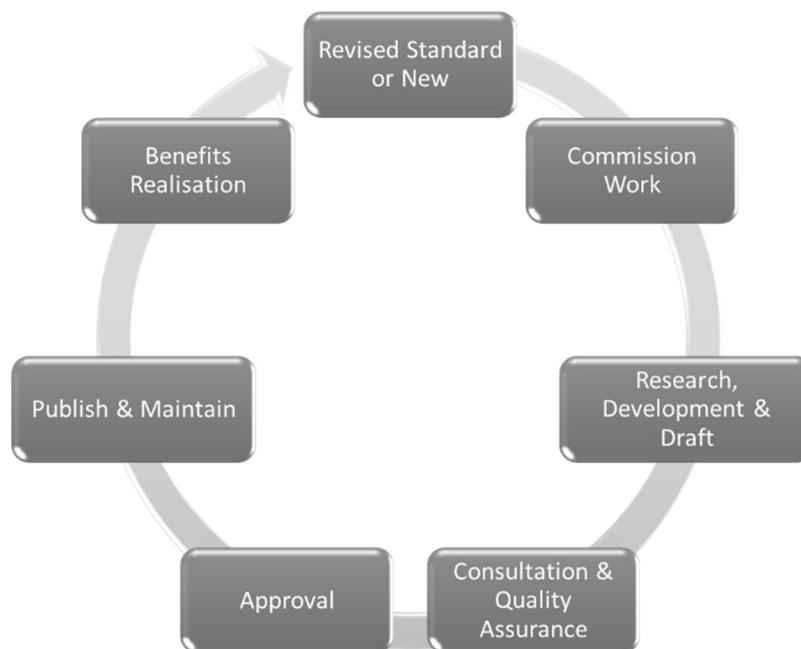


APPENDIX B – ITEM 3 -FIRE STANDARDS DEVELOPMENT PROCESS & GOVERNANCE STAGES

The Board previously approved the basic development process for Fire Standards set out as a continuous improvement cycle. At the last meeting the CPO provided further detail about the underpinning tasks to the cycle, grouped into stages. This included when the Board would be involved from a governance perspective.

A reminder of the process and stages is described below:



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.

What will be completed during each stage is described below. This includes the roles for Board which are shown in ***bold italics***. The proposed timeline for each Fire Standard based on these stages is shown on the phase one delivery plan. (See *Item 3 – Paper 1*)

- **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; 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

APPENDIX B – ITEM 3 -FIRE STANDARDS DEVELOPMENT PROCESS & GOVERNANCE STAGES

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**.