

MINUTES (*DRAFT*)

Date: 24 June 2019
Time: Meeting commenced at 11.00
Venue: etc.venues - 1 Drummond Gate, Victoria, London SW1V 2QQ

Attendees: Suzanne McCarthy Chair
 Alison Sansome Vice-Chair
 Jonny Bugg Home Office
 Cllr Nick Chard Local Government Association (LGA)
(Dialled in remotely; left the meeting at 12.25)
 Susan Ellison-Bunce NFCC Central Programme Office (CPO)
 Julia Mulligan Association of Police & Crime Commissioners (APCC)
(Joined the meeting at 12:25)
 Roy Wilsher National Fire Chiefs Council (NFCC)

In Attendance: Simon Davis NFCC Central Programme Office (CPO)
 Joy Flanagan NFCC Central Programme Office (CPO)
 Jessica Norman Local Government Association (LGA)

Introductions, welcome and apologies, conflicts of interests **Chair**

The Chair welcomed attendees to the third meeting of the Fire Standards Board (FSB or Board).

There were no apologies.

There were no conflicts of interest.

Minutes, actions of last meeting - 2 April 2019 and matters arising **Chair**

Page 1 – Incorrect meeting venue.

Page 6 – Penultimate paragraph, should read:

‘.....it was essential to first of all ensure the development process was appropriate, and the two identified Standards were ready and suitable for that purpose.’

Page 6 – Last paragraph, should read:

‘The CPO proposed that the process for prioritising Standards would likely need to be refined.....’

All actions were recorded as complete.

Activity Framework

The CPO provided an overview of the work to date and presented a first draft of the activity framework.

It was explained that the activity framework is the result of an initial scoping exercise and aims to show all areas of fire and rescue service activity. It will be used to help the Board to establish the areas where Standards are needed; help identify links and dependencies between areas of activity; and reduce duplication or overlap between activities.

The intention is that the framework be used as a communication tool and therefore it needed to be easy to understand for all audiences. Based on the experience of developing the National Operational Guidance, it is anticipated that the activity framework will evolve and change over time, especially after work on the first few Standards is completed.

The Board agreed it was important the activity framework be easy to understand and use and that the initial work had started to achieve that.

There was a discussion about the language associated with the Standards and when it was appropriate to use 'must adopt' and when to use 'should adopt'.

It was recognised that Standards underpinned by legislation are mandatory and therefore the phrase 'must be adopted' is appropriate. It was proposed that for a Standard which is not mandatory 'should be adopted' is appropriate language. However, the National Fire Framework states that fire and rescue services must align to Standards once they are available. The assumption is that any service that does not adopt or align to a Standard will have to provide the reasoning and evidence as to why not.

It was noted that the College of Policing categorise standards and guidance on a similar basis, and the Board agreed that this approach would be worth exploring further to inform how the fire and rescue services could clarify the status of national products.

It was agreed that the rationale for the language used will need to be clearly communicated to services.

Action: FSB/A018 – The CPO to advise on how other organisations classify guidance and standards.

The Board acknowledged that work undertaken outside of the co-ordination of the CPO programmes, for example work completed by NFCC working groups and practitioner forums, may provide the basis for Standards in some areas. It was agreed that whilst the outputs from these groups would need to be managed appropriately, the FSB would not want to stifle or prohibit innovation.

Decision: FSB/D007 – The Board agreed the approach taken with the activity framework to date is appropriate and should continue.

Prioritisation

The CPO explained that to be able plan what Standards are required and by when, the scoping work needs to be completed against the current priorities for the sector and the work that already exists or is in progress.

In order to inform the areas of priority, the CPO has developed a tool to help evaluate learning and observations about the sector to help identify key improvement themes. Information from a variety of sources can be analysed using the tool.

The data that has been analysed most recently include the findings from the first two tranches of inspections carried out by the HMICFRS on services in England.

To give the Board an indication of the priority areas as seen by the HMICFRS, a summary of the analysis will be shared with the Board at the next meeting.

Action: FSB/A019 – A summary of areas for improvement identified from the initial HMICFRS inspections reports will be prepared for the next meeting.

Pilot Standards Update

CPO

The CPO explained that further to the Board's approval at the last meeting, two pilots are underway – Emergency Response Driver Training (ERDT) and National Operational Guidance (NOG). The purposes of these pilots are twofold: to assess and evaluate the standards development process and the content of the proposed Standards.

The Board queried whether *Incident Management* was the right title for the NOG standard. The CPO commented that this was a working title at present and further consideration would be given as to what would be the most suitable title.

The plan is to go out to consultation on the two pilots in the autumn with publication of the standards planned for early 2020 subject to the Board's approval.

Chairs' Engagement Activity

Chair

The Chair presented the report summarising their recent engagement activity which was noted.

Communications**CPO**

The Board discussed the communications and engagement activity reported and the draft lines-to-take to be used by Board members and the CPO in order that external communications remain consistent.

The Board considered the options for a core message presented in the lines-to-take and agreed Option 1, “developing professional standards for fire and rescue services”, was the most appropriate option.

Decision: FSB/08 – Option 1 - Developing professional standards for fire and rescue services was agreed for use in communications.

Julia Mulligan joined at 12:25

Nick Chard left the meeting at 12:25.

FSB and HMICFRS MoU**Chair**

The Chair provided a summary of the recent meeting between the Chairs and the HMICFRS. It was explained that agreeing the MoU between the Board and the HMICFRS was a priority in order to clarify how the two bodies would work together and share information.

This was particularly important given that the Board would be referenced in a recommendation in the Tranche 2 report and there had been limited time for the Board to have a discussion about that recommendation or feed into the draft report.

Regular meetings between the Chairs and the HMICFRS were planned, and an additional session was proposed to ensure that Zoe Billingham and her team clearly understood the FSB’s remit.

AOB

No other items were raised.

Meeting ended at 12:35.

Next Meeting: Tuesday 5 November 2019 – 13.00hrs lunch, meeting start 13.30hrs
etc Venues Victoria - 1 Drummond Gate, Pimlico, London SW1V 2QQ

Actions & Decisions

Action Log				
ID	Date	Action	Action Owner	Due Date
FSB - A018	24 June 2019	The CPO to report back on how other organisations classify guidance and standards.	CPO	Nov 2019
FSB - A019	24 June 2019	A summary of areas for improvement from the initial HMICFRS inspections will be shared at the next meeting.	CPO	Nov 2019

Decision Log		
ID	Date	Decision
FSB-D007	24 June 2019	The Board agreed the approach taken with the activity framework to date is appropriate and should continue.
FSB-D008	24 June 2019	Lines-to-Take - Option 1 - Developing professional standards for fire and rescue services was agreed for use in communications.