

Item Number	Item 3 – Paper 1
Title of Paper	General Progress Report
Decision or Information	For information and decision
Date of Meeting	3 rd September 2020
Presented by	CPO
Attachments	Appendix A – Minister letter Appendix B - HMICFRS Memorandum of Understanding

Summary

This paper provides the Board with a summary of general activity relating to the Board and Fire Standards. It includes information on:

- Recruitment
- Minister’s Letter of 7th July 2020 to the FSB’s Chair
- Susan Ellison-Bunce’s Board Membership
- Memorandum of Understanding between the FSB and HMICFRS

Recommendations and decisions required

The Board is asked to note the contents of this paper and specifically confirm if it agrees with the suggestions regarding the timing of a response to the Minister’s letter and that the Board does not replace Susan Ellison-Bunce as a Board member.

Recruitment

Recruitment activity across the NFCC Central Programme Office (CPO) continues. An update on the six posts relating specifically to Fire Standards development is given below.

The Board should be aware that, while their appointments are not specific to Fire Standards work, Senior Project Managers recruited to other NFCC Programmes will also increase capacity as they will coordinate development work on Fire Standards through their respective programmes.

Role	Status
Senior Project Manager - focused on supporting Fire Standards development coordination	<ul style="list-style-type: none"> Recruitment complete Successful candidate starting 2 September 2020
Portfolio Analyst - focused on analytical work across the portfolio including managing the Strategic Improvement Model (SIM). Results from this model will help the NFCC better understand and interpret the external reviews and commentary about fire and rescue service performance to ensure improvement programmes have the correct focus and priority	<ul style="list-style-type: none"> Recruitment complete Successful candidate already in post Formal start date mid-September
<p>Communications Manager – leading the communications and engagement activity covering the whole CPO and Fire Standards including overseeing a new implementation team.</p> <p>This team will be made up of four Engagement Officers and three Communications Support Officers. This team will help services with implementation of national products including Fire Standards.</p> <p>One Engagement Officer is already in place focused on operational response. Recruitment to the other six posts is planned to start in October 2020.</p>	<ul style="list-style-type: none"> Recruitment for the Communications Manager initiated Proposed interviews mid/late September Start date depending on availability of successful candidate
<p>Fire Standards Support Officer, Standards Administrator and Quality Assurance Administrator – support roles for the team and Board</p>	<ul style="list-style-type: none"> Recruitment process planned to start September Interviews October

Recruitment activity will be staggered across September to December as the impact of recruitment activity has to be balanced with continuing to be able to deliver.

Minister’s Letter

The FSB Chair received a letter from Lord Greenhalgh, Minister of State for Building Safety, Fire and Communities, on 7th July 2020. A copy of the letter is attached as **Appendix A**. The letter follows up the meeting which she and the Vice Chair had with the Minister on 6th May.

In his letter the Minister asked to be provided with a further detailed update on progress later in this year. It is the Chair’s intention to provide this on behalf of the Board following the Board’s December meeting and to provide the Board with a draft of her letter for it to consider at that meeting.

Changes in Board Membership

The Chairs were recently advised by Susan Ellison-Bunce that her role with the London Fire Brigade had substantially changed and would no longer include responsibility for the day-to-day running of the NFCC CPO. As a result, she would no longer attend the Fire Standards Board.

Day- to- day management currently is with Nick Collins, who works with Joy Flanagan in supporting the Board. Discussions between the NFCC and London Fire Brigade are in progress about the appointment of a full-time head of the CPO.

Susan's attendance was primarily based on her acting as a subject matter expert considering her experience with the National Operational Guidance Programme as well as overseeing the CPO. She was not a member of the Board because of her employment by the London Fire Brigade. As the Board is served by having on it the NFCC Chair and both Joy and Nick combined with the fact that the Board has matured and the work of the CPO in developing Fire Standards has been embedded, the Chairs are of the view there is no need to replace her post on the Board.

The Board is asked to consider if it is in agreement with the Chair's intention not to seek a replacement for Susan.

NFCC Chair Election

The Board is asked to note that following the recent election process for the NFCC Chair, the new NFCC Chair is Mark Hardingham with effect from April 2021.

Mark is replacing Roy Wilsher and will be invited to join the Board when he takes over from Roy as NFCC Chair. The Chairs will at the appropriate time discuss with Roy and Mark how best to facilitate this transition.

Memorandum of Understanding Between FSB and HMICFS

The Board is asked to note the agreed Memorandum of Understanding (MoU) between the FSB and HMICFRS (**Appendix B**). This sets out the relationship between the two bodies.