



Community Risk Management: Protection

FUNCTIONAL PLAN

ACTION TRACKER 2023/24

Our Purpose:

HERE TO SERVE. HERE TO PROTECT.

HERE TO KEEP YOU SAFE.

Action Plan 2023/24 – June 2023 UPDATE

KEY DELIVERABLE	ACTIONS TO ACHIEVE EXPECTED OUTCOMES	SUB-ELEMENTS	OWNER	PROGRESS	PROJECTED COMPLETION DATE	BOARD REPORT DATE	BRAG STATUS
1 Support the implementation of the Operational Intelligence module in to the CFRMIS application	1.1 In collaboration with Preparedness, identify Protection associated elements required within the module	1.1.1 Establish representation on the relevant working/project group	Built Environment	SM with Ops Intelligence reference assigned.	April 2023		
		1.1.2 Identify requisite number of development hours for Civica and identify appropriate budget		Ongoing, as the module is developed this will become clearer.	June 2023		
		1.1.3 Identify person specification and job profile for a CFRMIS data manager and recruit accordingly	Technical Fire Safety		September 2023		
2 Conduct an impact analysis of the Grenfell Tower Phase 2 Inquiry Report	2.1 Review recommendations contained in the report and devise associated action plan	2.1.1 Utilise project plan from Phase 1 creating RAG rating identifying action owners	Built Environment	GTI phase 2 report will not be released until the start of the next financial year. Associated workstreams will be rolled in to the functional delivery plan for 2024/25.	December 2023	Board notified at CRM Board meeting 06.07.23	
		2.1.2 Identify risk rating to MFRA		GTI phase 2 report will not be released until the start of the next financial year. Associated workstreams will be rolled in to the functional delivery plan for 2024/25.	December 2023		
	2.2 Provide training and information for relevant personnel	2.2.1 Identify training gap analysis and address CPD/training courses as required		GTI phase 2 report will not be released until the start of the next financial year. Associated workstreams will be rolled in to the functional delivery plan for 2024/25.	March 2024	Board notified at CRM Board meeting 06.07.23	

	2.3 Work collaboratively with North West FRS enforcement partners to agree a consistent and best practice approach	2.3.1 Nominate SPOC to represent MFRA		GTI phase 2 report will not be released until the start of the next financial year. Associated workstreams will be rolled in to the functional delivery plan for 2024/25.	March 2024	Board notified at CRM Board meeting 06.07.23	
	2.4 Identify appropriate infrastructure for implementation of recommendations, such as the CFRMIS platform	2.4.1 Review of audit form and letters suite to ensure recommendations are adopted		GTI phase 2 report will not be released until the start of the next financial year. Associated workstreams will be rolled in to the functional delivery plan for 2024/25.	March 2024	Board notified at CRM Board meeting 06.07.23	
	2.5 Close off remaining recommendations from phase 1	2.5.1 Implementation of stairwell protection procedures and associated equipment		3 of the 46 phase 1 recommendations to be completed. SPT element will take a period to ensure all operational personnel are trained. Merpol now agreed communication method for FSG, NWS to follow.	March 2024		
3 Review and update our information management methodology	3.1 Refresh and construct new cloud based storage for departmental references and workstreams	3.1.1 Liaise with System Support to plan and design a new Portal page based on directorate structure.	Technical Fire Safety & Built Environment	20/06/23 Initial meeting with System support has taken place and an initial Protection scoping meeting (SM).	September 2023		
		3.1.2 Allocate existing portal folders to reference leads for cleanse of existing information		Directorate meeting has taken place to scope the new Portal design based on our Directorate organisational Structure. Each lead has been tasked with providing an initial paragraph explaining what their team does. A review of all current documents held on the Portal has taken place and they have been allocated to each	March 2024		

				reference holder for retention, deletion or archive. Next meeting is 21/8/23 where tasks above should be completed.			
3.2 Review and update all Technical Fire Safety departmental doctrine	3.2.1 Transfer all new Technical FS doctrine to new portal area	Technical Fire Safety		March 2024			
	3.2.2 Agree a retention schedule for all documentation and set access to areas based on department need			March 2024			
3.3 Review and update all Built Environment departmental doctrine	3.3.1 Transfer all new Built Environment doctrine to new portal area	Built Environment		March 2024			
	3.3.2 Agree a retention schedule for all documentation and set access to areas based on department need			March 2024			
3.4 Development and provision of the Protection dashboard	3.4.1 Deliver a district facing dashboard within CFRMIS to support Inspectors and auditors in completing the requirements of their role	Technical Fire Safety	Process maps for audits completed and storyboard (90%) created to present to Civica. 30% of 3.4.1 completed 12.05.23	March 2024			
	3.4.2 Deliver a management focused dashboard within CFRMIS to primarily support PCM's & SFSI's in completing the requirements of the role.			March 2024			
	3.4.3 Allocate resources to T&F group to deliver 3.4.1 and 3.4.2		Task and Finish group created and meet regularly.	May 2023			

3.5 Assign clear lines of responsibility for departmental references and associated data	3.5.1 Utilise department structure as format for information and retention ownership	Technical Fire Safety & Built Environment		March 2024		
3.6 Ascertain feasibility of CFRMIS development in reference to petroleum and explosives	3.6.1 Implement a process for automatically capturing petroleum in the HO Returns	Technical Fire Safety		March 2024		
	3.6.2 Implement a process for automatically capturing explosives in the HO Returns		Contraventions from Explosives visits are automatically transferred to the HO returns. 18/05/23	September 2023		
	3.6.3 Implement a process for managing explosives licenses in CFRMIS		20/06/23 Questionnaires now automatically create pending jobs depending on the Inspection outcome. Contraventions automatically populate the HO returns. The number of licenses automatically populate the HO returns (SM)	August 2023		
3.7 Ascertain the feasibility and benefits of becoming ISO 9001 certified in the Protection department	3.7.1 Review the need for obtaining ISO 9001 Quality management	Technical Fire Safety	Meeting is being arranged with WFST.	March 2024		
	3.7.2 Establish initial and ongoing costs of ISO 9001			March 2024		
	3.7.3 Produce feasibility report regarding ISO 9001			March 2024		
3.8 Devise a mechanism to capture external impacts that may influence departmental activity	3.8.1 Develop and set up a reporting tool on the portal to allow for external impacts to be shared and allocated to relevant actionees	Technical Fire Safety & Built Environment		March 2024		

	3.9 Review the requirement to maintain/keep common departmental folders	3.9.1 Review and refresh retention schedules were appropriate	Technical Fire Safety & Built Environment		March 2024		
	3.10 Review the suitability of the Enforcement Activity Register and how we present the data externally	3.10.1 Assure the information contained in the register and embed the data in CFRMIS	Technical Fire Safety		March 2024		
		3.10.2 Develop the CFRMIS Enforcement module to provide regular and accurate data for the NFCC Tymly system			March 2024		

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4 Continue to evolve our risk based inspection programme methodology	4.1 Devise a programme of phased implementation towards a CFRMIS intelligence led inspection programme	4.1.1 Update relevant SI to reflect revised methodology	Technical Fire Safety & Built Environment	New SI produced and submitted for consultation	May 2023		
		4.1.2 Ensure CFRMIS is fed with the revised approach so as to generate appropriate inspection regimes for our regulatory personnel			May 2023		
	4.2 Develop an evaluation/assurance framework for departmental activities	4.2.1 Liaise with Strategy and Performance regarding the broadening of Corporate Assurance to departmental reviews. MC	Technical Fire Safety & Built Environment	Meeting held with Built Environment SM's to scope parameters of department Corporate Assurance. Meeting held with SM McCormack to see how this can be recorded and stored.	December 2023		
		4.2.2 Implement assurance reviews based on the framework. MC			December 2023		
		4.2.3 Consider NW FRS Protection Quality Assurance		NW Document is now in draft	December 2023		

		4.2.4 Establish Peer review QA framework within the NW FRS		NW Training Group	December 2023		
	4.3 Review the rationale and approach to SOFSA	4.3.1 Review the types of premises operational crews can currently complete a SOFSA with a view to broadening scope.	Built Environment	Report being produced based on what we have left of the current office, industrial and shop allocations and how we can broaden scope.	July 2023	CRM Board 6 th July	
		4.3.2 Support any broadening of premises types with suitable training		Scoping meeting has taken place looking at neighbouring FRS's to see what Level 3 FS qualification would allow Station personnel to complete.	July 2023		
		4.3.3 Review the need and suitability of a revisit strategy and implement any changes required.		Analysis using 02 data over 5 year period against SOFSA's completed to see correlation.	July 2023		
	4.4 Identify key areas of focus for targeted campaigns based on intelligence/data	4.4.1 Work with S&P using empirical data conduct intervention at regulated premises to compliment and improve future RBIP	Technical Fire Safety		March 2024		
	4.5 Analyse equality data to ensure campaigns are targeted and equitably facilitated	4.5.1 Conduct periodic reviews of audit outcomes via Q&A process to assist in informing future/planned campaigns and initiatives	Technical Fire Safety		March 2024		
	4.6 Ensure departmental resourcing is sufficient based on risk, demand and vulnerability	4.6.1 Actively monitor directorate resourcing in cohesion with POD succession planning directives	Technical Fire Safety & Built Environment		March 2024		
		4.6.2 Initiate and conduct recruitment processes as necessary					
5 Enhance Fire Safety skills and knowledge across the workforce	5.1 Deliver level 3 Fire Safety training to all CM/WM	5.1.1 Support POD for a Gap analysis of current Fire Safety qualifications across		Scoping meetings taken place with POD to define gap analysis. List of managers now confirmed	June 2023		

		Response watch and crew managers	Built Environment	with POD and process map in place to deliver course.			
		5.1.2 Implement training programme for existing CM/WM's in level 3 fire safety		Question asked with regards to other FRS' approach. Meeting with SM Sopp on 23/05/23 to discuss. Rolling training programme agreed with POD and Attendance Management starting in September 2023.	March 2024		
		5.1.3 Liaise with POD and embed Fire Safety Level 3 onto CMD and WMD programmes		Added to the CMD Programme, once gap analysis completed, will be added to WMD Programme. Level 3 has been added to both development programmes and the ranks have been programmed in to attend courses starting Sept 2023..	March 2024		
		5.1.4 Adopt new Level 2 SFJ qualification in Carrying Out Fire Safety Checks for FF once released		Level 2 Qualification released and being considered as an option. *Level 2 qualification will not be considered as Level 3 will be rolled out to CM and WM. Report has been written to justify the rational for not adopting the Level 2, SM Evans will deliver.	March 2024		
	5.2 Develop Fire Safety themed scenarios to support departmental and operational personnel skills development	5.2.1 Work with Training to encompass fire safety understanding within TCA scenarios	Built Environment	Fire Safety themes are now being introduced and embedded within Technical Command Assessment scenarios. Moving forward we will request that Command Department consult with Protection when designing future TCA scenarios	March 2024		
		5.2.2 Work with Command to add Fire Safety Legislative input on ICMM courses		SM Sopp stated during a meeting that the ICMM course content is already saturated. However, we will request the addition of minimal essential content.	March 2024		
		5.2.3 Look into the use of virtual reality training		Command department are not pursuing the utilisation of VR in the form of immersive headsets.	March 2024		

				However, fire safety-themed programs are available via the XVR platform. We will consider incorporating its use during the Level 3 input.			
5.3 Expand training delivery to functional roles within Prevention (eg advocates, Prevention team)	5.3.1 Identify personnel requiring training	Built Environment	Built Environment	Email sent to Prevention GM's to obtain numbers of staff if requirement is to be pursued by their directorate.	March 2024		
				Training to be incorporated within current L3 courses for our WM and CM's.	March 2024		
5.4 Further enhance Operational knowledge of the built environment.	5.4.1 Create a training video relating to active and passive systems within the built environment.	Built Environment	Built Environment	Meeting held with Scott Nolan to facilitate video production. Filming to be carried out 6-8 th September.	November 2023		
	5.4.2 Create a training video highlighting new High Rise and Reconnaissance Bags.			As above. Bags to be trialled at Liverpool City and Toxteth prior to full roll out.	November 2023		

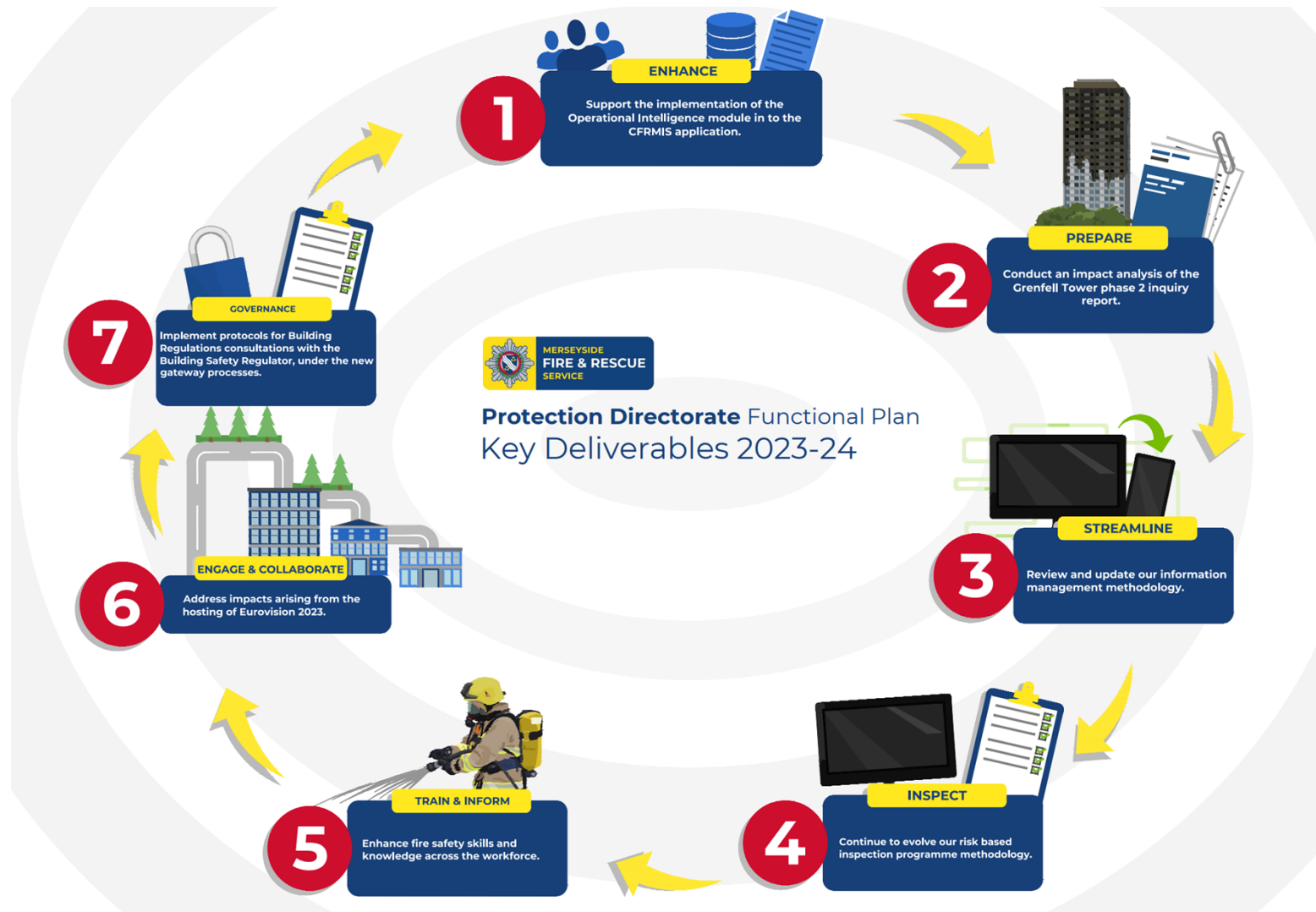
6 Address impacts arising from the hosting of Eurovision 2023	6.1 Assign an officer to respective Liverpool BID Team/ Safety Advisory Group (SAG) as appropriate	6.1.1 Work with SAG to identify peripheral events linked to Eurovision 2023 which may impact on community safety	Technical Fire Safety & Built Environment	Strategic and tactical level officers assigned to appropriate meeting forums	April 2023		
		6.1.2 Identify and prepare for events which would impact on capacity and effectiveness of CRM resources		Protection personnel undertaken targeted inspections and campaigns in key areas associated with the event, including out of hours cover to ensure availability of sector competent advice	May 2023		
		6.1.3 Feedback on lessons learned/identified during the event		Multi agency debrief taking place, issues re poor crowd control in front of St. Georges hall to be raised. Summary report being prepared for CRM Board 06.07.23	July 2023		

	6.2 Devise a procedure for dealing with short term accommodation premises	6.2.1 Work with NFCC Regional FRS's and Local Authorities to formulate a policy and procedure for the regulation of short term lets	Technical Fire Safety		March 2024		
		6.2.2 Direct appropriate CRM resources to undertake MFRA regulatory responsibilities in response to potential increases in short term lets					
	6.3 Be cognisant of any relevant impacts identified in the Liverpool City Plan	6.3.1 To ensure High Rise Residential Buildings comply with new legislation, including changes to the FSO and the Fire Safety (England) Regulations 2022	Technical Fire Safety & Built Environment	Fire Safety (England) Regulations has been implemented. The process and response rate is being monitored. IT is proposed that HRRB's that have not responded are audited after 6 months of the launch of the Regulations. 18/05/23	March 2024		
		6.3.2 To ensure remediation of external wall systems from residential high rise buildings is undertaken in line with government guidance		Point of contact as council liaison identified. All HRRB's that require remediation are being reviewed against BSF, BDD & 002e process. All HRRB's are in CFRMIS including number of floors and appropriate SLN.	March 2024		
		6.3.3 Capture any post event learning and address any identified actions accordingly			June 2023		
7 Implement protocols for Building Regulations consultations with the Building Safety Regulator, under the new Gateway processes	7.1 Recruit additional resources to support BSR workstream as identified by the PPRU	7.1.1 Advertise for relevant positions		Advert compiled and posted February 2023	March 2023		
		7.1.2 Schedule and undertake interviews		External candidate for 1 inspector post recruited. Fire Engineer appointed. 2 nd inspector post to be offered to internal team members on a rotation basis (refer 7.1.4)	May 2023		

		7.1.3 Induction and training of external candidates	Technical Fire Safety	New starter commences 02.05.23 with induction training scheduled accordingly	May 2023		
		7.1.4 Expressions of interest from internal candidates			May 2023		
	7.2 Liaise with HSE and other Northwest FRS regarding formation of multi-disciplinary teams and consultation protocols	7.2.1 Investigate/arrange protocols with PPRU			October 2023		
		7.2.2 Arrange contacts with BSR			October 2023		
		7.2.3 Arrange and implement procedures for regular meetings with North West Group			October 2023		
		7.2.4 Attendance at regional/ national training/ conferences as appropriate			October 2023		
		7.2.5 Input into any consultations/ case studies/ forums from PPRU, BSR or North West Group			October 2023		
	7.3 Develop associated internal processes	7.3.1 Formation of BSR Team – combination of Fire Engineer; designated inspector and district inspectors			October 2023		
		7.3.2 Formulate inspection programme for existing buildings – coordinating with district inspectors, North West Group and BSR			October 2023		
		7.3.3 Implement consultation process for new buildings in line with requirements of BSR and Northwest Group			October 2023		

	7.4 Implement recording mechanisms in CFRMIS	7.4.1 Job type; document storage; naming conventions for audits of existing buildings			October 2023		
		7.4.2 Job type; document storage; naming conventions for consultations for new builds / change of use			October 2023		
	7.5 Identify and deliver relevant CPD input to personnel	7.5.1 Research and cascade BSR information from HSE website			October 2023		
		7.5.2 Research and cascade information from PPRU			October 2023		
		7.5.3 Research and cascade online CPD re pertinent items such as external wall systems; fire stopping etc			October 2023		
		7.5.4 Presentations during departmental CPD sessions to keep department updated re developments			October 2023		

BRAG Descriptor				
Action completed	Action is unlikely to be delivered within the current functional delivery plan	Action may not be delivered by the designated deadline within the functional plan	Action will be delivered by the designated deadline within the functional plan	Action not yet started



STATUS SUMMARY – 13.07.23	
Total Number of Workstreams	79 (100%)
Completed	11 (14%)
Action will be delivered by the designated deadline within the functional plan	27 (34%)
Action may not be delivered by the designated deadline within the functional plan	0 (0%)
Action is unlikely to be delivered within the current functional delivery plan	5 (6%)
Action not yet started	36 (46%)