

Community Risk Management: Protection

FUNCTIONAL PLAN

ACTION TRACKER 2025/26

Our Purpose:

HERE TO SERVE. HERE TO PROTECT.

HERE TO KEEP YOU SAFE.

KEY DELIVERABLE	ACTIONS TO ACHIEVE EXPECTED OUTCOMES	CONTRIBUTION TO MISSION/AIMS. Responsible Officer	PROGRESS	Does this contribute to CRMP or HMI actions (please state which)?	TARGET DATE	BOARD REPORT DATE	BRAG STATUS
1 Address the findings arising from the Protection structural and cultural review	1.1 Compile and analyse data and feedback collated from the staff engagement workshops	Management Team Workshop Delivery Team	Quarter 1 2025/26: Summary report compiled and informed by management and delivery teams via sharing and workshop collaboration.	Not HMI CFS or CRMP related	April 2025		
	1.2 Produce an associated action plan and allocate to relevant departments	Management Team Workshop Delivery Team	Quarter 1 2025/26: Actions identified following dedicated workshop and shared with management and delivery teams for further comment.		April 2025		
	1.3 Conduct a follow up review following completion of actions	Management Team Workshop Delivery Team	Quarter 1 2025/26: Actions plan covered as part of year-end review presentation and monitored periodically. Action plan responsibility assigned to cultural champions to allocate actions to senior management team as appropriate.		December 2025		
2 Work with internal & external partners & stakeholders in the discharge of key workstreams that will have a positive impact on the communities of Merseyside	2.1 Discharge the recommendations associated with the Grenfell Tower Inquiry Phase 2 report, as contained in the associated action tracker. To also include the remaining elements from the phase 1 report	Group Managers Fire Engineering Manager	Quarter 1 2025/26: Grenfell governance group established and periodic schedule of meetings in place to track action progress. Group Manager for Protection service delivery overseeing updates including completion of the associated NFCC action tracker.	IRMP 2021-24 Action: Deliver a full response to the Grenfell Tower Fire Inquiry recommendations	March 2026		

	2.2 Work within the Liverpool City Region collaboration in the formulation and discharge of a Local Remediation Acceleration Plan	Data & Intelligence Remediation Acceleration Unit (RAU)	Quarter 1 2025/26: Liverpool City Region Local Remediation Acceleration Plan (LRAP) produced and finalised with city region partners to be signed off and published by MHCLG. Work on identifying in scope premises for the LRAP workstream has commenced.	HMICFRS Action: The service should assure itself that its use of enforcement powers prioritises the highest risks and includes proportionate activity to reduce risk	August 2025		
	2.3 Address recommendations and actions identified through Corporate Assurance and similar reviews	Training, Development & Assurance Admin Team	Quarter 1 2025/26: Assurance processes accord with North west approaches as adopted through the training and assurance groups.	CRMP 2024-27 Action: Review our protocols associated with fire safety related enforcement and prosecutions, to ensure our regulators are suitably competent and able to apply our procedures consistently and able to apply our procedures consistently and effectively	March 2026		
	2.4 Undertake work with a view to potentially transferring the drone capability to become an operational response asset	Ops Engagement	Quarter 1 2025/26: Purchase of new drone vehicle has been placed on hold subject to potential transfer of the drone capability to Response.		December 2025		
3 Continue to enhance data and systems within CFRMIS	3.1 Introduce Structured Query Language (SQL) for the Data & Intelligence Team	Data & Intelligence	Quarter 1 2025/26: Strcutured Query Language installation in to the management information system is not feasible due to risks to the system. Meetings are ongoing to identify a possible alternative solution.		November 2025		

	3.2 Implement a process for data cleansing of incorrectly classified or unclassified premises	Data & Intelligence	Quarter 1 2025/26: CFRMIS has been configured to ensure that job codes match that of the premises. Some nuance for certain job types remain to be addressed. Job codes match automatically on the system once a job is completed. Unclassified premises on the system still to be addressed.	Not HMICFRS or CRMP related	December 2025		
	3.3 Begin to develop internal information sharing, improvements to data accuracy and enhanced depth of data through Other Outcomes	Data & Intelligence Ops Engagement	Quarter 1 2025/26: Other outcomes have been created in the test environment. Once tested, the methodology can be applied to all workstreams. Further consultation is required with all reference holders. Work ongoing with Preparedness to ensure information is shared through the SSRI process. Process already established with Prevention for sharing information on premises storing explosives that are adjoining domestic premises.		March 2026		
	3.4 Align buildings defect database to CFRMIS	Data & Intelligence Remediation Acceleration Unit (RAU)	Quarter 1 2025/26: CFRMIS questionnaire has been developed, and we are waiting for it to be uploaded into the test environment.		October 2025		
	3.5 Continue to integrate Fire Engineering workstreams into CFRMIS	Fire Engineering Data & Intelligence Ops Engagement	Quarter 1 2025/26: Relevant online guidance created and available on our public facing website. Guidance includes that for new consultations, existing consultations guidance is in progress. Questionnaires are created and in test pending upload to the Portal.		March 2026		

	3.6 Implement an online process for variation of explosive licences	Enforcements & Prosecutions Data & Intelligence Ops Engagement	Quarter 1 2025/26: A simplified process has been informally discussed at the debrief where the Responsible person from premises upload the variation to licence (plan etc) and then be taken to a payment page. Variation of licence to be consistent with the current process.		September 2025		
	3.7 Implement new SOFSA protocols	Enforcements & Prosecutions Data & Intelligence Ops Engagement	Quarter 1 2025/26: Engagement ongoing with software provider regarding the development days assigned for Protection related workstreams.		September 2025		
4 Develop a Strategy for the Primary Authority Scheme	4.1 Undertake a review of the current workload	Stakeholder Engagement/Primary Authority Scheme	Quarter 1 2025/26: Currently eight businesses are engaged in the Primary Authority Scheme (PAS). All PAS work has been transferred to Belle Vale, following the function's restructure.	Not HMICFRS or CRMP related	May 2025		
	4.2 Undertake an impact analysis of the finance, management and admin support required to support expansion of Primary Authority Scheme (PAS) workstreams	Stakeholder Engagement/Primary Authority Scheme	Quarter 1 2025/26: A report has been drafted for peer review. Associated workloads transferred to Belle Vale District. Fire Safety Manager has reviewed the PAS report and will undertake a full review of current practices and formulate strategy.		May 2025		
5 Create a central hub for the recording of training	5.1 Create a means to upload the annual Training Needs Analysis (TNA)	Training, Development & Assurance	Quarter 1 2025/26: Training Needs Assessment has been reviewed and updated and put on the Portal. District workshops are in place to communicate with all teams and use as a live document., changes will continue change of roles, references and training.		December 2025		

			MerseyfireLearn and information being populated and will be summarised via a monthly report.				
	5.2 Recording of skills acquisition training	Training, Development & Assurance	Quarter 1 2025/26: Information shared with People and Organisational Development function aligned to the training needs analysis (TNA).	Not HMICFRS or CRMP related	December 2025		
	5.3 Skills maintenance and development recording	Training, Development & Assurance	Quarter 1 2025/26: Training Needs Analysis (TNA) created to link regulator's CPD and audit history together.		October 2025		
	5.4 Explore the migration of CPD recording from the Virtual Learning Environment to the central hub environment	Training, Development & Assurance	Quarter 1 2025/26: Workstream not yet started.		December 2025		
	5.5 Create a suite of e-learning packages to embed the enforcement and prosecution PGNs and initial training	Training, Development & Assurance Enforcements & Prosecutions	Quarter 1 2025/26: Projected 12 e-learning packages will be finalised and available for personnel to complete as part of an annual planner.		December 2025		
	5.6 Ensure operational competencies are maintained and managed locally	Training, Development & Assurance Ops Engagement	Quarter 1 2025/26: Workstream not yet started.		December 2025		
	5.7 Training associated with hospitals	Training, Development & Assurance	Quarter 1 2025/26: Audit training and review of regulator status is scheduled.		December 2025		

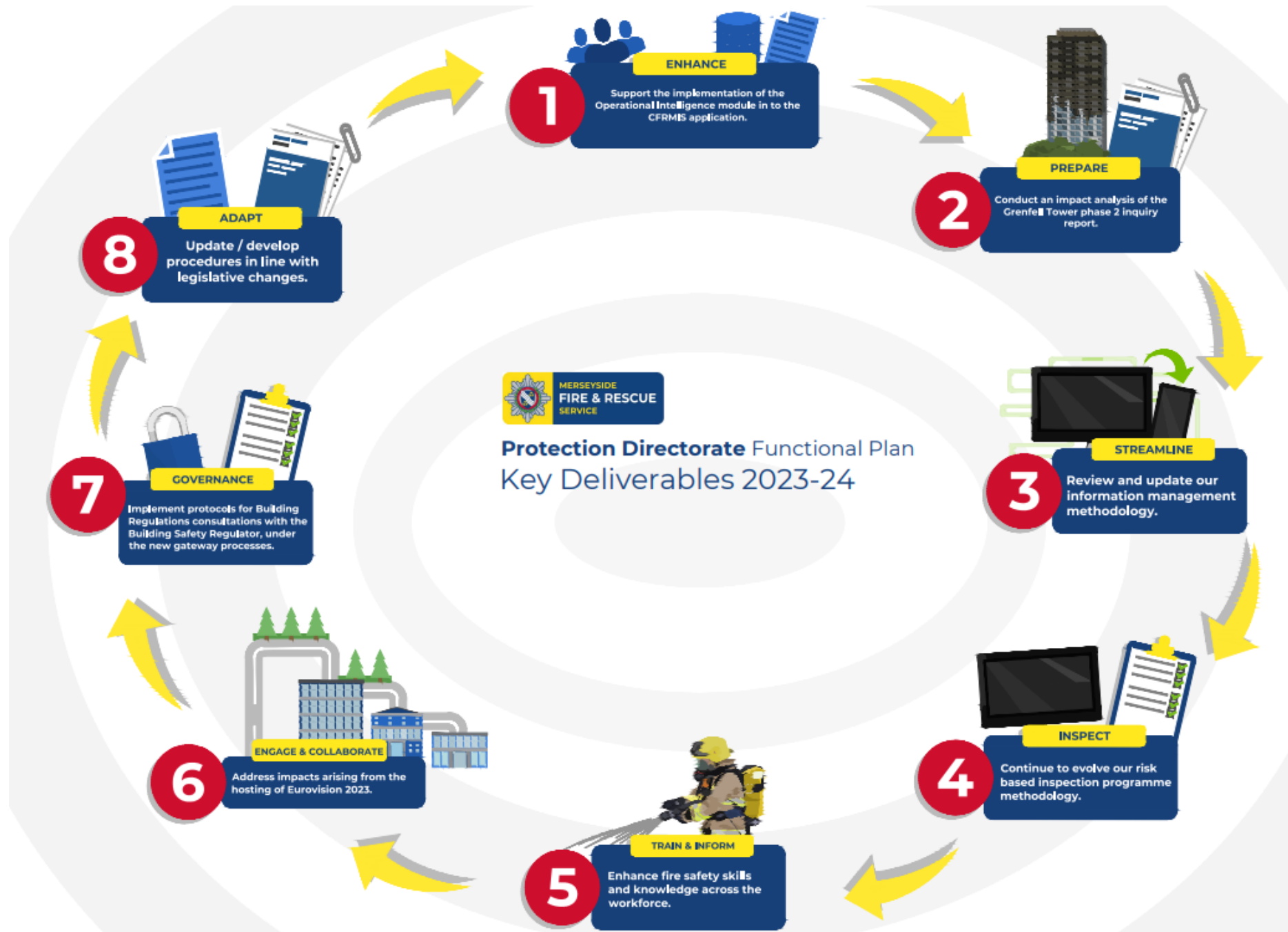
6 Refine our Risk Based Inspection Programme methodology	6.1 Increase efficiency around how we deliver our risk based inspection programme against our regulatory responsibilities to mitigate risk to our communities	Data & Intelligence	Quarter 1 2025/26: New Protection Guidance Note (PGN) produced outlining the reviewed methodology. The Risk Based Inspection Programme (RBIP) for 2025/26 has been uploaded into the management system (CFRMIS).	Not HMICFRS or CRMP related	May 2025		
	6.2 Develop a programme for Service wide campaign	Events & Campaigns	Quarter 1 2025/26: Business Safety Engagement has been incorporated into Events and Campaigns as per the Function's restructure. Peak Hours inspection procedures are being rewritten to encompass Business Safety and Campaigns.		September 2025		
	6.3 Assure our Fire Safety Regulators to ensure consistency of application	Training, Development & Assurance	Quarter 1 2025/26: A new matrix has been completed, competent regulators from a different district will undertake the assurance process annually as a minimum. District workshop with the team has been undertaken to go through the peer assurance process.		December 2025		
7 Ensure Enforcement & Prosecution processes are being applied consistently	7.1 Ensure provision of relevant training for E&P activities has been delivered	Training, Development & Assurance Enforcements & Prosecutions	Quarter 1 2025/26: Training Needs Analysis identified inspectors who require for formal Enforcement and Prosecution training. New Petroleum guidance has just been published and will require evaluation to identify internal requirements from a training perspective.		March 2026		

	7.2 Undertake assurance to ensure new PGN guidance is being consistently applied	Training, Development & Assurance	Quarter 1 2025/26: Workstream not yet started.	Not HMICFRS or CRMP related	March 2026		
	7.3 Undertake assurance to ensure we are consistent in our application of the Regulatory Reform Fire Safety Order	Training, Development & Assurance	Quarter 1 2025/26: Workstream not yet started.		March 2026		
	7.4 Undertake assurance of E&P activity within CFRMIS	Training, Development & Assurance	Quarter 1 2025/26: Workstream not yet started.		March 2026		

	7.5 Evaluate formal notices monthly to ensure conformity	Training, Development & Assurance Enforcements & Prosecutions	Quarter 1 2025/26: Workstream not yet started.		March 2026		
	7.6 Evaluate formal notices quarterly to confirm levels of compliance	Training, Development & Assurance Enforcements & Prosecutions	Quarter 1 2025/26: Workstream not yet started.		March 2026		
8 Enhance our Business Safety Engagement	8.1 Explore the feasibility of generating bespoke automatic correspondence to business owners following key areas of business safety engagement (SOFSAs & BSE) giving consideration to overcoming language barriers	Data & Intelligence Ops Engagement	Quarter 1 2025/26: Workstream not yet started.	Not HMICFRS or CRMP related	October 2025		

	8.2 Explore the feasibility of on-line consultations for small and medium business owners to promote compliance with fire safety legislation giving consideration to overcoming language barriers	Data & Intelligence Events/Campaigns/Business Safety	Quarter 1 2025/26: Intelligence gathering process has commenced to ascertain if other Fire and Rescue Services have automated or on-line processes in place to support this.		March 2026		
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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
STATUS SUMMARY – 30.06.25				
Total Number of Workstreams		34 (100%)		
Completed		3 (9%)		
Action will be delivered by the designated deadline within the functional plan		23 (68%)		
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		0 (0%)		
Action not yet started		8 (23%)		



	Please select from options	
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