

# Primary Authority Service Review Tool

## Introduction

This Primary Authority (PA) Service Review tool is intended to support Fire & Rescue Services (FRS) demonstrate compliance with the Fire Standards Board – Protection Standard and is designed to assist Services in providing evidence when completing the Protection Standard Implementation Tool.

The tool is designed to be used by FRS currently engaged in the delivery of the PA scheme, those actively supporting and promoting the PA scheme and those who are developing PA as part of their Fire Safety business support offer.

Exploratory questions are also included, to help Service managers reflect on how they might improve service delivery. Sections set out ‘Minimum Standards’, which reflect the requirements of the Regulatory Enforcement and Sanctions Act 2008 (as amended), the Primary Authority Statutory Guidance and the Regulators’ Code.

OPSS welcomes any feedback that you have on this document, and how it might be improved. Please email pa@beis.gov.uk with the subject line ‘Feedback on Primary Authority – Fire Standards Board Review Tool’.

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# Delivery

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| Minimum Standards: |
| Description | Notes on compliance / arrangements  | How can we improve? |
| **Management**We have arrangements in place to ensure effective support of the PA scheme? |  |  |
| **Policy and Procedures**Our policies and procedures ensure our approach to supporting and promoting PA is consistent throughout our organisation? |  |  |
| **Business Support**We are clear about how PA fits into our package of regulatory support, to help businesses comply grow and prosper? |  |  |
| **Engagement**We consider the impact of our regulatory activities on business and engage with business representatives when reviewing and developing organisational policies? |  |  |
| **Communication**We have procedures in place ensuring we respond to PA related enquiries within service standard timeframes? |  |  |

# Competency & Training

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| Minimum Standards: |  |  |
| Description  | Notes on compliance | How can we improve? |
| **Capacity**We have resources to support and maintain the PA scheme in our capacity as an enforcing authority and PA provider |  |  |
| **Protection Database**We have the facility to identify businesses who are part of an active PA partnership, with data regularly updated? |  |  |
| **Primary Authority Register**Our Protection officers have a login for the secure area of the PA register and are competent in its use to identify businesses in a PA partnership |  |  |
| **Statutory Duties**Our Protection officers are aware of statutory duties under the PA scheme Statutory Guidancei.e. notifying via the secure PA register of proposed enforcement action, following PA advice, following inspection plans etc. |  |  |
| **Embedding PA Understanding**Officers throughout the service understand how PA provides regulatory support and explain this to businesses, signposting to further information on gov.uk or NFCC website |  |  |
| **Statutory framework and provision of PA services**Have Protection officers received training on the statutory framework of PA?Have Protection officers who are deployed to support PA attended an OPSS ‘Essential Skills’ or ‘Making an Impact’ course, or similar ‘in-house’ training? |  |  |
| **Promoting and supporting PA partnerships**We have arrangements in place to ensure that the officers deployed to support PA:* Have the required knowledge, skills and experience
* Have a good understanding of the statutory framework
* Are competent in the delivery of PA services
 |  |  |
| **Staff Development**Protection teams engage with PA regionally and Nationally through OPSS & NFCC PA networks |  |  |
| **Continuing Professional Development**Do we promote PA as a development opportunity within our Service?Do Protection officers engage with relevant Expert Panels and other specialist working groups to ensure good practice is shared? |  |  |

# Assurance

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| Minimum Standards: |  |  |
| Description | Notes on compliance | How can we improve? |
| **Policy**We have clear processes to report on the effectiveness of the internal control of the Protection department. Is PA included in the Service Enforcement and Prosecution Policy?  |  |  |

**Resources**

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| Resources |
| Training opportunities: | OPSS training courses: pa@beis.gov.uk |
| Office for Product Safety & Standards: | [Summary of direct and co-coordinated partnership arrangements template](https://www.gov.uk/government/publications/primary-authority-summary-of-direct-partnership-arrangements-template) |
| Department for Business, Energy & Industrial Strategy: | [Primary Authority Statutory Guidance](https://www.gov.uk/government/publications/primary-authority-statutory-guidance)[Primary Authority Terms and Conditions](https://www.gov.uk/government/publications/primary-authority-terms-and-conditions)[Regulators’ Code](https://www.gov.uk/government/publications/regulators-code) |
| Fire Standards Board: | [Fire Standards Board - Protection](https://www.firestandards.org/approved-standards/protection-fsd-pro01/#1602682893877-db4ce8a8-9189)[Fire Standards Board – Implementation Tools](https://www.firestandards.org/professional-standards/implementation-tools/)[NFCC Primary Authority](https://www.nationalfirechiefs.org.uk/Primary-Authority)  |