

FIRE STANDARDS DEVELOPMENT PROCESS AMENDMENTS

The basic development process for Fire Standards is shown below as a continuous cycle.



There are underpinning tasks to the cycle, grouped into stages. This includes when the Board are involved from a governance perspective. These stages are outlined below and referenced in the progress report table included under **Item 5 – Paper 3** of this meeting.

As the overall phase one delivery plan was approved at the last meeting, work in many areas was already underway. However, work on the Fire Standards relating to people and workforce has identified a need to be clear about Board expectations and requirements.

The proposal to respond to that is the development of Commissioning Briefs from the Board as and when required. These should be completed at the Commissioning Work stage of the cycle shown above.

The CPO can facilitate the completion of the briefs but require the Board to gain agreement on their approach to any given Fire Standard(s), what is expected or required which should include consideration of what improvements the Fire Standard may help drive.

The inclusion of Commissioning Briefs is shown in the process definition below highlighted in **red text**.

Stages of Development and Governance

The governance arrangements are applicable from **commissioning work** stage through to **approval** of Fire Standards as shown on the above diagram.

The roles for Board are shown in ***bold italics***.

- **Stage 1 – Scoping and timetable** – This will be the stage at which the reasoning for Fire Standards development will be confirmed in accordance with the overall plan; **if required, Board expectations outlined in a Commissioning Brief**; the delivery mechanism outlined; and the timetable for production agreed. An early outline for the proposed Fire Standard (s) may be available in some cases. The Board will decide whether to proceed with the creation of the Fire Standard(s) – ***commissioning work***.
- **Stage 2 – Post consultation draft** – This will be the stage at which the Fire Standard (s) has been fully developed and consulted upon. It (they) will be in final form, ready to go through the full governance approval process. The Board will consider the outcomes of the consultation and decide whether the standard (s) should go forward for assurance and through the final governance cycle for approval.
- **Stage 3 – Governance, Assurance and Sign Off** – At this stage, the Board will consider the Fire Standard (s) that has been through the Strategic Engagement Forum and NFCC Steering Group. It will be accompanied by an independent assurance report that verifies the quality of the development process along with any learning from its development. The NFCC will have agreed the Fire Standard and will have developed implementation plans. The Board will consider the reports and decide whether to approve the Fire Standard and the implementation plan - ***approval***.

When Fire Standards are approved and published, a periodic review date will be set. On an ongoing basis, the Board will be responsible for ensuring all Fire Standards remain fit for use and current through a review process.

- **Stage 4 – Impact and Evaluation** – The implementation of Fire Standards will be reviewed by the Board on an ongoing basis. This will include the impact the standard has had; the degree of adoption; and success in delivering the desired outcome and associated benefits. Much of this will be informed by feedback gained through the HMICFRS inspections. The Board will consider this information, identify any learning for other Fire Standards, and if necessary, review and revise Fire Standards already issued – ***publish, maintain and benefits realisation***.