

Item Number	Item 4 – Paper 2
Title of Paper	Proposed Fire Standards Commissioning Brief
Decision or Information	For decision
Date of Meeting	3 rd September 2020
Presented by	Chair and CPO
Attachments	Appendix A – Fire Standards Development cycle Appendix B – draft Commissioning Brief

Summary

The purpose of this paper is to request the Board’s consideration and agreement to an amendment to the Fire Standards’ development process concerning how the Board commissions work.

The change in the process, will allow a commissioning brief to be provided, where necessary, to help those commissioned to develop a Fire Standard to better understand the Board’s requirement and expectations.

This proposal was conceived in the context of work being done on the Fire Standard for the Code of Ethics, which is discussed below.

A reminder of the development cycle, the tasks and governance stages that underpin it is at **Appendix A**.

A draft Commissioning Brief Template is at **Appendix B**.

Recommendations and decisions required

The Board is asked to:

- Consider and, if content, agree the draft Commissioning Brief Template (**Appendix B**); and
- To decide how to respond to a suggestion regarding greater involvement of the NFCC in developing the Commissioning Brief.

Commissioning Brief - Background Information

At the previous Board meeting, a draft Fire Standard for ethics, behaviours and values was presented as a pre-consultation draft. A lengthy discussion took place about the nature, purpose and content of this Fire Standard.

The conclusion reached was that the draft Fire Standard proposed at that point did not meet the expectations of the Board. It was agreed that feedback from the Board would be collated and given to the project team (NFCC Leadership Project) working on this Fire Standard to clarify the Board's requirement.

Following the Board meeting, the Fire Standards Board's Vice Chair, Alison Sansome, attended a meeting of the Leadership Project to present the Board's views.

The outcome of that meeting is that the Chairs feel there needs to be an opportunity in respect of certain Fire Standards to provide greater clarity at the outset, on what the Board's expectation is for the content of that Fire Standard. As such, they feel that the Fire Standards development process needs refinement by the inclusion of provision for the drafting of a Commissioning Brief for any standards where this would be helpful.

The Commissioning Brief would aim to provide a clear, but concise statement of Board expectations. Learning from work to date, bringing clarity to what the Board requires within a Fire Standard is vital to ensure they can be developed at the pace the Board expects and in line with the guidelines and style set. The benefits of a Commissioning Brief will be to:

- Ensure that the Board as a whole is clear and agreed about the content of a specific Fire Standard it is commissioning work on;
- Convey those expectations in a consistent way to the relevant subject matter experts and stakeholders involved in development work; and,
- Produce high quality, consistent Fire Standards in line with the Board's requirements and specifications.

The Board is also asked to consider a suggestion put forward by Becci Bryant (the Project Executive and Chief of Staffordshire Fire and Rescue Service)

She proposed that programme sponsors and project executives could be involved in the drafting of commissioning notes and potentially be invited to future Board meetings to present their work as the strategic subject matter expert.

Having considered this suggestion the Chairs consider that the content of the Commissioning Briefs should be for the Board to determine as Fire Standards are its responsibility. However, the Board may invite those who have drafted a Fire Standard to attend a Board meeting to present what has been prepared for discussion with the Board prior to consultation on the Fire Standard where this may be helpful.

The Board is asked to consider the Chairs proposed way of responding to Ms Bryant's suggestion and advise if they are content with that approach.

Recommendations

The Board is asked to consider and comment on the draft Commissioning Brief template and, if content, agree to Commissioning Briefs being incorporated into the development process for use, as and when appropriate

The Board is also asked to consider the response proposed by the Chairs to the suggestion made by Ms Bryant.