

Notice of Meeting and Agenda



Police and Fire and Rescue Board

Venue: Council Chambers/Hybrid,
Midlothian House, Dalkeith, EH22 1DN

Date: Monday, 27 May 2024

Time: 13:00

Executive Director : Place

Contact:

Clerk Name: Democratic Services
Clerk Telephone:
Clerk Email: democratic.services@midlothian.gov.uk

Further Information:

This is a meeting which is open to members of the public.

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1 Welcome, Introductions and Apologies

2 Order of Business

Including notice of new business submitted as urgent for consideration at the end of the meeting.

3 Declaration of Interest

Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

4 Minute of Previous Meeting

4.1 Minute of meeting of 29 January 2024 submitted for approval 3 - 8

4.2 Action Log 9 - 10

5 Public Reports

5.1 Scottish Fire and Rescue Service Quarter 4 ML Performance Report 11 - 42

5.2 Protective Services Visual Q4 23-24 43 - 52

5.3 Police Scotland - MCAT workshop

6 Private Reports

No items for discussion

7 Date of Next Meeting

The next meeting will be held on Monday 26 August 2024.

Minute of Meeting

Police and Fire and Rescue Board
Monday 27 May 2024
Item No 4.1



Police and Fire and Rescue Board

Date	Time	Venue
Monday 29 January 2024	2.00pm	Council Chambers/Hybrid

Present:

Councillor McKenzie (Chair)
Councillor Alexander
Councillor Curran (Attended virtually)
Councillor McEwan
Councillor Smail

In Attendance:

Midlothian Council	Derek Oliver, Chief Officer Place
	Lucy Roddie, Democratic Services Officer
	Hannah Forbes, Assistant Democratic Services Officer
Police Scotland	Jim Robertson, Chief Inspector
	Catriona Paton, Chief Superintendent
	Cheryl Blanch, Inspector
Scottish Fire and Rescue Service	Mark Landels, Group Commander
	Hilary Sangster, Area Commander
	David Morrison, Station Commander

1. Welcome, Introductions and Apologies

The Chair, Councillor McKenzie, welcomed everyone to the meeting of the Police and Fire and Rescue Board, advising that the meeting was open to the public and would be webcast live.

2. Order of Business

The order of business was as set out in the agenda previously circulated. As per Standing Order 7.8, notices of meetings, which specifically includes the reports and papers to be considered, are to be published not less than 3 working days before the meeting. Item 5.1 was issued on Wednesday 24 January, and therefore did not meet the test. The Standing Orders state that the Chair has the final decision as to whether the Item should be allowed as urgent business. The Chair agreed to accept Item 5.1 as urgent business.

3. Declarations of interest

No declarations of interest were intimated at this stage of the proceedings.

4. Minute of Previous Meeting

The Minute of the Meeting held on 15 November 2023 was submitted and approved as a correct record.

5. Public Reports

Agenda No.	Report Title	Presented by:
5.1	Police Scotland Midlothian Area Command – Policy Development and Scrutiny Panel Quarter 3 2023/24	Police Scotland
Outline of report and summary of discussion		
Jim Robertson, Chief Inspector, introduced the Police Scotland Midlothian Area Command – Policy Development and Scrutiny Panel Quarter 3 2023/24 report and highlighted the salient points.		
Jim Robertson responded to comments and questioned from Elected Members. Jim Robertson confirmed he would investigate complaints in relation to speeding lorries along Polton Road West. It was noted that Officers work within school settings to mitigate hate crime in schools, with all reports investigated fully. Jim Robertson highlighted the success of the East Fraud Hub in identifying persons responsible for carrying out fraud and cyber crime, and offered to bring back a report in Quarter 4. It was noted that Police Scotland work in partnership with CLLE and other youth groups to reach and engage with these populations.		
In relation to ensuring pedestrians are visible, Jim Robertson offered to consider preventative measures and suggested raising via social media. It was noted that attendance at School had dropped, and bullying incidents were escalating. In relation to violence within schools, Jim Robertson offered to cascade a paper to the Committee. Regarding vandalism of bus shelters, Jim Robertson reported that		

Police Scotland works in partnership with the Council and commented that targeted patrols are deployed to deter this behaviour. Jim Robertson agreed to investigate the possibility of displaying posters within bus shelters enabling members of the public to report offences. Catriona Paton acknowledged the importance of police presence as a deterrent and would consider opportunities to increase visibility.

Some discussion took place in relation to police attendance at community council meetings. Jim Robertson confirmed that an officer should be in attendance quarterly. Catriona Paton commented that, given the number of meetings, it would not always be possible for an officer to attend in person, but in the absence of an officer, a written report would be submitted. Catriona Paton agreed to ensure these expectations were communicated to community councils. It was suggested that thematic reports would be more useful as opposed to a focus on crime data.

Jim Robertson confirmed that corrective measures in relation to safety checks consisted of corrective advice instead of fixed penalty notices. Jim Robertson confirmed that Straiton Park & Ride would be included in the weekend deployment plan going forward to provide police presence. Other areas of concern can be added when required.

Post-meeting, Jim Robertson provided the following information:

- 1) Police Attendance at Community Council Meetings: APS Howarth is co-ordinating with Community Policing Officers to ensure attendance at these meetings on the agreed quarterly pattern. Both Jim Robertson and Community Policing Inspector David Rourke attended the last AGM (a few months ago) of the Federation of Midlothian Community Councils and clearly explained the rationale for this quarterly attendance. During this meeting the Federation confirmed that they understood both the rationale and timing of this change. We have not received any communications from the CC's indicating otherwise. There is potentially an issue with CC's accessing their mailboxes (to which our officers submit their monthly updates). Furthermore, as requested, APS Howarth has provided clear instruction to our Community Officers attending CC meetings that the intention should be a conversational approach rather than reading out their reports verbatim.
- 2) Violence in Schools Data – as requested, Jim Robertson provided the report which was circulated to Committee members on 14 February 2024.

Decision

The Board noted the contents of the report.

Agenda No.	Report Title	Presented by:
5.2	Scottish Fire and Rescue Service Quarter 3 ML Performance Report	Scottish Fire and Rescue Service (SFRS)
Outline of report and summary of discussion		
Hilary Sangster, Area Commander, introduced the report. The report provides information on the Scottish Fire and Rescue Service's prevention, protection and operational response activities within Midlothian for Quarter 3 of 2022-23 (1 October 2023 – 31 December 2023) including information on the year-to-date figures. Mark Landels highlighted the salient points. David Morrison highlighted the		

success of bonfire night due to partnership working and thorough planning. David Morrison reported that partners can make referrals for home fire safety visits via the Fire Scotland online portal. Mark Landels agreed to provide an update at the next meeting regarding the Tomorrow's Driver programme.

The Chair expressed congratulations to Commander David Gibson who had recently been awarded the Kings Fire Service medal.

Some discussion took place regarding fireworks dispersal zones and Police Scotland/SFRS agreed that no fireworks dispersal zones were warranted within Midlothian. Some discussion took place regarding chip pan fires and SFRS colleagues noted that there had been a reduction in incidents. Some discussion took place around faulty alarm systems with SFRS colleagues reporting that SFRS cannot impose a ban of certain alarm systems. SFRS engage with responsible persons where a trend is noticed, with corrective action being taken where possible.

Decision

The Board noted the update.

Agenda No.	Report Title	Presented by:
5.3	Protective Services Quarter 3 Report 2023/24	Chief Officer Place
Outline of report and summary of discussion		
<p>The Chief Officer Place introduced the Protective Services Quarter 3 report and provided an update on the Protective Services functions which overlapped activities carried out by the Police and Fire and Rescue Services, highlighting the work which had been undertaken during the course of Quarter 3.</p> <p>The Chair thanked the Chief Officer Place for the report and opened it up to questions.</p> <p>Some discussion took place regarding the planned introduction of disposable vape legislation. The Chief Officer Place advised on the considerable resource commitment which will be required from the Council to enforce the legislation, once it is introduced. The Chief Officer Place provided an update on civil contingency and reported that plans are reviewed regularly and proactive measures taken.</p>		
Decision		
The Board noted the contents of the report.		

6. Private Reports

No private items for discussion

7. Date of Next Meeting

The next meeting would be held on Monday 22 April 2024 at 11.00am.

The meeting terminated at 15:35 pm.



Police and Fire and Rescue Board Action Log

No	Date of Meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
1	29/01/2024	Police Scotland Midlothian Area Command – Policy Development and Scrutiny Panel Quarter 3 2023/24	Bring back a report on fraud and cyber crime for Quarter 4.	Jim Robertson (Police Scotland)		
2	29/01/2024	Police Scotland Midlothian Area Command – Policy Development and Scrutiny Panel Quarter 3 2023/24	Cascade Violence in Schools report	Jim Robertson (Police Scotland)	Complete – information circulated 14/02/2024	
3	29/01/2024	Police Scotland Midlothian Area Command – Policy Development and Scrutiny Panel Quarter 3 2023/24	Consider preventative measures in relation to ensuring pedestrians are visible	Jim Robertson (Police Scotland)		

No	Date of Meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
4	29/01/2024	Police Scotland Midlothian Area Command – Policy Development and Scrutiny Panel Quarter 3 2023/24	Investigate the possibility of displaying posters within bus shelters enabling members of the public to report incidents of vandalism.	Jim Robertson (Police Scotland)		
5	29/01/2024	Police Scotland Midlothian Area Command – Policy Development and Scrutiny Panel Quarter 3 2023/24	Communicate expectations around officer presence at Community Councils	Catriona Paton/Jim Robertson (Police Scotland)	Complete – information circulated 14/02/2024	
6	29/01/2024	Scottish Fire and Rescue Service Quarter 3 ML Performance Report	Provide an update on the Tomorrow's Driver programme at the next meeting.	Mark Landels (SFRS)		



The fi

The Scottish government publishes official statistics each year which allow for comparisons to be made over longer periods of time.

CONTENTS	PAGE
1 Introduction	3
2 Performance Summary	4
3 Progress on local fire & rescue plan priorities	5
<i>Local Risk Management and Preparedness</i>	6
<i>All deliberate primary fires</i>	7
<i>All fire casualties (fatal & non-fatal (incl. p/c's))</i>	8
<i>All deliberate fires excl. dwellings</i>	9
<i>Special Service - RTCs</i>	10
<i>Special Service Casualties - All</i>	11
<i>False Alarm - UFAs</i>	12

Introduction

This performance report provides information on our prevention, protection and operational response activities within Midlothian for Quarter 4 of 2023-24 (1st January – 31st March 2024) including information on the year to date figures.

Performance Summary

We measure how well we are meeting our priorities using 6 key indicators, depicted below

Key performance indicator	Apr to (& incl.) Mar					RAG rating
	2019/20	2020/21	2021/22	2022/23	2023/24	YTD
All deliberate primary fires	42	36	36	52	53	▲
All fire casualties (fatal & non-fatal (incl. p/c's))	7	15	3	8	5	●
All deliberate fires excl. dwellings	208	173	176	274	224	●
Special Service - RTCs	28	12	22	30	22	●
Special Service Casualties - All	40	21	24	25	27	▲
False Alarm - UFAs	301	215	335	285	142	●

RAG rating - KEY

◆	RED DIAMOND	10% higher than the previous YTD period, or local target not achieved.
▲	YELLOW TRIANGLE	Up to 9% higher than the previous YTD period, or local target not achieved.
●	GREEN CIRCLE	Equal to or improved upon the previous equivalent quarter (or YTD period), or local target achieved.

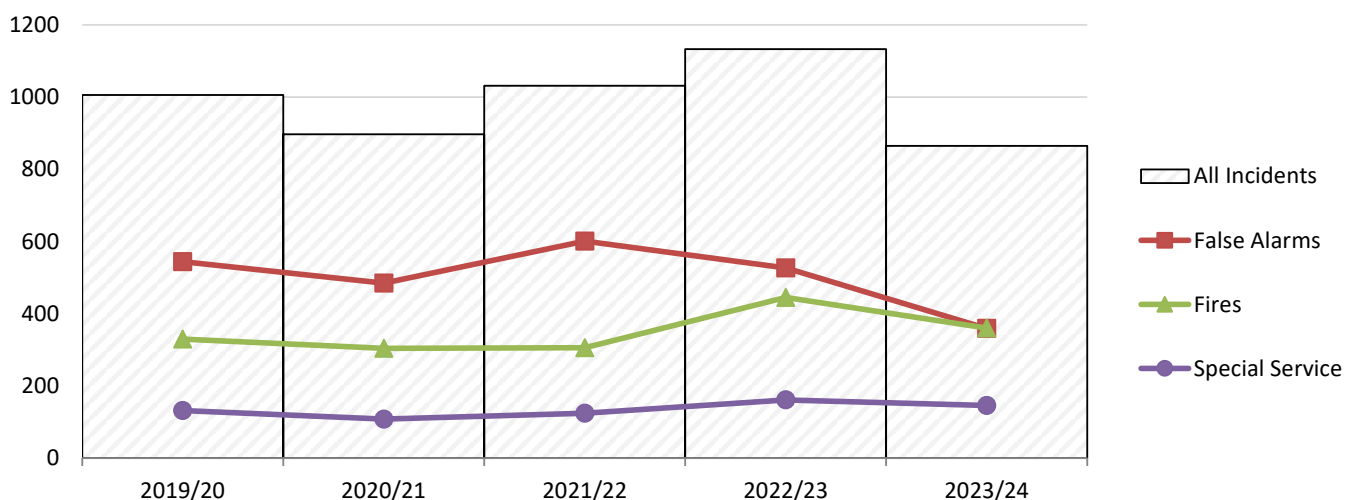
Note

Quarterly comparison RAG Rating = the reporting period compared to the average of the three previous quarterly reporting periods.
Year to Date RAG Rating = the cumulative total of all quarterly performance in current year compared to cumulative total of all quarterly performance in previous year.

Incident Overview

Year to date (1st January 2024 – 31st March 2024), the SFRS, responded to 137 incidents in the Midlothian area, which is an increase of 30 incidents compared with the same reporting period last year.

The chart below illustrates incidents YTD attended within Midlothian council over the last 5 fiscal years



Progress on local fire & rescue plan priorities
Local Risk Management and Preparedness
<p>The Service must identify, prioritise and plan to meet the risks in each local community.</p> <p>We said we would:</p> <ul style="list-style-type: none"> • train our staff to deal with our local risks • gather and analyse risk information • work with partners to mitigate risks • deal with major events
<u>Train our staff to deal with our local risks</u>
<p>All of our operational staff undertake routine and risk specific skill acquisition and maintenance training.</p>
<u>Gather and analyse risk information</u>
<p>All of our operational staff gather and analyse local risk information and operational intelligence, used in our preparations to resolve incidents.</p> <p>We conduct Post Incident Debriefs to identify any lessons that can be learned from our preparedness and response to emergency events.</p> <p>We use Urgent Operational Intelligence Briefings to inform our operational staff of any safety critical information.</p>
<u>Work with partners to mitigate risks</u>
<p>We continue to be an active member of the East Local Resilience Partnership.</p> <p>We share information with local authority partners and other key stakeholders (e.g. Police Scotland) to ensure emergency event risks are mitigated.</p>
<u>Deal with major events</u>
<p>There were no major fire events or significant emergency events in this reporting period.</p>

Reduction of 'All deliberate primary fires'

Primary fires can be described as any property such as a residential house or a commercial building, road vehicle, land involving trees or external structure (fencing, garages, garden huts etc). The SFRS is committed to keeping people safe in our communities. We share information with partners to make sure that we reduce the risk to members of the community as well as property. Reduction of deliberate primary fires contributes to The Single Midlothian Plan.

Results

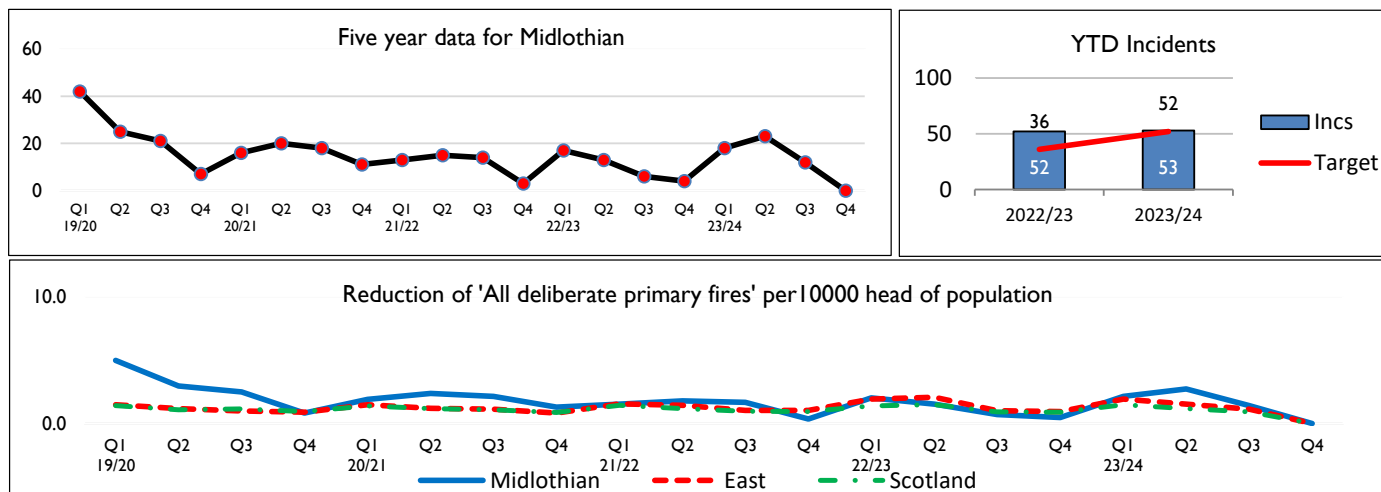
We aim to reduce deliberate Fires in Midlothian by contributing towards the SFRS target of 10% reduction per year, over a three-year rolling period. During this quarter, we responded to 12 deliberate Primary Fires, which is an increase of 9 incidents compared with the same period last year. The long-term trend based upon incidents/10,000 population shows the number of incidents in Midlothian is in line with Scottish and East Service Delivery Area trend lines.

Reasons

Of the 12 deliberate primary fires attended during the reporting period, 2 occurred in domestic dwellings, 3 in other building types, 5 vehicles were deliberately set alight and 5 were classed as other type of primary fires.

Actions

SFRS continue to work in partnership to educate and inform people about the dangers of fire. We routinely engage with schools and target areas where anti-social behaviour involving wilful fireraising is prevalent. Appendix I 'Midlothian Prevention Q4 Report' provides further details on our prevention activities. During the reporting period, SFRS conducted a total of 110 HFSV in Midlothian.



YTD ward ave. for Midlothian - 9	2019/20	2020/21	2021/22	2022/23	2023/24	Sparklines
Midlothian	42	36	36	52	53	
Penicuik	1	4	2	5	2	
Bonnyrigg	5	3	5	5	8	
Dalkeith	8	5	12	7	8	
Midlothian West	7	6	2	3	3	
Midlothian East	16	10	10	17	17	
Midlothian South	5	8	5	15	15	

Reduction of 'All fire casualties (fatal & non-fatal (incl. p/c's))'

Fire casualty and fatality rates provide an indication of the amount of serious, life-threatening injuries that occur due to fire. This can indicate not only the success of SFRS in reducing the number of life risk fires through community fire safety and similar activities, but also their success in response activity in saving lives.

Results

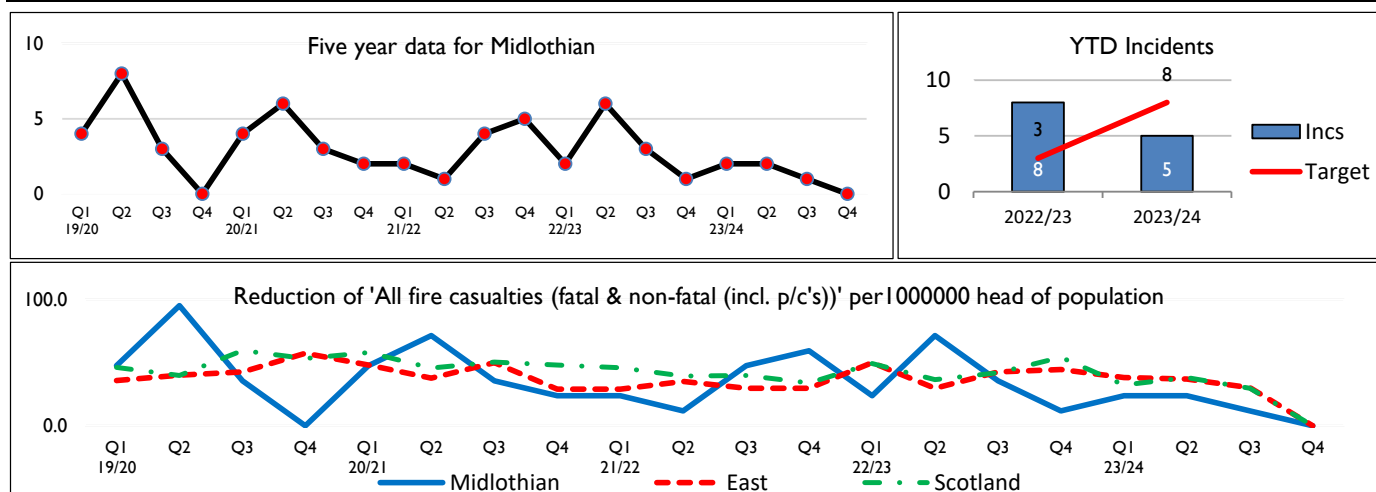
I am pleased to report there were no reported fire fatalities in the 3-month period. We aim to reduce Fire Casualties in Midlothian each per year, which contributes towards the SFRS target of reducing Fire Casualties by 5% per year, over a three-year rolling period. In this reporting period, the figures show an increase of 1 when compared with the same reporting period last year. The long-term trend based upon casualties/10,000 population shows Midlothian is performing below the Scottish average and East SDA average.

Reasons

Historically Midlothian has low numbers of casualties from fires and it is positive to note that this trend remains low.

Actions

We continue to work with our partners in Midlothian Council and seek opportunities with social work and NHS to target those most vulnerable and at risk from fire. Appendix I 'Midlothian Prevention & Protection Activities' provides further details on current activities.



YTD ward ave. for Midlothian - I	2019/20	2020/21	2021/22	2022/23	2023/24	Sparklines
Midlothian	7	15	3	8	5	
Penicuik	0	2	2	3	1	
Bonnyrigg	3	0	0	0	1	
Dalkeith	3	7	0	3	0	
Midlothian West	0	1	0	0	2	
Midlothian East	1	0	0	1	1	
Midlothian South	0	5	1	1	0	

Reduction of 'All deliberate fires excl. dwellings'

Historically deliberate fire setting has not been a significant problem for the SFRS in Midlothian, however recent years have shown a distinct increase in this activity and there is a close link between deliberate secondary fires and other forms of anti-social behaviour. In the main, deliberate fires are secondary fires categorised into refuse/bins, grassland or derelict buildings incidents. Reduction of Deliberate Fire Setting contributes to the Single Midlothian Plan.

Results

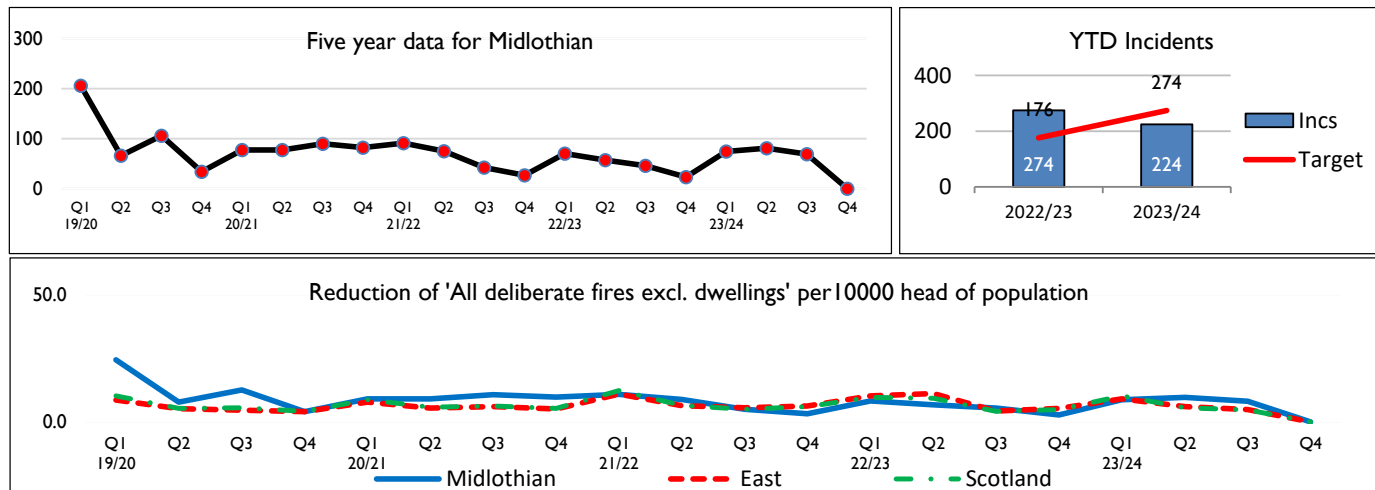
There were 46 deliberate fires within the reporting period. This is an increase of 16 for the same reporting period. The long-term trend based upon incidents/10,000 population shows Midlothian performing slightly above the Scottish and East Service Delivery Area trend line.

Reasons

Of the 46 deliberate fire incidents SFRS attended, many 'deliberate secondary fires' refuse/bins including wheelie and recycling bins and 4 incidents involved wilful fireraising of vehicle.

Actions

The SFRS continue to work with our Partners and any emerging themes are managed in Partnership with relevant intervention and prevention activities carried out. Various on-going preventative activities have been undertaken throughout the year targeting the issue of deliberate fire-raising. This includes various youth engagement events, thematic actions, information sharing/visits to schools and other partnership work.



YTD ward ave. for Midlothian - 37	2019/20	2020/21	2021/22	2022/23	2023/24	Sparklines
Midlothian	208	173	176	274	224	
Penicuik	8	13	10	21	26	
Bonnyrigg	26	32	23	26	41	
Dalkeith	40	32	34	52	30	
Midlothian West	28	26	19	26	30	
Midlothian East	70	39	58	92	45	
Midlothian South	36	31	32	57	52	

Reduction of 'Special Service - RTCs'

While much of this risk is out with the control of SFRS, responding to Non-Fire Emergencies such as Road Traffic Collisions is a key part of our intervention activities. The SFRS is committed to working with partners and other stakeholders to drive continuous improvement in this area. Reduction of Casualties from Non-Fire Emergencies contributes to the Single Midlothian Plan, number of people killed or seriously injured in road accidents.

Results

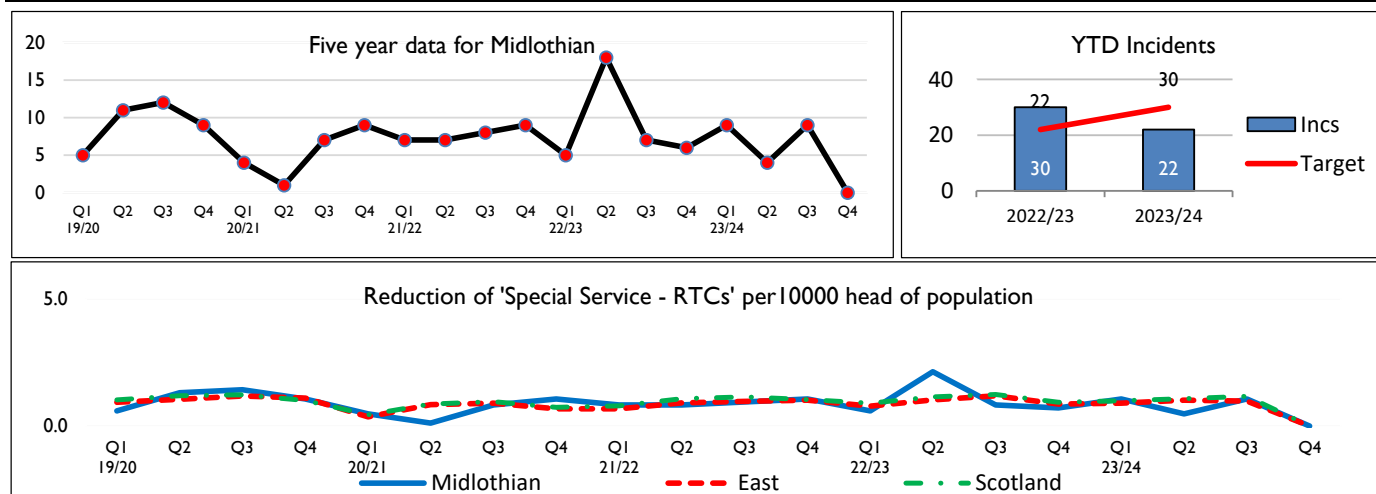
SFRS attended 10 Road Traffic Collisions during this period, this equates to 4% of the total number of incidents for the reporting period and an increase of 5 from the same reporting period from last year. Per 10,000 head of population, Midlothian is above the Scottish and East Service Delivery area trend lines.

Reasons

The SFRS only attend those RTC's they are requested to attend this number does not reflect the total number within Midlothian.

Actions

The SFRS is a member of a multi-agency approach to reducing Road Traffic Collision's and the associated casualties and fatalities. The continued delivery of Tomorrow's Driver programme targeting young people is an excellent partnership approach to reducing road traffic collisions.



YTD ward ave. for Midlothian - 4	2019/20	2020/21	2021/22	2022/23	2023/24	Sparklines
Midlothian	28	12	22	30	22	
Penicuik	9	3	2	4	3	
Bonnyrigg	1	0	2	3	1	
Dalkeith	3	1	4	9	3	
Midlothian West	5	4	7	5	6	
Midlothian East	7	3	4	7	5	
Midlothian South	3	1	3	2	4	

Reduction of 'Special Service Casualties - All'

While much of this risk is out with the control of SFRS, responding to Non-Fire Emergencies is a key part of our intervention activities. The SFRS is committed to working with partners and other stakeholders to drive continuous improvement in this area. Reduction of Casualties from Non-Fire Emergencies contributes to the Single Midlothian Plan.

Results

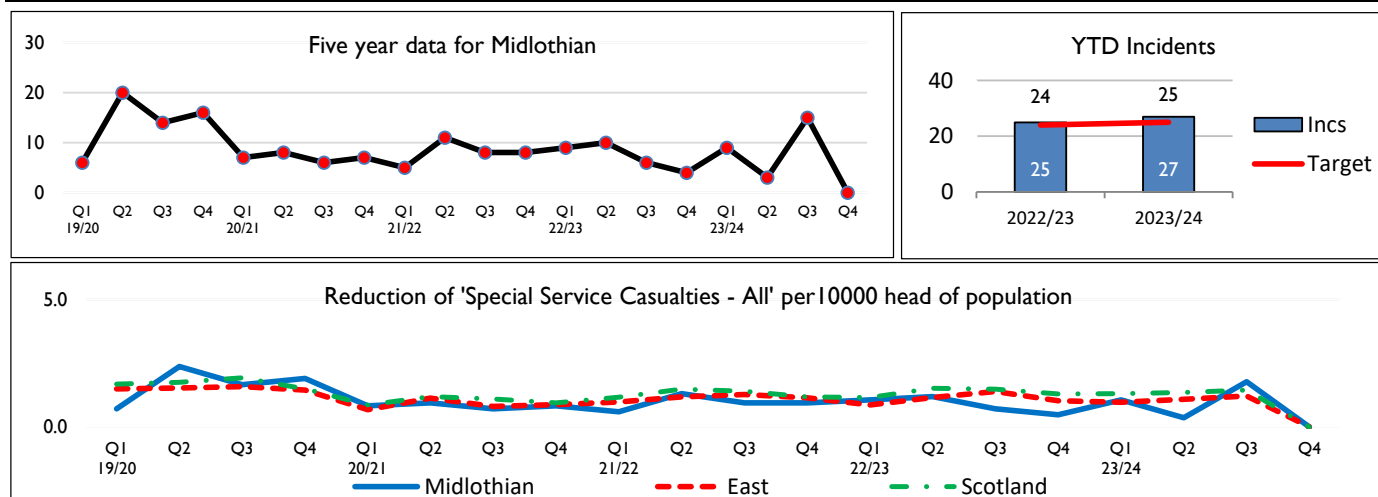
SFRS attended 35 Special Service incident types in the last quarter an increase of 5 incidents from the same reporting period last year. There were a total of 6 casualties. This is a increase of 4 special service casualties when compared with the same reporting period. Per 10,000 head of population, Midlothian is performing below the Scottish and in line with the East Service Delivery area trend lines.

Reasons

There were 2 fatal casualties from co-responding or assisting other agencies at incidents involving water, effecting entry and OCHA. This is an increase of 2 from the last reporting period.

Actions

The SFRS in Midlothian will continue to respond to the communities needs in terms of other non-fire emergencies with the overall objective of reducing casualty and fatality rates within Midlothian.



YTD ward ave. for Midlothian - 5	2019/20	2020/21	2021/22	2022/23	2023/24	Sparklines
Midlothian	40	21	24	25	27	
Penicuik	10	6	3	6	11	
Bonnyrigg	5	1	2	4	4	
Dalkeith	3	5	4	6	3	
Midlothian West	8	3	5	7	2	
Midlothian East	13	6	4	1	2	
Midlothian South	1	0	6	1	5	

Reduction of 'False Alarm - UFAs'

Unwanted Fire Alarm Signals (UFAS) are defined as incidents where an automated fire alarm system activates and results in the mobilisation of SFRS resources, when the reason for that alarm turns out to be connected with faulty or defective alarm equipment. The SFRS is committed to working with partners and other stakeholders to reduce Unwanted Fire Alarm Signals.

Results

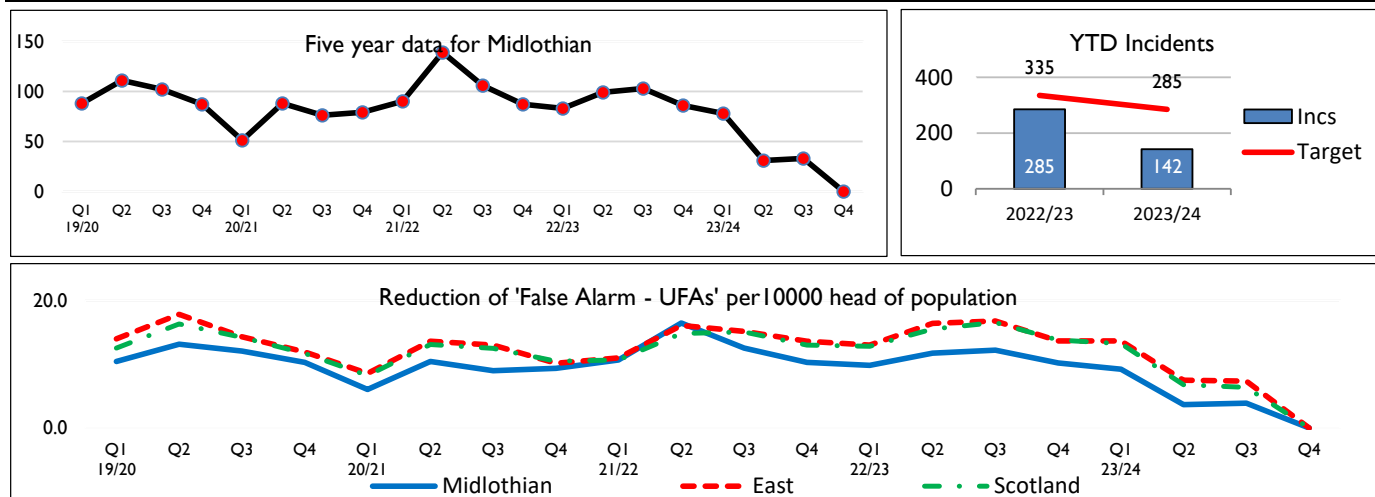
SFRS attended 36 False Alarm incidents during this reporting period, which is an increase of 6 incidents when compared to the same reporting period last year. Midlothian trend line is performing below the Scotland and the East delivery area trendline.

Reasons

During the reporting period, the main contributory factor that resulted in 21 False Alarms was attributed to equipment failure.

Actions

Our Fire Safety Enforcement Officers work closely with premises to reduce further incidents. This includes discussing technological, procedural and management solutions in order to prevent future Unwanted Fire Alarm Signals incident.



YTD ward ave. for Midlothian - 24	2019/20	2020/21	2021/22	2022/23	2023/24	Sparklines
Midlothian	301	215	335	285	142	
Penicuik	39	34	34	30	13	
Bonnyrigg	49	30	47	34	27	
Dalkeith	49	18	45	47	39	
Midlothian West	94	75	121	92	31	
Midlothian East	44	30	54	44	18	
Midlothian South	26	28	34	38	14	

Midlothian, Prevention, Protection & Preparedness Activities

Quarter 4: 1st January – 31st March 2024

Fire Safety Enforcement Audits

The Scottish Fire and Rescue Service (SFRS) is the enforcing authority for the Fire Scotland Act 2005 and Fire Safety Regulations 2006. The act applies to specific non-domestic premises and requires duty holders to comply with relevant aspects of the Act and Regulations. SFRS responsibilities as the enforcing authority are captured within an Enforcement Framework. The Framework identifies and assigns priority to premises type with those premises deemed as higher risk given priority for auditing purposes. Premise providing sleeping accommodation such as hospitals, care homes, houses of multiple occupation, hostels and hotels receive an annual audit. Other premises that are subject to audit but deemed lower risk will be visited every three or five years. Within Midlothian we have Officers who plan and carry out these duties. The Officers are also available to provide Fire Safety advice, consulting with partners such as Local Authority Building control functions and the wider public with Fire Scotland Act 2005 responsibilities.

MIDLOTHIAN AUDITS 23/24	OCTOBER-DECEMBER	YTD
	48	127

Home Fire Safety Visits

The delivery of Home Fire Safety Visits (HFSVs) is the corner stone of the SFRS Community Safety Engagement framework. By visiting households to provide fire safety advice and smoke alarms, the numbers of dwelling fires and casualties will be reduced. Requests for HFSVs are generated in several ways, including self-referral (**page 5**), SFRS partners referring and visits carried out after SFRS have attended a domestic fire incident. This is known as Post Domestic Incident Response (**PDIR**), offering a HFSV to the properties and occupants impacted directly by the fire and the wider neighbourhood area.

When a HFSV is generated, the risk within the property is calculated by asking the occupant a number of specific questions. The outcome will be either, High, Medium or Low risk. This outcome determines priority in relation to carrying out the visit and the frequency for future re-visits. The table below highlights the number of visits carried out in Midlothian for this reporting period.

MIDLOTHIAN QRT 4	HIGH	MEDIUM	LOW	TOTALS	PREV QRT 23/24	YTD
Ward						
Bonnyrigg	8	14	4	26	12	62
Dalkeith	6	11	8	25	27	67
Mid East	5	6	4	15	22	60
Mid South	2	8	2	12	16	52
Mid West	5	7	6	18	8	43

Penicuik	5	6	3	14	11	37
TOTALS				110	307	417

Home Fire Safety Referrals

The table below details how HFSVs were generated.

Post Domestic Incident Response (PDIR)	50	YTD
Melville Housing	1	
EMPPPO	3	
Midlothian Housing	2	
MID NHS Demetia Team	1	
Midlothian Occupational Therapist	2	
Other	7	
Police	1	
Police Concern	7	
Self-referral	29	
Woman's Aid	3	
Scottish Ambulance Service	2	
Social Services	2	
Total	110	417

Partnership Working/Youth Engagement

Fire Safety and Support Education (FSSE) engagement

SFRS regularly engage with Children and Youths to discourage fire-related anti-social behaviour. This is very successful, however, on occasion we have to undertake additional actions and interventions. Our FSSE policy procedure is used to engage with those individuals who demonstrate an unsafe or concerning interest in fire or have been involved in fire-related antisocial behaviour. Such individuals are normally referred to us via Police Scotland. SFRS have trained members of staff, Fire Safety Advisors (FSAs) who carry out one-one discussion(s) with individuals, highlighting the dangers and consequences of such behaviour. It is pleasing to report that we have had no requests for such engagement during this period. This is a result of our Community Safety activities and partnership presence.

Safeguarding

During this period our teams continued to identify and refer adults at risk of harm and/or in need of support. This has resulted in **10** referrals being processed to Social Services.

Partner agencies have also requested **9** Enhanced Home Fire Safety Visits through Police concern reports or direct requests from social services.

Other Work Completed or In Progress

Our Local Community Action Team (CAT) have also been involved with delivery and promotion of the following initiatives during the reporting period;

- Fire Safety in the Home
- Cooking Safety
- Grass & Wildland Fires
- Road Safety

Youth engagement activities

The local CAT continue to target High, Primary Schools and Youth Groups to engage and educate in relation to various safety topics including the reduction of fire related anti-social behaviour.

Road Safety

This is a core theme for SFRS with CAT and local operational crews regularly engaging with our community to deliver our Road Safety presentations. An example of this is the ongoing initiative with Midlothian Road Safety Forum.

Other Ongoing Work

Risk recognition training remains a major objective for SFRS. This allows partners such as Health and Social Services to identify the risk of fire within homes. As a result of this raised awareness, a HFSV can then be made to SFRS. We strongly encourage all partners to regularly review staff awareness and contact us should further training be required. We have recently delivered this training to members of the Public Protection Office within Mid/East Lothian.

We are currently planning Summer initiatives relating to Water, Countryside Safety and Grassland/Wildfires. Water Safety activities will be delivered in partnership with MLC and Pentland Hills Rangers.



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Do you know someone
OVER 50 who
SMOKES?

And do they meet one or more
of the following criteria:

- Living alone?
- Mobility issues?
- Using medical oxygen?



THEY MAY BE AT **GREATER RISK OF FIRE**
AND WE NEED TO REACH THEM!



#MAKETHECALL

0800 0731 999

to book a free

HOME FIRE SAFETY VISIT

or text "FIRE" to 80800 from your mobile phone



How to Make a Referral for a Home Fire Safety Visit (HFSV)

Guidance for Partner Organisations

Contents

Background	Page 3
What is a Home Fire Safety Visit?	Page 3
Who will benefit from a Home Fire Safety Visit?	Page 4
Premises not suitable for a Home Fire Safety Visit	Page 5
How do partner organisations make a referral for a Home Fire Safety Visit?	Page 5
Problems referring?	Page 9
Assistance from SFRS	Page 10

Background

The main purpose of the Scottish Fire and Rescue Service is to work in partnership with communities and with others in the public, private and third sectors, to improve the safety and well-being of people throughout Scotland.

The number of dwelling fires in Scotland has reduced over recent years. The SFRS is committed to reducing these types of incidents further. It has been identified that there is a clear relationship between risk groups and those who are prone to slips, trips, falls and ill health.

Partnership working is essential, ensuring that those individuals who are at risk from fire are identified.

By 2010 we came to understand that older people were more vulnerable than others so we focussed our attention on these people. As we approached 2015 we identified a clear relationship between our risk groups and those prone to slips, trips, falls and ill health.

Throughout 2018 and beyond our aim is to continue working with partner organisations to keep residents within our communities safe from fire and, where applicable, improve their health and wellbeing.

What is a Home Fire Safety Visit (HFSV)?

A HFSV is a comprehensive assessment that examines the levels of fire risk within the home. It usually takes around 30 minutes and is conducted by trained firefighters or Community Action Team members. They are free of charge and include fitting long life smoke detection, where applicable.

Upon request and resources permitting, it is possible to arrange a joint HFSV where a partner agency is also in attendance with SFRS personnel.

It should be borne in mind that where an operational fire crew from a local community fire station conduct the visit it is possible that they may be called away to an emergency incident whilst in someone's property. This is due to fire crews being available to attend emergency incidents 24 hours a day, 7 days a week.

Where applicable, positive intervention, onward referral and/or signposting to partner organisations will be made in an attempt to improve the fire safety, health and well-being of residents throughout Scotland.

Who will benefit from a Home Fire Safety Visit?

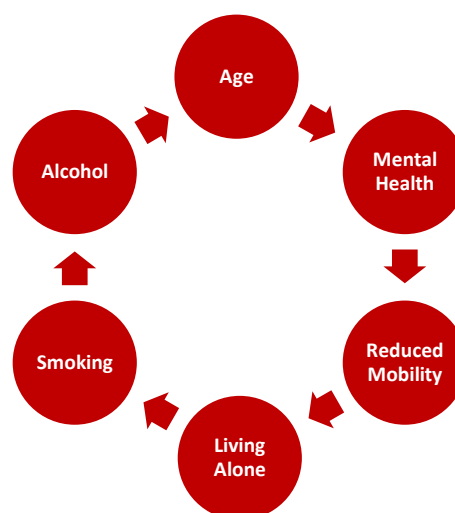
Although HFSVs are available to everyone, we are asking our partner agencies to refer those individuals who identify with a number of risk factors. These can include age, living alone, limited mobility, dependency on substances and lifestyle choices. In addition, we will use the data we collect to better target “at risk” people.

If you have safety, health or wellbeing concerns about anyone you support in a working capacity who meets one or more of the criteria listed below, submit a referral for a HFSV. **Please note that permission must be gained from the service user before you pass their details to SFRS.**

- Over 65 years of age
- Lives alone
- Has a physical and/or learning disability
- Has any sensory impairment
- Is known to be substance or alcohol dependent
- Unable to protect themselves from harm
- Experiencing mental health problems
- Fire risk concerns identified, for example burn marks on bedding, furniture or carpets; electrical faults in the home; unsafe practices with fire, cooking or heating; hoarding; the occupier smokes.

This graph shows a basic profile of people who die in fires.

Source: *SFRS Fire Fatalities and Casualties Analysis Report 2013-2016*



Premises not suitable for a Home Fire Safety Visit

SFRS will not conduct a HFSV in any relevant premises as defined in the Fire Scotland Act 2005, together with any premises which come under the scope of the Care Commission.

Some examples are shown below, however, there may be others in addition to these:-

- Men's/Women's Hostels
- Student Accommodation
- Staff Accommodation
- Nurses Quarters
- Care Homes
- Children's Homes
- Holiday Accommodation
- Caravans
- Properties being used for child minding services if the request is in connection with that service
- Houses in Multiple Occupation. NOTE: An HMO is a property rented out to at least 3 (unrelated) people who share the bathroom or toilet and kitchen

How do partner organisations make a referral for a Home Fire Safety Visit?

1 Ensure your organisation has a registered HFSV referral pathway with SFRS

If individuals within a partner organisation try to make a referral without having an approved referral pathway an error message will pop up advising that they "do not have permission to perform the action".

If your organisation is not already registered, setting up a referral pathway is easy. Your SFRS Local Area representative can assist with this. All that's required is

- 1 Your organisation's domain name (for example, SFRS domain name is @firescotland.gov.uk
- 2 the name of your organisation as it should appear in the drop down of partners listed within the partner referral form

Your SFRS Local Area representative will liaise with SFRS ICT function on your behalf to set up the referral pathway.

2 Individuals within the partner organisation require to register for an account before they can refer

Once the partner organisation is registered, the partner agency link requires individuals within partner organisations to register with a user name (their work email address) and a password of their choice. This ensures a secure connection between

the user and SFRS. If the same computer is used partners shouldn't have to log on every time a referral is made. However, if they use a different computer the system will require them to log on to confirm identity.

Partner organisations do not get full access to the SFRS CSET application. The link opens up a risk rated referral form which, depending on the answers given, lists each request on local community fire station lists in order of who is deemed most at risk.

3 The referral process

A specific URL to SFRS interactive Community Safety Engagement Toolkit (CSET) pre risk rating form has been set up for partner organisations to make a referral for a HFSV on behalf of a client/service user.

Please ensure you have the persons' permission before making the referral.

The link can be accessed through the Scottish Fire and Rescue Service website and the referral made by following the undernoted steps.

Go to www.firescotland.gov.uk

On the landing page of the Scottish Fire and Rescue website, to the right hand side you will see the option "book a home fire safety visit".



Menu

Working together for a safer Scotland

We are committed to ensuring the safety and wellbeing of the people of Scotland

Quick links

Book a home fire safety visit	→
Find your local fire station	→
Publications	→
About SFRS	→
Contact us	→

- Click on the arrow to the right of "book a home fire safety visit"
- Scroll down to the bottom until you come to "complete our partner referral form" and choose this option. This will open up a blank partner referral form for you to populate, as described undernoted.

Online

[Complete our partner referral form](https://cset.firescotland.gov.uk/thirdparty/hfsv/requestvisit)

You may also save the link to your favourites for easy access.

<https://cset.firescotland.gov.uk/thirdparty/hfsv/requestvisit>

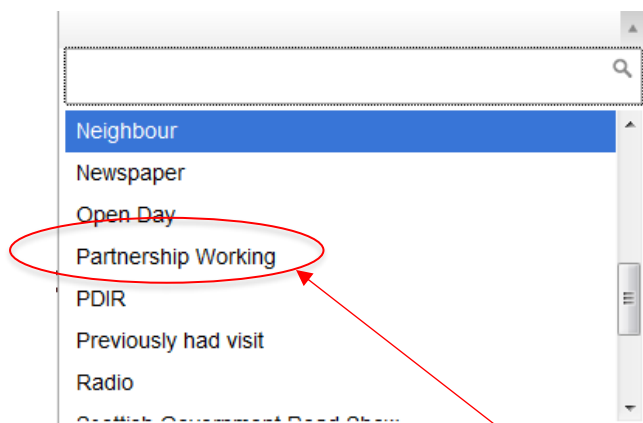
Choose the address of the person you want to refer and complete the risk rating questions. Most addresses should be listed as the address gazetteer is updated periodically.

Make every attempt to ensure accuracy when choosing the address, especially in relation to flat numbers and the spelling of street names.

Complete the form. Each question asked has a score attached to the answer given. This allows us to list each request, with those deemed most at risk given priority. At the conclusion of the visit, if the post risk rating outcome is “high” risk a re-visit will be offered to the occupier one year after the date of the visit.

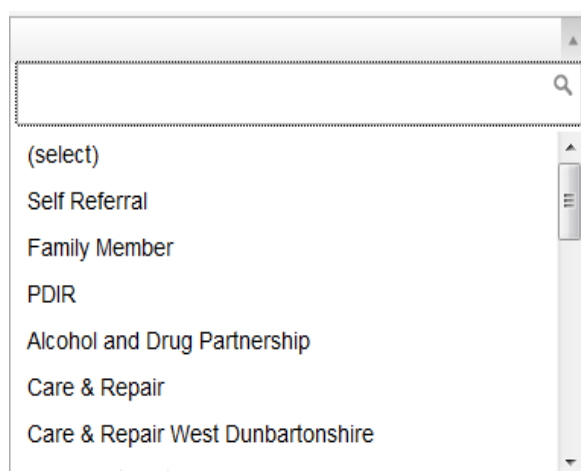
Assistance on how to answer some of the questions can be found undernoted.

How Did You Hear About Us?

A screenshot of a web application's dropdown menu. The menu is open, showing a list of options: 'Neighbour', 'Newspaper', 'Open Day', 'Partnership Working', 'PDIR', 'Previously had visit', 'Radio', and 'Scottish Government Road Show'. The 'Partnership Working' option is highlighted with a blue background and is also circled with a red oval. A red arrow points from the text 'Choose "partnership working"' to this option.

Choose “partnership working”

Referrer Details

A screenshot of a web application's dropdown menu. The menu is open, showing a list of options: '(select)', 'Self Referral', 'Family Member', 'PDIR', 'Alcohol and Drug Partnership', 'Care & Repair', 'Care & Repair West Dunbartonshire', and 'Community Action Team'. The '(select)' option is at the top of the list.

Choose **(your organisation's name)** from the drop down list.

Question 18

As you are a partner organisation referring a service user and the visit has yet to take place please answer “YES (PREVISIT)”.

18	HAS THIS REQUEST BEEN REFERRED FROM A PARTNER AGENCY?	<input checked="" type="radio"/> YES (PREVISIT)	<input type="radio"/> YES (POSTVISIT)	<input type="radio"/> NO
----	---	---	---------------------------------------	--------------------------

Referrers Details

Please ensure you choose your organisation name from the drop down and state your own name and contact telephone number in case we need to update you after the HFSV has been conducted.

Your email address can be typed within the “comments” freetext box. This is an efficient way of communicating with you outwith office hours.

Any Other Relevant Risk Information

If you wish to state any further information please use the freetext box at the bottom “any other relevant risk information”. This box can be used to highlight information, examples of which are undernoted. In relation to personal or confidential information, please take data protection into consideration when adding freetext comments.

For example, we do not need to know the exact ailment or medication taken by an occupier. Instead it more useful to know the effects of any medical issues such if it is known that they would be unable to evacuate in an emergency situation.

Any other relevant
Risk information:

Disabilities, visual or hearing impairment. Joint visit required etc.

Joint visit requested as occupier has acute anxiety issues

Occupant may take a while to answer the door due to poor mobility

Submit the information. When the user completes the referral and hits the “submit” button, within 3 to 10 seconds the HFSV request will be added to the appropriate station list of outstanding visits in accordance with the address of the property.

The above displays how partner organisations can securely share personal data and supporting information in relation to a service user with SFRS. Partners are requested to use the above detailed method of referral rather than emailing or posting correspondence directly to SFRS employees.

NOTE:

The most secure way of sharing data between your organisation and the SFRS is by using the HFSV partner portal on www.firescotland.gov.uk

Emailed correspondence containing personal data (not sent via egress secure email) will not be accepted by the SFRS, in accordance with GDPR, as it presents a higher risk of data breach.

Problems referring?

An error message such as “you do not have permission to perform this action” will be displayed when there is a problem referring. Possible solutions include –

- 1 Please do not google eg “SFRS Home Fire Safety Visit” as, from the results, you may choose the hyperlink for use by SFRS employees only. Ensure you are using this address/link to access the pre risk rating form: <https://cset.firescotland.gov.uk/thirdparty/hfsv/requestvisit>
- 2 Have you supplied your local SFRS contact with your domain name? (For example SFRS domain name is **firescotland.gov.uk**)
- 3 Could there be expired security information in your web browser? To diagnose and correct this issue follow the steps below:
 - 3.1 Log out of the hyperlink by clicking the dropdown menu arrow next to your name in the top right of the application inside the blue button, then click the “Log Out” button which appears.
 - 3.2 Close and reopen your browser then reopen by using this link: <https://cset.firescotland.gov.uk/thirdparty/hfsv/requestvisit> and attempt to login again.
 - 3.3 If this does not resolve the issue then please use the link below to find the instructions to reset your browser cache and follow them before logging in again.

(This may cause you to lose data such as browsing history and saved logins and passwords from your web browser depending on which options are selected.)

Instructions to reset your browser cache:
<http://www.wikihow.com/Clear-Your-Browser%27s-Cache>
- 4 If you do not receive your confirmation in your work email inbox, check the spam/junk folder.

Assistance from SFRS

If, after trying the above solutions you are still having trouble referring, please get in touch with your local SFRS contact. He or she can then take steps to request additional assistance from SFRS ICT Service Desk, where required.

Thank you for working in partnership with the Scottish Fire & Rescue Service.



How to Make a Referral For a HFSV

Version Number 2.0

January 2024



MIDLOTHIAN ROAD SAFETY CAMPAIGNS

The Tomorrows Driver presentation is aimed at S6 students who are already driving or just about to be learning to drive. It's meant to be a hard-hitting presentation about the dangers of driving and consequences of unsafe driving. This is delivered to the group as an assembly presentation.

The last presentation was to S6 students at Lasswade High school (approximately 60). Currently we are awaiting confirmation of dates from the other high schools, this will likely now be in November '24 due Exams. It is anticipated SFRS will take the lead on this and be supported by Police Scotland where their resources permit.

The content of the course includes:

- the importance of the presentation and the responsibilities associated with driving
- consequences of different driving behaviours
- effects on the community and emergency responders
- ways to stay safe and get out of situations if they are in a car and don't trust the driver
- Causes of RTC
- fatal 5
- risk reduction and safe driving tips and advice

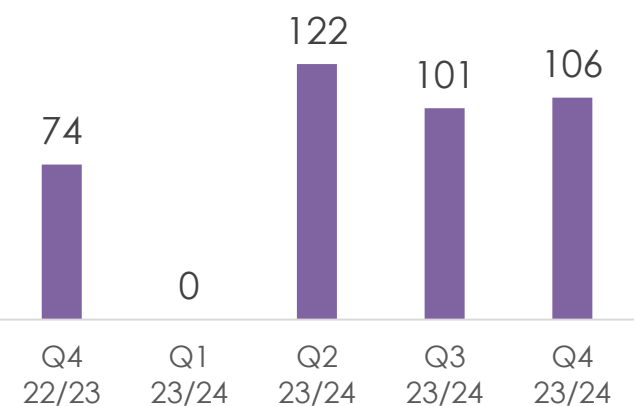
In addition to school engagement, it's worth noting the Mid team have an annual arrangement with the Army at Glencorse Barracks and put on a larger scale event which includes Police and MOD. Midlothian have also been involved with partner initiative to promote road safety within the local area.

As well as the Tomorrows Driver we also deliver a shorter version of Road Safety presentation called Drive to Arrive. This we have already delivered to additional support groups of students at St Davids High school, Newbattle and Dalkeith High school.

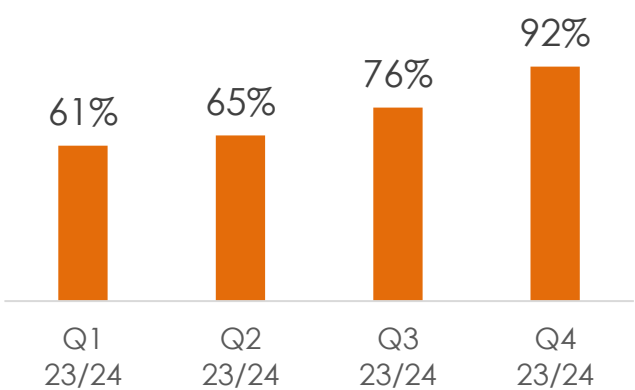
We also deliver Road Safety presentations to the groups of youths that attend the Fire Skills courses from these high schools.

Licensing

Number of Liquor Licence applications received

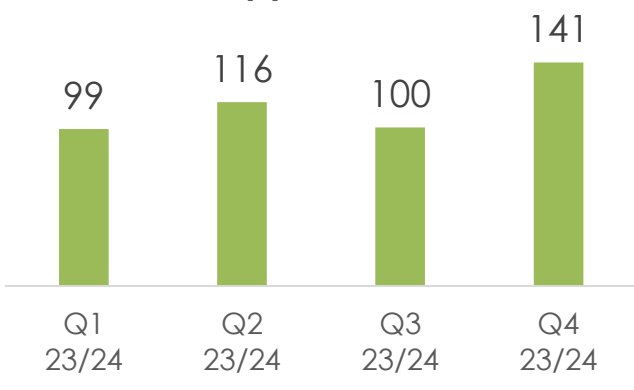


Percentage of Civic Government Licence applications determined

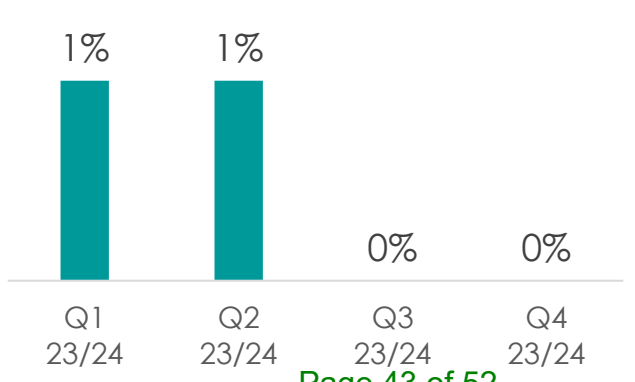


99% of liquor licence applications were determined this year.

Number of Civic Government Licence applications



Percentage of Civic Government Act applications referred to the General Purposes Committee

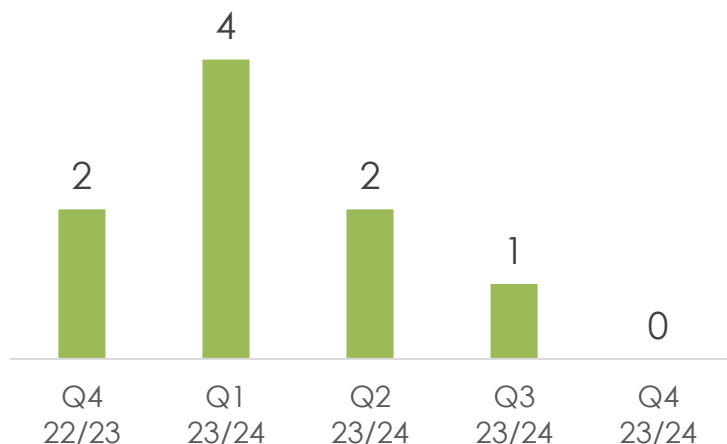


Other civic licences applied for during Q4:

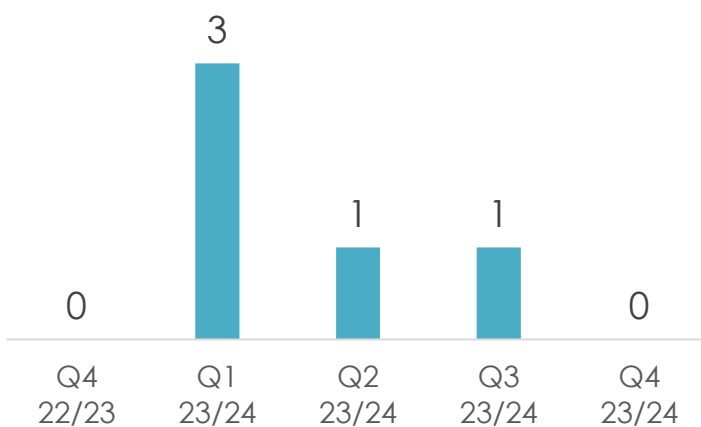
- Late Hours Catering Licence - 1
- Market Operator Licence - 2
- Metal Dealers Licence - 2
- Public Charitable Collection - 2
- Public Processions - 6
- Second Hand Car Dealers Licence - 2
- Second Hand Dealer's Licence - 2
- Street Trader Licence - Roving - 2
- Street Trader Licence - Static - 1
- Tattoo Licence - 1
- Window Cleaner's Licence - 2
- Public Entertainment Licence - 6
- Temporary Public Entertainment Licence - 13
- Public Indoor Sports Licence - 1
- Taxi Licence - 6
- Taxi Driver's Licence - 4
- Private Hire Car Licence - 52
- Private Hire Car Driver's Licence - 36

Workplace Health and Safety

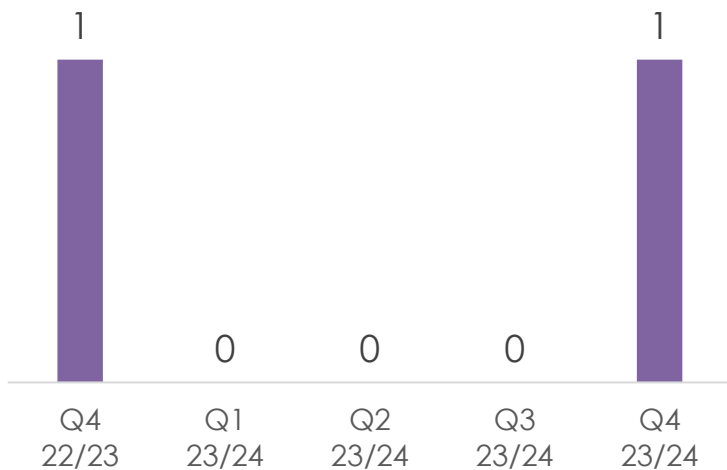
Number of Business Workplace Health and Safety proactive inspections



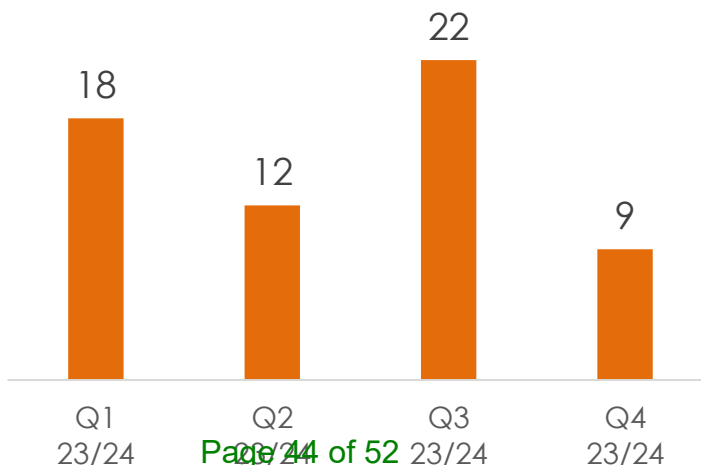
Number of Business Workplace Health and Safety Improvement notices served



Number of Business Workplace Health and Safety Prohibition notices served



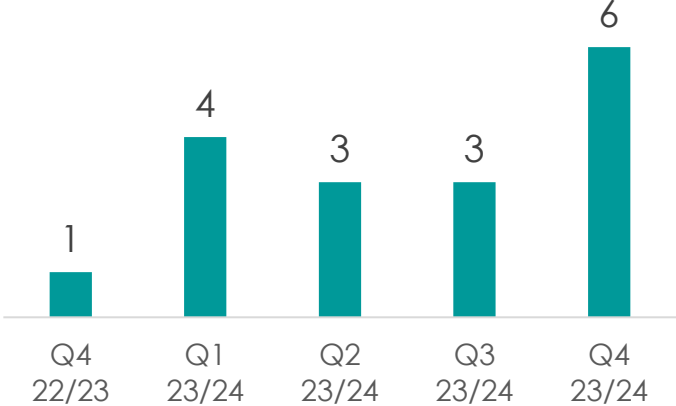
Number of workplace safety RIDDOR reports received



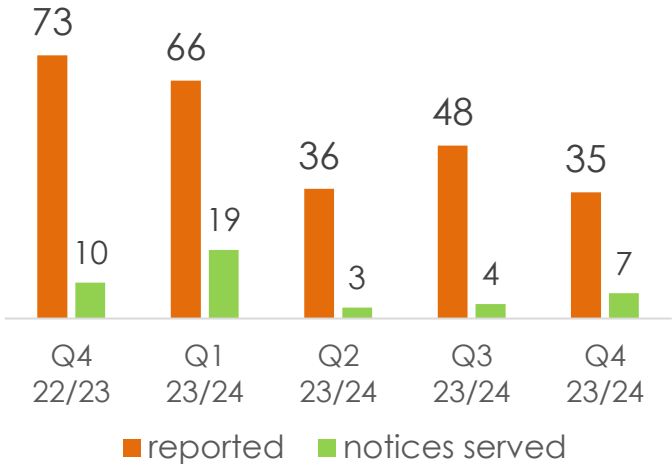
3 RIDDOR related visits took place to investigate business workplace health and safety incidents this year.

Public Health

Number of Abandoned Vehicles which have been removed for destruction



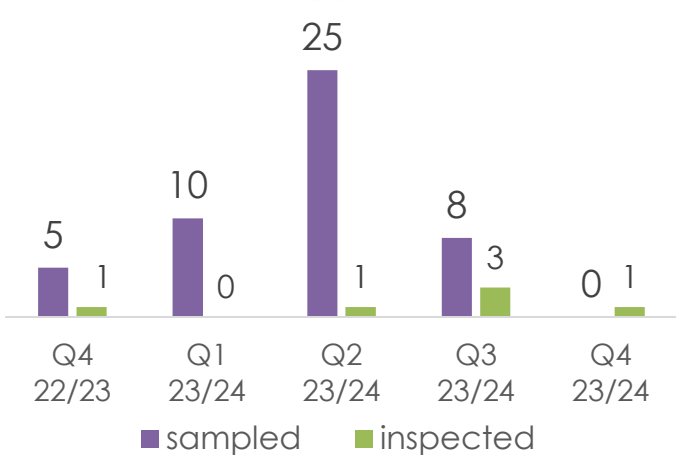
Number of Abandoned Vehicles



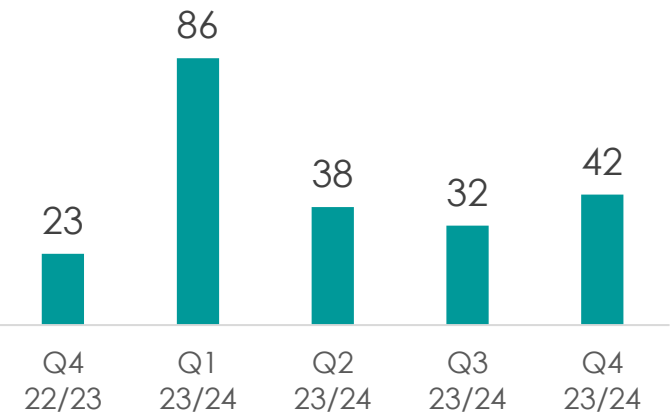
1,121 Public Health Service requests were received from Midlothian residents and businesses this year.

78% of Public Health complaints received a first response within timescales this year.

Number of Private water supplies



Number of Planning Application consultations received



412 Public Health Service requests were received from internal sources this year.

8 Environmental Protection Abatement 1990 Notices were served this year.

99 short term let Applications received this year.

32 short term let Licences issued this year.

Civil Contingencies and events

Note: Resources remain as they were last quarter, therefore challenges remain in progressing all necessary work streams. However, a service review is ongoing.

Plans and Procedures:

Plans and Procedures updated this quarter:

- Emergency Contacts Directory (reflecting staff changes)
- Response to an Incident at Torness Nuclear Power Station (guidance document for internal use)

Plans/plan updates in progress (in some cases awaiting guidance from external partners):

- Midlothian Council generic Emergency Plan. This is the most comprehensive of our arrangements and as well as outlining internal emergency management arrangements, should reflect current multi-agency partnership relationships.
- Operation UNICORN (and associated arrangements). We are in liaison with Scottish Government and the Lord-Lieutenant of Midlothian and no national guidance has been issued as yet. However, we have the basics in place, based on previous experience.
- Corporate Business Continuity (BC) Plan. An update to the Corporate Business Continuity Policy was provided to Corporate Management Team members in March. However, learning from a Cyber Security event facilitated by Scottish Government will now be incorporated into an expanded document, which will also link in with the work being done by Digital Services on cyber-security.

Multi-agency Exercises, Training, Presentations and Work streams:

Team Members Participated in the following. Where appropriate to their areas of work, invitations were extended to colleagues in other services and partners:

- Continuing participation in planning meetings for a Torness related exercise in June 2024.
- Lothian and Borders Local Resilience Partnership and East of Scotland Regional Resilience Partnership Short Life Working Groups (SLWG) to develop multi-agency frameworks in relation to National Power Outages, Severe Weather, Care for People, Mass Fatalities, Risk Preparedness Assessment. All of these workstreams have now concluded having produced guidance documents.
- Airwave familiarisation sessions, specifically aimed at "non-blue light" services. (Handsets are available to borrow from Police Scotland colleagues.)
- Refresher session on Military Aid to the Civil Authority.

Team Members undertook/facilitated:

- Response to Ofcom consultation relating to the mobile telephone network.
- Circulation of information and liaison with services regarding the switch off of the Public Switched Telephone Network (the analogue phone system).
- Meeting with Care for People chair and Red Cross partners to enhance rest centre response arrangements. Options still being explored.
- Obtained 9 places so far on the 2024 series of Crisis Management training, three of which were within the Q4 23/24 period. Scope for more nominations to be submitted.

Ongoing, routine representation at/participation in:

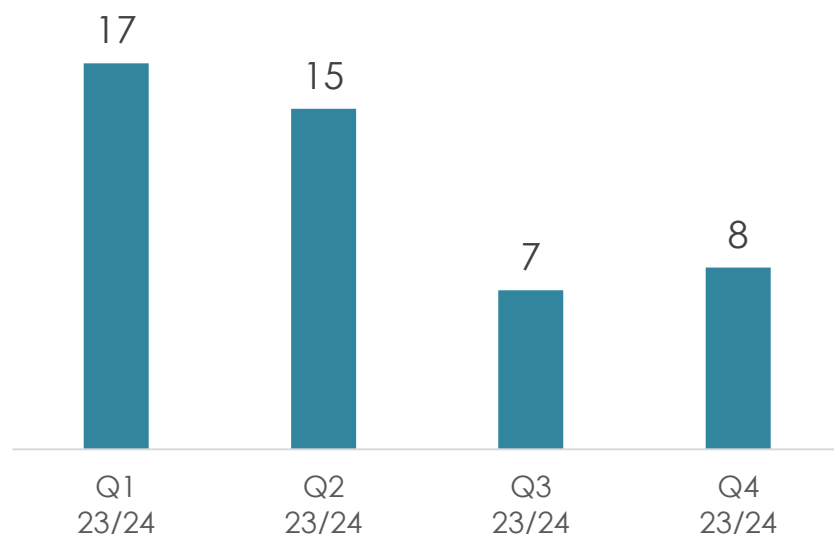
- Local Resilience Partnership meetings – core group, sub-groups and Short Life Working Groups as required (see above).
- Lothian and Borders CONTEST group meetings representing the Midlothian CONTEST and Prevent SPOC.
- Briefings/workshops relating to “Martyn’s Law” - Terrorism (Protection of Premises) Bill).
- Torness Local Liaison Committee meeting.
- Internal meetings requiring a Contingency Planning input, including Care for People, Estates Management Safety Groups, internal CONTEST Group (and providing on-going support to the Midlothian SPOC), Safety Advisory Group, support for Business Continuity activities.
- Local Authority Resilience Group Scotland (LARGS) - networking meetings of resilience practitioners.

Ongoing monitoring of events and/or live incidents – disseminating information internally and liaison with external organisations as required.

To note: Following attendance at meetings, seminars, presentations, training sessions, a summary of all pertinent information is forwarded to senior manager(s) and other colleagues as appropriate. Invitations are also forwarded where the subject might be of direct interest to other services/partners.

Public events

Number of organisations engaged with the Safety Advisory Group or similar



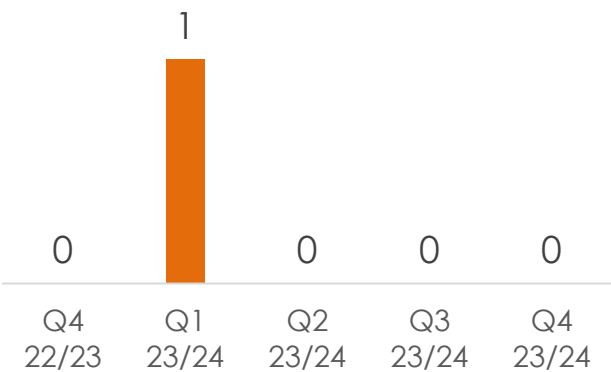
47 Events were brought to the Safety Advisory Group during 2023/24.

Priority issues during Q4 were Loanhead Gala and early review of a potential Fanzone for Euro 2024 Championships.

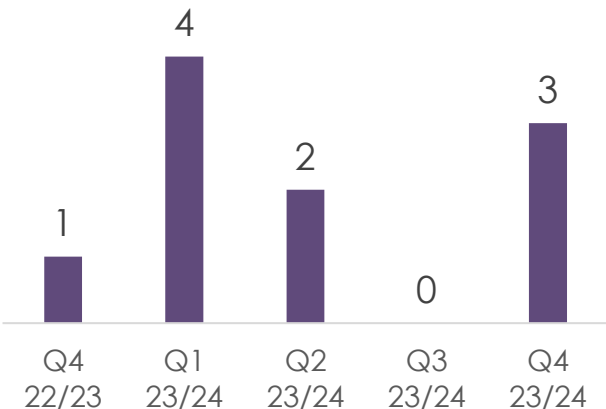
All recurring 2024 event organisers have been contacted and are engaged in the planning process. Guidance/event document templates have been provided to 4 new events to encourage a standardised approach in planning.

Food Hygiene and Standards

Number of Food Hygiene Improvement notices served



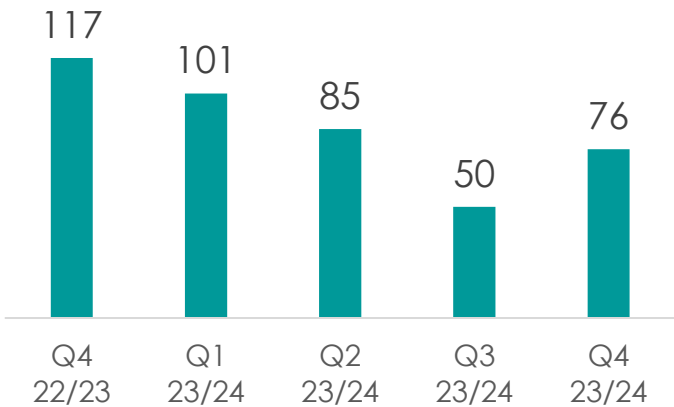
Number of Food Law Remedial Action notices served



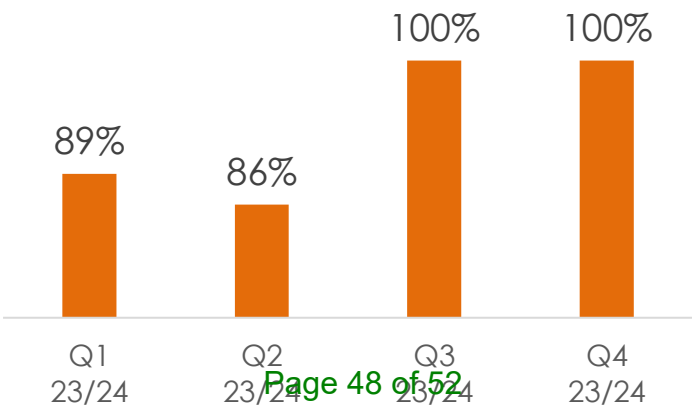
236 Food law service requests were received from Midlothian residents and businesses in 2023/24. (Includes food safety and food standards).

81% of food related service requests from Midlothian residents and businesses were responded to within the target response time of 5 working days in 2023/24. (Includes food safety and food standards).

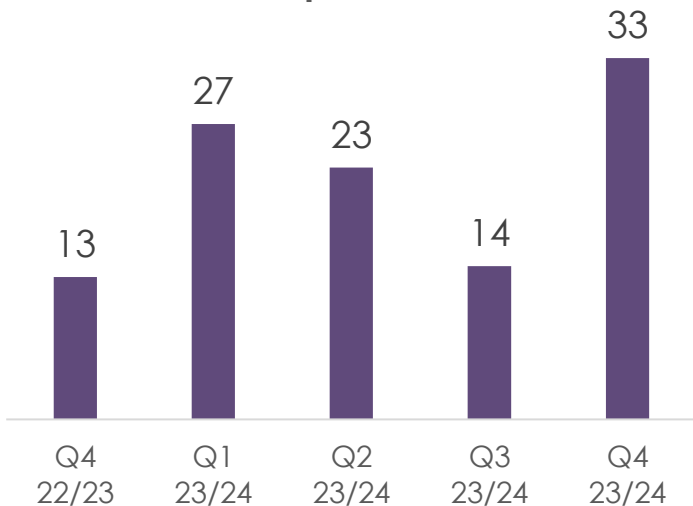
Number of Food Law interventions carried out (food hygiene and food standards)



Percentage of priority 1 and 2 premises receiving completed food law interventions in line with the Service Plan

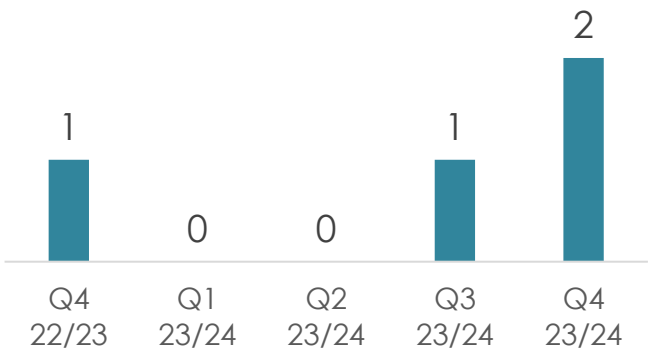


Number of Food/non-food samples taken

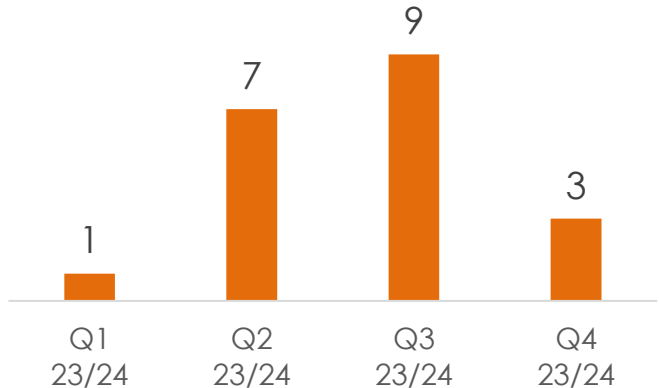


Trading Standards

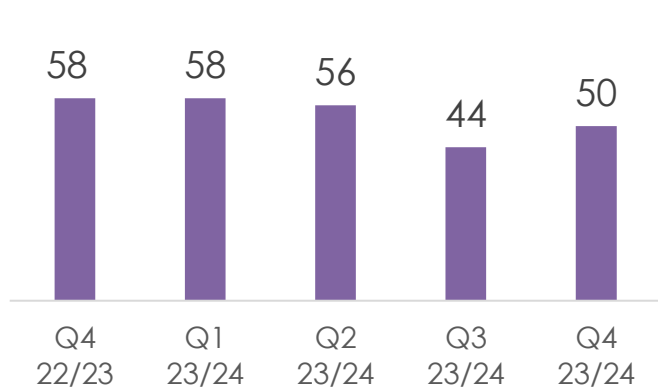
Number of cases reported to Crown Office and Procurator Fiscal Service



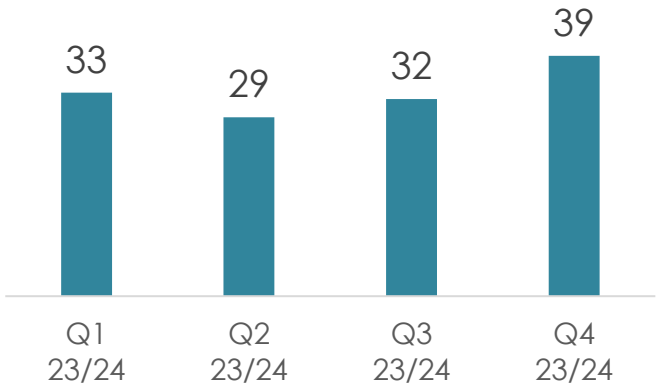
Number of business advice requests received by Trading Standards



Number of consumer complaints received by Trading Standards



Number of intelligence logs input to Intelligence Database (IDB)



100% of Business advice requests were responded to within 5 working days in 2023/24.

100% of Business advice requests were completed within 14 days in 2023/24.

100% of Consumer complaints were responded to within 5 working days in 2023/24.

80% of Consumer complaints were completed within 14 days in 2023/24.

Develop and implement a Trusted Trader Scheme:

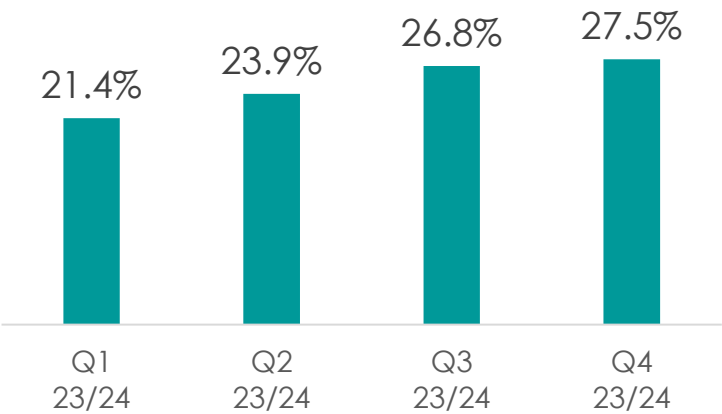
The scheme has been approved. It is anticipated it will be implemented in 2024/25.

Trading Standards Campaigns/Joint working/Initiative details:

Trading Standards joined Police on 3 days at vehicle roadstops in April and October and mobile patrols in April looking for rogue traders. Police and Fire Brigade joined Trading Standards, as they have done for a few years, in visiting fireworks sellers to verify secure and safe storage of stock and to advise re preventing under-age sales. Police obtained a warrant under the Trade Marks Act for Trading Standards in December to enter a home from which counterfeit goods were on sale via a closed Facebook group. Police Licensing and Trading Standards joined forces on several occasions, this has happened regularly for many years, to investigate second-hand car dealers who may be required to be licensed under the Civic Government (Scotland) Act 1982.

Trading Standards

Percentage of planned inspections achieved in line with the Service Plan (cumulative)

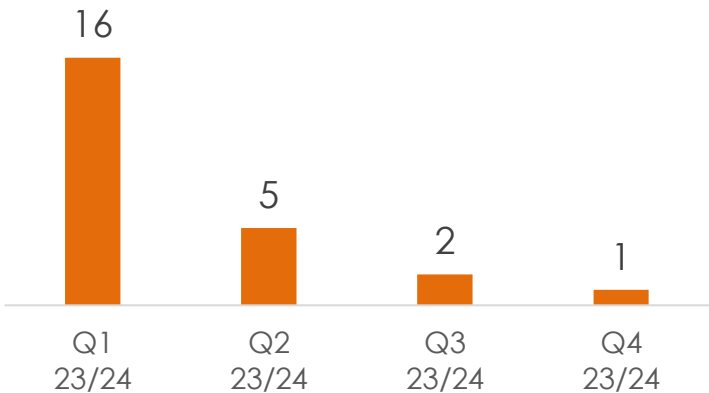


99.6% of planned inspections complete this year.

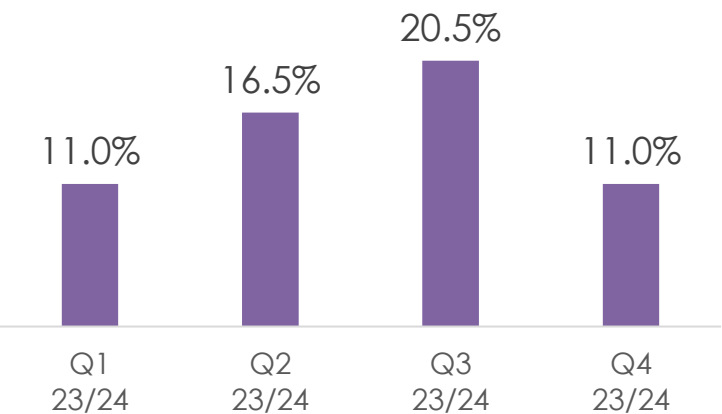
275 Trading Standards Primary Inspections were carried out this year including 55 farms or smallholdings to assess animal health and welfare.

Over the course of the last two years the team have now inspected all farms and smallholdings regarded as high or medium risk.

Number of interventions carried out regarding tobacco and nicotine containing products



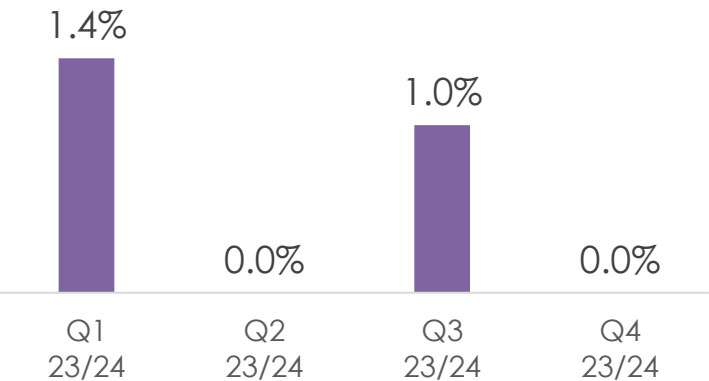
Percentage of businesses registered for tobacco/vapes in Midlothian visited



A total of **145** premises are believed to be registered and selling tobacco and/or vapes at 01/04/23.

45 were visited this year.
Page 50 of 52

Percentage of businesses registered for tobacco/vapes in Midlothian where a test purchase was carried out



Fixed Penalty Notices issued in 2023/24

