

MINUTES

Date: Tuesday 16th February 2021
Time: 14:30 –17:30 hours
Venue: Virtual Meeting - Microsoft Teams

Attendees:	Suzanne McCarthy (SMcC) – Chair Alison Sansome (AS) – Vice-Chair Jonny Bugg (JB) – Home Office Cllr Nick Chard (NC1) – Local Government Association (LGA) Julia Mulligan (JM) – Association of Police & Crime Commissioners (APCC) Roy Wilsher (RW) – National Fire Chiefs Council (NFCC)
In attendance:	Rachael Aldridge (RA) - Local Government Association (LGA) Nick Collins (NC2) - NFCC Central Programme Office (CPO) Natasha Elia (NE) – NFCC Central Programme Office (CPO) Joy Flanagan (JF) – NFCC Central Programme Office (CPO) Kay Kallah (KK) – NFCC Central Programme Office (CPO) Tom Pinchbeck (TP) – Home Office Eddie Smithwick (ES) – Association of Police & Crime Commissioners (APCC)
Guests:	Richard Fowler (RF) – National Fire Chiefs Council (NFCC) Mark Hardingham (MH) – National Fire Chiefs Council (NFCC) Neil Odin (NO) – National Fire Chiefs Council (NFCC)

Introductions, welcome and apologies and conflicts of interest

Chair

The Chair welcomed members to the meeting.

Mark Hardingham (National Fire Chiefs Council Chair Elect) joined the meeting as an observer. He will be joining the Board in that capacity in April 2021.

No conflicts of interest were expressed by Board members.

Minutes were agreed as an accurate record of the meeting of the 9th December 2020. Updates on the actions were given.

Action	Action	In response	Status
FSB A047	CPO to review Quality Assurance (QA) timescales once the pilot process had been completed.	QA has been undertaken on the first four Fire Standards as detailed in Agenda item 3 Paper 1. Learning from this first exercise had clarified the timing and process for future QA exercises, which the CPO would build into timelines for each Fire Standard. Whilst some internal QA audit activity would be undertaken throughout the development process, formal QA would be undertaken by appropriate external parties that would be contracted as and when required.	Action complete
FSB- A054	CPO to produce a paper for the February Board meeting with input from JM to describe how benefits are developed, measured, and realised.	Based on the extensive agenda for this meeting and in agreement with the FSB Chairs, work on benefits analysis was deferred to the next meeting.	Action outstanding
FSB- A055	CPO to invite Zoe Billingham, HMICFRS, to attend the next Board meeting (to inform discussions both about the measurement of Fire Standards benefits and the learning from the recent COVID response inspections which may impact future priorities for Fire Standards).	Based on the extensive agenda for this meeting and in agreement with the FSB Chairs, this invitation was deferred to the next Board meeting.	Action outstanding
FSB- A057	CPO to liaise with the Home Office regarding the most appropriate engagement method for services governed by Mayors	The CPO discussed this matter with the Home Office and the LGA. It was confirmed that currently Mayors are members of the LGA and therefore would receive information about	Action complete

Action	Action	In response	Status
		Fire Standards through LGA engagement and the membership communications they coordinate.	
FSB-A058	NC1 and JM to arrange a meeting to discuss the longer-term relationship between the LGA and APCC and the joint endorsement of future Fire Standards and supporting guidance.	JM and NC confirmed discussions to address this were underway. No further action for the FSB was required.	Action complete
FSB-A059	CPO to liaise with BB to coordinate professional proof editing of the final draft documents and ensure alignment of language.	At the time of the meeting amendments to the draft Core Code were underway. Formal proof reading and appropriate language checks would be agreed by the parties responsible for production of the code. In future, formal technical proof editing would be coordinated through the CPO as and when required.	Action complete
FSB-A062	CPO to set up meetings with representatives from all governing bodies to agree stakeholders and NFCC Lead for the well-led organisation Fire Standard development acknowledging the suggestion made by JB.	A Project Plan has been developed including engagement activity. Progress was described in Agenda item 4 Paper 2.	Action complete
FSB-A065	A reply to the DfT stating the conclusion reached in response to their letter would be sent by the FSB Chairs.	A response had been prepared and will be sent to the DfT	Action complete
FSB-A066	A letter in response to the Fit for the Future consultation should be sent on the Board's behalf. Board members should send any comments on the proposed letter which would send the response on the Board's behalf.	Subsequent to the meeting, a response was submitted on behalf of the FSB Chairs. In discussion with the Home Office, it was agreed that it would be more appropriate for comments to be submitted independently from each Board member.	Action complete

Quality Assurance – Emergency Response Driving and Operational Response Fire Standards

As the final part of the approval process, the Quality Assurance (QA) reports for all four Fire Standards had been circulated prior to the Board meeting. The intention was for the Board, if content, to approve the Fire Standards virtually to allow them to be published and stakeholders notified on the morning of the Board meeting. Board members had all provided their approval to the Chair by email prior to the Board.

SMcC explained that the QA's purpose in the development process was to provide the Board with externally verified assurance that the agreed Fire Standards development process had been sufficiently followed by those developing standards on behalf of the FSB.

JF highlighted the overarching assurance statement in the QA report which confirmed that the Fire Standards produced were in line with the agreed development process.

JF also confirmed that the recommendations made in the QA report (and summarised in the paper) would be reviewed and acted upon. She explained that the recommendations primarily related to the provision of evidence that the agreed process steps had been correctly followed and that milestones had been reached during the development process.

JF noted that much had been learnt in the development of the first Fire Standards and the conducting of the first QA process. JF also observed that some modifications to improve and refine the development process would be required. Whilst those changes would affect the development of future Fire Standards, the Board was asked to note that the next QA reports might generate similar recommendations depending on the timing of when their QA was completed and the stage of development of the next Fire Standards in phase one. Any future recommendations regarding the QA process would be noted and acted on them as necessary and appropriate.

JF acknowledged that this first QA exercise was useful in both confirming the QA methodology, the timescales required and the final report's requirements.

During discussion JM commented that the report was very useful and comprehensive. JB agreed and welcomed the detailed report and noted that the recommendations primarily related to recording information and reporting. He was happy with the approach proposed.

RW queried the resource used for the QA process and the future provision for this. JF confirmed that a contractor had been secured to complete this initial pilot QA exercise because of their extensive experience in completing previous QA exercises on National Operational Guidance. She explained that a procurement exercise was underway to secure appropriate resources for future QA exercises, and noted that the expertise of those carrying out QA may vary based on the nature of the Fire Standard. Completing the next QA exercises would help clarify the significance of whether subject matter

expertise was required or whether more general audit and assurance experience was more appropriate for this process.

SMcC asked all Board members to re-confirm their final approval of the Fire Standards based on the QA report they had received for the purposes of the minutes. The Board so approved.

Decision FSB-D024: Fire Standards for Emergency Response Driving and all three Operational Response were approved for publication.

Action FSB-A067: CPO to update the board on the implementation of QA recommendations.

Action FSB-A068: CPO to update the board at the next meeting regarding the planned tender exercise for acquiring QA resources to assure them that this is being conducted in a satisfactory way.

Action FSB-A069: CPO to add a statement on relevant websites advising that all Fire Standards are kept under regular review even though the review cycle is three-yearly.

The Board then moved on to discuss the subject of Fire Standard reviewing cycles

JF asked the Board to consider the paper's recommendation that the periodic review date for all Fire Standards should be set at three years from date of publication, in line with current practise applied to National Operational Guidance.

She added that it was proposed that a review process be established to clarify how amendments might be made. For example, minor changes such as spelling or grammatical errors, links that need re-establishing or additional supporting information becoming available could be made with minimal if any Board approval. Where a change was more significant, such as substantially affecting the meaning or fundamental context of a Fire Standard, then a more robust review and re-approval process would be involved including the Board.

NC2 asked the Board to note that a review of a Fire Standard may not necessarily result in full revision or redevelopment. However, once a standard was published it may become subject to change because of feedback received through sector learning or user feedback.

JF asked the Board to consider the proposals contained in the report including that the initial four Fire Standards might be reviewed after only 18 months to evaluate their effectiveness rather than waiting the full three years.

SMcC explained that the proposals allowed for the Board to call for an early review of a Fire Standard should it feel it appropriate.

During discussion Board members considered the timing of review cycles, how more dynamic reviews of Fire Standards may be initiated if required, and whether the Board could initiate a review.

RW confirmed the three-year review cycle was in line with the approach taken with National Operational Guidance, but that early review of these four standards, being the first published, may be appropriate.

The Board consensus was that it would be important for the Board to be able to consider significant events or changes that might necessitate early review of a Fire Standard.

JF proposed that as an alternative to an early review on the first four Fire Standards, all Fire Standards could have the three-year review date set on publication. In addition, the Board could be provided with an annual report including an assessment of the impact and effectiveness of the Fire Standards that had been published. This annual report could also include an overview of the emerging priorities or demands on services. This would allow the Board to evaluate the approved Fire Standards annually and provide the necessary information for the Board to trigger an early review of a particular Fire Standard should it feel it appropriate on a case-by-case basis.

NC1 expressed concern that now that Fire Standards had started to be published, there would be a new requirement to maintain them and the potential demands that would put on the Fire Standards team.

In response, JF stressed the importance of establishing a balance of workload between the development of new Fire Standards alongside reviewing and maintaining those published. The support provided to the NFCC to fund Fire Standards had allowed central capacity to be established in the NFCC for both development and maintenance of Fire Standards. It was intended that now the capacity was in place, maintenance of Fire Standards would become a business-as-usual task and the central funding for Fire Standards would help to maintain that capacity.

NC1 agreed with the suggestion of an annual paper and that this would help alleviate on a regular basis any concerns the Board may have about the effectiveness of the approved Fire Standards. He stated it would also allow the Board to consider impacts such as the impending changes to building and fire safety legislation post-Grenfell.

RW suggested in some cases that changes to the underpinning guidance may be what is the real requirement rather than changes to the Fire Standards themselves. That an annual report would importantly allow the Board to consider the feedback from services working towards achieving the Fire Standards before making changes.

SMcC proposed that the Board accept the recommendation in the paper for each Fire Standards to have a review scheduled three years from the date of publication with the addition of the Board being

provided with an annual report as discussed in the meeting. She proposed that review dates, along with a statement advising that all Fire Standards are kept under regular review be made clear on the website.

Decision FSB-D025: Board members agreed that a three-year review cycle on date of publication for any approved Fire Standard, with the provision for instigating an early review if the Board deemed it required and appropriate.

Action FSB-A070: CPO to produce an annual report for the Board including an assessment of the impact and effectiveness of the Fire Standards that had been published and an overview of the emerging priorities or demands on services.

Item 4 – Paper 2 – Delivery Plan Progress Update

CPO

Paper Introduction

JF introduced the paper and highlighted the summary of progress as shown on the table at Appendix A.

She specifically asked the Board for comments and approval of the refined timeline for the Well-Led Organisation Fire Standard as given in Appendix B.

The draft Fire Protection and Prevention Fire Standards were at Appendix C.

JF confirmed that the launch of the Emergency Response Driving and the three Operational Response Fire Standards was underway.

JF reported that the Core Code of Ethics (Core Code) was still under review post-consultation. Further progress with the Code of Ethics Fire Standard could not be made until the final version of the core code was completed.

She confirmed that there had been several meetings with various stakeholders, including one led by the Fire Minister, to discuss the content of the core code with those responsible for its production. The hope was that the core code would be finalised in March.

SMcC advised that the Board may be asked to approve the draft Fire Standard on the core code outside of a Board meeting

JF proposed that the Community Risk Management Planning Fire Standard might be launched ahead of the Code of Ethics, but this was dependent on completing QA and final approval by the Board. She asked the Board to be mindful of the impact on services of launching multiple Fire Standards at the same time.

SMcC invited comments from the Board on the delivery plan and progress to date and began by asking for clarification from the NFCC about progress with the Data Fire Standard. In the update provided it was reported that there was a dependency on the funding of the NFCC Digital and Data Programme for work on this Fire Standard to continue.

JB understood that although there was some clarity required about timescales of the Digital and Data Programme, he was not aware of any funding issues in the current grant negotiations with the NFCC. He went on to explain that the Home Office did accept there was work required to enable digital transformation in services and was currently considering a coordinated data strategy to ensure any investment in this area was spent well.

RW explained that the NFCC was considering the appropriate allocation of funding across its programmes for the coming financial year and were seeking to balance funding available against current priorities. He added that the Digital and Data programme was in its early stages and agreement about scope and funding was imminent.

JF added that the Data Fire Standard was originally included in phase one, but with the knowledge that work would not commence until later in 2020. However, initial work was delayed due to re-scoping of the original programme and contractual procurement issues.

She went on to clarify that the programme now had a clearer direction and, subject to funding allocation, would complete a short project (four months) which would identify and provide guidance about principles of data management for services. It was now possible to see the connection to an overarching Data Fire Standard which the guidance produced would underpin. However, work on this Fire Standard could not easily be progressed until the project and funding was confirmed.

Board members discussed the challenges of prioritising work against the funding available. Points were raised about understanding the potential dependencies on the work of the Digital and Data Programme which might have an impact on this Fire Standard and others.

SMcC requested that the NFCC provide an update on this subject at the meeting in April.

Action FSB-A071: NFCC to provide an update on the funding of the Digital and Data Programme at the Board meeting in April 2021.

SMcC then asked for comments on the revised timeline for the Well-Led Organisation Fire Standard.

A discussion took place about the scope of the Well-Led Organisation Fire Standard. Concerns were particularly raised by members representing Governing bodies about how governance would be referenced in relation to this Fire Standard.

AS clarified her understanding that this Fire Standard was not about the governance models, but about the leading and managing of the fire and rescue services. As part of that, it would emphasise the importance of the relationship between the fire and rescue service and its governing body, whatever the governing model

JF clarified that the emphasis about governance within the Fire Standard was about the importance of effective relationships between the officers leading an organisation and its governing body which was included in the original scope.

JF reminded the Board of the Commissioning Brief that had been approved which set out the scope of this Fire Standard. She confirmed that development work was at an early stage and that a number of strategic level managers had volunteered to become involved. An information pack had been shared with those volunteers along with a survey asking for views to inform the initial drafting of this Fire Standard.

She reassured the Board that there would be an opportunity for the Board to review and contribute to the development work to ensure the Fire Standard met the Board's expectations. She suggested the Commissioning Brief should be recirculated to Board members for their information and to gain clarity.

JB asked for clarification about who was leading this work from within the NFCC. JF confirmed that the intention was to discuss an appropriate lead for this work with the new NFCC Chair given this Fire Standard would cover several strategic level activities and potentially link to many other Fire Standards.

A discussion about the proposed timeline drew out some mixed views about the time being allowed for development of this Fire Standard. There was a consensus that it was important to get the balance of doing things well against a speedy delivery potentially to the detriment of the final product.

It was also noted that this Fire Standard had the potential to generate much interest and debate nationally. Therefore, appropriate time to allow those debates to take place and to gain broader understanding and support for it was important.

JF clarified that the proposed timeline was pragmatic and realistic, learning from the development of the first standards coupled with the importance and significance of this particular Fire Standard.

Action FSB- A072: NFCC to confirm a strategic lead for the Well-Led Organisation Fire Standard.

Action FSB-A073: CPO to re-circulate the Commissioning Brief for the Well-Led Organisation Fire Standard to Board members.

The Board considered the revised timeline provided in Appendix B. After consideration, the Board agreed to review the timeline at its next meeting reflecting then on the progress made on drafting this Fire Standard. There was an acceptance of the importance of allowing sufficient time for engagement with services prior to formal consultation.

Action FSB-A074: Board to review the timeline for the Well-Led Organisation Fire Standard at the next Board meeting.

Item 4 and 5 - Paper 2 - Fire Standards for Consultation and Guest Speakers

CPO

The Board welcomed Neil Odin (NFCC Lead for Fire Prevention) and Richard Fowler (NFCC delegated lead for Fire Protection) to the meeting.

SMcC reminded the Board of its overall responsibility for the Fire Standards being developed on their behalf by the NFCC. She confirmed that it was imperative for the Board to be satisfied with the draft standards before they were released for consultation. She reiterated the positive addition of having NFCC Lead officers come to the Board to discuss draft Fire Standards and that this was the opportunity for the Board to ask questions and discuss the work to date prior to giving approval for consultation to commence.

Prevention Fire Standard

SMcC invited NO to present the draft Prevention Fire Standard to the Board and to explain the development progress to date.

NO summarised the work done to date in developing the draft Fire Standard. He clarified that work on the Prevention Fire Standard was done in parallel to the Fire Protection Fire Standard which ensured work on both was aligned as the subjects were connected.

As well as the services from across the country which had engaged, he thanked the key subject matter experts and wider stakeholders that had been involved in the work which included the Home Office, the LGA, NFCC Safeguarding, Public Health England and Rail Safety and Standards.

SMcC thanked NO for his presentation and invited questions from the Board. A short discussion took place which included some challenges about the wording of the Fire Standard and the importance of having measurable benefits and outcomes.

NO responded about outcomes and measuring values in relation to Prevention activities. He explained that this was an ongoing challenge where success is when something does not happen which can be difficult to measure. However, he said it remains an area of focus and work continues to find a solution.

JB confirmed that early engagement with the Home Office had been beneficial and the approach taken to the peer review set a good example for future collaborative working on standards.

SMcC summarised the discussion and acknowledged the comprehensive work completed to date. She observed, however, that the Desired Outcome Statement and the To Achieve sections were very similar. She added that she felt the Desired Outcome Statement could be reviewed to make it more directive, clear and to differentiate it from the To Achieve section.

She also commented on the extensive list of legislation currently included.

JF confirmed that it had been acknowledged that some legislation would apply to all Fire Standards and that the aspiration was to state that on the website. She confirmed the intention was to include on the web pages for the standard the key legislation applicable.

SMcC proposed that further review was required before consultation go ahead. She thanked NO and invited RF to present the Fire Protection Standard.

Fire Protection Standard

RF summarised the done work to date in developing the draft Fire Standard presented to the Board. He clarified that the working group working on this standard had taken a similar approach to that described by NO. He confirmed that both teams working on the Fire Standards had been in regular contact throughout the development phase.

He clarified that work on the Fire Protection Fire Standard was done in parallel to the Prevention Fire Standard which ensured work on both was aligned and he confirmed the proposed timings for the consultation on both Fire Standards were also aligned.

He said there had been positive engagement from services drawn from the NFCC network including the Devolved Administrations. He confirmed that whilst they acknowledged that the standards would not directly apply to them, they engaged fully and aspired to implement something similar in their own nations

RF stated that whilst this standard would be the overarching standard for Fire Protection, the working group had identified areas where other related Fire Standards could be developed including subjects such as Fire Engineering and Fire Investigation. He said this would need further consideration and clarification.

SMcC invited questions from the Board. RW raised a query about the new code of practice for fire investigation services being led by NFCC Lead, Chris Blacksell. RF confirmed that this was being considered as part of the work on the Fire Investigation Fire Standard.

JF added that the Fire investigation Fire Standard was included in the phase two delivery plan and early discussions with Chris Blacksell had taken place.

SMcC summarised the discussion and acknowledged and thanked RF for the comprehensive work completed to date. However, she observed that the Desired Outcome Statement and the To Achieve sections were similar. She added that like the Prevention Fire Standard, the Desired Outcome Statement could be reviewed to make it more directive, clear and to differentiate it from the To Achieve section.

SMcC thanked both RF and NO for their contributions, for the amount of hard work done by them, and their working groups and for their attendance at the Board.

She suggested that both Fire Standards required some revision to the Desire Outcome Statements in line with the Board's discussion prior to consultation and asked that the CPO coordinate the revisions required within the next week. She added that to avoid further delay, and if the Board was content, the Chairs could be given authority to approve the revisions made in order for consultations to begin. The Board agreed with this proposal.

NO and RF left the meeting.

Decision FSB-D026: The Board agreed that the FSB Chairs should have delegated authority to sign-off the revised Prevention and Fire Protection Fire Standards outside of the Board meeting for consultation.

Action FSB-A075: CPO to coordinate revisions to the Desired Outcome Statements of both Prevention and Fire Protection Fire Standards, obtain sign-off from FSB Chairs and to commence consultations.

Item 6 – Paper 3 – Community Risk Management Planning Fire Standards Sign Off

CPO

SMcC introduced this agenda item requesting the Board to consider the recommendation of signing off the draft Community Risk Management Planning Fire Standard for Quality Assurance (QA).

JF added that subject to Board approval, the QA process would be initiated in March 2021 and once completed, a report would be shared with the Board for its review before requesting their final approval of the Fire Standard. She added that work on developing a range of tools and guidance for services that would underpin this Fire Standard was progressing with the first products being due for release in June 2021.

SMcC invited the Board to comment. JM raised a point about the wording of the To Achieve section. Specifically, she felt item c) should mention diversity as well as equality and inclusivity.

The Board agreed with this amendment and the CPO would revise the wording of the Fire Standard accordingly.

Action: FSB-A076: CPO to amend the wording of the Fire Standards as proposed by JM that item c) should mention diversity as well as equality and inclusivity

Decision FSB-D027: The Board agreed to the wording change proposed by JM and agreed to sign-off the Community Risk Management Planning Fire for quality assurance.

Item 7 – Paper 4 – Phase 2 Delivery Plan

CPO

JF introduced the paper which included a revised Phase Two Delivery Plan and timeline at Appendix A. She reminded the Board of the following points about forward planning for Fire Standards:

- Having completed the development process on the first standards, the team had developed a better understanding of how long the process for each standard usually takes (minimum 6 months) making planning of the next phase slightly easier;
- Development work for phase two had been spread across the year. This meant that whilst a Fire Standard may be initiated in the current financial year, completion may extend into the following financial year;
- Some Fire Standards in Phase One had been initiated, but were not yet complete and work to complete them would continue into the next financial year;
- The Activity Framework helped clarify where Fire Standards may be appropriate and provide the basis for planning the development phases. Planning assumptions were based on the Activity Framework alongside current priorities which influenced the order in which Fire Standards were developed;
- For some areas of activity, which were not specific to fire and rescue services, a Fire Standard may point to industry standard practice for that profession, for example finance or procurement, and therefore what may be perceived to be as a Fire Standard which was not of greatest priority being progressed alongside those of the highest priority;
- Where existing underpinning guidance was available (subject to review that it was current and relevant) this may expedite the development of certain Fire Standards;
- New demands or drivers for change, such as the learning from the services' response to COVID, were likely to emerge over the coming months and might impact the Board's priorities. To accommodate this, there needed to be an element of flexibility to allow for changes to the proposed list of Fire Standards in Phase Two.

She added that the Board should note:

- The Prevention and Fire Protection Fire Standards would now be completed in the new financial year;
- Both Prevention and Fire Protection leads proposed additional Fire Standards for their subject areas that would underpin the overarching Fire Standards; clarity on those was being sought currently;
- A stand-alone Finance Fire Standard might not be required as financial planning would be a strategic activity potentially covered adequately in the Well-Led Organisation Fire Standard. That would not be certain until work on that standard had progressed;
- It was proposed that the Health and Wellbeing Fire Standard would be deferred. This was proposed based on both positive feedback received from the inspectorate about this area of activity, and the current capacity of and demands on, the subject matter experts who would need to engage in this work (Occupational Health practitioners primarily).

SMcC raised a concern about the Developing Leaders Fire Standard's proposed timeline estimated to be taking over a year. JF clarified that this draft timeline was subject to clarification with NFCC Leads. Specifically, for the Developing Leaders Fire Standard, this meant getting clarification about the amount of work required to develop the proposed underpinning guidance and tools before a more accurate timeline could be confirmed.

RW reflected that given the Board discussions so far, all Fire Standards appeared to be equally important and therefore a pragmatic approach was needed with regards to forward planning. He suggested that further information about some of the proposed Phase Two Fire Standards would be useful for the Board to consider before agreeing the plan.

JB echoed RW's comments and challenged the reasoning for the inclusion of some Fire Standards.

Having reviewed the proposals the Board agreed for work on current Fire Standards to continue, but that the CPO should provide further rationale and detail about the prioritisation of the Phase Two plan to the next meeting for the Board to review before agreeing.

Action FSB-A077: CPO to provide further rationale for the Phase Two plan at the next Board meeting to support the Board's decision when prioritising delivery of Fire Standards.

Item 8 – Paper 5 - General Progress Report

Chair

SMcC presented the paper and summarised the activities planned and actioned through Chair engagements.

JF summarised the launch plans for the first four Fire Standards. She confirmed that there had been an extensive social media campaign and contact with all stakeholders to notify them of the launch. To support communications short films had been produced. All Board members were encouraged to share news about the Fire Standards being published via their respective networks.

Item 9 - Any Other Business**Chair**

SMcC raised a number of further items of business.

Firstly, that as the Board had been in place for two years, it felt appropriate to have a review of how it was functioning, its membership and effectiveness against the current Terms of Reference. She proposed this would be an item of discussion at the meeting in April.

Action FSB-A078: CPO to add Board Review to the Agenda for the next Board meeting.

Secondly, to gain agreement for an invitation to be extended to Zoe Billingham to attend the next meeting. The intention would be to involve Zoe in the discussion about the benefits of Fire Standards as well as gain an overview of the latest State of Fire report that would have been published, the findings of which may impact on Board priorities.

Action: FSB A079: CPO to invite Zoe Billingham (HMICFRS) to attend the next Board meeting.

Thirdly, SMcC said that as a result of discussions with the CPO, dates for future Board meetings may be reviewed to ensure they were in line with critical points for decision associated with Fire Standard development cycles.

The next meeting was scheduled for 19th April, and that date would stand. Board members would be contacted about any changes of future meeting dates.

Finally, SMcC marked two important points for the Board. On behalf of the Board, SMcC thanked RW for his contributions as a Board member. She noted that he had been a key member of the Board from the start, his constructive comments and challenges had made the Board's work that much more robust and that he had provided invaluable support to both her and the Vice Chair as well as to the wider Board. He would be missed.

SMcC then asked the Board to acknowledge the achievements of the CPO team in launching the first Fire Standards, a moment of great importance for services.

Next Meeting: 19th April between 13:00-15:30

Actions & Decisions

Action Log				
ID	Date	Action	Action Owner	Status
FSB-A067	16/02/2021	CPO to update the board on the implementation of QA recommendations.	CPO	New Action
FSB-A068	16/02/2021	CPO to update the board at the next meeting regarding the planned tender exercise for acquiring QA resources to assure them that this is being conducted in a satisfactory way.	CPO	New Action
FSB-A069	16/02/2021	CPO to add statement on relevant websites advising that all Fire Standards are to be kept under regular review even though the review cycle is three-yearly.	CPO	New Action
FSB-A070	16/02/2021	CPO to produce an annual report for the Board including an assessment of the impact and effectiveness of the Fire Standards that had been published and an overview of the emerging priorities or demands on services.	CPO	New Action
FSB – A071	16/02/2021	NFCC to provide an update on the funding of the Digital and Data Programme at the next Board meeting in April 2021.	CPO	New Action
FSB – A072	16/02/2021	NFCC to confirm a strategic lead for the Well-Led Organisation Fire Standard.	CPO	New Action
FSB – A073	16/02/2021	CPO to re-circulate the Commissioning Brief for the Well-Led Organisation Fire Standard to Board members	CPO	New Action
FSB-A074	16/02/2021	Board to review the timeline for the Well-Led Organisation Fire Standard at the next Board meeting.	Board	New Action
FSB-A075	16/02/2021	CPO to coordinate revisions to the Outcome Statements of both Prevention and Fire Protection Fire Standards, obtain sign-off from FSB Chairs and to open consultations.	CPO	New Action

Action Log				
ID	Date	Action	Action Owner	Status
FSB-A076	16/02/2021	CPO to amend the wording of the Fire Standards as proposed by JM that item c) should mention diversity as well as equality and inclusivity	CPO	New Action
FSB-A077	16/02/2021	CPO to provide further rationale for the Phase Two plan at the next Board meeting to support the Boards decision when prioritising delivery of Fire Standards	CPO	New Action
FSB-A078	16/02/2021	CPO to add Board Review to the Agenda for the next Board meeting.	CPO	New Action
FSB-A079	16/02/2021	CPO to invite Zoe Billingham (HMICFRS) to attend the next Board meeting.	CPO	New Action

Decision Log		
ID	Date	Decision
FSB-D024	16/02/21	The Fire Standards for Emergency Response Driving and all three Operational Response were approved for publication.
FSB-D025	16/02/21	Board members agreed a three-year review cycle on date of publication for any approved Fire Standard, with the provision for instigating an early review if the Board deems it is required and appropriate.
FSB-D026	16/02/21	The Board agreed to provide the FSB Chairs with delegated authority to sign-off the revised Prevention and Fire Protection Fire Standards outside of the Board meeting for consultation
FSB-D027	16/02/21	The Board agreed to the wording change proposed by JM and agreed to sign-off the Community Risk Management Planning Fire for quality assurance.