incident is having on their mental/physical health. TRiM Practitioners are not counsellors or therapists, but understand confidentiality and are able to listen to what staff have to say and they offer practical advice and assistance and signpost staff to services which can support them.

The next steps are to fully embed TRiM support across the service and to enhance the wider Peer Supporter roles to support staff who are finding it difficult and not coping as well as they usually do.

## **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.

## **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 Monday 17<sup>th</sup> December 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> September 2018 to 30<sup>th</sup> November 2018.

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

#### **Recommendation**

The Authority is asked to note and endorse the report.

### **FIRE SAFETY CONVICTIONS**

#### Current prosecutions

The owner of a takeaway premises in Lancaster has pleaded guilty to 8 offences of the Fire Safety Order 2005 including the serious offence of failing to comply with a prohibition notice. Sentencing will be at Preston Crown Court on the 19/12/2018.

The owner of a hotel / multi occupied dwelling in Preston has pleaded not guilty to 11 offences of the Fire Safety Order 2005. The pre-trial preparation hearing is at Preston Crown Court on the 07/12/2018.

The owner of a hotel in Burnley will be served a summons to attend Magistrates Court in relation to 10 offences of the Fire Safety Order 2005 on the week commencing the 03/12/2018.

There are a number of prosecution case files being prepared currently:

- A takeaway in Lancaster
- A multi occupied dwelling in Lancaster
- 2 x hotels in Blackpool

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

#### **Risk Based Inspection programme**

On-going

## **Business Support Website**

On-going

## **Business Safety**

On-going

## **Primary Authority Scheme (PAS)**

Lancashire hosted a national PAS Seminar on 20<sup>th</sup> November 2018 with an audience of 80 people from Fire Services, Primary Authority partners, Risk Assessors, UCLan Students and Building Control Officers, which has had very positive feedback. LFRS now has 11 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 and St Catherine's Hospice.

Inclusion Housing is now in the process for consideration for partnership with LFRS.

## **ARSON RISK REDUCTION**

### Arson convictions

#### **R v Paul Hedley Water St, Lancaster**

This incident involved a first floor flat in a block of 6 flats. A fire had been set in the lounge of the flat and allowed to develop. Hedley then knocked on adjacent flat door and informed them he had set fire to his flat then proceeded back inside. The neighbour called the Police to inform them of what they had been told. The Police in turn called the fire service. Upon arrival police were already in attendance and evacuating the neighbouring flats. Crews found a well-developed fire in the lounge.

Hedley was conveyed to hospital for treatment for smoke inhalation, and then later arrested. A thorough fire investigation took place with a stage 1 fire investigation and lengthy impact statement describing the danger to neighbours due to them sharing a single external means of escape, 3 of the flats occupants having to pass the affected flat.

Hedley pleaded guilty at Court and was sentenced to 24 months in prison – suspended for 24 months. He was ordered to attend a drug and alcohol rehabilitation programme in addition to £100.00 victim costs.

#### **R v Jennifer Grant Tarnsyke Rd, Lancaster**

This incident involved Grant setting fire to a bag full of her partners clothes and placing the burning items on the communal means of escape to the block of flats

where she resided. Upon arrival of the crew's means of escape was severely smoke logged from the 2<sup>nd</sup> floor upwards, severely compromising the means of escape for the flat occupants above the fire.

Grant admitted starting the fire to the attending Officer In Charge. A fire investigation was still carried out and submitted to the police as it is not unheard of for a suspect to change their plea once they have been provided with a solicitor. However, in this case Grant pleaded guilty again under police caution and was charged with arson. Grant again pleaded guilty at court and was sentenced to 52 days imprisonment.

**R v Christopher Delooze**  
**Stratford Rd, Chorley**

This incident involved the ground floor flat of an HMO. Delooze had set fire to a waste bin and contents within his flat. Upon arrival of the fire service, the crews had to force entry to the flat and lead Delooze to safety. There was moderate smoke damage to the flat. Delooze was checked over by paramedics before being arrested on scene by the police.

Delooze was charged and remanded in custody. At Magistrates court he pleaded guilty to arson reckless as to whether life endangered and was sentenced to 12 weeks imprisonment.

**R v John Marland**  
**HMP Lancaster Farms, Lancaster**

This incident is worthy of special note due to the fact it is highly unusual for a prisoner serving a current sentence to be charged and committed to Court for trial for starting a fire within a prison unless it is a major incident. This is not just a Lancashire problem, but a National problem.

Throughout Lancashire's Prisons we have had a huge problem with fires within cells causing frustrations for both the FRS and the prison service. Quite often, the inmates will start a fire within their cells with a view of getting moved wings due to range of issues such as bullying, drug debts, gang rivalry etc. Quite often they are protest fires as they want moving prisons nearer to their home towns so as to receive more regular visits from family and friends.

More often than not, the greatest punishment they receive is the removal of some privileges – TV, radio etc and they will get moved to another wing as the cell can't be used until all the damage has been repaired. Ultimately this means because they know there is very little punishment they continue to use this Modus Operandi as a way of sorting their personal issues.

Due to the huge financial costs for putting an inmate through the criminal justice system the Crown Prosecution Service deems it as not in the public interest when the inmate is already in prison. This of course has seen a steady rise in prisons pan service as there is no deterrent to put them off. The benchmark the CPS set for considering taking a case to trial is that the damage has to be above £5,000.00 or that other persons' lives were put in danger.

After many years of trying to persuade the CPS to take a case to court to set a precedence and create a deterrent and send a clear message out to all prisons, that these fires will not be tolerated and they will in fact receive extra tariffs above their existing sentences.

In this case, Marland had set fire to an under counter cupboard which contained his personal belongings causing severe fire heat and smoke damage to his cell. The fire was initially dealt with by prison service staff utilising their "cell - water mist induction system" this is a procedure where they can fight a fire from outside of a cell via an induction porthole in the door. Once the fire is suppressed they can then enter the cell wearing disposable smoke hoods and safely remove the inmate.

Upon arrival of the fire crews, they committed to breathing apparatus wearers and extinguished the fire fully. A fire investigation was carried out and it was found that Marland had created a flame and he then ignited some toilet paper and proceeded to ignite the cupboard and contents.

A fire investigation report was submitted as normal to the police. One of LFRS Incident Intelligence Officer got involved with the case and working with HMP staff put together a further report highlighting the costs to LFRS in terms of Appliance, Supervisory Officers, Admin time costs etc. The impact and risks to the community of having 4 fire appliances deployed to known fires in commercial buildings thus reducing fire cover in the City and increasing attendance times for any further incidents occurring at the same time. To follow this up, the IIO arranged meetings with the police and CPS and convinced them to take the case to court.

Marland pleaded innocent throughout the process up until his plea and case management hearing where he finally pleaded guilty due to the weight of evidence against him.

Marland was later sentenced to a further 31 months imprisonment. Incidentally, he had been due to be released from prison for his index offence the same month as he appeared in court for this fire.

Since this conviction, fires at HMP Lancaster Farms have reduced dramatically as have incidents at other prisons across Lancashire. Work is ongoing across the service with other prisons and Police depts, to encourage any further cases being progressed to court.

NOTE: Due to the quality of the fire investigation reports and supporting documents LFRS staff are providing the Police and CPS, we are finding more often than not, that defendants are being advised by their solicitors to plead guilty early on in proceedings as they would be difficult to defend.

Even where defence have called upon expert witnesses to challenge our reports, they have stood scrutiny. This in turn has negated the need for our staff to present evidence in court under cross examination. This can be put down to investment of continual professional development of our operational managers in their fire investigation skills and our close partnership working with Lancashire Constabulary to whom we also deliver training in relation to fire investigation.



**Business Risk**

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

**Environmental Impact**

None

**Equality and Diversity Implications**

None

**HR Implications**

None

**Financial Implications**

None

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

**List of Background Papers**

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

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## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on Monday 17 December 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	September 2018 – November 2018	David Russel
Information received from area based staff	September 2018 – November 2018	David Russel
Reason for inclusion in Part II, if appropriate:		

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>BLACKBURN-WITH-DARWEN</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Bright Sparx</u></b>  The Brightsparx campaign fully commenced on Monday 24 September and concluded Tuesday 6 November 2018. Following an evaluation of the 2017 campaign, a decision was made to take the campaign down a different angle, focussing more on the consequences of using fireworks which included real life stories and how daily life, family life and communities are affected.</p> <p>Presentations were given at targeted high schools within the borough including: Pleckgate, BCHS, OLSJ, Taheedul Boys School, St Thomas's and Witton. We also visited the Police Cadets and asked them to support our message in their communities by delivering leaflets to their neighbours, Youth Zone, Asylum Seekers and Blackburn Rovers Community Football Groups. In total the presentation was seen by 4,000 pupils.</p> <p>Further activities were employed to spread the Bright Sparx messages, including mail drops to over 1,000 homes in the identified polygon areas, daily drives around the areas, pictures of any items which could be used to build fires were then emailed to the cleansing team at Blackburn with Darwen Council. All primary and secondary schools within Blackburn with Darwen received 'Advice for Communities Leaflet' which helped us reach another 3,000 households.</p> <p>All Mosques were invited to community meetings with Imam's and Local Councillors.</p>	

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

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

**Fire Cadets Presentation Dinner**

On Wednesday, 7 November South Shore Fire Cadets broke with tradition and held a “Presentation Dinner” as an alternative to the usual passing out parade for their cadets. The dinner was held at Level 6 Restaurant in Blackpool & the Fylde College and was attended by Mr Paul Maynard MP, the Mayor and Mayoress of Blackpool, Councillor and Mrs Jackson and ACFO David Russel, in addition to Lancashire Fire & Rescue Service staff - and of course the cadets themselves.

The evening was a celebration of the cadets’ achievements throughout the past year. Following the dinner, Paul Maynard MP wrote and circulated the following words in his constituency newsletter:

*“I attended a dinner at Level 6 at Blackpool & Fylde College for the local Fire Cadets – both the restaurant and the cadets are hidden gems in the wider community. Fire Cadets work towards the Duke of Edinburgh Awards Scheme as well as playing an invaluable role in the community in so many ways. They learn the qualities of discipline and commitment, and grow in confidence as young people. The fire service chiefs very much hope that the young people are the firefighters of tomorrow – and it was striking to note that girls outnumbered boys amongst the cadets!”*

**Remembrance Parade with Fire Cadets**

On Sunday, 11 November South Shore Fire Cadets attended a special centenary remembrance parade at Blackpool Cenotaph. The ceremony was extremely well attended despite the cold and the rain. Station Manager Colin Hickson, Community Fire Safety Advisor Sharon Aspden and Fire Cadet Watch Manager Leanne Brown laid a wreath on behalf of Lancashire Fire and Rescue Service. Following the close of the service our cadets joined the Police Cadets for a parade of the neighbouring streets.

**Self-Care Event**

On Tuesday, 13 November Blackpool Community Fire Safety Advisors attended “A Passport to Better Health”. This was a multiagency event aimed at supporting the self care within the community which was held in St. Johns Church Blackpool.

Partner agencies attending were Blackpool Coastal Housing, Sheltered Care, Care & Repair, The Diabetes Association, Groundworks, Blackpool Music Academy, Reflexologists, More Positive Together, the Salvation Army, British Red Cross and occupational therapists. We manned a promotional stall and engaged with members of the community and partner agencies alike. We were able to share valuable information on keeping “Safe & Well” on what became a busy and worthwhile afternoon.

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

**SUMMARY REPORT FOR:**

**BURNLEY**

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

**Re-Start A Heart**

Community Fire Safety staff again embarked on the annual campaign to work with young people to increase their awareness and build their confidence on how to intervene if a person was to suffer a cardiac arrest.

The `Restart a Heart` campaign is a designated yearly day of action with the aim to teach vital life-saving Cardio-Pulmonary Resuscitation (CPR) skills to as many people as possible. Events in Lancashire are facilitated and supported by St John's Ambulance and North West Ambulance Service (NWAS). This is the second year Lancashire Fire and Rescue Service staff have been invited to support and work alongside a member of the NWAS Volunteers at Unity College in Burnley.

A total of ten sessions were held over two days, which combined a mixture of PowerPoint presentations and practical demonstrations followed by hands-on opportunities for students to "have a go" themselves using resuscitation aid practice equipment.

A total of 255 Year 7 pupils were trained successfully in CPR. To complete the training sessions, staff then gave a final demonstration of how an Automated External Defibrillator (AED) gives a high energy electric shock to the heart through the chest wall to someone who is in cardiac arrest. This shock is called defibrillation, and it is an essential life-saving step in the chain of survival. There are many defibrillators available in public places such as train stations, shopping centres, airport and leisure centres. These defibrillators are often known as Public Access Defibrillators (PAD) as anyone can use them in an emergency.

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>CHORLEY</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Older Person's Day</u></b>  On Monday, 1 October the Community Fire Safety Team supported the Older Persons' Day in association with Age UK at Chorley Lifestyle Centre on Gillibrand Street.</p> <p>The team organised activities that were both fun and also raised fire safety awareness through a quiz based on home fire safety. They also played bingo, had a raffle and enjoyed tea and cakes with those that attended.</p> <p>The event was part of a week-long celebration and offered information to older people so that they are aware and know exactly what activities and services which are available to them in the area.</p> <p><b><u>Fire Safety Talk to Sheltered Accommodation</u></b>  The Community Safety Team delivered fire safety advice and offered the Home Fire Safety Check Service to residents of Harewood Sheltered Accommodation.</p> <p>The team gave information and utilised resources from the Lancashire Fire &amp; Rescue Service Cooking Campaign and followed the talk with Safe &amp; Well visits to the residents.</p>	



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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>FYLDE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Self-Care Week</u></b>  On Tuesday, 13 November Community Fire Safety Advisors attended an event for Self-Care Week which had been organised by Ash Tree House Surgery, Kirkham and was held at Kirkham Reformed Church.</p> <p>The event was attended by numerous agencies and offered Lancashire Fire and Rescue Service an opportunity to engage with local partners and members of the community to share valuable information on keeping safe and well.</p>	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>	
<b>Date:</b>	23 November 2018
<b>Time:</b>	12:39
<p>When crews arrived they were faced with a fire, which was the result of an explosion. They found a significant fire safety incident in a room that was approximately 20m x 10m.</p> <p>The fire was attended by four pumps and extinguished by two Firefighters wearing breathing apparatus and using hose reel and a fan.</p> <p>Three males were injured, two of which had been in the immediate vicinity of the explosion. One of the males sustained 10% burns and was later airlifted to hospital. The other male was given a precautionary check on site. One further male entered to fight the fire; he was subjected to minor burns and was treated on site by ambulance service personnel.</p>	

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>HYNDBURN</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Fuel Poverty &amp; Hyndburn Open Day</u></b>  Heat &amp; Eat Chill sessions which focused on how to stay warm in the home and cook a meal easily and cheaply have been held at Norfolk Grove and Maudy Relief Centre. These sessions enabled us to display fire safety literature and undertake presentations on fire safety in the home.</p> <p>Hyndburn Community Fire Station held its open day on Sunday, 27 October. The event was very well attended and operational staff, supported by the Community Fire Safety Team, were aided by volunteers, Police, Blood Donation and Red Cross to engage with the public.</p> <p>Activities included the hot oil unit and the Stinger appliance demonstrations plus the smoke tent experience, along with the usual bat a rat and hook a duck stalls. The atmosphere was fun and relaxed and this presented a good opportunity to engage with parents and promote home fire safety and generate referrals.</p>	

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

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

**Home Safety Week**

National Older Persons Day was Monday, 1 October and to celebrate this, afternoon tea and entertainment for around 50 local people was arranged at Lancaster Fire and Ambulance Station.

The aim of the event was to engage with people living with dementia and memory issues in isolation. This was achieved through the partner members of The Older People's Forum (OPF) who not only identified but supported people with assistance and transport to attend the event.

The event was funded by The OPF and was supported by all Partners of the OPF. This was an ideal opportunity for Community Fire Safety Advisors to launch The Winter Safety Campaign in particular promoting the Keep Safe and Warm Bags and Guardian Angels.

Afternoon tea was served by Carnforth Fire Cadets as part of their community engagement activity. During this the guests were entertained by Lancashire Memories who proved how wonderful the 'Power of Reminiscence' can be.

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

**Date:** 20 October 2018

**Time:** 15:09

Two fire appliances from Lancaster & Carnforth were mobilised to persons trapped in mud/quicksand at Crag Bank.

Upon arrival, the Officer in Charge was confronted with two persons stuck in mud - one child trapped by their arms and one woman sunk up to her waist. Conditions under foot were difficult to get near to the casualties due to the softness of the ground. Swift Water Rescue Team from Lancaster utilised inflatable walkways to get to the child first as he was in the most danger, and managed to free him from the mud and he was taken to safety. Crews then turned their attention to the female, using two inflatable walkways creating a working platform and were able to release her legs from the mud.

Coastguard and RNLI hovercraft were in attendance and were assisting Lancashire Fire and Rescue Service crews. A sand lance was used to liquefy the mud, and

after manipulation the trapped female was lifted clear, placed on a basket stretcher and taken to shore by the hovercraft. In total the rescues took 45 minutes from attendance to release.

Both casualties were given a precautionary check by paramedics as they were showing signs of hyperthermia and were transported to hospital. This incident was a multi-agency rescue involving Coast Guard, RNLI & NWAS due to the seriousness of the incident with tide times.

**Date:** 06 November 2018

**Time:** 23:32

Four fire appliances from Hornby, Lancaster, Bentham (North Yorkshire) and Kirby Lonsdale (Cumbria) were mobilised to a farm. Upon arrival the Officer in Charge was faced with a fully developed fire within a building containing straw and silage (grass fermented for feeding cattle).

The Officer in Charge of Hornby's appliance requested eight pumps for water, and instructed crews to create a fire break to contain the fire and prevent it spreading to a range of buildings containing livestock and fertilisers which also included a farmhouse.

Due to limiting water supplies, it became clear that water would have to be pumped from a considerable distance. The drone was used to good effect to gain a view of the incident and identify hotspots, and a decontamination area was established for crews working within the area.

The main road was required to be closed following liaison with both the Police and Lancashire Highways for an access route for the High Volume Pump to provide water to the incident ground.

A water relay was established from the River Greta to the incident using 70 lengths of hose a distance (1KM) in length.

The incident was closed with attendance of fire appliance from Lancashire, Cumbria, North Yorkshire having attended with varying appliances and equipment. A letter of thanks was received from the farmer expressing his gratitude for saving his buildings and his house.

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>PENDLE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Safe &amp; Well Visit (HFSC)</u></b></p> <p>Following routine attendance at a domestic property by Community Fire Safety staff, concern was raised by the practitioner regarding indicators of a possible carbon monoxide leak in Colne. This resulted in an effective response by engaging operational crews and partner agencies to confirm the safety of a gas appliance in the property and prevent illness or death caused by the silent killer carbon monoxide.</p> <p>The visit had been referred from Lancashire Wellbeing Service and had been processed and prioritised through the Lancashire Fire &amp; Rescue Service Contact Centre.</p> <p>On arrival at the property it was noticed that the walls and ceiling in the lounge appeared to be covered in black residue of an unknown cause. Concerns were heightened due to the occupant coughing repeatedly during conversations. Upon further inspection, the blackened marks were discovered in and around the boiler cupboard located in the kitchen. Community Fire Safety staff suspected carbon monoxide poisoning and requested an operational response to check for carbon monoxide gas.</p> <p>Following an operational response to the incident including a fire appliance and a Flexible Duty Officer, gas detection equipment was utilised to check for safe air quality in the property.</p> <p>Although no gas was detected at the time, as a precaution and to confirm wellbeing of the occupant, an urgent referral was made to ensure the boiler was checked by a competent person and the housing provider was made aware to support the occupier and make safe any defective appliances identified. Feedback from the specialist inspection revealed that the boiler had been defective and was condemned. Ultimately if left undetected this could have potentially resulted in loss of life.</p> <p><b><u>Aging Safely Initiative</u></b></p> <p>Aging safely is a campaign which is run annually on the run up to Christmas. This is where Lancashire Fire and Rescue Service historically attends an increased number of dwelling fires involving heating appliances and the NHS experiences a large and sudden increase in falls incidents and admissions. Included in this is winter-illness, social isolation and loneliness. A partnership approach such as this enables key agencies to work together to achieve joint objectives in making people safer from a number of risks and issues in the home.</p> <p>The day was hosted by a multi-agency collaboration and supported by Pennine Community Fire Safety and Nelson Fire Station Crew. The focus of the campaign</p>	

was how to stay safe and well during the run up to Christmas and the winter season. Advice was provided on how to safely use heating appliances to prevent fires, test smoke alarms and other safety information included in Safe & Well Visits were provided.

In addition to Lancashire Fire & Rescue Service, a multi-agency approach was delivered by engaging with representatives from other partner agencies including Age UK, Alzheimer's Society, Carers Link, Lancashire Wellbeing Service, Mosscafe St Vincent's Care and Repair, NHS Steady On Falls Team and Pendleside Hospice.

This also proved an ideal opportunity for all the agencies to network and interchange ideas and working practices week in and week out through out each year. The knowledge and information exchange will help to identify vulnerable people that we can target in a collaborative manner to improve the health, well-being and home safety.

64 people over the age of 60 interacted with the event and all were able to see the services which are available to them.

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

**Date:** 04 November 2018

**Time:** 21:53

Repeat calls were received by North West Fire Control to a persons reported car fire involving two cars on Heights Lane, Fence. Appliances were mobilised from Nelson and Burnley and arrived at the scene of the incident to find two vehicles well alight after being involved in a road traffic collision.

Bystanders were unable to confirm that all persons were accounted for and this was only confirmed after firefighting operations extinguished the fire allowing a search of both vehicles.

Subsequent investigation found that the occupants of one vehicle had absconded from the scene immediately after the road traffic collision, leaving the occupants of the other vehicle requiring hospital treatment for fractures. The fire appears to have been caused by a rupture to a fuel line as a consequence of the collision, allowing fuel to leak onto the hot engine and ignite.

A combined emergency services response with joint situational awareness brought the incident to a safe conclusion.

**Date:** 04 November 2018

**Time:** 14:06

An appliance from Nelson was mobilised to a domestic property following the activation of Lancashire Telecare monitored fire and carbon monoxide alarms. Upon arriving at the address, the crew discovered that the alarms had activated due to a

fire involving a microwave and its contents in an elderly person's home.

The fire was only smouldering and had not spread but the house had filled with smoke. The fire was extinguished and the house fully ventilated. Whilst the fire was not significant and damage was confined to the microwave and contents, the incident showed the value of monitored alarms in the homes of vulnerable people. The attending crew were subsequently complimented for the professionalism and compassion they demonstrated during the incident. This was done by the family of the occupier via the Service website.

A post-fire follow up hot strike and home fire safety checks for the resident and residents of adjoining properties was carried out.

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>PRESTON</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Student Fire Safety Week</u></b> Community Fire Safety Advisors and operational crews from Preston and Penwortham carried out kitchen talks to approximately 190 students at student accommodation in the city centre. This building was chosen due the number of automatic fire alarms the previous academic year, compared to those of other buildings.</p> <p>We will be meeting with the University to set up a training programme, which will enable selected students to do these talks for us, enabling the message to be delivered to a much wider audience next year.</p> <p><b><u>Bright Sparx</u></b> Community Fire Safety Advisors and Prince's Trust worked together for the two week period before and during bonfire night. Firework safety sessions were delivered to approximately 734 pupils and members of the public.</p> <p>Advisors also worked closely with Preston North End Football Club's Community Engagement Team, who delivered Bright Sparx sessions to a further 304 students in the Preston area.</p> <p>Community Fire Safety staff attended a local housing provider's "Green Day" events, which focussed on reducing a build-up of waste prior to the bonfire period. Over the two days, we removed 10 full skips of rubbish, 42 bags of litter, 8 flat-bed truck loads and four van loads of old furniture from the estates.</p> <p>Overall there was a 40% drop in antisocial behaviour fire activity in the targeted areas for 18/19 in comparison to 17/18.</p> <p><b><u>Older Persons Day</u></b> Community Fire Safety Advisors delivered fire safety talks to 55 residents at three sheltered housing schemes. One of these was a joint talk with Fire Safety as a result of an incident where residents hadn't followed the evacuation order.</p> <p>A fire safety talk was also given to the Preston Carer's Forum, where most members present requested a safe and well visit. This has also enabled us to make some new partnerships and referral pathways.</p> <p><b><u>General CFS Activity</u></b> Community Fire Safety Advisors have now given fire safety talks/training sessions to nine teams within the NHS, who deal with discharging patients or visiting them in the community. All of these can now refer in to us using a preferred partner code. There</p>	



are more talks booked, this will be ongoing to ensure we are visiting the most vulnerable in our community.

Meetings have been held with Preston North End's Community Team to discuss future partnership working. They are willing to deliver our safety messages to the local schools as part of their weekly lessons. In addition to fire safety, they could be around water safety, antisocial behaviour, road safety or anything we feel is appropriate locally.

Wasted Lives and fire safety presentations have been delivered to both Prince's Trust teams, this is something we will be ensuring is done for each future team.

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

**Date:** 11 November 2018

**Time:** 22:04

Fire crews from Preston and Fulwood attended a multi vehicle road traffic collision involving four vehicles which occurred on the northbound carriageway of the M6 between junctions 31 and 31a. Firefighters rescued someone trapped in one of the vehicles and the casualty was taken to hospital by ambulance. Crews were in attendance for two hours.

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>RIBBLE VALLEY</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Chimney Safety</u></b>	
Throughout October and November, prominent garage forecourts and solid fuel suppliers throughout the district displayed posters and leaflets which identified the hazards around storing fuel next to wood burners, and the consequences of not having chimneys swept.	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>	
<b>Date:</b>	08 November 2018
<b>Time:</b>	05:48
<p>Fire engines from Clitheroe, Padiham, Great Harwood and Hyndburn attended a commercial building fire on Waterloo Road, Clitheroe. The fire involved a single storey building 30m x 30m used for wood manufacturing. Fire crews used two breathing apparatus, one jet and ventilation to extinguish the fire. Fire crews were detained for several hours.</p> <p>An Incident Intelligence Officer was utilised to support the investigation into the cause of the fire and Fire Safety Enforcement staff were called upon to support the company to improve their Fire Risk Assessment and procedures, to reduce the likelihood of another fire occurring.</p> <p>The damage caused was severe by fire to approximately 8m x 5m of the workshop; moderate by heat to approximately 5% of the roof; moderate by smoke to 100% of the building; and light by firefighting water to one office.</p> <p>Plastic salvage sheets were used to cover up unaffected machinery to mitigate water damage to valuable equipment; the owners later expressed their gratitude for our efforts to limit the impact on the business and improve the prospect of them returning to full production as quickly as possible.</p>	

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

**SUMMARY REPORT FOR:**

**ROSSENDALE**

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

**Bright Sparx Bonfire Night Personal Safety**

Staff and 22 Year 7 pupils from a local Rossendale high school were given the opportunity to engage with staff at their local fire station. Three groups rotated between three workshops where Community Fire Safety, Station Manager and Operational Crews gave a background briefing and informal introductions as to “What We Do” within our roles. These workshops included: –

- Bright Sparx, Anti-social behaviour, related consequences, the age of criminal responsibility, plus how to deal with burns injuries.
- Road safety and car/casualty demonstration operational crews - this incorporated how a road traffic collision can impact on not just the casualty but the wider group of people (family/witnesses/emergency crews)
- Raised awareness of the impact of recent wildfires that significantly affected the Lancashire landscape both environmentally and economically and how Lancashire Fire & Rescue Service worked together with partner agencies to respond and recover. The wider impact on rural and urban areas, property, infrastructure and life risk was highlighted. The impact on urban areas with smoke plumes, displaced fire and rescue resources from urban to rural areas reducing available fire engines to respond to incidents whilst engaged on wildfires.

The presentation was completed with a tour of the operational equipment and uniform which is used by Firefighters to protect them during incidents drills and scenarios. The event was well received by staff and students on the day for showcasing such a diverse range of work which Lancashire Fire & Rescue do whilst more importantly delivering key safety messages to make students and staff more aware of fire and associated risks.

A Corporate video was played on a projector to the class of students where they could get an in-depth insight as to the roles and responsibilities of each department and how they closely work together to achieve positive outcomes. An overview of how the Pennine Cadets Unit is now delivering cadet training to 11 cadets within the district based at Bacup and how they will work towards achieving with a Skills For Justice recognised certificate and how rewarding the opportunity can be for a young person’s future. Instructions were then given on how to put forward expressions of interest for pupils interested in joining the Pennine Cadet Team.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)****Date:** 22 October 2018**Time:**

Crews from Rawtenstall and an appliance from Greater Manchester Fire & Rescue Service were mobilised to a domestic property fire. On arrival at this incident, crews were met with a fully developed fire in the ground floor front lounge, with the remainder of the property heavily smoke logged. The two occupants had evacuated from the property but stated that there were still two cats inside.

The fire was extinguished utilising four Firefighters wearing breathing apparatus and positive pressure ventilation. The occupier had gone to bed leaving the fire burning in the wood burning stove, ensuring that the front doors were closed and secure. Around five hours later they were woken by a clicking sound and on investigation discovered a fire in the front lounge to which the door had been closed. They immediately evacuated and called the fire service. On investigation, post-fire, it was discovered that the cause of fire was logs that had been stacked directly next to the log burner and had caught fire. These had then fallen onto the carpet and spread to a wooden table and the remainder of the room. Thick smoke had percolated throughout the property. The two cats were discovered upstairs under the bed in the front bedroom. Unfortunately, both had died from smoke inhalation, pet oxygen masks were used by crews but attempts to revive the cats were unsuccessful. The property had no smoke alarms fitted and fire safety advice was given with a follow up Home Fire Safety Check carried out. There was substantial fire and heat damage on the first floor and smoke damage throughout the property.

The adjoining property had smoke percolate through the chimney and dividing wall into their bathroom and first floor of the property. Bathroom tiles had been removed to check that floor joist had not been involved in fire and to check smoke travel from adjoining property. Fire safety advice given, smoke alarms already fitted. Damage moderate by smoke to bathroom, moderate by smoke to landing and stair well.

The fire, which was severe enough to totally destroy the living room, was dealt with rapidly by fire crews, it took a significant amount of time (approximately three hours) and good investigation by the crews to identify further existing hot-spots of fire behind the chimney breast stonework. Additional resources including an aerial appliance from Hyndburn were requested to assist in extinguishing fire spread in concealed voids.

**Date:** 25 September 2018**Time:**

Fire involved smoke from wood fired pizza oven which was in a ground floor takeaway, which affected first floor domestic properties above. The pizza oven had been left on to burn out when the proprietors had closed for the night (usual daily

routine). The flue from the oven breached the fire separation by running from the ground floor through the communal area on the first floor to the roof. As the flue had become detached at the junction with the oven hood, this had allowed smoke from the oven to pass freely into the first floor area, which operated a smoke detector. Occupiers on the first floor called the Fire Service. On arrival, there was only very light smoke on the first floor which vented itself shortly after arrival. Due to identified fire safety breaches and time of night, 'significant incident fire safety' was declared to ensure Incident Intelligence Officer and Fire Protection Officers' attendance. After consultation between occupiers, landlord and pizza proprietor and suitable fire detection measures put in place, the occupiers were allowed to stay overnight prior to re-visit by Fire Safety Enforcement and the Incident Intelligence Officer the following morning. No damage or casualties.

Although this wasn't a significant fire, attendance by fire crews identified a major risk to the occupiers of the flats above the take-away from both fire and carbon monoxide from the broken pizza oven flue running through the living accommodation, as well as other breaches of fire safety regulations. Early identification of this by the crews allowed preventative measures to be put in place for the occupiers to safely stay in the flats overnight and enforcement action to the takeaway proprietor, prior to a combined visit the next day by Fire Protection, Incident Intelligence Officer and local council housing staff to ensure that the property complied with all the relevant regulations.

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>SOUTH RIBBLE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Alive to Drive</u></b>            The 11<sup>th</sup> Annual Alive to Drive event was held on 1 &amp; 2 September at Tesco in Leyland. The event was a huge success with partner agencies coming together; Fire Service, Police and Ambulance service, Lancashire Partnerships for Road Safety and Highways Agency.</p> <p>Advice was given regarding remaining safe when driving and also given to cyclists, motorcyclists and pedestrians and how to be safe on the roads. It also gave those that attended an insight in the consequences of Drink driving, specifically the dangers associated with the ‘morning after’.</p> <p>The team displayed Dan Birch’s car as part of the Wasted Lives ‘Almost Home’ campaign and gave valuable safety advice to drivers specifically younger drivers.</p> <p><b><u>Bright Sparx</u></b>            In partnership with South Ribble Council and The Round Table the Annual Bright Sparx competition was held in the South Ribble area with local primary school pupils invited to be creative and design a poster warning of the dangerous of fireworks and how to stay safe.</p> <p>The competition was facilitated by the Community Safety Team and Operational Crew who received over 500 entries. Judging took place with the assistance of the Leyland Station Manager and representatives from the local Neighbourhood Policing team and the Council. The entrants were categorised into year groups with prizes given for the best in each category and an overall winner who also received a prize.</p> <p>The campaign highlights the dangers of fireworks and the consequences associated with them whilst engaging the young people into creative activities.</p> <p>A prize/certificate giving presentation will be held at Leyland Fire Station in the coming weeks to celebrate the young people’s success. The event will involve a short presentation with all winners receiving a certificate, a buffet and the young people and their families will be able to look around the Fire station and ask the Community Safety and Operational staff any questions.</p>	

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

SUMMARY REPORT FOR:	WEST LANCASHIRE
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Student Safe</u></b> The Southern Community Fire Safety Team working in conjunction with partner agencies supported the delivery of the annual Fresher's Week campaign at Edge Hill University.</p> <p>Each talk to first year students is conducted by the University's Campus Life Managers and covers such topics as safety when drinking, debt management and counselling services available. The Lancashire Fire &amp; Rescue Service video covers general fire safety, fire drills, tampering with detectors and extinguishers and what to do in the event of a fire.</p> <p>As part of the campaign, the different partners including West Lancashire Borough Council, the Police and Young Addaction, attended the annual Fresher's Faye event on the University Campus. In order to highlight the dangers of drink and drug driving, the Community Safety Advisors, took Dan Birch's car to emphasise what could happen if one of them was to drive after drinking. Dan was three times over the legal drink drive limit when he lost control and collided with a gate post near to his home in Coppull, Chorley in 2012.</p> <p>The team also facilitated a Fire Safety Information stall where students could receive information regarding fire safety and could ask the team questions if they were unsure of what to do in the event of a fire.</p> <p><b><u>GO4IT</u></b> Skelmersdale Fire Station held the annual GO4IT event on 3 &amp; 4 November which was attended by approximately 600 people. The event provided diversionary activities to the young people within the local community, thus deterring them from being associated with anti-social behaviour over the bonfire weekend and general criminality in the Skelmersdale area.</p> <p>The Community Safety Partnership funded the event and where supported by Wellbeing, Prevention and Early Help Service and the Evermoor Hub. An events company provided the activities including pulsar laser quest, bouncy castles, wipeout simulator and fun fair stalls. Free food was also provided to all that attended and was prepared and served by the Evermoor Hub.</p> <p>The Bright Sparx educational package was delivered within the high schools throughout Skelmersdale by the Community Fire Safety Team and Operational Crews. Each of the students received an input regarding the consequences associated with anti-social behaviour, deliberate fire setting and the misuse of fireworks.</p>	

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

REPORTING PERIOD: SEPTEMBER – NOVEMBER 2018

<b>SUMMARY REPORT FOR:</b>	<b>WYRE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<p><b><u>Bright Sparx – Fleetwood Firework Extravaganza</u></b></p> <p>Once again Fleetwood was treated to a fantastic firework extravaganza, the whole town was united in a great community spirit, resulting in an extremely enjoyable evening for all families and friends who attended. The event, again held at Marine Hall Gardens attracted an estimated crowd of 10,000 plus.</p> <p>This is a multi-agency event involving Fleetwood Rotary, Police, Regenda, Wyre Borough Council, and Fleetwood Town Council. In addition Preesall Fire Cadets teamed up with Lancashire Police Cadets, assisting the Stewards with marshalling.</p> <p>The public were entertained by the sounds of local bands, a vast array of food options and a grand finale of a professional firework display.</p> <p>The Chair of The Fireworks Committee commented ‘Another brilliant night for the town, not only a fantastic firework display but once again it has had significant impact on the problems normally associated with bonfire night’.</p> <p>Since the start of this event a reduction of firework/bonfire related incidents has been evident year upon year, and following the trend of the previous three years there were minimal reported incidents for the week prior to and bonfire night itself.</p> <p>Planning has already started for next year’s event, which will be celebrating its tenth anniversary.</p>	