

Public Document Pack

LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 16 December 2019 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 - 6)

5. MINUTES OF MEETING THURSDAY, 19 SEPTEMBER 2019 OF PERFORMANCE COMMITTEE (Pages 7 - 20)

6. MINUTES OF MEETING TUESDAY, 24 SEPTEMBER 2019 OF AUDIT COMMITTEE (Pages 21 - 24)

7. MINUTES OF MEETING WEDNESDAY, 25 SEPTEMBER 2019 OF RESOURCES COMMITTEE (Pages 25 - 38)

8. MINUTES OF MEETING MONDAY, 4 NOVEMBER 2019 OF STRATEGY GROUP (Pages 39 - 40)

9. MINUTES OF MEETING WEDNESDAY, 6 NOVEMBER 2019 OF MEMBER TRAINING & DEVELOPMENT WORKING GROUP (Pages 41 - 44)
10. MINUTES OF MEETING MONDAY, 25 NOVEMBER 2019 OF PLANNING COMMITTEE (Pages 45 - 52)
11. MINUTES OF MEETING WEDNESDAY, 27 NOVEMBER 2019 OF RESOURCES COMMITTEE (Pages 53 - 66)
12. MINUTES OF MEETING THURSDAY, 28 NOVEMBER 2019 OF PERFORMANCE COMMITTEE (Pages 67 - 84)
13. HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE & RESCUE SERVICES

Verbal report.

14. ANNUAL STATEMENT OF ASSURANCE (Pages 85 - 100)
15. MEMBER CHAMPION ACTIVITY REPORT (Pages 101 - 104)
16. FIRE PROTECTION REPORTS (Pages 105 - 110)
17. COMMUNITY FIRE SAFETY REPORTS (Pages 111 - 138)
18. MEMBER COMPLAINTS

Standing item.

19. DATE OF NEXT MEETING

The next meeting of the Authority will be held on Monday 24 February 2020 at 1000 hours at Washington Hall Training Centre, Euxton.

20. URGENT BUSINESS

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

21. EXCLUSION OF PRESS AND PUBLIC

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

Agenda Item 4

LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 16 September 2019 at 10.00 am in Washington Hall, Service Training Centre, Euxton

MINUTES

PRESENT:

F De Molfetta (Chairman)

Councillors

| | |
|--------------|------------------------------|
| L Beavers | H Khan |
| P Britcliffe | Z Khan |
| I Brown | T Martin |
| S Clarke | D O'Toole |
| J Eaton | E Oades |
| N Hennessy | M Parkinson OBE (Vice-Chair) |
| S Holgate | M Perks |
| D Howarth | J Shedwick |
| F Jackson | D Smith |
| A Kay | G Wilkins |

20/19 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Simon Blackburn, Mohammed Khan and Tony Williams and from County Councillor David Stansfield.

21/19 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

22/19 MINUTES OF PREVIOUS MEETING

The Clerk advised that the Resources Committee at its meeting in November 2018 approved the signing of a Memorandum of Understanding (MoU) for the Lancashire Business Rates Pool Pilot (resolution 18/18 refers). The MoU set out the Pool's approved governance arrangements which included (under section 2.4) that it's 'governing body' consist of the Leaders of the local authorities in the Pilot Pool and Chairman of the Lancashire Fire and Rescue Authority.

RESOLVED: - That the Chairman's membership of the Lancashire Business Rates Pilot Pool Governing Body be noted and the Minutes of the CFA held on 17 June 2019 be confirmed and signed by the Chairman.

23/19 MINUTES OF MEETING MONDAY, 17 JUNE 2019 OF STRATEGY GROUP

RESOLVED: - That the proceedings of the Strategy Group held on 17 June 2019 be

noted and endorsed.

24/19 MINUTES OF MEETING THURSDAY, 27 JUNE 2019 OF PERFORMANCE COMMITTEE

In response to County Councillor O'Toole's concern at the cancellation of North West Fire Control meetings the Chairman advised that a recent meeting had been postponed whilst financial information was received.

County Councillor Wilkins was pleased at the progress against savings programme which reported an underspend for the first quarter of the year of £400k.

RESOLVED: - That the proceedings of the Performance Committee held on 27 June 2019 be noted and endorsed.

25/19 MINUTES OF MEETING MONDAY, 15 JULY 2019 OF PLANNING COMMITTEE

RESOLVED: - That the proceedings of the Planning Committee held on 15 July 2019 be noted and endorsed.

26/19 MINUTES OF MEETING TUESDAY, 30 JULY 2019 OF AUDIT COMMITTEE

RESOLVED: - That the proceedings of the Audit Committee held on 30 July 2019 be noted and endorsed.

27/19 UPDATE ON SUCCESSION ARRANGEMENTS

The Director of People and Development advised that the recruitment process had begun for the Assistant Chief Fire Officer with interviews scheduled for 23 September 2019.

RESOLVED: - That the report be noted and endorsed.

28/19 ANNUAL SERVICE REPORT

The Annual Service Report continued to provide Lancashire Fire and Rescue Service (LFRS) with the platform to highlight the successful delivery of planned priority activities and projects as defined in the Annual Service Plan. In addition, the report highlighted the innovations shaped within the year in response to emergent partnership arrangements and also described the significant operational challenges which were resolved including the Winter Hill moorland fire. The Acting Assistant 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 Authority noted the publication of the Annual Service Report as approved by the Performance Committee at its June 2019 meeting.

29/19 CORPORATE SAFETY, HEALTH AND ENVIRONMENT POLICY

Under Section 2(3) of the Health and Safety at Work Act 1974, employers must prepare, and where necessary revise, a written statement of health and safety policy. The existing safety, health and environment policy document, which was last considered by the Authority in December 2017, had been recently reviewed, amended as required, and was now presented to Members for consideration.

As the health and safety and environment functions were managed in a similar way it was considered appropriate for the Authority to declare its intent for both health and safety and the environment in the same document.

RESOLVED: - That the Authority endorsed the revised Safety, Health and Environment Policy as now presented.

30/19 MEMBER CHAMPION ACTIVITY 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 agreed. The current Member Champions and their areas of responsibility were:

- Community Safety – County Councillor Mark Perks
- Equality, Diversity and Inclusion – Councillor Zamir Khan;
- Health and Wellbeing – County Councillor Hasina Khan;
- Road Safety – Councillor Fred Jackson.

Reports relating to the activity of the Member Champions were provided on a regular basis to the Authority. This report related to activity for the period up to 16 September 2019. During this period all had undertaken their respective role in accordance with the defined terms of reference.

County Councillor Perks presented his report. In addition, he advised that every Member had now been given safeguarding information. At a recent meeting safeguarding figures had been reported for the previous year of 108 adults and 32 children with 43 adults and 21 children the year before. He was pleased to report that the Service's SG1 form for referrals was now accepted by the 3 home authorities; for the first quarter there had been 41 adults and 13 children referred. It was noted that the North West Champions Forum which was being hosted by Lancashire Fire and Rescue Service would now be meeting in December.

Councillor Zamir Khan presented his report which informed on the number of areas of policy that were being developed in consultation which included HIV Policy, Transitioning at Work Policy and a review of the Bullying and Harassment Policy.

County Councillor Hasina Khan presented her report and in addition she advised that she had been invited to attend the Macmillan's Coffee Morning later in the month and would report back in due course.

County Councillor Wilkins commended the work of the Road Safety Champion particularly in relation to the focus on Biker Down (which supported the safety of cyclists). Councillor Jackson presented his report and advised he was pleased to support the fantastic work done by LFRS staff.

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

31/19 FIRE PROTECTION REPORTS

A report detailing prosecutions in respect of fire safety management failures and arson related incidents within the period 1 June 2019 to 1 August 2019 was provided. There was 1 successfully completed prosecution and 1 pending prosecution under the Regulatory Reform (Fire Safety) Order 2005.

Fire protection and business support information was provided and Members noted that there were 4 arson convictions during the period.

In response to a query from CC Wilkins, Acting Assistant Chief Fire Officer Norman confirmed that the Service investigated every fire and worked very closely with the constabulary to maintain robust incident intelligence. AACFO Norman also confirmed that the conviction rate was higher than any other fire and rescue service in the country, whilst accepting that these matters were usually led by Police Services. CC Shedwick commended the officers whose work led to the convictions detailed in the report which resulted in sentences totalling 24 years for four cases.

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

32/19 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 Crew Manager Lindsay Sielski on the Fire Service Search Dogs which had been provided at the beginning of the meeting.

Members noted the strong emphasis on community engagement throughout the report. Particular reference was made to the positive Open Day held at Service Training Centre that saw over 3,000 people attend a partnership event which had received excellent feedback from partners and the public who attended. In addition there were a number of occasions where water related rescues had been attended.

Members welcomed the education sessions delivered to Prince's Trust programmes and commended the teams for their achievements which were inspirational. In response to a query from CC Kay regarding whether the programme could be extended to children aged 15; the Deputy Chief Fire Officer advised that the fire cadet programme may be appropriate. He confirmed that there would be a presentation at a future Authority meeting on the Prince's Trust programme.

In response to a request from CC Clarke the Deputy Chief Fire Officer advised that where possible Members would be kept updated during incidents of operational interest.

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

33/19 MEMBER COMPLAINTS

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

RESOLVED: - That the current position be noted.

34/19 DATE OF NEXT MEETING

The next meeting of the Authority would be held on Monday 16 December 2019 at 10:00am at the Training Centre, Euxton.

35/19 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.

36/19 RE-APPOINTMENT OF CLERK TO THE AUTHORITY

(Paragraphs 1 and 2)

The Clerk to the Authority withdrew from the meeting for this item.

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 2020.

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

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LANCASHIRE COMBINED FIRE AUTHORITY

PERFORMANCE COMMITTEE

Thursday, 19 September 2019, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

L Beavers
S Clarke
F De Molfetta
N Hennessy
M Khan OBE (Vice-Chair, in the Chair)
Z Khan
D O'Toole
M Perks
D Smith
D Stansfield

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

Officers

D Russel, Deputy Chief Fire Officer (LFRS)
B Norman, Acting Assistant Chief Fire Officer (LFRS)
J Charters, Area Manager, Head of Service Delivery (LFRS)
S Morgan, Area Manager, Head of Service Delivery (LFRS)
E Sandiford, Head of Human Resources (LFRS)
D Brooks, Principal Member Services Officer (LFRS)

In attendance

K Wilkie, FBU

6/19 APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Britcliffe and the Chairman County Councillor Holgate. The Vice-Chairman therefore took the chair.

7/19 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

8/19 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on the 27 June 2019 be confirmed as a correct record and signed by the Chairman.

9/19 PERFORMANCE MANAGEMENT INFORMATION

The Head of Human Resources attended the meeting to present Members with an overview of the approach the Service took to managing absence which included current rates of absence and their causes together with the initiatives in place to support staff wellbeing.

In response to questions raised by County Councillor O'Toole, the Head of Human Resources confirmed that staff requiring advice and guidance on various matters could contact the Employee Assistance Scheme which was a 24 hour; 365 day telephone service that would signpost the individual as appropriate. If there was a complex mental health concern the individual would be put through to counselling services and a counsellor would arrange a one-to-one session. The Service also provided Trauma Risk Management (TRiM) for those who had potentially experienced a traumatic incident in the course of their duties. This was a one-to-one trauma risk assessment to support the individual to receive additional help and support.

In response to questions raised by CC Hennessy, the Head of Human Resources confirmed that for support staff and staff who worked day duty there was flexible working; the Day Crewing shift system had just moved to a flexible system; the Day Crewing Plus system was a flexible self-rostering system with the 2-2-4 system the most rigid however, consultation regarding this with staff and the Fire Brigade Union was planned. In addition, the Service had a policy where a request could be made to change existing working arrangements. The Head of Human Resources agreed to ask the Occupational Health Unit to undertake a risk assessment to determine whether to offer staff an inoculation against the flu virus ie: for those who carried out home fire safety checks with vulnerable people. This would then be reported back to a future meeting.

This was the 1st quarterly report for 2019/20 as detailed in the Risk Management Plan 2017-2022.

The Deputy Chief Fire Officer advised that the Measuring Progress report had been refreshed (as presented to Members at the last Strategy Group). He confirmed that the Key Performance Indicators (KPIs) had not changed but the information provided greater insight in relation to a number of KPIs ie: home fire safety checks and prevention work such as road safety. Page 22 of the agenda pack identified priorities and how the respective KPI fit within the overall performance framework. Where possible for each KPI an XmR chart was now employed and performance was set within upper and lower limits that were based on the previous 3 years activity. Therefore if the performance was within tolerance it was deemed to be within standard.

The report included new graphics with spark lines and colour coding on pages 24 and 25 to provide a quick summary of the direction of travel for each KPI and whether it was within accepted limits or was in a positive or negative exception. The report showed there were 2 negative Key Performance Indicator Exception Reports. Unlike previous reports that started with indicators in exception, the KPIs would be considered sequentially. Exception reports were provided to detail the reasons for the exception, analysis of the issue and actions being taken to improve performance.

Members examined each indicator in turn as follows:-

KPI 1 – Preventing, fires and other emergencies from happening and Protecting, people and property when fires happen

1.1 Risk Map

This indicator measured the fire risk in each Super Output Area. Risk was determined using fire activity over the previous 3 fiscal years along with a range of demographic data, such as population and deprivation.

The standard was to reduce the risk in Lancashire – an annual reduction in the County risk map score.

The current score 31,816, previous year score 32,114 an overall reduction in fire risk of 1%.

1.2 Overall Activity

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

Quarter 1 activity 4,535, previous year quarter 1 activity 4,637 a decrease of 2.20% over the same quarter.

| Year to Date | 2019/20 Quarter 1 | Previous year to Date | 2018/19 Quarter 1 |
|--------------|--------------------------|-----------------------|-------------------|
| 4,535 | 4,535 | 4,637 | 4,637 |

Incidents attended consisted of a myriad of different types. The report presented a chart which represented the count and percentage that each activity had contributed to the overall quarter’s activity.

In response to Member queries in relation to false alarm calls which put others at risk, the Deputy Chief Fire Officer confirmed that 43% of overall activity related to false alarm calls. He advised that the majority of these (54%) related to faulty apparatus. He confirmed the Service would respond and where necessary take firm action with the responsible person to make sure steps were being taken to eradicate false alarms; where necessary, legislative action was taken against the business concerned.

Members agreed that it would be helpful to discuss this topic in more detail at the next meeting.

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 209, previous year quarter 1 activity 212, a decrease of 1.42% over the same quarter.

Total number of Accidental Dwelling Fires – Year to Date, 209

1.3.1 Accidental Dwelling Fires – Extent of Damage (Fire Severity)

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.

The extent of fire and heat damage was recorded at the time the 'stop' message was sent and included all damage types. The report charted a rolling quarterly severity of accidental dwelling fire over the previous two years with each quarter broken down into high, medium and low severity. Each quarter included the percentage (out of 100%) that each severity type represented of the total, with an indicator to illustrate the direction against the same quarter of the previous year.

The latest quarter recorded a combined 'low' and 'medium' severity of 96.2% against a 94.8% in the same quarter of the previous year. Accidental dwelling fires with a calculated fire severity of 'medium' and 'low' decreased 1.4% against the same quarter of the previous year.

| Previous Rolling 4 Quarters | | | | Quarter 1 |
|-----------------------------|-----------|-----------|-----------|--------------|
| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
| 5.2% | 4.6% | 4.5% | 3.2% | 3.8% |
| 48.6% | 46.4% | 52.7% | 49.7% | 49.8% |
| 46.2% | 49.0% | 42.8% | 47.0% | 46.4% |

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.

| | 2019/20 | | 2018/19 | |
|----|--------------------------|-------------------------------|--------------------------|-------------------------------|
| | ADF's with previous HFSC | % of ADF's with previous HFSC | ADF's with previous HFSC | % of ADF's with previous HFSC |
| Q1 | 23 | 11% | 21 | 10% |
| Q2 | | | 17 | 9% |
| Q3 | | | 24 | 11% |
| Q4 | | | 15 | 8% |

1.4 Accidental Dwelling Fire Casualties

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

There were 2 fatalities during the latest quarterly period. 6 casualties were recorded as serious and 7 slight. The same quarter of the previous year recorded 2 fatalities, 1 serious and 7 slight.

| Casualty Status | 2019/20 Quarter 1 | 2018/19 Quarter 1 |
|--|----------------------|----------------------|
| Fatal | 2 | 2 |
| Victim went to hospital visit, injuries appeared Serious | 6 | 1 |
| Victim went to hospital visit, injuries appeared Slight | 7 | 7 |
| TOTAL | 15 | 10 |

1.5 Accidental Building Fires (Non-Dwellings)

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

Quarterly activity decreased 27.12% over the same quarter.

| Total number of incidents | 2019/20 Quarter 1 | 2018/19 Quarter 1 |
|---------------------------|----------------------|----------------------|
| | 86 | 118 |

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

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.

The extent of fire and heat damage was recorded at the time the 'stop' message was sent and included all damage types. The report charted a rolling quarterly severity of accidental dwelling fire over the previous two years with each quarter broken down into high, medium and low severity. Each quarter included the percentage (out of 100%) that each severity type represented of the total, with an indicator to illustrate the direction against the same quarter of the previous year.

The latest quarter recorded a combined 'low' and 'medium' severity of 65.1% against a 65.3% in the same quarter of the previous year. Accidental building fires with a calculated fire severity of 'high' and 'low' increased against the same quarter of the previous year, whilst 'medium' severity decreased.

| Previous Rolling 4 Quarters | | | | Quarter 1 |
|-----------------------------|-----------|-----------|-----------|--------------|
| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
| 34.7% | 36.6% | 28.7% | 29.5% | 34.9% |
| 54.2% | 44.1% | 52.5% | 50.5% | 51.2% |
| 11.0% | 19.4% | 18.8% | 20.0% | 14.0% |

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 | 2019/20 Quarter 1 | 2018/19 Quarter 1 |
|--|----------------------|----------------------|
| 1.6.1 Deliberate Fires – Anti-Social Behaviour | 679 | 687 |
| 1.6.2 Deliberate Fires – Dwellings | 30 | 40 |
| 1.6.3 Deliberate Fires – Non-Dwellings | 35 | 41 |

This was a negative exception report.

As activity was now measured on a monthly basis (rather than quarterly) this was a negative exception report due to the number of Anti-Social Behaviour fires recorded during the month of April being higher than the upper control limit.

The Deputy Chief Fire Officer presented Members with the analysis, that:-

- There were 314 recorded Anti-Social Behaviour fire incidents in April 2019; this was 4 incidents greater than the upper control limit of 310;
- This was the largest April count over the past five years, although the overall quarter 1 count was lower than the same position of the previous two years;
- Several large increases in small geographic areas contributed to the increase,

particularly in Eastern and Western areas. Since the April high activity levels in these areas had reduced to normal levels;

- There had been shown to be a correlation between seasonal temperature and its influence on social behaviour, particularly when the temperatures were high. A relatively warm start to the early spring period, with maximum temperatures being above the same period of the previous 5 years, also coincided with the Easter half term school holidays, which no doubt helped contribute to the April high;
- Rainfall was also lower in April than preceding months, with 192mm of rain in March 2019; which recorded 113 ASB's, to the 77mm in April with 314 incidents.

Members also considered the actions undertaken to improve performance which included that:

- There had been an increase in Environmental Visual Audits (EVA) in problem areas, particularly around waste bin collection days. A system was also in place with some council's so that fly tipping could be reported online;
- EVA's had also increased in popular moorland areas, along with ongoing education initiatives around barbecues and open fires;
- Firewise Communities were being introduced to help reduce moorland incidents and mitigate the associated impacts. This would be introduced around Winter Hill and Scout Moor. This enabled local residents to help maintain defendable spaces along with partners to deliver more positive outcomes;
- A case was also being made in partnership with Chorley Council, Lancashire Constabulary (LANCON) and the Environmental Agency to put in place a Public Spaces Protection Order for Winter Hill. This would give powers for Council Officers / LANCON to remove items that could be responsible for antisocial behavioural incidents in this area.

In response to Member concerns regarding a spate of anti-social behaviour in the West Lancashire area particularly around the delph quarry, the Deputy Chief Fire Officer would consider whether more fire safety education could be delivered.

Members welcomed the work done to improve performance in relation to deliberate fires including the environmental visual audits. The Deputy Chief Fire Officer agreed to look at whether the Teen safe education package could be delivered in schools before the Easter period.

1.7 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.

An improvement was shown if: i) the total number of HFSC's completed was greater than the comparable quarter of the previous year; and ii) the percentage of high HFSC outcomes was greater than the comparable quarter of the previous year.

The number of completed HFSCs increased 45% over the same quarter of the previous year and those with a high risk outcome, decreased by 1%.

| | 2019/20 | 2018/19 |
|----|-------------------------|-------------------------|
| | % of High HFSC outcomes | % of High HFSC outcomes |
| Q1 | 65% | 66% |
| Q2 | | 67% |
| Q3 | | 64% |
| Q4 | | 65% |

1.8 Road Safety Education Evaluation

This indicator reported the percentage of participants of the Wasted Lives and Road Sense 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.

Total participants were a combination of those engaged with at Wasted Lives and Road Sense events.

The total number of participants decreased 13% and those with a percentage of positive influence on participant's behaviour remained consistent with the same quarter of the previous year.

| | 2019/20 (cumulative) | | 2018/19 (cumulative) | |
|----|----------------------|---|----------------------|---|
| | Total participants | % positive influence on participants' behaviour | Total participants | % positive influence on participants' behaviour |
| Q1 | 4,354 | 85% | 5,002 | 85% |
| Q2 | | | 5,983 | 85% |
| Q3 | | | 10,613 | 85% |
| Q4 | | | 17,220 | 85% |

1.9 Fire Safety Enforcement

This indicator reported the number of Fire Safety Enforcement inspections carried out within the period resulting in supporting businesses to improve and become compliant with fire safety regulations or to take formal action of enforcement and prosecution of those that fail to comply.

Formal activity is defined as one or more of the following; enforcement notice or an action plan, alterations notice or prohibition notice.

An improvement was shown if the percentage of adults 'requiring formal activity' was greater than the comparable quarter of the previous year. This helped inform that the correct businesses were being identified.

*The 'number of inspections' count included business safety advice and advice to other enforcement authorities which were not captured within the formal/informal or satisfactory counts.

| | 2019/20 | | | | 2018/19 | |
|----|---------------------|-----------------|-------------------|--------------------|-----------------------------|-----------------------------|
| | *No. of Inspections | Requiring | | Satisfactory Audit | % requiring Formal Activity | % requiring Formal Activity |
| | | Formal Activity | Informal Activity | | | |
| Q1 | 374 | 32 | 261 | 78 | 9% | 9% |
| Q2 | | | | | | 12% |
| Q3 | | | | | | 7% |
| Q4 | | | | | | 11% |

KPI 2 – Responding, to fire and other emergencies quickly and competently

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 improved 4.84% over the same quarter of the previous year.

| Year to Date | 2019/20 Quarter 1 | Previous year to Date | 2018/19 Quarter 1 |
|--------------|------------------------------|-----------------------|----------------------|
| 89.52% | 89.52% | 85.39% | 85.39% |

2.1.2 Emergency Response Standards - Critical Fires – 2nd Fire Engine Attendance

This indicator reported the time taken for the second fire engine to attend a critical fire incident measured from the time between the second fire engine arriving and the time of call. 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 – 2nd pump response improved 6.62% over the same quarter of the previous year.

| Year to Date | 2019/20 Quarter 1 | Previous year to Date | 2018/19 Quarter 1 |
|--------------|----------------------|-----------------------|----------------------|
| 90.07% | 90.07 | 84.48% | 84.48% |

2.2.1 Emergency Response Standards - Critical Special Service – 1st Fire Engine Attendance

This indicator measured how long it took the first fire engine to respond to critical non-fire incidents such as road traffic collisions, 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 was 13 minutes.

Standard: to be in attendance within response standard target on 90% of occasions.

The latest quarter 1st pump response improved 1.36% over the same quarter of the previous year.

| Year to Date | 2019/20 Quarter 1 | Previous year to Date | 2018/19 Quarter 1 |
|--------------|----------------------|-----------------------|----------------------|
| 89.98% | 89.98% | 88.77% | 88.77% |

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

Standard: 99.5%

Year to date availability of 99.58% was an increase of 0.1% over the same period of the previous year.

| Year to Date | 2019/20 Quarter 1 | Previous year to Date | 2018/19 Quarter 1 |
|--------------|----------------------|-----------------------|----------------------|
| 99.58% | 99.58% | 99.49% | 99.49% |

2.4 Fire Engine Availability – On-Call Duty System

This indicator measured the availability of fire engines that were crewed by the on-call 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.

Fire engines were designated as unavailable (off the run) for the following reasons which include the percentage of off the run hours that each reason contributed to the total. Members noted that fire engines can be off the run for more than one reason; hence the percentages were interpreted individually (rather than as a proportion of the total):

- Manager deficient 62%
- Crew deficient 72%
- Not enough BA wearers 50%
- No driver 46%

Standard: above 95%

Year to date availability 87.86%, a 0.58% decrease against the previous year to date of 88.44%.

| Year to Date | 2019/20 Quarter 1 | Previous year to Date | 2018/19 Quarter 1 |
|--------------|----------------------|-----------------------|----------------------|
| 87.86% | 87.86% | 88.37% | 88.37% |

2.4.1 Fire Engine Availability – On-Call Duty System (without wholtime detachments)

Subset of KP1 2.4 and provided for information only

This indicator measured the availability of fire engines that were crewed by the on-call duty system (OC) when wholtime 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

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

The percentage of time that OC crewed engines were available for quarter 1 was

84.28%. This excluded the wholetime detachments shown in KPI 2.4.

2.5 Staff Accidents

This indicator measured the number of staff accidents.

The number of staff accidents during the latest quarter increased by 40% against the same quarter of the previous year.

| Year to Date | 2019/20 Quarter 1 | Previous year to Date | 2018/19 Quarter 1 |
|--------------|----------------------|-----------------------|----------------------|
| 21 | 21 | 15 | 15 |

KPI 3 – Delivering, value for money in how we use our resources

3.1 Progress against Savings Programme

The annual budget for 2019/20 was set at £56.0m with a budget to 30 June of £13.7m. The spend for the same period was £13.6m which gave an underspend for the period of £0.1m; a variance of -0.18%

3.2 Overall User Satisfaction

There have been 2,153 people surveyed since April 2012 and the number satisfied with the service was 2,132; % satisfied 99.02 against a standard of 97.50%; a variance 1.56%.

During the latest quarter, 48 people were surveyed and 48 responded that they were 'very satisfied' or 'fairly satisfied' with the service they received.

KPI 4 – Valuing, our people so that they can focus on making Lancashire safer

4.2.1 Staff Absence – Excluding on-Call 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 1.543

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

The Deputy Chief Fire Officer presented Members with the analysis, that:-

During quarter 1 (April 2019 to June 2019), absence statistics showed above target for all 3 months. Shifts lost showed a monthly increase from April through to June for wholetime personnel. Non-uniformed personnel were above the target over all 3

months. There were 7 cases of long term absence 5 of which spanned over the 3 months, the main reasons were cases of cancer and mental health and one employee left the Service on ill health retirement.

At the end of June the cumulative totals showed that non-uniformed staff absence was above target at 2.37 shifts lost per employee. Wholetime staff absence was slightly above target at 1.27 shifts lost per employee. Overall absence for all staff (except On Call staff) was 1.54 shifts lost which was above the Service target of 1.25 shifts lost for this quarter.

Members also considered the actions undertaken to improve performance which included that the Service aimed to continue with:

- Early intervention by Occupational Health Unit (OHU) doctor / nurse / physiotherapist;
- Human Resources supported managers in following the Absence Management Policy managing individual long term cases, addressing review periods / triggers in a timely manner and dealing with capability of staff due to health issues;
- Absence management presentations / training and question and answer sessions on the ILM course and for newly appointed managers;
- To be included again within the leadership conference to assist future managers understanding and interpretation of the policy;
- Encouraging employees to make use of our Employee Assistance Programme provider Health Assured and The Firefighters Charity;
- HR to be in attendance at Stress Risk Assessment meetings, to support managers and to offer appropriate support to the employee along with signposting;
- OHU to organise health checks for individuals on a voluntary basis;
- Support from Service Fitness Advisor / Personal Training Instructors;
- Promotion of health, fitness and wellbeing via the routine bulletin and Employee Assistance programme.

4.2.2 Staff Absence – On-Call Duty System

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

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

Cumulative retained absence (as % of available hours cover) at the end of the quarter, 0.29%.

RESOLVED:- That the Performance Committee endorsed the quarter 1 measuring progress report and noted the contents including the 2 negative key performance indicator exception reports.

10/19 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Thursday, 28 November 2019 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service

Headquarters, Fulwood.

Further meeting dates were noted for 18 March 2020 and 24 June 2020 and agreed for 16 September 2020.

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

LANCASHIRE COMBINED FIRE AUTHORITY

AUDIT COMMITTEE

Tuesday, 24 September 2019, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

S Clarke
S Holgate
A Kay
M Khan OBE
M Parkinson OBE (for N Hennessy)
J Shedwick (Vice-Chair, in the Chair)
D Smith

Officers

B Norman, Assistant Chief Fire Officer (LFRS)
K Mattinson, Director of Corporate Services (LFRS)
D Brooks, Principal Member Services Officer (LFRS)

In attendance

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

13/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor N Hennessy.

14/19 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

15/19 MINUTES OF THE PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 30 July 2019 be confirmed as a correct record and signed by the Chairman.

16/19 EXTERNAL AUDIT - ANNUAL AUDIT LETTER

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 2018/19 audit of the Authority as presented by Richard Tembo.

The Auditors had issued an unqualified opinion on the Authority's 2018/19 accounts on 30 July 2019. The External Auditors were satisfied that the Authority put in place proper arrangements to ensure economy, efficiency and effectiveness in its use of resources. The Authority received a positive assessment by the Fire Inspectorate this year and continued to have appropriate arrangements in place to manage its financial position. It was noted that the External Auditor's fee of £28,169 was £4,500 higher than that included in the Audit Plan of £23,639 and £2,500 higher than that included in the Annual Finding Report with the reasoning set out on page 10 of the Annual Audit Letter. The Director of Corporate Services advised that this was a topic for discussion on the next Lancashire Financial Officers meeting however, the increase was consistent with similar audited bodies and ultimately required Public Sector Audit Appointments approval before final agreement.

RESOLVED:- That the Audit Committee noted and endorsed the content of the Annual Audit letter 2018/19.

17/19 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 2019 to 6 September 2019 was presented by Judith Taylor. It was noted that work carried out during this period was in accordance with the agreed audit plan.

The report identified that 16.5 days had been spent this financial year on the 2019/20 plan which equated to 24% of the totalled planned activity of 70 days. Consistent with previous years, the audit programme was scheduled for completion during the second half of the financial year.

Progress to date in relation of the plan was provided and discussed by Members. It was noted that the Local Pensions Partnership had appointed Deloitte as its internal auditor and in relation to their pensions administration audit (which included the calculations and payment of retirement benefit and lump sum calculations in relation to the firefighter pension schemes) Deloitte provided an overall engagement risk rating of ineffective, which was defined as 'risk mitigation or control absent or ineffective'. The Director of Corporate Services had a meeting scheduled with the Head of the Pension Fund to discuss the matter further to review this.

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

18/19 RISK MANAGEMENT

The report highlighted action taken in respect of corporate risk since the last Audit Committee meeting. The latest review of the corporate risk register had identified one new risk which warranted inclusion on the corporate risk register which was the discontinued or long term malfunction in the Key Performance Management

software product (CORVU).

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

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

19/19 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Tuesday 28 January 2020 at 10:00 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood. A further meeting date was noted for 31 March 2020.

To allow for any potential timing difficulties for the audit of the accounts, it was agreed to keep both 21 July and 28 July 2020 dates in the diary for the July meeting and the September date was agreed as 29 September 2020.

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

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LANCASHIRE COMBINED FIRE AUTHORITY

RESOURCES COMMITTEE

Wednesday, 25 September 2019, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

F De Molfetta (Chairman)
S Blackburn
F Jackson
H Khan
T Martin (Vice-Chair)
D O'Toole
M Parkinson OBE (for L Beavers)
T Williams

Officers

B Norman, Assistant 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)

49/19 APOLOGIES FOR ABSENCE

Apologies were received from County Councillors Lorraine Beavers, David Stansfield and George Wilkins.

50/19 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

51/19 MINUTES OF THE PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 29 May 2019 be confirmed as a correct record and signed by the Chairman.

52/19 MINUTES OF MEETING THURSDAY, 29 AUGUST 2019 OF RESOURCES SUB-COMMITTEE (CONTRACT VARIATIONS)

The Resources Sub-Committee (Contract Variations) met on 29 August 2019 and considered information regarding construction procurement, processes, project risks and the principal reasons for contract variations.

Following consideration of the current rules relating to the monitoring of contract variations as set out in the financial regulations, Members agreed to an individual (not cumulative) variation threshold of £25k and that the Chairman and Vice-Chairman as elected at the meeting (the current CFA Chairman and Leader of the Opposition) be delegated authority to approve any contract variations over the threshold and these would be reported to the subsequent Resources Committee thereby negating the need for further meetings of this Sub-Committee. Re-appointments for delegated authority to approve any contract variations would be made on an annual basis by the full Authority.

RESOLVED: - That the proceedings of the Resources Sub-Committee (Contract Variations) meeting held on 29 August 2019 be noted and endorsed.

53/19 REVISIONS TO THE STATEMENT OF ACCOUNTS 2018/19

The Core Financial Statements for the financial year ended 31 March 2019 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 2019;
- this would be subject to review by the Authority's external auditors, Grant Thornton;
- that a further report would be presented to the Audit Committee in July, following completion of the external audit;
- at that meeting the Chair of the Audit Committee would be asked to sign the final statement of accounts, as well as the Treasurer;
- Following this a final audited set of accounts would be presented to the Resources Committee for information.

In light of this, the 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 draft accounts had been adjusted to reflect the impact of the McCloud judgement on the pension liabilities. This adjustment which related to costs associated with both the Firefighter Pensions Scheme and the Local Government Pension Scheme, had arose following a legal challenge in respect of alleged unlawful discrimination arising from the Transitional provisions in the Firefighters

Pension Regulations 2015. In 2018 the Court of Appeal ruled that the 'transitional protection' offered to some members as part of the reform to public sector pensions amounted to unlawful discrimination. On 27 June the Supreme Court refused leave to appeal on the McCloud case. In light of this it was envisaged that the Court would require changes to arrangements for employees who were transferred to the new schemes which would lead to an increase in pension scheme liabilities. Initial accounting advice provided by CIPFA was to treat this as a contingent liability, however following the Supreme Court's refusal to allow an appeal the accounting policy adopted by external auditors required the additional liability to be recognised in the accounts. Hence the accounts had been adjusted for this. It was noted that the actual impact of an increase in scheme liabilities arising from the judgement would be measured through the pension valuation process which determined employer and employee contribution rates. Excluding this adjustment there were no other changes to the core financial statements.

The Statement of Accounts was updated to reflect the changes identified and a revised statement of accounts as now presented was approved by the Audit Committee in July.

Given the statement of accounts had already been approved by the Audit Committee; Members determined there was no need to bring them in future to the Resources Committee.

RESOLVED: - That the Committee noted the revised Statement of Accounts as approved by the Audit Committee and agreed there was no need for the Resources Committee to review them in future.

54/19 FINANCIAL MONITORING 2019/20

The report set out the current budget position in respect of the 2019/20 revenue and capital budgets and performance against savings targets.

Revenue Budget

The overall position as at the end of July showed an underspend 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.

At the May meeting, it was reported that there was a potential shortfall of £273k in Section 31 grant in relation to Business Rates Relief for 2019/20. Since the meeting, representations had been made to the Ministry of Housing, Communities and Local Government (MHCLG), along with other Local Authorities in the same position and as requested, evidence had been submitted to demonstrate our budgetary shortfall for 2019/20. Although confirmation had not yet been received, it was believed that the criteria as set out by MHCLG had been met in order for them to pay the one off grant of £273k. As such, the budgeted grant income for 2019/20 had not been reduced.

In addition, since the last meeting Section 31 grant funding had been received in relation to the Winter Hill incident of 2018. It had been anticipated claiming this under the Bellwin scheme, which had an element of self-funding (circa £109k), however as it was paid under Section 31 grant reimbursement had been for all bar

£15k of the total costs, giving an underspend in 2019/20 of £94k.

In terms of the year end forecast, it was still early in the year however, the latest forecast showed an overall underspend of approximately £0.2m; largely reflecting ongoing vacancies and the additional income in respect of Winter Hill.

It was noted that in line with recent court/ombudsman rulings in respect of the pensionability of allowances a review of all our allowances was being undertaken to determine which were pensionable and which were not. Whilst the review was ongoing it was clear that if any allowances were made pensionable then this would impact on the revenue budget, however at this early stage we had not reflected this in the forecast as presented. Forecasts would be updated as the position became clearer, and Members would be kept updated.

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 | |
| Service Delivery | (36) | (64) | The variance to date and forecast outturn both reflected:- <ul style="list-style-type: none"> An additional £58k of grant being allocated to the USAR Team by Government, this announcement only being made after the budget was set; The additional income generated at Preston due to the extension of the lease arrangement with NWAS until September 2020, generating an additional £25k in 2019/20. |
| Winter Hill | (94) | (94) | As previously reported, we anticipated claiming under Bellwin for the Winter Hill incident, however we had now received the funding via Section 31 grant and had been reimbursed all bar £15k of the total costs, giving an underspend in 2019/20 of £94k. |
| Property | 97 | 21 | The overspend position related to premises repairs and maintenance, with lighting and drill yard works being carried out at several fire stations. This was a timing issue and reflected orders raised to date |

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|--|------|-------|---|
| | | | for work which had not yet been undertaken. Hence we were forecasting a broadly balanced year end position. |
| Other Non-DFM | (62) | 360 | The majority of the underspend to date reflected the additional council tax collection fund surplus of £59k due from one of the billing authorities as previously reported. The majority of the forecast overspend reflected the funding gap identified at the time of setting the budget in February. |
| Whole-time Pay (less Associate Trainers) | (97) | (275) | <p>There were a number of factors contributing to the underspend on whole-time pay at the end of July. The most significant of which were:</p> <ul style="list-style-type: none"> • The Service currently held four more vacancies than allowed for in the budget due to personnel retiring earlier than forecast and a slight shortfall in the number of recruits who commenced on station in April. This gave rise to an underspend of £25k. • However within the total staffing levels there were a number of vacancies at Watch Manager level, which were offset by Fire-fighters. This reflected the difficulty in filling some of the Trainer and Fire Safety posts, generating a further underspend of approx. £50k. • On a similar basis the number of personnel in development was higher than budgeted, which also meant that fewer personnel were in receipt of CPD payments than allowed for. Both of these gave rise to a further underspend of approx. £50k. • In addition a number of personnel had opted out of the pension scheme. The budget was based on the actual number of 'opt outs' at the time of setting the budget. However this had now increased to 35 with the 4 additional 'opt outs' generating a |

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|-----------------------------------|------|-------|---|
| | | | <p>saving of approx. £20k.</p> <ul style="list-style-type: none"> • Offsetting this Associate Trainer costs were higher than budgeted, by £52k, reflecting additional usage of associates to cover vacancies at TOR and to meet temporary demand for trainers in excess of current staffing levels. <p>As a result of these the overall whole-time budget was underspent by approx. £100k after 4 months of the year. However to put this into context that represented a variance of less than 1% of the budget at the end of July. Some of these variances were a timing issue, as new recruits started, personnel were promoted and as personnel achieved competency and were paid accordingly. This was reflected in the forecast outturn position shown, an anticipated underspend of £275k. However it was still early in the year to make any accurate predictions and we would continue to monitor and report on this.</p> |
| RDS Pay | 14 | 42 | <p>The budget was broadly in line at the end of July. This was reflected in the forecast outturn position, which was based on average activity levels during the second half of the year, and vacancies remaining at a consistent level.</p> |
| Support staff (less agency staff) | (53) | (130) | <p>The underspend to date and forecast related to vacant posts across various departments, which were in excess of the vacancy factor built into the budget. The majority of these vacancies were currently undergoing recruitment, although ICT and Knowledge Management remained problem areas.</p> <p>Note: agency staff costs to date of £39k were replacing vacant support staff roles, this accounted for less than 2% of total support staff costs.</p> |

The Capital Programme for 2019/20 stood at £7.5m following on from slippage and other changes to the programme approved at May Resources Committee. Since then the budget had been amended to reflect the removal of the £0.2m budget relating to professional fees for the Preston Fire Station rebuild, following the May Resources Committee decision to put the project on hold. This adjustment took the revised budget to £7.3m.

A review of the programme was being undertaken to identify expected progress against the schemes during the year. The current position as summarised in appendix 2 and summarised below showed committed expenditure to the end of June of £2.9m and was now considered by Members: -

| Area | Committed Expenditure to June 2019 | Details |
|-----------------------|------------------------------------|---|
| | £000 | |
| Pumping Appliances | 1,056 | The budget allowed for the remaining stage payments for 7 pumping appliances for the 2018/19 programme, for which the order had been placed in January 2018. In addition, the budget allowed for the first stage payments of the 3 pumping appliances for the 2019/20 programme, given we were still finalising the vehicle specification for these, it appeared unlikely that any costs would be incurred in the current year. |
| Other vehicles | 698 | This budget allowed for the replacement of various operational support vehicles, the most significant of which were: <ul style="list-style-type: none"> • Two Command Support Units (CSU), the requirements were still being finalised with Service Delivery prior to undertaking a procurement exercise; and • One Water Tower, which had been delivered during quarter one. In addition to these, the budget allowed for various support vehicles which were reviewed prior to replacement. We currently anticipated completing the purchase of all of these other than the Command Support Units, which were likely to slip into next year. |
| Operational Equipment | 4 | This budget allowed for completion of the kitting out of three reserve pumping appliances, which were part of the 2018/19 programme, in addition to providing a £50k budget for innovations in fire-fighting to be explored. This budget also allowed for the progression of |

| | | |
|------------------------|-----|--|
| | | CCTV on pumping appliances, this project had been delayed due to capacity issues; hence it was not clear whether costs would be incurred in the current or next financial year. |
| Building Modifications | 270 | <p>This budget allowed for:</p> <ul style="list-style-type: none"> • Provision of a new workshop, BA Recovery and Trainer facility at STC. We had completed design work and were in discussion with Chorley BC relating to planning permissions. We had selected a procurement framework and were commencing works to appoint a contractor/partner to take designs forward. • Refurbishment of the Fire House, where work was nearing completion at the end of June (actually completed in July), and where we had incurred costs of £270k to date. • Provision of an area training hub within the Northern area, and whilst works were on-going on designing this facility, we required the approval of the PFI contactors before proceeding to the procurement stage; • Amendment to accommodation at Morecambe Fire Station to enable co-location with NWAS, however, as referred to above, prior to moving to the procurement stage we required the approval of the PFI contactors; • Based on the latest stock condition survey, several stations had identified upgrades to dormitory and shower facilities. Plans had been finalised and were currently being costed prior to moving to procurement. The actual timing of works would vary depending on Property department capacity to deliver the works. <p>Anticipated in-year spend would depend upon the final procurement route for the above projects and the timeframe for approval to proceed being granted by the PFI contractors.</p> |
| IT systems | 860 | 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 |

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| | | <p>lengthy delays to date.</p> <p>The replacement station end project had now commenced with equipment ordered and due for delivery in the current calendar year, with installation following thereafter.</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. The order had been placed and work was underway to install this. We anticipated this project being completed in the current calendar year</p> <p>The budget also allowed for replacement Storage Area Network, the hardware for which had been delivered in quarter one, and would be configured for use in due course.</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.</p> |
|--|--|---|

The committed costs to date would be met by revenue contributions and usage of 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 savings in respect of staffing costs during the period. It was anticipated that we would meet our efficiency target for the financial year.

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

55/19 EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT

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

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

These are often called the 3 main aims of the general duty and are detailed in the

Equality Act 2010 s149. This Equality Duty was supported by 2 main specific duties which required public bodies to publish equality information at least annually and set and publish equality objectives at least every 4 years.

The Annual Equality, Diversity and Inclusion Report, as now presented, documented the Service's performance in relation to meeting its legal duties over the year 2018 – 2019, the workforce profile as at 31 March 2019 and future plans for the Service 1 April 2019 to 31 March 2020. The report included Gender Pay gap details. Using the calculation methodology across LFRS, the mean gender pay gap was significantly different than the national average at -2.56% (equating to a £0.30 positive difference in hourly pay between males and females to the benefit of females), with the median gender pay gap equating to 16.08% (equating to a £2.24 positive difference in hourly rates of pay between males and females to the benefit of males). Our Workforce Profile demonstrated that the trend continued in terms of the Service becoming more diverse in terms of the number of people employed from under-represented groups.

In response to a question from County Councillor O'Toole, the Director of People and Development confirmed that the Service had a number of staff voice groups which included LGBT and disabilities. He confirmed that for any applicant with a physical or mental condition, adjustments could be made but standards would not be compromised. In addition, the recording of information in relation to protected characteristics was reliant on what people were prepared to declare. The number of applications received from BME candidates was relatively low and of those applications, less than 10% were appointed, as was also the case for applicants who declared a disability.

The workforce profile was discussed. The Director of People and Development was pleased that the success rate for female promotions to watch manager positions was 30% and to station manager positions was 50%. Although the number of female applicants was generally low, the successful candidates appointed to watch manager positions accounted for 14.2% of all successful candidates and for station manager positions was 12.5%.

Members felt it would be useful to include previous years data to track performance and to compare our data against other fire and rescue services.

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

56/19 ORGANISATIONAL DEVELOPMENT PLAN

The Organisational Development Plan, as now presented set out the Service's approach to technical training, formal qualifications, continuous professional development, leadership and management development.

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

activity associated with leadership.

The Service had developed a leadership framework, presented as appendix 2, as now considered. This was aligned to that of the National Fire Chiefs Council which also focussed on those areas which had been identified as key to delivering improvements within Lancashire. LFRS already had established within its appraisal process a behaviour matrix which supported Service improvement. In defining leadership LFRS had refreshed the Fire Professional definition of leadership as it applied to LFRS: Effective leadership in Lancashire was about developing a vision for the future, as well as understanding the current needs of LFRS. Outstanding leaders were those who engaged with others, energised them to overcome barriers, build confidence and trust and used coaching and support to deliver innovation, successful performance and great customer service. Leaders should be willing to challenge poor behavior wherever it occurred.

Understanding leadership was about setting positive, ambitious and a realistic future for the team, ensuring everything done was linked to organisational plans and values and for the benefit of the residents of Lancashire.

The Organisational Plan detailed the activity that had been delivered so far and that which would be delivered over the next twelve months in terms of delivering the Service ambitions in respect of leadership, organisational culture, professionalism and technical ability.

RESOLVED: - That the Committee noted and endorsed the Leadership Framework and Organisational Development Plan 2018-20.

57/19 LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS

The Local Government Pension Scheme currently offered an Additional Voluntary Contribution (AVC) facility allowing members a tax-efficient way to purchase additional pension on a voluntary basis. At the present time 12 employees contributed to an AVC. A facility existed to improve the current AVC arrangements to a Shared Cost AVC Scheme, allowing employees to save for retirement in a cost efficient way. The main advantage for the employee was that they saved money in both Income Tax and National Insurance Contributions, which increased their benefits making it more beneficial for the employee when compared to paying AVCs in the standard way. The AVC funds continued to be invested with Prudential, via the Lancashire Pension Fund arrangements.

In the Shared Cost AVCs both the employee and LFRS contributed into the AVC fund. The employee paid £1 per month into the AVC fund and the remainder of their total monthly contribution amount was paid by LFRS, through a salary sacrifice arrangement. The employee made savings in Income Tax and National Insurance Contributions (NICs) on the amount of pay they had sacrificed. As a result of switching to a Shared Cost AVC the employees take home pay would increase when compared to paying AVCs in the standard way.

By offering employees the opportunity to swap to a salary sacrifice Shared Cost

AVC Scheme, LFRS could save a sum equal to 14.3% of the total salary sacrifice amount.

To enable this change in the AVC facility it was a requirement to amend the current LGPS Discretions Policy, as now presented to allow the facility to offer Shared Cost AVC's so that employees could benefit from the arrangements described.

RESOLVED: - to amend the current Local Government Pension Scheme Discretions Policy to allow members the option to access the Shared Cost Additional Voluntary Contribution option.

58/19 DATE AND TIME OF NEXT MEETING

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

Further meeting dates were noted for 25 March 2020 and 20 May 2020 and agreed for 23 September 2020.

59/19 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.

60/19 INTERNAL DISPUTES RESOLUTION PROCEDURE - STAGE 2

(Paragraph 1)

Members considered a report from the Director of People and Development regarding a Stage 2 application under the Internal Disputes Resolution Procedure. He explained the procedure to Members and the report outlined the facts of the case.

RESOLVED:- That the Committee requested further independent advice before determining an outcome.

61/19 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 and endorsed the report.

62/19 URGENT BUSINESS (PART 2) - REQUEST FOR EXTENSION OF PAID SICK LEAVE

REQUEST FOR EXTENSION OF PAID SICK LEAVE

(Paragraph 1)

The Director of People and Development tabled a report on the circumstances relating to a proposed extension of sick pay due to cease on 2 October 2019. Subject to the views of the Committee, it was reported that the Chief Fire Officer proposed to agree to the request for the extension of sick pay on the grounds that there were exceptional circumstances.

RESOLVED:- That the Committee agreed to extend the period of sick pay on the grounds that there were exceptional circumstances.

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 16 December 2019

NOTES OF STRATEGY GROUP HELD ON MONDAY, 4 NOVEMBER 2019

Contact for further information:

Diane Brooks, Principal Member Services Officer - Tel No (01772) 866720

Executive Summary

Report on proceedings of Lancashire Combined Fire Authority Strategy Group held at the Service Training Centre, Euxton on Monday, 4 November 2019.

Recommendation

That the Authority note the proceedings as set out in this report.

PRESENT:

Councillors

| | |
|--------------------------|--------------|
| F De Molfetta (Chairman) | H Khan |
| P Britcliffe | M Khan OBE |
| I Brown | D O'Toole |
| S Clarke | A Riggott |
| J Eaton | D Smith |
| N Hennessy | D Stansfield |
| S Holgate | G Wilkins |
| F Jackson | T Williams |
| A Kay | |

Information

5/19 HMICFRS - EFFICIENCY AND EFFECTIVENESS

The Chief Fire Officer introduced the Strategy Day with examples of fatal fires and incidents of operational interest from across the country including where the building fire did not behave as would be expected. He advised that the phase 1 report of the Grenfell enquiry had been published and that recommendations would impact on the sector as a whole.

The Assistant Chief Fire Officer updated Members on the areas the Service was focussing on following the HMICFRS earlier in the year which included how the Service developed and shared best practice.

The Deputy Chief Fire Officer advised Members that the Service was considering how to improve the effective management of its operational workforce to improve

having the right resources in the right place at the right time.

The Assistant Chief Fire Officer presented an overview of the growing national and local issue of the impact of unwanted fire signals.

6/19 FINANCIAL UPDATE

The Director of Corporate Services delivered a short presentation on future implications of national funding, funding assumptions, budget pressures and risks.

7/19 INDUSTRIAL RELATIONS

The Strategy Group considered a presentation provided by the Director of People and Development. This covered the relationships with representative bodies and included: the national and local position, pensions and challenges.

Business Risk

None

Environmental Impact

None

Equality and Diversity Implications

None

HR Implications

None

Financial Implications

None

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

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

M NOLAN
Clerk to CFA

LFRS HQ
Fulwood

LANCASHIRE COMBINED FIRE AUTHORITY

MEMBER TRAINING & DEVELOPMENT WORKING GROUP

Notes of meeting held in the Main Conference Room, Service Headquarters, Fulwood, on Wednesday, 6 November 2019.

PRESENT:

Councillors

D Smith (Chairman)
I Brown (Vice-Chair)
A Kay
Z Khan
T Williams

Officers

B Warren, Director of People and Development (LFRS)
D Brooks, Principal Member Services Officer (LFRS)

APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Steve Holgate.

NOTES OF PREVIOUS MEETING

Members asked that a letter be written to Jackie Keighley who had now left the organisation to express gratitude for her support to the Working Group.

The notes of the previous meeting held 3 April 2019 were confirmed as a correct record and signed by the Chairman.

MEMBER CHAMPION ROLE DESCRIPTIONS

Member Champions were elected at each Annual Meeting of the Authority with any changes notified by the relevant party Leader. Members asked that a letter of thanks be written to County Councillor Mark Perks for his contribution to the work of the Authority in his role as Member Champion for Community Safety.

Members considered the proposed changes to the role descriptions of the Member Champions which had in the main been minor changes.

The current Member Champions and the relevant lead officers were:

- Health and Wellbeing Champion – CC Hasina Khan, supported by Julie Lamb, Head of SHE;
- Equality, Diversity and Inclusion Champion Councillor Zamir Khan; supported by Liz Sandiford, Head of HR;
- Community Safety Champion – Councillor Tony Williams, supported by Jane Williams, Prevention Support Manager;

- Road Safety Champion – Councillor Fred Jackson, supported by Clare Burscough, Prevention Support Officer.

Councillor Williams advised that he had experience of chairing BSafe in Blackpool which was a blue-light partnership that worked together with a commitment to reduce crime, disorder and substance misuse in Blackpool. He was pleased to advise that he had recently been appointed to the role of Community Safety Champion which he was looking forward to.

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

This year had seen 3 new Councillors join the CFA (which included a Member on a temporary basis and a newly appointed Member in October 2019). The new CFA Member had yet to meet with Democratic Services to have their initial PDP however a date was in the diary. Members noted that due to a current lack of resources there were 7 Members who were outstanding a review meeting. From the agreed actions from meetings held with Members, there had been several requests for support to co-ordinate training needs and to facilitate arrangements to visit local fire stations and events at area level.

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.

Members' Handbook

The Members' Handbook was a pocket-sized reference guide produced for Members to support their training and development. It set out the role of the Authority, its committee structure, scheduled meeting dates and Member contact details. It also detailed Executive Board contact numbers and responsibilities, area contact information and a number of key issues for new Members to consider. The updated version for the municipal year 2019/20 had now been issued to all Members.

Member Information Bulletin

A quarterly Member Information Bulletin was emailed to Members to keep Members informed of the latest items of interest, up and coming Committee meeting dates and Member training and development news and opportunities such as invitations to attend Prince's Trust Presentations or other events. This was valued by Members and was considered by Officers to be the key document for keeping Members up-to-date.

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 2018/19

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

Members were updated on the action that had been taken in response to training needs identified from the Training Needs Analysis undertaken in 2018 and the Personal Development sessions that had been held with Members throughout 2018/19.

The use of electronic systems to access committee papers and submit expense claims was discussed. It was noted that additional training was being provided on a 1-2-1 basis as required. It was agreed that Diane would re-circulate guidance information.

Following consideration, Members agreed that their training needs were being met and agreed the training needs for 2019/20 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 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 which included:

Visits to Local Fire Stations

Members were encouraged to make contact with area personnel to visit their local fire station to discuss local key issues. Visits were discussed with Members during their personal development plan reviews and visits were promoted through the handbook and member information bulletin. The Chairman, accompanied where possible by the Vice-Chairman visited each station on an annual basis.

Members' Visit to Cheshire Prevention Centre

Positive feedback had been received from Members who attended a tour of Safety Central at Cheshire Fire and Rescue Service. This was a purpose-built facility dedicated to public safety. Visitors could learn how to stay safe, well and independent by experiencing a range of hazards in four realistic learning zones that simulated the environments in which injury and harm were most likely to occur.

Lancaster Community Fire and Ambulance Station

Members were invited to attend the official opening of Lancaster Community Fire and Ambulance Station.

North West Fire Control

Members were invited to attend a tour of North West Fire Control and positive feedback was received of the facilities and mobilising systems.

Open Day

Members were invited to attend a partnership Open Day at Service Training Centre which

was very well attended by partners and the public with the annual mayoral visit held in the morning.

International Wildfire Seminar

Hosted by LFRS to other Fire and Rescue Services and partner agencies, Members were invited to attend the International Wildfire Seminar that aimed to raise awareness of UK wildfire prevention and response. This was considered by Members to be a vital sharing of experiences and information.

Leadership Essentials

Member feedback from this event was very positive with the recommendation that it be promoted for Members to attend in the future.

Where known Member attendance at events and visits was captured and presented as part of the report. Members received reminders via the Member Information Bulletin to notify democratic services of their attendance at any event where they represented the Authority so this could be captured and reported to this group.

FUTURE MEETING DATES

The next meeting of the group was scheduled for Thursday 2 April 2020 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

PLANNING COMMITTEE

Monday, 25 November 2019, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

M Parkinson OBE (Chairman)
I Brown
F De Molfetta (for S Blackburn)
J Eaton
N Hennessy (for F Jackson)
H Khan
M Khan OBE
T Martin
D O'Toole
J Shedwick

Officers

D Russel, Deputy Chief Fire Officer (LFRS)
B Norman, Assistant Chief Fire Officer (LFRS)
D Brooks, Principal Member Services Officer (LFRS)

In attendance

K Wilkie, FBU
T Cogley, FBU

8/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Simon Blackburn and Fred Jackson.

9/19 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

10/19 MINUTES OF PREVIOUS MEETING

County Councillor O'Toole suggested and it was agreed that a Police representative be invited to a future Strategy Group meeting to discuss the joint benefits of collaboration initiatives.

RESOLVED: - That the Minutes of the last meeting held on 15 July 2019 be confirmed as a correct record and signed by the Chairman.

11/19 HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES (HMICFRS) UPDATE

ACFO Norman presented the report. 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.

Lancashire Fire and Rescue Service (LFRS) was inspected in July 2018, in the first tranche of inspections and subsequently our HMICFRS report was publicised in December 2018.

The report highlighted our areas of best practice and we didn't receive any formal areas for improvement. The report did however guide us to consider the following three areas:

- The service should ensure that it has allocated sufficient resources to a prioritised and risk-based inspection programme.
- The service should assure itself that it is making the most of collaboration opportunities and that they provide value for money.
- The service should put in place an open and fair process to identify, develop and support high potential staff and aspiring leaders.

LFRS continued to evaluate these areas and was working towards the initial action plan for delivering and measuring our improvements against them. To ensure the delivery of these improvements, they reported to Corporate Programme Board for monitoring and scrutiny.

In response to a question raised by County Councillor Hennessy, the Assistant Chief Fire Officer confirmed that each of the areas in the action plan were time bound. Some actions had concluded, some were ongoing and more were added as required ie: from lessons learned. He advised that other Fire Services were adopting Lancashire's Risk Based Inspection Programme and that he would provide a short presentation to the next meeting.

LFRS was currently required to undertake quarterly data set returns for the HMICFRS. This involved providing the HMICFRS data teams with an array of information, ranging from overtime costings to fire engine availability. This would be an on-going requirement to assist the HMICFRS in determining the efficiency and effectiveness of the service. It also provided a platform for making national comparisons.

In response to a question raised by County Councillor Hennessy regarding access to the detail in the data set returns, the Assistant Chief Fire Officer confirmed that the data read well and it was used by the HMICFRS to justify the inspection outcomes. It was noted that not all Members wanted a detailed report. It was therefore agreed that a summary overview with sufficient detail to reassure Members of the accuracy of the data be provided to a future meeting of the Committee under part 2 of the agenda.

The inspectorate has taken the opportunity to seek feedback from the sector following the first series of inspections. Whilst the related briefing sessions strongly indicated that the core areas of effectiveness, efficiency and people would remain steadfast there was opportunity to support the next phase of inspections. LFRS was taking the opportunity to shape the detail of future data returns and inspection areas of focus through the consultation process that would conclude at the end of November 2019.

Members noted that tranche two inspections concluded with reports being published in June 2019. Tranche three inspections had all been completed and reports for this final group of fire and Rescue Services were expected in December 2019.

Lancashire Fire and Rescue remained the only Service in both tranches 1 and 2 graded as at least 'good' against every sub-diagnostic and an 'outstanding' grade in one.

Once the results from tranche three had been publicised it was anticipated a 'State of Fire and Rescue' report would also be issued by Sir Thomas Winsor, who would summarise the national findings from within the sector. This report was now anticipated to be published in early 2020.

County Councillor Shedwick commented that the report showed that the HMICFRS guided the Service to ensure it had sufficient resources; it was making the most of collaboration opportunities that were value for money and that it could develop aspiring leaders together with the request of data to HMICFRS. This highlighted the added responsibility placed on the Service Management Team which was appreciated.

RESOLVED: that the Planning Committee noted and endorsed the report.

12/19 BLUE LIGHT COLLABORATION AND EXISTING SITE SHARING ARRANGEMENTS

ACFO Norman presented the report. The Blue Light Collaboration programme was now embedded into both Lancashire Constabulary and Lancashire Fire and Rescue Services' corporate programme. Work was continuing to provide an attendee from North West Ambulance Service, so that all 3 Blue Light services under the duty to collaborate were represented.

From the original 32 ideas recommended, several had been closed after initial scoping from both organisations. They had closed on the basis that there were no tangible benefits for either organisation or the public, or it was not the right time for the organisations to invest in it.

There were however, 14 opportunities still being looked into and advanced within this programme which included 4 projects: i) fire crime scene investigation accreditation; ii) missing persons phase '2'; iii) real time demand management; and iv) public order training site with the other 10 categorised as 'business as usual': i) recruitment activity for Police support staff to become On-Call Firefighters; ii) fuel BCP; iii) vehicle maintenance for LFRS flexi duty officer cars; iv) command unit incorporating JESIP principles; v) duty officer communication; vi) shared data, risk and analytical reporting; vii) joint communications activity; viii) LFRS relocation to Police HQ; ix) shared asset management; and x) second event drone.

In response to Member concerns regarding the recruitment of Police support staff to become on-call firefighters the Deputy Chief Fire Officer confirmed that recruitment activity was in its infancy. There were some Fire and Rescue Services across the country that used Police Community Support Officers to provide an on-call firefighter service and it wasn't currently known whether this idea would have any traction in Lancashire. The intention was to see whether there were opportunities for Police staff to provide on-call capability in the same way as other large employers in Lancashire.

In response to a question from County Councillor Hennessy regarding communication with the Unions; the Deputy Chief Fire Officer advised that he was the lead for formal consultation and negotiation in relation to any collaboration. He felt it was important to engage with appropriate bodies and would avoid a position where any change would be pushed through without consultation and agreement.

Mr Kevin Wilkie was invited to comment. Mr Wilkie stated that the FBU policy was they did not share anything with the Police (premises, uniforms or vehicles). He confirmed that the FBU were currently in talks regarding pay negotiations for work undertaken around missing persons and gaining entry. During the negotiations the status quo was being maintained; working together to make sure a quality service was delivered to the people of Lancashire.

Business as usual collaborations continued and allowed LFRS to see cost benefits. Lancashire FRS had recently added Lancashire Constabulary onto their Drone Insurance Policy. This had saved the Police a great deal of time in organising their own insurance and the additional cost of a bespoke policy. In turn, this had allowed Lancashire FRS to recover half of the cost of the policy from the Police. It had been calculated that the ongoing secondment of Police staff onto the Prince's Trust courses, had amounted to large savings over the last 16 years. This was equivalent to 32 members of staff over this period. Although there were currently no Police staff seconded to the teams, the agreement was still in place.

The governance of the collaboration boards had changed since the last update in the summer. The joint funded project support officer role had now come to the end of the 12 month contract and the post had now ceased. Conversations continued as to whether there would be a benefit to both organisations if the role was again funded for a further period. The Board chair had not changed from Group Manager Phil Jones; however the co-chair was now Chief Superintendent Ian Dawson, soon to be replaced by Superintendent Nicky Evans.

It was proposed that governance and scrutiny would continue in the format of a bi-annual meeting of the CFA and OPCC. Two representatives from each of the CFA and OPCC will attend these meetings, along with the strategic leads for each of LFRS (Assistant Chief Fire Officer) and Lancashire Constabulary (Deputy Chief Constable); these officers would provide the required strategic updates with support from operational leads as required.

Scrutiny of the Collaboration Board was in the form of a Quarterly Executive Collaboration Board, chaired by ACFO Norman and DCC Woods. Also in attendance were the collaboration leads GM Jones and Ch Supt Dawson. At the November 2019 meeting the work plan for 2020/21 was agreed and the Board commissioned further evaluation of the deliverables to date.

The early Blue Light Collaboration Programme Board work had been further shaped and defined into 3 key project management related documents according to status; these were Project Initiation Documents, Health Reports and Scoping Closure Reports. A change from the previous paper was the removal of the Highlight report and replacement with a Health Report. This was a joint decision, which would make updates easier, less demanding on resources and easier to track progress.

LFRS Site Share:

Currently the partner with the largest scale of site sharing collaborations and subsequent revenue cost related benefits was North West Ambulance Service (NWAS). Operational crews shared station facilities at Lancaster, Preston and Darwen fire stations. In addition to the above formal lease arrangements, there were licence arrangements at both Bolton-Le-Sands and Nelson fire stations whereby NWAS crews made use of the welfare facilities on an ad-hoc basis.

Site sharing arrangements with Lancashire Constabulary followed a similar format in that there were sites with formal lease arrangements, these being Preesall, St Annes and Skelmersdale. At these locations Police staff had hot desk office accommodation for circa 3-4 Officers and made use of the welfare facilities. At both Lytham and Great Harwood the welfare facilities and on-site parking facilities were utilised by Lancashire Constabulary staff on a drop in / ad-hoc basis.

Telecommunication masts were installed at South Shore, Barnoldswick, Skelmersdale and Service Training Centre sites with lease arrangements in place.

Licence arrangements were also in place for a number of site sharing practices with other organisations or charities. This included the use of station facilities for community engagement events, vehicle storage and multi-agency office facilities.

The arrangements with health related partners was the most significant with blood bikes currently being stored by LFRS at Morecambe, Blackpool, Burnley, Hyndburn and Penwortham. In addition to this LFRS supported the Blood Transfusion Service through the sharing of Hyndburn and Chorley sites for their blood donation sessions.

Multi-agency meeting rooms and office accommodation was provided at both Chorley and Nelson, these partnerships support the Local Authority (Chorley) Early Action project and also the Lancashire County Council Early Help provision (Nelson).

Partnerships that enhanced LFRS' operational response arrangements were supported in the format of vehicle and equipment stowage. This included the Salvation Army and Red Cross at Service Headquarters, Bay Search and Rescue at Bolton-Le-Sands and also supported for Operation Florian in the format of storage at Service Training Centre.

LFRS had a long standing relationship with the Prince's Trust charity and delivery of their Team Programme was hosted at 8 fire station locations. In addition a Team was based at Oakham Court in premises leased from Preston City Council.

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

13/19 CONSULTATION STRATEGY

ACFO Norman presented the report. The Authority had a consultation strategy which provided a framework through which it could seek public opinion on major change issues.

Each year the Planning Committee reviewed the strategy as now considered by Members to assure continued compliance with guidance or legislation and to incorporate learning from any public consultation exercises undertaken.

The review concluded that the strategy continued to be legally compliant and in line with good practice.

County Councillor O'Toole queried whether the cost of any consultation was justified by the number of responses received given these had been poor in the past. The Assistant Chief Fire Officer confirmed that although there had not been any consultation during the previous year the costs had been reduced with the move to a digital format via video and electronic publications on the website.

RESOLVED: - That the Committee noted and endorsed the consultation strategy.

14/19 TOWER BLOCK FIRE IN STUDENT ACCOMMODATION IN BOLTON

Further to a recent tower block fire in student accommodation in Bolton, County Councillor Martin asked for clarification on the action taken by the Service on buildings with cladding that were not classed as high rise (ie: of 6 storeys or less). In response the Assistant Chief Fire Officer confirmed that all residential buildings of 6 storeys or above had been through a risk assessment.

The incident in Bolton raised questions regarding other types of building materials. The national fire chiefs council had issued guidance which had been sent out to all Universities or the third party responsible for the building. The Service was making itself available to go out again to give advice (although the fire investigation from Bolton had not yet concluded).

The Deputy Chief Fire Officer advised that it was known that high pressure laminate cladding was used on the building in Bolton, which was used within Lancashire. He confirmed that following assessment of Lancashire buildings the Service was as prepared as possible. A dedicated team was being put together to focus on areas of vulnerability and to provide a more consistent approach.

RESOLVED: - That the report be noted.

15/19 LEARNING FROM WILDFIRES

County Councillor Hennessy had requested a presentation on learning from wildfires following a multi-agency event she had attended in July which was hosted by Lancashire Fire and Rescue Services to other Fire and Rescue Services and partner agencies to raise awareness of UK wildfire prevention and response. This was a very well attended and enjoyable event. CC Hennessy personally learned a lot about wildfires, how they affected the weather and how they were monitored by satellite. As a Member of the Fire Authority she wanted to be reassured that the

Service was as prepared as possible for future climate incidents. She also proposed that the role of the Health & Wellbeing Champion be extended to incorporate Climate Change.

The Deputy Chief Fire Officer confirmed that the Service had been working hard to ensure that lessons identified from the Winter Hill major incident became lessons learned. Given the scale and scope of the incident the debrief process was a major task and included what went well, what didn't go well and what could be done differently in the future. Creating the right culture for staff to share was key to the process.

The Wildfire Learning Event in July was a platform for the Service to discuss and share notable practice which linked to the HMICFRS and the principle of innovation, evaluation and sharing within the Fire Sector. A broad range of topics were discussed: i) National Resilience; ii) National Fire Chiefs Council; iii) Winter Hill – A Lancashire Perspective; iv) Firewise UK; v) Wildfire Response and Prevention – A Northern Ireland Perspective; vi) International Wildfire Learning & Development – Pau Costa Foundation; vii) LFRS Wildfire Burn Team and demonstration; and viii) Climate Change Adaptation.

An Action Plan had been framed around 3 thematic areas; i) Wildfire pre-planning; ii) Wildfire response; and iii) Business Continuity Planning. An Area Manager chaired each of the Thematic Groups which reported into the Operational Assurance Group. Progress towards completion remained strong.

RESOLVED: - That the report be noted.

16/19 DATE OF NEXT MEETING

Members approved moving the next scheduled meeting from 16 March 2020 to 10 February 2020 at 1000 hours in the main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood. This would enable timely consideration of the Annual Service Plan.

Further meeting dates were noted for 13 July 2020 and agreed for 16 November 2020.

LFRS HQ
Fulwood

M NOLAN
Clerk to CFA

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LANCASHIRE COMBINED FIRE AUTHORITY

RESOURCES COMMITTEE

Wednesday, 27 November 2019, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

F De Molfetta (Chairman)
F Jackson
T Martin (Vice-Chair)
D O'Toole
M Parkinson OBE (for H Khan)
D Stansfield
G Wilkins
T Williams

Officers

D Russel, 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)
M Nolan, Clerk and Monitoring Officer to the Authority

In attendance

C Chesters, Head of Procurement (LFRS)
D Howell, Solicitor (LFRS)

63/19 APOLOGIES FOR ABSENCE

Apologies were received from County Councillors Hasina Khan and Lorraine Beavers and Councillor Simon Blackburn.

64/19 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

65/19 MINUTES OF THE PREVIOUS MEETING

RESOLVED: - That the Minutes of the last meeting held on 25 September 2019 be confirmed as a correct record and signed by the Chairman.

66/19 TREASURY MANAGEMENT - MID-YEAR REPORT 2019/20

In accordance with the CIPFA Treasury Management Code of Practice and to strengthen Members' oversight of the Authority's treasury management activities,

the Resources Committee received a treasury management 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 were used as a basis for this report to the Committee.

Economic Overview

The economic situation continued to be dominated by the uncertainty arising from the unknown impact of the UK's withdrawal from the European Union and the trade dispute between the worlds' two largest economies namely the USA and China. Despite this, the first quarter of 2019 showed relatively strong growth of 0.5% (1.8% year on year). However, it was considered that this was partly due to stockpiling ahead of the expected date for leaving the European Union and was followed by a contraction of 0.2% in the second quarter.

Outlook for Interest Rates

Arlinglose, Lancashire County Council's treasury advisers, were forecasting no change in the Bank Rate for the foreseeable future. However, there were risks to this forecast which could see rates moving in either direction.

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 in the report as now considered, this showed that the Authority had a net borrowing requirement of £197k, which was below its actual borrowing of £2.0m, and reflected the additional voluntary MRP contributions that the Authority had made in order to generate cash to repay loans either on maturity or as an early repayment. Members considered the proposed further voluntary MRP contribution of £187k, in addition to the planned £10k which would reduce the borrowing requirement to zero, fully providing for existing loan repayment or to offset future loan drawdowns. (It was noted that the Authority was not anticipating in year capital expenditure being funded from borrowing, but this depended on the agreed 5 year programme currently being developed and some borrowing may be required in future years). In terms of investments it was anticipated that there may be some reduction in the level of reserves held, dependent upon the level of in-year capital expenditure which, given slippage in the programme this looked less likely at the present time.

Borrowing

There had been no new borrowing in the first six months of the financial year. This was consistent with the position that the current borrowing was already above the CFR and that the capital programme did not include any expenditure to be financed from borrowing.

The long term debt outstanding of £2m was from the Public Works Loan Board. 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 is still considered to be the case with the estimated premium charge to repay the three loans being £1.074m.

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 interest was received on surplus balances within an acceptable risk framework. During the period all new investments were placed with the County Council via this arrangement. At 30th September there was a balance of £33.670m invested in LCC while the average for the period was £21.663m.

In addition, in order to increase the rate earned on current balances, the Authority had placed fixed investments with other local authorities. To attract a higher rate of interest than was available on the call account these investments needed to be fixed for a longer period of time. The report identified the investments that had been in place during the year. At 30 September there was £10m fixed term investment in place therefore the total investment held at 30 September was £43.670m. The overall the rate of interest earned during the period was 0.96% which compared favourably with the benchmark 7 day index which averaged 0.69% over the same period. 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 18 February 2019 the Authority approved the indicators for 2019/20 which were detailed in the report alongside the current actual.

Revenue Budget Implications

The 2019/20 revenue budget for treasury management activity showed that anticipated income exceeded expenditure by £0.252m. Taking into account the activity for the first six months of the year and estimated cash-flow for the remainder of the year the latest forecast was considered:

| | Budget | Forecast | Variation |
|---------------------------|---------|----------|-----------|
| | £m | £m | £m |
| Interest Payable | 0.090 | 0.090 | 0.000 |
| Minimum Revenue Provision | 0.010 | 0.197 | 0.187 |
| Interest receivable | (0.352) | (0.331) | 0.021 |
| Net budget | (0.252) | (0.044) | 0.208 |

The variation on the MRP reflected the additional contribution proposed whilst interest receivable was slightly below budget as the anticipated increase in the interest rates in the last quarter of the financial year looked unlikely.

Regulatory Updates

A key source for long term borrowing was the PWLB. The PWLB lending was offered at a fixed rate above the gilt yields. For most authorities that qualified for the certainty rate, including the Lancashire Combined Fire Authority, this rate was 0.8%. In recent months gilt yields and therefore loan rates had fallen to record low levels and as a result local authority borrowing from the PWLB had risen. In response to this HM Treasury announced on the 9th October that it was increasing the margin above gilts by 1%. Therefore for an authority which qualified for the certainty rate then the interest rate on any new PWLB loan was 1.8% above the gilt yield rather than 0.8%.

This change did not have an immediate impact for the Authority as it was not seeking new loans. However, should the capital financing position change then consideration would have to be given as to whether there were suitable alternatives to PWLB financing.

RESOLVED: That the report be noted and endorsed and that an additional MRP contribution of £187k was agreed.

67/19 FINANCIAL MONITORING 2019/20

Revenue Budget

The overall position as at the end of September showed an underspend of £0.4m. Trends were being monitored to ensure that they were reflected in future year's budgets, as well as being reported to Resources Committee.

We previously reported that there was a potential shortfall of £273k in Section 31 grant in relation to Business Rates Relief for 2019/20. Although we had still not had confirmation, we believed that we met the criteria as set out by MHCLG in order for them to pay a one off grant of £273k. As such, we did not reduce the budgeted grant income for 2019/20.

In addition, since the last meeting we have received the balance of the Section 31 grant funding in relation to the Winter Hill incident of 2018. We had anticipated claiming this under the Bellwin scheme, which had an element of self-funding (circa £109k), however as it was paid under Section 31 grant we have been reimbursed for the full costs, leaving a surplus of £109k in year.

In terms of the year end forecast we had anticipated an underspend of approx. £0.3m due in the main to the additional grant for Winter Hill, for USAR and the adjustment to the council tax collection figure (as previously reported). As outlined in the Treasury Management Mid-Year Update report we were proposing making an additional voluntary Minimum Revenue Provision (MRP) payment of £187k, in order to reduce the borrowing requirement to zero, fully providing for existing loan repayment or to offset future loan drawdowns. After allowing for this the current year end forecast showed a £0.1m underspend.

It was noted that in line with recent court/ombudsman rulings in respect of the pensionability of allowances a review of all our allowances was being undertaken to determine which were pensionable and which were not. Whilst the review was on-going it was clear that if any allowances were made pensionable then this would impact on the revenue budget, however at this early stage we had not reflected this in the forecast as presented. We would update the forecasts as the position became

clearer, and provide an updated report to members at the appropriate time.

The year to date positions within individual departments were set out in the report with major variances relating to non-pay spends and variances on the pay budget being shown separately in the table below: -

| Area | Overspend / (Under spend) to 30 Sept | Forecast Outturn at 31 March | Reason |
|------------------|--------------------------------------|------------------------------|---|
| | £'000 | £'000 | |
| Service Delivery | (63) | (73) | The variance to date and forecast outturn both reflect:- <ul style="list-style-type: none"> • An additional £58k of grant being allocated to the USAR Team by Government, this announcement only being made after the budget was set • The additional income generated at Preston due to the extension of the lease arrangement with NNAS until September 2020, generating an additional £25k in 2019/20. |
| Winter Hill | (109) | (109) | As previously reported, we anticipated claiming under Bellwin for the Winter Hill incident, however we had now received the funding via Section 31 grant and had been reimbursed £109k, the full cost of the incident. |
| Property | 99 | (8) | The overspend position related to premises repairs and maintenance, with lighting and drill yard works being carried out at several fire stations. This was a timing issue and reflected orders raised to date for work which had not yet been undertaken. Hence we were forecasting a broadly balanced year end position |
| Other Non-DFM | (101) | 593 | The majority of the underspend to date reflected the additional council tax collection fund surplus of £59k due from one of the billing authorities as previously reported. The majority of the forecast overspend reflected the funding gap identified at the time of setting the budget in February and the |

| | | | |
|--|------|-------|---|
| | | | additional MRP contribution outlined earlier. |
| Whole-time Pay (less Associate Trainers) | (71) | (227) | <p>There were a number of factors contributing to the underspend on whole-time pay at the end of September. The most significant of which were:</p> <ul style="list-style-type: none"> • The Service currently held six more vacancies than allowed for in the budget due to personnel retiring earlier than forecast and a slight shortfall in the number of recruits who commenced on station in April. This gave rise to an underspend of £64k to date. • In addition, the grade mix of personnel and the high number paid at development rates of pay result in a further underspend of approx. £110k. • Overtime payments over the summer annual leave period had been higher than budgeted, reflecting the overall vacancies as highlighted above and the support provided to on-call stations, generated an overspend of £68k to date. Given the current recruits course was due to complete in January we anticipate the level of overtime reducing in the second half of the year. • In addition a number of personnel had opted out of the pension scheme. The budget was based on the actual number of 'opt outs' at the time of setting the budget. However this had now increased to 35 with the 4 additional 'opt outs' generating a saving of approx. £20k. • Offsetting this, Associate Trainer costs were £55k higher than budgeted, reflecting additional usage of |

| | | | |
|-----------------------------------|------|-------|---|
| | | | <p>associates to cover vacancies at TOR and to meet temporary demand for trainers in excess of current staffing levels.</p> <p>As a result of these the overall whole-time budget was underspent by approx. £71k after 6 months of the year. However to put this into context that represented a variance of less than 0.5% of the budget at the end of September.</p> <p>Some of these variances were a timing issue, as new recruits started, personnel were promoted and as personnel achieved competency and were paid accordingly. This was reflected in the forecast outturn position shown, an anticipated underspend of £227k. However this was dependent upon how many further personnel left before reaching their projected retirement date.</p> |
| RDS Pay | (1) | (18) | <p>The budget was broadly in line at the end of September. This was reflected in the forecast outturn position, which was based on average activity levels during the second half of the year, and vacancies remaining at a consistent level.</p> |
| Support staff (less agency staff) | (81) | (155) | <p>The underspend to date and forecast related to vacant posts across various departments, which were in excess of the vacancy factor built into the budget. The majority of these vacancies were currently undergoing recruitment, with an assumed 3 month gap in costs (although recruitment of technical specialists in ICT and Knowledge Management continued to take longer).</p> <p>Note agency staff costs to date of £57k were replacing vacant support staff roles, this accounted for less than 2% of total support staff costs.</p> |

Capital Budget

Following on from September Resources Committee we the amended programme stood at £3.6m.

In terms of the programme, the current position, shown in appendix 2 and summarised below, showed committed expenditure to the end of September of £3.0m: -

| Area | Committed Expenditure to Sept 2019 | Details |
|------------------------|------------------------------------|---|
| | £000 | |
| Pumping Appliances | 1,056 | The budget allowed for the remaining stage payments for 7 pumping appliances for the 2018/19 programme, for which the order had been placed in January 2018. Phased delivery of these vehicles was anticipated in the last quarter of the financial year. |
| Other vehicles | 776 | This budget allowed for the replacement of various operational support vehicles, the most significant of which was the Water Tower, which was delivered during quarter one. In addition to these, the budget allowed for various support vehicles which were reviewed prior to replacement. We currently anticipated completing the purchase of the majority of these within the financial year. |
| Operational Equipment | 4 | This budget allowed for completion of the kitting out of three reserve pumping appliances, which were part of the 2018/19 programme, in addition to providing a £50k budget for innovations in fire-fighting to be explored. |
| Building Modifications | 287 | This budget allows for: <ul style="list-style-type: none"> • Refurbishment of the Fire House, where work was completed in July, and where we had incurred costs of £287k to date. • Based on the latest stock condition survey, several stations had identified upgrades to dormitory and shower facilities. Plans had been finalised and were currently being costed prior to moving to procurement. <p>Anticipated in-year spend would depend upon the final procurement route for the above projects and on Property department capacity to deliver the works.</p> |

| | | |
|------------|-----|---|
| IT systems | 860 | <p>The replacement station end project had now commenced with equipment ordered and due for delivery in the current calendar year, with installation following thereafter.</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. The order had been placed and work was underway to install this. We anticipated this project being completed in the current calendar year</p> <p>The budget also allowed for replacement Storage Area Network, the hardware for which had been delivered in quarter one, and would be configured for use in due course.</p> <p>The balance of the budget related to the replacement of various systems, in line with the ICT asset management plan. Reviews carried out had identified two systems which did not need replacing at this time, hence the underspend shown. 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.</p> |
|------------|-----|---|

The committed costs to date would be met by revenue contributions and usage of 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.

The Director of Corporate Services provided an overview for Members of the distinction between funding received via Section 31 grant and funding received via Bellwin.

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

68/19 THE 2020/21 LOCAL GOVERNMENT FINANCE SETTLEMENT - TECHNICAL CONSULTATION PAPER

The report set out details of the Government’s latest consultation document relating to 2020/21 Local Government Finance Settlement. The Local Government Finance Settlement was the basis by which the Government allocated out funding to individual authorities, as part of the Local Government Finance Settlement.

The Ministry of Housing, Communities and Local Government issued a consultation document titled “Local Government Finance Settlement 2020/21 – Technical Consultation” on 3 October, with a deadline for a response of 31 October. The

proposed 2020/21 settlement was framed in the context of the overall Spending Review package, and set out more detail on the Government's plans for allocating these resources to local authorities.

As part of the work on the Spending Review the Government had heard the concerns of local authorities about the need for certainty and stability to enable budget planning for the next financial year. Reflecting this, the one-year Spending Round and the plans for a more substantial Spending Review exercise in time for 2021-22, they proposed to implement a 'roll-forward' settlement for 2020-21, which would provide stability for the majority of funding sources for local government.

The Government remains committed to reforming local government finance. In 2020 the Government plans to carry out a multi-year Spending Review, which would lay the groundwork for reforms. They would continue to work towards their aim to implement these reforms in 2021-22, including a full reset of business rates retention baselines.

Whilst the document talked about the increased specific funding allocated to authorities, such as the Better Care Fund and New Homes Bonus, this did not affect Fire and Rescue Authorities. As such the only significant area which we felt warranted comment related to council tax referendum principles.

The document outlined the following council tax referendum principles for 2020/21:-

- a core principle of up to 2% (this was 3% for 2018/19 and 2019/20)
- an adult social care precept for local authorities with responsibility for adult social care of 2% on top of the core principle;
- no referendum principles for Mayoral Combined Authorities or town and parish councils.

This meant that Fire would be limited by the general principle i.e. a council tax increase of up to 2%.

Question 3: Do you think that there should be a separate council tax referendum principle of 2% or £5, whichever is greater, for shire district councils in 2020-21?

Question 4: Do you have views on the proposed package of council tax referendum principles for 2020-21?

Response Submitted

"Whilst the Spending Review provided a boost across the public sector in general, there was no detail about the impact on Fire Authorities. Without this it is hard to know how much funding will need to be raised via council tax and therefore hard to provide an informed response.

However regardless of the eventual funding we do not believe the 2% threshold will be sufficient and can see no logical reason for reducing this from its current 3%. We have argued for many years that greater flexibility should be provided to all authorities and have suggested that Fire Authorities should be allowed the same flexibilities as District Councils have previously been allowed, i.e. the £5 limit. Depending on the level of funding in 2020 we may still make an argument about providing flexibility in line with this.

Lancashire FRA has shown significant restraint regarding council tax increases, having the second lowest increase of any FRA between 2010/11 and 2019/20, an increase of just £5.83 (9.2%), 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 7.1% compared with the maximum permissible under the referendum principles of 10.0%. In order to put this into context, for Lancashire each 1% of foregone council tax equates to £0.3m. As a result we feel that reducing the referendum limit to 2% is inequitable, penalising those Authorities who have previously 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. In order to recoup this cost we would need to increase council tax by 7% (5% more than the proposed referendum). Increasing council tax by a more marginal figure, 3% in line with previous thresholds, would only generated £0.3m more than the proposed 2% threshold, and as such it is impossible to justify the cost of holding a referendum to the local public against this size of increase.

We note that Mayoral Combined Authorities are not subject to a referendum threshold, and we can see no argument for this waiver applying just to those authorities, who incorporate the local Fire Service. This very much feels like a two tier system forcing all Authorities into a mayor model.”

As the deadline for response did not provide sufficient time to take to the Committee a response was agreed by the Chair and Vice-Chair of the Committee and duly submitted in October.

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

69/19 LOCAL GOVERNMENT PENSION SCHEME VALUATION

The published 2019 valuation showed a marked improvement to the scheme as a whole, assets had grown significantly more than liabilities, hence the scheme as a whole had moved from a 90% funded scheme to 100% funded. This meant that for the scheme as a whole any deficit recovery costs would be significantly reduced, although it was recognised that the position would vary for each Authority.

The valuation had also identified that future service rates needed to increase by an average of 2.5%, recognising changes to scheme benefits and also changes in future assumptions such as mortality and investment returns. The overall valuation was extremely volatile, linked to investment returns and changing assumptions.

It was noted that the Government had consulted on moving from the current three year valuation cycle to a four year cycle from 2024. If this was agreed the next valuation, effective from 2023, would only set rates for two years to 2025, with the four year cycle commencing thereafter. As part of the process consideration was being given to the ability to undertake interim valuations or for administering authorities to amend employer contributions rates in between valuations, both of which would incur significant additional administrative costs.

Lancashire Fire Authority Fund

At the time of the last tri-annual valuation of the Local Government Pension Scheme the Fire Authority had a funding surplus of £4.3m, which was being drawn down over the agreed 16 year recovery period, £336k per annum.

The latest valuation showed a marked increase in the surplus, now standing at £9.7m, a funding level of 120%. The recovery period over which this was drawn down had also shortened to 13 years (in theory it reduced by 3 years each valuation). As a result the in-year draw down would increase to £745k in 2020/21 rising to £804k in 2022/23.

Offsetting this was the increase in future service rate, which had increased from 14.7% to 17.1%, an increase of 2.4% which, based on the current projected payroll equated to £135k additional cost. The profile of anticipated employer contributions for future service costs and draw down of the surplus was detailed in the report. No allowance has been made for the potential impact of the McCloud pension ruling, which has previously been reported to Members.

The Service had an option to pre-pay these amounts, either at the start of each year or as a one-off covering all three years, and receive a discount for doing so. Pre-paying this at the start of each year resulted in an overall saving of £11k, whilst pre-paying all three years in April 2020 resulted in a saving of £36k, this equated to a return of approx. 3.8% per annum, and as such it was recommended that the Authority took advantage of the one-off prepayment covering all three years. Any variation between actual costs due and the amount pre-paid would be actioned at the end of the valuation period.

RESOLVED: that the position be noted and the pre-payment of contributions, net of the surplus drawdown covering the 3-year period be approved.

70/19 SINGLE-USE PLASTIC PROMOTION

At a recent Combined Fire Authority meeting the question was posed by a Member as to what the Service had done in respect of eliminating single use plastics. This issue remained under review, and options to reduce use remained under consideration. The steps undertaken so far were noted as:-

Hydration

The most significant action undertaken so far; in addition to educating staff in respect of environmental concerns, was the issue of a reusable water bottle to each employee in March 2019 (both operational and support staff), to encourage individuals to remain hydrated and it was intended that this would significantly reduce the need for single use bottles (either purchased by the individual or utilised at incidents during the working day). The issue of the water bottle has been well received and favourably commented on, but as an emergency service involved in strenuous activity in hot conditions, (sometimes for extended periods) situations would continue to exist that required the provision of small water bottles.

Purchasing

In provision of consumables the issue of single use plastic was considered, alongside other relevant decision making factors – inevitably it was a compromise between cost, availability and practicality of provision, whether the item purchased

was for use on the fire ground or other areas such as in the Service Training Centre canteen facilities. This area was being kept under review. Alterations to our arrangements would normally have a negative financial impact during any tendering process and this aspect was considered in setting any qualification requirements.

Promotion

The Service had undertaken promotional work in respect of single use plastic as detailed in the report which also included some examples of the posters used. The SHE department and local Environmental champions were seen as the mechanism to advance the Service's position together with open consideration of alternative approaches where single use plastic was involved.

RESOLVED: - That the current position be noted.

71/19 DATE AND TIME OF NEXT MEETING

The next meeting of the Committee would be held on 25 March 2020 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for 20 May 2020 and 23 September 2020 and agreed for 25 November 2020.

72/19 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.

73/19 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 and endorsed the report.

74/19 RECONVENED IDRP - STAGE 2

(Paragraph 1)

Members further considered the Internal Disputes Resolution Procedure – Stage 2 application discussed at the last meeting including the independent advice which had been requested.

RESOLVED: - The Committee declined the request.

75/19 URGENT BUSINESS - EXTENSION OF SICK PAY PROVISIONS (PART 2)

(Paragraph 1)

RESOLVED: - That the Committee approved the request on the specific facts.

LFRS HQ
Fulwood

M NOLAN
Clerk to CFA

LANCASHIRE COMBINED FIRE AUTHORITY

PERFORMANCE COMMITTEE

Thursday, 28 November 2019, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

MINUTES

PRESENT:

Councillors

S Holgate (Chairman)
P Britcliffe
S Clarke
N Hennessy
M Khan OBE (Vice-Chair)
Z Khan
A Riggott
D Smith
D Stansfield

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

Officers

D Russel, Deputy Chief Fire Officer (LFRS)
J Charters, Area Manager, Head of Service Delivery (LFRS)
M Hamer, Group Manager (Acting) Prevention, Protection and Road Safety (LFRS)
C Johnston, Station Manager, Corporate Planning and Audit (LFRS)
D Brooks, Principal Member Services Officer (LFRS)

In attendance

G Basson, North West Fire Control
K Wilkie, FBU

11/19 CHAIRMAN'S WELCOME

The Chairman welcomed County Councillor Aidy Riggott to the meeting who had replaced County Councillor Mark Perks.

12/19 APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Lorraine Beavers.

13/19 MINUTES OF PREVIOUS MEETING

The Deputy Chief Fire Officer advised that Group Manager Matt Hamer had been invited to present to Members an overview of unwanted fire signal call management as agreed under the overall activity section of the previous minutes (resolution 9/19 refers).

GM Hamer advised that larger premises with more detectors had greater chances of an unwanted fire signal call. Lancashire had a procedure where if 2 calls were received within the month or 3 calls in 6 months this was monitored and a Business Safety Advisor would visit the premises to provide guidance as appropriate. (The alarm system might not have been maintained or may be faulty.) Most businesses were accommodating given plant could shut down during an alarm and evacuation. It was noted that LFRS could issue a minor notice and if a business was not keen on working with the Service it could enforce however, the majority of businesses in Lancashire were keen to engage and put things in place to prevent any further unwanted fire calls.

GM Hamer advised of a premises in Penwortham where there had been up to 30 calls within a 12 month period which was a result of having the wrong detectors in the wrong locations. LFRS had provided advice and an unwanted fire call had not now been received for the last 10 months. Another example was of a University who used a call receiving centre whereby a detector informed the call centre who would then ring 999; the call would go through call challenge at North West Fire Control to try and identify if there was a fire and if there were people at risk but because the call centre was remote from the building they could not answer the questions and the Service would be deployed to the incident. On advice of the Service the University had changed its policies and now, should a detector activate their security would investigate; this had seen the numbers of calls drop dramatically. Some of the larger, older buildings may need investment in new equipment and / or to improve their procedures. During the monitoring visits to premises the Service stressed the impact of unwanted fire calls for the business, for the Service and also on members of the public.

In response to Member questions, GM Hamer confirmed that there were not any specific geographical areas or business sectors that were the worst offenders. Business Safety Advisors met regularly to discuss safety education campaigns which included the National Fire Chiefs Council Business Safety Week where the Service supported business to be aware of the help available to ensure they complied with the law and keep people as safe as possible (particularly, preventing arson, reducing false alarms, preventing common causes of business fires and protecting sleeping accommodation).

County Councillor Hennessy asked whether (as reported under the same resolution) it had been possible for a risk assessment to be undertaken for staff to be inoculated against the flu virus. It was agreed that the Deputy Chief Fire Officer would investigate and inform the Committee separately.

RESOLVED: - That the Minutes of the last meeting held on 19 September 2019 be confirmed as a correct record and signed by the Chairman.

14/19 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

15/19 PERFORMANCE MANAGEMENT INFORMATION

The Deputy Chief Fire Officer introduced Ged Basson, Operations Manager from North West Fire Control who presented Members with a 6-monthly update on issues relating to call handling.

Mr Basson advised that the target from time of call to mobilise for Lancashire was 90 seconds; this was not being achieved but there had been gradual improvement towards that with a current time of 106 seconds which included call challenge.

During the last quarter the percentage of incidents had increased for Lancashire and a table was presented that showed the calls by hour of the day across quarters 1 and 2. In response to a question raised by Councillor Dave Smith, Mr Basson confirmed that the staffing structure was scaled down and increased in line with the expected peak in calls.

Details of the number of calls challenged that related specifically to: automatic fire alarms, gaining entry on behalf of the Police and bonfires was presented. Generally there was just over a quarter of these incidents where the Service was not mobilised; this helped to maintain fire cover and reduce cost and risk of accidents. There had been no change in the call challenge procedure, but this figure was worth monitoring to ensure the challenge carried out on behalf of LFRS was providing the right results or whether there were other external factors involved. The number of 999 calls over the bonfire period showed a downward trend due to LFRS initiatives such as Bright Sparx.

Mr Basson also provided an update on the following:

- Bonfire Period - All fire and rescue control services had been informed nationally that they had managed to answer calls on bonfire night without deferred delay (no more than 2 minutes);
- Ordnance Survey Mapping – the mobilisation system would be updated on 12 December to include a new road route network;
- Grenfell Tower Inquiry Report – NWFC was working with fire and rescue services to see how to implement the recommendations; The Deputy Chief Fire Officer reassured Members that with any national learning LFRS would examine the report to understand what was needed to strengthen the response to high-rise buildings. What had been put in place on the back of Grenfell was to transmit a message from the incident ground of any need to move away from the stay put policy and that message was transmitted from the recent incident at student accommodation in Bolton really early;
- Strategy Planning Day – a day had been arranged for March 2020 to look at the purpose of NWFC. The Fire and Rescue Services in NWFC and the Board of Directors would look at strategic plans and develop a new business case;
- Pre-Alerting – NWFC and LFRS worked together on this early warning system;

- Senior Operations Manager – it was noted that Tessa Tracey was retiring in the New Year. The Committee wished her well for the future and asked Mr Basson to pass on their best wishes for a happy retirement.

Councillor M Khan advised that, as Leader of Blackburn with Darwen Council he was looking to put a motion to Government to change legislation for fireworks to only be sold under licence and would ask that other local authorities consider doing the same. The Committee Chairman, County Councillor Holgate added that fireworks were not just a challenge for the fire service but for others given the noise of explosions made had seemed to get louder and were more frightening for some adults, children and animals. A co-ordinated response was needed across all services to support the overall wellbeing of people.

In response to questions raised by County Councillor Hennessy in relation to staff turnover, training and whether NWFC was inspected, Mr Basson confirmed that NWFC prepared for staff retirements and there had recently been 3 people who had retired in October with 8 staff recently recruited. He confirmed that from placing the advert to someone taking their own calls was a minimum 16 week period although it took someone 2-3 years to become competent. Recruitment was again planned for February 2020 which would take staffing levels to over-establishment however, this was considered against the staff profile and the expectation that more people would retire. He advised that NWFC came under the HMICFRS inspection as a sub-section of LFRS and did have an annual audit.

In response to a question raised by the Committee Chairman, CC Holgate regarding peer review, Mr Basson confirmed that call handling arrangements across the country were very different and that there was a Mobilisation Officer Group who met to look at best practice and peer review could be considered by that group.

County Councillor Dave Stansfield asked that a visit to NWFC be arranged in the New Year for CFA Members and Mr Basson agreed to facilitate this.

This was the 2nd quarterly report for 2019/20 as detailed in the Risk Management Plan 2017-2022.

The Deputy Chief Fire Officer presented the report and Members examined each indicator in turn as follows:-

KPI 1 – Preventing, fires and other emergencies from happening and Protecting, people and property when fires happen

1.1 Risk Map

This indicator measured the fire risk in each Super Output Area. Risk was determined using fire activity over the previous 3 fiscal years along with a range of demographic data, such as population and deprivation.

The standard was to reduce the risk in Lancashire – an annual reduction in the County risk map score.

The current score 31,816, previous year score 32,114.

1.2 Overall Activity

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

Quarter 2 activity 4,547, previous year quarter 2 activity 4,780 a decrease of 4.87% over the same quarter.

| Year to Date | 2019/20 Quarter 2 | Previous year to Date | 2018/19 Quarter 2 |
|--------------|----------------------|-----------------------|----------------------|
| 9,079 | 4,547 | 9,417 | 4,780 |

Incidents attended consisted of a myriad of different types. The report presented a chart which represented the count and percentage that each activity had contributed to the overall quarter's activity.

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 2 activity 213, previous year quarter 2 activity 196, a decrease of 8.67% over the same quarter.

Total number of Accidental Dwelling Fires – Year to Date, 421

1.3.1 Accidental Dwelling Fires – Extent of Damage (Fire Severity)

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.

The extent of fire and heat damage was recorded at the time the 'stop' message was sent and included all damage types. The report charted a rolling quarterly severity of accidental dwelling fire over the previous two years with each quarter broken down into high, medium and low severity. Each quarter included the percentage (out of 100%) that each severity type represented of the total, with an indicator to illustrate the direction against the same quarter of the previous year.

The latest quarter recorded a combined 'low' and 'medium' severity of 93.5% which was a decreased of 1.9% against the 95.4% recorded in the same quarter of the previous year.

| Previous Rolling 4 Quarters | | | | Quarter 2 |
|-----------------------------|-----------|-----------|-----------|--------------|
| Quarter 2 | Quarter 3 | Quarter 4 | Quarter 1 | |
| 4.6% | 4.5% | 3.2% | 4.3% | 6.5% |
| 46.4% | 52.7% | 49.7% | 49.0% | 44.9% |
| 49.0% | 42.8% | 47.0% | 46.6% | 48.6% |

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.

| | 2019/20 | | 2018/19 | |
|----|--------------------------|-------------------------------|--------------------------|-------------------------------|
| | ADF's with previous HFSC | % of ADF's with previous HFSC | ADF's with previous HFSC | % of ADF's with previous HFSC |
| Q1 | 23 | 11% | 21 | 10% |
| Q2 | 28 | 13% | 17 | 9% |
| Q3 | | | 24 | 11% |
| Q4 | | | 15 | 8% |

1.4 Accidental Dwelling Fire Casualties

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

Sadly there had been 3 people who has lost their lives in accidental dwelling fires including 1 fatality during the latest quarterly period. Four casualties were recorded as serious and 11 slight. The same quarter of the previous year recorded 2 fatalities, 1 serious and 9 slight.

| Casualty Status | 2019/20 Quarter 2 | 2018/19 Quarter 2 |
|--|----------------------|----------------------|
| Fatal | 1 | 2 |
| Victim went to hospital visit, injuries appeared Serious | 4 | 1 |
| Victim went to hospital visit, injuries appeared Slight | 11 | 9 |
| TOTAL | 16 | 12 |

1.5 Accidental Building Fires (Non-Dwellings)

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

Quarterly activity decreased 21.51% over the same quarter.

| | | |
|---------------------------|----------------------|----------------------|
| Total number of incidents | 2019/20 Quarter 2 | 2018/19 Quarter 2 |
| | 73 | 93 |

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

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.

The extent of fire and heat damage was recorded at the time the 'stop' message was sent and included all damage types. The report charted a rolling quarterly severity of accidental dwelling fire over the previous two years with each quarter broken down into high, medium and low severity. Each quarter included the percentage (out of 100%) that each severity type represented of the total, with an indicator to illustrate the direction against the same quarter of the previous year.

The latest quarter recorded a combined 'low' and 'medium' severity of 79.2% against a 63.4% in the same quarter of the previous year. Accidental building fires with a calculated fire severity of 'high' and 'low' increased against the same quarter of the previous year, whilst 'medium' severity decreased.

| Previous Rolling 4 Quarters | | | | Quarter 2 |
|-----------------------------|-----------|-----------|-----------|--------------|
| Quarter 2 | Quarter 3 | Quarter 4 | Quarter 1 | |
| 36.6% | 28.7% | 29.5% | 35.6% | 20.8% |
| 44.1% | 52.5% | 50.5% | 50.6% | 58.3% |
| 19.4% | 18.8% | 20.0% | 13.8% | 20.8% |

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 | 2019/20 Quarter 2 | 2018/19 Quarter 2 |
|--|----------------------|----------------------|
| 1.6.1 Deliberate Fires – Anti-Social Behaviour | 390 | 674 |
| 1.6.2 Deliberate Fires – Dwellings | 38 | 27 |
| 1.6.3 Deliberate Fires – Non-Dwellings | 44 | 18 |

The Deputy Chief Fire Officer introduced Area Manager, Jon Charters who provided Members with a presentation on Bright Sparx. This was an annual safety campaign aimed at maximising public safety and the safety of firefighters. The target audience were those at greater risk and the campaign's key messages included: encouraging attendance at organised bonfire displays, ensuring legal compliance of safe storage and sale of fireworks, working closely with our partners and reassuring concerned members of the public.

AM Charters advised that an online portal had been created for each district to input their plans and to share best practice. Hot spot areas were identified and staff worked with trading standards, radio stations issued messages, leaflet and flyers were distributed, schools were visited, environmental vulnerability assessments were undertaken and diversionary activities for youths were offered in conjunction with partners. For example, in West Lancashire a refuse amnesty was introduced where skips were placed across the district; the Fleetwood Firework Extravaganza was really successful, resulting in almost zero fires in the area; LFRS also held a very successful organised event at Service Training Centre, Euxton; and Radio Wave transmitted live from Forest Gate Fire Station in Blackpool. Social media messages reached over 70,000 on twitter and 16,000 on Facebook with Instagram videos over 1,100 views.

A general overview of the campaign for 2019 during the period 1 October to 12 November was:

- There had been a consistent decrease in the number of Anti-Social Behaviour fires over the last 5 years Bright Sparx campaign periods;
- Anti-social behaviour fires during the latest Bright Sparx period recorded the lowest number over the 5 years at 215;
- This was a 17% decrease over the previous year and a 46% decrease over the 5 year high of 400 recorded during 2015/16;
- Bonfire incidents also recorded the lowest number at just 17 incidents, against the previous year's 44.

A multi-agency vehicle was used to ensure LFRS could respond to critical incidents which included a 6-pump commercial fire in Hyndburn and a fatal road traffic collision on the M6.

In response to a question raised by County Councillor Aidy Riggott, AM Charters advised that there may be occasions where a deliberate secondary fire spread to property; however, LFRS had some of the fastest response times across the country.

1.7 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.

An improvement was shown if: i) the total number of HFSC's completed was greater than the comparable quarter of the previous year; and ii) the percentage of high HFSC outcomes was greater than the comparable quarter of the previous year.

The number of completed HFSCs increased 34% over the same quarter of the previous year and those with a high risk outcome, decreased by 6%.

| | 2019/20 | 2018/19 |
|----|-------------------------|-------------------------|
| | % of High HFSC outcomes | % of High HFSC outcomes |
| Q1 | 65% | 66% |
| Q2 | 61% | 67% |
| Q3 | | 64% |
| Q4 | | 65% |

County Councillor Aidy Riggott queried whether it was possible to determine from the domestic fires attended how many had refused a home fire safety check. The Deputy Chief Fire Officer agreed to investigate and report back.

1.8 Road Safety Education Evaluation

This indicator reported the percentage of participants of the Wasted Lives and Road Sense 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.

Total participants were a combination of those engaged with at Wasted Lives and Road Sense events.

The total number of participants increased 36% and those with a percentage of positive influence on participant's behaviour remained consistent with the same quarter of the previous year.

| | 2019/20 (cumulative) | | 2018/19 (cumulative) | |
|----|----------------------|---|----------------------|---|
| | Total participants | % positive influence on participants' behaviour | Total participants | % positive influence on participants' behaviour |
| Q1 | 4,354 | 85% | 5,002 | 85% |
| Q2 | 8,158 | 85% | 5,983 | 85% |
| Q3 | | | 10,613 | 85% |
| Q4 | | | 17,220 | 85% |

1.9 Fire Safety Enforcement

This indicator reported the number of Fire Safety Enforcement inspections carried out within the period resulting in supporting businesses to improve and become compliant with fire safety regulations or to take formal action of enforcement and prosecution of those that fail to comply.

Formal activity is defined as one or more of the following; enforcement notice or an action plan, alterations notice or prohibition notice.

An improvement was shown if the percentage of adults 'requiring formal activity' was greater than the comparable quarter of the previous year. This helped inform that the correct businesses were being identified.

*The 'number of inspections' count included business safety advice and advice to other enforcement authorities which were not captured within the formal/informal or satisfactory counts.

| | 2019/20 | | | | 2018/19 | |
|----|---------------------|-----------------|-------------------|--------------------|-----------------------------|-----------------------------|
| | *No. of Inspections | Requiring | | Satisfactory Audit | % requiring Formal Activity | % requiring Formal Activity |
| | | Formal Activity | Informal Activity | | | |
| Q1 | 411 | 38 | 270 | 90 | 9% | 9% |
| Q2 | 392 | 35 | 248 | 105 | 9% | 12% |
| Q3 | | | | | | 7% |
| Q4 | | | | | | 11% |

KPI 2 – Responding, to fire and other emergencies quickly and competently

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 2 – 1st pump response improved 5.4% over the same quarter of the previous year.

| Year to Date | 2019/20 Quarter 2 | Previous year to Date | 2018/19 Quarter 2 |
|--------------|--------------------------|-----------------------|-------------------|
| 88.78% | 88.37% | 84.31% | 82.97% |

2.1.2 Emergency Response Standards - Critical Fires – 2nd Fire Engine Attendance

This indicator reported the time taken for the second fire engine to attend a critical fire incident measured from the time between the second fire engine arriving and the time of call. 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 2 – 2nd pump response improved 4.47% over the same quarter of the previous year.

| Year to Date | 2019/20 Quarter 2 | Previous year to Date | 2018/19 Quarter 2 |
|--------------|--------------------------|-----------------------|-------------------|
| 88.03% | 86.32% | 83.31% | 81.85% |

2.2.1 Emergency Response Standards - Critical Special Service – 1st Fire Engine Attendance

This indicator measured how long it took the first fire engine to respond to critical non-fire incidents such as road traffic collisions, 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 was 13 minutes.

Standard: to be in attendance within response standard target on 90% of occasions.

The latest quarter 1st pump response decreased 4% over the same quarter of the previous year.

| Year to Date | 2019/20 Quarter 2 | Previous year to Date | 2018/19 Quarter 2 |
|--------------|--------------------------|-----------------------|-------------------|
| 88.58% | 87.35% | 90.05% | 91.35% |

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

Standard: 99.5%

Year to date availability of 99.50% was an increase of 0.19% over the same period of the previous year.

| Year to Date | 2019/20 Quarter 2 | Previous year to Date | 2018/19 Quarter 2 |
|--------------|-------------------|-----------------------|-------------------|
| 99.50% | 99.42% | 99.31% | 99.13% |

2.4 Fire Engine Availability – On-Call Duty System

This indicator measured the availability of fire engines that were crewed by the on-call 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.

Fire engines were designated as unavailable (off the run) for the following reasons which include the percentage of off the run hours that each reason contributed to the total. Members noted that fire engines can be off the run for more than one reason; hence the percentages were interpreted individually (rather than as a proportion of the total):

- Manager deficient 61%
- Crew deficient 73%
- Not enough BA wearers 51%
- No driver 50%

Standard: above 95%

Year to date availability 87.09%, a 0.72% increase against the previous year to date of 86.47%.

| Year to Date | 2019/20 Quarter 2 | Previous year to Date | 2018/19 Quarter 2 |
|--------------|-------------------|-----------------------|-------------------|
| 87.09% | 86.34% | 86.47% | 84.59% |

This is a negative exception report due to the month of August recording availability of 84.47% which is outside the lower control limit of 84.55%.

The Deputy Chief Fire Officer presented Members with the analysis, that: -

The months of July and September were within tolerance, unfortunately, the month of August recorded 0.08% outside of the lower control limit. Typically, the summer period months could be a struggle to provide cover. This could be due to family commitments as school age children needed to be cared for and annual summer holidays. Normally this peak would be smoothed out by other months in the quarter, but given monitoring was now on a monthly basis, instances such as this were more transparent and more readily identified.

Members also considered the actions undertaken to improve performance which included: -

- Recruitment – This quarter’s recruitment campaign saw LFRS receive over 160 on-call applications Service-wide. This was a big improvement on previous year’s campaigns and emphasised the work being carried out by OCSO’s (On-call Support Officer’s). Over the last year there had been a marked improvement on the public’s awareness of on-call, which would only assist the service to attract potential applicants in the future. The current November on-call initial course had 31 recruits starting and would prove a welcome support to stations where availability was below the benchmark;
- Local action plans for stations with availability of less than 85% would continue to be produced in conjunction with SDM’s (Service Delivery Manager’s), Unit Managers and OCSO’s to tailor the support required to each unit;
- In addition, further input from OCSO’s had seen significant improvements in Firefighter/Officer development, along with the highest numbers of applications applying for and joining on-call. As these changes would take effect over the course of the next 12 months it was envisaged that availability would begin to increase;
- A focused look at existing contract alignment while ensuring staff were fulfilling existing contracts when under contracted hours. SDM’s would ensure ownership of this at a local level;
- Support given to national on-call campaigns and use of their recruitment literature and designs.

In response to Member discussion, the Deputy Chief Fire Officer advised that when the report was refreshed at the beginning of this reporting year, consideration was given to the appropriateness of the 95% target. His professional advice was to aim high and explain the actions being taken towards improving performance. He would provide a retrospective report covering the reporting periods for the year to date on the number of incidents not attended and the effect of that on the Service; this would be sent out to Performance Committee Members and built into future reports.

2.4.1 Fire Engine Availability – On-Call 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 on-call duty system (OC) 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

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

The percentage of time that OC crewed engines were available for quarter 2 was 81.92%. This excluded the wholetime detachments shown in KPI 2.4.

2.5 Staff Accidents

This indicator measured the number of staff accidents.

The number of staff accidents during the latest quarter decreased by 17.39% against the same quarter of the previous year.

| Year to Date | 2019/20 Quarter 2 | Previous year to Date | 2018/19 Quarter 2 |
|--------------|-------------------|-----------------------|-------------------|
| 40 | 19 | 38 | 23 |

The Deputy Chief Fire Officer proposed that at the next meeting the Head of Safety, Health and Environment, Julie Lamb be invited to attend to present Members with an update on this target.

KPI 3 – Delivering, value for money in how we use our resources

3.1 Progress against Savings Programme

The annual budget for 2019/20 was set at £56.0m with a budget to 30 September of £27.4m. The spend for the same period was £27.0m which gave an underspend for the period of £0.4m; a variance of -0.71%

3.2 Overall User Satisfaction

There had been 2,250 people surveyed since April 2012 and the number satisfied with the service was 2,228; % satisfied 99.02% against a standard of 97.50%; a variance 1.56%.

During the latest quarter, 97 people were surveyed and 96 responded that they were 'very satisfied' or 'fairly satisfied' with the service they received.

KPI 4 – Valuing, our people so that they can focus on making Lancashire safer

4.2.1 Staff Absence – Excluding on-Call 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 3.716

This was a negative exception report due to the number of shifts lost through absence per employee being above the Service target for each month during quarter 2.

The Deputy Chief Fire Officer presented Members with the analysis, that:-

During quarter 2 (July 2019 to September 2019), absence statistics showed above target for all 3 months. Wholetime personnel and non-uniformed personnel were both above the target over all 3 months. There were 13 cases of long term absence which spanned over the 3 months, the main reasons were cases of cancer and mental health.

At the end of September the cumulative totals showed that non-uniformed staff absence was above target at 5.61 shifts lost per employee. Wholetime staff absence was also above target at 3.12 shifts lost per employee. Overall absence for all staff (except on-call staff) was 3.72 shifts lost which was above the Service target of 2.50 shifts lost for this quarter.

Members also considered the actions undertaken to improve performance which included that the Service aimed to continue with:

- Early intervention by Occupational Health Unit (OHU) doctor / nurse / physiotherapist;
- Human Resources supported managers in following the Absence Management Policy managing individual long term cases, addressing review periods / triggers in a timely manner and dealing with capability of staff due to health issues;
- Absence management presentations / training and question and answer sessions on the ILM course and for newly appointed managers;
- To be included again within the leadership conference to assist future managers understanding and interpretation of the policy;
- Encouraging employees to make use of our Employee Assistance Programme provider Health Assured and The Firefighters Charity;
- HR to be in attendance at Stress Risk Assessment meetings, to support managers and to offer appropriate support to the employee along with signposting;
- OHU to organise health checks for individuals on a voluntary basis;
- Support from Service Fitness Advisor / Personal Training Instructors;
- Promotion of health, fitness and wellbeing via the routine bulletin and Employee Assistance programme.

4.2.2 Staff Absence – On-Call Duty System

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

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

Cumulative retained absence (as % of available hours cover) at the end of the quarter, 0.39%.

RESOLVED:- That the Performance Committee endorsed the quarter 2 measuring progress report and noted the contents including the 2 negative key performance indicator exception reports.

16/19 DATE OF NEXT MEETING

The next meeting of the Committee would be held on Wednesday 18 March 2020 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for 24 June 2020 and 16 September 2020 and agreed for 16 December 2020.

17/19 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.

18/19 COMPARATIVE PERFORMANCE

(Paragraph 3)

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

Data was provided for the six components which in turn made up the two explicit fire and rescue indicators in respect of: the position of each Fire and Rescue Service within the Family Group, 2017/18 – 2018/19 comparative progress/decline; percentage change in terms of actual numbers; the position of each F&RS within the comparative group for the respective indicator and a summary overview in graphical form.

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

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

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

| Position in Family Group 4th Quarter YTD 2018/19 | | BV – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | Actuals – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | |
|--|---------|---|-------|--|---------|-------|
| Position | 2017/18 | 2018/19 | % +/- | 2017/18 | 2018/19 | % +/- |
| 9 | 16.2 | 17.5 | 8.10 | 2412 | 2607 | 8.10 |

NI 33i Deliberate primary fires per 10,000 population

| Position in Family Group 4th Quarter YTD 2018/19 | | BV – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | Actuals – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | |
|--|---------|---|-------|--|---------|-------|
| Position | 2017/18 | 2018/19 | % +/- | 2017/18 | 2018/19 | % +/- |
| 10 | 3.6 | 3.4 | -4.78 | 531 | 505 | -4.78 |

NI 33ii Deliberate secondary fires per 10,000 population

| Position in Family Group 4th Quarter YTD 2018/19 | | BV – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | Actuals – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | |
|--|---------|---|-------|--|---------|-------|
| Position | 2017/18 | 2018/19 | % +/- | 2017/18 | 2018/19 | % +/- |
| 8 | 12.6 | 14.1 | 11.73 | 1881 | 2102 | 11.73 |

National Indicator 49 – Number of primary fires and related fatalities and non-fatal casualties per 100,000 population.

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

| Position in Family Group 4th Quarter YTD 2018/19 | | BV – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | Actuals – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | |
|--|---------|---|-------|--|---------|-------|
| Position | 2017/18 | 2018/19 | % +/- | 2017/18 | 2018/19 | % +/- |
| 1 | 146.4 | 138.0 | -5.72 | 2182 | 2057 | -5.72 |

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

| Position in Family Group 4th Quarter YTD 2018/19 | | BV – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | Actuals – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | |
|--|---------|---|-------|--|---------|-------|
| Position | 2017/18 | 2018/19 | % +/- | 2017/18 | 2018/19 | % +/- |
| 13 | 0.4 | 0.7 | 67.50 | 6 | 10 | 67.50 |

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

| Position in Family Group 4th Quarter YTD 2018/19 | | BV – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | | Actuals – 4th Quarter YTD Comparison 2017/18 - 2018/19 | | |
|--|---------|---|-------|---------|--|-------|--|
| Position | 2017/18 | 2018/19 | % +/- | 2017/18 | 2018/19 | % +/- | |
| 13 | 4.4 | 4.6 | 2.93 | 66 | 68 | 2.93 | |

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

LFRS HQ
Fulwood

M NOLAN
 Clerk to CFA

LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday 16 December 2019

ANNUAL STATEMENT OF ASSURANCE 2018-19

Contact for further information: Justin Johnston – 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 Integrated Risk Management Plan (IRMP), Statement of Accounts, the Annual Governance Statement, the 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 and provides further evidence that LFRS continues to deliver under the expectations detailed within both the National Framework and our own IRMP.

Recommendation

The Authority is asked to approve the Annual Statement of Assurance 2018-19 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 2018-19 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

None arising from this report.

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 2018-19

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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.

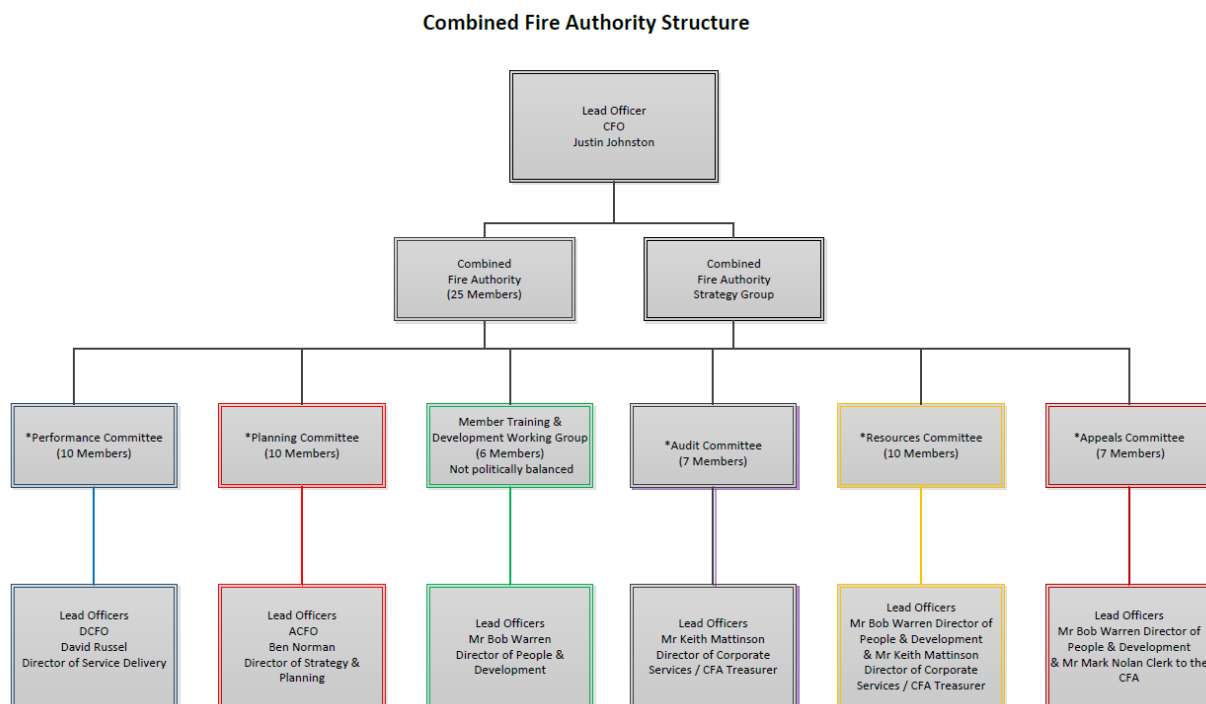
Lancashire Combined Fire Authority

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 for money. 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 of 14 districts, 12 of 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), an integrated Urban Search and Rescue capability, 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, On-Call, 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.

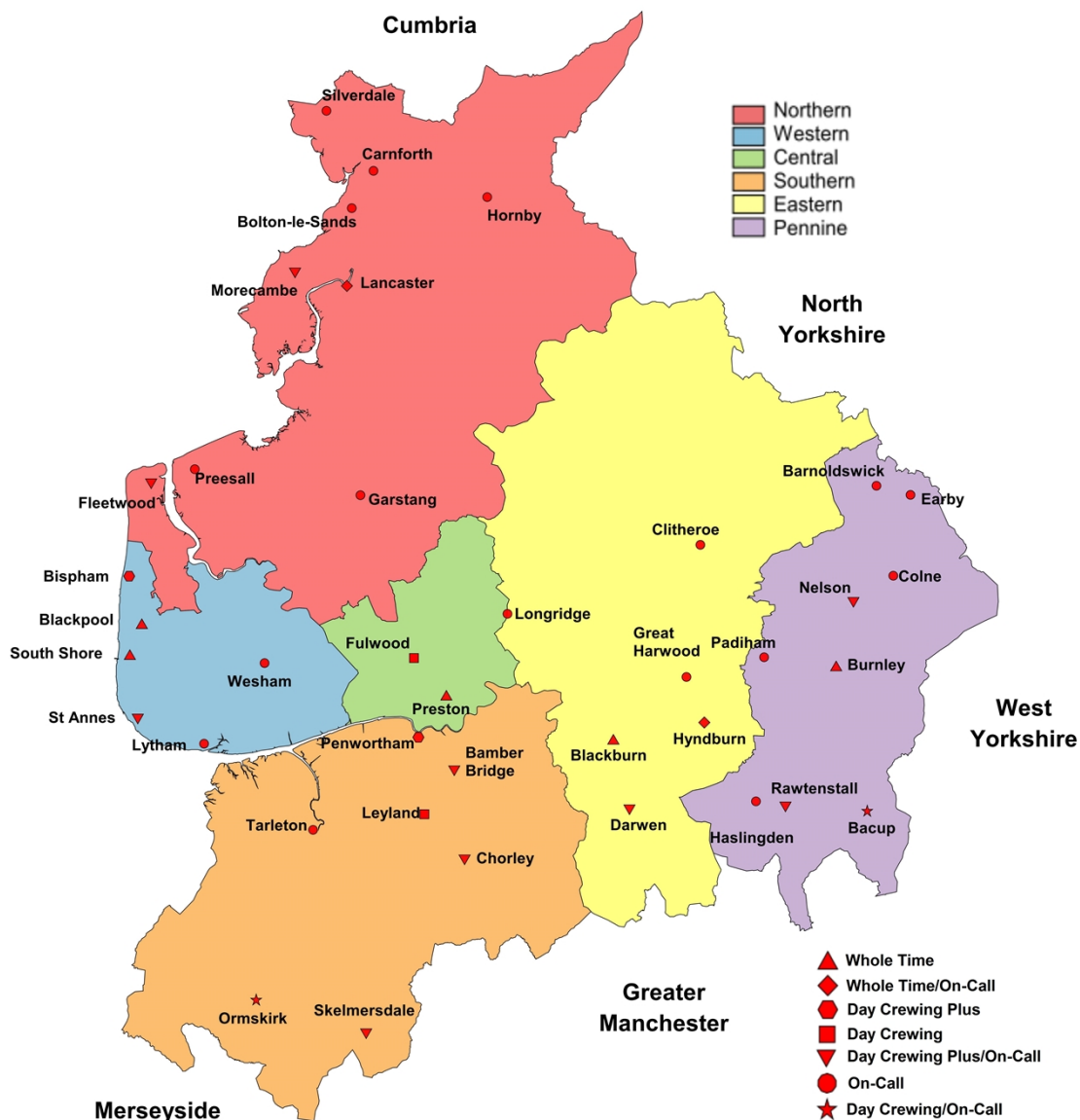


Figure 2 - Service Delivery Areas and Fire Station locations

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 2018/19 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 2019 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 2018/19 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 2018/19 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 2018/19](#), 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, 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, containing an average of 1,500 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 |
| 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 |
| 2019 | 21 | 68 | 310 | 524 | 31816 |
| OVERALL CHANGE | -70% ↓ | -43% ↓ | 4% ↑ | 16% ↑ | -14% ↓ |
| | 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 2009-2019

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 in order 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 in order 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. Protection activity is undertaken through the utilisation of a Risk Based Inspection Programme (RBIP) ensuring the highest risk premises are effectively targeted for compliance. 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.

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 BCM complies with the Business Continuity Institutes' Best Practice Guidelines. This 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.

Each year the plans are reviewed and tested to ensure our plans are fit for purpose. 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 (SHE), including:

- Agreeing the [SHE Policy](#) which outlines their commitments and ensuring adequate resources is available for the establishment, ongoing implementation and control of a Health and Safety Management System (HSMS) and Environmental Management System (EMS).
- Providing a clear direction for the Executive Board and Senior Management Team to establish policies and manage health and safety performance effectively.
- Monitoring performance through receipt of the Annual SHE Report, to provide governance and assurance that an effective HSMS is operational within LFRS.

Our 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 International Standard for Health and Safety Management Systems, ISO 45001:2018. The 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 2019, where certification 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 [Annual SHE 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 internal and external 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 and Operational Review 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.

Justin Johnston - Chief Fire Officer

Frank De Molfetta – CFA Chairman

Date:

LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday, 16 December 2019

MEMBER CHAMPION ACTIVITY REPORT

Contact for further information:

ACFO Ben Norman – Tel: 01772 866801

Executive Summary

This paper provides a report on the work of the Member Champions for the period up to Monday, 16 December 2019.

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 – Cllr Tony Williams
- Equality, Diversity and Inclusion – Cllr Zamir Khan
- Health and Wellbeing – CC Hasina Khan
- 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 Monday, 16 December 2019.

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

Community Safety – Cllr Tony Williams

The Age Safe Thematic Group continue to deliver the priorities identified earlier this year which focus on communication, social isolation, dementia and supporting the Winter Safety Campaign. We continue to build on our relations with the agencies and voluntary groups that care for older people both on local and strategic level. We are also progressing well with engaging with older person groups such as the 50+ Forums across Lancashire. They have circulated details of our Home Fire safety Check service and how to access in their quarterly newsletter to all the forums across Lancashire.

This October saw the launch of a new media campaign called #Nosey Neighbour. This forms part of the Winter Safety Campaign and aims to encourage people to

check on loved ones, neighbours, both known and unknown. Christmas cards have been produced with safety messages to support the campaign and can be given out to those people who have been identified as potentially lonely or socially isolated.

This campaign has had a very positive start and to date the service have given out over 5500 Christmas cards to members of public, local business, community groups and partners such as Lancashire Combined Watch Forum, Lancashire Volunteer Partnership and Age UK. In addition to this, all areas have comprehensive activity plans to deliver the winter safety campaign locally, targeting older, socially isolated older people ensuring the safe and well packs are given to those who need them the most.

The dementia task group continue to issue the Guardian Angel and 999 ReUnite devices to help people living with dementia and also fully engage with Dementia Hubs, Dementia Action Alliance and Dementia Friendly Community groups across Lancashire.

Councillor Tony Williams is now supporting the Age Safe Group and we will be meeting with him in the next couple of weeks to update him on the current priorities.

Equality, Diversity and Inclusion – Councillor Zamir Khan

The Service has updated its Maternity and Childcare Pack and Shared Parental Leave Policy.

The Service Race and Religion Group has been mapping emergency communities with a view to using this information to inform the LFRS SAOR and the LFRS Integrated Risk Management Plan.

Health & Wellbeing – County Councillor Hasina Khan

Macmillan Coffee Morning

On 27 September the Service took part in Macmillan Coffee Mornings and lunchtime events across the county. Staff baked and ate cake and savories across fire stations, Service Training Centre and Service Headquarters - raising awareness and money to help support people with cancer.

Supporting Staff after Retirement

Staff can find it difficult and be at a loss after retirement. They may lose touch with their friends and colleagues from work and can feel a loss of identity which the Service gave them. To help staff prepare for the impacts that retirement may bring the content of the pre-retirement course has been refreshed to include opportunities and lifestyle choices to help staff find ways to adjust to their future life after the Fire Service and during retirement.

Road Safety – Councillor Fred Jackson

Lancashire Fire and Rescue Service (LFRS) continues to deliver its road safety prevention via community events and demonstrations using the crashed cars. Presentations of RoadSense in primary schools and Wasted Lives in high schools continue to highlight road risk to our young people. The Road Safe thematic group

continues working on increasing the delivery of Wasted Lives within high schools across Lancashire.

LFRS is a proactive member of the Lancashire Road Safety Partnership (LRSP) and supports multi-agency events / productions such as Safe Drive Stay Alive (SDSA) to colleges and Biker Down to members of the public (teaches how to aid the motorcyclist at scene who has had an accident). The LRSP has been nominated as a finalist for the Fire Excellence Awards in London on 06 December 2019. Additionally, members of the LRSP were speakers at the National Road Safety Great Britain Conference in November 2019 where they talked about the excellent road safety partnership arrangements that are in place in Lancashire.

Acting Area Manager Tony Crook has been appointed as the next National Fire Chiefs Council Lead Officer for Road Safety and will take up this position in January 2020. Councillor Fred Jackson Member Champion for road safety continues to keenly support road safety prevention activities.

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 |
|---|------|-----------------|
| | | ACFO Ben Norman |
| Reason for inclusion in Part II, if appropriate | | |

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 16 December 2019

FIRE PROTECTION REPORTS

Contact for further information:

Assistant Chief Fire Officer Ben Norman – Tel. 01772 866801

Executive Summary

This report deals with prosecutions in respect of fire safety management failures and arson incidents within the period of the 1st June 2019 to the 1st August 2019.

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

LFRS v Aheed Sultan (AS) (Plaza Beach Hotel Blackpool)

On the 4th September, 2017 the Fire Safety Team Leader for Western Area visited 96-98 Albert Road, Blackpool, FY1 4PR. Whilst at the premises the Team Leader observed a number of serious breaches of the Fire Safety Order that would cause serious injury or death in a fire situation.

The decision was made to prohibit the use of the hotel on the day, a prosecution case file was prepared and the responsible person, AS, was summonsed to attend Blackpool Magistrates Court on the 15/05/2019.

The case was heard at Blackpool Magistrates Court, AS pleaded not guilty to all offences, due to the limited sentencing powers the case was sent to Preston Crown Court for a Pre Trial Preparation Hearing which was heard on the 19/07/2019 where AS pleaded not guilty to all offences, a trial date of the 4th November at Preston Crown Court was set.

On the 31st October 2019 AS pleaded guilty to 8 of 10 offences of the Fire Safety Order avoiding the case going to trial. Sentencing will take place at Preston Crown Court on the 14/01/2020.

LFRS v Alan Diamond (AD) (Cornhill Hotel Blackpool)

This case first came to light in July 2018 due to a complaint. There were numerous serious breaches of the Fire Safety Order, including:

- Breaches in compartmentation
- Fire alarm system not suitable & sufficient
- Fire risk assessment not suitable & sufficient
- Inadequate fire safety management
- Fire doors not suitable & sufficient

The hotel was prohibited in use on the 6th August 2018: the hotel must only be used for persons carrying out remedial fire safety works, and does not include sleeping on the premises.

Since the issuing of the Prohibition Notice AD has consistently carried on advertising the hotel and taking bookings, throughout this time LFRS has supported him and continually advised him that sleeping is strictly prohibited in use at the hotel.

Within the prosecution case file LFRS has exhibited on four separate occasions persons sleeping on the premises, these people have provided booking details and witness statements, they have agreed to give evidence in court if AD pleads not guilty. Lancashire Police have attended the Cornhill Hotel 23 times in 2018 for incidents ranging from assault, theft to serving alcohol on the premises without a licence, in 2019 the Police have attended 11 times, all of the incidents involved hotel guests, bearing in mind the hotel is prohibited and should not have paying guests.

The Fire Safety Order does not give the power to forcefully close the premises; as we were aware of the breaches of the Prohibition Notice a social media statement was issued by LFRS on the 1st April 2019 warning of the unsafe conditions.

The summons was served to AD on the 25/11/2019; the case will be heard at Blackpool Magistrates Court on the 04/12/2019 at 14:00. There are 15 offences of the Fire Safety Order.

Case files under preparation to go to court

- Multi Occupied dwelling Morecambe
- Fatality in supported living accommodation in Colne
- Restaurant Blackburn
- Multi Occupied Dwelling Blackpool
- Multi Occupied Dwelling Bamber Bridge
- Multi Occupied Dwelling Chorley

FIRE PROTECTION & BUSINESS SUPPORT INFORMATION

Risk Based Inspection Programme

The Risk Based Inspection Programme (RBIP) methodology has been evaluated by Lancaster University. This was a three month project between Lancaster University, LFRS and Surety Fire Solutions The evaluation provided the dissertation module for a Data Science MSc course. The aims were provided by LFRS, based around evaluating our RBIP, a project plan was created to meet those aims and the result of the project was a prioritised list of changes to the RBIP. The RBIP proved to be an effective and flexible model. The project results allowed some well supported recommendations. However, since the RBIP is based on sound principles and is effective, it is too valuable to be changed dramatically. A presentation on the evaluation will be presented to the CFA Planning Committee in February 2020.

Business Support Website

The business support website is now covered within the main LFRS website and managed by corporate communications department. This new system is working well.

Business Safety

Our Business Safety Advisers (BSA) continue to work with businesses to support compliance with the Fire Safety Order and the area of focus during National Business Safety Week in September was fire safety within self-storage units. Additionally, BSA continues to be proactive on the reduction of unwanted fire signals.

Primary Authority Scheme (PAS)

New agreements have now been formalised to include a new hourly rate of £75/hour which equates to £4,500 per annum per Primary Authority partner. There is on-going discussion with two other very interested companies; and tentative discussions with three other companies

ARSON RISK REDUCTION

R v Connor SNAPE

32C Pleasant Street, Blackpool FY1 2HU

Incident – 1902001093

Time of call: 04/02/2019 16:06:06

Deliberate Primary Fire involving a pile of clothes ignited with a naked flame, occupied by a 20 year old Connor SNAPE. Damage was severe by fire to pile of clothing on kitchen floor.

Connor received:

- 20 month young offenders Institute suspended for 2 years.
- A 60 day rehabilitation Activity requirement.
- Curfew between 9pm and 7am for 90 days.
- A surcharge to pay to the Court.

R v Warren TEMPLETON

11 Oxford St Brierfield, BB9 5LN.

Incident – 1811005238

Time of call: 12/11/2018 21:25:48

A male occupant believed to have set fire to a t-shirt or shirt and then throwing it downstairs, igniting a bed at the bottom of the stairs which spread to stairway, door, door curtain and walls. The male occupant and two dogs were rescued from a first floor bedroom.

Warren TEMPLETON was sentenced to 4 years in Prison with an extended licence period of two years for arson reckless and a separate incident of unlawful wounding.

R v Christopher ASHWORTH

101b Birch Hall Avenue, Darwen, BB3 0JW

Incident – 1903009703

Time of call: 31/03/2019 06:57:28

A pile of clothing and bedding at the end of a mattress in the back bedroom of a 1st floor flat was well alight on arrival. Christopher ASHWORTH stated that he had set fire to clothing in the bedroom and had left the premises.

Christopher ASHWORTH pleaded guilty and will receive a Hospital Order due to mental health illness rather than a custodial sentence.

R v Carina FIOCCA

66 Roebuck Close Blackburn

Incident – 1810002476

Time of call: 08/10/2018 01:27:18

A fire involving a bedroom of a first floor flat thought to have started close to the bed. Damage: bedroom and contents destroyed by fire, hallway and loft space severe by heat and smoke. Bathroom, lounge and kitchen severe by smoke.

The case against Carina FIOCCA was acquitted on the morning of the trial date due to an injury to the main witness who was unable to give evidence.

R v Angela ROE

87a Birkdale Drive, Preston, PR2 1UP

Incident – 1901002389

Time of call: 09/01/2019 02:25:33

A fire involving an area immediately surrounding the loft hatch in the hallway between lounge, bathroom and kitchen. The Police attended and arrested the occupant on suspicion of setting the fire deliberately. The sentencing was due on 9th September 2019. Unfortunately Angela ROE died from suicide, the Coroner's Court sat on the 24th October 2019.

R v Junaid AHMED

87a Ivinson Rd Darwen BB3 3AW

Incident – 1906002935

Time of call: 09/06/2019 07:53:41

A fire involving clothes stacked on the sofa in the lounge. A person has entered the flat, locked the door behind them, set fire to the lounge and attempted to set fire to the bathroom.

Junaid AHMED was sentenced to 28 months imprisonment and a 10 year restraining order.

R v Gemma Elizabeth BEEDHAM

19 Linden Court, Hartley Street, Earby, Lancashire. BB18 6XP

Incident – 1811003765

Time of call: 08/11/2019 11:36:54

Ignition of combustibles in a letter box. Forensic evidence was impounded by the Incident Intelligence Officer and the Crime Scene Investigator.

At the hearing on 11th November 2019 at Burnley Crown Court, Gemma Elizabeth BEEDHAM was sentenced to a community order and will have to:

- Participate in specified rehabilitation activities for a period of 20 days.
- Be supervised by the probation service for a rehabilitation period of 12 months.
- She must also pay a statutory surcharge to the court.

R v Stephen ORMEROD

Storm Art Gallery Burnley Rd Padiham. BB12 8DL.

Incident – 1902002122

Time of call: 07/02/2019 17:59:35

A fire involving an Art Gallery where the First floor and roof was well alight. Fire started by occupier/owner, who admitted the Arson to the Police during firefighting operations.

Stephen ORMEROD was sentenced to 3.5 years in prison. This sentence was a reduced term due to a mental health illness.

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 & 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 2, if appropriate: | | |

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LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on Monday 16 December 2019

COMMUNITY FIRE SAFETY REPORTS

(Appendix 1 refers)

Contact for further information:

Deputy 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 |
|--|------|---------|
| Reason for inclusion in Part II, if appropriate: | | |

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| | |
|---|------------------------------|
| SUMMARY REPORT FOR: | BLACKBURN-WITH-DARWEN |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>Brightspax</u> | |
| <p>This year's Brightspax campaign continued to cover both Blackburn with Darwen and Hyndburn and maintained the focus on the consequences of using fireworks which included real life stories, consequences and how daily life, family life and communities are affected.</p> <p>Year group presentations and the use of school video screens at targeted high schools within the borough including Pleckgate, BCHS, and Witton. Darwen Fire Cadet and Prince's Trusts team also received input. This also resulted in a marked increase in the number of FIRES referral direct form schools</p> <p>Further activities were employed to spread the Brightspax messages including, increased daily environmental audits drives. The use of multi-agency response cars to respond to reports of anti-social behaviour fire and medical incidents on 01 – 03 November and 05 November plus silver command stood up at Greenbank on 05 November.</p> | |
| <u>Winter Safety</u> | |
| <p>This year's Winter Safety campaign has already kicked in and will focus on trying to reach those who are at greatest risk of having an accident dwelling fire – hot spot areas overlaid with data showing older renters and single renters will be used in conjunction with our new "Nosey Neighbour" social media campaign to also try and reduce social isolation and cold homes.</p> <p>Early action so far has covered seven training sessions to nearly 300 members of staff and managers from Together Housing, who cross the threshold of their housing stock and can now identify fire risk.</p> | |

| | |
|--|-----------------|
| INCIDENTS OF OPERATIONAL INTEREST (brief details) | |
| Date: | 12 October 2019 |
| Time: | 04:23 |
| <p>Crews from Hyndburn and Blackburn were called to a house fire with persons reported trapped. On arrival, crews were faced with a developing fire under the stairs of a terraced property. One casualty was in the rear garden having jumped</p> | |

from an upstairs window. Two people who were trapped upstairs were rescued by fire service personnel using a ladder whilst other firefighters attempted to extinguish the fire. Initially there was some difficulty in putting the fire out as it was a gas main on fire, so crews protected the property and waited for the gas company to isolate the supply to the property. Once the gas was isolated, the fire was extinguished and the property was made safe. Four people were taken to hospital suffering from smoke inhalation and suspected broken bones. No one sustained any significant injuries.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| | |
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| SUMMARY REPORT FOR: | BLACKPOOL |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>BRIC Chatty Bus</u> | |
| <p>Lancashire Fire and Rescue staff from Blackpool were involved in planning a new initiative which has received an overwhelming response from local residents groups and partner agencies. The initiative will see the implementation and delivery of a “Christmas Chatty Bus”, which will visit various locations around the area on the run up to Christmas.</p> <p>The project is being supported by local councillors, Blackpool Transport, Blackpool Council, Social Housing Providers, local doctor’s surgeries and health professionals, schools and third sector groups. The aim is simply to visit specific areas and offer a place to chat, support and signposting opportunities and a warm drink and some festive cheer to many vulnerable, isolated or disadvantaged residents. This naturally supersedes an earlier, Summer initiative of a “Chatty Bench”, which has been extremely successful in reaching out and supporting some of those most in need. It is hoped the “Chatty Bus” bus will further enhance this important offer.</p> <p>The first outing of the bus will be on Sunday, 01 December where the bus will start in the Claremont Area of Blackpool and then move to St Johns Square in the afternoon.</p> | |
| <u>Winter Safety</u> | |
| <p>On Monday 04 November, Radio Wave broadcast their afternoon show “Live from your Drive”, live from Blackpool Fire Station, Forest Gate. ‘Shep’ and his crew spent the afternoon with operational staff, members of the Community Fire Safety Team and staff and team members from Princes Trust. We made use of the event to launch our Winter Safety and Nosey Neighbours Campaigns and offered safety tips for Bonfire Night. Princes Trust highlighted the good work that the teams of young people have completed and firefighters took Shep up in the Aerial Ladder Platform.</p> | |

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| INCIDENTS OF OPERATIONAL INTEREST (brief details) | |
| Date: | 24 September 2019 |
| Time: | 23:37 |
| <p>On Tuesday 24 September operational crews from Blackpool Forest Gate were called to Coral Island Amusement Arcade on Blackpool promenade. When the crews arrived at the incident they found a large sign and fascia to the front of the building well alight. The building comprises two storeys and covers an area of</p> | |

approximately four hundred metres squared. The crews requested attendance from the police to assist with traffic control along the promenade.

Date: 27 September 2019

Time: 12:06

Firefighters were called to a fire at Baines High School in Poulton-le-Fylde on Friday 27 September which appeared to be in the roof space of the gymnasium block. The school implemented the evacuation procedure and a request was made by the Officer in Charge to increase the pump attendance to six.

Although unconfirmed, the likely cause of the fire was a fault within the motor of the extractor/ ventilation fan. This has then caused the fire to spread through ducting and also the external cladding of the building. Crews extinguished the flames and then conducted further operations to confirm there was no further spread of flames, particularly in the ductings.

Three extractor fans were destroyed by fire and the external cladding of the building was destroyed by fire and heat. The internal ducting inside the gym area was also destroyed by heat, water and fire as were half of the ceiling tiles. The gym itself, classrooms and the sports hall were all damaged by smoke

Two hose-reels and two triple extension ladders were used to tackle the blaze. Fortunately there was no rapid growth of fire and the cause of the fire is unknown, although possible overheating of the electrics is thought to be a possibility.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

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|---|----------------|
| SUMMARY REPORT FOR: | BURNLEY |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <p><u>Brightsparx</u></p> <p>Pennine Community Fire Safety staff have been involved in the delivery of the annual Bonfire night safety campaign Brightsparx. Children and young people have been visited in schools and mosques in the Burnley area where in recent years we have encountered a high percentage of incidents relating to fires and anti-social behaviour. They received important messages on how to remain safe on the lead up to Bonfire Night and encouraged children and their families to attend organised bonfires and fireworks displays. The key message is to reduce injury, disorder, and anti-social behaviour in relation to the misuse of bonfires. The campaign is launched annually and is in partnership with organisations such as Lancashire Police, Licensing, Local Authority Housing and Trading Standards. As part of the Brightsparx initiative, we also aim to educate the young people about the attacks on operational staff. We express our concerns for firefighters and any other emergency services that they should never come on duty to be subjected to stones and fireworks being hurled at them, with the intention of causing them harm.</p> | |

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| | |
|---|----------------|
| SUMMARY REPORT FOR: | CHORLEY |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>Older Persons Day / Launch of Winter Safety</u> | |
| <p>The Community Fire Safety team attended an event at the Lifestyle Centre in Chorley with Age UK on 01 October 2019 to mark Older Person's Day. As well as celebrating Older Person's Day, the aim of the event was to launch the Service's Winter Safety campaign, to generate Home Fire Safety Checks and to promote the different aspects of the campaign including keep safe and warm bags, the nosey neighbour initiative and targeting those older and vulnerable people in our communities.</p> <p>The Community Fire Safety team did a number of fire safety related activities with the group and gave out prizes donated by the Community Champions from ASDA. One of the biggest concerns for Age UK during the winter was people not feeding themselves sufficiently. Therefore, a second event was held on 15 October to give advice to older people about malnutrition and a hotpot lunch was served.</p> | |
| <u>Training to MIND</u> | |
| <p>Fire Safety training was delivered to seven members of the Mental Health Charity MIND. These staff provide support to members of the community who have varying mental health conditions. They may live in their own accommodation or in supported living managed by MIND. In both these instances, these staff are going into accommodation of a very hard to reach group and are therefore well placed to provide fire safety advice if the fire service are denied access which they often are.</p> <p>Following the training, the Community Fire Safety team in conjunction with Training and Operational Review, have begun to put together a work booklet that is left with the occupants. This work booklet provides advice on fire safety, which is completed by the worker and the occupant, based on that person's lifestyle. For example, if a person smokes they would complete a section about good ashtray management. The main topics are cooking, smoking, keeping walkways clear, consumption of alcohol and drugs and related fire risk. The trial is being conducted in Chorley with the expectation, following tweaks, that it could be rolled out across the Service and hopefully reach a hard to engage with group.</p> | |

INCIDENTS OF OPERATIONAL INTEREST (brief details)**Date:** 28 October 2019**Time:** 04:16

At the request of Cumbria Fire and Rescue Service, specially trained operational crews from St Anne's, Bamber Bridge and Chorley Fire stations responded to an incident in Carlisle. The crews utilised their specialist rope skills to assist CFRS conclude an extremely complex and challenging incident.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Date: 27 October 2019
Time: 14:10

Firefighters were called to The Island, South Promenade Lytham to a fire involving a commercial deep fat fryer. The fire was extinguished when the crew arrived at the scene, but the fryer was still giving off smoke. The owner had been in the process of disconnecting the fryer from the power and fuel supplies; he had re-filled the fryer with oil and turned it on and then some time later he had noticed smoke issuing from the vents. The fryer then ignited.

The owner had extinguished the fire himself with a wet chemical extinguisher and a fire blanket. A member of staff had raised the alarm as the owner apparently hadn't seen the fire as an issue and as a result of this an evacuation of staff and customers had not taken place. Details of the incident have been handed over to Fire Safety Enforcement and the Business Safety Officer by the crews.

Date: 09 October 2019
Time: 18:13

Operational crews were called to an incident where a small, female child, thirteen months of age had slipped in the bath and become trapped in her plastic bath chair. Firefighters initially tried to remove the child from the chair using the same route that the child had used to access the chair, however this proved unsuccessful.

Firefighters then examined an identical chair to determine if it could be easily disassembled to free the child. A hacksaw was used to cut away parts of the chair and the child was released without harm.

North West Ambulance attended the incident, but the child did not require any treatment.

Date: 26 October 2019
Time: 20:32

Operational crews were called to an address in Lytham St Anne's to find two paramedics confined to a lift. The crews used a hearth kit and released the paramedics using a lift key. The lift was isolated and an incident handover form was given to the appropriate person.

Date: 28 October 2019

Time: 04:16

At the request of Cumbria Fire and Rescue Service, specially trained operational crews from St Anne's, Bamber Bridge and Chorley Fire stations responded to an incident in Carlisle. The crews utilised their specialist rope skills to assist CFRS conclude an extremely complex and challenging incident.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| | |
|----------------------------|-----------------|
| SUMMARY REPORT FOR: | HYNDBURN |
|----------------------------|-----------------|

LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)

Brightspax & Winter Safety

This year's Brightspax campaign continued to jointly cover both Hyndburn and Blackburn with Darwen and maintained the focus on the consequences of using fireworks which included real life stories, consequences and how daily life, family life and communities are affected.

Year group presentations and the use of school video screens at targeted high schools within the borough including Hollins and Ryddings along with a couple of primary schools. The Hyndburn Prince's Trusts team also received input. As with Blackburn there was also a result in the number of FIRES referrals received.

Following an increase in cooking related fires within the borough we are continuing to promote safety advice and will dovetail this into the new Winter Safety Campaign which commenced at the beginning of November. Partners have provided good feedback on the social media campaign and have been issued Nosey Neighbour packs.

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Date: 08 October 2019
Time: 08:10

Blackburn and Darwen crews were mobilised to an explosion at a modern semi-detached residential property in Blackburn. On arrival the Officer in Charge was faced with an incident that involved three children and one adult who were in the property at the time of the explosion. Thankfully all the residents received only minor injuries. The scale of the injuries left the investigators amazed as the actual property suffered significant damage including all the windows being blown out, the roof lifted up and walls pushed out and cracked. Further investigations identified that an aerosol (hairspray) had been left on top of a gas fire and this exploded causing major damage to the property, whilst leaving the residents with relatively minor injuries.

This incident will be used as a case study by LFRS.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

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|---|------------------|
| SUMMARY REPORT FOR: | LANCASTER |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>Student Safe</u> | |
| <p>For the academic year 2019/20 the Student Safe campaign at Lancaster University took on a different format than had been utilised in previous years. This was to ensure comprehensive and consistent messaging to what can potentially be a vulnerable group and also to recognise the challenges associated with the continual growth in off campus student accommodation within the city centre.</p> <p>The aim of the campaign was to access new students before they were distracted by all that their new student life had to offer. This was achieved by attending the registration sessions on campus during arrivals week. The sessions took place over four days between the hours of 09:00hrs – 17:00hrs. The University anticipated that over the four day period they would register in the region of 5,000 new students.</p> <p>In addition to compulsory induction talks delivered by University staff in a lecture theatre format, which includes fire safety information, operational and community safety personnel from LFRS engaged directly with small groups of 15 to 20 students. The main communication objectives were electrical safety, cooking safely and general fire safety.</p> <p>Following the initial event, safety messages have been reinforced within key accommodation blocks through the delivery of kitchen safe talks. Fire Protection staff have been working hard to ensure accommodation providers, particularly those new to the City and occupying new builds, are meeting Fire Safety Order regulatory requirements.</p> | |

| | |
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| INCIDENTS OF OPERATIONAL INTEREST (brief details) | |
| Date: | 29 October 2019 |
| Time: | 17:57 |
| <p>Two appliances from Lancaster and Hornby were mobilised to a road traffic collision involving a car which had left the road, impacted a wall, and ignited.</p> <p>The driver had sustained minor injuries in the crash and had self-extricated from the vehicle before the arrival of the fire service. North West Ambulance Service attended and treated the casualty.</p> | |

One hose reel and a small quantity of foam were used to rapidly extinguish the fire. The foam facility was used due to the remote location and difficulty accessing water supplies. As with all foam usage, environmental issues were considered and foam use was minimised to avoid any run off into the environment.

Date: 02 November 2019

Time: 01:45

Two appliances from Lancaster were mobilised to a bonfire within a caravan park. Some of the site residents, who had been had been holding their own bonfire event the evening before, had left the fire to extinguish itself. Overnight the wind changed direction and the fire re-ignited.

Smoke from the fire entered a caravan where an elderly couple were sleeping. Such was the quantity and density of smoke; the occupants were woken by their smoke alarm and immediately evacuated the caravan as they were initially unsure whether their property was involved in the fire.

On arrival the first appliance was met by the couple and the crew administered first aid and oxygen therapy. An ambulance was requested by the Officer in Charge for a precautionary check-up. The fire was quickly extinguished and information gathered to ensure appropriate follow up community safety activity could be undertaken.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| | |
|---|---------------|
| SUMMARY REPORT FOR: | PENDLE |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>Winter Safety</u> | |
| <p>Rosendale Hospice is a local charity which cares for patients and their families living with cancer and other life-limiting conditions. They offer many services free of charge including day therapy, a range of complementary therapies, bereavement counselling, as well as provide long-term support nurses to help patients and families to cope with long-term conditions. Prevention staff aims to work along-side the nurses by offering a free safe and well visit to each family or patient who attends the Hospice. This visit may help to prevent unnecessary hospital admissions and to reduce their risk from Fire, which feature within the determinant's within Safe and Well.</p> | |

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| | |
|--|----------------|
| SUMMARY REPORT FOR: | PRESTON |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>Winter Safety</u> | |
| <p>Preston CFS Team have been working in partnership with the following agencies:</p> <ul style="list-style-type: none"> • Active Lancashire (Challenge Through Sport Initiative) • Age Concern • Foxton Centre • Emmaus • Lancashire Volunteer Partnership • Children Family & Wellbeing Service <p>Preston CFS Team are working to support the vulnerable elderly and homeless people within the Preston District. Following consultation with our identified partners, we have been able to provide 50 Safe and warm bags which have been distributed to service users. We are also in the process of arranging a further meeting to seek what additional support we can offer for those who are homeless over the winter months. This will be an ongoing piece of work and a further update will be provided.</p> <p>Preston CFS and Operational Crews are also supporting the Nosey Neighbour Campaign. It's about looking out for people who may need a little extra support, especially over the winter months. Many people will know that the elderly, isolated and unwell are amongst those most likely to suffer injury, experience accidents or fire in the home and during winter this risk increases significantly. And this year instead of targeting those vulnerable people directly, Lancashire Fire and Rescue will be campaigning for all Lancashire's residents to look out for one another, those people that they know and those that they don't.</p> <p><u>Community Green Day – as Part of the Brightspax Campaign</u></p> <p>Community Gateway Association (CGA) organised a 'Greenday' event in order to improve environmental appearance and promote wellbeing and healthy living for residents. There were 5 skips located on Greenlands Estate on the 15/10/19 and 5 skips located on Callon estate on 17/10/19 and an estimated 48 tonnes of combustible materials and household waste was removed over the course of the 2 days in the lead up to the bonfire period.</p> <p>CFS and Operational Crews attended the events to carry out any necessary joint visits at any properties that were flagged up by other attending agencies, and to assist residents in disposing of waste and networking with attending agencies. Letters had been provided by CGA prior to the event informing residents of the initiative and it was a big success.</p> | |

Environmental Visual Audits will continue in the area over the next quarter to ensure that there are no reoccurring issues with regards to the fly tipping and Community Gateway Housing will support this by sending out letters to each tenant informing them of their responsibilities. Any further issues will be picked up in the next programmed CSP Meetings, but this is a good example of collaborative partnership working to address local issues.

Student Safe Fire Safety Talks

Preston CFS Team have been working with Operational Crews, UCLAN and the Protection department to deliver this year's Student Safe Fire Safety Talks. Work has been completed to identify which accommodation blocks have received the highest number of calls and all staff have attended to deliver joint education for the students.

We now have a well-established link within the University and we will continue throughout the oncoming months to address any areas of concern and offer our support for further talks/initiatives for students.

Diversions Activities for the Brightspax Campaign

This year's Central Area Brightspax Action Plan was aimed at addressing the seasonal threat of anti-social behaviour, criminal exploitation, hate crime, early intervention, reducing re-offending and the possibility of re-victimisation within the identified hotspot locations throughout the Preston District.

The aim of the project was to focus on joint partnership working. It is our aim to continue working with our partners to make residents within the local communities safer, promote joint working and communication and facilitate a flexible approach that delivers key identified components within the plan through community engagement, education and diversionary activities.

The plan provided clear guidance in relation to the location of hotspot areas within the district and also provided emergency contact numbers and details for responsible officers from each participating organisation. Each agency was able to promote a coordinated approach in resolving operational issues and assist in delivering achievable results in reducing the impact across local communities.

A key focus for this year's Brightspax activities was the provision of educational talks for both Primary and Secondary students. Through assistance from Preston North End in the Community and Lancashire Constabulary, we were able to deliver these education sessions to all students within the highlighted areas, starting from the beginning of September 2019, through until the end of November 2019.

A Brightspax Action Plan was distributed amongst identified partnerships in order for them to provide an overview of their proposed contributions for 2019. Regular meetings were scheduled prior to any delivered initiative in order to populate the plan with proposed actions from each agency, along with addressing the need for any potential funding for possible further diversionary activities.

On Saturday 30 November, the Brightsparx Campaign will be rounded off with a family day of free diversionary activities from Preston Fire Station. The day has been funded by Preston City Council, Lancashire Partnership Against Crime, Lancashire Constabulary and the Police & Crime Commissioner. We will use this opportunity to address other key safety issues such as the seasonal Drink Drive Campaign, Road Safety, Winter Safety, Anti-social Behaviour (Knife Crime).

INCIDENTS OF OPERATIONAL INTEREST (brief details)

Date: 21 September 2019

Time: 13:28

Reports of a fire in terraced property in Plungington resulted in two fire engines from Preston being mobilised to investigate.

On arrival, fire crews found a developing fire in the kitchen and two firefighters wearing breathing apparatus were committed with a hose reel jet to prevent fire spread and extinguish the fire. Two further breathing apparatus wearers were committed into the property to assist in ventilation activities aimed at limiting the damage caused by smoke.

Whilst this work was ongoing, the Incident Commander observed the occupier of the property; who was already outside when fire crews arrived; appeared to be suffering the effects of smoke inhalation. This observation led the Incident Commander to request the attendance of North West Ambulance Service.

In these circumstances, it is standard LFRS operating procedures for an Incident Intelligence Officer who is a specialist fire investigator to be notified of the casualty and for a preliminary fire investigation to be completed. Depending on a variety of factors (level of injury, age of the individual, nature of any pre-existing medical conditions and most probable fire cause (accidental or deliberate)) the Incident Intelligence Officer will either attend the incident to carry out the investigation, or provide guidance to the original Incident Commander on what is required from an investigation/fire reporting perspective.

In this instance, as the casualty was only suffering from slight smoke inhalation and the most probable cause; as reported by the occupier; was accidental the Incident Intelligence Officer asked the Incident Commander to conduct a scene excavation in order to verify the cause.

A fire scene excavation involves a systematic search of the room in which the fire started (room or origin) to identify the area at which the fire started (area of origin) and thus the exact point the fire started or the 'item first ignited'. Once the item first ignited has been identified, its location in relation to any sources of ignition is considered and evaluated thereby leading to the formal identification of the 'cause of fire'. This fire scene excavation work must be undertaken in a methodical manner and the fire scene must be comprehensively documented via photographs, photo log sheets and contemporaneous notes. This is to ensure that LFRS are ideally placed

to write a fire report for coronial or criminal processes should the casualty's condition worsen or if the cause of fire is identified as being deliberate.

The examination of this particular fire scene identified that a chopping board had been left on a hob. The gas hob had been accidentally left on and the occupier had left the property; discovering the fire upon returning home and entering the house.

Fire crews were in attendance for just under an hour and in that time they dealt with the fire undertaken a fire investigation and carried out a post fire Safe & Well visit.

Date: 30 October 2019

Time: 03:29

At 03:29hrs North West Fire Control received a call from Lancashire Police who passed details of a 999 caller who had reported smoke in her town centre address. This report led to two fire engines being mobilised to investigate.

On arrival, the occupier led the fire crews to her first floor flat where there was a smell and signs of light smoke. The occupier claimed that she had not been cooking anything and therefore the origin of the smoke was unknown. It was also observed that the smoke alarms in the property were not sounding on arrival.

Various electrical appliances were inspected (cooker, toaster, grill, oven and microwave) all were found to be turned off and showing no sign of heat.

Further investigation of the scene, identified a miniature circuit breaker for the kitchen sockets had tripped. This led to fire crews systematically testing the sockets and appliances in the kitchen and thus identifying a potential fault in a microwave which seemed to 'arc' when switched on and operating. To make the scene safe, the microwave was isolated from the mains power and the occupier advised not to use it again.

Due to a number of fire related incidents in the area over recent months, the matter was referred to the central area Community Fire Safety team.

The incident was also discussed with the Area Incident Intelligence Officer Incident in relation to submitting a Trading Standards Referral Form. However, as the cause of the fault was most likely to be poor maintenance rather than a manufacturing fault a referral form was not submitted.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| | |
|---|----------------------|
| SUMMARY REPORT FOR: | RIBBLE VALLEY |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>Winter Safety</u> | |
| <p>September brought the unveiling of a public assess defibrillator which has been fitted to the fire station at Clitheroe</p> <p>This year's Winter Safety campaign has already kicked in and will focus on trying to reach those who are at greatest risk of having an accidental dwelling fire – hot spot areas overlaid with data showing older renters and single renters will be used in conjunction with our new "Nosey Neighbour "social media campaign to also try and reduce social isolation and cold homes.</p> <p>Early action has taken place in both Chipping and three areas of Clitheroe following recent Childsafe visits along with the multi-agency roadshows in Longridge and Clitheroe.</p> | |

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

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| SUMMARY REPORT FOR: | ROSSENDALE |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>Fire Safety Talk to the Hospice</u> | |
| <p>Rossendale Hospice is a local charity which cares for patients and their families living with cancer and other life-limiting conditions. They offer many services free of charge including day therapy, a range of complementary therapies, bereavement counselling, as well as provide long-term support nurses to help patients and families to cope with long-term conditions. Prevention staff aims to work along-side the nurses by offering a free safe and well visit to each family or patient who attends the Hospice. This may help to prevent unnecessary hospital admissions and to reduce their risk from fire, which feature within the determinant's within Safe and Well.</p> | |

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| INCIDENTS OF OPERATIONAL INTEREST (brief details) | |
| Date: | 28 August 2019 |
| Time: | 01:44 |
| <p>A 999 call was made by a member of public stating a large building fire could be seen with possible person(s) reported.</p> <p>On arrival at the incident, a large developed fire was present with flames issuing from the basement right through to roof level. Due to the layout, structure and severity of the fire in the building, personnel were restricted from entering the premises.</p> <p>The incident was made up to six fire appliances with an aerial appliance and command unit, with appliances attending from Greater Manchester FRS and Lancashire FRS. Access to get near to the incident was hindered by a large metal container and metal fencing that had been put in place to enhance security of the site. Several jets and ground monitors were utilised from sector positions, allowing the fire to be held back and prevented from spreading to the rear of the premise and securing firefighting safety.</p> <p>The fire involved a derelict building, no mains gas or electricity present within the building and the premises were open to access due to previous vandalism. Intensity of the fire caused severe structural damage which hindered both firefighting operations and subsequent investigations into the cause. Advice from Rossendale Borough Council stated no persons were permitted access to the inside of the</p> | |

building. Fire damage was evident throughout all floors of the three storey building, including the basement. A fire investigation canine was used to assist in determining the cause and whether accelerants were used. The canine was not permitted entry to the building; samples of flooring that may have identified liquid accelerants were not retrieved due to the structural integrity of the building.

Multi agency meetings took place following extinguishing the fire and a joint fire and police investigation is ongoing. Confirmation of utilities being isolated was completed by respective utility companies by excavating and isolating from outside the building. Responsibility for security and structural stability of the building was handed over to the owner once it was determined that all hot spots within the dangerous structure had been fully extinguished utilising the aerial appliance as a water tower and confirming with the use of thermal imaging cameras.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| SUMMARY REPORT FOR: | SOUTH RIBBLE |
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| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <p><u>Charnley Fold</u></p> <p>The Community Fire Safety team attended an Early Onset Dementia group at Charnley Fold on 08 October. Charnley Fold is a memory assessment and day centre for people living with a memory concern or diagnosis of dementia. They also provide support for families who have a relative living with dementia. A lot of the people who attend this group are still of working age and the group work together to come up with ways to cope with their diagnosis so they can live as normal life as possible. A fire safety quiz was delivered, as well as general fire safety messages.</p> <p>They were also given the opportunity to see the kind of resources that would be left with them on a Home Fire Safety Check. 10 people were in attendance with 6 referrals generated for HFSC. Referral processes have been set up with Charnley Fold for many years; however this was a good opportunity for reinforcing the message and process to new staff.</p> <p><u>South Ribble Big Do</u></p> <p>September saw the launch of the South Ribble Community Strategy at the South Ribble Big Do. The Big Do was the South Ribble Partnership's largest gathering of its members and wider stakeholders and provided an opportunity for stakeholders to network with individuals from across the education, business, public, community and voluntary sectors. It also launched the new South Ribble Community Strategy, set out areas of its work programme and encourage participation and collaboration. Stakeholders included those from the education sector, business sector, community and voluntary sector and public sector (Health, Uniformed Services and the Council).</p> <p>There were three panel discussions of which Lancashire Fire and Rescue Service were involved in the Prevention and Early Help session. The questions to the panel were, what impact is integrated working currently having on both our services and our communities and what do we need to do to as a Partnership to improve this and produce better outcomes for our residents and service users? The discussions were facilitated by BBC Chief Reporter, Dave Guest.</p> <p>The event prompted discussions between partners about the Integrated working Teams and many of the partners attending didn't realise the positive impact LFRS has on collaborative working.</p> | |

INCIDENTS OF OPERATIONAL INTEREST (brief details)**Date:** 17 September 2019**Time:** 16:23

Fire engines from Bamber Bridge, Leyland and Chorley attended a house fire with persons reported in Chorley. Two casualties were rescued from a first floor property suffering smoke inhalation, the fire involved a chip pan. Fire crews used two breathing apparatus, one hose reel and a positive pressure ventilation unit. Crews were engaged approximately 30 minutes.

Date: 17 September 2019**Time:**

The crew from Penwortham fire station deployed to South Yorkshire with the out of county boat. This was to assist South Yorkshire Fire and Rescue Service with significant flooding's across parts of their County. This was declared a Major Incident. Penwortham were subsequently relieved by further crews from Lancashire Fire and Rescue Service.

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

| SUMMARY REPORT FOR: | WEST LANCASHIRE |
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| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <p><u>Student Safe</u></p> <p>The CFS Team were involved in the annual Student Safe campaign at Edge Hill University in Ormskirk. Firstly, they delivered training to the Campus Connectors who are third years living on Campus. They act as the eyes and ears for LFRS in identifying fire risks and providing brief intervention. Secondly, they delivered fire safety advice to all new first year students which amounted to approximately 2200. This covered topics of particular interest students, such as the charging of electrical equipment, cooking, alcohol and smoking. They also attended the Fresher's Welcome Fayre and took the Service's crashed car to highlight the dangers of drink driving and driving the morning after the night before. Lastly, individuals who had breached fire safety regulations were targeted by the CFS Team and Campus Connectors to deliver tailored fire safety advice.</p> <p><u>Brightspax</u></p> <p>West Lancashire Stations were fully engaged in Brightspax activities over the Bonfire Night period. All schools in West Lancashire received the Brightspax education package and a number of FIRES (referrals for young people who have engaged in fire setting) referrals for individual pupils were received.</p> <p>Community Action Days were held in Skelmersdale where residents could place any rubbish in skips in prominent places and also receive advice from agencies including the Police, West Lancashire Borough Council and the Probation Service.</p> <p>The annual GO4IT event took place on Sunday 2nd and Monday 3rd November from 17:00 to 20:00. These days and times were identified as the peak times for anti-social behaviour (both for the Police and anti-social behaviour fires for LFRS) and the event was aimed at engaging young people in meaningful activities. Over the two nights, approximately 750 young people and families attended the event with the Wellbeing and Early Help Service reporting that the families attending were ones they were currently, or had previously, supported. There was only one reported fire on 3rd November.</p> | |

LANCASHIRE FIRE AND RESCUE SERVICE
COMMUNITY SAFETY REPORT

REPORTING PERIOD: OCTOBER 2019 – DECEMBER 2019

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| SUMMARY REPORT FOR: | WYRE |
| LOCAL COMMUNITY SAFETY ACTIVITIES (brief details) | |
| <u>Brightspax - Fleetwood Firework Extravaganza 10th Year Anniversary</u> | |
| <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 over 10,000 people.</p> <p>This was a multi-agency event involving Fleetwood Rotary, Police, Regenda, Wyre Borough Council, and Fleetwood Town Council. Preesall Fire Cadets teamed up with Police Cadets to assist the Marshalls. Students on the Prince's Trust Programme at Fleetwood Community Fire Station assisted with the preparation of the event and the clear up the day after.</p> <p>Revellers were entertained by the sounds of local bands, a vast array of food options and a grand finale of a professional firework display. The Chair of The Fireworks Committee commented '<i>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</i>'.</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 years there were minimal incidents for the week prior to and bonfire night itself. Planning has already commenced for next year's event.</p> | |

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| INCIDENTS OF OPERATIONAL INTEREST (brief details) | |
| Date: | 23 October 2019 |
| Time: | 16:54 |
| <p>Three appliances attended a fire involving a mid-terrace property. On arrival the first appliance found a well-developed fire involving a first floor rear bedroom with smoke issuing from a window which had already broken due to the heat from the fire. The occupier, who was in the property when the fire started but had been able to make their own escape, directed crews to the location.</p> <p>Four Breathing Apparatus crews used positive pressure ventilation fans, hose reels and thermal imaging cameras to access and extinguish the fire.</p> | |

A comprehensive fire investigation was undertaken and the most likely cause of fire determined.

Date: 16 September 2019
Time: 20:58

Three appliances including two flexi-officers attended this incident in Catterall, Wyre District.

The incident involved a fire in a two storey domestic property. On arrival of the first appliance, from Garstang, the Watch Manager quickly identified that people may still be trapped inside the building and sent an assistance message to Northwest Fire Control declaring the incident 'Persons Reported'. The reasoning for this decision was that the fire was located within a kitchen to the rear of the semi-detached property, crews could hear smoke alarms sounding, smoke was visible through the windows and the back door was closed but not locked and no persons made themselves known to the fire service on arrival, all indications that persons could still be trapped in the property.

Due to this change in incident status the attendance was upgraded to include an Incident Intelligence Officer, Operational Assurance Officer, and the attendance of North West Ambulance Service.

The first breathing apparatus team used a hose reel jet to deal with the fire and undertake search operations at the place of greatest risk nearest the fire. Simultaneously the second breathing apparatus team searched the remainder of the building. Following a methodical search of the house it was declared that no one was inside the house and all persons were accounted for.

A comprehensive fire investigation was undertaken and a Community Safety 'Hot Strike' to reassure residents in the area and supply contact information for further home fire safety checks.

Date: 19 October 2019
Time: 02:07

Two fire appliances from Fulwood and Garstang, along with two flexi duty officers, attended a road traffic collision involving a single vehicle leaving the A6 and entering an adjacent field. The car had come to rest on its side against a wire fence. NWAS paramedics and Police were also in attendance.

Initially fire service personnel stabilised the vehicle to create a safe working area. After agreeing priorities, and a casualty centred extrication plan with the paramedics, fire service personnel removed the fencing, the driver's door and the windscreen to enable the driver to be released from the vehicle for further assessment and onward transportation to hospital.

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