

Public Document Pack

Lancashire Combined Fire Authority

Monday, 23 June 2025 in Washington Hall, Leadership and Development Centre, Euxton commencing at 10.30 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 Sam Hunter, Member Services Manager on telephone number Preston 01772 866720 and she will be pleased to assist.

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

Reform UK – Pendle Room

Labour Group – Lancaster House 4

Conservative Group – Lancaster House 5

Progressive Lancashire – Lancaster House 6

Agenda

Part 1 (open to press and public)

Chair'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 Chair who will then instruct that those persons are not photographed, filmed or recorded.

1. **Appointment of Chair**
2. **Appointment of Vice Chair**
3. **Chair's Welcome and Introduction**

Standing item.
4. **Composition of Combined Fire Authority**
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 Chairs and Vice Chairs of Committees (Pages 1 - 2)**

8. **Representation on Outside Bodies (Pages 3 - 4)**
9. **Minutes of Previous Meeting (Pages 5 - 12)**
10. **Minutes of the meeting Thursday 24 April 2025 of Member Training & Development Working Group (Pages 13 - 22)**
11. **Programme of meetings 2026/27 (Pages 23 - 24)**
12. **Safety Health and Environment Annual Report 2024/25 (Pages 25 - 44)**
13. **Policy on dealing with habitual and vexatious complaints - annual update (Pages 45 - 54)**
14. **Member Champion Activity Report (Pages 55 - 62)**
15. **Fire Protection Reports (Pages 63 - 66)**
16. **Operational Incidents of Interest (Pages 67 - 72)**
17. **Member Complaints**

Standing item.

18. **Date of Next Meeting**

The next meeting of the Authority will be held on **Monday 15 September 2025** at 1030 hours at Washington Hall, Leadership and Development Centre, Euxton.

19. **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 Chair 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.

Lancashire Combined Fire Authority

Meeting to be held on 23 June 2025

Composition of the Combined Fire Authority

Contact for further information:

Sam Hunter – Member Services Manager - Tel No. 01772 866720

Executive Summary

The composition of the Combined Fire Authority for 2025/26.

Recommendation(s)

The Authority is asked to note the report.

Information

The composition approved by the Constituent Authorities for the Combined Fire Authority for 2025/26 is as follows:-

25 members: (19 x County Councillors) (12 x Reform UK/ 3 x Progressive Lancashire/ 2 x Conservative/ 1 x Labour/ 1 x Liberal Democrat)
(3 x Blackburn with Darwen Borough Council Members) (2 x Labour / 1 x 4BwD)
(3 x Blackpool Council Members) (2 x Labour / 1 x Conservative)

Lancashire County Council Members

- 1) N Alderson (Reform UK)
- 2) A Ali (Progressive Lancashire - Independent)
- 3) U Arif (Progressive Lancashire - Independent)
- 4) S Asghar (Progressive Lancashire - Green)
- 5) J Ash (Reform UK)
- 6) P Buckley (Conservative)
- 7) M Clifford (Labour)
- 8) I Duxbury (Reform UK)
- 9) J Fox (Reform UK)
- 10) D Howarth (Liberal Democrat)
- 11) L Hutchinson (Reform UK)
- 12) G Mirfin (Reform UK)
- 13) L Parker (Reform UK)
- 14) L Parkinson (Reform UK)
- 15) A Riggott (Conservative)
- 16) M Ritson (Reform UK)
- 17) J Tetlow (Reform UK)
- 18) R Walsh (Reform UK)
- 19) E Worthington (Reform UK)

Blackburn with Darwen Council Members

- 1) S Sidat (Progressive Lancashire – 4BwD)
- 2) Z Khan (Labour)
- 3) D Smith (Labour)

Blackpool Council Members

- 1) G Baker (Conservative)
- 2) J Hugo (Labour)
- 3) F Jackson (Labour)

Business Risk

None.

Environmental Impact

None.

Equality and Diversity Implications

None.

HR Implications

None.

Financial Implications

None.

Legal 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

Lancashire Combined Fire Authority

Meeting to be held on 23 June 2025

Appointment of Chairs and Vice-Chairs of Committees

Contact for further information – Sam Hunter – Member Services Manager – Tel No 01772 866720

Executive Summary

The appointment of Chairs and Vice-Chairs of Committees and Working Groups of the Combined Fire Authority and the appointment of Member Champions for the year 2025/26.

Recommendation

The Authority is asked to: -

1. Confirm appointments of Chairs and Vice-Chairs to the Authority's Committees and Working Groups for 2025/26; and
2. Confirm the appointment of the four Member Champions for 2025/26.

Information

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

The Authority is asked to consider the proposed Chair and Vice-Chair appointments for its Committees and Working Groups for 2025/26 as set out below:

Committee/Working Group	Proposed Chair	Proposed Vice-Chair
Appeals Committee	Councillor Zamir Khan	CC Mackenzie Ritson
Audit Committee	CC Mark Clifford	Councillor Jane Hugo
Performance Committee	CC Ella Worthington	CC Joel Tetlow
Planning Committee	CC Ian Duxbury	CC Sohail Asghar
Resources Committee	CC Azhar Ali	CC Nigel Alderson
Strategy Group	CFA Chair	CFA Vice- Chair
Member Training and Development Working Group	CC Ged Mirfin	CC Azhar Ali
Resources Sub-Committee for Injury Pensions	CC Azhar Ali	

The Authority is also asked to consider the proposed appointments to Member Champion roles as set out below:

Champion Role	Proposed CFA Member
Community Safety	CC Lance Parkinson
Equality, Diversity and Inclusion	Councillor Salim Sidat
Health and Wellbeing	CC Sohail Asghar
Road Safety	CC Jordan Fox

Business Risk

The Authority's Standing Orders require the appointment of Chairs and Vice-Chairs 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.

Legal Implications

None.

Local Government (Access to Information) Act 1985

List of background papers

Paper: CFA Constitutional Standing Orders
Date: 22 February 2021
Contact: Sam Hunter, Member Services Manager

Paper: Members' Allowance Scheme
Date: 1 April 2025
Contact: Sam Hunter, Member Services Manager

Reason for inclusion in Part 2 if appropriate: N/A

Lancashire Combined Fire Authority

Meeting to be held on 23 June 2025

Representation on Outside Bodies 2025/26

Contact for further information – Sam Hunter – Member Services Manager –
Tel No 01772 866720

Executive Summary

The Authority is requested to determine its representation on outside bodies for the 2025/26 municipal year.

Recommendation

The Authority is asked to consider and approve the representatives as set out in the report for 2025/26.

Information

The Authority approves representation on outside bodies at its AGM each year. In addition, the Authority has delegated authority to the Chair 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.

Detailed below is the membership approved by the Authority for the 2025/26 municipal year: -

Appointment	Membership
LGA Annual General Assembly	Fire Commission representative (Chair is authorised to cast the Authority's vote)
LGA Fire Commission	Chair of the Authority Vice-Chair of the Authority
North West Fire and Rescue Forum	Chair of the Authority Vice-Chair of the Authority Spokesperson of the Majority Opposition
North West Fire Control Board of Directors	Chair of the Authority Vice-Chair of the Authority

The Chair has previously approved Cllr Hugo to attend the LGA Fire Commission and Fire Services Management Committee meetings (as required). The Chair is requested to continue this approval.

Proposed representation for 2025/26

The Authority is now requested to determine its representation on outside bodies for the 2025/26 municipal year:

LGA Annual General Assembly 2025/26

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

LGA Fire Commission representatives 2025/26

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

North West Fire & Rescue Forum

The Authority is requested to appoint representatives for 2025/26 in accordance with political balance rules as: -

- Chair of the Authority;
- Vice-Chair of the Authority;
- Spokesperson of the Majority Opposition

Directors of North West Fire Control Company

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

The Authority is requested to appoint as Directors for 2025/26: -

- Chair of the Authority;
- Vice-Chair 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.

Legal Implications

None

Local Government (Access to Information) Act 1985**List of background papers**

Paper: CFA Minutes
Date: 24 June 2024
Contact: Sam Hunter, Member Services Manager

Reason for inclusion in Part 2 if appropriate: N/A

Lancashire Combined Fire Authority

Monday, 28 April 2025 at 10.30 am in Washington Hall, Leadership and Development Centre, Euxton

Minutes

Present:

N Hennessy (Chair)

Councillors

S Clarke
M Clifford
F De Molfetta
D Howarth
J Hugo
F Jackson
Z Khan MBE

S Morris
D O'Toole
P Rigby
J Shedwick
J Singleton
D Smith
B Yates

85/24	Chair's Welcome and Introduction
	<p>The Chair welcomed members to the meeting and announced that County Councillor D O'Toole was standing down as a County Councillor at this year's county elections. The Chair remarked that Councillor O'Toole had had a spectacular career at both Lancashire County Council and the Combined Fire Authority (CFA). County Councillor D O'Toole joined the CFA in June 2000 and had served 25 years on the Authority, he had chaired the Authority extensively and currently sat on the Planning, Performance, Resources and Appeals Committees and the Member Training and Development and Capital Projects Working Groups. The Chair remarked that County Councillor O'Toole was the epitome of a Conservative, a true gentleman who always acted with honesty and integrity and was very supportive of her as leader of the Labour Group. On behalf of the Authority the Chair thanked County Councillor O'Toole for his service.</p> <p>County Councillor F De Molfetta added that he had worked with County Councillor D O'Toole for many years and he had always promoted the work of the Fire Authority and had the Fire Authority at the heart of everything he had done. They were involved in the development of North-West Fire Control (NWFC) which had now proven to be very successful. Councillor De Molfetta congratulated County Councillor D O'Toole, thanked him for everything he had done for the Fire Authority and wished him good luck for the future.</p> <p>County Councillor J Shedwick echoed the comments of others and remarked that he had worked with County Councillor D O'Toole for a long time and was proud to serve on the authority with him, he expressed his thanks for his service.</p> <p>County Councillor D O'Toole thanked members for their kind words and remarked that his time on the Fire Authority had been very rewarding. There had been four</p>

	<p>Chief Fire Officers (CFOs) during his time on the Authority and he had enjoyed working with them all, along with the Executive Board and the Fire Brigades Union (FBU) representatives. He remarked that he had enjoyed the comradeship with all members from all parties and commented that any disagreements had been managed sensitively and respectfully. County Councillor O'Toole further commented that he had been a Conservative party member since he was 17 years old.</p> <p>The Chair presented County Councillor O'Toole with an award on behalf of the Fire Authority and the CFO presented County Councillor O'Toole with a gift on behalf of the Executive Board.</p> <p>On behalf of the Fire Authority the Chair wished County Councillor T Hurn a speedy recovery following news that he had suffered a heart attack.</p> <p>On behalf of the Fire Authority the Chair expressed her sympathies to County Councillor R Woollam following the news of his wife's passing, following a short illness.</p> <p>On behalf of the Authority, the Chair expressed her thanks to County Councillor P Rigby who was standing down as a County Councillor at this year's county elections, County Councillor Rigby had joined the CFA in March 2021 and the Authority was grateful for his service and dedication.</p> <p>The Chair welcomed County Councillor A Kay back to the Authority.</p> <p>The Chair advised that following the HMICFRS inspection there would be a debrief held this week. The Deputy Chief Fire Officer (DCFO) confirmed that this was not the final results but would give an initial precis of inspection findings but without in-depth detail or final gradings.</p> <p>The Chair updated members on a recent donation by the Service to Ukraine. A national convoy to Ukraine departed on 6 April 2025 and returned on 13 April 2025, Lancashire Fire and Rescue Service (LFRS) donated two fire engines, a 4x4 vehicle and essential rescue equipment as part of a UK-wide humanitarian effort. This was the eighth convoy to Ukraine and included a total of 30 vehicles and over 15,000 pieces of vital equipment which were donated by colleagues from Buckinghamshire, Cheshire, Durham and Darlington, Essex, Hampshire and Isle of Wight, Hereford and Worcester, Humberside, London, Merseyside, Mid and West Wales, Norfolk, Northumberland, South Wales, Staffordshire, Tyne and Wear, West Midlands and West Yorkshire Fire and Rescue Services.</p> <p>The volunteers representing Lancashire included Group Manager (GM) Mark Warwick, Firefighter (FF) Sue Tattersall, Crew Manager (CM) Mark Schofield and CM John Meehan, and Adam Flynn and Dominic Aughton (Fleet and Engineering Services).</p> <p>In total, in eight convoys since the invasion began, 150 fire and rescue vehicles and 300,000 pieces of firefighting equipment had been donated to Ukraine.</p>
86/24	Apologies for Absence

	Apologies were received from County Councillors U Arif, P Britcliffe, T Hurn, A Kay, H Khan, M Pattison, S Serridge and R Woollam and Councillors G Baker and M Desai.
87/24	Disclosure of Pecuniary and non-Pecuniary Interests
	None received.
88/24	Minutes of Previous Meeting
	<p>The Assistant Chief Fire Officer (ACFO) advised members of a correction to the minutes, the final paragraph within resolution 80/24 (page 22 of the agenda pack) made reference to wildfire events happening more frequently, this was corrected to flooding events happening more frequently.</p> <p>Resolved: - That the Minutes of the CFA held on 17 February 2025 be confirmed and signed by the Chair.</p>
89/24	Minutes of meeting Wednesday 5 March 2025 of Performance Committee
	Resolved: - That the proceedings of the Performance Committee held on 5 March 2025 be noted.
90/24	Minutes of meeting Wednesday 26 March 2025 of Resources Committee
	Resolved: - That the proceedings of the Resources Committee held on 26 March 2025 be noted.
91/24	Minutes of meeting Thursday 27 March 2025 of Audit Committee
	Resolved: - That the proceedings of the Audit Committee held on 27 March 2025 be noted.
92/24	Members Allowance Scheme and Indices
	<p>The Clerk to the Authority presented the report to members.</p> <p>The Members' Allowance Scheme had not been reviewed since June 2016, since then there had been further changes to the economic climate in the delivery of emergency and public services and a marked increase in statutory and operational obligations to ensure best value and efficiency, efficacy and effectiveness within the current climate in which the Authority operated to govern the delivery of emergency services. Some proposed amendments had been made to bring the Scheme up to date and were included in appendix 1 of the report (pages 77 – 85 of the agenda pack).</p> <p>Local Authorities (Members' Allowances) (England) Regulations 2003 also permitted a Members' Allowance Scheme to make provision for an annual adjustment of</p>

	<p>allowances by reference to an index which must be reviewed every 4 years. Whilst this review would not ordinarily be required until 2026, it was considered appropriate to review the indices in line with the proposal to change the Scheme wording. Members were asked to consider whether to continue to use the existing indices.</p> <p>In response to a question from Councillor J Hugo in relation to the system to claim expenses, the Director of Corporate Services (DoCS) advised that a paper based system had been developed and could be introduced at the next Strategy Meeting, however, members could continue to use the current electronic system if they preferred. The Chair remarked that claim forms were previously brought to meetings to allow members to receive support if needed.</p> <p>Resolved: - That the Authority approved the proposed changes to the Scheme and also the indices used and to continue with the existing indices for a further four-year period.</p>
93/24	<p>Urgent Decision Arrangements at Election Time</p>
	<p>The Clerk to the Authority presented the report to members.</p> <p>The Authority needed to ensure there were adequate arrangements to enable any urgent decisions to be taken in the event of the Chair and the Vice-Chair retiring from office as Lancashire County Councillors, in line with the requirements of the Local Government Act 1972 and the date of the Combined Fire Authority's Annual Meeting scheduled for 23 June 2025.</p> <p>Contingency planning was vital to the resilience of the Service and in respect of the overarching governance obligations of the Authority. The Authority was asked to Authorise the Chief Fire Officer (CFO) and the Clerk to the Authority to take any urgent decisions upon any matters arising, for this short period. The relevant period would run from the fourth day after the ordinary day of the Lancashire County Council elections and the Lancashire County Council Annual Meeting, in the event of the Chair and Vice-Chair not being re-elected.</p> <p>In response to a question from Councillor J Hugo in relation to the election not impacting on unitary authorities, the Clerk advised that although it was not included within the constitution of the authority, the CFA was essentially dissolved during the period between election and the home authorities AGM and unitary members could raise any concerns directly with the CFO.</p> <p>Resolved: - That the Authority authorised the Chief Fire Officer and the Clerk to the Authority to take any urgent decisions upon any matters arising.</p>
94/24	<p>Member Champion Activity Report</p>
	<p>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:</p>

	<ul style="list-style-type: none"> • Community Safety – County Councillor John Singleton • Equality, Diversity and Inclusion – Councillor Zamir Khan • Health and Wellbeing – County Councillor Hasina Khan • Road Safety – Councillor Fred Jackson <p>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 27 April 2025. During this period all had undertaken their respective role in accordance with the defined terms of reference.</p> <p>County Councillor D O'Toole remarked that the Member Champions were outstanding and did a fantastic job.</p> <p>County Councillor J Singleton remarked that it was also important to recognise the importance of ongoing prevention work carried out alongside firefighting.</p> <p>The Chair expressed her thanks to the Member Champions.</p> <p>Resolved: - That the Authority noted the report and acknowledged the work of the respective Champions.</p>
95/24	<p>Fire Protection Reports</p>
	<p>The Deputy Chief Fire Officer (DCFO) presented the report which summarised Lancashire Fire and Rescue Service (LFRS) prosecutions pertaining to fire safety offences under the Regulatory Reform (Fire Safety Order) 2005.</p> <p>LFRS currently had two cases relating to the same premises within the court system. These related to two responsible persons at a care and nursing home. One case had been moved to sentencing on 7 May 2025 at the Magistrates Court. The second case had a dismissal hearing on 24 March 2025 at Crown Court. The dismissal hearing application was not upheld with the defendant now due at a pre-trial hearing on the 6 June 2025 at Crown Court prior to trial, set for the 28 July 2025.</p> <p>One further case was set for trial on the 14 July 2025 relating to student accommodation.</p> <p>LFRS had recently issued summons for two cases, one relating to a commercial car parts/garage premises and the other relating to two House in Multiple Occupation (HMO) premises owned by the same person.</p> <p>Protection teams continued to investigate and build case files in relation to sixteen premises where offences were believed to have been committed under the Regulatory Reform (Fire Safety Order) 2005.</p> <p>The DCFO advised members that this was testimony to the work of Area Manager (AM) Matt Hamer and his team.</p> <p>Members noted that there had been three arson convictions during the quarter which resulted in prison sentences totalling over six years.</p>

	<p>There were another 14 live cases ongoing through the Criminal Justice System that the service was continuing to progress.</p> <p>The DCFO advised members that this was testimony to the work of the Incident Intelligence Officer (IIO) Team working with Police colleagues.</p> <p>Resolved: That the report be noted.</p>
96/24	Operational Incidents of Interest
	<p>The Assistant Chief Fire Officer (ACFO) presented the report which provided Members with information relating to operational incidents of note. As the operational period had been very busy, the report detailed only the larger deployments or more complex incidents. As a result, some incidents that Members had been made aware of locally, may not have formed part of the report. Full details of the following incidents were provided in the report:</p> <ul style="list-style-type: none"> • Commercial building fire in Lancaster (8/2/25) • Derelict building Fire in Skelmersdale (19/2/25) • Domestic building fire in Barnoldswick (25/2/25) • Electric car fire in Haslingden (4/3/25) • Electric LGV fire in Chorley (4/3/25) • Domestic building fire in Preston (9/3/25) • Rescue of persons from water in Lancaster (15/3/25) • Building fire in Blackpool (27/3/25) • Road Traffic Collision in Clitheroe (30/3/25) • Commercial building fire in Blackburn (31/3/25) <p>The ACFO advised members that the incident involving a commercial building fire in Blackburn on 31 March 2025 was a significant incident with a recently fitted drencher system which assisted in limiting damage to the building and business. A presentation on this incident would be brought to the next CFA meeting in June.</p> <p>Resolved: That the Authority noted the report.</p>
97/24	Member Complaints
	<p>The Monitoring Officer confirmed that there had been no complaints since the last meeting.</p> <p>Resolved: - That the current position be noted.</p>
98/24	Date of Next Meeting
	<p>The next meeting of the Authority would be held on Monday 23 June 2025 at 10:30am at the Leadership and Development Centre, Euxton.</p>

**LFRS HQ
Fulwood**

**M Nolan
Clerk to CFA**

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Lancashire Combined Fire Authority

Meeting to be held on 23 June 2025

Proceedings of Member Training & Development Working Group held 24 April 2025

(Appendix 1 refers)

Contact for further information:

Sam Hunter, Member Services Manager - Tel: 01772 866720

Executive Summary

The proceedings of Member Training & Development Working Group meeting held 24 April 2025.

Recommendation(s)

To note the proceedings of Member Training & Development Working Group as set out at appendix 1 now presented.

Information

Attached at Appendix 1 are the proceedings of the Member Training & Development Working Group meeting held on 24 April 2025.

Business Risk

None.

Environmental Impact

None.

Equality & Diversity Implications

None.

Financial Risk

None.

HR Implications

None.

Legal 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

Member Training & Development Working Group

Notes of hybrid meeting held on Thursday, 24 April 2025.

Present:	
Councillors	
D Smith (Chair)	
S Morris (Vice-Chair)	
A Kay	
Z Khan MBE	
D O'Toole	
M Pattison	

Officers
E Sandiford, Head of Human Resources (LFRS) S Hunter, Member Services Manager (LFRS) L Barr, Member Services Officer (LFRS)

Apologies for Absence

There were none.

Notes of Previous Meeting

The notes of the previous meeting held on 07 November 2024 were confirmed as a correct record.

The Chair asked that thanks and gratitude be given to all those Members retiring and those that would not return for their Service to the Authority.

Special thanks were given to County Councillor O'Toole for 25 years of Service to the Combined Fire Authority.

Member Training & Development - Update Report

The Director of People and Development (DoPD), Liz Sandiford, presented the report which detailed the various means available for Elected Members of the Combined Fire Authority to access training and development opportunities.

Personal Development Plans

Personal Development Plans were being held face to face, although they could be held over the telephone and electronically to support Members with busy diaries.

One returning Councillor had recently joined the CFA since the November 2024 meeting. Of the 25 elected Members of the Authority, 88% had met with a Democratic Services Officer to draw up or review their Personal Development Plan.

Training Opportunities and e-Learning

Members were encouraged through the Member Information Bulletin and emails, to view the North West Employers Organisation and the Local Government websites to access training opportunities. Democratic Services also emailed Members with details of training courses.

Members' Handbook

The handbook for the municipal year 2024/25 had been issued to all Members via the Member Information Bulletin.

Member Information Bulletin

The Member Information Bulletin had been reformatted to web-based and was accessed via an electronic link with tabs for information. Although the bulletin was continuously in development, the first digital bulletin had been emailed to Members on 01 April 2022 and was emailed on a monthly basis.

In addition to providing meeting dates, Member Training and Development opportunities, news and events, it was intended that the Bulletin would also provide upcoming safety campaign information for Members to forward, as appropriate, to their constituents and key partners using their social media channels together with reporting to Members on the success of these campaigns in subsequent issues.

Co-Ordination of Training

Democratic Services arranged visits to outside bodies and organised demonstrations of Service equipment and facilities which helped Members to broaden their organisational knowledge and understanding of the work of Lancashire Fire and Rescue Service. Additionally, training such as the code of conduct and culture was provided after Committee meetings which helped Members with their roles.

Democratic Services continued to contact home authorities where relevant to co-ordinate Member Training and development opportunities and avoid duplication.

The DoPD provided Members with an update on the implementation of the new mileage claim system. She advised that a simplified paper-based system for claiming mileage was in the process of development and certain aspects of the procedure for the reporting of information needed to be considered. Once the process had been finalised by the Director of Corporate Services, Members would be informed. County Councillor O'Toole added that the need for an access code for admission to the system was an added complication to an already complex process. Councillor Z Khan echoed the concerns. The Chair requested that the simplified system be implemented in time for the commencement of new Members' terms.

The Chair and County Councillor O'Toole commented that the training opportunities

provided by the Service were excellent.

County Councillor Pattison stated that the King's Trust presentations were very moving and an excellent opportunity to witness the work and development of young people and staff. She encouraged all Members to attend.

County Councillor O'Toole stated that the Member Handbook was a very important resource and useful for Committee dates, Committee Membership and contact details. It would be very beneficial for new Members.

Resolved: - That Members noted and endorsed the content of the report.

Review of Member Training Needs Analysis

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

Members were updated on the action that had been taken in response to training needs identified from the last Training Needs Analysis taken in November 2023 and the Personal Development Sessions that had been held with Members throughout 2024/25.

Following consideration, Members agreed that their training needs were being met and agreed the training needs for 2025/26 as follows:

- To continue to promote Fire Safety / Safe and Well Service and the work of the Member Champions;
- To continue to attend Service area inductions / meetings at stations and information sessions on key issues to support decision-making;
- To maintain good attendance at all Strategy Group meetings, encouraging all Members to attend;
- To continue with the informal buddy system;
- To support the use of electronic systems where needed, preferred / available.
- To attend a King's Trust presentation or Cadet Passing Out Parade;
- To continue to promote / attend all available training;
- To offer new Members LGA Fire Leadership Essentials training;
- To support Member knowledge around the Service, terminology, and operational / staff roles;
- To attend and participate in Culture and EDI training following a Committee meeting;
- To attend and participate in Cyber Security training following a Committee meeting.

It was noted by Members that County Councillor Singleton had replaced County Councillor Salter as the Member Champion for Community Safety with the report for Member Champion activity being presented at the upcoming CFA meeting.

Members were informed that they would be added to eLMS (e-Learning Management System), which was an online facility used by staff to complete learning modules. This would allow members to complete training tailored to their needs at in their own time.

The Chair advised that some training, such as Cyber Security, may be completed by Members at their home authorities. It was agreed that Democratic Services would contact home authorities to confirm completed training to avoid duplication.

The Chair and County Councillor O'Toole emphasised the importance of Strategy Group meetings as it was an opportunity for Members and Officers to discuss key issues and changes within, or affecting, the Service. The DoPD stated that Strategy meetings provided a chance for the Service to gather feedback from Members which influenced decisions and future planning.

In relation to the item of New Members on page 14 of the agenda pack, the Chair highlighted that it was useful for new Members to meet with the Chief Fire Officer and part of their introduction to LFRS as it was a good opportunity to gain insight into the work of the Service and current topics of importance.

Members agreed to the suggested training in the report.

Resolved: - That the Committee agreed the training development needs for 2025/26.

Monitoring, Review & Evaluation of Activities

The report provided an update on Member Training and Development activities since the previous meeting. The report showed opportunities and outcomes of activities undertaken by Members to support the achievement of Service objectives or positive outcomes for communities.

Involvement at Area Level

Members were routinely invited to attend local events such as Open Days, Charity Car Washes, and 'Safe Drive and Stay Alive' events. Members were encouraged to contact area personnel to arrange to visit their local fire station to discuss local key issues.

Meet and greet sessions had taken place at Blackpool & Fleetwood Fire Stations.

Through the Member Information Bulletin, Members had been invited to and had attended King's Trust Presentation and events in their local communities.

Members had attended the following King's Trust presentations:

- Blackpool Team 90 – 19.11.2024
- Fleetwood Team 58 - 26.11.2024
- Pendle Team 76 – 01.04.2025
- Morecambe Team 67 – 02.04.2025
- Blackpool Team 91 – 08.04.2025
- Fleetwood Team 59 – 09.04.2025
- Burnley Team 73 – 10.04.2025

Events and Visits

- **LGA Annual Fire Conference 11 – 12 March 2025**
 Four Members had attended the LGA Annual Fire Conference in March 2025 which had been held in Gateshead. Conference activity included nine plenaries consisting of presentations and workshops comprised of various topics.
- **LGA Fire and Rescue Leadership Essentials**
 Six Members (3 new Members) had been scheduled to attend the LGA Fire and Rescue Leadership Essentials Programme which was being held in October 2024 and February 2025 (with a maximum of 3 Members per authority on each programme). However, only two Members attended in October and no Members attended in February.
- **LGA Leadership Essentials – Audit Committee**
 One Member of the Audit Committee had attended the LGA Leadership Essentials – Audit Committees training in January 2025.
- **North West Fire Control Visit**
 A visit to North West Fire Control had taken place on 23 January 2025 and four Members had attended. The visits included a discussion and a tour of the Control Room. The feedback from Members was very positive and they had found the visit interesting and informative.
- **Service Dogs Demonstration**
 In December 2024, Members attended a demonstration of Service dogs working in conjunction with drones and lasers. LFRS was the only Fire Service in the world working collaboratively with dogs, drones and lasers.
- **Carol Service**
 On 11 December 2024, Members had been invited to attend the annual Carol Service at Blackburn Cathedral which included a reading from the Vice-Chair.
- **Burnley College Road Safety Week Event**
 Members had been invited by Area Manager, Matt Hamer, to attend a Road Safety event which was held at Burnley College on Thursday 21 November. The day covered Lancashire's Fatal 5 and involved the College's performing arts students who acted out a scenario of a group of young drunk drivers and saw operational crews from Burnley extracting the occupants from a crash. Following the demo, a 'Market Place,' opened with the Wasted Lives Crashed Car and our colleagues from LCC. There were some virtual reality headsets available and drink drive / 1 unit – 1-hour props and information which would be utilised to press the safety messaging. The crew at Burnley were also on hand to showcase our equipment and engage with students.
- **Road Safety Event - Burnley**
 On 13 December 2024, Members attended an event aimed at raising awareness of the dangers of speeding and reckless driving which took place outside Jamia Mosque.
- **Celebrating our People**

The Chair, Vice-Chair, and Spokesperson for the Opposition were invited to attend the annual staff celebration event on 21 November 2024. As part of the Service's staff recognition activity, more than 70 people were honoured with Long Service Good Conduct Awards, Star Awards, Chief Fire Officer's Commendations, Bravery Awards and Academic Achievements.

Member Information Bulletin

Members' views were requested to comment on what they felt worked well with the Member Information Bulletin and how engagement could be improved.

IT and Mileage Claim Sessions

Ongoing support on a 1-2-1 basis was provided by Democratic Services Officers to access the internet, assist Members to submit mileage claims, and access the Mod.Gov app to view private papers.

Social Media

The Service used a number of social media platforms which Members were encouraged to join to share protection and prevention information and promote the work of the Service. The Service had social media accounts on Facebook, X/Twitter, Instagram, YouTube, TikTok, Nextdoor, and LinkedIn, as well as a Podcast (Out of the Ashes).

Suggested Training

Training on the following was recommended for Members following the September CFA meeting:

- Cyber Security
- Community Leadership
- Equality, Diversity, and Inclusion
- Reputational Risk

County Councillor O'Toole commented that he had not attended any King's Trust presentations as there were none held in West Lancashire. He stated that Skelmersdale College ran the programme in that area, but he did not believe that it was effectively managed. The DoPD advised that she would look into the King's Trust programme in that area and report back to Members.

County Councillor Kay asked whether the Service would carry out road safety events in relation to electric vehicles (EV)/scooters/bikes. The DoPD explained that there was a prevention programme at schools which had been expanded to cover e-bikes, but she would check further with the Prevention Team. She would also liaise with the CFO to see if the Service's response to EV incidents could be added to the Incidents of Note report which was presented to the CFA.

County Councillor O'Toole stated that EV batteries were unsafe which led to EV incidents. Additionally, the Chair advised that Members had been advised of a Lithium-Ion Battery Safety Bill which was going through parliament. The DoPD informed Members that she

would investigate and provide an update.

The Chair highlighted a typing error in the first paragraph on page 19 of the agenda pack which Democratic Services assured would be amended.

The Chair commented that he always read the Member Information Bulletin as it was a good tool with lots of useful information.

Members discussed the Service dogs and their work in overseas disasters.

County Councillor Morris asked and the DoPD confirmed that the Cyber Security training was new. The Service's ICT and digital departments had merged to become the Digital Data and Technology (DDAT) department and the Head of DDAT would provide a Cybersecurity session following the September CFA meeting. Members noted that the Service had been the target of cybersecurity and the DoPD would ask that the future session would include the threats faced by the Service.

County Councillor O'Toole informed Members that County Councillor Ron Woollam's wife had died after a short illness, and he would not stand in the next election. The Chair gave thanks for his Service and asked that the Authority's best wishes were given to Ron.

County Councillor O'Toole advised that County Councillors Terry Hurn and Paul Rigby has suffered from ill health and would not be standing in the elections. The Chair gave thanks for their Service.

The Chair thanked the DoPD and Democratic services for their work.

Resolved:- That the Group noted and endorsed the content of the report as presented.

Future Meeting Dates

The next meeting of the Working Group will be held on Thursday **23 October 2025**. A further meeting was agreed for Thursday **23 April 2026**.

LFRS HQ
Fulwood

Liz Sandiford
Director of People and Development

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Lancashire Combined Fire Authority

Meeting to be held on 23 June 2025

Programme of Meetings for 2026/27

Contact for further information – Sam Hunter – Member Services Manager – Tel No 01772 866720

Executive Summary

A programme of meetings for the Combined Fire Authority (CFA) for 2026/27.

Recommendation

The Authority is asked to agree the programme of meetings for 2026/27 as set out in the report now presented.

Information

At the meeting of the Combined Fire Authority held 24 June 2024, the CFA agreed a programme of Meetings for 2025/26. It is now necessary to agree a programme of dates for 2026/27.

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 1030 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 1st April and the 30th 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 Chair.
- iv. Approval to undertake consultation on the budget was delegated to the Chair 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 2025/26: -

23 April 2025

23 June 2025 (Annual Meeting of the CFA)

15 September 2025

15 December 2025

25 February 2026 (Budget Meeting)

Proposed dates for 2026/27 are: -

27 April 2026
15 June 2026 (Annual Meeting of the CFA)
21 September 2026
14 December 2026

22 February 2027 (Budget Meeting)

Business Risk

None.

Environmental Impact

None.

Equality and Diversity Implications

None.

HR Implications

None.

Financial Implications

None.

Legal Implications

None.

Local Government (Access to Information) Act 1985

List of background papers

Paper: CFA Constitutional Standing Orders
Date: 22 February 2021
Contact: Sam Hunter, Member Services Manager

Paper: CFA Minutes
Date: 26 June 2023
Contact: Sam Hunter, Member Services Manager

Reason for inclusion in Part 2 if appropriate: N/A

Lancashire Combined Fire Authority

Meeting to be held on Monday 23 June 2025

Annual Safety, Health and Environment Report 2024/25

Appendix 1 refers

Contact for further information – (Steve Healey, Deputy Chief Fire Officer)

Tel: 01772 866801

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 2024 to 31st March 2025.

As the body with ultimate responsibility for staff safety, health and environmental compliance it is important that all CFA Members are aware of performance of the Service in this respect. The report therefore provides a summary of overall progress and performance in respect of accidents and near misses, environmental performance, health and wellbeing initiatives, together with a look forward to planned improvement areas for 2025/26.

Recommendation(s)

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

Information

This report includes performance information for safety, health, environment and wellbeing within LFRS.

Business risk

From a legal, economic and moral standpoint, several health and safety and environmental compliance obligations are imposed on the Authority.

The Health and Safety Executive and Environment Agency will take enforcement action where significant or recurring failures are identified.

Sustainability or Environmental Impact

LFRS continues to manage the environmental risks and issues with impact directly on the Service through the externally accredited ISO14001 Environmental Management System which details our environmental aspects and impacts together with the measures taken to control and mitigate risks.

The changing climate continues to impact on the Service response activities, particularly in relation to increasing attendance at flooding and wildfire incidents. Carbon management within the LFRS estate and vehicle fleet is a growing issue, with

the impact on utility and energy use which the Service is seeking to mitigate through the LFRS Environmental Sustainability.

Equality and Diversity Implications

No specific implications from this report.

Data Protection (GDPR)

Will the proposal(s) involve the processing of personal data? Y/N

If the answer is yes, please contact a member of the Democratic Services Team to assist with the appropriate exemption clause for confidential consideration under part 2 of the agenda.

HR implications

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.

Financial implications

None directly.

Legal implications

There is a range of legislative impacts imposed on LFRS relating to safety, health and environmental aspects. These are identified and tracked by the LFRS Safety, Health & Environment Department who maintain legal registers and assessments of compliance which is a key part of the ISO certification held by the Service.

Local Government (Access to Information) Act 1985

List of background papers

Annual Safety, Health and Environment Report 2019/20	14 September 2020	Steve Healey, Deputy Chief Fire Officer Telephone 01772 866801
Annual Safety, Health and Environment Report 2020/21	28 June 2021	
Annual Safety, Health and Environment Report 2021/22	27 June 2022	
Annual Safety, Health and Environment Report 2022/23	26 June 2023	

Annual Safety, Health and Environment Report 2023/24	24 June 2024	
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Reason for inclusion in Part 2 if appropriate: Insert Exemption Clause

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Annual Safety, Health and Environment Report 2024-2025

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, wellbeing and environmental issues that have arisen during the period 1st April 2024 to 31st March 2025.

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

Lancashire Combined Fire Authority (CFA) has overall responsibility for the effective governance of safety, health and environment (SHE). The CFA is responsible for agreeing the safety, health and environment policy and for ensuring adequate resources are available for SHE purposes.

The CFA will provide a clear direction for the Executive Board and Service 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 provides competent professional advice and oversees the day-to-day management of health, safety, wellbeing and environmental activities.

The LFRS Safety, Health, Environmental and Wellbeing Management System is based on:

- Health and Safety Executive guidance HSG 65 – Successful Health and Safety Management.
- International Standard for a Health and Safety Management System ISO 45001:2018.
- International Standard for Environment Management Systems ISO 14001:2015.
- International Standard for Psychological health and safety at work ISO 45003:2021.

The CFA approved a new version of the SHE Policy in September 2024 following a routine 3-yearly review.

LFRS Health, Safety and Wellbeing Plan

The Service continues to work towards the aims and aspirations detailed within the LFRS Health, Safety and Wellbeing Plan. The plan sets out a 5-year vision for all aspects of Health, Safety and Wellbeing, covering 2022-2027.

Building on the 1st version published in 2021, we adopted a new approach with the launch of revised version in November 2022, which sets out our approach to dealing with our

existing risk profile and looks forward to emerging challenges that could impact on safety and wellbeing of staff.

This document is part of the suite of delivery plans, which support the LFRS People Strategy and the aims and objectives within the LFRS SHE Policy.

The plan sets out what our drivers and influences are, how we control risks and what are our aspirations for continual improvement, particularly in relation to the key developing areas of risk within the Sector.

The scope of our arrangements now extends beyond traditional workplace health and safety. We also now continue to ensure that the Service considers the best practice requirements which are outlined in the ISO 45003 document, Psychological health and safety at work — Guidelines for managing psychosocial risks.

The Service's Health, Safety & Environment Advisory Group (HSEAG) is responsible for developing specific objectives and targets relating to LFRS SHE Performance, and outcomes of the annual SHE Management Review striving for continual SHE improvements over the course of each year.

Controlling Risk within LFRS

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

- Total number of accidents reported by employees and non-LFRS staff.
- Number of safety events reported to the Health and Safety Executive under the RIDDOR regulations.
- Number of near miss events reported.
- Number of absence days lost following an accident at work.
- Type of events that are being reported.
- Carbon emissions from LFRS premises and vehicles.

The SHE Policy and the wider Safety, Health, Environmental and Wellbeing Management System are devised to promote safe systems of work and minimise the risk of injury to employees and visitors and reduce the impact to the environment. The SHE Department develops bespoke and proportionate procedures for LFRS, minimising 'red tape' and focusing on controlling the real risks in LFRS workplaces. Managers, through devolved safety, health and environment responsibilities, ensure that recognised safe systems of work are being applied '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. We ensure that we are aware of any developments relating to legislation and guidance which impacts on workplace health and safety. SHE training is refreshed, a minimum every three years together with any specific training required by role.

SHE performance is reviewed on a regular basis, through high level scrutiny via the CFA Performance Committee and at Director Level through the HSEAG meeting and the Health and Safety Consultation Committee chaired by Deputy Chief Fire Officer.

External Audit of the Health and Safety and Environment Management Systems 2025

LFRS utilises a UKAS accredited external audit process to provide assurance of the effectiveness of safety, health and environment management systems to the internationally recognised ISO standards. Since initial certification in November 2011, surveillance visits have been conducted annually and re-certification every three years to maintain the external certification.

In February 2025, the auditor from British Assessment Bureau (BAB) carried out an audit against the International Standards for health and safety ISO 45001:2018 and environment ISO 14001:2015.

The audit scope for both standards was '**The Provision of Fire, Rescue and Supporting Services across Lancashire**'. This broad scope encompasses all LFRS activities with audit visits to the Service Headquarters (SHQ) site, Leadership & Development Centre (LDC), four fire stations operating different duty systems together with several supporting departments including Safety, Health and Environment, Fleet and Engineering Services, Human Resources, LDC, and Property.

Both ISO standards have a range of clause requirements, which identify how an organisation should manage different aspects of safety, health and environmental issues within the workplace.

LFRS is required to provide a range of evidence to demonstrate that we meet the requirement of the Standards and have robust arrangements in place within the Service.

Continued certification has been granted for ISO 45001:2018 and ISO14001:2015.

This audit report recommended continued certification for LFRS under ISO 14001 and ISO 45001 standards, noting no major non-conformities and one minor non-conformity. It highlights strong leadership engagement, significant progress in environmental sustainability, and a comprehensive health and safety management system.

- **Governance and Leadership:** Senior leadership shows active commitment to the management system with clear alignment of SHE objectives to organizational strategy, evidenced by effective communication and performance reporting.
- **Environmental and Health Progress:** LFRS has achieved a reduction in emissions and a 30.1% decrease in water usage since 2009, alongside initiatives for mental health and well-being support. The audit identifies opportunities for improvement in staff awareness and space management.

LFRS received one minor non-conformances for this audit related to record keeping on an on-call fire station for routine safety compliance checks which was resolved. Two opportunities for improvement have been identified related to how we manage space

utilisation/gym equipment placement on fire stations and ensuring that all groups of staff, including support staff roles are able to understand arrangements for obtaining replacement health and safety items.

The report from BAB highlighted aspects of our arrangements:

- Active engagement from senior leadership, including the Chief Fire Officer, Deputy Chief Fire Officer and SHE Department team. A selection of staff at all fire stations and offices visited during the audit were interviewed and confirmed communications and commitment to the management system.
- Martin Fish (Head of SHE), Bekki Ford (SHW Advisor), and Kevin Dacre (SHE Advisor) take an active part in risk and hazard identification together with attending the overarching consultation and participation meetings.
- The Deputy Chief Fire Officer is very familiar with the processes connected with OH&S and takes ultimate responsibility for Health and Safety within the organisation.
- Clear alignment of SHE objectives with organisational strategy and KPIs.
- Quarterly performance reporting to the Combined Fire Authority (CFA).
- Comprehensive risk assessments and procedures are in place.
- Incident-specific dynamic risk assessments conducted by Commanders.
- Safety sector roles introduced for complex operational incidents.
- Based on the results of this audit and the system's demonstrated state of development and maturity, continued management system certification is recommended. This recommendation will be independently verified by the British Assessment Bureau Head Office.

As part of the audit, additional areas for improvement were also identified by LFRS staff and these have been taken forward through the Service's HSEAG meeting. LFRS remains committed to the use of the ISO standards and is one of the few fire services in the UK who undergo this level of external scrutiny.

Working with Representative Bodies

During the year we have continued to enjoy a positive working relationship with the Representative Bodies on health and safety issues. The Service consults formally on a quarterly basis, working together to ensure safety, health and wellbeing concerns are resolved. Safety Representatives play a vital role in improving our health and safety culture whilst reducing our impacts on the environment.

The Health and Safety Consultation Committee is chaired by the Deputy Chief Fire Officer, attended by safety representatives from the following representative bodies:

- Fire Brigades Union (FBU).
- UNISON
- Fire Officers Association (FOA).
- Fire and Rescue Services Association (FRSA).

The consultation committee meeting allows each organisation to raise issues relating to health, safety and wellbeing with senior management in the Service.

During 2024/25, we have continued to ensure that we have arrangements in place to meet all aspects of the Safety Representatives and Safety Committees Regulations 1977.

Health and Safety Performance

Active Monitoring of our health and safety performance is integrated into day-to-day work within the Service. This includes a Service wide approach to workplace inspections at all of our workplace locations for both health and safety and environmental hazards and risks.

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

The Service has implemented a system of robust reactive monitoring of safety events through the accident reporting and accident investigation procedures. The SHE department co-ordinates and controls this system, with line managers being responsible for implementation across the Service.

During 2024/2025 there were:

- **84 accidents** (61 to LFRS staff and 23 to non-LFRS staff) each event being investigated and recorded in line with service policy.
- **123 near misses** (102 near misses and 21 near miss attacks on staff) that were investigated, and when appropriate learning was fed back into the service policy, procedure, or risk assessment.
- There were **8 RIDDOR** events that were reported to the Health and Safety Executive; 1 major specified injury; 7 resulting from an over 7 day's absence. This is a 27% reduction compared to 2023/24.

A spike in staff injury incidents has occurred during training exercises and operational responses, several injuries were linked to manual handling and physical strain. A significant cluster of injuries occurred during a single vehicle rollover incident involving multiple personnel.

Staff Accidents - Key Insights

- Manual handling during both training and operational duties is the leading cause of injury.
- Routine activities such as moving around stations or returning from incidents also contribute significantly, especially with slips, trips, and collisions.
- Training environments present a notable risk, particularly with lifting, falling objects, and exposure to harmful substances.
- Incident grounds (fires, RTCs) continue to pose risks, including burns, exposure, and physical strain.

A summary of the total accident and accident-related absence statistics for 2024/25 are detailed below in Table 1.

Category	Number
RIDDOR reportable – major specified injuries / diseases	1
RIDDOR > 7-day absence	7
Other injuries – Lost Time	18
Minor – no time lost (also includes Non-LFRS staff)	58

Table 1 – Breakdown of LFRS safety event categories.

The figures in Table 2 relate to events when working time has been lost due to work related injury or illness. We have seen a small number of staff away from work for long term absences related to safety events which has impacted the overall performance in this area. Managers in conjunction with Human Resources will support staff inline with our absence policy to return to work.

Year	Lost Time Accidents
2018/19	21
2019/20	17
2020/21	17
2021/22	25
2022/23	17
2023/24	27
2024/25	26

Table 2 – lost time accidents.

Table 3 shows the types of accidents that were reported during 2024/25 comparing with the LFRS previous performance for each category.

Type of Accident	LFRS Staff 2024/25	LFRS Staff 2023/24	LFRS Staff 2022/23	LFRS Staff 2021/22	LFRS Staff 2020/21	Non-LFRS staff 2024/25	Non-LFRS staff 2023/24	Non-LFRS staff 2022/23	Non-LFRS staff 2021/22	Non-LFRS staff 2020/21
Handling lifting or carrying	21	28	14	24	11	2	4	2	1	-
Hit by moving, flying or falling object	5	11	7	5	4	2	3	3	-	-
Slip trip fall	6	10	10	12	5	2	4	3	1	-
Hit something fixed or stationary	7	8	8	9	3	4	3	7	2	-
Other	7	4	5	15	10	3	2	3	2	-
Injured by an animal	2	1	1	1	-	-	-	-	-	-
Fall from Height	1	-	1	2	1	-	1	1	-	-
Exposed to fire	2	4	2	2	5	2	-	-	-	-
Exposed to harmful substance	6	5	10	-	11	1	-	-	-	1
Exposed to an explosion	1	-	-	1	-	-	-	-	-	-
Contact with Electricity	-	-	-	1	1	-	-	-	-	-
Hit by a moving vehicle	2	2	2	-	1	-	-	-	-	-
Contact with Moving Machinery	1	-	1	-	1	-	1	-	-	1
Drowned or Asphyxiated	-	-	-	-	-	-	-	-	-	-
Physically assaulted by a person	-	1	-	3	2	5	2	-	4	-
Trapped by Something Collapsing	-	-	-	-	-	-	-	-	-	-
TOTAL	61	74	61	75	55	23	23	19	10	2

Table 3 – Types of accidents in 2024/25 compared to past performance.

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 should it occur again. The near miss reporting category also includes events which have resulted in attacks on LFRS staff, but did not result in any injury to them, for example operational staff being subjected to verbal abuse or a fireworks attack.

Table 4 shows sustained number of near misses being reported each year assisting in the prevention of accidents within the workplace. A wide range of learning opportunities have been captured in relation to stations/building, equipment, appliances/vehicles, operational procedures and breathing apparatus issues.

Year	Number of Near misses
2016/17	68
2017/18	98
2018/19	109
2019/20	113
2020/21	117
2021/22	94
2022/23	96
2023/24	97
2024/25	102

Table 4 - Near Miss Reporting

Vehicle Accidents

Table 5 shows the number of accidents involving fleet vehicles from 2016/17 to 2024/25. Analysis of the type of accidents LFRS vehicles have been involved in has shown that most accidents occur during vehicle manoeuvring at slow speeds.

The Road Risk Review Panel (RRRP) examines the trends and outcomes from fleet vehicle accidents and current working practices. The RRRP group members have been meeting during the year to identify learning from vehicle accidents, identify wider trends about the cause and what measures we can take to improve performance. A key enhancement in the area is the continued roll-out of vehicle CCTV systems being fitted to fleet vehicles.

Year	Number of Vehicle Accidents
2016/17	67
2017/18	58
2018/19	74
2019/20	69
2020/21	67

2021/22	90
2022/23	61
2023/24	65
2024/25	72

Table 5- Number of Vehicle Accidents

Improvement Actions during 2024/25

LFRS ensures continuous improvement is made in safety, health, environmental and wellbeing aspects within the Service.

As part of our annual workplan, the SHE Department team undertake a programme of reviews and internal checks to ensure that we manage risk correctly and are implementing Service policies. We have reviewed the following aspects of our systems during 2024/25:

- Post Trauma Support / Trauma Risk Management Procedure
- Vibration
- Display Screen Equipment
- Work Equipment
- Hybrid/Smarter Working Arrangements
- Workplace Safety and Environmental Inspections
- Working at Height
- Manual Handling
- LFRS Electric Vehicles & Charging Infrastructure
- SHE Training
- Electro-magnetic Fields at Work
- SHE Policy and associated Equality Impact Assessment
- Emergency Preparedness
- Lifting Operations
- Wellbeing Support Dogs
- Safety, Health, Environment & Wellbeing Management System (Section 2)
- Register of Legal and Other Requirements
- Occupational Health & Safety Risks & Opportunities Register
- Register of Environmental Legislation and Other Requirements
- Environmental Aspects & Impacts Register
- Food Hygiene on LFRS sites
- Lift Trucks
- Confined Space

During 2024/25 we have made further improvements to how we manage risks which arise on our own sites. Led by the SHE Advisor we have launched a programme of joint visits, which bring together staff from support departments, including Property, Protection (Fire Safety) and the Fitness Function working with the local Service Delivery Manager to review safety, health and environmental compliance on our stations and other sites. This allows us to discuss issues identified and produce a summary report from each visit to highlight areas we can improve on.

Involving local staff in health and safety inspections offers a range of practical and cultural benefits, both from an organisational and operational standpoint, one of the core aims of inspections is to 'reinforce health, safety and environment awareness amongst all staff' and to 'support a positive safety, health and environmental culture within the Service'. Involving local staff directly in inspections helps embed this culture by making safety a shared responsibility rather than a top-down directive.

Local staff are intimately familiar with the day-to-day operations and physical layout of their workplaces. This makes them well-placed to identify subtle or emerging hazards that others might overlook. This sense of responsibility can lead to more proactive behaviour, such as reporting near misses or correcting unsafe practices without prompting. The LFRS inspection forms also show that local managers are expected to manage corrective actions in the first instance, reinforcing this principle of local accountability.

Health and Wellbeing

The focus of mental health awareness training across the Service is personal resilience; building and maintaining. The aim of our programmes is to increase personal resilience of staff and includes elements of positive psychology, relaxation coping strategies and suicide awareness. There are specific operational elements that include operational shared experiences, responding to mental health related incidents and a more detailed awareness of the impact of trauma on individuals. The programme is receiving positive feedback within LFRS and interest from other Fire and Rescue Services across the UK.

'Wellbeing Wednesdays' continue to be received well by colleagues. Staff from our SHE Department arrange to work from a different station/office on a regular basis to provide the opportunity for staff to ask questions about the wellbeing resources, receive wellbeing toolbox talks, have a visit from a Wellbeing Support Dog, have a general wellbeing chat etc. This delivery model brings the opportunity to staff is providing popular and effective, with an increase of wellbeing interactions seen as result.

Employee Support and Traumatic Incidents

All LFRS staff continue to have access to our Employee Assistance Programme (EAP) delivered by external specialist provider, Health Assured. The EAP is a confidential & independent support service for employees and immediate dependants to help deal with personal problems that might adversely impact on your daily life, health and wellbeing.

Due to the traumatic nature of some operational incidents, we operate a Trauma Risk Management (TRiM) team. TRiM is not a medical intervention, but a peer-led support process designed to help staff deal with traumatic events they may encounter during their everyday work. TRiM is a process during which a structured TRiM Assessment is carried out for staff who have been exposed to a potentially traumatic incident/event. This in-house facility provided by colleagues, for colleagues who have undertaken a specific structured training process and assessment to be a TRiM Practitioner.

Operational incidents involving people who are in crisis and carrying out self-destructive behaviours are increasingly impacting on our staff. SHE Department have been collaborating with Response and Emergency Planning to develop operational guidance for crews dealing

with a Person in Crisis (PiC) when attending an incident. To embed this information, an eLearning module to support SOP720 has been issued for all operational staff and the Responding to Trauma and Emotions (RTE) programme, co-developed with the Fire Fighters Charity is being reviewed to provide suicide prevention and awareness sessions, as well as a mental health awareness handbook.

The Divider Challenge

As part of our Wellness Events Calendar, throughout May and June 2024 we ran the Divider Challenge. Fifteen colleagues took part in the challenge, raising £734 for the Fire Fighters Charity along the way. The Divider Challenge is a way to create awareness and encourages people to talk about their mental health, and to break down the stigmas associated with mental health issues.

The Challenge reinforces the message that it is ok to speak up and say 'I'm not ok'. The individual wears the divider (A piece of operational equipment) which has been modified, for the whole time they are in the 'wearing' period, (with a few exceptions for when it could pose a safety risk to wear it, such as driving). The Divider becomes a physical, visual and tangible representation of the invisible burden of mental health so many of us experience.

Fitness

In December/January 2025 we rolled out new functional fitness kit (dumbbells, adjustable benches, resistance bands) to LFRS owned gyms. We also completed the first phase of a cardio fitness equipment replacement programme, for those pieces of fitness equipment that are over 10 years old/no longer financially viable to repair. 'Circuit cards' will shortly be introduced to all stations, to supplement the installation of the new functional fitness kit, to provide staff with guidance of how to best use the kit and encourage staff to maintain good levels of functional fitness.

One of our Service PTIs is also a Yoga Instructor, so we were fortunate to be able to host a yoga session in February, which was streamed over Teams so colleagues across the Service could join in wherever they were. The session was also recorded, to enable those who were not able to join at the time could access it at a time convenient to them.

Moving into 2025/26 we will invest further into our gym facilities and upgrade equipment which is approaching end of the life and make sure we have the most effective utilisation of available space for fitness activities.

Environmental Performance

Carbon Emissions

The Environmental Sustainability Plan includes a target of 40% carbon emission reduction by March 2030 from a baseline of 4352 tonnes of CO² in 2007/08.

The Service achieved an **overall reduction of 20.4% by March 2025**. This related to our measured carbon emissions for gas, electric and fleet vehicle fuel.

Separately, water is currently seeing a 25% reduction from baseline year.

LFRS was unsuccessful with the bid submitted for the Public Sector Low Carbon Skills Fund, so we are now undertaking a series of site surveys which will provide building audits for the majority of the estate, considering suitability for carbon reduction and energy generation measures.

Waste Management

LFRS created **103 tonnes** of waste in 2024/25, a decrease of approximately **2.55% compared to 23/24:**

- Non Recyclable = 67.7 tonnes
- Recyclable = 35.2 tonnes.

The **overall recycling rate across the service remains very good at 34.3%**. Waste data is shared with all stations and the 'Waste Less' promotions will continue to be developed.

The SHE Department continue to work with Station Managers, Environmental Champions, and other staff to better understand the reasons behind these results to assist in improving waste management across LFRS.

Fire Fighters Charity Recycling Banks

LFRS continues to support the Fire Fighters Charity with 24 Lancashire fire stations currently having a clothing/textile recycling bank. For each tonne of clothing, a donation is made to the Fire Fighters Charity.

Since rolling out these collection bins in 2010, between 2010-2024, £90,786 has been generated for the Fire Fighters Charity with 465 tonnes of clothing collected and re-diverted away from landfill.

No Mow May

2024 has seen Lancashire Fire and Rescue Service participate in No Mow May for the first time.

A small sign, designed by our Corporate Comms Department, was installed in grass areas at Bacup, Bamber Bridge, Blackpool, Garstang, Preston and Rawtenstall.

Property Department planned with their grounds maintenance contractor to ensure that, firstly these areas were not mowed in May, but also to make sure the appropriate 'mow and collect' is carried out in June to tidy these areas up again.

Not only did our Environmental Champions and other staff on station help to support the No Mow May, but we were also very pleased to have a visit to Blackpool Fire Station by our then CFA Member Champion for Environment, County Councillor John Singleton.

Environmental Star Award

During 2024 we introduced an Environmental category to the annual Star Awards which took place in November. It is an award that recognises the great work and passion that many of our staff have for our environment. The award will go to an individual or group that

strives to limit the damage to our planet by adopting more sustainable practices. The winner will be committed to reducing their impact on the environment and persuading others to do the same. Their actions and endeavours to influence others to follow suit set a shining example for us all.

The inaugural award was given to Firefighter Fiona Dransfield, Fiona, one of our 'Environmental Champions,' who is actively involved in improving the environment. She has found ways to reduce energy use at Blackburn Fire Station by adjusting lighting settings, especially on night shifts, and communicates with colleagues across the Service to implement changes, like raising the issue of waste parts from smoke detector fittings at home fire safety checks. She encourages staff to run washing machines only with full loads on eco-settings and manages kitchen compost to minimise waste. Additionally, she places reminders by bins to enhance recycling efforts. Although these initiatives take time to develop, Fiona's contributions are invaluable, inspiring others to care for the planet.

Food Waste Disposal

We continue to promote awareness around food waste, encouraging staff to make sure all food is removed to the new food waste bin before washing up or putting in the dishwasher.

The Separation of Waste (England) Regulations 2024 provides details of the 6 recyclable waste streams which are plastic, paper and card, glass, metal, food waste and garden waste. From the 31st March 2025, organisations Businesses with 10 or more full-time employees must separate food waste and dry recyclables for collection. This is to avoid as much food waste as possible ending up in landfill.

Service Headquarters (SHQ), Leadership & Development Centre (LDC) and all wholetime stations will have to collect food waste separately in specific caddies, which will be provided via the SHE Department's waste contract management process. Food waste collections will be arranged to start in time for the 31st March 2025 and posters will be updated sharing further details for this.

Food waste on LFRS sites is not new waste and although concerns have been expressed by stations, that food waste will be left in internal bins overnight or in external bins for up to a week between collections, this is no different to the waste management process now. The only difference is that food waste is currently not separated from other waste. Whilst this legislation does mean an increase in the number of bins, it does not mean an increase in waste. Going forward, this waste will also contribute to our recycling percentage as it will no longer be disposed of as general waste and will therefore help achieve, SHE Objectives and Actions.

Looking Ahead

The Environment and Sustainability Group (formally Carbon Management Team) have developed a new Environmental Sustainability Plan which was launched during 2024. This plan outlines our current position and our vision for further improvements to our buildings and facilities to improve environmental performance and related aspects such as energy security.

Table 6 shows the carbon emission performance for 2024/25 against the 2007/08 baseline and previous year's performance with the carbon emissions for 2016/17 to 2024/25.

	Baseline 2007/08	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	% change on previous year	% change since baseline 2007/08
Buildings	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Electricity	1600	1581	1592	1495	1478	1484	1457	1379	1356	1,551	14.5%	-3.1%
Gas	1594	934	1025	901	988	1032	939	875	904	826	-8.7%	-48.2%
Total	3194	2515	2617	2396	2466	2516	2396	2254	2260	2377	5.1%	-20.0%
Transport	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Fuel	1158	796	858	968	882	816	872	953	986	1091	10.1%	-5.8%
	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
Service Total	4352	3311	3475	3364	3347	3332	3268	3207	3246	3468	6.8%	-20.4%
Shown separately in Environmental Sustainability Plan												
Water	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)	Carbon (tonnes)		
	9.1	5.8	5.4	4.9	6.4	5.7	5.3	5.9	6.3	6.8	7.9%	-25.0%

Table 6 Carbon Emissions Reductions 2024/25

A Look Ahead to 2025/26

Looking to 2025/26, the key safety, health and environment priorities are to:

- Maintain the LFRS certification to ISO 45001:2018 and ISO14001:2015 standards and continually improve the SHE Management System.
- Continue to implement the LFRS Health, Safety and Wellbeing 5-year plan and progress the aspirational development items within the Service.
- Remain focussed on the safety, health and environmental issues on our fire stations and other sites to enhance internal checks.
- Review reduction activities we can implement on accidents and injury related sickness absence related to strain/sprain type musculoskeletal injuries which are predominant within the Service and occur during manual handling tasks.
- Engage and support our Environmental Champions to promote the reduction of wastage in all areas, including the continued reduction of carbon emissions from energy and fuel use. With a focus also on reducing waste collected by following the waste hierarchy.
- Deliver our programme of wellbeing promotional and awareness activities, promoting availability of our key wellbeing resources to staff members to ensure they are able to access the right support so they can retain their personal resilience.
- Refresh fitness equipment issued to fire station gyms through the replacement of fitness equipment assets which are at the end of their working lifespan.
- We will review our position against any further released guidance and best practice arrangements. The Service will continue to improve how we deal with the management of PPE Contaminants, raising staff awareness to challenge the behaviours which increase risks from contamination.

Overall Summary

LFRS continues to deliver continuous improvement within the safety, health, environment and wellbeing management system maintaining ISO 45001:2018 and ISO 14001:2015 certification through external examination receiving no non-conformances and one opportunity for improvement.

We had an improved year for overall staff accident performance, with 61 staff accidents overall, a 17.5% reduction compared to 23/24.

Severity of staff accident events has reduced compared to last year, the HSE were notified under RIDDOR regarding 8 events: 1 major specified injury following a fractured ankle after a fall on a fire station and a further 7 events which resulted in over 7-day absences after a workplace accident. The reduction in RIDDOR reportable events was 27% compared to 23/24.

Near miss reporting continues to allow us to learn from potential accident-causing events and capture learning. In 2024/25, staff reported 102 near miss events, this was an increase of 41.6% compared to last year.

Analysis of our safety performance through the Service HSEAG meeting has shown that musculoskeletal strain and sprain type injuries have remained the most prevalent with handling and lifting injuries. This is consistent with our performance last year and we will continue to identify opportunities to improve in this area, although identifying specific cause trends is not immediately apparent with a wide variety of activities being undertaken which then result in an injury.

The good relationship with the Fire Brigades Union (FBU), UNISON, Fire Officers Association (FOA) and the Fire and Rescue Services Association (FRSA) continues, working together to maintain a positive safety culture within LFRS through regular consultation meetings and dialogue on safety, health and wellbeing issues.

We continue to make progress on our environmental agenda and during 2024/25 we have refreshed our existing Carbon Management Plan, moving to a wider environmental sustainability plan for LFRS which has now been approved by the CFA. We are moving forwards looking at options to develop environmental technologies on our sites, alongside expanding our use of hybrid and electric vehicles.

Lancashire Combined Fire Authority

Meeting to be held on Monday 23 June 2025

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 reports 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.

No amendments have been necessary the current terms of the policy to better reflect any apparent changes to the law as no significant changes have occurred that would require changes to the content and terminology, as it stands.

Recommendation(s)

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 judged to be unreasonably persistent or vexatious, which suggests that it is a useful means of controlling and managing resources and bullying. Brief consideration was given to one habitual and vexatious poster on social media, for which the Chief Fire Officer and Clerk had a discussion, however it was decided that the policy would not be necessary in this instance and the behaviour of the ex-employee ceased eventually.

However, there are currently matters under investigation which may devolve into circumstances where the application of this Policy may be deemed fair, equitable and proportionate in the circumstances and the Authority will be informed within the next 12 month cycle as to the propensity with which the Policy has been applied.

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

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 mitigated whatever the circumstances if necessary.

Legal Implications

In respect of any repeated subject access requests or requests made under the Freedom of Information Act 2000 there is a potential risk of liability if the matter is then reported to the Information Commissioner's Office. In the event that the person(s) to whom the Policy

is applied make such applications then these should be reviewed by the Chief Fire Officer and the Clerk to the Authority, notwithstanding the application of the Policy, to ensure that there is any compliance failure or in the event that there is, that one of the relevant exemptions applies or the risk has been militated and relevant explanations are recorded along with the documents relating to the decision.

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 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 23 June 2025

Member Champion Activity Report

Contact for further information – Assistant Chief Fire Officer, Sam Pink.

Tel: 01772 866802

Executive Summary

This paper provides a report on the work of the Member Champions for the period up to 22 June 2025.

Recommendation(s)

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

Information

The concept of Member Champions was introduced in December 2007 with a review of the roles in 2017.

The Authority appoints its Member Champions at its Annual Meeting in June, and the current Member Champions are:

- Community Safety (Member Champion to be confirmed at CFA on 23 June 2025).
- Equality, Diversity and Inclusion (Member Champion to be confirmed at CFA on 23 June 2025).
- Health and Wellbeing (Member Champion to be confirmed at CFA on 23 June 2025).
- Road Safety (Member Champion to be confirmed at CFA on 23 June 2025).

Reports relating to the activity of the Member Champions are provided on a regular basis to the Authority. During this period, all have undertaken their respective role in accordance with the defined terms of reference. Their activity to date is as follows:

Community Safety

It has been another successful quarter of delivering and raising awareness of prevention activities across the County, through the efforts of the Community Fire Safety Teams (CFS) and Operational Crews.

Firstly, the team at Leyland attended the 'Spring into Action' event at Leyland Football Association. The team had a stand where leaflets on Fire Safety, Water Safety and Electric Bikes/Scooters were distributed. They also provided access to a live referral system for Home Fire Safety Check (HFSC) bookings. Additionally, the Operational Crew brought along a fire engine for children to explore, and the Army Cadets were also on hand to assist with booking water safety sessions.

In Northern area, the team identified Skerton in Lancaster as a priority ward for Accidental Dwelling Fires and Deliberate Fires, based on data from the new district plan. As a result, the CFS Team Leader noted that the Ryelands estate was an area with limited previous engagement. To address this, the team attended the Ryelands Residents Association Group meeting to discuss how the Service could help make the estate safer.

During the meeting, the Chair raised that there were 15 young people from the estate who were not enrolled in formal education, with some being homeschooled. Since then, work has been underway to explore how essential prevention activities can be delivered to them. The King's Trust Team Leader has also been contacted and a visit to the area was being planned, with a community project suggested as a way to engage with the group.

Northern saw an increase in deliberate non-property fires, particularly over the Easter period. To address this, heat maps have been developed by the Lancashire Fire and Rescue Service (LFRS) Research and Information Officer, to help pinpoint hotspots and track movements. This intelligence has since been shared at a multi-agency antisocial behaviour meeting and Operational Crews are able to request police attendance if youths are involved or present at deliberate fires enabling officers to patrol the area and engage with them.

The team in Central area has worked in co-ordination with Community Safety Advisor (CSA) Faz Patel to engage with the Islamic Boarding School for Girls. After navigating a few challenges, the team attended the school to deliver talks on 'Fire Safety in the Home' and 'Fire Safety during Hajj'. Although Faz Patel was unable to deliver the sessions personally, due to the school being exclusively for female scholars, a significant moment did take place when he was invited into the room virtually to be introduced to the students. Following this successful meeting, the team have been invited back in June 2025 to deliver sessions around water safety.

The team in Western have also been working closely with CSA Faz Patel, to engage with the BME community and foster positive connections across the area. To date, several safety sessions have been organised for hotels that accommodate refugees and asylum seekers. Links have also been made with Black Caribbean groups in the area. An action plan is currently being developed to identify other communities and events where LFRS can support with prevention activity.

The Western team have also delivered Special Educational Needs sessions at three schools, offering adapted fire safety activities to teach young people about the dangers of fire and the importance of smoke detectors. The team has been active in the South Shore area too, participating in multi-agency street triage events. These events bring together multiple agencies, to raise fire safety awareness and ensure properties in high-risk areas have functioning smoke detectors.

Equality, Diversity & Inclusion

Over the last quarter, representatives from the Service have actively engaged with employees and communities in various ways. Our approach to equality, diversity, and inclusion focuses on identifying and mitigating risks for those most vulnerable.

Two 'Wasted Lives' sessions were conducted at Springfields and West Lancs College to enhance participants' understanding of the consequences of Road Traffic Collisions (RTCs). Additionally, Burnley College hosted a multi-agency RTC demonstration involving active participation from students. It commenced with a presentation on Lancashire's 'Fatal 5' – the five leading causes of fatal road collisions.

The Southern Area CFS team attended the annual Freshers Fayre at Edge Hill University, where they highlighted the dangers of drink driving and the risks associated with driving the morning after consuming alcohol. Their display included a crashed car exhibit and tailored fire safety advice for students.

In early February 2025, the Ramadan Safety Campaign was launched to raise awareness about key cooking and road safety risks during Ramadan and Eid. Events were held at Blackburn and Preston Community Fire Stations, bringing together community leaders, faith leaders, partner organisations, and the public to share vital safety messages. A dedicated safety talk was delivered to the Quwwatul Halaqah Ladies' Group in Preston.

Safety campaigns were also delivered for Diwali and Chinese New Year. During Diwali, the CFS team visited supermarkets across Preston to distribute fire safety literature. For Chinese New Year, LFRS engaged with the Chinese community to promote a safe and festive season. A Community Engagement Officer visited Lancaster University to provide key fire safety information and attended local celebrations in Lancaster.

Following recent civil disturbances in Southport, there has been a strong focus on community reassurance, with continued delivery of HFSCs and Business Fire Safety Checks (BFSCs) in the area.

LFRS has proudly achieved Bronze Level Accreditation as a Dyslexia Friendly Workplace from the British Dyslexia Association and accessibility training has been delivered.

To mark International Women's Day on 08 March 2025, a 'Have a Go Day' positive action recruitment event was held at the Leadership and Development Centre (LDC).

An Incident Command Awareness taster session took place on Monday, 24 March 2025 at LDC. The session included career planning, confidence building, leadership development, and an introduction to incident command.

The 2024 Bright Sparx campaign ran from 01 October to 18 November 2024, focusing on keeping Lancashire residents safe, happy, and well during the Bonfire Night period. A water safety campaign, and a cooking safety campaign were also delivered, targeting high-risk areas.

Four 'Have a Go Day' positive action events were held in February and March 2025, aimed at sustaining public engagement and raising awareness of recruitment opportunities across Wholetime Firefighter, On Call Firefighter, and support staff roles.

The Fit for Fire initiative provided tailored fitness sessions and practical assessment support to individuals who were previously unsuccessful in the On-Call recruitment process, helping them prepare for future opportunities.

In our aim to create an inclusive and safe working environment and in accordance with new legislation, The Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, which requires employers to proactively prevent sexual harassment, we provided training input via Microsoft Teams to Flexi Duty Officers, Green Book Line Managers, King's Trust staff, and representative bodies. Written briefings and Service-wide communications were also shared with leaders at all levels.

Health, Wellbeing & Climate Change

Climate Change and Environment

Supporting our drive to have a positive environmental impact, we commissioned AtkinsRéalis to undertake decarbonisation surveys across all premises, apart from Blackburn, Burnley, Chorley and Fleetwood, where alternative arrangements with the PFI contractor are in place. These surveys are to be completed under the National Decarbonisation Consultancy Contract and AtkinsRéalis have been selected as the provider of such surveys for all blue light organisations.

There are six stages to the project, outlined as per below:

1. Evaluation of LFRS current decarbonisation status.
2. Review of exiting asset information and data.
3. Review of energy data.
4. Review of all other relevant supporting information.
5. Recommendation considering potential Salix Public Sector Decarbonisation Scheme (PSDS) funding applications.
6. Support to manage implementation of approved recommendations.

At the time of this report, AtkinsRéalis were working with the Safety, Health and Environment (SHE) Department to complete stages one to four during quarter one and two of 2025/26. Progress with stage five was expected during quarter three.

Health and Wellbeing

Our community engagement to improve health and wellbeing led to the Chief Executive of Cuerden Valley Park Trust approaching LFRS around the possible establishment of a new mental health and wellbeing project. Support would be offered to blue light personnel through a programme of workshops held at the Park. The project builds on an idea from a close friend of the Park's CEO, Andy; a military veteran and ex-prison and police officer, who sadly lost his struggle with mental health in December 2024.

With a focus on emergency service personnel, who are regularly called upon to deal with traumatic incidents, the hope is that the project will provide vital support for those who might be struggling with experiences similar to Andy's.

Drawing on collaboration work with the North West Ambulance Service (NWAS) and Lancashire Police, the Safety, Health and Wellbeing Advisor is liaising with Cuerden Valley Park and various colleagues to map out some fundraising opportunities for the project. It is hoped that this will, in turn, have a positive impact on staff mental health and wellbeing.

They use a variety of engagement tools, which are expected to range from sports tournaments, improving physical and mental health links, to a music festival, celebrating the musical talents of colleagues, and building solid social networks across Lancashire emergency services. Further updates will follow in future reports.

A Fire Fighters Charity (FFC) wellness workshop was facilitated over the previous quarter, which linked both mental and physical health together. The workshop, titled 'Improving Sleep,' provided an opportunity for staff to gain an understanding of how important sleep is for overall wellbeing and learning, and included techniques that can help aid sleep. A programme of wellbeing workshops is currently being arranged, which will be delivered throughout the next 12 months.

Road Safety

Over the last two months there has been a focus on the delivery of the Biker Down Package. Biker Down is a free three-hour course, which is available to members of the public, so they can learn about Incident Management, the Science of Being Seen and First Aid.

The Easter Bank Holiday weekend marked the start of the biking season for many, so it was a perfect opportunity to share road safety messages before the bikers dusted off their leathers and got back on their motorcycles following the winter break.

In this reporting period, five Biker Down sessions were completed for the following groups; North West Blood Bikers; Gay Bikers MCC; Lancashire Trial Riders; Those Damn Bikers; and North West Harley Owners Group. All of the courses were well-attended, and a total of 113 people completed the course.

Bowker Motorrad hosted the course for North West Blood Bikes, and provided hot food and refreshments, making it an informative and social evening for their members, who were all volunteers. Blood Bikers assist the NHS by moving patient notes and blood samples around hospitals on motorcycles. This is often a far quicker means of transport compared to other vehicles, and also saves the NHS around £750,000, as these trips would often otherwise be carried out via taxi, if a volunteer was not available.

Feedback as always remains extremely positive and a few examples are as per below:

"Really helpful, and definitely information that I will store for future potential use. The team delivering the course were approachable and delivered the content with the right amount of humour and seriousness. Thanks"

"A course that everyone riding in a group should do. As it was a well delivered course giving guidance that could save your buddies life! Super."



Following an increase in fatal collisions involving young drivers under the age of 25 years old, the delivery of the Wasted Lives package continues to be prioritised.

Wasted Lives is an education programme aimed at pre and new drivers, with the intention of influencing positive behaviour change. The Prevention Support Officer (PSO) for Road Safety is leading the 'Lancashire Road Safety Partnership – Young Road User Subgroup', which interrogates the data and formulates a plan for the new academic year.

Part of this plan involves targeting high schools and colleges, as well as apprentice groups, who often have a source of income which allows them to buy newer, faster vehicles.

This month, sessions have been delivered across the county to many different groups including apprentices at BAE, Accrington Stanley Football Club and Marsden Heights High School. As part of the work to meet the statutory requirements under the Serious Violence Duty, a separate session was also delivered for the Child and Youth Justice Service, where attendees also completed an AQA qualification.



Business risk

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

Sustainability or Environmental Impact

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

Equality and Diversity Implications

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

Data Protection (GDPR)

Will the proposal(s) involve the processing of personal data? N

If the answer is yes, please contact a member of the Democratic Services Team to assist with the appropriate exemption clause for confidential consideration under part 2 of the agenda.

HR implications

Some Member and Officer time commitments.

Financial implications

Activities are within budget.

Legal implications

None identified.

Local Government (Access to Information) Act 1985**List of background papers**

Paper:

Date:

Contact: ACFO Sam Pink

Reason for inclusion in Part 2 if appropriate: N/A

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Lancashire Combined Fire Authority

Meeting to be held on 23 June 2025.

Fire Protection Report

Contact for further information: Deputy Chief Fire Officer Steve Healey
Tel: 01772 866801

Executive Summary

This report summarises Lancashire Fire and Rescue Service (LFRS) prosecutions pertaining to fire safety offences, in addition to convictions resulting from arson incidents which have been progressed via the criminal justice process.

Recommendation

The Authority is asked to note the report.

Fire Safety Convictions

Prosecutions

On 1 December 2020, Fire Safety Officers inspected the Morvern Care Centre, Thornton-Cleveleys. The fire safety breaches posed a serious threat to the life and safety of all residents and staff, resulting in the issue of a Prohibition Notice.

At the time of the inspection, the home was occupied by forty-five elderly and vulnerable residents, as well as the staff. Over the following two weeks, a co-ordinated multi-agency approach was followed to relocate the residents into other available care facilities.

On the 15 October 2024 Fylde Fire Systems Limited pleaded guilty to three offences under the Regulatory Reform (Fire Safety) Order 2005 (FSO), those being:

- Failure to ensure the premises were equipped with appropriate fire detectors and alarms. Article 13(1)(a) FSO.
- Failure to safeguard the safety of relevant persons by ensuring that any facilities, equipment and devices provided in respect of the premises were subject to a suitable system of maintenance and were maintained in an efficient state and in an efficient working order. Article 17(1) FSO.
- Failure to co-operate with other responsible persons, so far as was necessary to enable compliance with the requirements placed upon them. Article 22(1)(a) FSO.

On Wednesday 7 May 2025, sentencing took place at Blackburn Magistrates Court, where Fylde Fire Systems Limited were sentenced and received the following sanctions:

- A fine of £30,000, and a £2,000 victim surcharge.
- Ordered to pay £18,725 in costs to Lancashire Fire and Rescue Service.

The sentencing outcome has been appealed by Fylde Fire Systems Ltd.

Four other cases currently sit within the court system.

A further defendant in the Morvern Care Centre prosecution is due for pre-trial hearing on the 6 of June 2025 at Preston Crown Court. A trial date has been set for the 28 July 2025.

On the 19 May 2025 two responsible persons of a residential block of flats in Preston pleaded guilty to breaches of the FSO. Sentencing is set for the 26 June 2025 at Preston Crown Court.

On the 22 May the responsible person of a commercial car parts/garage premises in Blackburn pleaded guilty to breaches of the FSO. Sentencing is set for the 26 June 2025 at Preston Crown Court.

The responsible person for two Houses in Multiple Occupation in Bacup and Darwen has been summoned to appear at Preston Magistrates Court on the 18 June 2025.

Prosecution case progress

Protection teams continue to investigate and build case files in relation to 16 other premises where offences are believed to have been committed under the Regulatory Reform (Fire Safety) Order 2005, which include the following:

- Care and Nursing Home x 1
- House in Multiple Occupation x 3
- Residential Flats x 1
- Mixed commercial and Residential x 6
- Commercial but not residential (Used for sleeping) x 1
- Nightclub x 1
- Health care setting x 1
- Hotel x 1
- Supported Living x 1

Arson Risk Reduction

R v Alan FURGUSON

Address - Harcourt Road, Blackpool

Date and Time of Call – 14/03/2025 12:11

This incident involved a deliberate fire in the kitchen of a two storey mid-terrace house which caused severe damage by fire to DIY equipment placed on top of a gas hob and moderate damage by smoke to the kitchen.

The occupier admitted starting the fire deliberately and the Police issued a simple caution.

R v Robert KAVANAGH

Address – Woodfield Road, Blackpool

Date and Time of Call – 05/01/2024 17:34

This incident involved a deliberate fire in a second floor room of a 3-storey hotel. Evidence indicated that there were two seats of fire, one within the room and one on a flat roof directly underneath the room window. The fire caused severe damage to bedding and a small area of carpet by fire and slight damage by smoke to the room and corridor.

The defendant was sentenced to 2 years and 2 months in prison.

There are a further 18 live cases ongoing through the Criminal Justice System that the service is continuing to progress.

Business risk

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

Sustainability or Environmental Impact

None.

Equality and Diversity Implications

None.

Data Protection (GDPR)

Will the proposal(s) involve the processing of personal data?
No.

HR implications

None.

Financial implications

None.

Legal implications

Failure of Responsible Persons to meet new legislative requirements placed upon them, may result in LFRS undertaking additional prosecution cases in future.

Local Government (Access to Information) Act 1985

List of background papers

Paper:

Date:

Contact:

Reason for inclusion in Part 2 if appropriate: Insert Exemption Clause

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Lancashire Combined Fire Authority

Meeting to be held on 23 June 2025

Operational Incidents Of Interest

Contact for further information – Assistant Chief Fire Officer (ACFO) Samantha Pink
Tel: 01772 866802

Executive Summary

This report provides Members with information relating to operational incidents of interest since the last report to the Authority.

Recommendation(s)

The Authority is asked to note the report.

Information

This report provides Members with information relating to operational incidents of interest. This has been a busy operational period, therefore the report details only the larger deployments or more complex incidents attended. As a result, some incidents that Members have been made aware of locally, may not form part of the report.

The following summarises the incidents with further detail provided within the body of the paper:

- Major Incident involving electrical substation in Padiham (11/4/25)
- Wildfire in Darwen (12/4/25)
- Wildfire in Chorley (12/4/25)
- Domestic property fire in Ormskirk (14/4/25)
- Road Traffic Collision in Lancaster (20/4/25)
- Commercial building fire in Clitheroe (22/4/25)
- Commercial fire in Preesall (9/5/25)
- Commercial fire in Blackburn (10/5/25)
- Commercial fire in Longridge (14/5/25)
- Commercial fire in Fulwood (16/5/25)
- Wildfire in Burnley (17/5/25)

LFRS station area:	P92 Padiham
Date:	11 April 2025
Time:	11:02

On 11 April 2025 at 11:02 hours two fire engines from Padiham and Burnley, the Aerial Ladder Platform from Hyndburn, Command Unit and support pump from Fulwood and drone attended Meadway, Padiham. The incident involved a fire in an electrical substation. The Incident was declared a Major Incident due to the scale of the electrical outage. Firefighters used respiratory protection and main jets to prevent fire spread and worked with partner agencies to resolve the incident and restore power to the affected communities the Fire Service were in attendance for approximately 8 hours.

LFRS station area:	E76 Darwen
Date:	12 April 2025
Time:	16:34

At 16:34 hours on 12 April 2025, eight fire engines from Lancashire and Greater Manchester Fire and Rescue Services were mobilised to a fire at Longworth Road, Belmont, Bolton. The Command Unit from Fulwood and Wildfire units from Bolton North and Rawtenstall also attended. Crews used light portable pumps, beaters, and drones during the incident which involved two seats of fire on moorland. Fire crews were in attendance for approximately four and a half hours. Crews used light portable pumps to draw water from nearby sources, beaters to manually extinguish flames, and drones to survey the area and identify hotspots. This approach helped to control and extinguish the two seats of fire on the moorland.

LFRS station area:	S54 Chorley
Date:	12 April 2025
Time:	15:33

At 15:33 hours on 12 April 2025 six fire engines from Lancashire Fire and Rescue Service attended a moorland fire on White Coppice, Heapey. Firefighters used beaters, aqua leaders and blowers to extinguish the fire. Crews remained in attendance extinguishing and damping down for several hours.

LFRS station area:	S51 Ormskirk
Date:	14 April 2025
Time:	07:20

At 07:20 hours on 14 April 2025, eight fire engines, one aerial appliance, and the drone attended a fire involving two domestic properties plus garages on Priory Close in Burscough. Eight firefighters wore breathing apparatus and used multiple main jets to extinguish. Crews remained in attendance for thirteen hours.

LFRS station area:	N11 Lancaster
Date:	20 April 2025
Time:	12:20

At 12:20 hours on 20 April 2025, six fire engines from Lancashire Fire and Rescue Service attended a road traffic collision involving one vehicle on the M6 southbound motorway between junctions thirty-three and thirty-four. Fire service personnel extricated two casualties from the vehicle using battery-operated cutters and spreaders, small tools, and a long board. Sadly, there was one fatality at this incident. Crews were detained for two hours.

LFRS station area:	E91 Clitheroe
Date:	22 April 2025
Time:	15:03

At 15:03 hours on 22 April 2025, five fire engines from Burnley, Clitheroe, Padiham, Nelson and Colne, with an Aerial Ladder Platform from Hyndburn, attended a fire involving a commercial building on Barley Lane, Barley, Clitheroe. The fire was in a

public house approximately 17 meters by 18 meters in size, consisting of two floors. Firefighters extinguished the fire using three hose reels, four breathing apparatus units, cutting away tools, a light portable pump, one jet and two thermal imaging cameras. Two casualties suffered the effects of smoke inhalation. Crews remained in attendance for over 18 hours.

LFRS station area:	W33 Preesall
Date:	9 May 2025
Time:	12:36

At 12:36 hours on 9 May 2025, a call was received for a farm building attached to a house on Lancaster Road in Out Rawcliffe. Fire control obtained video footage and upon reviewing it, they immediately increased the response from three to eight fire engines and added an aerial appliance. In total, ten fire engines, two Large Animal Rescue units, an Aerial Ladder Platform, Command Unit, Water Bowser, drone and High-Volume Pump all with supporting fire engines from Lancashire Fire and Rescue Service attended. Firefighters extinguished the fire using four breathing apparatus, four jets and an aerial ladder platform. Five casualties suffering from smoke inhalation were assessed by North West Ambulance Service and declined any hospital treatment. Fire crews supported a multi-agency response for over 2 days. Unfortunately, the incident resulted in the fatality of over 2500 pigs.

LFRS station area:	E71 Blackburn
Date:	10 May 2025
Time:	22:35

At 22:35 on Saturday 10 May 2025, six fire engines and specialist appliances, including a drone and water bowser, from Lancashire Fire and Rescue Service responded to a commercial fire on Northcote Road in Langho. Fire crews used two breathing apparatus and three main jets to extinguish the fire in an agricultural outbuilding. Two casualties were treated for smoke inhalation by North West Ambulance Service. Crews remained on scene for several hours.

LFRS station area:	E59 Longridge
Date:	14 May 2025
Time:	14:34

At 14:34 hours on 14 May 2025, eight fire engines, a water bowser, a robot, an Aerial Ladder Platform, a Command Unit, a drone, and supporting vehicles responded to an incident on Alston Lane in Longridge. The fire affected three agricultural buildings. Firefighters used breathing apparatus, four jets, thermal imaging cameras, and ground monitors during the response. Five casualties were treated by ambulance crews, and firefighters administered oxygen to six calves rescued from the building. Fire crews remained on scene for approximately ten hours.

LFRS station area:	C52 Fulwood
Date:	16 May 2025
Time:	17:04

On 16 May 2025 at 17:04 hours, ten fire engines from Lancashire Fire and Rescue Service along with several specialist appliances responded to an incident on Blackleach Lane, Preston. The fire occurred at a commercial agricultural premises, resulting in five casualties suffering from smoke inhalation. The fire service utilised four breathing apparatus units, four jets, and two hose reels to extinguish the fire. Fire crews remained on site for 18 hours.

LFRS station area:	P90 Burnley
Date:	17 May 2025
Time:	16:42

On 17 May 2025 at 16:42 hours, five fire engines from Hyndburn, Blackburn, Nelson, and Burnley responded to a fire affecting 2,000 square metres of grassland and woodland on Manchester Road in Burnley. Firefighters used two hose reels, one main jet, and a light portable pump to extinguish the fire. The crews remained on site for three hours.

Business risk

None.

Sustainability or Environmental Impact

Potential impact on local environment in relation to operational incidents. Significant incidents benefit from the attendance of specialist water towers and the hazardous materials unit both of which have positive impacts on firefighting operations and reduce environmental impacts.

Equality and Diversity Implications

None.

Data Protection (GDPR)

Will the proposal(s) involve the processing of personal data? No

If the answer is yes, please contact a member of the Democratic Services Team to assist with the appropriate exemption clause for confidential consideration under part 2 of the agenda.

HR implications

None.

Financial implications

None.

Legal implications

None.

Local Government (Access to Information) Act 1985

List of background papers

Paper:

Date:

Contact:

Reason for inclusion in Part 2 if appropriate: Insert Exemption Clause

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