



# Terms of Reference

<b>Title:</b> Fire Protection Board Steering Group Terms of Reference	
<b>Authors:</b> Jake Louth (NFCC Protection Policy and Reform Unit)	<b>Date:</b> 16 <sup>th</sup> February 2021

## 1. Aims

- 1.1. The Steering Group will focus on FRS Protection activity in England, keeping the Fire Protection Board apprised of impacts on key metrics for measuring success, such as returns to the Building Risk Review Programme, fire safety audits, and improvements to FRS Protection competency and capacity.
- 1.2. The Steering Group will also aim to guide the focus of the Board to pertinent strategic issues across the wider Protection landscape, helping to ensure that FRSs can respond effectively to recommendations and changes to legislation as the new building safety regime comes into force.
- 1.3. The successful outcome of the Steering Group will be giving effective support to the Fire Protection Board to ensure that the Board can stay apprised of the changing Protection landscape and strategically focused on key issues.

## 2. Responsibilities

- 2.1. It will be the responsibility of the Steering Group to:
  - i. Clear papers for Fire Protection Board meetings. All papers, excluding standing papers such as Building Risk Review reports, must be submitted to the Steering Group for review and approval prior to their submission to the Board.
  - ii. Oversee the delivery of projects of work that are within the remit of the Fire Protection Board.
  - iii. Monitor the impact of the Fire Safety Bill on the regulatory activity of FRS in regard to: (Monitoring activity to be agreed with HO)
  - iv. Monitor the progress of the Building Safety Bill and development of the new regime under the Building Safety Regulator, looking towards implementation and impact on FRSs.
  - v. Monitor the emerging trends and themes of issues affecting fire safety in the built environment highlighted through FRS Prevention, Protection and Response activity to bring to the attention of the Fire Protection Board.

- vi. Monitor the emerging trends and themes of issues affecting fire safety in the built environment highlighted through Local Authority building Control and Housing activity to bring to the attention of the Fire Protection Board.
- 2.2. The exact aims and responsibilities of the Steering Group can be varied at any time pursuant to the agreement of Steering Group members and the Fire Protection Board.

### **3. Membership**

- 3.1. Permanent members of the Steering Group will include:
  - Steering Group Chair – NFCC PPRU Lead or Deputy
  - NFCC Head of Building Safety Team
  - NFCC Building Risk Review Lead
  - Fire Protection Board Data Subgroup Chair
  - 3x Home Office Fire Safety Unit Representatives
  - 3x MHCLG Building Safety and Remediation Programme Representatives
  - 2x HSE Representatives
  - LGA Senior Adviser
  - Secretariat – NFCC
- 3.2. Invites to additional attendees will also be extended on an ad hoc basis in order to present papers or contribute to discussion around relevant agenda items. Additional attendees may include but are not limited to representatives from the Fire and Rescue Service, fire sector, professional bodies, Local Authorities, and other regulatory bodies.

### **4. Meetings**

- 4.1. Steering Group meetings will take place on a monthly schedule two weeks prior to each full Fire Protection Board meeting. This will allow time for papers discussed by Steering Group to be amended and shared with Board members five working days ahead of the Board meeting.
- 4.2. The frequency and timing of Steering Group meetings can be varied by the Chair in consultation with the Chair of the Fire Protection Board, and with sufficient notice to the Steering Group membership.
- 4.3. As with the Fire Protection Board, the Steering Group will operate with joint governance between NFCC, the Home Office, MHCLG, LGA, and HSE.