Protection

FUNCTIONAL PLAN

ACTION TRACKER2023/24

Our Purpose:

HERE TO SERVE. HERE TO PROTECT.

HERE TO KEEP YOU SAFE.

Action Plan 2023/24

KEY DELIVERABLE	ACTIONS TO ACHIEVE EXPECTED OUTCOMES	SUB-ELEMENTS	OWNER	PROGRESS Dec 2023 Update	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. **20/12/23** – Timescales and budget agreed at CFRMIS project board. This sits with Ops Preparedness.	June 2023		
		1.1.3 Identify person specification and job profile for a CFRMIS data manager and recruit accordingly	Technical Fire Safety	Person Spec finished, meeting 3/8/23 to finalise. **20/12/23** – Process completed, position offered.	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	December 2023		

				rolled in to the functional delivery plan for 2024/25.			🟥
	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, NWAS to follow.	March 2024		🟩

				Consultation finishes on 14th August for SPT amendments to SOP 1.1.0 and 1.1.3.			
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). 08/09/23 A portal structure PowerPoint is being built by all reference holders. A link has been shared with System Support so they are fully sighted on progress (SM). 30/10/23 Last meeting held on 17/09. Next meeting scheduled for 8/11. PowerPoint layout transferred to a spreadsheet so System Support can recreate as the portal. All reference holders tasked with establishing portal layout for their references (SM). 20/12/23 – Potential department restructure may impact new portal layout (SM).	March 2024		

		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 reference holder for retention, deletion or archive. Next meeting is 21/8/23 where tasks above should be completed. Portal migration now taking place w/c 9th October, which gives us clear deadline for our Portal review. Next meeting 27/9/23. **30/10/23** Ongoing. A large portion has been completed. (SM) **29/11/23** COMPLETE (SM)	March 2024		
	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	Portal migration planned w/c 9th October 2023. **30/12/23** – All documentation on the portal has been reviewed and cleansed. The review and cleanse of Network	March 2024		

			location FS Management is expected to be complete by the 2nd week in January. The review and cleanse of Network location Fire Protection Management will follow immediately after. All documentation is expected to be reviewed and ready for importing to the new portal by mid February (SM).		<td style="background:#77C043"></td>
	3.2.2 Agree a retention schedule for all documentation and set access to areas based on department need		**20/12/23** – Initial scoping has been carried out. Initial data cleansing of FS Management and Fire Protection Management is underway (SM).	March 2024	<td style="background:#FF0000"></td>
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	Portal migration planned w/c 9th October 2023 **30/12/23** – All documentation on the portal has been reviewed and cleansed. The review and cleanse of Network location FS Management is expected to be complete by the 2nd week in January. The review and cleanse of Network location Fire Protection Management will follow immediately after. All documentation is expected to be reviewed	March 2024	<td style="background:#77C043"></td>

				and ready for importing to the new portal by mid February (SM).			■
	3.3.2 Agree a retention schedule for all documentation and set access to areas based on department need			**20/12/23** – Initial scoping has been carried out. Initial data cleansing of FS Management and Fire Protection Management is underway (SM)	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. **22/07/23** – Final Dashboard presentation with champions has taken place and final meeting with working party to confirm draft completion. Initial discussion meeting with Civica and System Support has taken place. Storyboard has been sent to Civica to calculate the number of development days required. Final meeting being scheduled with Civica and System Support (provisionally 8th Aug). **08/09/23** – Dashboard has been presented to Civica. Civica have reviewed the proposal	March 2024		■

			and provided a Quick Screens Specification with a number of questions. A meeting has been arranged for 13/09 to discuss and provide a response (SM). **30/10/23** – Response forwarded to Civica on 17/10.Awaiting response from Civica (SM). **20/12/23** – Due to organisational priorities, SSRI has been prioritised. Still awaiting quote and timescale from Civica (SM).				
	3.4.2 Deliver a management focused dashboard within CFRMIS to primarily support PCM's & SFSI's in completing the requirements of the role.		22/07/23 - This has been merged in to the dashboard storyboard. A suite of reports needs to be established. Now part of 3.4.1.	March 2024			
	3.4.3 Allocate recourses 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	This has been established in association with 3.1.2. **20/12/23** – Reference holders are informed of areas of responsibility and ownership of information management.	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	**01/11/23** – Following submission of the Q2 returns, confirmation was sought from IG that this is now populating automatically	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. **17/11/23** – Following Q3 returns, confirmation was sought from IG that this is now populating automatically	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). 22/07/23 – System Support and Civica are working on producing an online application form. 08/09/23 – Specification received from Civica. Work is ongoing to review this. **15/11/23** – A version of the external CFRMIS application form and payment process has	March 2024		

			been received by Protection from System Support. This is being tested. The supporting webpage has also been created by Corporate Comms. **20/12/23** – The questionnaire is with System Support for amendments (SM).		
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. No outcome captured from this meeting. Decision taken to focus on CAR registration in the immediate term and no further exploration of ISO 9001 accreditation will be taken in the immediate term.	March 2024	
	3.7.2 Establish initial and ongoing costs of ISO 9001		Decision taken to focus on CAR registration in the immediate term and no further exploration of ISO 9001 accreditation will be taken in the immediate term.	March 2024	
	3.7.3 Produce feasibility report regarding ISO 9001		Decision taken to focus on CAR registration in the immediate term and no further exploration of ISO 9001 accreditation will be	March 2024	

				taken in the immediate term.			
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	To be set up during the Portal rebuild. Portal form to be used to direct departmental impacts onto relevant team within the directorate. **20/12/23** – External activity including BSR, concerns, events, post fire and UwFS that require protection involvement now have departmental processes embedded in to business as usual.	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	**20/12/23** – Common folders have been reviewed. Folders should not be required once the portal migration is complete. 3.9.1 merged in to action 3.3.2.	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	**20/12/23** – The information contained in CFRMIS is now aligned in to the external facing webpage.	March 2024		
	3.10.2 Develop the CFRMIS Enforcement module to provide regular and accurate data for the NFCC Tymly system		**20/12/23** – NFCC are reviewing Tymly system. Confirmation will be required at the next EWG meeting. If Tymly is to remain, the work will be completed by March.	March 2024		

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. PGN completed and distributed across the directorate	December 2023		
		4.1.2 Ensure CFRMIS is fed with the revised approach so as to generate appropriate inspection regimes for our regulatory personnel		CFRMIS updated and IFOG planner now revised in line with new RBIP.	December 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 BE SM's to scope parameters of department CA. Meeting held with SM McCormack to see how this can be recorded and stored. **22/07/23** – Document in draft. Further development is required. **28/7/23** Meeting with Director of Strategy and Performance; happy for us to utilise System Support to set up a recording mechanism on the Portal. **08/09/23** – First draft has been completed. This has been shared for comment. A meeting for review of comments has been scheduled for 15/09 (SM).	February 2024		

				30/10/23 – A trial run has been undertaken of the form. As a result of this, amendments a have been made and clarity sought in some areas. Next trial run scheduled for 2/11 (SM).			
		4.2.2 Implement corporate assurance reviews based on the framework. MC		**20/12/23** – PGN has been drafted and awaiting publication once peer review is complete (SM).	February 2024		
		4.2.3 Consider NW FRS Protection Quality Assurance		NW Doc is now in Draft, Northwest Protection Group Fire Safety Competence Assessment has been approved by the NW Protection Task Group and is now being utilised by all NW FRS.	December 2023		
		4.2.4 Establish Peer review QA framework within the NW FRS		NW Training Group have now developed the Northwest AQA framework in collaboration and agreement with all Northwest FRS.	December 2023		
		4.2.5 Design and create a department assurance programme that works alongside corporate assurance.		Department assurance question set established, peer reviewed and added to a dedicated location on the portal. A performance tracker has also been created and added to the same location (SM).	January 2024		

		4.2.6 Implement department assurance reviews.		**20/12/23** – PGN has been drafted and awaiting publication once peer review is complete (SM). **05/01/24** – Peer review complete. PGN sent for publication. First department assurance exercise scheduled for the first half of February (SM).	January 2024		
	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. **27/12/23** Paper to go to CRMB to outline revisit strategy. 12/1/24 CRMB agree SOFSA strategy to be implemented 24/25 FDP. MC	January 24	CRMB Jan 24	
		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. Training is ongoing with WM/CM's and this will fall in line with SOFSA strategy	January 24		
		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.	January 24		

				27/12/23 Paper to go to CRMB to outline revisit strategy. CRMB agree strategy to be implemented 24/25 FDP. MC			
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	Built Environment	Identification of areas have been highlighted. Data is currently being analysed. **04/10/23** NW Region Takeaway Task Group formed as a collaborative project to address non-compliance of takeaway businesses. **30/10/23** Analysis of data from Area Sampling Campaigns have indicated 32% of Premises from FSEC L&N require immediate or further action vs 10% from RBIP. Further discussions to now take place regarding next steps. Presented to PMB. **31/10/23** Agreed actions from NW Region Takeaway Task Group are to develop the following: - Social Media Campaign - Campaign Leaflet	January 2024		

				- Revise external websites - Video Comms Campaign - Undertake a week of action on 29th Jan 24 Engagement Framework will be utilised and continually developed to aid in identifying premises outside of RBIP in line with NW Regional Group. 3/12/23			
	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 & Built Environment	Evaluation of Business Safety Week against the Engagement Framework has been completed, presented to CRMB 2/11/23	November 2024	CRMB 2/11/23	
	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	FSI recruitment now completed after liaison with POD.	November 2023		
		4.6.2 Initiate and conduct recruitment processes as necessary		FSI recruitment now completed after liaison with POD. Internal process for 4 positions will be completed w/c 4th October 2023.			
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. 13/7/23			
		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 ATT MAN starting in September 2023. 13/7/23 First course to take place 25/26-9-23	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. L3 has been added to both development programmes and the ranks have been programmed in to attend courses starting Sept 2023. 13/7/23.	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 L2, SM	March 2024		

				Evans will deliver. 13/7/23			
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 TCA scenarios. Moving forward we will request that Command Department consult with Protection when designing future TCA scenarios. Liaison carried out for new SM TCA's in Sept. 1/8/23	Aug 23		
	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. 30/10/23 ICWM/CM course now has PRO input.	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. However, fire safety-themed programs are available via the XVR platform. We will consider incorporating its use during the Level 3 input. 14/8/23 XVR to be utilised in the L3 course as part of the	August 2023		

				contravention awareness sessions.			
	5.3 Expand training delivery to functional roles within Prevention (eg advocates, Prevention team)	5.3.1 Identify personnel requiring training	Built Environment	Email sent to Prevention GM's to obtain numbers of staff if requirement is to be pursued by their directorate. 13/7/23	March 2024		
		5.3.2 Schedule training delivery		Training to be incorporated within current L3 courses for our WM and CM's. 13/7/23. Staff identified by GM Hill from Arson Team and allocation added to TRM. 1/8/23	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	Meeting held with Scott Nolan to facilitate video production. Filming to be carried out 6-8th September. **3/12/23** High rise bags video completed and high rise active/passive to be completed in January 24	January 24		
		5.4.2 Create a training video highlighting new High Rise and Reconnaissance Bags.		As above. Bags to be trialled at Liverpool City, Kensington, Old Swan and Toxteth prior to full roll out. 13/7/23 **3/12/23** trial appliances now bollarded to store HR bags.	January 24		

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	CRMB 2/11/23	
		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. 30/10/23 Protection Events Team established and Significant Events Reports written for The Open and Eurovision.	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	**20/12/23** – Correspondence has been sent to NFCC and HO. No guidance has been issued for regulators. Further engagement via MOU.	March 2024		
		6.2.2 Direct appropriate CRM resources to		**20/12/23** – Liaison with events coordinating team to deploy CRM resources			

	undertake MFRA regulatory responsibilities in response to potential increases in short term lets		to localised increases such as Eurovision, golf , Aintree etc. and work with Corporate Comms and other regulators.	
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. **22/07/23** – Buildings which have not responded to the FSR have been identified and scheduled for an audit though IF/OG before the end of the financial year. **20/12/23** – Procedures and guidance are in place.	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. **22/07/23** – Current status of high rise	March 2024

| | | | | premises have been reviewed. Regular meeting with LCC and DLUCH established. **08/09/23** – Nationally a company, The Rockwell Group are refusing so sign the short term funding agreement for the BSF. There are 7 in Merseyside. We continue to work with DLUHC and LCC to formulate a coordinated approach. Two buildings have now signed, one will be subject to a JIT inspection. Meeting has taken place to explore the possibility of using Remediation Orders. A meeting has been arranged with Ria for 14/09 (SM). **17/11/23** – regular meetings are taking place with legal regarding a remediation order application for Kings dock Mill (SM). 20/12/23 – Procedures in place. Business as usual. | | CRMB 2/11/23 | |
| | | 6.3.3 Capture any post event learning and address any identified actions accordingly | | **30/10/23** Protection Events Team established and Significant Events Reports written for The Open and Eurovision. | October 2023 | | |

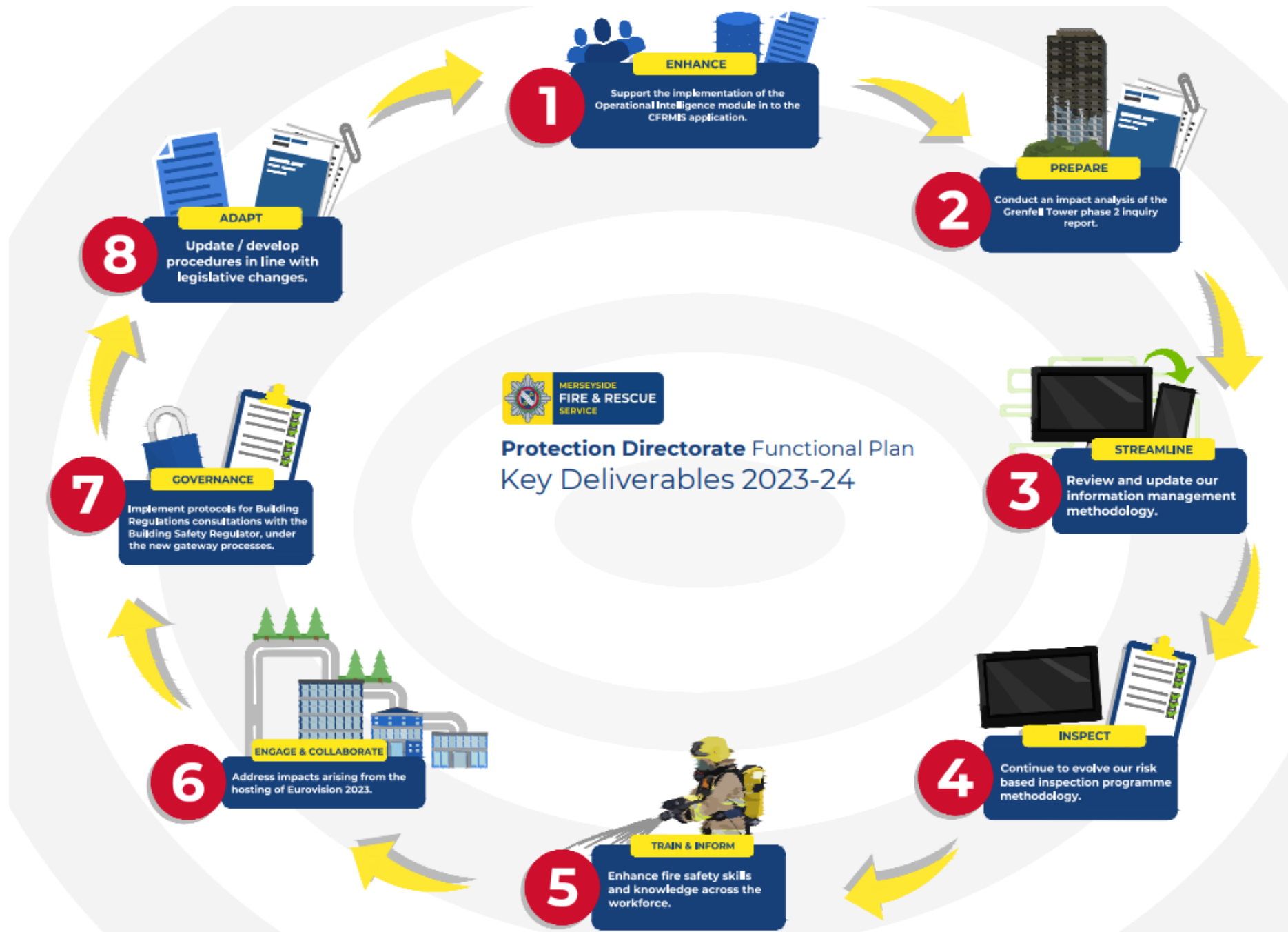| 7 Implement protocols for Building Regulations consultations with the Building Safety Regulator, under the new Gateway processes	7.1 Recruit additional resources to support BSR workstream as identified by the PPRU	7.1.1 Advertise for relevant positions	Technical Fire Safety	Advert compiled and posted February 2023	March 2023		
		7.1.2 Schedule and undertake interviews		External candidate for 1 inspector post recruited. Fire Engineer appointed. 2nd 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		New starter commences 02.05.23 with induction training scheduled accordingly Ongoing training for new recruit proceeding well (27.09.23) **20/12/23** – External training courses identified and training needs analysis being undertaken. (LK)	March 2024		
		7.1.4 Expressions of interest from internal candidates		Expressions of interest received – decisions pending (27.09.23) **20/12/23** – Second BSR officer in post. EOI have been received for backfill in to FET.	December 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		Information re procedures from HSE via PPRU now coming in, including HSE Portal information (27.03.23) **20/12/23** – Protocols in place from PPRU, HSE	December 2023		

				and North West Regional hub		
		7.2.2 Arrange contacts with BSR		Northwest staffing sent by monthly returns to BSR – contact with HSE will be via direct access to HSE Portal. Goes live end of September (27.09.23)	October 2023	
		7.2.3 Arrange and implement procedures for regular meetings with North West Group		First full regional meeting on 18th September 2023. Procedures for allocating work, joint working and shadowing decided. Additional contact to ensure consistency pending (27.09.23)	October 2023	
		7.2.4 Attendance at regional/ national training/ conferences as appropriate		BSR Fire Engineer Regional Manager Meetings, and central conference (27.09.23)	October 2023	
		7.2.5 Input into any consultations/ case studies/ forums from PPRU, BSR or North West Group		Took part in pilot Safety Case Studies (two by MFRS) in April & June 2023 – awaiting feedback from Northwest Group re findings. Input into development of Regulator's IT for Portal and MDTs in workshops over summer and autumn by MFRS staff successfully completed (27.09.23) **20/12/23** – Still awaiting feedback from HSE re safety case pilot. No national consultations received.	March 2024	

			12/01/24 First northwest MDT request received by Manchester – TR to attend and shadow.			■
7.3 Develop associated internal processes	7.3.1 Formation of BSR Team – combination of Fire Engineer; designated inspector and district inspectors		Fire Engineer in post; inspector posts to be finalised; support from FET arranged (27.09.23) **20/12/23** - Complete	October 2023		■
	7.3.2 Formulate inspection programme for existing buildings – coordinating with district inspectors, North West Group and BSR		Latest information from HSE is that work on existing building stock is planned to begin in April 2024 (27.09.23) **20/12/23** – No further information from HSE. Plan start date is April. Outside MFRS control.	March 2024		■
	7.3.3 Implement consultation process for new buildings in line with requirements of BSR and Northwest Group		Process via which Regional Manager will allocate work arranged. Procedures joint working and shadowing decided. Additional contact to ensure consistency pending (27.09.23)	October 2023		■
7.4 Implement recording mechanisms in CFRMIS	7.4.1 Job type; document storage; naming conventions for audits of existing buildings		New Planning Gateway One and BSR jobs created on CFRMIS.	October 2023		■
	7.4.2 Job type; document storage; naming conventions for consultations for new builds / change of use		New Planning Gateway One and BSR jobs created on CFRMIS.	October 2023		■

	7.5 Identify and deliver relevant CPD input to personnel	7.5.1 Research and cascade BSR information from HSE website			March 2024		
		7.5.2 Research and cascade information from PPRU			March 2024		
		7.5.3 Research and cascade online CPD regarding pertinent items such as external wall systems; fire stopping etc			March 2024		
		7.5.4 Presentations during departmental CPD sessions to keep department updated regarding developments			March 2024		
8 Update/develop procedures in line with legislative changes	8.1 Develop and implement a strategy in response to S156 of the Building Safety Act	8.1.1 train and develop operational personnel	Technical Fire Safety & Built Environment	08/09/23 1. A protection Note has been drafted. 2. The SOFSA Learnpro is being updated. 3. The supporting guidance on the SOFSA form is being updated. 4. The L3 fire safety input is being updated. 5. Questions will be incorporated in to quarterly audit to support embedding the updates.	October 2023		

		8.1.2 Raise awareness and educate business owners and those that are impacted by the changes.		**08/09/23** 1. Information has been embedded in the digital leaflet supporting Business Safety Week. 2. Correspondence is being drafted to share through the Chambers of Commerce. 3. External webpage is being reviewed and updated. 4. A mailshot is drafted in preparation for circulating using the email addresses held on CFRMIS. 5. Social media campaign is being created with Corporate Comms. 6. A link will be added to appointment letters. 8. A new letter (2g) to respond to non-compliance identified through SOFSA visits.	October 2023		
		8.1.3 Inform and train Inspectors. Develop system for incorporating in to audit form until an updated audit form is provided.		1. A PGN has been drafted and ready for circulating. 2. CPD presentation has been created and will be delivered on 12/09. 3. Meeting scheduled for 13/09 to establish audit strategy and associated standard paragraphs.	October 2023		

BRAG Descriptor				
Action not yet started	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 completed

Protection Directorate Functional Plan
Key Deliverables 2023-24

MERSEYSIDE FIRE & RESCUE SERVICE

1 ENHANCE — Support the implementation of the Operational Intelligence module in to the CFRMIS application.

2 PREPARE — Conduct an impact analysis of the Grenfell Tower phase 2 inquiry report.

3 STREAMLINE — Review and update our information management methodology.

4 INSPECT — Continue to evolve our risk based inspection programme methodology.

5 TRAIN & INFORM — Enhance fire safety skills and knowledge across the workforce.

6 ENGAGE & COLLABORATE — Address impacts arising from the hosting of Eurovision 2023.

7 GOVERNANCE — Implement protocols for Building Regulations consultations with the Building Safety Regulator, under the new gateway processes.

8 ADAPT — Update / develop procedures in line with legislative changes.

STATUS SUMMARY – 14.02.24	
Total Number of Workstreams	**84 (100%)**
Completed	**62 (74%)**
Action will be delivered by the designated deadline within the functional plan	**7 (8%)**
Action may not be delivered by the designated deadline within the functional plan	**1 (1%)**
Action is unlikely to be delivered within the current functional delivery plan	**10 (12%)**
Action not yet started	**4 (5%)**

	Please select from options	