



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**

Working together for a safer Scotland



# **MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**SCOTTISH FIRE AND RESCUE SERVICE**

**AND**

**LOCAL AUTHORITY BUILDING STANDARDS SCOTLAND**

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## **1. PURPOSE AND SCOPE OF THIS MEMORANDUM**

The objective of this Memorandum is to set out the framework of co-operation and collaboration between the Scottish Fire and Rescue Service (SFRS) and the Local Authority Building Standards Scotland (LABSS).

- 1.1 This Memorandum does not affect or restrict existing statutory functions or amend any other policies or agreements relating to the activities of SFRS, LABSS or individual Local Authority Building Standards Services.
- 1.2 This Memorandum is not a contract and is not legally enforceable. However, SFRS and LABSS agree to adhere to its principles and to show proper regard for each other's activities.
- 1.3 Each organisation will endeavour to ensure their members are aware of the content of this Memorandum and the responsibilities it places on each individual member of staff.

## **2. RELEVANT FUNCTIONS**

### **Scottish Fire and Rescue Service**

- 2.1 The SFRS has statutory duties in respect of the Fire (Scotland) Act 2005 Part 3 Fire Safety (the Act) to ensure that occupied buildings provide an acceptable level of fire safety.
- 2.2 The SFRS enforces the Act on behalf of the Board of the SFRS (The Relevant Authority) and, in this respect, discharges its duties in line with national guidance and supports the Scottish Government National Outcomes.
- 2.3 The key aims of the Act are to:
  - Reduce the risk and impact of fire on the community
  - Reduce the potential for loss of life and injury
  - Safeguard firefighters, heritage and the environment; and
  - Reduce commercial and socio economic costs

The SFRS Prevention and Protection Organisational structure can be found at **Appendix 1**.

## **Local Authority Building Standards Scotland**

- 2.4 LABSS is an organisation which represents all 32 Scottish Local Authority Building Standards Services. Membership consists of Local Authority employees who are primarily engaged in the provision of Building Standards services.
- 2.5 The Association's primary aim is to promote a culture of continuous improvement and the achievement of best value principles in the delivery of a Local Authority Building Standards Service. More information on the work of LABSS can be found at [www.labss.org](http://www.labss.org)

The LABSS organisational structure can be found in **Appendix 2**.

### **3. AREAS OF CO-OPERATION AND CO-ORDINATION**

- 3.1 This Memorandum of Understanding aims to ensure co-operation and co-ordination, and the sharing of information on the following subjects:
- Consultation process
  - STAS
  - Technical and procedural guidance
  - Fire Engineering
  - Training and development
  - Meetings and Working Groups.
- 3.2 The MOU seeks to encourage agreement at national level to ensure a consistent approach to each organisation's statutory roles and responsibilities, both nationally and locally, and in line with achieving best practice.

### **4. EXCHANGE OF INFORMATION**

- 4.1 SFRS and LABSS will agree to exchange such information as is necessary to fulfil their respective statutory functions and to ensure the safety and well-being of users of the respective services.
- 4.2 SFRS and LABSS fully endorse and adhere to the Data Protection principles, as set out in the Data Protection Act 1998. Both parties regard the lawful and correct treatment of personal information as very important to fulfilling their functions and to maintaining the confidence of all individuals who come into contact with them. Both parties agree to share information only where this is in line with the Data Protection principles.

- 4.3 SFRS and LABSS are obliged to act in a way that is compatible with the Human Rights Act 1998. Any information sharing between the parties must be compatible with human rights.
- 4.4 The two organisations will exchange information of varying nature and content using many different communication channels, as is appropriate to each specific situation.
- 4.5 As resources allow, SFRS and LABSS will collaborate in activities where their collaboration would contribute to quality improvement in the relevant sectors. These might include reports on aspects of provision within sectors, the dissemination of good practice, mutual access to training, access to specific expertise and advice, and sharing new building construction /fire engineering techniques and practices.
- 4.6 Each organisation will collaborate over how any media interest is to be handled, where appropriate.
- 4.7 Each organisation will endeavour to ensure their staff are aware of the content of this Memorandum and the responsibilities it places on each individual member of staff.
- 4.8 Examples of co-operation should include:
- Discussion on emerging issues
  - A joint approach to organisational and personnel development
  - Joint promotion and publicity events
  - Joint media and press statements where there is a mutual interest
  - Advising on Scottish, National and International technical and procedural developments
  - Changes in Scottish Government policies.

## **5. TRAINING INITIATIVES**

- 5.1 SFRS and LABSS agree to undertake, where appropriate, joint training events on matters of new or revised policy, procedures or technical advancements.
- 5.2 In addition each organisation will encourage local training for new members of staff to enhance knowledge and understanding of both organisations legislative duties and powers, policy, procedures and to enhance further consultation.

**6. JOINT PROMOTION AND PUBLICITY**

Both organisations agree to participate in a range of joint promotion and publicity events resulting from activities outlined within this MOU which seek to demonstrate the strengths of both organisations individually and collectively, with particular emphasis on the strengths of Local Government delivered services.

**Meetings and Working Groups**

LABSS agree to a standing invitation to SFRS to attend Consortia Working Group meetings, STAS Working Group meetings and any other meetings where SFRS have an interest.

SFRS agree to a standing invitation to LABSS to attend the SFRS/Business Engagement Forum, NHS Fire Safety Advisory Group and any other meetings where LABSS have an interest

This Memorandum of Understanding is agreed between **[Scottish Fire and Rescue Service]** and **[Local Authority Building Standards Scotland]**.

Signature.....  
**[Scottish Fire and Rescue Service]**

Date:

Signature.....  
**[Local Authority Building Standards Scotland]**

Date: