



CFRS Weekly Update – 17/4/26

Weekly Update – At a Glance

- ▶ Fire extinguisher replacement
- ▶ Risk document reviews (260 forms)
- ▶ Next Culture and Values Board meeting
- ▶ Projects Support Officer vacancy
- ▶ Changes to Pay As You Earn (PAYE) reference
- ▶ Occupational Health section live on SharePoint
- ▶ Free Acas webinars for staff with line management responsibilities
- ▶ Fire Fighters Charity: Parkinson's Awareness Month
- ▶ Support careers events for young people in Cumbria

**** Please note that the above information should be shared with all staff on parade.**

Detailed information for each of these headlines can be found below.



Risk Critical / Operational

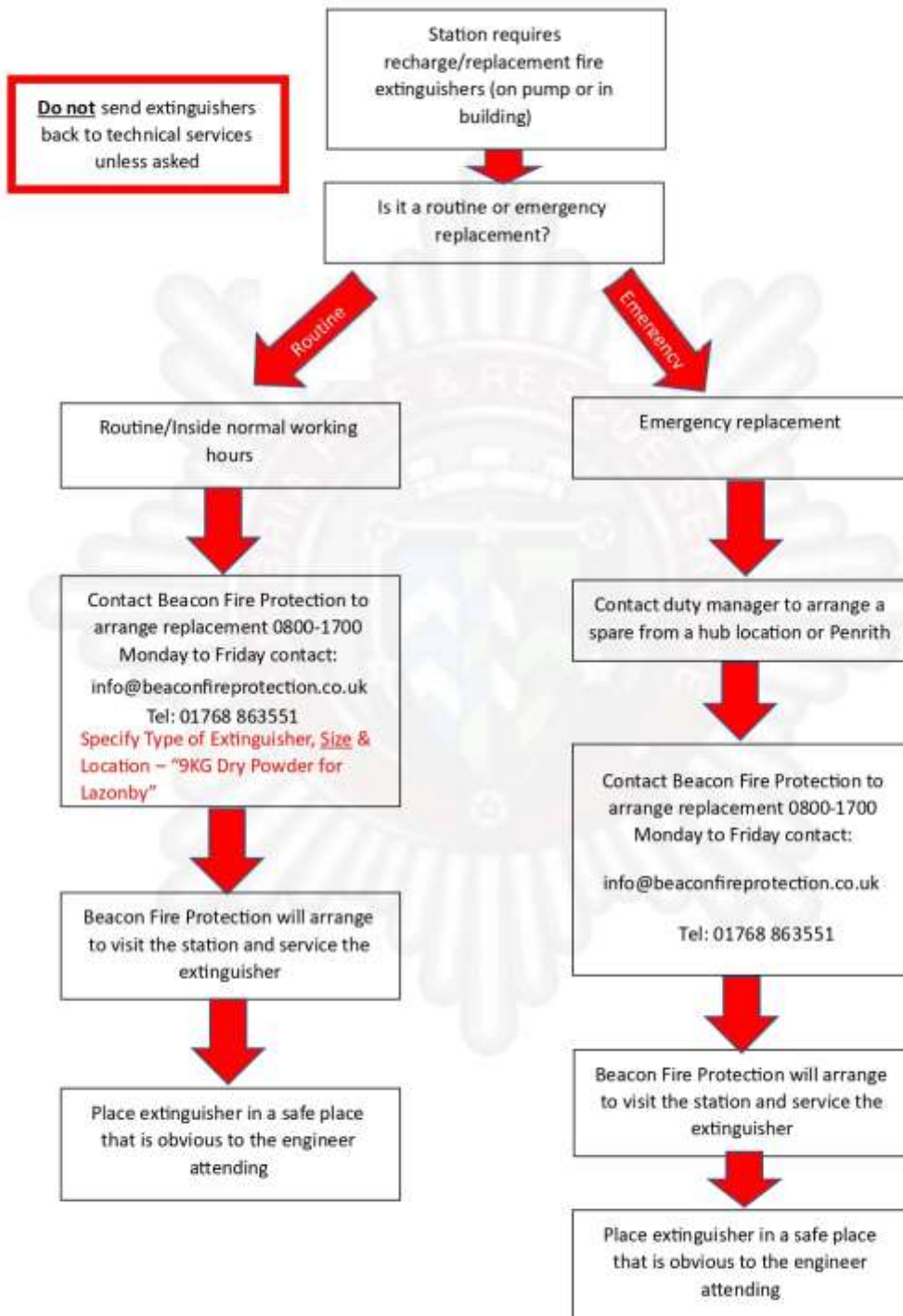
Fire extinguisher replacement

Please can all crews discard old information/posters regarding fire extinguisher replacement.

Cumbria Fire & Rescue Service has a contract with Beacon Fire Protection to service and replace fire extinguishers both on appliances and on stations.

Station Managers will be receiving a flow chart for stations to follow when they require a replacement fire extinguisher:

Fire extinguisher process chart for stations V1.0 April 26



When contacting Beacon Fire Protection, please ensure you state the location, the type and the size, then leave the extinguisher somewhere where it can be easily found by the engineer attending.

If an emergency replacement is required out of hours, hub stations should still hold a small quantity of spares.

Technical and Fleet Services team

Risk document reviews (260 forms)

When reviewing risk documents, please can we remind you that Operational Planning need to know exactly what amendments have been made to the document.

Details of these amendments should be included on the 260 form.

If there are major changes and it would be too much to write into the 260, please add what sections have been changed and make it clear on the returning risk document by highlighting the wording/plan changes.

We need this detailed information for audit purposes and to enable us to track exactly what changes have been made at each review.

If you have any questions about completing a risk document review, please email OpsPlanning@cumbriafire.gov.uk who will be able to help.

Ops Planning team



Equality, Diversity and Inclusion

Culture and Values Board next meeting

The next Culture and Values Board meeting is taking place at **10.30am** on **Monday 1 June 2026** at **Carlisle East Fire Station (Locality Room)**.

There is a Teams link for those unable to attend in person: <https://teams.microsoft.com/meet/325550658162177?p=UVqihDrgDgRwbkJvpb>

We hope to see as many of you as possible.



Vacancies

Projects Support Officer

Salary: £34,434–£35,412

Hours: 37 hours per week – part-time working, job shares and other flexible options can be discussed at interview

Contract: Fixed term until 31 March 2027

Location: CFRS HQ Penrith and home working

Closing date: 5pm on Wednesday 29 April 2026

Interviews: Interviews will be held in person at CFRS HQ Penrith on Friday 15 May 2026

This post requires a Standard DBS Check

Find out more and apply: [CFRS0177 - Projects Support Officer | Cumbria Fire & Rescue Service](#)



Other

Changes to Pay As You Earn (PAYE) reference from 1 April 2026

As part of Local Government Reorganisation (LGR) and in order to meet HM Revenue & Customs (HMRC) requirements, all employees moved onto a new Pay As You Earn (PAYE) reference from 1 April 2026. This separates out the payroll run for both unitary authorities and Cumbria Fire & Rescue Service (CFRS).

The change was planned within the service centre, it does not affect your pay, your contract, or your employment with CFRS. However, the way this change had to be implemented has had some unforeseen impacts within iTrent.

What this means in iTrent

To enable the move to the new PAYE reference:

- ▶ All employee position occupancies in iTrent were ended on 31 March 2026
- ▶ The same positions were restarted on 1 April 2026

This is a system process only and does not reflect a break in service or a change of role.

What this does not affect

We want to reassure colleagues that this change:

- ▶ Does not affect your pay
- ▶ Does not affect your reckonable or continuous service
- ▶ Does not affect your pension
- ▶ Does not change your personal details, contractual terms, or job role
- ▶ Does not reset your employment history

Your service with CFRS remains continuous.

Impact on iTrent records

Because of the technical way iTrent records employment data, the system change has affected how some information is displayed.

Colleagues across the service centre have carried out significant background work to minimise disruption and correct records.

Sickness absence

Any open sickness absence records were ended on 31 March 2026 and restarted on 1 April 2026.

This was necessary to align records with the new payroll.

There is no loss of absence history, and information is still held appropriately for statutory and organisational purposes.

Expenses

When submitting expense claims prior to 1 April 2026 (excluding mileage), you may see the value showing as £0.

This is a system display issue only and will be rectified prior to payroll processing.

We are reassured from the service centre that claims will be paid correctly.

What to do if something doesn't look right

We appreciate that colleagues may notice anomalies because of the scale and complexity of this change. SDS have also been working through queries and flagging them with the HR Systems Team so that they can be corrected.

If something doesn't look right:

- ▶ Please be assured this is likely to be linked to the PAYE and iTrent transition
- ▶ Contact the HR team at hr@cumbriafire.gov.uk

This move to a new PAYE reference was a necessary step in establishing payroll arrangements post LGR. While the payroll change itself was expected, the impact on iTrent was more complex than anticipated. Colleagues across the service centre have worked extensively behind the scenes to stabilise records, correct absence data, and ensure employees are paid accurately.

Jemma Taylor and Helen Clark

HR Managers

Occupational Health section live on SharePoint

We are pleased to announce a new Occupational Health section has now been launched on SharePoint here: [Home](#)

Here you will find access to the Occupational Health Portal and guidance around how to make a referral.

Melissa Taggart

Occupational Health and Wellbeing Coordinator

Free Acas webinars for staff with line management responsibilities

Acas will be offering a number of free webinars which, will not fire sector specific, will be helpful to managers who may be supporting employees through the following:

Working Hours and Rest Breaks: understanding the working time regulations

Thursday 23 April, 10am–10.30am

Our free webinar looks at the Working Time Regulations and when they apply. It will cover:

- ▶ the rules about working hours and opting out
- ▶ requirements for time off and rest breaks
- ▶ legal obligations for employers

[Click here to access](#)

Reasonable adjustments: how to get them right Friday 24 April, 2pm–3pm

Our free webinar will help employers understand, identify and implement reasonable adjustments. It will cover:

- ▶ the legal responsibilities for employers
- ▶ different types of reasonable adjustments
- ▶ how to overcome challenges with practical solutions

- ▶ ways to encourage inclusion in your organisation

[Click here to access](#)

Flexible working requests: A case study and the law Thursday 30 April, 10am–10.30am

Join our free webinar where we will look at the latest legislation changes affecting flexible working requests. It will cover:

- ▶ an overview of the law
- ▶ the Acas Code of Practice
- ▶ examples of flexible working
- ▶ rights and responsibilities of employers and employees

[Click here to access](#)

Jemma Taylor and Helen Clark

HR Managers

Fire Fighters Charity: Parkinson's Awareness Month

This April is Parkinson's Awareness Month and Fire Fighters Charity is sharing key information on how to spot the symptoms, the impact on the fire and rescue services community, and where you can find support, including:

- ▶ What is Parkinson's
- ▶ Recognising the signs of Parkinson's
- ▶ Parkinson's in the fire and rescue services

▶ Young Onset Parkinson's (YOPD)

[Find out more here](#)

Fire Fighters Charity

Support careers events for young people in Cumbria

Dream Big workshops for Year 5 and 6 pupils

Two-hour interactive sessions where students learn about different careers in Cumbria, identify famous Cumbrians and find out about local organisations and what they do. They are able to interview guests about their careers and get interviewed themselves for their dream jobs.

Dream Big Workshops (1pm–3pm)

- ▶ 20 May – Broughton (two volunteers needed)
- ▶ 20 May – St Bridget's, Egremont (three volunteers needed)

Whitehaven Career Event on Tuesday 28 April (9am–3pm) at Whitehaven Academy

For Year 5 and 6 pupils from schools in the Whitehaven area, hands-on, curriculum-linked activities (10 minutes each). Volunteers connect their job to real-world learning through interactive tasks on a carousel basis. Briefly tell the children about your job and company. Conduct a 10-minute session for each group and engage the children with a short, career-related activity on a carousel basis. For instance, if there are eight stations then you would have to do the activity eight times during the AM session and eight times during the PM session.

CLEGHEADS STEAM Event on Tuesday 19 May and Wednesday 20 May (9am–3pm) at West Lakes Academy

For Year 2 pupils on Tuesday and Year 4 pupils on Wednesday from schools in the Cleator Moor and Egremont areas, hands-on, curriculum-linked STEAM activities (25

minutes each). Volunteers connect their job to real-world learning through interactive tasks on a carousel basis. We require small groups of volunteers to run a STEAM activity to groups of students on a carousel basis over one or two days. For instance, if there are five stations then you would have to do the activity six times during the AM session and six times during the PM session.

Rachel Pettit

Office Administrator, Centre for Leadership Performance

To have your news included in this section please email:

CFRS.update@cumbriafire.gov.uk

