

PARTNERSHIP AGREEMENT PEOPLE AT RISK NORTHERN IRELAND FIRE AND RESCUE SERVICE AND CAUSEWAY COAST AND GLENS BOROUGH COUNCIL	6th June 2017
TO: ENVIRONMENTAL SERVICES COMMITTEE	
FOR DECISION	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Resilient, Healthy and Engaged Communities
Outcome	Improve partnership working between each organisation and the provision of additional fire safety advice to people at risk.
Lead Officer	Head of Health & Built Environment
Cost: (If applicable)	N/A

Background

The purpose of this partnership agreement is to provide enhanced assistance to people at risk for the mutual benefit of both organisations.

The aims and objectives of the partnership are to:

- provide additional fire safety advice to people at risk for the mutual benefit of both organisations;
- reduce fire deaths, injuries and fires in the homes of people at risk; and
- to improve partnership working for the benefit of both organisations.
- contribute to an overall reduction in the number of accidental fire deaths and fire-related injuries in dwellings in Northern Ireland; and
- to provide a free Home Fire Safety Check (HFSC) to every referral from the partnership agency, within 28 days from the date of the referral.

A copy of the agreement may be found at Appendix IV to this report. By entering into the agreement it will allow the sharing of data between each organisation where consent has been granted by an individual.

Recommendation

It is recommended that the Partnership agreement be signed on behalf of Causeway Coast and Glens Borough Council by the Head of Health and Built Environment and returned to the Northern Ireland Fire and Rescue Service.

People at Risk Partnership Agreement

between



Document Version Number:	1
Version Date:	01 September 2016
Maintained by:	WC Jason Craig

PARTNERSHIP AGREEMENT

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1 INTRODUCTION

1.1 Purpose

The purpose of this partnership agreement is to provide enhanced assistance to people at risk for the mutual benefit of both organisations.

This agreement has been prepared by Northern Ireland Fire & Rescue Service (NIFRS) who will maintain the agreement on behalf of both organisations. The agreement remains valid until superseded by a revised agreement, mutually endorsed by each organisation or until such times as the partnership has been terminated.

1.2 People at Risk

We define people at risk as persons who:

- *are aged 60 or older;*
- *have a disability or impaired mobility*;* or
- *are referred to NIFRS by a partnership agency.*

**includes people with a health condition that would impact on their ability to acknowledge and respond to an emergency in the home.*

NIFRS will also accept referrals for people who fall outside of this definition but who may also be at risk. Each referral will be assessed on a case-by-case basis.

1.3 Aims

The aims of the partnership are to:

- provide additional fire safety advice to people at risk for the mutual benefit of both organisations;
- reduce fire deaths, injuries and fires in the homes of people at risk; and
- improve partnership working for the benefit of both organisations.

1.4 Objectives

The objectives of this partnership are to:

- contribute to an overall reduction in the number of accidental fire deaths and fire-related injuries in dwellings in Northern Ireland; and
- provide a free Home Fire Safety Check (HFSC) to every referral from the partnership agency, within 28 days from the date of the referral.

1.5 NIFRS Service

We offer free of charge:

- HFSCs - these are a visit to the home to offer detailed fire safety advice and ensure that the home is fitted with a working smoke alarm.
- Talks to Groups - this is a visit where a talk is delivered to detail how to stay safe from fire in the home.

1.6 Partnership Organisation's Service

The overall aim of the home safety check service is to reduce the risk of unintentional injuries and premature, preventable deaths in the home amongst vulnerable populations (including families with children under the age of 5 years and older people aged 65+), by supporting households to identify and remove the cause or reduce the exposure to the cause.

The objectives of the home safety check service are to:

- Identify vulnerable households using relevant stakeholders/referral partners (e.g. health visitors, Sure Starts, community organisations etc.);
- Make onward referrals of accidents in the home through a household visit by a trained Home Safety Officer (HSO);
- Develop understanding about risk of accidents in the home by raising awareness and providing educational resources during the home safety check visit;

- Provision (and potential fitting) of approved home safety equipment by the HSO / HAP Officer to vulnerable households in need, and'
- Use digital technology to record data collected during the home safety check, also the hazards and risks identified in the home so that it can be collated on a central database to inform future action planning.

2 RESPONSIBILITIES

The responsibilities of the signatories will be to:

- communicate the document titled 'Guidance for your Team' to staff to provide guidance on how to implement the partnership agreement;
- on signing, publicise the partnership through a local joint press release and media launch;
- publicise and raise awareness of the partnership within each organisation;
- review and re-sign the partnership in accordance with the review process;
- maintain accurate records to be able to demonstrate the success of the partnership; and
- ensure data protection protocols are followed when processing data.

3 PARTNERSHIP ARRANGEMENTS

3.1 Signatories

In advance of signing the partnership, the signatories are to have sought agreement through the approval process for their respective organisation to be the signatory to the agreement and thereafter be responsible for maintaining and coordinating implementation of the partnership.

3.2 Public Liability

Organisations are required to confirm the existence of public liability insurance or alternatively that arrangements are in place to deal with public liability on a self-insured basis.

3.3 Termination

This agreement is not intended to be restrictive or legally binding on either party. Either party, subject to 30 days notice of such an intention, may terminate the agreement.

On termination, each signatory is to ensure their respective partnership register is amended to reflect that the partnership has been terminated and the date of termination.

3.4 Joint Training

Each signatory, or their nominated representative, may make arrangements to facilitate joint training to raise awareness of the partnership. The framework for the training will be the document titled 'Guidance for your Team' and the training must also describe any local arrangement for processing referrals.

3.5 Financial Implications

It is the intention of this partnership that it will impose no expenses on the other partner and that all expenses incurred will be regarded as normal daily business by both partners to this agreement.

4 REVIEW PROCESS

4.1 Maintaining the Version Control

The signatory for NIFRS will maintain the document and update it as follows every time an amendment or review is carried out:

- 1 Amend the version number on the front cover;
- 2 Amend the version date on the front cover;
- 3 Add a new line to the version control to detail that the review has taken place or any amendments made;
- 4 Amend version number and date in the footer at the bottom of the pages;
- 5 Arrange for the document to be informally re-signed;

- 6 Scan the document and send a pdf to the partner signatory; and
- 7 Signatories are to arrange for the new version to replace any other version held by their respective organisation and for any partnership register to be updated accordingly.

4.2 Review after First Year

Within one year from the date the partnership is first signed, the NIFRS signatory is to arrange a joint evaluation and review of the agreement.

4.3 Review Every Third Year

Thereafter, every three years from the date of the last review, the NIFRS signatory is to arrange a joint evaluation and review of the agreement.

4.4 Retirement or Resignation of a Signatory

Should either signatory, retire, resign, or leave the parent organisation, the partnership shall remain valid. Arrangements are to be made by the parent organisation to either, nominate a replacement signatory and arrange for the document to be informally re-signed, or for the agreement to be terminated.

5 SIGNATORIES

Northern Ireland Fire & Rescue Service	Causeway Coast & Glens Borough Council
Jason Craig Watch Commander – Community Development Northern Ireland Fire & Rescue Service Coleraine District Headquarters Portrush Fire Station 123 Eglinton Street Portrush BT56 8DZ	Causeway Coast and Glens Borough Council Cloonavin 66 Portstewart Road, Coleraine, BT52 1EY

Signed on behalf of
Northern Ireland Fire & Rescue Service:

Date:

Signed on behalf of
Causeway Coast and Glens
Borough Council:

Date:
