



# Minutes

## Community Safety Committee

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Date: 25 October 2019

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

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Present: Councillor G Almas (in the chair), M Akhtar, S Benton, P Harrand (as substitute for Councillor R Hunt), D Hall, D Jenkins, M Pervaiz, M Pollard, K Renshaw, F Shaheen (as substitute for Councillor T Austin) and A Tait

In Attendance: None

Apologies: Councillors T Austin and R Hunt

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### 10 Chair's announcements

The Chair took the opportunity to welcome Councillor David Hall to the meeting as this was his first Fire Authority meeting since being appointed on 1 October 2019.

### 11 Minutes of the last meeting

#### RESOLVED

That the Minutes of the last meeting held on 12 July 2019 be signed by the Chair as a correct record.

### 12 Matters arising

None.

### 13 Urgent items

None.

## **14 Admission of the public**

There were not items which required the exclusion of the public and press.

## **15 Declarations of interest**

There were no declarations of disclosable pecuniary interest made in any matter under consideration at the meeting.

## **16 Bonfire Plan 2019**

Members were provided with a verbal update on the Bonfire Plan for 2019.

It was reported that work on bonfire planning had commenced over the mid-summer period with the assistance of West Yorkshire Police, local district councils and other community / voluntary partners.

The planning revolved around the following issues;

- Protection – safe and regulated sale of fireworks (ca. 40 new applications in 2019)
- Prevention – local prevention plans at community level lead by the District and Station Commanders, focussed on multi-agency working and advice in schools, litter clearance and bonfire management advice
- Response – an enhanced planned response had been put in place both over, and immediately prior, to the Bonfire period, increased deployment of fire cars and additional resources
- Conflict management – staff training to minimise the potential for attack, enhanced police reporting systems, increased media presence and social media messaging

The following specific issues were raised;

- Fly tipping / environmental audits
- Additional police units on patrol
- Community events and organised bonfires
- Commitment to share RSPCA messages relating to bonfire safety and animals

### **RESOLVED**

- a) That the report be noted; and
- b) That an update report be submitted to the December 2019 meeting of the Full Authority.

## **17 District Action Plans 2019 – 20 – six monthly update**

The Director of Service Delivery and Deputy Chief Fire Officer submitted a report which updated Members on the District Action Plans 2019 – 20.

Members sought further clarification on the following issues;

- Methods for partnership (eg. NHS) and self-referrals for projects and interventions aimed at decreasing risk and improving health and wellbeing
- Action on hoarding
- Enhanced foam training at Teesside airport
- Management and monitoring of waste sites

## **RESOLVED**

That the report be noted.

## **18 Quality of Service surveys 2018 – 19**

Members received an annual report of the Chief Legal and Governance Officer which advised of the feedback received with regard to service delivery during 2018 – 19 in respect of the following;

- After the Incident (quality of service survey) - 98% satisfaction from both domestic properties and from commercial premises
- Home Fire Safety checks (subsequently replaced by Safe and Well visits) – 99% satisfaction
- School Fire Safety visits – 100% satisfaction

In response to concerns about the relevance of all the information in the survey documents, Members were advised that the current reporting system was used to some extent in other Brigades and that alternative methods of recording / reporting quality of service would be assessed in terms of their viability for use by this Authority.

## **RESOLVED**

That the report be noted.

## **19 Youth Interventions team - annual report**

The Director of Service Delivery and Deputy Chief Fire Officer submitted a report which detailed the progress made and work undertaken by the Youth Interventions Team during the 2018 – 19 academic year.

It was reported that the portfolio of interventions had expanded during the course of the year to include the successful delivery of the Prince's Trust team programme targeted at young people aged 16 – 25 years who were not in education, employment or training (NEETs).

Interventions had been delivered to 1,050 young people during the year, including 119 high risk firesetters and the team continued to collaborate with other partners in the delivery of personal and employability programmes.

Detail of the progress made against the priorities for the 2018 – 19 year were included in the report now submitted and Members were advised of the priorities that had been set for the current academic year as follows;

- continued development of a specialist team through targeted training programmes
- continued expansion of the Prince's Trust programme delivery
- maintain quality of service delivery

- completion of the office move with minimal impact on service delivery

It was further noted that, as the team developed, there was increasing reliance on securing external funding and, therefore, the team was becoming less able to tackle its dependency on a cost recovery model.

Further information was sought by Members on the following;

- firesetter referrals and categorisation, and
- targeted audiences (including looked after children)

## **RESOLVED**

That the report be noted.

## **20 Performance against PMI (performance monitoring indicators) targets 2019 – 20**

Members considered a report of the Director of Service Delivery and Deputy Chief Fire Officer which advised of performance against the 2019 – 20 performance outcome targets. Updated data was circulated at the meeting for Members' consideration.

It was reported that current mid-year projections had indicated that performance was set to meet or exceed target for the following incident types;

- arson (32% reduction to date)
- dwelling fires (on target to achieve the lowest incidence rate since the introduction of the new recording system)
- false alarms
- fire-related injuries
- malicious false alarms

Members were advised of the areas that were projected not to be within target at the year end and explanations for each was given to the Committee;

- non-domestic building fires, and
- total activity (current mid-year figures indicate a 17% reduction on 2018 – 19 results)
- actual rescues (detailed breakdown of figures would be available through the District Commanders), and
- road traffic collisions (including reference to concerns about Smart motorways)

## **RESOLVED**

- a) That the report be noted; and
- b) That a presentation be made at the next subsequent meeting of the Community Safety Committee on the Incident Reporting System (IRS).

## **21 Service Delivery - Spotlight On case studies**

The Director of Service Delivery and Deputy Chief Fire Officer submitted a report which provided examples of the following areas of work which were being undertaken to meet the needs of the communities of West Yorkshire in the delivery of prevention, protection and response activity;

- Moortown Social Isolation project
- North Byland Day of Action
- Isolated homes and impassable roads

### **RESOLVED**

That the report be noted.

## **22 Community Engagement Strategy**

Consideration was given to a report of the Director of Service Delivery and Deputy Chief Fire Officer which sought approval for the introduction of a Community Engagement Strategy.

It was reported that the Strategy set out how community engagement would be delivered with a view to achieving the goals and priorities of the service, to whom it would be delivered and how it would be monitored. Members were advised that it was also proposed to develop guidance for members of staff to successfully deliver the strategy.

### **RESOLVED**

That approval be given to the introduction of the Community Engagement Strategy as detailed in the report now submitted.

Chair

**DRAFT**

**EXCLUSION OF THE PUBLIC - SECTION 100A LOCAL GOVERNMENT ACT 1972**

**RESOLVED :** That the public be excluded from the meeting during the item of business specified below as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this time, there would be disclosure to them of exempt information of the description respectively specified.

<b>AGENDA ITEM NO.</b>	<b>TITLE OF REPORT</b>	<b>MINUTE NUMBER (to be added)</b>	<b>Description of exempt information by reference to the paragraph number in Schedule 12a of the Local Government Act 1972</b>
None			

**Disclosure of Disclosable Pecuniary Interests (DPI's)**

- 1 Members present at the meeting who are aware that they have a DPI in a matter being considered must disclose the details of that DPI to the meeting unless it is already recorded on the Authority Members DPI Register.
- 2 Any Member with a DPI may not participate in any discussion or vote and under Authority Standing Orders is required to leave the meeting during any discussion or vote unless they have been granted a dispensation from exclusion from the meeting by the Executive Committee or in certain circumstances by the Monitoring Officer before any consideration of the item by the committee starts.

**Footnote:**

- (1) Members are referred to the Authority Constitution and to the provisions of sections 30-34 of the Localism Act 2011 and to the statutory regulations made thereunder which define the meaning of a DPI.
- (2) Members are reminded of the potential criminal sanctions and disqualification provisions under Section 34 of the Act applicable to breaches of disclosure and non- participation requirements.
- (3) A Member with a sensitive DPI need not disclose the details of that interest with the Monitoring Officers agreement but must still disclose the existence of a DPI and must withdraw from the meeting.

*Application for dispensation to vote*

*Attached is a blank "application for dispensation" form which Members of the Committee may use to seek the grant of an individual dispensation on any item on the agenda.*

*Where possible, the completed form should be returned to the Monitoring Officer in advance of the meeting so that he can consider whether a dispensation should be granted. Block dispensations affecting a significant number of Members will be referred to the Executive Committee for approval, if time permits.*

West Yorkshire Fire and Rescue Authority

Sections 31 and 33 Localism Act 2011

## **Member Participation & Voting Dispensation Request**

### **Section for completion by Member**

Name of Member:

Correspondence/ email address:

Dispensation applied for: (1) Participation (2) Voting (3) Both

Details of Meeting/agenda Item:

Full details of why you are applying for a dispensation:

Signed:

Dated:

Please send your application to the Monitoring Officer at Fire & Rescue Service  
Headquarters Birkenshaw BD11 2DY – [Michael.barnes@westyorksfire.gov.uk](mailto:Michael.barnes@westyorksfire.gov.uk)

### **Section for completion by Monitoring Officer:**

No in Register:

Received on:

Granted/ Refused

Reasons for refusal / Statutory Grounds relied upon for grant:



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# Primary Authority Charging - VAT

## Community Safety Committee

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Date: 24 January 2020

Agenda Item:

6

Submitted By: Chief Finance & Procurement Officer

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- Purpose** To provide Members with an update on the appropriate charging mechanism in respect of Value Added Tax (VAT) for the Primary Authority Scheme.
- Recommendations** That Members of the Community Safety Committee note the report and the actions to be taken.
- Summary** The Primary Authority Scheme should be exempt from the charging of VAT to those participating within the scheme. The historic charges of VAT will therefore be retrospectively corrected for and in future invoicing arrangements it will be an exempt supply.

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Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: James Buttery (Senior Finance Manager)  
E: [james.buttery@westyorkshire.gov.uk](mailto:james.buttery@westyorkshire.gov.uk)  
T: 01264 655759

Background papers open to inspection: None

Annexes: None

## **1 Introduction**

- 1.1 The Authority operates a Primary Authority Scheme (PAS). The PAS is a statutory scheme which came in to effect on 1 October 2008. Following amendments in 2017 it now allows for any business to form a legally recognised partnership with a single local authority in relation to regulatory compliance. This local authority is then known as its 'primary authority'.
- 1.2 Primary authorities play a valuable role in leading and shaping the regulation of businesses that partner with them. In doing so, they deliver benefits for the regulatory system as a whole, for the businesses they partner with, and for those that the regulations are designed to protect, consumers, workers and the environment.
- 1.3 As an Authority within a PAS partnership we are responsible for providing fire safety advice to our partners - that advice can then be adopted by the partner across all their sites in England and Wales and all other Fire and Rescue Authorities are statutory bound to accept this advice.
- 1.4 This provides the partner with a consistent approach enabling them to be confident in their safety arrangements. This is all achieved by issuing what is now known as "Primary Authority Advice" and potentially issuing inspection plans. However, these inspection plans will only be utilised once a partnership is fully embedded.

## **2 Information**

- 2.1 Any partner that takes part within the West Yorkshire Fire and Rescue PAS is invoiced. Since the inception of the scheme all partners have been invoiced inclusive of VAT at the appropriate full-rate of VAT as part of goods or services rates.
- 2.2 However, there has since been further guidance issued in respect of PAS schemes by Her Majesty's Revenues and Customs (HMRC) that noted that the provision of such services should be exempt from the charging of VAT. Since then WYFRS has sought further clarification from HMRC in respect of the schemes.
- 2.3 It has been concluded that WYFRS should not have levied any VAT against any of the participants within the PAS scheme. The total amount of VAT charged over the period in question was £27,411.42.
- 2.4 In total, 24 different suppliers incurred a VAT charge when there should not have been. Many of these partners are large national businesses and would have computed their own VAT returns to HMRC inclusive of the VAT levied to them by WYFRS. In the context of the individual businesses, the error it is thought would not have had a material impact on any cashflows as from the date on the schemes inception to the last date where VAT had been charged the largest VAT charged was £3,715.40, whilst the smallest amount was £72.89.
- 2.5 Since WYFRS confirmed in early 2019 that VAT should not have been levied it was no longer added to any services invoiced.
- 2.6 It is the intention to get in touch with each of the partners involved to provide them with a full refund for the amount of VAT they have previously been charged.

### **3 Financial Implications**

- 3.1 There are no financial implications in terms of the in-year revenue position within Fire Protections Income forecast as this is a VAT position which is held within the Balance Sheet of the Authority.

### **4 Legal Implications**

- 4.1 The Chief Legal & Governance Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by members for legal advice made at the meeting.

### **5 Human Resource and Diversity Implications**

- 5.1 There are no Human Resource and Diversity Implications to be considered within this report.

### **6 Health, Safety and Wellbeing Implications**

- 6.1 There are no Health, Safety and Wellbeing Implications to be considered within this report.

### **7 Environmental Implications**

- 7.1 There are no Environmental Implications to be considered within this report.

### **8 Your Fire and Rescue Service Priorities**

- 8.1 This report does not impact on any service priorities.

### **9 Conclusions**

- 9.1 The Finance section of WYFRS will arrange for the partner agencies who have previously been charged VAT when the position on such schemes should have been exempt to be refunded. In total this will amount to £27,411.42.



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# Wildfire Review

## Community Safety Committee

Date: 24 January 2020

Agenda Item:

7

Submitted By: Director of Service Delivery

**Purpose** To update Members on the Wildfire review being undertaken within West Yorkshire Fire and Rescue Service (WYFRS).

**Recommendations** That the report be noted.

**Summary** Members were updated on the Easter 2019 moorland fires at the Community Safety Committee meeting in July 2019. That paper detailed the extent of the fires in Ilkley and at Marsden and our efforts, supported by colleagues from across the country, to deal with them. There have been numerous debriefs both internally, with other Fire and Rescue Services that supported us, and also with local authorities, land owners, mountain rescue teams and the helicopter crew who all came together to deal with these incidents. In addition to this we have also commissioned an independent review of the events of those days. Finally, we have revisited the learning that has come out of the wildfires from 2018 on Saddleworth and Winter Hill, Lancashire.

This paper details to Members the learning that has come out of all this work and presents an action plan that details the steps we will take to address these areas of development.

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Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: AM Jim Butters – 01274 655783  
E: jim.butters@westyorksfire.gov.uk

Background papers open to inspection: Community Safety Committee - Moorland Fires – July 2019

Annexes: Annex 1 – ARGO all terrain equipment information  
Annex 2 – Burns team information

## **1 Introduction**

- 1.1 West Yorkshire Fire and Rescue service (WYFRS) experienced an increase in wildfire incidents across the county in 2019. These incidents tested the capabilities of WYFRS in managing and dealing with wildfire incidents. The service gained a greater understanding of the impacts associated with wildfires from the following reports:
- Organisational Learning Investigation Report.
  - Structured Debrief Reports (WYFRS)
  - NFCC Wildfire Lead Steve Gibson
  - Significant Injury Report (Greater Manchester Fire and Rescue Service)
  - Significant Incident Report Winter Hill 2018 (Lancashire Fire and Rescue Service)
- 1.2 This led to senior management commissioning a review of all aspects of wildfire across the service

## **2 Background**

- 2.1 West Yorkshire experienced moorland fires earlier than expected in 2019 with incidents attended in February. This continued throughout the year and had a major impact on WYFRS resources and caused significant damage to both the environment and wildlife on the moors.
- 2.2 The April bank holiday weekend saw WYFRS attend simultaneous major incidents at Marsden and Ilkley Moor.
- 2.3 The fire on Marsden Moor started on Sunday 21 April and burned for three days, during which time the fire spread over three square miles of moorland. The financial impact on WYFRS over this weekend was an extra £45,000 due to requiring further firefighting resources and loss of equipment. The cost to the Natural Trust in regenerating the moorland is estimated to be £500,000.
- 2.4 During Monday 22 April crews were dealing with challenging firefighting due to the hot weather, distances to the fire front and the severity of the conditions. The continuing change in fire behaviour required three emergency evacuations throughout the day, one of these leading to a firefighter receiving serious burns to the head.
- 2.5 The service had also committed 15 appliances at Ilkley moor placing a large stretch on resources across West Yorkshire. These incidents highlighted a number of issues such as crew personal protective equipment for dealing with wildfires, equipment and continued exposure to moorland fires.

## **3. Information**

- 3.1 The high activity within the service underlined the need to undertake a review of the wildfire capability within WYFRS. The Operational Learning team organised a number of multi partner debriefs and provided all submissions from operational crews relating to wildfire, silent witness footage and reports from other services.
- 3.2 These debriefs and reports highlighted areas of good practice and shared learning. However, there were areas for improvement and some topics that were repeated from different sources such as:

- Wildfire training for all personnel
- Implementation of LACES (Lookouts, Anchor Points, Communications, Escape Routes, Safety Zones)
- Specific PPE for Wildfire stations
- Structural PPE not practical for dealing with wildfire incidents.
- Command & Control
- Mobile communication
- Training and understanding around the use of helicopters.
- Issues around reliefs and welfare for personnel
- Lack of prediction in weather and wildfire risks.
- Equipment for dealing with extreme wildfire behaviour.
- Appropriate resource allocation for large incidents
- Multi agency and partner's familiarisation training.
- Insufficient dedicated wildfire capability.

3.3 The areas highlighted the need to further enhance the knowledge, equipment and training of wildfire within WYFRS.

#### 4. Recommendations

4.1 The following table details the specific areas that have come to light as a result of the review of this year's moorland fires.

Priority Levels (High) – (Medium) – (Low)

Action Number	Recommendations	Action Required	Department	Target Date
1	Wildfire Training for operational personnel.	E-Learning package under review and areas of concern	Multimedia / Wildfire review Team.	Feb 2020
	Provide a two day Wildfire Course to Todmorden, Keighley, Holmfirth, Skelmanthorpe. Steve Gibson Lead wildfire expert for the NFCC has offered to provide this training in-conjunction with Northumberland FRS	sectorisation and reliable water sources submitted to multi media  Review the course content and secure budget.	Wildfire review Team.  SOT	March 2020
2	Issue personal wildfire PPE for all wildfire stations. Support none wildfire crews with centrally held provision that can be mobilised to incident when required.	Identify options for specific PPE	Ops Equipment Wildfire Review Team	April 2020
3	Investigate the capabilities and requirements of creating a 'burns team' within WYFRS.	Visit GMC & Lancashire	Wildfire Review Team	Dec 2020 (See appendix 2)

4	Review equipment carried on Wildfire Units and frontline appliances for dealing with wildfire incidents.	Undertake testing of capabilities during exercises.	Wildfire Review Team Ops Equipment Transport	Nov 2020
5	Increase the number of Argocat's and drivers within WYFRS for resilience purposes.	Interim train Keighley crew to support the Todmorden Argocat	SC Dale Gardiner	June 2020 (See appendix 1)
6	Increase the number of Wildfire Officer Roles within WYFRS	Train further SC or WC-CLM in the role of Wildfire Officers	Training Course provided by Northumberland FRS	Course dates to be confirmed
7	Increase the knowledge and understanding of designated stations within areas of wildfire risk. <ul style="list-style-type: none"> <li>• Meltham</li> <li>• Slaithwaite</li> <li>• Mytholmroyd</li> <li>• Ilkley</li> </ul>	Training and knowledge of specific stations. Review need for more wildfire equipment at these stations	SOT Ops Equipment Transport Wildfire Review Team	June 2020
8	Identify different types of moorland vehicles to increase capabilities on the moors	Review the current capabilities and equipment within WYFRS.	SOT Ops Equipment Driver Training Transport Wildfire Review Team	Dec 2020
9	All wildfire station personnel attend either the Peak District Fire Operations Group (FOG) or Northumberland FRS for wildfire training.  FOG is delivered by mutual partners in highlighting various areas in relation to wildfire. The Northumberland FRS training courses are specifically steered toward firefighting and tactical planning.	Review the quality of the FOG & Northumberland training packages  Identify refresher training frequency and attendees for these courses.	SOT GM Training SM Gardiner	June 2020
10	Issue the Fire Severity Index to all station when the risk is Medium to High	Enables station to be more aware and carryout reduction work around moorland	SOT Control	Feb 2020

11	Communications over large distances.	Review the ability to work alongside Moorland Rescue to support communications over large distances to support the Incident commander and working sectors	SOT Wildfire review Team.	May 2020
12	PPE Support Vehicle	Scope out the ability to carry wildfire PPE in a vehicle that can support none wildfire crews with PPE for dealing with wildfire incidents. This also has scope for utilisation of been able to carry structural fire kit for other types of incidents.	Transport SOT	June 2020

## 5 Financial Implications

- 5.1 Financial investment will be required for some of these recommendations. The identification of new PPE, equipment and training providers will require business cases to be submitted once the review is completed.

## 6 Legal Implications

- 6.1 The Chief Legal & Governance Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by members for legal advice made at the meeting.

## 7 Human Resource and Diversity Implications

- 7.1 No equality implications identified as a result of this report.

## 8 Health, Safety and Wellbeing Implications

- 8.1 Workplace health and safety is the responsibility of the Authority. It is believed that these recommendations will improve the response to wildfire incidents within West Yorkshire.
- 8.2 Therefore, improving the Health and Safety of the community and staff at the respective wild stations and all fire stations throughout West Yorkshire.

## **9 Environmental Implications**

- CO2 reductions
- Support climate change outcomes.

## **10 Your Fire and Rescue Service Priorities**

10.1 This review supports the organisational level objectives and priorities listed in the 2019-22 Your Fire & Rescue (IRMP) doc:

- Continue to keep our firefighters safe.
- Work smarter throughout the service.
- Make better use of technology and innovate where possible

## **11 Conclusions**

11.1 It has been recognised that the designated wildfire stations have taken ownership of the wildfire capability. However, there are additional areas that are needed to further enhance the knowledge, understanding and capabilities of wildfire within WYFRS. If approval is given to the recommendations within this evaluation the wildfire steering group led by Station Commander Dale Gardiner will take on the responsibility to drive the wildfire agenda forward.



The ARGO 8x8 700HD is an all-terrain vehicle utilised at moorland incidents. This vehicle was provided for use by WYFRS through the South Pennines Fire Operations Group.

The ARGO has the ability to cross rough terrain and carries a fire fog unit and its own water supply. It is an eight-wheel drive vehicle with a skid steering system, it carries two operators and the fire fog system. This system can be removed allowing six personnel to be carried. It is a non-road going vehicle and as such is supplied to the fire ground on a trailer.

The vehicle is based at Todmorden fire station and all personnel are qualified to drive the vehicle.

## **Burns Teams**

Although the use of fire can be perceived to be a higher risk strategy, in reality if its application is carried out by well trained personnel and the operation is managed correctly, it can be used with confidence.

A number of fire services across the country have developed burns teams in recent years South Wales, Northumberland and Lancashire. These services have risk assessments, policies, procedures in place and only those personnel who have obtained appropriate training and have the relevant experience are allowed to apply this suppression method operationally.

A burns team provides a means to combat the spread of fire when other tactics are likely to be ineffective or dangerous. If used properly it is a safe, effective and a very efficient suppression method.

The Burns teams consist of the following:

### **A Burn Supervisor**

The burn supervisor carries out a specialist role. They have the responsibility to risk assess, plan and manage the operation. They must ensure that the burn is only carried out if it can be achieved safely.

### **Burners**

Operational burn crews would normally include 1-3 burners. These are specialists with the knowledge and skills to be able to burn out the fuel in accordance with the burn supervisor's instructions.

The creation of a burns team within West Yorkshire would require significant investment in the training of the team and would also need to include training of a number of wildfire officers to oversee this capability.



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# Spotlight On Case Studies

## Community Safety Committee

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Date: 24 January 2020

Agenda Item:

8

Submitted By: Director of Service Delivery

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<b>Purpose</b>	To provide Members with examples of how the service meets the needs of vulnerable members of the community in its service delivery functions of prevention, protection and response.
<b>Recommendations</b>	That Members of Community Safety Committee note the contents of this report.
<b>Summary</b>	The 'Spotlight On' case studies highlight examples of the excellent work that is being delivered across the communities of West Yorkshire.

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Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Chris Kirby, Area Manager Service Delivery

Background papers open to inspection: None

Annexes: Case Studies

## **1 Introduction**

- 1.1 West Yorkshire Fire and Rescue Service (WYFRS) is committed to meeting the needs of West Yorkshire's diverse communities. Members are aware that we direct our resources particularly towards the most vulnerable groups and individuals who are most at risk because of their lifestyles, behaviours or the way their protected characteristics, such as race, or religion or belief, influence their day-to-day life.
- 1.2 The Spotlight On case studies allow the service to demonstrate to Members of the Community Safety Committee how we often go above and beyond in order to provide an excellent service to the people of West Yorkshire and keep vulnerable people safe.

## **2 Information**

- 2.1 The cases attached to this report demonstrate how our staff are working across districts in order to reduce risk and deliver an excellent service targeting those most vulnerable.

## **3 Financial Implications**

- 3.1 There are no financial implications arising from this report.

## **4 Legal Implications**

- 4.1 The Chief Legal & Governance Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by members for legal advice made at the meeting.

## **5 Human Resource and Diversity Implications**

- 5.1 The Spotlight On case studies illustrate how the service meets the needs of our communities with a focus on those who are more vulnerable.

## **6 Health, Safety and Wellbeing Implications**

- 6.1 The activities described aim to improve the health and safety of target groups across the respective districts. All such initiatives will have a focus around our key service priorities.

## **7 Environmental Implications**

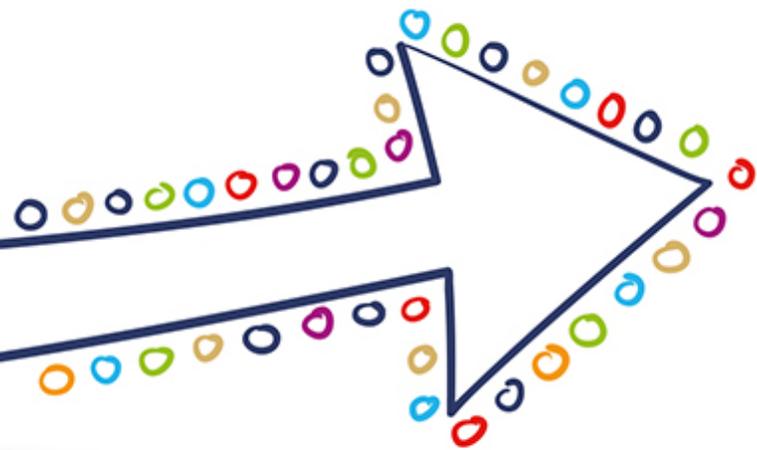
- 7.1 There are no environmental implications arising from this report.

## **8 Your Fire and Rescue Service Priorities**

- 8.1 The work that is highlighted within the attached case studies demonstrates how we are supporting the delivery of the following service priorities:
- Reduce risks to the communities of West Yorkshire

## **9 Conclusions**

- 9.1 Members are requested to note the contents of the report and attached Spotlight On case studies.



# Spotlight on...

## the emollient project



### ▶ What was the need, how was it identified?

Emollients are widely used in the UK to treat skin conditions and are safe to use but when they dry onto fabrics - such as bedding, dressings or clothing - and an ignition source is introduced, the fabric becomes flammable, burning faster and hotter than uncontaminated fabrics.

Following 3 fire fatalities in West Yorkshire, where smoking and the use of emollient products were found to be linked to the ignition and development of the fire, concerns were raised by HM Coroner, bereaved relatives and some members of WYFRS staff about the lack of

- public awareness about the potential fire risks
- adequate warnings on emollient products and packaging
- communication between the health professionals who prescribe, dispense and apply emollients and their patients
- understanding and misinterpretation of the risk by many health professionals who believed the emollient itself was flammable

The NHS and fire and rescue services had previously understood that the potential fire risk only applied to emollient products containing higher levels of

paraffin but following one of the West Yorkshire fatalities, our fire investigation team carried out some burn tests using products with differing paraffin level content and discovered that emollients with lower levels of paraffin are also highly flammable (when dried into fabric).

Subsequent testing by forensic scientists at Anglia Ruskin University in Cambridge has found that even paraffin-free emollient products such as those containing wheatgerm or oils are also flammable.

Additionally, BBC 5 Live had put in a Freedom of Information request to all fire and rescue services in the UK and learnt that 37 deaths over the previous 10 years had also been linked nationally to the use of emollients.

Our challenge, therefore, was to raise general awareness to the public, pharmacists and other health and care professionals about the potential fire hazards of using these products without demonising the safe use of them. We also decided to lobby Government for a regulatory change to packaging labelling and the NHS, for a change in patient safety information and system alerts. Finally, we wanted to share our learning and best practice with other fire and rescue services.

*Collaboration of the Year at the Excellence in Fire and Emergency Awards 2019*

## ➔ What did we do?

In October 2017 we set up a small WYFRS project team.

We met with relatives and identified objectives that we felt could be realistically achieved within a reasonable timescale. We visited groups of medicine safety officers, care providers, hospital fire safety officers and pharmacists to raise general awareness about the issues and develop local links and information resources.

We issued information letters to all GPs and pharmacists in West Yorkshire. Our crews and prevention staff received training on the potential fire risks of emollients and our crews delivered advice and resource toolkits to nearly 600 pharmacies across West Yorkshire.

An extensive media campaign was carried out across TV, radio, social media and the press which included interviews with the bereaved families and members of the project team.

The team also met with scientists from Anglia Ruskin University and other fire services and together we gathered data and evidence which we subsequently took to the Medicines and Healthcare Regulatory products Agency (MHRA). As a result, a submission was forwarded to the Commission on Human Medicine requesting a change to the warnings on emollient products and their packaging.

We also attended the NFCC's Home Safety Committee where ADC Chris Bell was invited to lead a prevention workstream on emollients.

## ➔ What difference did we make?

In West Yorkshire, pharmacists began to have conversations with their customers about the safer use of emollients; GPs reviewed the smoking practices of their higher risk patients who use emollients; warning messages on GP and pharmacist alert systems were updated.

There has been an increase in the number of emollient risks identified by staff and crews following the training and the inclusion of a prompt into the Safe and Well visit form.

Since the regulatory change in December 2018, emollient manufacturers are currently updating product packaging.

*“This pooling of knowledge, experience and resource has enabled us to..... champion effective change which has potentially saved the lives of many people”*

*ADC Chris Bell*

## ➔ What are the keys to our success?

With our partners, we kickstarted a national conversation about the risks which has brought together fire and rescue services across the UK, the Care Quality Commission, NHS Improvement, third sector charities, academic sector and pharmacists. This conversation led to successful collaborative working to ensure the project objectives were met on a local and national basis.

Our work was underpinned and motivated by the personal narrative of the bereaved family members and the individual determination of staff to raise public awareness about the potential fire risks.

## ➔ What are we doing next?

We are now developing a toolkit of resources, endorsed by the NFCC, to be used by fire and rescue services throughout the UK. Also, we are planning a national campaign with the MHRA to ensure sustainable messages and resources are shared through the health and care sectors and the public are more informed about the issue.

## ➔ Contact



Claire Tabert

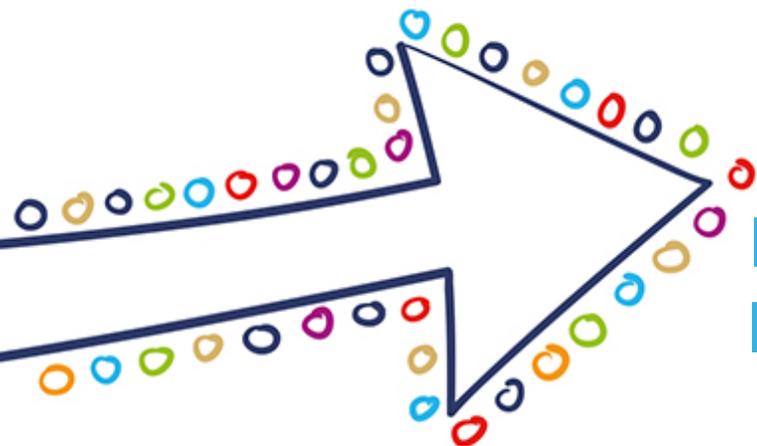


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# Spotlight on...

## Dewsbury Care in the Community Initiative.



### ➔ What was the need, how was it identified?

This initiative all started as a result of the Dewsbury Station community open day in September 2019. Since the station sits within the heart of the community it was agreed that we would open our doors and invite members of the public in so that we could engage with them, showing what the Fire Service is about and providing education on fire safety and road safety etc.

A number of local charities were invited to attend and chosen to receive some of the funds raised on the day. One in particular was the Blind Dogs Association which Angela Smith was a part of.

During a discussion with Sarah Butters (Dewsbury Clerk), Angela mentioned that she was also part of Dewsbury Cares Community Group who run a Christmas lunch for disadvantaged and socially isolated members of the community. It was quickly identified that this would be an ideal opportunity for the staff at Dewsbury Station to get involved!

### ➔ What did we do?

Sarah met with Angela after the open day to discuss further how Dewsbury could get involved.

As the Group also have a food and clothing bank, Sarah also co-ordinated a collection at Dewsbury station from the crews to be donated to the cause.



**(Dewsbury Blue Watch dropping off the donations)**

Dewsbury Red Watch then asked how they could support the local community on Christmas Day, as they were on duty. This was an ideal opportunity for them to get involved by assisting the Group's volunteers with handing out meals to the most vulnerable members of the local community on what would normally be a very lonely time. On the day they helped to serve over 300 meals!

Whilst they were only asked to serve meals on the day, Dewsbury Red did more than that. They utilised their time talking to people and helping them to feel a sense of involvement in the community and hopefully less lonely.



### ➔ What difference did we make?

As a whole the crews really felt they made a difference to those that attended the lunch on Christmas day. The immense pressure placed on the volunteers, given the numbers, would have been exceptionally hard to maintain. However, with the help of our crews from Dewsbury, this eased the pressure on the other volunteers.

Every individual that attended the Christmas Day meal hopefully went away feeling more positive on what can often be a very lonely or difficult day for some.



### ➔ What are the keys to our success?

Through the hard work of the personnel that work at Dewsbury Fire Station these events can continue to allow us to engage with the local community and forge partnerships to make Kirklees a safer place.

### ➔ What are we doing next?

As these events were huge successes for both Dewsbury Fire Station and the local community they will now form part of our annual calendar.

The station will also get involved with future events with the Dewsbury Cares Community Group.

### ➔ Contact



Dewsbury Station

01924 461497





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# Draft PMI (Outcome) Targets 2020/21

## Community Safety Committee

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Date: 24 January 2020

Agenda Item:

9

Submitted By: Director of Service Delivery

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<b>Purpose</b>	To inform Members of the Community Safety Committee of the provisional performance management (PMI) targets for 2020/21.
<b>Recommendations</b>	That Members of the Community Safety Committee note the contents of this report.
<b>Summary</b>	The report and attached PMI (Outcome) targets detail the provisional incident related targets for the forthcoming reporting period. Performance against these targets will be monitored and reported to the Community Safety Committee at 6 months and end of (fiscal) year.

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Local Government (Access to information) Act 1972

Exemption Category: None

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Background papers open to inspection: None

Annexes: Service and District PMI Provisional Targets

## 1 Introduction

- 1.1 The Performance Management Systems extracts information that is added to the Incident Recording System (IRS) following every incident that WYFRS attends. This information is used internally to monitor performance and set strategies for prevention, protection and response activity. It is also returned to the Home Office every month to inform national statistics which are published in the annual Home Office National Statistics documents which detail all incidents attended by Fire and Rescue Services across England.

## 2 Information

- 2.1 The key performance indicators that are measured and reported include:
- Arson (deliberate fires) broken down into Primary Fires and Secondary Fires
  - Actual Rescues (This can include rescues from fires, road traffic collisions or technical rescues from water, height etc.)
  - Total Activity (Sum of all incidents attended)
  - Dwelling Fires
  - Non-Domestic Building Fires
  - Prevalence of False Alarms
  - Fire Related Injuries
  - Road Traffic Collisions
  - Malicious False Alarms.
- 2.2 The target setting methodology is based on the average performance across the previous three years. The target for each of the key performance indicators listed in 2.1 for 2020/21 is the average figure based on the most up-to-date three years of incident data available. The specific date range to set these targets is from December 2016 to November 2019 (36 months of verified data).
- 2.3 The data verification process that is undertaken by the Business Intelligence team results in a time lag in reporting data that has been verified. This is the process to check the accuracy of all reports that have been generated by operational staff within the IRS.
- 2.4 It is now agreed that we will present updates and include all data that is 'checked' and 'unchecked' in the reports to committee. This includes all incidents attended that have been checked and verified by the data and intelligence team, but it will also include data on incidents that are still to be checked and verified. As such, the data presented will be provisional until officers can confirm that all the data is verified.
- 2.5 The performance against each target for the reporting period in the previous financial year will also be included in the reports, as requested by members of the committee.
- 2.6 All national returns to the Home Office will still have the cleansed (verified) data.
- 2.7 **IMPORTANT NOTE:** In 2019, WYFRS trialled the 'Gaining Entry – Cause for Concern' programme in collaboration with Yorkshire Ambulance Service and West Yorkshire Police. The proposed 'Gaining Entry Cause for Concern' protocol relates to occasions when an emergency call may be received within Yorkshire Ambulance Service (YAS) where there is concern for the safety or welfare of a patient inside a property and YAS have established that they are unable to gain entry. In such instances, WYFRS may be called to support the ambulance crew in gaining entry to a property. It is anticipated that this will become 'business as usual' and will impact on the total number of incidents that we

attend. It will also impact on the incident figures for Actual Rescues and False Alarms. Updated figures will be presented to the committee in due course.

### **3 Financial Implications**

3.1 There are no financial implications arising from this report.

### **4 Legal Implications**

4.1 The Chief Legal & Governance Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by members for legal advice made at the meeting.

### **5 Human Resource and Diversity Implications**

5.1 There are no Human Resources or Diversity implications arising from this report.

### **6 Health, Safety and Wellbeing Implications**

6.1 There are no Health and Safety implications arising from this report.

### **7 Environmental Implications**

7.1 There are no Environmental implications arising from this report.

### **8 Your Fire and Rescue Service Priorities**

8.1 This report supports the following Service Priorities:

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### **9 Conclusions**

9.1 The PMI and reporting process will allow service managers to keep Members up to date on the performance against the key service delivery outcome targets.

Appendix – Performance Management Targets 2020-21

WYFRS	Provisional 2020/21 Targets (3Yr Average)
Arson	6773
Primary Arson	1504
Secondary Arson	5269
Actual Rescues	802
Total Activity	23797
Dwelling Fires	1136
Non-Domestic Building Fires	426
Prevalence of False Alarms	10371
Fire Related Injuries	197
Road Traffic Collisions	643
Malicious False Alarms	356

Bradford	Provisional 2020/21 Targets (3Yr Average)
Arson	2232
Primary Arson	468
Secondary Arson	1765
Actual Rescues	179
Total Activity	6312
Dwelling Fires	308
Non-Domestic Building Fires	102
Prevalence of False Alarms	2487
Fire Related Injuries	53
Road Traffic Collisions	139
Malicious False Alarms	123

Calderdale	Provisional 2020/21 Targets (3Yr Average)
Arson	390
Primary Arson	84
Secondary Arson	306
Actual Rescues	86
Total Activity	1990
Dwelling Fires	96
Non-Domestic Building Fires	37
Prevalence of False Alarms	856
Fire Related Injuries	22
Road Traffic Collisions	65
Malicious False Alarms	26

Appendix – Performance Management Targets 2020-21

Kirklees	Provisional 2020/21 Targets (3Yr Average)
Arson	996
Primary Arson	236
Secondary Arson	760
Actual Rescues	153
Total Activity	4016
Dwelling Fires	189
Non-Domestic Building Fires	65
Prevalence of False Alarms	1802
Fire Related Injuries	37
Road Traffic Collisions	122
Malicious False Alarms	60

Leeds	Provisional 2020/21 Targets (3Yr Average)
Arson	2162
Primary Arson	516
Secondary Arson	1646
Actual Rescues	279
Total Activity	8503
Dwelling Fires	411
Non-Domestic Building Fires	173
Prevalence of False Alarms	4095
Fire Related Injuries	59
Road Traffic Collisions	223
Malicious False Alarms	117

Wakefield	Provisional 2020/21 Targets (3Yr Average)
Arson	993
Primary Arson	200
Secondary Arson	792
Actual Rescues	104
Total Activity	2976
Dwelling Fires	132
Non-Domestic Building Fires	49
Prevalence of False Alarms	1130
Fire Related Injuries	25
Road Traffic Collisions	94
Malicious False Alarms	30



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# SafeTALK Training Programme

## Community Safety Committee

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Date: 24 January 2020

Agenda Item:

10

Submitted By: Director of Service Delivery

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<b>Purpose</b>	To inform Members of a proposal to roll out a programme of suicide awareness training to West Yorkshire Fire and Rescue Service (WYFRS) staff.
<b>Recommendations</b>	That Members support for the delivery of this programme of training.
<b>Summary</b>	WYFRS have attended the West Yorkshire Suicide Prevention Alliance Network and built good relations with the three Mental Health Trusts which operate across West Yorkshire. At the agreement of the members of this alliance network, it was proposed that WYFRS received funding to train some members of staff in order for them to be able to deliver a dedicated training programme around suicide prevention. The training programme is called safeTALK and is delivered in a 3-hour training module.

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Local Government (Access to information) Act 1972

Exemption Category: None

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Background papers open to inspection: None

Annexes: None

## 1 Introduction

- 1.1 WYFRS have been represented on the West Yorkshire Suicide Alliance Network for the past three years. This group consists of various partners across mental health trusts, local authorities, police and 3<sup>rd</sup> sector.
- 1.2 A specific request from WYFRS was for the alliance network to fund the training for some WYFRS staff to be trained up to deliver a suicide awareness training package for all WYFRS staff.
- 1.3 Five staff from WYFRS were funded to attend a training programme to allow us to be able to roll out the training to all relevant staff.
- 1.4 The training to all staff is being designed in partnership through the Occupational Health and Safety Unit (OHSU) and the Central Prevention Training team.

## 2 Information

- 2.1 SafeTALK is a half-day suicide awareness course that can help individuals to recognise and engage with persons who might be having thoughts of suicide and help connect them with specialists trained in suicide intervention.
- 2.2 The word 'safe' stands for 'suicide alertness for everyone' and the word 'TALK' is the actions that one takes to support the distressed individual, **Tell, Ask, Listen and Keep Safe**.
- 2.3 SafeTALK was developed by Living Works Education. The programme originated in Canada and today it is one of the fastest growing suicide prevention training internationally with over 30 countries signed-up to it. The development of the programme is supported by thorough research and is evidence based.
- 2.4 In addition to safeTALK, ASIST programme is also available, this is a two-day practical workshop. Applied Suicide Intervention Skills Training (ASIST) is intended as 'suicide first-aid' training. ASIST aims to enable helpers to become more willing, ready and able to recognise and intervene effectively to help persons at risk of suicide.
- 2.5 In England, one person dies every two hours as a result of suicide. When someone takes their own life, the effect on their family and friends is devastating. Many others involved in providing support and care will feel the impact. (*Preventing suicide in England – HM Government Sept 2012*).
- 2.6 Depression is one of the most important risk factors for suicide. The early identification and prompt, effective treatment of depression has a major role to play in preventing suicide across the whole population. For many their vulnerability to suicide is a result of combination factors rather than one single factor. Bullying, prejudice, financial pressures, exposure to traumatic incidents and loneliness can all play a part.
- 2.7 Given the links between mental ill-health and social factors like unemployment, debt, social isolation, family breakdown and bereavement, the ability to identify and support people who may be at risk of developing mental health problems is important for suicide prevention.
- 2.8 Breaking this down further to emergency services, there is evidence to suggest that people working in emergency services are more vulnerable to thoughts of suicide. This may be due to the exposure of traumatic incidents and also due to the fact that a significant proportion of staff in the emergency services fit the age and demographics of

those who are more at risk (suicide is the biggest killer of males under the age of 50, according to information contained within the West Yorkshire Suicide Prevention Strategy).

- 2.9 The training will equip staff with the essential skills to look after their own welfare, whilst being equipped to support others they may come into contact with such as colleagues, family, friends and members of the wider community through their day to day activities at work.
- 2.10 Consultation on the roll-out of safeTALK training is being undertaken with the representative bodies.
- 2.11 It is proposed that the 3-hour safeTALK training session is delivered to all WYFRS personnel over the next four years. The training sessions will be delivered out on stations across West Yorkshire with some sessions at HQ for staff based in central departments. This will help minimise impact on appliance availability whilst enabling maximum attendance at each session.
- 2.12 Members of the Fire Authority have been invited to some safeTALK training sessions which have been running over the past few months. This will generate better understanding amongst Members of what our staff training programme will provide.

### **3 Financial Implications**

- 3.1 Funding from the Harrogate Health and Care Partnership has enabled WYFRS to train five members of FRS staff in the delivery of safeTALK. These 5 officers will deliver the roll-out of the programme over the next four years.
- 3.2 Funding to provide course learning materials will be covered in existing budgets from within Prevention and OHSU.

### **4 Legal Implications**

- 4.1 The Chief Legal & Governance Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by members for legal advice made at the meeting.

### **5 Human Resource and Diversity Implications**

- 5.1 Trained officers will be delivering these sessions alongside their day job. To avoid workload pressures and negative impact on other role priorities, the trained officers will start off with delivering the minimum required sessions annually to maintain their core competencies, after which if capacity allows more sessions can be planned in.
- 5.2 An Equality Impact Assessment has been undertaken for this project and no negative implications have been identified at this stage, this will be subject to review during the roll-out process.

### **6 Health, Safety and Wellbeing Implications**

- 6.1 The trainers will provide all WYFRS staff with enhanced knowledge of suicide and how to support oneself and others at a time of need, fulfilling the duties imposed under the Health and Safety etc. Act 1974, namely to ensure so far as is reasonably practicable the health,

safety and welfare of all Authority employees and other persons affected by its undertakings.

## **7 Environmental Implications**

7.1 There are no environmental considerations arising from this report.

## **8 Your Fire and Rescue Service Priorities**

8.1 This training programme supports the following commitments:

- Continue to keep our firefighters safe
- Reduce the risks to the communities of West Yorkshire.

## **9 Conclusions**

9.1 Looking after the wellbeing of our staff is important to us, providing this training will give our staff additional resources and tools to use in the hour of need.

9.2 WYFRS we can play a big part in raising awareness of suicide, identifying signs of a person in distress and ultimately supporting them to safety. The delivery of the 3-hour training session will give our staff the confidence to be able to identify an individual in distress.

9.3 As part of WYFRS mental health programme, Management Team are requested to support the roll-out of the training to all WYFRS staff over the next four years.