

# Public Document Pack

## LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 17 June 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. APPOINTMENT OF CHAIRMAN
2. APPOINTMENT OF VICE-CHAIRMAN
3. CHAIRMAN'S WELCOME AND INTRODUCTION

Standing item.

4. COMPOSITION OF THE COMBINED FIRE AUTHORITY (Pages 1 - 2)
5. APOLOGIES FOR ABSENCE
6. 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.

7. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES (Pages 3 - 6)

8. REPRESENTATION ON OUTSIDE BODIES 2019/20 (Pages 7 - 8)
9. MINUTES OF PREVIOUS MEETING (Pages 9 - 14)
10. MINUTES OF MEETING WEDNESDAY, 29 MAY 2019 OF RESOURCES COMMITTEE (Pages 15 - 28)
11. PROGRAMME OF MEETINGS FOR 2019/20 AND 2020/21 (Pages 29 - 30)
12. RE-APPOINTMENT OF INDEPENDENT PERSON (Pages 31 - 32)
13. EXECUTIVE BOARD SUCCESSION ARRANGEMENTS

Verbal report.

14. ANNUAL SAFETY, HEALTH AND ENVIRONMENT REPORT 2018/19  
(Pages 33 - 50)
15. POLICY ON DEALING WITH HABITUAL AND VEXATIOUS COMPLAINTS - ANNUAL UPDATE (Pages 51 - 58)
16. FIRE PROTECTION REPORTS (Pages 59 - 62)
17. COMMUNITY FIRE SAFETY REPORTS (Pages 63 - 86)
18. MEMBER COMPLAINTS

Standing item.

19. DATE OF NEXT MEETING

The next meeting of the Authority will be held on Monday 16 September 2019 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.

## LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 17 June 2019

### COMPOSITION OF THE COMBINED FIRE AUTHORITY

Contact for further information:

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

#### **Executive Summary**

The composition of the Combined Fire Authority for 2019/20.

#### **Recommendation**

The Authority is asked to note/endorse the report.

#### **Information**

The composition approved by the Constituent Authorities for the Combined Fire Authority for 2019/20 is as follows:-

25 members: (19 x County Councillors) (10 x Con / 7 x Lab / 1 x L/D / 1 x Ind)  
(3 x Blackburn with Darwen Borough Council Members) (3 x Lab)  
(3 x Blackpool Council Members) (2 x Lab / 1 x Con)

#### Lancashire County Council Members

- 1) P Britcliffe (Con)
- 2) I Brown (Con)
- 3) S Clarke (Con)
- 4) F De Molfetta (Lab)
- 5) J Eaton (Con)
- 6) J Fillis (Lab)
- 7) N Hennessy (Lab)
- 8) S Holgate (Lab)
- 9) D Howarth (L/D)
- 10) A Kay (Con)
- 11) H Khan (Lab)
- 12) T Martin (Lab)
- 13) E Oades (Ind)
- 14) D O'Toole (Con)
- 15) M Parkinson (Lab)
- 16) M Perks (Con)
- 17) J Shedwick (Con)
- 18) D Stansfield (Con)
- 19) G Wilkins (Con)

Blackburn with Darwen Council Members

- 1) M Khan (Lab)
- 2) Z Khan (Lab)
- 3) D Smith (Lab)

Blackpool Council Members

- 1) S Blackburn (Lab)
- 2) F Jackson (Lab)
- 3) T Williams (Con)

**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 Report to County Council Full Council	Date 23 May 2019	Contact Diane Brooks Principal Member Services Officer
Reason for inclusion in Part II, if appropriate:		N/A

## LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 17 June 2019

### **APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES (Appendix 1 refers)**

Contact for further information:

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

#### **Executive Summary**

The appointment of Chairmen and Vice-Chairmen of Committees of the CFA and associated matters.

#### **Recommendation**

The Authority is asked to:-

1. Consider the appointment of Chairmen and Vice-Chairmen to the following Committees for 2019/20: -
  - i) Appeals Committee
  - ii) Audit Committee
  - iii) Performance Committee
  - iv) Planning Committee
  - v) Resources Committee
2. To confirm the appointment of a Chairman and Vice-Chairman of the Member Training and Development Working Group for 2019/20.
3. To confirm the appointment of a Chairman of the Injury Pensions Sub-Committee for 2019/20.
4. To confirm the appointment of the four Member Champions for 2019/20.

#### **Information**

Standing Order 5.1 (b) of the Authority requires the Authority at its annual meeting to appoint a Chairman and Vice-Chairman for each Committee created under Standing Order 4.1(a).

In addition, at the Authority's annual meeting held on 18 June 2018 the following appointments were made for 2018/19: -

1. Chairman and Vice-Chairman of the Member Training and Development Working Group;
2. Chairman of the Injury Pensions Sub-Committee.
3. Member Champions roles for the areas of:
  - i) Community Safety;
  - ii) Equality, Diversity and Inclusion;
  - iii) Health & Wellbeing; and
  - iv) Road Safety.

The Authority is asked to consider the proposed appointments to these roles for 2019/20 (attached as appendix 1).

## **Business Risk**

The Authority's Standing Orders require the appointment of Chairmen and Vice-Chairmen for each of its Committees.

## **Environmental Impact**

None

## **Equality and Diversity Implications**

None

## **HR Implications**

None

## **Financial Implications**

Payment of Allowances is in accordance with the Combined Fire Authority's Members' Allowance Scheme.

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

### **List of Background Papers**

Paper	Date	Contact
CFA Constitutional & Procedural Standing Orders	18 June 2012	Diane Brooks Principal Member Services Officer
CFA Minutes	18 June 2018	Diane Brooks Principal Member Services Officer
Reason for inclusion in Part II, if appropriate: N/A		

## Proposed appointments for the municipal year 2019/20:-

1. Committees

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

2. Member Training and Development Working Group for 2019/20

Chairman	Councillor D Smith (LAB)
Vice-Chairman	County Councillor I Brown (CON)

3. Injury Pensions Sub-Committee for 2019/20

Chairman	County Councillor D O'Toole (CON)
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4. Member Champions for 2019/20

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

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## LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 17 June 2019

### REPRESENTATION ON OUTSIDE BODIES 2019/20

Contact for further information:

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

#### **Executive Summary**

The Authority is requested to determine its representation on outside bodies for the 2019/20 municipal year.

#### **Recommendation**

The Authority is asked to consider and approve the representatives as set out in the report for 2019/20.

#### **Information**

The Authority is requested to determine its representation on outside bodies for the 2019/20 municipal year. Detailed below is the membership for the 2018/19 municipal year: -

Appointment	2018/19 Membership
LGA Annual General Assembly	Fire Commission representative (Chairman is authorised to cast the Authority's vote)
LGA Fire Commission	Chairman of the Authority Vice-Chairman of the Authority
Additional political group appointment(s)	County Councillors David O'Toole and Nikki Hennessy
North West Fire and Rescue Forum	Chairman of the Authority Vice-Chairman of the Authority Leader of the Opposition
North West Fire Control Board of Directors	Chairman of the Authority Vice-Chairman of the Authority

#### **Proposed representation for 2019/20**

##### LGA Annual General Assembly 2019/20

The Authority is requested to appoint the Chairman as its representative to cast the Authority's vote.

##### LGA Fire Commission representatives 2019/20

The Authority is requested to appoint the Chairman and Vice-Chairman to be its representatives on the Local Government Association (LGA) Fire Commission.

In addition, the Authority has delegated authority to the Chairman of the Authority (resolution 9/17 refers) to authorise as an 'approved duty' any additional representation(s) to either the LGA Fire Commission or the Fire Services Management

Committee which currently continues to include County Councillor O'Toole and County Councillor Hennessy.

#### North West Fire & Rescue Forum

The Authority is requested to appoint representatives for 2019/20 in accordance with political balance rules as:-

- Chairman of the Authority;
- Vice-Chairman of the Authority;
- Main Opposition Spokesperson.

#### Directors of North West Fire Control Company

Political balance rules do not apply in relation to the appointment of Directors.

The Authority is asked requested to appoint as Directors for 2019/20:-

- Chairman of the Authority;
- Vice-Chairman of the Authority.

#### **Business Risk**

None

#### **Environmental Impact**

None

#### **Equality and Diversity Implications**

None

#### **HR Implications**

None

#### **Financial Implications**

Payment of relevant Allowances are in accordance with the Combined Fire Authority's Members' Allowance Scheme.

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

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

Paper	Date	Contact
CFA minutes	18 June 2018	Diane Brooks Principal Member Services Officer
Reason for inclusion in Part II, if appropriate: N/A		

## LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 29 April 2019 at 10.00 am in Washington Hall, Service Training Centre, Euxton

### MINUTES

#### PRESENT:

F De Molfetta (Chairman)

#### Councillors

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

#### 82/18 CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman and Members of the Combined Fire Authority thanked Mr Kenny, Chief Fire Officer for his leadership and dedication to the Service and the communities of Lancashire; expressing sincere wishes for his retirement at the end of April 2019.

#### 83/18 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Williams and County Councillor Shedwick.

#### 84/18 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None received.

#### 85/18 MINUTES OF PREVIOUS MEETING

RESOLVED: - That the Minutes of the CFA held on 18 February 2019 be confirmed and signed by the Chairman.

#### 86/18 MINUTES OF MEETING THURSDAY, 14 MARCH 2019 OF PERFORMANCE COMMITTEE

In response to a question raised by County Councillor O'Toole regarding the emergency response standards to critical fires for both the 1<sup>st</sup> fire engine and 2<sup>nd</sup> fire engine attendance, the Committee Chairman, County Councillor Holgate advised that the majority of these incidents were during December to residential dwelling fires. The Assistant Chief Fire Officer added that this exceptionally high period of activity

with appliances tied up had resulted in extended travel distances to some incidents.

In response to a question raised by County Councillor O'Toole regarding fire engine availability for the retained duty system, the Committee Chairman, County Councillor Holgate advised that the Committee had requested the detail of why appliances were designated as unavailable. The Assistant Chief Fire Officer advised that of the 4 reasons identified, having no driver occurred only occasionally with the main reason being crew deficient ie: not having enough numbers of staff. He reassured Members that the Service maintained high (if not the highest) availability standards in the country which was something to be proud of.

RESOLVED: - That the proceedings of the Performance Committee held on 14 March 2019 be noted and endorsed.

87/18 MINUTES OF MEETING MONDAY, 18 MARCH 2019 OF PLANNING COMMITTEE

RESOLVED: - That the proceedings of the Planning Committee held on 18 March 2019 be noted and endorsed.

88/18 MINUTES OF MEETING WEDNESDAY, 27 MARCH 2019 OF RESOURCES COMMITTEE

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

89/18 MINUTES OF MEETING TUESDAY, 2 APRIL 2019 OF AUDIT COMMITTEE

RESOLVED: - That the proceedings of the Audit Committee held on 2 April 2019 be noted and endorsed.

90/18 MINUTES OF MEETING WEDNESDAY, 3 APRIL 2019 OF MEMBER TRAINING & DEVELOPMENT WORKING GROUP

The Chairman of the Working Group, Councillor Smith was pleased to report 100% of Members had agreed a personal development plan and that positive evaluation had been received from the Bay Search and Rescue visit which had included both a practical and realistic demonstration of their facilities.

RESOLVED: - That the proceedings of the Member Training and Development Working Group held on 3 April 2019 be noted and endorsed.

91/18 CHIEF FIRE OFFICER SUCCESSION ARRANGEMENTS

The Director of People and Development advised that the new Chief Fire Officer, Justin Johnston had been appointed from 1 May 2019 and the Member Selection Panel was now looking to appoint a Deputy Chief Fire Officer. The closing date was 30 April 2019 with an interview date scheduled for Tuesday 7 May 2019.

RESOLVED: - That the report be noted and endorsed.

92/18 PROPOSED GOVERNANCE ARRANGEMENTS OF THE BLUE LIGHT COLLABORATION PROGRAMME WITH THE POLICE AND CRIME COMMISSIONER

Members considered a report from the Clerk and Monitoring Officer that detailed the proposed governance arrangements of the Blue Light Collaboration Programme which outlined the role of the Combined Fire Authority (CFA) and the provision for dealing with input from the Office of the Police and Crime Commissioner whilst ensuring that the CFA retained ultimate decision-making responsibilities in accordance with the Lancashire Fire Services (Combination Scheme) Order 1997, the CFA's Constitutional, Procedural and Contractual Standing Orders (approved as at 18 June 2012) and the current relevant CFA Scheme of Delegation (last amended at the Audit Committee on 24 July 2018).

It was proposed that a bi-annual Collaborative Working Group (CWG) with the Office of the Police and Crime Commissioner be held. This would be attended by the Chairman and the Clerk to the Authority on behalf of the CFA, together with the Deputy Chief Fire Officer as strategic lead from Lancashire Fire and Rescue Service and the Deputy Chief Constable on behalf of Lancashire Constabulary.

The CWG meeting would provide oversight of the collaboration activity. It would also ensure the relevance to the business of the respective organisations and ensure alignment in the core roles of both organisations. It could also raise any further areas for collaboration for consideration within the programme of work. The role of the Deputy Chief Fire Officer would be integral to the scrutiny of the process and presence of the Chairman (with support from the Clerk to the Authority) would be vital to oversee plans which would ultimately be ratified or endorsed at meetings of the full Authority.

A report of the discussions from the bi-annual CWG would be made available to the Authority's Planning Committee at the first Planning Committee meeting following the meeting of the CWG. The Planning Committee would if required make decisions on any suggestions or initiatives arising from the report, provided the power for making those decisions fell within the Planning Committee's Terms of Reference. The Planning Committee would not be able to make decisions based on the suggestions or initiatives of the CWG if they were matters reserved for decision by the full Authority (as outlined in the report).

RESOLVED: - That the report be noted and the governance model approved.

93/18 ANNUAL SERVICE PLAN

The Deputy Chief Fire Officer presented this year's Annual Service Plan (updated to be effective from 1 May 2019). The Annual Service Plan continued to provide Lancashire Fire and Rescue Service (LFRS) with the platform to highlight the priority activities that the Service intended to deliver over the coming year. LFRS was leading improvements and innovation in the fire sector with some of the best firefighting equipment and training facilities in the country and a highly skilled and motivated workforce.

The year ahead would build on achievements by staying focussed on continuous

improvement that made the people of Lancashire safer, particularly the most vulnerable members of our communities. Many priorities were extensive, long-term initiatives that would transform the way we worked and bring lasting benefits.

For the first time, this year's Annual Service Plan would be published alongside the Strategic Assessment of Risk. First published in 2016, this document had been refreshed for the 2019/20 year and branded to mirror the 2019/20 Annual Service Plan that it supported by capturing the dynamic picture of risk in Lancashire.

This year's Annual Service Plan was endorsed by the Planning Committee at its meeting held 18 March 2019. As part of an engaging communications strategy a short video had been commissioned, which would summarise the salient aspects of the Annual Service Plan in a succinct format. It was anticipated that the digital format would enable us to engage directly with a larger section of Lancashire's communities. The video was expected to be published on internal medial channels and the external website the following month.

**RESOLVED:** - The Authority noted and endorsed the decision of the Planning Committee.

#### 94/18 MEMBER CHAMPION ACTIVITY - QUARTERLY 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 Tony Martin;
- 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 29 April 2019. During this period all had undertaken their respective role in accordance with the defined terms of reference.

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

#### 95/18 FIRE PROTECTION REPORTS

A report detailing prosecutions in respect of fire safety management failures and arson related incidents within the period 1 February 2019 to 1 April 2019 was provided. There were 2 successfully completed prosecutions and 2 pending prosecutions under the Regulatory Reform (Fire Safety) Order 2005.

The Deputy Chief Fire Officer advised that changes in legislation were anticipated from Dame Judith Hackitt's independent review of building regulations and fire safety, following the Grenfell tragedy. In addition, Her Majesty's Inspectorate of Constabulary

and Fire & Rescue Services had requested data relating to incidents and staffing. He confirmed that Lancashire Fire and Rescue Service undertook a revised risk based fire safety inspection programme in which the Home Office had expressed an interest.

Fire protection and business support information was provided and Members noted that there were 2 arson convictions during the period.

In response to a question by County Councillor O'Toole regarding Houses of Multiple Occupation, the Deputy Chief Fire Officer advised that in 2004 the Regulatory Reform (Fire Safety) Order changed to give Fire and Rescue Services a more reactive role however, the Service worked in partnership with local council environmental health departments to improve standards and it would be interesting to see what changes would come from the Hackitt review.

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

#### 96/18 COMMUNITY FIRE SAFETY REPORTS

This report included information for the 2 Unitary and 12 District Authorities relating to Fire Safety Initiatives and Fires and Incidents of particular interest. The Assistant Chief Fire Officer advised that the theme for the reporting period had been a Service wide winter campaign.

As part of the report members received a presentation by Group Manager Shaun Walton on the Wildfire Burn Team which had been established in April 2019 in response to the increased size, frequency and severity of wildfires. The aim of the Team was to deal with wildfires in a more efficient and effective way.

County Councillor O'Toole felt the LGA Fire Committee and the National Fire Chiefs Council could put pressure on the government to better educate people through television advertising on the dangers of carelessness with barbeques.

In response to a question from County Councillor Hennessy GM Walton confirmed that staff were based at Bacup, they had received training, personal, protective equipment and they had been mobilised to recent incidents. Awareness of the benefits of the Team were being raised with partners and landowners. United Utilities who were a large land owner, had already asked the Service to do a trial burning exercise. The Assistant Chief Fire Officer advised that the wildfire tactical advisers had a specific set of skills to advise the Incident Commander and there were a number of local events arranged to promote the Team's capabilities. Feedback received to date from staff within the Service had been positive.

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

#### 97/18 MEMBER COMPLAINTS

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

RESOLVED: - That the current position be noted.

98/18 DATE OF NEXT MEETING

The next meeting of the Authority would be held on Monday 17 June 2019 at 10:00am at the Training Centre, Euxton.

M NOLAN  
Clerk to CFA

LFRS HQ  
Fulwood



## LANCASHIRE COMBINED FIRE AUTHORITY

### RESOURCES COMMITTEE

Wednesday, 29 May 2019, at 10.00 am in the Main Conference Room, Service Headquarters, Fulwood.

### MINUTES

#### PRESENT:

##### Councillors

F De Molfetta (Chairman)  
N Hennessy (Vice-Chair)  
Z Khan (for F Jackson)  
T Martin  
D O'Toole  
M Parkinson (for S Blackburn)  
G Wilkins  
T Williams

##### Officers

D Russel, Deputy Chief Fire Officer (LFRS)  
B Norman, Acting Assistant Chief Officer (LFRS)  
K Mattinson, Director of Corporate Services (LFRS)  
J Bowden, Head of Finance (LFRS)  
D Brooks, Principal Member Services Officer (LFRS)

#### 34/18 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Simon Blackburn and Fred Jackson and County Councillors Lorraine Beavers and David Stansfield.

#### 35/18 DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

A personal, non-pecuniary interest was declared by County Councillor G Wilkins in relation to items to be discussed under part 2 of the agenda.

#### 36/18 MINUTES OF THE PREVIOUS MEETING

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

#### 37/18 YEAR END TREASURY MANAGEMENT OUTTURN 2018/19

The report set out the Authority's borrowing and lending activities during 2018/19. All borrowing and investment activities undertaken throughout the year were in accordance with the Treasury Management Strategy 2018/19, and were based on anticipated spending and interest rates prevailing at the time.

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 regular updates on treasury management issues including a mid-year report and a final outturn report. Reports on treasury activity were discussed on a quarterly basis with Lancashire County Council Treasury Management Team and the Director of Corporate Services and the content of these reports was used as a basis for this report to the Committee.

### Economic Overview

The Director of Corporate Services confirmed that the UK economy had continued to show economic growth with the last annual GDP growth being at 1.4% although this was below recent growth trends. The continued uncertainty regarding the outcome of the discussions to leave the European Union has been impacting on the economy. However, growth had also been affected by world factors.

The continued uncertainty over the economy meant that the Bank of England had continued with its policy of slow and gradual increases in interest rates. Therefore the only change in the base rate came in August when the base rate was increased from 0.50% to 0.75%. The treasury management activity was undertaken with the expectation that interest rates would remain at the historically low levels but that there would be small increases. The latest forecast from Arlingclose, the County Council's Treasury Advisers, was for a 0.25% increase in the base rate in both of the quarters ending March and September 2020.

### Borrowing

The borrowing of the Fire Authority had remained unchanged at £2m in 2018/19. The current approved capital programme had no requirement to be financed from borrowing and the debt related to earlier years' capital programmes. Consideration had been given to repaying the £2m but as reported to the Resources Committee as part of the 2019/20 Treasury Management Strategy the penalties incurred on repaying the loans early would incur significant costs. It was concluded that the repayment was not considered to be financially beneficial at the time. However, the situation was periodically reviewed by the Director of Corporate Services. The loans outstanding were all with the Public Loans Works Board (PWLB) and the maturity and interest rates were shown in the report. The total interest paid on PWLB borrowing was £90k which equated to an average interest rate of 4.49%.

### 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. Throughout the year when investing money the key aim was to strike an appropriate balance between risk and return.

In order to reduce credit risk to the Authority, Lancashire County Council (credit rating by Moodys Aa3) was the main counterparty for the Authority's investments via the operation of a call account. However the Treasury Management Strategy did permit investment with other high quality counterparties including other local authorities. During the year the cash held by the Authority had been positive with the highest balance being £48.7m and the lowest £28.5m. Therefore, given that the expectation was that interest rates would remain low the opportunity was taken to undertake some fixed term investments with other local authorities rather than

keeping all the monies in the call account. This aimed to enhance the investment return while keeping the credit risk low. The Authority held 4 fixed term investments totalling £20m, and investing in these fixed term deposits, rather than leaving the money in the call account, had increased the interest received in 2018/19 by £102k although this did reduce the liquidity of the call account provided by Lancashire County Council paid the base rate throughout 2018/19.

The overall interest earned during this period was £0.358m at a rate of 0.95% which compared favourably with the benchmark 7 day index (Sterling Overnight rate 7 day rate) which averaged 0.66% over the same period.

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

Cash flow and interest rates continued to be monitored by the Director of Corporate Services and the County Council's treasury management team, and when rates were felt to be at appropriate levels further term deposits would be placed.

#### Prudential Indicators

In order to control and monitor the Authority's treasury management functions, a number of prudential indicators had been determined against which performance could be measured. The revised indicators for 2018/19 were presented alongside the actual outturn position.

In response to a question raised by CC Martin, the Director of Corporate Services confirmed that when investments matured these were returned to the Authority, at which time he would discuss and agree with Lancashire County Council Treasury Management Team the options for further investment; with security the first priority.

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

#### 38/18 YEAR END CAPITAL OUTTURN 2018/19

The report presented the year end position for the Authority's capital programme including how this had been financed. The year end position for the Authority's capital programme showed total expenditure of £2.4m compared with the budget of £4.2m, with the difference being slippage of £1.8m. It was noted that slippage was a timing issue dependent on the progress of capital schemes and not an indication of future underspends.

The programme had been financed in year, from a combination of revenue contributions (£2.0m), the drawdown of earmarked reserves (£0.03m) and the drawdown of capital reserves (£0.4m), as detailed in appendix 1 of the report.

#### Prudential Indicators 2018/19

Under the prudential framework the Authority was required to identify various indicators to determine whether the capital programme was affordable, prudent and sustainable.

The revised indicators, after allowing for the various changes to the capital programme, were set out in the report alongside the actual outturn figures confirmed that performance had been within approved limits.

## The Impact of Slippage from the 2018/19 Capital Programme into the 2019/20 Programme

The original approved capital programme for 2019/20 was £11.4m. This had been updated to reflect the final level of slippage of £1.8m.

In addition the resultant budget had been reviewed for any changes in timing assumptions since budget setting, and the following changes had been made:

- Vehicles £0.7m, the majority of which related to replacement pumping appliances, whereby we need to undertake a new procurement exercise prior to ordering replacement appliances, and the change in cab specification had led to a delay in undertaking this exercise;
- Building Modifications £4.0m, which related to delays on the Fleet workshop project, pending Polices decision re training requirements, and on Preston Station where design work was still on-going;
- ICT £1.1m – the majority of this related to the replacement Vehicle Mounted Data System hardware, which had been put on hold pending delivery of the national ESMCP project and therefore will not be progressed during 2019/20. The remainder related to various systems which were not expected to be replaced in the year.

Therefore the final proposed capital programme for 2019/20 was £7.5m, funded from capital grant, revenue contributions, and capital reserves. The revised programme and its funding were set out in appendix 2 and considered by Members.

Revised prudential indicators for 2019/20-2021/22 showed that the revised programme remained affordable, prudent and sustainable.

### Capital Reserves

As set out in the report, capital programme over the next 5 financial years would leave a balance of £2.9m in capital reserves.

In response to a question raised by County Councillor Wilkins regarding the impact of slippage into the 2019/20 programme relating to ICT, the Head of Finance confirmed that while we waited for the national ESMCP project to be progressed, assurance had been received that the vehicle mounted data system hardware could be put on hold however, some parts of the software were being replaced.

In response to a question raised by Councillor Williams the Director of Corporate Services confirmed that other Fire Services were facing the same delay although Services were not all at the same point depending on their systems; some may have replaced their vehicle mounted data system hardware already.

In response to a concern raised by County Councillor O'Toole for the need to be tighter on forecast expenditure the Director of Corporate Services confirmed the monies would be spent however, the difficulty was in estimating the timing of the spend. For example, the manufacture of a second water tower vehicle and the replacement of the Service wide area network had both been delayed which resulted in the expenditure slipping into 2019/20.

RESOLVED: - That the Committee: -

- i) Noted the capital outturn position, the financing of capital expenditure 2018/19 and the prudential indicators; and
- ii) Approved the revised 2019/20 capital programme, and the financing of this and the prudential indicators.

39/18 YEAR END REVENUE OUTTURN 2018/19

This report presented the revenue outturn position, and the impact of this on usable reserves. The overall outturn position showed an underspend of £435k, which was lower than the £508k underspend previously forecast.

The annual budget for the year was set at £54.770m. The final outturn position showed net expenditure of £54.335m, giving a total underspend for the financial year of £435k. As set out in the Year End Usable Reserves and Provisions Outturn report (reported elsewhere on the agenda) it was proposed to transfer £333k to the general reserve and £102k to earmarked reserves, predominantly to the Prince's Trust Reserve.

The final position within individual departments was broadly consistent with that reported throughout the year, and specifically the forecast presented to the March Resources Committee. As previously reported, the majority of the underspend during 2018/19 related to additional funding received during the last quarter of the financial year. The detailed final revenue position was set out in Appendix 1, with major variances being summarised in the report.

Delivery against savings targets

It was noted that performance exceeded the efficiency target largely as a result of staffing savings made and procurement savings in respect of contracts let during the year.

In response to a question raised by County Councillor O'Toole regarding the level of underspend, the Director of Corporate Services advised that the aim was for a breakeven position at year end however, 2 additional sources of funding (which could not have been predicted or budgeted for) had been received from the Government during the last quarter i) for redistribution of unused national business rates levy fund which provided the Service with £237k and ii) section 31 grant for business rates relief which provided a further £192k; without these sums the outturn position would have been at break even.

The Director of Corporate Services advised that in relation to the claim for Emergency Financial Assistance under the Bellwin Scheme for the winter hill incident the Government had confirmed that in principle (and subject to a review of the claim) they would meet the costs from section 31 grant and not from the Bellwin Scheme; the position re any potential future claims was being raised at a national level.

In response to a question raised by County Councillor Wilkins regarding the proposal to transfer £109k into the Prince's Trust earmarked reserve, the Director of Corporate Services advised that this was in response to a number of risks associated with the Prince's Trust funding including providing a greater buffer for any

future loss of college funding following a planned merger between Accrington & Rossendale College and Nelson & Colne College. The funding would be monitored during the financial year and would be reviewed in 12 months' time.

RESOLVED: - That the Committee noted and endorsed the outturn position on the 2018/19 revenue budget.

#### 40/18 YEAR END USABLE RESERVES AND PROVISIONS OUTTURN 2018/19

The report presented the year end outturn position in respect of usable reserves and provisions based on the information reported in the Revenue Outturn, Capital Outturn and Treasury Management Outturn reports.

The Authority approved the reserves and balances policy as part of its budget setting process, in February, with the year-end outturn position being reported to Resources committee and included in the statement of accounts. The previously reported Revenue Outturn, Capital Outturn and Treasury Management Outturn all fed the Authority's overall reserves position, which was considered by Members as summarised in the report.

##### General Reserve

These were non-specific reserves kept to meet short/medium term unforeseeable expenditure and to enable significant changes in resources or expenditure to be properly managed in the medium term.

In response to a question raised by County Councillor O'Toole in relation to the level of reserves summarised on page 36 of the agenda pack the Director of Corporate Services advised that the Authority needed to hold an adequate level of general reserves in order to provide:-

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- A contingency to cushion the impact of unexpected events;
- A means of smoothing out large fluctuations in spending requirements and/or funding available.

As a precepting Authority any surpluses or deficits were transferred into/out of reserves in order to meet future potential commitments, and as such the balance of the surplus on the revenue budget, £333k, had been transferred into this reserve. After allowing for transfers the Authority now held a General fund balance of £8.2m. This was within the target range agreed by the Authority at its February meeting, £3.2m to £10.0m. The Director of Corporate Services confirmed that the funding assumptions in the medium term financial strategy showed there were plans to use the General Fund balance, with projections showing a funding shortfall over the medium term which would require the drawdown of reserves in future years.

##### Earmarked Reserves

The reserve covered all funds, which had been identified for a specific purpose. The overall reserves level increased slightly from £7.9m to £8.0m, with the detailed position in respect of the various earmarked reserves considered by Members as set out in the report.

The Director of Corporate Services highlighted:

PFI Equalisation Reserve – This reserve was to smooth out the annual net cost to the Authority of both PFI schemes, and would be required to meet future contract payments. The level of reserve required to meet future contract payments had been updated to reflect current and forecast inflation levels.

Public Works Loan Board – This reserve was created to meet the potential penalty costs associated with repayment of the remaining PWLB loans. The Authority still had £2.0m of long term loans, incurring £0.1m of interest charges per annum. Opportunities to repay these were reviewed to save any interest payments, however based on the current penalty of £0.9m this was not considered prudent at the present time.

In response to Member questions the Director of Corporate Services confirmed that if a decision was taken not to repay the loans there would be no need for the reserve, similarly if the potential penalty reduced, the size of the reserve would also reduce with any difference going back into the revenue general fund.

Insurance Aggregate Stop Loss – The Authority has aggregate stop losses on both its combined liability insurance policy and its motor policy. In any one year the maximum liability for insurance claims is capped at the aggregate stop losses. As such the Authority can either meet the costs direct from revenue or can set up an earmarked reserve. Within Lancashire we have chosen to meet the potential costs through a combination of the two. Hence the amount included in the revenue budget reflected charges in a typical year with the reserve being set up to cover any excess over and above this. As such the reserve, combined with amounts within the revenue budget, provide sufficient cover to meet 2 years' worth of the maximum possible claims.

#### Capital Reserves and Receipts

Capital Reserves had been created from under spends on the revenue budget in order to provide additional funding to support the capital programme in future years; as such they could not be used to offset any deficit on the revenue budget, without having a significant impact on the level of capital programme that the Authority could support.

Capital Grant had been previously received in relation to Lancaster Fire Station rebuild, this has been fully utilised within the year. Capital Receipts were generated from the sale of surplus assets, which had not yet been utilised to fund the capital programme.

In 2018/19 £352k of capital reserves were used. However, this was partly offset by the sale of assets, which generated £69k of capital receipts. As a result of this the Authority currently held £19.0m of capital reserves/receipts. The Director of Corporate Services advised that (as set out on page 41 of the agenda pack) the capital reserves reduced to £3m over the 5-year programme. Without this level of reserves the capital programme would be unaffordable and hence the Authority's ability to invest improvements would be limited. He advised that the reserves identified did not allow for the potential relocation of Service Headquarters. If this was included then all capital reserves and receipts would be utilised to fund this, as well as potentially requiring additional borrowing.

### North West Fire Control Reserves

Last year's accounts were amended to reflect the Authority's 25% share of North West Fire Control Ltd. As such the 2018/19 accounts would be updated in due course however, these were not available at the time of writing the report therefore it had been assumed that the year end position had not changed from 2017/18 to 2018/19 (which would be updated for the final version of the accounts). It was noted that these reserves were not available for use, as they formed an essential part of NW Fire Controls financial planning.

### Provisions

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

- Insurance Provision, which covered potential liabilities associated with outstanding insurance claims. A review of current claims outstanding and our claims history had been undertaken and as such the provision had increased to £502k at 31 March 2019.
- RDS Provision, which covered potential costs associated with RDS personnel relating to employment terms and eligibility to join the Pensions Scheme.
- Business Rates Collection Fund Appeals Provision, which covered the Authority's share of outstanding appeals against business rates collection funds, which was calculated each year end by each billing authority within Lancashire based on their assumptions of outstanding appeal success rates, as part of their year-end accounting for the business rates collection fund. The change in this reflected the latest estimates provided by billing Authorities.

The overall position at year end showed the Authority (excluding North West Fire Control balances) holding £36.5m of reserves and provisions, compared with the anticipated position of £36.1m identified in the Reserves and Balances Policy, agreed in February. The majority of the difference relating to the additional grant funding received in respect of Business Rates at the end of the year. At this level the Treasurer believed these were adequate to meet future requirements in the medium term.

RESOLVED: - That the Committee: -

- i) noted the additional £62k of earmarked reserves and the additional £198k of provisions, contributing to the overall revenue outturn position;
- ii) agreed the year end transfers associated with the revenue outturn, £333k to the general reserve and £102k to earmarked reserves;
- iii) agreed the year end transfer associated with the capital outturn, £352k drawdown from capital reserves and £28k drawdown from earmarked reserves;
- iv) noted £69k of capital receipts;
- v) noted and endorsed the overall level of reserves and provisions as set out in the report.

### 41/18 CORE FINANCIAL STATEMENTS 2018/19

This report presented the Core Financial Statements, which formed part of the Statement of Accounts for the Combined Fire Authority for the financial year ended 31 March 2019.



The Statements took account of the information presented in the Year End Revenue Outturn, Year End Capital Outturn, Year End Treasury Management Outturn and Year End Usable Reserves and Provisions Outturn reports and were prepared in line with recommended accounting practice which was not accounted for on the same basis as we accounted for council tax. As such this meant they did not match the details in the Outturn reports, and hence the sections provided an overview of each statement and a reconciliation between Outturn reports and the Core Financial statements where appropriate.

It was noted that the 2018/19 core statements presented assumed that the Authority's 25% share of North West Fire Control Ltd year end position had not changed from 2017/18 to 2018/19 (which would be updated for the final version of the accounts).

The Director of Corporate Services had circulated before the meeting a slightly updated version of the Core Financial Statements 2018/19. He advised that after the report had been produced the full statement of accounts was reviewed for accuracy and as part of that process an error was found which related to a year end adjustment for the Authority's share of billing authorities' year end council tax collection fund. In order to present an accurate position to Members it was felt timely to present an updated version of the core financial statement at the meeting. County Councillor O'Toole commended the team on noticing the error and bringing it to the attention of the Committee.

Members considered the appendices:

#### Narrative Report

This set out the financial context in which the Combined Fire Authority operated, and provided an overview of the financial year 2018/19 as well as details of future plans. The performance statistics for 2018/19 were not yet completed and would be updated prior to the final version being approved.

#### Comprehensive income and expenditure account

This statement showed the accounting cost in the year of providing services. It was a summary of the resources that had been generated and consumed in providing services and managing the Authority during the last year. It included all day-to-day expenses and related income on an accruals basis, as well as transactions measuring the value of fixed assets actually consumed and the real projected value of retirement benefits earned by employees in the year.

#### Movement in reserves statement

This statement showed the movement in the year on the different reserves held by the Authority, analysed into i) Usable Reserves (those that the Authority may use to provide services or reduce local taxation, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use) and ii) Unusable Reserves (which include reserves that hold unrealised gains and losses where amounts would only become available to provide services if the assets were sold; and reserves that hold timing differences 'between accounting basis and funding basis under regulations').

#### Balance Sheet

This showed the value as at the date of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) were matched by the reserves held by the Authority.

In response to a question from County Councillor Wilkins the Director of Corporate Services confirmed that the majority of the 'Other Long-Term Liabilities' net liability of £831m (as detailed on page 7 of the revised report) was in relation to the unfunded firefighters pension scheme which was based on an actuarial accounting valuation, not the full tri-annual valuation.

#### Cash flow statement

This statement showed the changes in cash and cash equivalents of the Authority during the reporting period. The statement showed how the Authority generated and used cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

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 which was scheduled to take place in June and July. A further report will be presented to the Audit Committee in July, following completion of the external audit. At this meeting the Chair of the Audit Committee would be asked to sign the final statement of accounts, as well as the Treasurer. Following which a final audited set of accounts would be presented to the Resources Committee for information.

RESOLVED: - That the Committee noted and endorsed the Core Financial Statements.

#### 42/18 2019/20 BUDGET UPDATE

The report provided an update on 2019/20 budget in respect of increased pension costs and associated grant and revised Section 31 grant calculation in respect of business rate reliefs. Dependent upon the outcome of discussions with MHCLG the Authority was potentially looking at a net shortfall on its revised budget of £94k, which could be met from an additional drawdown of reserves.

#### Pension Costs

As reported at the last Resources Committee the Home Office released the results of the valuation in March, providing details of the increase in employer contributions for the 1992, 2006 and 2015 schemes as set out in the report. These increases were significantly higher than the 12.6% increase that had been quoted. As a result of this all Fire Authorities suffered a significantly higher budgetary impact than initially calculated.

Representations had therefore been made to the Home Office stating that their additional national funding of £97m was not sufficient, as it was based on an incorrect calculation. This had been accepted by the Home Office and the Treasury, who have provided an additional £18m of grant to cover this.

In terms of Lancashire we had now had chance to fully work through the new rates, based on the actual mix of employees in each scheme. The total cost of the new

employer pension contributions was £3.5m, some £0.4m higher than budgeted. However grant now stood at £3.1m, £0.5m higher than budgeted. Hence the net effect was actually a budget reduction of £0.1m.

It was emphasised that, as previously highlighted, no allowance had been made in the 2019/20 budget for any increased costs associated with the DCP crewing system and in particular any changes to the pensionability of the allowance. It was noted that the cost of moving to a 30% pensionable allowance, if it was agreed, would have increased from £150k to £300k as a result of the increased pension contributions. The ongoing funding of this pressure would be considered as part of the Spending Review process.

#### Section 31 Grant in respect of Business Rates Relief

Part of the Authority's funding came from business rates in the form of a locally retained share and a top-up grant. At previous Autumn statements and Budget events, the Chancellor of the Exchequer announced various changes to the business rates system, such as small business relief. The Government had undertaken to compensate local authorities for the loss of income they suffered as a result of these changes. Compensation would be provided by means of a grant payment to authorities under section 31 of the Local Government Act 2003.

This grant was calculated based on information provided by billing authorities and on the level of top-up provided by the Government. Using Government guidance and funding formula at the time of setting the budget we built £575k of section 31 grant from the Government in respect of our top-up share.

At the end of April MHCLG wrote to Authorities setting out the annual value of Section 31 Business Rate Relief grants for the year. This quoted a figure of £302k, some £273k less than our calculation. We immediately queried this with MHCLG assuming it was an error on their part. Having chased this a number of times we have now obtained a response explaining that our method of calculation was incorrect and that the correct calculation should have deducted the element of Revenue Support Grant that was rolled into the top up funding (in our case £8.4m) before applying the relevant indexation. Giving a revised calculation as follows:-

£17,656,850 (Top up) - £8,386,086 (RSG rolled in)=£9,270,764/491=£302,102.

We have queried this with Lancashire County Council, Blackburn with Darwen Council and Blackpool Council, all of whom are top-up authorities in the pilot pool, all of whom have applied the same formula and all of whom, according to MHCLG, have overstated their section 31 grant. None of the authorities were aware of any guidance explaining the revised formula for pilot pools, nor was Ribble Valley, as the lead authority. We have queried where and when this additional guidance was made available and at the time of writing the report are awaiting an answer. Until such time as we receive a response to this query we are unable to say what the next steps will be, but a worst case scenario shows the Authority suffering a funding reduction of £0.3m.

RESOLVED: - That the Committee:

- i) note the final position re increased cost associated with changes to employer pension contributions, and the additional grant associated with this;
- ii) note the position in respect of Section 31 Grant for Business Rates Relief and

- endorse the action taken to date;
- iii) note the potential overall impact on the 2019/20 revenue budget and the potential need to drawdown an additional £94k of reserves;
  - iv) approve a virement to action these changes, subject to the outcome of discussions relating to the Section 31 Grant re Business Rates Relief.

#### 43/18 EFFICIENCY PLAN 2019/20

The efficiency plan updated that initially approved in 2016/17 as part of the four year funding settlement, which had been updated on an annual basis thereafter. The update was based on the approved 2019/20 budget.

Included within the update were revised savings figures, showing total savings of over £20m being delivered since April 2011. With further savings of £1.2m already identified. As set out in the budget report the Authority was faced with funding shortfalls in future years. Savings opportunities would continue to be identified and collaborative opportunities explored to deliver savings in order to contribute to this position, however the ongoing use of reserves would remain a key component of our Medium Term Financial Strategy.

Overall the Authority was well placed to meet the financial challenges that it faced in the medium term, and would continue to balance future council tax levels and the need for investment whilst maintaining effective service delivery.

RESOLVED: - That the Committee noted and endorsed the Efficiency Plan.

#### 44/18 DATE AND TIME OF NEXT MEETING

The next meeting of the Committee would be held on Wednesday, 25 September 2019 at 1000 hours in the Main Conference Room at Lancashire Fire and Rescue Service Headquarters, Fulwood.

Further meeting dates were noted for 27 November 2019 and 25 March 2020 and agreed for 20 May 2020.

#### 45/18 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: - That the press and members of the public be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part 1 of Schedule 12A to the Local Government Act 1972, indicated under the heading to the item.

#### 46/18 SUB-COMMITTEE - CONTRACT VARIATIONS

(Paragraph 3)

RESOLVED: - That the Committee approved the recommended contract variation and that a separate meeting of the Sub-Committee would take place to agree how it would operate.

47/18 HIGH VALUE PROCUREMENT PROJECTS

(Paragraph 3)

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

RESOLVED: That the Committee noted the report.

48/18 URGENT BUSINESS (PART 2) - PRESTON FIRE STATION PROJECT

(Paragraph 3)

RESOLVED: - That the Committee approved the recommendation made by the Director of Corporate Services.

M NOLAN  
Clerk to CFA

LFRS HQ  
Fulwood

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## LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 17 June 2019

### PROGRAMME OF MEETINGS FOR 2019/20 & 2020/21

Contact for further information:

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

#### **Executive Summary**

A programme of meetings for the Combined Fire Authority (CFA) for 2019/20 and 2020/21.

#### **Recommendation**

The Authority is asked to agree the programme of meetings for 2020/21 as set out in the report now presented.

#### **Information**

At the meeting of the Combined Fire Authority held on 18 June 2018, the CFA agreed a programme of Meetings for 2018/19 and 2019/20. It is now necessary to agree a programme of dates for 2020/21.

In considering suitable dates, the following points have been taken into consideration: -

- i. A preference previously expressed that meetings of the CFA be held on Mondays commencing at 1000 hours at the Training Centre, Euxton.
- ii. Standing Order No 2.2 of the CFA which states that the Authority must hold an Annual Meeting between 1<sup>st</sup> April and the 30<sup>th</sup> June each year.
- iii. Standing Order 2.3a of the CFA, which states that a programme of meetings for the Authority should be determined annually by the Authority and additional meetings of the Authority held as determined by the Authority or at the discretion of the Chairman.
- iv. Approval to undertake consultation on the budget was delegated to the Chairman in consultation with the Treasurer and Chief Fire Officer (resolution 10/18 refers) enabling one budget meeting to be held in February, at which Members will consider and agree a final budget and the resultant council tax implications.

For information the following dates have previously been agreed for 2019/20: -

2019/20

29 April 2019

17 June 2019 (Annual Meeting of the CFA)

16 September 2019

16 December 2019

24 February 2020 (Budget Setting Meeting)

Proposed dates for 2020/21 are:-

27 April 2020

15 June 2020 (Annual Meeting of the CFA)

14 September 2020

14 December 2020

22 February 2021 (Budget Setting Meeting)

### **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
CFA Constitutional Standing Orders	18 June 2012	Diane Brooks Principal Member Services Officer
CFA Minutes	18 June 2018	
Reason for inclusion in Part II, if appropriate:		N/A



## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on 19 June 2017

### **RE-APPOINTMENT OF INDEPENDENT PERSON**

Contact for further information:-

Mark Nolan – Clerk to the Authority / Monitoring Officer - Tel No 01772 866720

#### **Executive Summary**

To consider the re-appointment of Mrs Hilary Banks as the Authority's Independent Person.

#### **Recommendation**

That the Authority re-appoints Mrs Hilary Banks as the Authority's Independent Person as required by the Localism Act 2011 for a further period of 2 years, thereby continuing in that role until the Authority's AGM in June 2021 with an option to continue to hold office after that date if the Authority so wished and Mrs Banks was so prepared.

#### **Information**

Chapter 7 of Part 1 of the Localism Act 2011 makes provision in relation to standards matters. The Authority has a duty to promote and maintain high standards of conduct by Members and co-opted Members which includes the appointment of one or more Independent Persons.

At its meeting held 19 June 2017 Mrs Hilary Banks was re-appointed to the role of Independent Person for a further term of 2 years, continuing in that role until June 2019 with an option to continue to hold office after that date if the Authority so wished and Mrs Banks was prepared to do so (resolution 12/17 refers).

Members are asked to consider the re-appointment of Mrs Hilary Banks as the Authority's Independent Person, as required by the Localism Act 2011 for a further period of 2 years, continuing in that role until the CFA AGM in June 2021 with an option to continue to hold office after that date if the Authority so wishes and Mrs Banks is prepared to do so.

#### **Business Risk**

The Authority is at risk of not complying with statutory requirements if it does not consider the recommendations set out in this report. The responsibility for the proper conduct of its Members rests with the CFA and is one which if not given sufficient attention has the potential to adversely affect its reputation should there be an incident of Member misconduct which is not dealt with in accordance with the public's expectations.

#### **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
Localism Act 2011	November 2011	Clerk and Monitoring Officer
CFA Minutes	17 June 2013	Clerk and Monitoring Officer
CFA Minutes	22 June 2015	Clerk and Monitoring Officer
CFA Minutes	19 June 2017	Clerk and Monitoring Officer
Reason for inclusion in Part II, if appropriate:		N/A

## LANCASHIRE COMBINED FIRE AUTHORITY

Meeting to be held on 17 June 2019

### **ANNUAL SAFETY, HEALTH AND ENVIRONMENT REPORT 2018/19 (Appendix 1 refers)**

Contact for further information: Bob Warren, Director of People and Development  
Tel: 01772 866804

#### **Executive Summary**

Attached in full at Appendix 1 is the Annual Safety, Health and Environment Report for Lancashire Fire & Rescue Service (LFRS) covering the period 1st April 2018 to 31st March 2019.

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

#### **Recommendation**

The Authority is asked to note the report and associated safety, health and environment performance outcomes.

#### **Information**

As the Health and Safety Management System and the Environment Management System continue to be integrated this report is part of that integration process. This report includes performance information for health and safety and the environment.

#### **Business Risk**

Significant - From a legal, economic and moral standpoint, a number of health and safety and environmental obligations are imposed on the Authority, whilst the Health and Safety Executive and Environment Agency will readily take enforcement action where significant or recurring failures are identified.

#### **Environmental Impact**

Due to the changing climate and types of incidents being attended such as flooding, wildfire and prevention activities, fuel use has again increased from fleet vehicles. Gas use continues to decrease benefiting from the upgrading of heating systems over the last few years. Electricity remains fairly constant with an ever increasing demand on battery powered equipment and technology. Since the introduction of PFI stations electricity use increased mainly due to the build specification which utilises air-control systems.

#### **Equality and Diversity implications**

None

## Financial Implications

None

## HR Implications

Significant – The Authority is committed to providing a safe and healthy workforce which is particularly important in the context of emergency service operations, and which requires ongoing and effective health and safety management arrangements.

## Local Government (Access to Information) Act 1985

### List of Background Papers

Paper	Date	Contact
Annual Health and Safety Report 2009/10 LFRS Sustainability Report 2009/10	20 <sup>th</sup> September 2010	Director of People and Development Bob Warren Telephone 01772 866804
Annual Health and Safety Report 2010/11 LFRS Sustainability Report 2010/11	20 <sup>th</sup> June 2011	
Annual Health and Safety Report 2011/12 LFRS Sustainability Report 2011/12	18 <sup>th</sup> June 2012	
Safety, Health and Environment Annual Review Report 2012/13	17 <sup>th</sup> June 2013	
Safety, Health and Environment Annual Review Report 2013/14	23 <sup>rd</sup> June 2014	
Safety, Health and Environment Annual Review Report 2014/15	22 <sup>nd</sup> June 2015	
Safety, Health and Environment Annual Review Report 2015/16	20 <sup>th</sup> June 2016	
Safety, Health and Environment Annual Review Report 2016/17	19 <sup>th</sup> June 2017	
Safety, Health and Environment Annual Review Report 2017/18	18 <sup>th</sup> June 2018	

Reason for inclusion in Part II, if appropriate:



# Annual Safety, Health and Environment Review 2018 / 2019

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making Lancashire safer

# Annual Safety, Health and Environment Report 2018 / 19

## Introduction

This report summarises the arrangements in place to deliver the Service's Safety, Health and Environment Policy and provides a summary of safety, health and environment performance data.

It includes the reporting on occupational safety, health and environmental issues that have arisen during the period 1st April 2018 to 31st March 2019.

## Lancashire Fire and Rescue Service (LFRS) Safety, Health and Environment Management Arrangements

Lancashire Combined Fire Authority (CFA) has overall responsibility for the effective governance of health, safety and environment. The Fire Authority is responsible for agreeing the safety, health and environment policy and for ensuring adequate resources is available for safety, health and environment purposes. The Authority will provide a clear direction for the Executive Board and Senior Management Team to establish policies and procedures and manage safety, health and environment performance effectively.

Whilst individual members of staff, supervisors and managers all have responsibility for safety, health and environment, the Safety, Health and Environment (SHE) Department coordinates and oversees the day to day management of health and safety activities and at the same time continues to provide competent professional advice.

The Health and Safety Management System (HSMS) is based on the Health and Safety Executive model 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 Environment Management System (EMS) is written and implemented to the International Standard ISO 14001:2015.

During 2018/2019 we have continued to enjoy a positive working relationship with the Representative Bodies, particularly the Fire Brigades Union. The Service consults formally on a quarterly basis working together to ensure safety, health and environmental concerns are resolved. Safety Representatives play a vital role in achieving a healthier and safer workplace and improving our health and safety culture whilst reducing our impacts on the environment.

# Annual Safety, Health and Environment Report 2018 / 19

## Controlling Risk within LFRS

The varied nature of the Service's work activities and working environments inevitably means that there is a broad range of risks to manage. The level of risk to both employees and service users can be identified from a number of the Service's performance measures including the:

- total number of accidents reported by employees;
- number of safety events reported to the Health and Safety Executive;
- number of near miss events reported;
- number of days lost following an accident at work;
- type of events that are being reported;
- risks being managed effectively through the development and implementation of policies and procedures contained within the Service's HSMS and EMS;
- carbon emissions from LFRS premises and activities; and
- Fitness assessments for operational staff.

The HSMS and EMS and associated policies and procedures are designed to promote safe systems of work and minimise the risk of injury to employees and reduce the impact to the environment. The SHE Department develops bespoke and proportionate procedures for LFRS, minimising 'red tape' and focusing on controlling real risks in the workplace. Managers, through devolved safety, health and environment responsibilities, are encouraged to ensure that recognised safe systems of work are being used 'as far as is reasonably practicable'.

To ensure that the Service continues to meet its legal obligations in respect of safety, health and environment we ensure that all policies, procedures, instructions and guidance are regularly reviewed and updated.

Safety, health and environment performance is reviewed on a regular basis, through high level scrutiny via the CFA Performance Committee and at Director Level through the LFRS Health, Safety & Environment Advisory Group (HSEAG) chaired by the Director of People and Development and Health and Safety Consultation Committee chaired by the Deputy Chief Fire Officer.



# Annual Safety, Health and Environment Report 2018 / 19

## External Audit of the Health and Safety and Environment Management Systems

Since initial certification in November 2011, surveillance visits have been conducted annually and re-certification every three years to maintain external certification for our HSMS and EMS. In February 2019 the auditor from British Assessment Bureau carried out a surveillance audit for ISO 14001:2015 as LFRS were re-certified last year to the updated ISO 14001:2015 standard and they also carried out an audit against the new health and safety standard ISO 45001:2018 transitioning from OHSAS 18001:2007.

The scope for both standards was **'The Provision of Fire, Rescue and Supporting Services across Lancashire'**. This included all operational activity with visits to five fire stations operating different duty systems together with a number of supporting departments including Safety, Health and Environment, Corporate Communications, Fleet and Engineering Services, Procurement, Human Resources, Service Development and Property. Continued certification has been granted for ISO 14001:2015 and certification to ISO 45001:2018. LFRS received no non-conformances or opportunities for improvement.

During the audit process, the auditor identified a number of positive aspects, including:

- The systems were fantastic;
- The health and safety and environmental management systems were consistent across all sites;
- Health and Safety Consultation arrangements with the Fire Brigades Union were good;
- The Recruitment Process was well managed;
- LFRS were commitment to continual improvement; and
- Staff showed commitment and were friendly and enthusiastic.

As part of the audit, where areas for improvement were identified by LFRS staff, these have been developed into an 'improvement action plan' and taken forward through the Service's Health, Safety and Environment Advisory Group.





# Annual Safety, Health and Environment Report 2018 / 19



## Improvement Actions during 2018/19

To ensure continuous improvement is made in both the HSMS and EMS LFRS has developed an action plan to assist in delivering future improvements. Below are some examples of improvements carried out during 2018/19:

- Fully reviewed the organisational arrangements for health and safety to meet the new ISO 45001:2018 standard requirements.
- Refreshed safety, health and environment training for managers.
- Continued to embed improvements in fitness and the mandatory fitness testing for operational staff.
- Developed an application for the iPad to assist fire crews in capturing key information during debriefs to further embed the Operational Assurance Framework and to continually learn from incidents and operational activity.
- Introduced Trauma Risk Management (TRiM) Practitioners into service to support staff who may be struggling to cope following difficult and traumatic events.
- Continuing to embed a programme of health and wellbeing promotions supporting staff wellbeing.
- Continuing to provide improved PPE for attending operational incidents.
- Improving training for Area Based Specialist Instructors.
- Continuing to implement National Operational Guidance into service.
- Improved arrangements for community fire safety staff that carry out lone working.
- In partnership with UCLAN and FBU developing best practice to mitigate the potential risks of contaminants on dirty fire PPE.
- Planning improvements and refurbishment of fire house training building at Service Training Centre (STC) used to deliver breathing apparatus training to operational crews.
- Developed the Workplace Inspections procedure for LFRS sites and carried out a programme of joint inspections to embed procedures supporting staff.
- Carried out a tender process for a new waste contract commencing 1<sup>st</sup> April 2019.

# Annual Safety, Health and Environment Report 2018 / 19

## Health and Safety Performance

Active Monitoring is integrated into day-to-day work. This includes an integrated approach to workplace inspections at station and department level for both health and safety and environmental hazards and risks.

In addition to day-to-day monitoring of health and safety by managers, active monitoring features extensively during operational incidents and forms an essential part of the Incident Command System at all levels. Incidents are monitored, debriefed and outcome reviews are carried out to ensure that continuous learning from incidents is achieved.

The Service has implemented a system of robust reactive monitoring as defined in the accident reporting and accident investigation procedures of the HSMS. The SHE department co-ordinates and controls this system, and heads of department and line managers are responsible for implementation.

During 2018/2019 there were:

- **73 accidents** (60 to LFRS staff and 13 to non LFRS staff) each event being investigated and recorded in line with Service Policy.
- **109 near misses** (93 near misses and 16 near miss attacks on staff) that were investigated and the recommendations were fed back into the service policy, procedure, or risk assessment as appropriate.
- There were **10 RIDDOR** events that were reported to the Health and Safety Executive, 2 major injuries, 1 occupational disease, 6 resulting from over 7 day's absence and 1 dangerous occurrence related to a Breathing Apparatus failure.



# Annual Safety, Health and Environment Report 2018 / 19

A summary of the total accident and ill-health statistics for 2018/19 are detailed below in Figure 1.

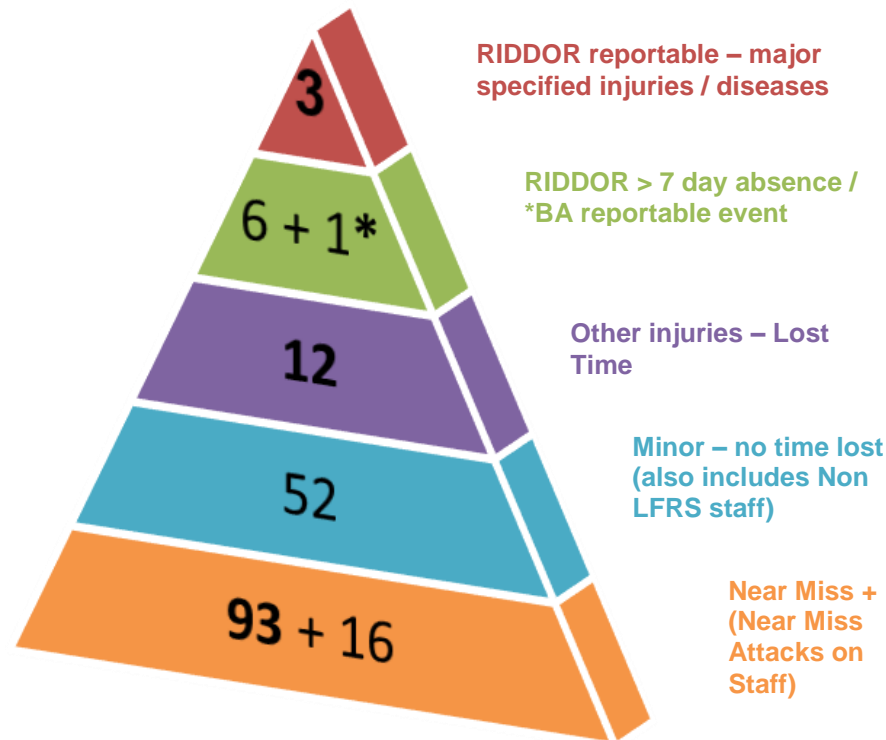


Figure 1

The figures in the following Table 1 relate to working days lost due to work related injury/illness.

The last few years have shown a downward trend in absence following work related injury/illness. In 2018/19 one long term absence resulted in 162 days off work which impacted on the performance for the year.

Year	Days Lost
2014/15	461
2015/16	331
2016/17	205
2017/18	245
2018/19	377

Table 1 - Days Lost due to Work-related injury/illness 2014/15 to 2018/19

# Annual Safety, Health and Environment Report 2018 / 19



Figure 2 gives a background position on the safety performance of LFRS since 1999/00:

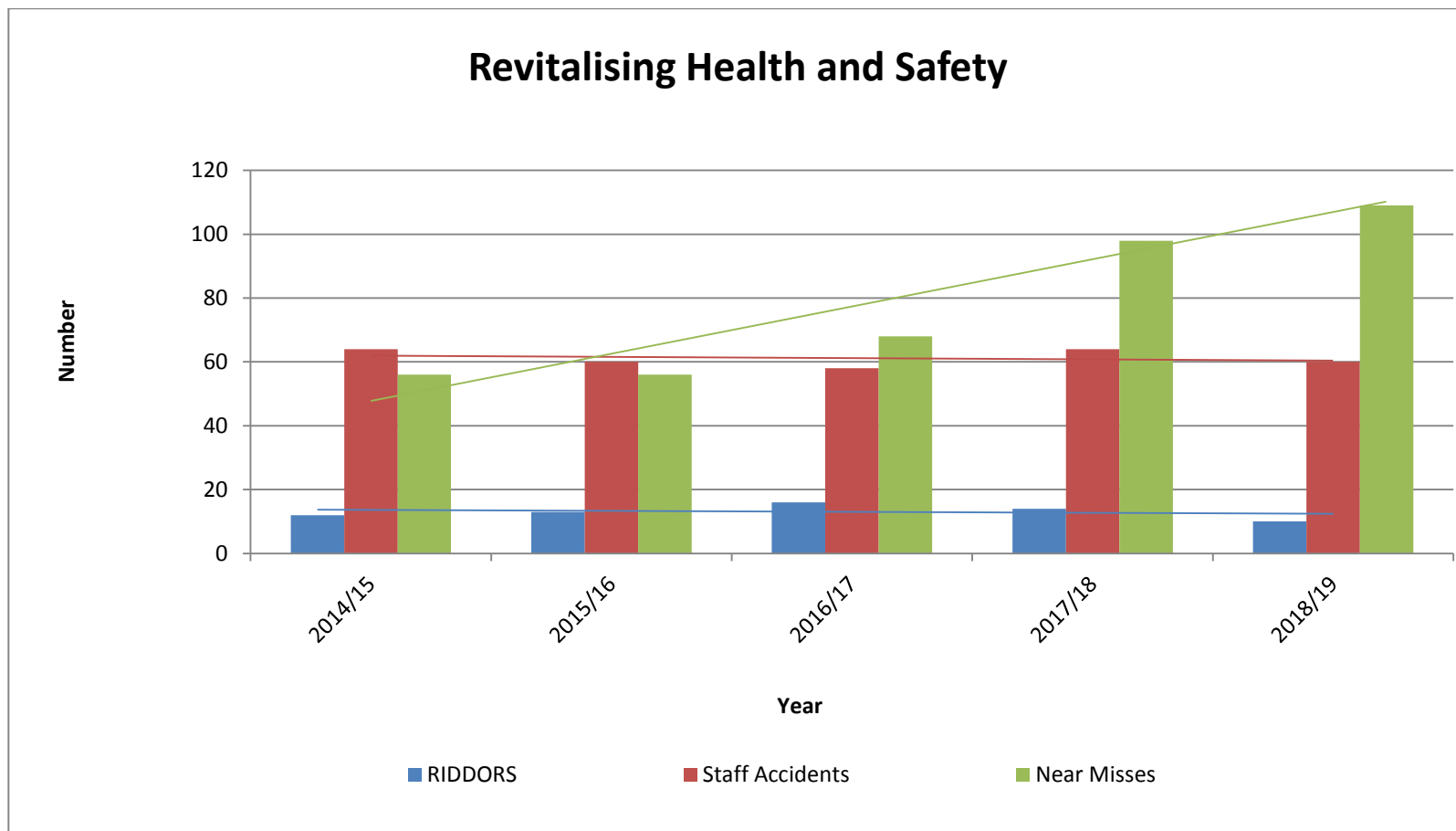


Figure 2 – LFRS Safety Performance 1999/00 to 2018/19

## Annual Safety, Health and Environment Report 2018 / 19

Table 2 shows the types of accidents that were reported during 2018/19 comparing the last five year's performance with the numbers for each category.

TYPE OF ACCIDENT	LFRS Staff 2018/19	LFRS Staff 2017/18	LFRS staff 2016/17	LFRS staff 2015/16	LFRS staff 2014/15	Non LFRS staff 2018/19	Non LFRS staff 2017/18	Non LFRS staff 2016/17	Non LFRS staff 2015/16	Non LFRS staff 2014/15
Handling lifting or carrying	7	15	17	23	17	2	1	4	5	5
Hit by moving, flying or falling object	4	7	5	6	12	2	4		1	1
Slip trip fall	11	9	12	9	11	2	1	4	3	1
Hit something fixed or stationary	10	8	6	1	5	3	6	1	-	3
Other	12	7	11	10	9	-	1	4	1	3
Injured by an animal	1	3		1	-	-	-		-	-
Fall from Height	3	4		1	-	-	1	1		-
Exposed to fire	6	3		4	2	-	1		1	2
Exposed to harmful substance	4	7	3	3	3	2	-	3	1	1
Exposed to an explosion	-	1	-	-	1	-	-	-	-	-
Contact with Electricity	-	-	2	-	1	-		-	-	-
Hit by a moving vehicle	1	-	2	1	-	-		-	-	-
Contact with Moving Machinery	-	-	-	-	1	-		-	-	-
Drowned or Asphyxiated	-	-	-	-	-	-		-	-	-
Physically assaulted by a person	1	-	-	1	2	2		8	2	5
Trapped by Something Collapsing	-	-	-	-	-	-		-	-	-
<b>TOTAL</b>	<b>60</b>	<b>64</b>	<b>58</b>	<b>60</b>	<b>64</b>	<b>13</b>	<b>15</b>	<b>25</b>	<b>14</b>	<b>21</b>

Table 2 - Types of accidents in 2018/19 compared to 2014/15 - 2017/18.

# Annual Safety, Health and Environment Report 2018 / 19

## Near Miss Reporting

A near miss event is an unplanned and unforeseeable event in which there is no injury, but the potential to cause injury or other form of loss exists should it occur again.

Table 3 below shows the increasing number of near misses being reported each year in the prevention of accidents within the workplace. A wide range of learning opportunities have been captured in relation to stations/building, equipment, appliances, operational procedures and breathing apparatus issues.

Year	Number of Near misses
2014/15	56
2015/16	56
2016/17	68
2017/18	98
2018/19	109

Table 3 - Near Miss Reporting 2014/15 to 2018/19

## Vehicle Accidents

Table 4 shows the number of accidents involving fleet vehicles from 2014/15 to 2018/19

Year	Number of Vehicle Accidents
2014/15	40
2015/16	45
2016/17	67
2017/18	58
2018/19	74

Table 4 Number of Vehicle Accidents

Analysis of the type of accidents LFRS vehicles have been involved in during 2018/19 has shown that the majority of accidents occur during vehicle maneuvering at slow speeds and there is an increasing trend.

To look at ways of help reduce vehicle accidents a working group has been established to examine current working practices and to develop a Management of Occupational Road Risk framework.



# Annual Safety, Health and Environment Report 2018 / 19



## Health and Wellbeing

### Sickness Absence

The management of sickness absence for 2018/19 shows that musculoskeletal and mental health related conditions accounted for 53% of all sickness absence. In total there were 732 sickness absence cases resulting in 8737 working days lost within the service. 219 musculoskeletal related absences gave rise to 3595 working days lost and 31 mental health related absence resulted in 997 working days lost.

In order to improve performance from musculoskeletal and mental health related absence, health and safety toolbox talks are to be delivered to all staff during the coming year. The toolbox talks will engage staff to increase understanding of the links between maintaining physical fitness for role, reducing the risks of musculoskeletal injuries and encouraging good mental health.

### Health Promotion & Wellbeing Framework

During 2019/20 there will be an increasing focus on employee health and wellbeing at work through the development of a more holistic wellbeing approach. The Health and Wellbeing Framework aims to improve the health and wellbeing of our workforce ensuring that all who are working for Lancashire Fire and Rescue Service (LFRS) are engaged, motivated, healthy, resilient, and return to work quickly following absences. During 2018/19 the following activities have been achieved:

- Recruited and trained volunteers to support their peers using structured support such as Trauma Risk Management.
- Further embedded the Employee Assistance Programme into service.
- Facilitated a number of promotional activities for mental health such as: 'Time to Talk Day'; 'Mental Health Awareness Week' where staff participated in cycling to every station within the service to raise awareness and reducing stigma and 'Brew Monday'.
- Delivered a campaign on 'hydration and nutrition' highlighting benefits to staff for work and at home.
- Developed a procedure and guidance on the 'Contaminants on dirty PPE'.

# Annual Safety, Health and Environment Report 2018 / 19

## Environmental Performance

LFRS Carbon Management Plan was agreed by CFA Resources Committee in March 2009. The plan included targets of 20% carbon emission reduction by March 2013 with a visionary target of 40% by March 2020.

A revised and simplified Carbon Management Plan setting an aspirational target of 40% carbon emission reduction by March 2020 has been developed. The Service achieved an overall reduction of **23%** by March 2019 which equates to **989** tonnes of CO<sub>2</sub>. The plan has delivered cost savings in the region of **£672k** so far.

The Carbon Management Team continues to meet and make progress against the target, delivering projects accepting these will be fewer and more targeted in the future. The Plan is overseen by the Director of People and Development.

Monthly meter readings for Gas, Electric and Water continue to be collated together with fuel data collated by Fleet and Engineering Services, providing a full picture of carbon emissions for all LFRS premises.

### Fire-fighters' Charity Recycling Banks

LFRS continues to support the Fire Fighters Charity with seventeen fire stations currently having recycling banks on site and two at a neighbouring Tesco and B&Q. For each tonne of clothing, a donation is made to the Fire-fighter's Charity.

In 2018/19, the banks had collected over 26 tonnes of textiles. This has raised £5,861 for the charity.



### Waste Management

There has been a 1.5% increase in waste collected from April to March 2017/18 to April to March 2018/19. The total of waste collected is 106 tonnes.

The percentage of recycled waste during 2018/19 is 32.6% which shows an increasing trend year on year with 10 sites have a recycling rate of 40% or above.





# Annual Safety, Health and Environment Report 2018 / 19

## Carbon Emissions

Table 5 shows the carbon emission comparisons from the 2007/08 baseline and from the previous year 2017/18.

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	% change on previous year	% change since baseline 2007/08
<b>Buildings</b>	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)			
Electricity	1600	1340	1524	1516	1421	1411	1653	1664	1605	1581	1592	1495	6.0%	6.6%
Gas	1594	1499	1634	1545	1462	1363	1145	1026	978	934	1025	901	12.1%	43.5%
<b>Total</b>	<b>3194</b>	<b>2839</b>	<b>3158</b>	<b>3061</b>	<b>2883</b>	<b>2774</b>	<b>2798</b>	<b>2690</b>	<b>2583</b>	<b>2515</b>	<b>2617</b>	<b>2396</b>	<b>8.4%</b>	<b>25.0%</b>
<b>Transport</b>	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)			
Fuel	1158	1179	1217	1146	1058	858	827	732	793	796	858	968	12.8%	16.4%
<b>Service Total</b>	<b>4352</b>	<b>4018</b>	<b>4375</b>	<b>4207</b>	<b>3941</b>	<b>3632</b>	<b>3625</b>	<b>3422</b>	<b>3376</b>	<b>3311</b>	<b>3475</b>	<b>3364</b>	<b>3.2%</b>	<b>23%</b>
<b><i>Shown separately in Carbon Management Plan</i></b>														
<b>Water</b>	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)			
	9.1	8.8	8.1	6.9	6.7	6.1	6.5	5.6	5.7	5.8	5.4	4.9	9.3%	46.20%

Table 5 Carbon Emissions 2007/08 to 2018/19

# Annual Safety, Health and Environment Report 2018 / 19

## A Look Ahead to 2019/2020

Looking to 2019/20, key safety, health and environment priorities are to:

- Rationalise and refresh the existing risk assessments, service orders and training requirements following the introduction and publication of National Guidance for Fire and Rescue Services together with legislative changes.
- Reduce the number of accidents and related sickness absence whilst increasing the number of near miss events reported.
- Continue to integrate Safety, Health and the Environment where possible to simplify and reduce burden on end users whilst reducing the risk through the provision of safe systems of work, suitable vehicles and equipment and carry out research and development to continually improve.
- Maintain LFRS certification to ISO14001:2015 and ISO 45001:2018 standards and continually improve the HSMS and EMS.
- Embed Safety, Health and Environment through continued training and interaction with staff to enable proportionate and informed workplace safety, health and environmental decisions to be made.
- Reduce carbon emissions from energy and fuel use and reduce waste collected and increase the percentage of waste being recycled.
- Deliver a Programme of health and wellbeing toolbox talks to engage staff in maintaining fitness, reducing injury and absence, informing staff about the support available to maintain health and wellbeing whilst promoting ways to enhance personal resilience.
- Develop a Management of Occupational Road Risk policy.
- In partnership with UCLAN and FBU develop best practice guidance on dirty PPE and contaminants.
- Carry out a gap analysis against the Blue Light Wellbeing Framework hosted on Oscar Kilo and develop a health and wellbeing priority improvement plan.

# Annual Safety, Health and Environment Report 2018 / 19

## Overall Summary

2018/19 has again seen a very positive year in terms of overall safety, health and environment performance of LFRS.

The number of accidents to LFRS staff was 60 with only 21 resulting in lost time. HSE were notified under RIDDOR regarding 10 events: 2 major injuries; 1 occupational disease; 6 over 7 day absences following accidents and 1 dangerous occurrence involving a BA set failure.

LFRS continues to deliver continuous improvement within the HSMS and EMS achieving ISO 45001:2018 certification and maintaining ISO 14001:2015 through external examination receiving no non-conformances or opportunities for improvement.

Projects and work to manage and improve health and wellbeing, learn from incidents and provide operational assurance, reduce carbon emissions, review National Operational Guidance, research and develop equipment and firefighting techniques to ensure firefighter safety continue to deliver a safe person and safe working environment.

The good relationship with the Fire Brigades Union continues working together to maintain a positive culture within LFRS.

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## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on Monday 17 June 2019

### **POLICY ON DEALING WITH HABITUAL AND VEXATIOUS COMPLAINTS (Appendix 1 refers)**

Contact for further information: Mark Nolan, Clerk and Monitoring Officer  
Telephone: 01772 866720

#### **Executive Summary**

At its meeting held 20 June 2016 the Authority adopted a formal Policy on Dealing with Habitual and Vexatious Complaints (resolution 13/16 refers) which is fair and proportionate, yet which does not prevent genuine complaints from being properly investigated and fair and equitable outcomes promulgated (attached as appendix 1).

On an annual basis the Clerk and Chief Fire Officer review the status of complainants judged to be unreasonably persistent or vexatious and report this to the Authority.

In addition, each year the Clerk reviews the Policy. This year's review concludes that the effectiveness of the Policy is demonstrable, accordingly the Policy remains appropriate, proportionate and effective to the needs of Members, Officers and staff.

#### **Recommendation**

The Authority is asked to note and endorse the report.

#### **Information**

The Policy on Dealing with Habitual and Vexatious Complaints identifies situations where a complainant, either individually or as part of a group, or a group of complainants might be considered to be habitual or vexatious. It sets out the definitions of habitual or vexatious complainants and the process that the Authority follows.

During the previous 12 months there have been no complainants who are judged to be unreasonably persistent or vexatious.

In line with the Policy, the Clerk has reviewed it to ensure that it remains appropriate, proportionate and effective to the needs of Members, Officers and staff.

#### **Business Risk**

The policy will be used to defend the Authority's position in refusing to engage with "vexatious" complainants who may pursue perceived entitlement to make applications to the Authority under, e.g.: Freedom of Information or Data Protection Act legislation, there is a risk that such complaints will be elevated outside the Authority's internal processes. The Authority may therefore be required to defend its position externally in processes governed by, for example; the Information Commissioner's Office ("ICO") or Local Authority Ombudsman. The exposure to risk can be minimised by virtue of the fact that in such cases the Authority will be given an opportunity by the external arbiter to provide comment with any supporting documentation and ultimately to review or even change its

decision. At this point there should be a further assessment of the business and financial risk to the Authority of maintaining its position regarding a decision to declare the relevant complaint as vexatious. Such an assessment should also involve a review of the evidence which has given rise to the conclusion that such complaints are habitual or vexatious in accordance with the criteria set out in the policy.

### **Environmental Impact**

None.

### **Equality and Diversity Implications**

There is a minor risk that any habitual or vexatious complaints could be driven by mental impairment, with a correspondingly low risk that such impairment amounts to a disability, for which the Authority would be culpable, only if the complainant was an existing employee. In those circumstances the existence and application of the Policy would, in all likelihood consist of a proportionate means of achieving a legitimate aim, which would therefore be capable of rebuttal. Otherwise it is highly unlikely to conflict with the Authority's public sector Equality Duty.

### **HR Implications**

The policy must not conflict with the Authority's obligations under its own Whistle Blowing Policy, as this may cast doubt on the Authority's compliance with a whistle blowing policy and obligations. However, given that such disclosures are to be made in good faith, not for personal gain and in the genuine public interest, there should in reality be no conflict or overlap, provided the complaints have been properly evaluated under the criteria outlined in the Habitual and Vexatious Complaints Policy.

### **Financial Implications**

In the index example, above, involving the ICO could in theory give rise to a situation where the ICO makes a determination holding the Authority culpable. It has the power to impose fines, should the ICO apply to a court for certification that the Authority has failed to comply with a decision notice, an information notice or an enforcement notice. The matter would be dealt with thereafter as a civil contempt. It is highly unlikely that given the provision for review and conciliation that the Authority would be placed in such a situation and that any risk of such an outcome would occur in no more than 2-5% of any cases and such action could be militated whatever the circumstances if necessary.

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

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

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

## LANCASHIRE COMBINED FIRE AUTHORITY HABITUAL AND VEXATIOUS COMPLAINTS

### 1. Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The Lancashire Combined Fire Authority (“CFA”) policy for dealing with and responding to these situations is set out herein below.

- 1.1 The term habitual means ‘done repeatedly or as a habit.’
- 1.2 The term vexatious is recognised in law and means ‘denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant.’
- 1.3 This policy intends to assist in identifying and managing persons who seek to be disruptive to the CFA or the Lancashire Fire and Rescue Service (LFRS) by pursuing an unreasonable course of conduct.
- 1.4 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those acts.
- 1.5 Habitual or vexatious complaints can be a problem for CFA staff and Members. The difficulty in handling such complainants and their complaints is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the CFA endeavours to respond with patience and sympathy to the needs of all complainants, there are occasions when there is nothing further which can be reasonably done to assist or to rectify a real or perceived problem.
- 1.6 Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonable persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.7 The aim of the policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

### 2. Habitual or Vexatious Complainants

For the purpose of this policy the following definitions of habitual or vexatious complainants will be used. The repeated and/or obsessive pursuit of:

- (a.) Unreasonable complaints and/or unrealistic outcomes and/or
- (b.) Reasonable complaints in an unreasonable manner.

Prior to considering its implementation the CFA will warn an individual and will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in section 3, the Clerk, in consultation with the Chief Fire Officer will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

The Clerk, on behalf of the CFA, will notify complainants in writing of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.

The status of the complaint will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

The CFA will be advised that a person or their supporter or co-complainant involved in any joint complaint or joint enterprise has been declared vexatious.

### **3. Definitions**

The CFA defines unreasonably persistent and vexatious complainants as those complainants who, because of their or other peoples' complaints interfere with or impede the operation of LFRS. The description 'unreasonably persistent' and 'vexatious' may apply jointly or separately to a particular complainant.

Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the CFA decision about the complaint.

Features of an unreasonably persistent and/or vexatious complainant include but are not limited to the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category.) An unreasonably persistent and/or vexatious complainant may:

- Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for the reasons that he or she does not admit or make obvious);
- Refuse to specify the grounds of a complaint despite offers of assistance;
- Refuse to co-operate with the complaint's investigation process while still wishing their complaint to be resolved;
- Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure;
- Refuse to accept that issues are not within the powers of the CFA to investigate, change or influence;



- Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of this complaint);
- Make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced;
- Make an unreasonable number of contacts with LFRS by any means in relation to a specific complaint or complaints;
- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on an immediate response to questions, frequent and/or complex letters, faxes, telephone calls or emails);
- Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media;
- Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the original complaint at the start of the process;
- Introduce trivial or irrelevant information whilst the complaint is being investigated and expect this to be taken in to account and commented on;
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed;
- Deny a statement he or she made at an earlier stage in the complaint process;
- Are known to have covertly electronically recorded meetings and conversations without the knowledge or consent of the other party or parties involved;
- Adopts a 'scattergun' approach, for example by pursuing a complaint or complaints not only with the CFA with, for example, a Member of Parliament, other Authorities, elected Members of this and other Authorities, CFA Independent Auditor, the Police, other public bodies or solicitors' firms.
- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given;
- Make the complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that any minor differences make these 'new complaints' which should be put through the full complaints procedure;

- Persistently approach the CFA through different routes or other persons about the same issue;
- Persist in seeking an outcome which the CFA has explained is unrealistic for legal, policy or other valid reasons;
- Refuse to accept documented evidence as factual;
- Complain about or challenge an issue based on an historic and/or irreversible decision or incident;
- Combine some or all of these features.

#### **4. Imposing Restrictions**

The CFA will ensure that the complaint is being, or has been investigated properly according to the adopted complaints procedure.

In the first instance the Clerk, in consultation with the Chief Fire Officer will, prior to issuing a warning to the complainant, contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the CFA may take if they do not comply.

If the disruptive behaviour continues, the Clerk will issue a CFA letter to the complainant advising them that the way in which they will be allowed to contact the CFA in future will be restricted. The Clerk will then make this decision in consultation with the Chief Fire Officer and inform the complainant in writing of what procedures have been put in place and for what period.

Any restriction that is imposed on the complainant's contact with the CFA will be appropriate and proportionate and the complainant will be advised of the period of time over which the restriction will be put in place. The restrictions would be reviewed on a quarterly basis.

Restrictions will be tailored to deal with the individual circumstances of the complaint and may include:

- Banning the complainant from attending or approaching all CFA or LFRS premises, in circumstances where Members' or Officers' safety may be at risk;
- Banning the complainant from making contact by telephone except through a third party, e.g.: a solicitor, a spouse or family member, or a friend acting on their behalf;
- Banning the complainant from sending emails to individuals and/or all CFA Officers and insisting they only correspond by post;
- Requiring contact to take place with one named member of staff only;
- Restricting telephone calls to specified days and or times or duration, requiring any personal contact to take place in the presence of an appropriate witness;

- Letting the complainant know that Lancashire Combined Fire Authority will not respond to or acknowledge any further contact from them on the specified topic of that complaint (in this case, a designated person will be identified to read future correspondence).

When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- Why the decision has been taken;
- What action has been taken.

The Clerk will enclose a copy of this policy in the letter to the complainant.

Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman and/or Chief Fire Officer may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the Police or taking legal action; in such cases the complainant may not be given prior warning of that action.

## **5. New Complaints from Complainants treated as Abusive, Vexatious or Persistent**

New complaints from people to whom this policy has already been applied will be treated on their own merits. The Clerk in consultation with the Chief Fire Officer will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

The fact that a complaint is judged to be unreasonably persistent or vexatious and any restrictions imposed on Lancashire Combined Fire Authority's contact with him or her, will be recorded and notified to those who need to know within the CFA.

## **6. Review**

The status of the complainant who is judged to be unreasonably persistent or vexatious will be reviewed by the Clerk and the Chief Fire Officer after twelve months and at the end of every subsequently twelve months within the period during which the policy is to apply and reported annually to the CFA.

The complainant will be informed of the result of this review if the decision to apply this policy has been changed.

## **7. Record Keeping**

The responsibility for maintaining any time tabling records to trigger reviews will be that of the Clerk. The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- The name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant;
- When the restriction came into force ends;
- What the restrictions are;
- When the person and the CFA were advised.

The CFA will be provided with an annual report giving information about members of the public who have been treated vexatious/persistent as per this policy, and advised of individuals when those individuals have been declared vexatious.

## **8. Application and Responsibility**

It is the responsibility of all staff to comply with this policy as directed by the Chief Fire Officer and guided by the Clerk.

## **9. Monitoring and Review**

This policy will be reviewed annually by the Clerk to ensure that it is appropriate, proportionate and effective to the needs of the Members, Officers and staff of the CFA.

## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on 17 June 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 April and May.

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

#### **Recommendation**

The Authority is asked to note and endorse the report.

### **FIRE SAFETY CONVICTIONS.**

The case against Graham Hammer, Derby Court Hotel, Pole Street Preston, was heard at a pre-sentencing hearing at Preston Crown Court, Mr Hammer pleading guilty to 4 offences of the Fire Safety Order on the 14/05/2019. The sentencing will take place on the 28/06/2019.

A Simple Caution was issued by Acting Area Manager Crook in respect of a property on Alexandra Road, Morecambe; in these premises (a home of multiple occupation) a number of fire safety issues were found following activation of the fire alarm by smoke. The use of the Simple Caution in lieu of legal proceedings can be offered in certain cases whenever it is considered appropriate to do so for alleged offences committed under fire safety legislation. The use of the Simple Caution enables LFRS to deal quickly and simply with Regulatory Reform (Fire Safety) Order 2005 offences, where the seriousness of the offence could warrant a prosecution but where the circumstances of a very compliant responsible persons attitude ensures that all fire safety provision is quickly achieved and that the responsible person acknowledges that they have committed the offence.

Pre-trial work is currently underway with a hotel in Blackpool and further updates will be provided as this case progresses.

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

#### Risk Based Inspection Programme

The risk based inspection programme is well-embedded and a programme of work is underway to enhance the provision to make targeting easier and more streamlined. We also now have an MSc graduate from Lancaster University who is on placement with LFRS. Their specific areas of focus are to stress test and academically appraise the Risk Based Inspection methodology. The likelihood is that this work will further enhance our ability to accurately target risk premises.

## Business Support Website

The business support website is now covered within the main LFRS website and managed by corporate comms department. This new system is working well and feedback from the Responsible Persons who have used this provision is positive.

## Business Safety

Business Safety Advisers have attended the recent health and wellbeing expo in Blackpool as way of engaging with many business owners within the one location. Literature and advice was provided to many of those in attendance and further information has been cascaded digitally.

We have had one candidate pass their level 3 qualification and two of these will be progressing to level 4 in September. Additionally, the business safety advisors are now concentrating on self-store units as an area of focus as this premises type poses an increased risk due to poor management of combustible products brought in by users.

Due to the current cohort of six business support advisors, this has allowed them more time to connect with local businesses, primarily by the SHOUT network, which gives us the opportunity to network and to promote our work.

Meetings have also been held with the new Lancashire Police Business Crime manager Michael Grimes. Opportunities are being explored with regards to closer working relationships between Mr Grimes and LFRS Business Support Advisers identifying links between Antisocial Behaviour and Arson on business premises.

## Primary Authority Scheme (PAS)

LFRS now has 12 registered partnerships Barchester Healthcare, Four Seasons Healthcare, Amber Taverns, Torus 62 housing, Daniel Thwaites, Warwick Estates, EH Booths, Regenda Group, Progress Housing Group, PBSA Student Roost, St Catherine's Hospice & Inclusion Housing. Witherslack Group is awaiting confirmation.

New agreements have now been formalised with Torus 62, Barchester, Four Seasons, Regenda, Amber Taverns, Warwick Estates, EH Booths, Daniel Thwaites & Inclusion. There have also been discussions with PAS with 2 other companies.

## **ARSON RISK REDUCTION**

Currently, LFRS is awaiting updates and outcomes from court cases.

### **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: N/A		

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## **LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on Monday, 17 June 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: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>BLACKBURN-WITH-DARWEN</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Dementia &amp; Water Safety</u></b>	
<p>Over the last number of years, the borough has seen an increase in the number of incidents attended by crews where people have needed rescuing from open water or unfortunately have drowned. The launch of Water Safety week during May gave operational crews and the community safety staff the opportunity to engage with targeted groups including runners and dog walkers at Jumbles reservoir and various locations along the Leeds and Liverpool canal. Information and advice has also been placed within key public locations near to entrance sites along the canal.</p> <p>During the recent National Dementia Awareness Week, the Community Safety Team organised and delivered activities, workshops and presentations throughout the borough. These sessions also included the promotion of the Lancashire Fire and Rescue Service website for Home Fire Safety Check referrals and Guardian Angels bracelets.</p>	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>	
<b>Date:</b>	03 April 2019
<b>Time:</b>	16:43
<p>On the afternoon of 3 April, a crew were called to attend Royal Blackburn Hospital to assist an operating theatre team in removing part of a gate lock from a child's hand.</p> <p>The surgical team at the hospital didn't have the appropriate equipment to safely remove the object so Lancashire Fire &amp; Rescue Service staff attended the hospital and assisted in the removal of the object working alongside hospital staff in the operating theatre.</p>	

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>BLACKPOOL</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Fire Cadets Duke of Edinburgh Expedition</u></b>	
<p>On Saturday 4 May, South Shore Fire Cadets set out from Waddecar in the Forest of Bowland on their practice expedition for their Bronze Duke of Edinburgh Award. The cadets were self-sufficient for the weekend; they planned their own route cards using six figure grid references and walked carrying their own sixty five litre back packs which contained all their equipment for the weekend, including tents, sleeping equipment and trangers.</p> <p>We returned to Waddecar that evening, 33,000 steps later, and pitched our tents for the night and lit the trangers to cook our dinner. It cannot be confirmed that “a good night’s sleep was had by all” but the cadets practised their camp craft, cooked their own meals and showed a remarkable degree of fortitude.</p> <p>The unit walked again the following day and returned to station on the Sunday evening then we headed home for well-earned hot baths and roast dinners. The cadets made excellent progress throughout the weekend and will hopefully have no problems with their assessed expedition which is scheduled to take place in June.</p>	
<b><u>Dying Matters</u></b>	
<p>On Thursday 16 and Friday 17 May, Blackpool Community Fire Safety Advisors and operational fire crews supported a large multiagency event called “Dying Matters” in Blackpool Town Centre opposite the Winter Gardens. The National Council for Palliative Care (NCPC) set up the Dying Matters Coalition in 2009 to promote public awareness of dying, death and bereavement.</p> <p>Members of the coalition include organisations from across the NHS, voluntary and independent health and care sectors (including hospices, care homes and charities) a wide range of faith and community organisation, schools, colleges, academic bodies, trade unions, the legal profession and the funeral sector.</p> <p>The Coalition’s Mission is to help people talk more openly about dying, death and bereavement, and to make plans for the end of life. A lack of openness has affected the quality and range of support and care services available to patients and families. The Dying Matters Coalition is working to address this by encouraging people to talk about their wishes towards the end of their lives, including where they want to die and their funeral plans with friends, family and loved ones.</p>	

The events transport double decker bus was utilised for the event and contained information from funeral directors, solicitors, and organ and tissue donation, advanced care planning, chaplaincy, and support for carers and all emergency services.

The Police, NWS and Lancashire Fire & Rescue Service promoted the 999 Reunite wrist bands initiative for people living with dementia.

### INCIDENTS OF OPERATIONAL INTEREST (brief details)

**Date:** 30 April 2019  
**Time:** 20:44

Four fire engines from Blackpool, Bispham and South Shore attended a fire involving a first floor flat on Cheltenham Road. Firefighters used six breathing apparatus, two hose reels and a ventilation unit to extinguish the fire. One casualty was treated by paramedics at the scene. The cause is under investigation.

Following the incident, reassurance work was completed in the surrounding area by Operational Crews and Community Safety Advisors and Incident Intelligence Officers continue to liaise with the family.

**Date:** 17 April 2019  
**Time:**

While heading for some water equipment training a crew from Blackpool noticed someone waving from the top of the cliffs. The crew noticed the Air Ambulance coming in quite low down over their heads which alerted them to the potential of an incident having occurred. The Officer in Charge instructed a Firefighter to gather a first aid kit and they then approached to determine what had happened. A man had fallen and was lying approximately three quarters of the way up the cliffs and was unconscious when the crew approached.

Two Firefighters treated the casualty as the air ambulance landed and the paramedics then cared for the casualty. Shortly after the coast guard vehicles started to arrive.

On speaking to the casualty's friends, it became apparent that the man had been drinking heavily and had decided to clamber up the rocks. He then fell an approximate distance of three to four metres, landing heavily and sustaining a nasty cut and swelling to his head.

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>BURNLEY</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Dying for a Dip – Water Safety</u></b>	
NFCC Be Water Aware – Drowning Prevention & Water Safety Week 29 April to 5 May 2019	
Prevention teams and operational crews across Pennine area have collectively been involved in delivering key safety messages across the area in relation to the prevention of drowning-which is one of the UK's leading causes of accidental death related incidents.	
The main focus area is on the topics below:	
<ul style="list-style-type: none"><li>- young people entering water for leisure and unaware of hazards;</li><li>- runners and walkers;</li><li>- people on a night out;</li><li>- people away from home.</li></ul>	
Staff have accessed links within schools/ walking groups and put signage and information in and around open water sites in a bid to deter anybody from entering and getting into difficulty.	

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>CHORLEY</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Chorley Dementia Inclusion Event at the Lancastrian Chorley Town Hall</u></b>	
<p>Chorley Council and the Chorley Dementia Action Group held an event at Chorley Town Hall in support of Dementia Action Week. To engage learn, share and connect with the many services available in Chorley to assist people living with dementia and their carers to live well and feel supported in their community.</p> <p>The event was attended by: Financial and Legal Advice, Respite Care Services, Lancashire Fire and Rescue Service and Lancashire Constabulary, Support with other long term illnesses related to dementia, Latest technology advances plus many more.</p>	
<b><u>Drowning Prevention &amp; Water Safety Week</u></b>	
<p>Community Safety Advisors and Operational staff supported the Drowning Prevention and Water Safety campaign.</p> <p>Each of the Secondary schools in the area where contacted to advertise the Teensafe Educational Package which includes 'Dying For a Dip'.</p> <p>The team visited areas of open water and hotspots in the Chorley district to raise awareness of the dangers of open water and promote the Drowning Prevention and water Safety campaign.</p> <p>Resources including printed/laminated posters which focus on; runners / walkers, people on a night out, people away from home and a general slips, trips falls were displayed in prominent places near to open water sources. The following areas were targeted; Rivington reservoir (Anglezarke), Yarrow valley, Top lock and Astley Park. Copies of the posters were also left with staff at the following establishments: Yew Tree (Inn) (Rivington), Great House Barn (Rivington), Green Village Tea Rooms (Rivington) and Bay Horse Pub (Rivington), and Top Lock Pub.</p>	

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>FYLDE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Dementia Week</u></b>	
<p>On Thursday 23 May, Lancashire Fire and Rescue Service participated in a Dementia Café which was held at Clifton Hospital. The event was part of a range of co-ordinated activities in response to Dementia Week.</p> <p>The event was well attended by partner agencies such as Care and Repair, Progress Lifeline, Pet Therapy, Just Good Friends, The Alzheimer’s Society and associations providing therapeutic products. Members of the public and patients at the hospital attended and were supported by Community Fire Safety Advisors and Operational Crews were able to offer fire safety advice and the event created the opportunity for us to share information on the new 999 Reunite initiative between Lancashire Fire &amp; Rescue Service, the Police, North West Ambulance Service and the Good Deeds Trust.</p> <p>The event was also attended by the “Bluebirds” who performed and then closed the event. The Bluebirds sang outside in the sunshine, they looked the part and offered fabulous renditions of “Golden Oldies”.</p>	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>	
<b>Date:</b>	08 April 2019
<b>Time:</b>	19:31
<p>Operational fire crews from St Anne’s were called to a fire on the sand dunes in Lytham St. Anne’s. Youths had set fire to six old Christmas trees which had been used to build up the sand dunes. The fire had been extinguished upon the arrival of the crews and the police had apprehended two youths whom they suspected having started the fire.</p> <p>We experience periodic speights of nuisance fires on the sand dunes and these can be problematic from time to time, particularly at this time of year. In view of the proximity of the sand dunes to Blackpool Airport we work closely with the police on this issue and the police take any deliberate fire setting seriously.</p>	



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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>HYNDBURN</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Deaf Awareness &amp; Dementia</u></b>	
<p>As part of Deaf Awareness Week which aims to promote the positive aspects of deafness, promote social inclusion and raise awareness, Community Safety Advisor Helen Wiggan, who is currently working towards an award in British Sign Language, hosted a coffee morning at Hyndburn Community Fire station on Friday 10 May.</p> <p>Here is a story from CFS Helen Wiggan, which shows how important knowing a few basic sign words could be to someone who is deaf in our community.</p> <p><i>"I visited a young deaf lady who had moved to Accrington from Wales due to personal reasons. This lady was completely deaf and only used sign language to communicate. She had no friends or family in Lancashire. The girl was very upset that she didn't know anyone and found it frightening and frustrating going out of the house.</i></p> <p><i>On my visit I fitted a hard of hearing smoke alarm and gave the young lady information on local deaf clubs for her to meet people that she could communicate with.</i></p> <p><i>This lady has now joined the deaf coffee club that I visit and has met new friends that she can now communicate with. This is a good happy ending story that because of the fire service visit, this lady has now new friends that she can go out with &amp; enjoy life a little bit more".</i></p> <p>As part of the Eastern Community Safety Team's commitment to the Hyndburn Dementia Alliance, the team attended the main event which was a Floral Tea Dance held in Clayton Baptist church. Staff took the opportunity to engage and sing with Partners, including Voluntary Organisations, Charities, Carers, Assisted Independent Living Providers and Dementia sufferers themselves. Products to assist those suffering from Dementia were available to view and increased awareness of solutions which had the potential to reduce the risk to these vulnerable people.</p>	

**LANCASHIRE FIRE AND RESCUE SERVICE**

## COMMUNITY SAFETY REPORT

REPORTING PERIOD: APRIL 2019 – MAY 2019

**SUMMARY REPORT FOR:****LANCASTER****LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)****Be Water Aware – Water Safety Week**

Contributing to the National Fire Chiefs Council (NFCC) #BeWaterAware campaign several activities were carried out after identifying both the target audience and risk areas.

Local Schools were contacted where it had been established their students had previously been involved in water incidents, this resulted in the Teensafe Water Safety package being delivered to two local schools.

Incident appropriate posters were displayed in risk areas including local open water swimming sites, along dog walking / running routes and near rivers and canals. Public Houses situated in these areas also promoted the campaign by displaying posters. Increased visual presence was made at known risk areas where swimming takes place, both at weekends and School holidays.

The campaign culminated in a mud rescue demonstration carried out in a popular tourist area of Morecambe. This demonstration involved Wholtime personnel, On Call Staff, Community Fire Safety, partners Bay Search and Rescue (BSAR), Coastguard and RNLI.

**INCIDENTS OF OPERATIONAL INTEREST (brief details)****Date:** 29 April 2019**Time:** 08:08

Two appliances from Lancaster, two appliances from Morecambe and an appliance from Bolton-le-Sands were initially mobilised to a bridge over a river following reports of a person in need of rescue from height above water.

Appliances from the Urban Search And Rescue Team were also mobilised for rope rescue capability and the Lancashire Fire & Rescue Service drone to assist the Officer in Charge in providing situational awareness. On arrival, Lancaster's water rescue pump was met by Police who briefed the Officer in Charge that a male had climbed over railings and underneath the bridge, losing confidence and becoming stuck approximately 20m above the river.

Two Firefighters in swift water rescue equipment immediately entered the water on a rescue sled to ensure that, should someone fall, instantaneous rescue would be on hand, at the same time the crew from Morecambe utilised the rope rescue pack to secure the individual by means of lowering a Firefighter down to him and placing him in a harness.

By this time a multi-agency approach had started, the Coastguard had crews arriving, who in turn coordinated the RNLI Hovercraft from Morecambe. The Rope Rescue team committed a Rope Rescue operative on a separate rope system and the male was lowered onto the hovercraft and taken to shore safely (lowering generally being preferential to raising as a rope rescue technique). Network rail were also kept briefed throughout as the bridge also carries the West Coast main line.

The incident was safely concluded within two hours and involved good communications using the Joint Emergency Service Interoperability Programme (JESIP) working through the Joint Decision Model to achieve a positive outcome.

**Date:** 13 April 2019  
**Time:** 15:40

Two fire appliances from Lancaster and Morecambe were mobilised to a road traffic collision. At the same time, one ambulance and one rapid response car from North West Ambulance Service (NWAS) were also mobilised from Lancaster Community Fire and Ambulance Station.

Upon arrival, the Officer in Charge was confronted with a car which had collided with a caravan. Due to the potential severity of the injuries an air ambulance was requested by the senior paramedic on scene.

The impact with the caravan had caused significant debris and propane gas cylinders to be on the highway and the police closed the road whilst undertaking the casualty extrication. This also allowed the fire service crews to access and make safe the gas cylinders and electrics on all the vehicles and implement environmental protection measures for the drainage system on the highways.

Once the casualty had been conveyed to hospital the accident scene was handed over to the police for further investigation.

**Date:** 10 May 2019  
**Time:** 23:19

Reports of a cow stuck on a play park fence were reported to North West Fire Control. Two appliances were mobilised from Lancaster to investigate. On arrival, it was apparent that the cow had been placed in the play park for its own safety by the general public but had then tried to jump the fence where it had then become stuck.

Police were in attendance and had secured a farmer to assist in transporting the cow to safety until the owner could be found the following morning. The Large Animal

Rescue Team then released the cow from the fence using specialist equipment once a transport trailer was in place to put the cow into for transportation.

This was a multi-agency approach with the Police and local farmer to remove and take the cow to a place of safety away from a public area. The cow was released without injury and was reunited with its owner the following day.

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>PENDLE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Child Safe / Road Sense SEN (Special Educational Needs Children)</u></b>	
<p>Pennine Community Fire Safety Staff delivered a SEN (special educational needs children Autism / complex needs) within Pendle Vale Community High School where eight students and two staff attended the session. This was based around fire safety in the home and included visual aids such as hazard within the home. Visual aids from previous fires were utilised to increase awareness of the dangers of fires in the home.</p> <p>The talk included the dangers of loose clothing accidentally catching fire whilst cooking or near open fires. Safety advice such as Stop Drop Roll was delivered. The session was aimed for students to feel comfortable and enable them to engage with the delivery team.</p>	

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>PRESTON</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Water Safety Campaign</u></b>	
<p>NFCC Be Water Aware – Drowning Prevention &amp; Water Safety Week 29 April to 5 May 2019</p> <p>Drowning is one of the UK's leading causes of accidental death. Each year more than 300 people drown after tripping, falling or just by underestimating the risks associated with being near water. Many more people are left with life changing injuries in water related incidents. The latest statistics relate to 2016 and show there were 648 water related fatalities, 315 of which were accidental drownings. In 2017, 75 UK nationals drowned abroad – mostly in Spain and mainly young males at the coast. Children aged 14 and under mainly die at swimming pools.</p> <p>NFCC's Drowning Prevention and Water Safety Week ran from 29th April – 5th May 2019. The aim of the project was to build on the work successfully undertaken as part of the Be Water Aware campaigns over the last two years. This included spreading awareness to target audiences about the issue of drowning, ensuring advice on how to stay safer by preventing and responding to an incident.</p> <p>This year the target audience was:</p> <ul style="list-style-type: none"> <li>➤ young people entering water for leisure and unaware of hazards (Lancashire Objective)</li> <li>➤ runners and walkers (NFCC Objective)</li> <li>➤ people on a night out (NFCC Objective)</li> <li>➤ people away from home (NFCC Objective)</li> <li>➤ (including UK nationals drowning abroad – drinking, leaving children unsupervised, not understanding local conditions/risks)</li> </ul> <p>Preston Community Fire Safety staff arranged for the delivery of a Keystage 2 Waterwise education session to be delivered at St Stephens Primary School in Preston following reports from one of the teachers informing that a student had had a near miss when playing with friends by the river. This session was delivered to approximately 158 students and further follow up sessions will be arranged.</p> <p>Preston Community Fire Safety staff arranged to deliver Water Safety Education to the Preston Fire Cadets and both Prince's Trust teams. This was supported by Becky Ramsey who has offered to support us with further initiatives within Central Area.</p>	

Highlighted hotspot locations throughout Preston have also been targeted utilising resources from the virtual library to educate the public and warn of the dangers associated with open water.

**Onward Homes Community Event - Community reassurance, safety information and advice and Home Fire Safety Check referral generation.**

Staff from Preston Community Fire Safety attended a multi-agency community event organised by Onward Housing. The event enabled resident's access to a number of services who were present to answer any local concerns and tackle any identified issues. Preston CFS attended the event to promote our Home Fire Safety Check (HFSC) service and generate referrals, whilst also being on hand to discuss any other identified issues or safety concerns with attending residents.

This event was extremely successful in generating a number of high risk HFSC referrals whilst also offering attending staff the opportunity to network with other attending agencies. This has led to further discussion and joint pieces of work with Victim Support, by arranging for them to talk to our team about their service and provide basic training on domestic abuse, sexual abuse and hate crime. In addition, further working opportunities will be explored with Preston Police/Fire Cadets and Disability Equality NW who informed staff of the service they provide that we can utilise when carrying out HFSCs.

**Dementia Cafe for Central Area**

Preston Community Fire Safety staff have supported the delivery of Fire Safety awareness for service users living with dementia at the Dementia Café (Alzheimer's Society) at Whittingham & Goosnagh sports and social club, whilst also offering essential safety advice for their carers. Staff helped carers to understand what measures can be put in place to reduce risk in the home, whilst extending the offer of a Home Fire Safety Check.

This initiative has enabled us to generate referrals from members of specific groups, especially targeting those who are vulnerable and high risk. It has also allowed us to build partner relationships and enable us to contact a single point of contact within each of the attending groups.

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

**Date:** 12 April 2019

**Time:** 19:03

Reports of a fire in a domestic property led to two fire engines being mobilised to an address on Masonwood, Preston.

On arrival at the address, fire crews found a fire in the kitchen of the property. It was identified that the fire had originated from an electric hob. Due to this, the electric was isolated and the fire was dealt with via the use of a hose reel. To ensure there

was no possibility of fire spread within the kitchen cabinets, work was undertaken to strip out the units affected by fire. The building was cleared of smoke through the use of a positive pressure ventilation unit.

Lancashire Fire & Rescue Service investigate every fire attended and where required refer the findings to another appropriate organisation; for example if the cause is considered to be deliberate the matter is reported to Lancashire Constabulary. In this instance, as the fire originated from a consumer product (cooking appliance) the fire investigation considered the possibility of a manufacturing fault that Lancashire Trading Standards needed to be aware of.

The fire investigation found that cardboard products had been placed on the hob and that the hob had been switched on by accident. Whilst this information does not need to be passed to Trading Standards, it will be used internally to inform future activities to reduce the cooking related accidental dwelling fires.

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

**Date:** 29 April 2019  
**Time:** 09:39

Smoke issuing from a domestic property in the Cadley area of Fulwood led to a passer-by making a 999 call and requesting the attendance of Lancashire Fire & Rescue Service. This emergency call prompted the mobilisation of two fire engines to investigate and deal with any fire identified.

On arrival, fire crews found the property to be heavily smoke logged and gained forced entry to the house by using specialist methods of entry equipment and techniques. Two firefighters wearing breathing apparatus entered the house with a hose reel to check there were no persons inside and to identify the cause of the smoke.

The origin of the smoke and fire was identified as being in the lounge of the property and although the fire had not spread beyond the room of origin it had affected furniture and a number of electrical appliances.

As there were a number of possible causes of fire, the Incident Manager requested the attendance of an Incident Intelligence Officer (IIO) whose specialist knowledge and equipment would assist in identifying the exact point of origin.

After a full scene examination, the exact point of origin was identified as being the electrical transformer for a cordless telephone. It is unusual for these items to cause a fire unless there is a manufacturing fault. However, transformers like this do produce heat and if that heat is not able to dissipate it can lead to equipment failure and ultimately a fire as was this case here.

The accidental nature of the fire negated the need to inform Trading Standards of the incident, but the findings will be used to inform the prevention activities carried out by



Lancashire Fire & Rescue Service during Safe & Well visits and Electrical Safety Week.

Further to the above, Fire Service personnel completed a hot strike and the Community Safety Team have attended the address to conduct a Safe & Well visit.

**Date:** 09 April 2019  
**Time:** 23:50

A fire engine from Preston Fire Station was mobilised to an address on Edmond Street, Preston after reports were received indicating the property's electrics were being affected by flooding.

On arrival at the incident the fire crews found a water leak from domestic pipework in the kitchen had caused the property's electric to trip out.

Fire crews isolated the water supply, isolated the effected electrical circuit, undertook a small amount of salvage work to clear up the residual water and advised the occupier to obtain specialist advice from a qualified electrician prior to check the electrical system for lasting faults.

As the incident was late at night, fire crews attempted to make arrangement to re-visit the address to undertake a Safe & Well however on this occasion that offer was declined with the occupier.

**Date:** 22 April 2019  
**Time:** 18:47

One fire engine was mobilised to reports of a fire in the back garden of a property on New Hall Lane, Preston

On arrival, the fire crews were met by a neighbour who assisted the crews by providing access via the rear ally. The fire itself; which involved a large quantity of mix wooden products; including pallets, fence panels and window frames; was developing but had not to the point whereby additional Fire Service resources were required and despite an outbuilding becoming slightly affected by fire. The incident was successfully dealt with through the use of a high pressure hose reel.

As the affected property was unoccupied, the Incident Manager first considered the likelihood of the cause of fire being of a deliberate nature and therefore requested the attendance of Lancashire Constabulary to support a joint investigation.

However, on speaking with the neighbour, it became apparent that the owners of the address attended very regularly and smoked very heavily in the back garden. This information prompted the Incident Manager to examine the point of origin more closely and conclude that a carelessly discarded cigarette was most likely the cause of fire.

As the property was not occupied, a Safe & Well visit has not been carried out, however the findings of the fire investigation will be used to inform future fire prevention activities within Preston District.

In addition, a District based review relating to the process for undertaking Environmental Visual Audits and Arson Vulnerability Audits and how the findings are reported to Preston City Council or owner/occupiers is ongoing.

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>RIBBLE VALLEY</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Dementia</u></b>	
<p>During the recent National Dementia awareness week the Community Safety team organised and delivered activities, workshops and presentation at Longridge Market and Library. These sessions also included the promotion of the Lancashire Fire and Rescue Service website for Home Fire Safety Check referrals and Guardian Angels bracelets.</p>	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>	
<b>Date:</b>	20 April 2019
<b>Time:</b>	18:35
<p>On the evening of 20 April, two appliances were called to attend an incident involving a deer stuck in mud. When the first crew arrived they found a large Red Deer in a water filled ditch with the owner trapped underneath it.</p> <p>The Officer in Charge deemed it necessary to declare operational discretion and try to move the deer prior to the arrival of a large animal rescue crew due to the danger the owner was in. They managed to successfully move the deer and rescue the owner.</p> <p>The owner suffered no injuries and the deer was successfully removed from the ditch and moved into a stall until a vet could examine it.</p>	

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>ROSSENDALE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Keep it Clean – Keep it Clear – Cooking Safety Initiative</u></b>	
<p>Pennine Community Fire Safety staff delivered a fire safety in the home talk to The Rotary Club in Rossendale focusing on Keep it Clean – Keep it Clear. On completion of the talk the Rotary Club subsequently donated funds to go towards a prevention initiative to support elderly people in Rossendale.</p> <p>Following analysis of incidents involving people over 65 living in Rossendale it was decided by the Pennine Management Team to use the donation to purchase a number of deep fat fryers. This product was chosen as a safer alternative to chip pans to improve safety of the elderly recipients.</p> <p>A further engagement day was arranged to coincide with McMillan Cancer Care Cake Sale where an attendance of a number of elderly persons was expected. Operational and Community Fire Safety staff engaged with elderly people in Rossendale who wished to exchange their chip-pan for a deep fat fryer. The session was kindly supported by Ted Robbins. Mr Robbins was invited and attended to judge the cake competition, Mr Robbins recently had an accidental dwelling fire at his Rossendale home and was keen to help raise awareness of accidental dwelling fires as well as engaging with older people the event also raised £200 for Macmillan Cancer.</p>	

<b>INCIDENTS OF OPERATIONAL INTEREST (brief details)</b>	
<b>Date:</b>	05 April 2019
<b>Time:</b>	15:50
<p>Approximately nine hectares of open moorland was on fire above Cowm reservoir in Whitworth resulting in North West Fire Control receiving multiple calls. This incident was the first mobilisation of the newly introduced Wildfire Burn Team and first application of a tactical operational burn to control the wildfire.</p> <p>This different approach to the fire enabled a successful, quick relatively low resourced attack of the fire and the incident being quickly brought under control with resources quickly released from the incident to provide fire cover in their station areas.</p>	

The Wildfire Burn Team was supported by GM Walton as Wildfire Tactical Advisor who subsequently appraised the situation to support the burn operation. Tactical burns were utilised to stop the spread of the fire in all directions. The operation was assisted by the air support unit that used thermal imagery to locate hotspots which were then damped down by the wildfire unit. This tactic of using good fire to fight fire facilitated the wildfire to be quickly suppressed with minimal resources utilised.

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>SOUTH RIBBLE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Dementia Awareness Coffee Morning at Leyland Fire Station</u></b>	
<p>As part of the Dementia Awareness campaign, the Community Fire Safety team and Operational crew held a Coffee Morning at Leyland Fire Station on 15 May 2019. Various partners were invited and attended the day: Progress Lifeline, Lancashire Wellbeing Service, Police, Age Concern, Dementia Alliance from South Ribble and representative from Rosemary &amp; Time.</p> <p>The aim of the event was to generate referrals and offer a warm welcome to friends, family and carers, whilst offering advice and support. Members of the public were also able to join in the activity of potting plants courtesy of Rosemary &amp; Time.</p>	
<b><u>Health, Advice, Recovery, Resilience and Information – HARRI Bus</u></b>	
<p>Community Safety Advisors attended the Health, Advice, Recovery, Resilience and Information (HARRI) Bus on Tuesday 14 May at Leyland Market between 10:00 and 15:00. The day was a multi-agency approach in which allowed engagement with the members of the public.</p> <p>During this period the Community Safety Advisors spoke to over 20 members of the public, which were all given a Home Fire Safety Check postcard with key contact information so that they could make a self-referral for the HFSC service. Community Safety Advisors also took the opportunity to discuss the Drowning Prevention and water safety and also the forthcoming Dementia Awareness week.</p> <p>Advertisement posters were also displayed around the bus to advertise the Dementia coffee event on the following day at Leyland Fire Station. Links were made with the local Dementia Alliance that were also at the event and provided them with poster and leaflets for the dementia event.</p> <p>A Home Fire Safety Check was arranged on the day for a lady who was wheelchair bound and smoked. Brief advice was given on the day and a visit was made at the home address at a later date.</p>	

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>WEST LANCASHIRE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Lancashire Under 18 IFE Lecturette Final</u></b>	
<p>The Fire Cadets attended the rather impressive Foster Buildings at UCLAN in Preston to support one of the Fire Cadets from the unit in his presentation at the Institute of Fire Engineers Cadet Lecturette Competition. The Cadet had been assisted by the Fire Cadet Instructors in the production and delivery of the informative and media topical subject of 'Fracking in Lancashire'.</p> <p>The Cadet carried out extensive research in relation to the topic. As part of his research into the subject, the Cadet visited the Preston New Road site in Blackpool to discuss the impact of fracking on Lancashire and the Fire Service with the protestors who permanently occupy the site.</p> <p>The Cadet also spoke with the chairman of Frack Free Lancashire, who gave a great insight into the environmental and economic impact Fracking can have on our locality.</p> <p>The evening was a huge success with the Cadet finishing in second place after a brilliant and courageous performance. The Cadet will now participate in the Regional final in the coming weeks. Further to this the Cadet in question attended the Reginal Final of the competition and was successful in coming first and winning against other Cadets from Lancashire, Merseyside and Cheshire.</p>	
<b><u>Drowning Prevention &amp; Water Safety Week</u></b>	
<p>Ormskirk Community Safety Advisor and Operational crew participated in the Drowning prevention and Water Safety Week campaign. This included visiting hotspots where people would be near or close to open water in the warmer weather and high risk areas to raise awareness and engaged with members of the public.</p> <p>A visit was made to Edge Hill University to raise awareness with regards to consuming alcohol and the dangers that open water poses. Water safety campaign posters were displayed around campus and students were spoken to.</p> <p>High risk areas in the Ormskirk district were visited; Scarisbrick Marina, a very popular spot for members of the public which sees very high footfall in the warmer weather. Campaign material /posters were displayed at the tea room and several displayed in other key areas round the Marina. Other areas such as Burscough Wharf and local public establishments near waterways were visited and campaign posters were left to display to raise safety awareness.</p>	

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

REPORTING PERIOD: APRIL 2019 – MAY 2019

<b>SUMMARY REPORT FOR:</b>	<b>WYRE</b>
<b>LOCAL COMMUNITY SAFETY ACTIVITIES (brief details)</b>	
<b><u>Dementia Awareness</u></b>	
<p>As part of Dementia Awareness Week Fleetwood Fire Station hosted an event in conjunction with The Fylde Coast Dementia Hub. The hub is a community based service operating within the Fylde and Wyre areas. The Hub is available to residents with dementia, their families, friends and careers as well as anyone who may be worried about their memory.</p> <p>The Hub provides a large range of information and guidance which was delivered at the event in partnership with other organizations including the Alzheimer's Society, Dementia Nurses, Memory Clinic and Lancashire Fire and Rescue Service.</p> <p>A presentation was given by Prevention Support Officer J Simpson on The Herbert Protocol. This is a national scheme introduced by the police in partnership with other agencies, including Lancashire Fire &amp; Rescue Service, which encourages carers to compile useful information which could be used in the event of a vulnerable person going missing.</p> <p>During the event refreshments were served by The Preesall Fire Cadet Unit.</p>	