

Business Area/Capability	Data Management		
Sponsoring NFCC Committee	Digital and Data Programme		
Date of approval	TBC	Date of Issue	TBC
Reference Number	TBC	Review date:	TBC
Desired Outcome			
<p>A fire and rescue service that delivers excellence to the public by maximising the value of good quality and reliable data. It uses data to inform its key activities, contributing to a reduction in risk and improvements in community safety. Using insights from data, it makes evidence-based decisions, unlocking improved ways of working and enabling employees to work effectively.</p> <p>One whose senior leaders are accountable for the strategic approach the service takes to data management. Either independently or in collaboration, it establishes and invests in a data capability giving it the right technical skills and expertise, proportionate to the needs of the service.</p> <p>Its approach to managing data is one that is ethical and brings about consistency. When it collects and receives data and maintains records, it does so in a secure, accurate, complete and auditable way. Collaborating where appropriate, it shares data with the right people at the right time, providing data submissions and requests for data in a timely manner.</p> <p>It has appropriate information and data governance in place to provide assurance of its data management practices, enabling it to comply with relevant legislation.</p> <p>It stays informed of industry developments and emerging technologies and trends, enabling it to embrace innovation. As part of evaluating all that it does, it draws intelligence from data analysis to drive organisational learning and development, contributing to continued improvement at local, regional and national levels.</p>			
To achieve this Fire Standard			
<p>A fire and rescue service must:</p> <ol style="list-style-type: none"> 1) have a data governance framework or equivalent in place, and appropriate policies and procedures that includes, but is not limited to the following content: <ol style="list-style-type: none"> a) collection b) management (data and records) c) storage and retrieval 			

- d) disposal
 - e) security
 - f) protection
 - g) publishing
 - h) ethics
 - i) sharing
 - j) quality assurance
- 2) designate a senior leader who is responsible and accountable for developing and enacting the strategic approach to data management, within the service;
 - 3) have a nominated data owner(s), accountable for the quality, integrity, and protection of data and who are responsible for maintaining an accurate and complete information register;
 - 4) collaborate and partner with others, as and when appropriate;
 - 5) create a level of data literacy across the organisation, enabling employees to access and use data proportionate to their role;
 - 6) have tools and systems in place that enable it to collect, interpret and analyse data, converting that data into meaningful business intelligence, to allow it to:
 - a) make data available and accessible to those who need it, both internally and externally, providing it in multiple formats, where required;
 - b) inform the development and maintenance of its community risk management plan;
 - c) remain compliant with legislation and recognised data standards for the public sector;
 - d) provide national reporting and data submissions in line with government requirements and national data definitions, as and when they become available;
 - e) operate and use its resources effectively;
 - f) identify improvements to existing practices or to inform new ways of working;
 - g) have effective business continuity and disaster recovery arrangements and processes;
 - h) extract learning and identify trends or significant findings that might impact service delivery or the public directly and feed them into local, regional and national organisational learning arrangements and systems; and
 - i) escalate issues locally, regionally or nationally, as and when required.

- 7) recruit, train, develop and maintain a competent and technical data capability to enable it to interpret, analyse and exploit data, in line with its governance framework by:
- a) ensuring those that provide the data capability have relevant skills, knowledge and experience in line with NFCC and other data related competency frameworks;
 - b) embedding the appropriate ethical codes of practice and conduct into local policies, procedures, tailored guidance, and training materials;
 - c) of those who work with data and who are directly employed, record and monitor their competence and support their continued professional development.

A fire and rescue service **should**:

- 8) present data and intelligence in a way that is meaningful for the intended audience;
- 9) establish data sharing arrangements or agreements where beneficial to the community, to the service, or to both;
- 10) Unlocking improved ways of working and embrace innovation by:
- a) maximising opportunities gained from supporting the National Fire Chiefs Council (NFCC) network by sharing learning and experiences;
 - b) identify and access data outside of the service, which may enhance and contribute to continual improvement of service delivery; and
 - c) staying informed of industry developments and emerging technologies and trends.

A fire and rescue service **may**:

- 11) explore opportunities to enhance its technical data capability by utilising advanced analytical techniques.

Expected Benefits

- 1) better documented, high quality and robust local, regional and national data, used effectively to deliver improved:
- a) quality of service provided to the public;
 - b) safety, health and wellbeing of both employees and communities;
 - c) trust in and reputation of the service;
 - d) local, regional and national evidence-based reporting and data submissions;
 - e) efficiencies in local processes; and

f) resource management.

2) enhanced professionalism and improving competency in the data capabilities in fire and rescue services

3) Improved consistency in approach to data management across fire and rescue services in England, contributing to improved collaboration, joint working and sharing of learning.

Legal Requirements (mandatory duty)

Some of the of the most pertinent legislation to this Fire Standard can be found below:

[Data Protection Act](#)

[General Data Protection Regulation](#)

[Freedom of Information Act](#)

Guidance and supporting information

[Data Ethics Framework](#)

[ICO Data Sharing Code of Practice](#)

[Code of Practice for Statistics](#)

[ONS classifications and harmonisation](#)

[ONS harmonised ethnic group, national identity and religious affiliation questions](#)

[DGS Data Standards](#)

[Publishing accessible document](#)

[Government security classifications](#)

[Government Data Quality Framework](#)

[Open Standards for Government](#)

- [Identifying Property and Street Information](#)

NFCC Data Competency Framework (when available)

Linked Qualifications, Accreditations or Fire Standards

Community Risk Management Planning Fire Standard

Leading the Service Fire Standard (when available)

Leading the People Fire Standard (when available)

Code of Ethics Fire Standard