MERSEYSIDE FIRE & RESCUE SERVICE

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	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. Action completed in quarter 1.	Not HMICFRS 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. Action completed in quarter 1.		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. **Q2 Update** Cultural champions continue to monitor progress against the action plan which has now also incorporate relevant findings from the service wide staff survey. **Q3 Update** Elements of the action plan are associated with a review of districts and centrally based departments that will be conducted within the 2026/27 FDP. Whilst the action plan will continue to be tracked, this action will be rolled into FDP 2026/27.		FDP 2026/27	

			Q4 Update **Elements of the action plan are associated with a review of districts and centrally based departments that will be conducted within the 2026/27 Functional delivery Plan. Whilst the action plan will continue to be tracked, this action will be rolled into 2026/27.**			
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. **Q2 Update** Grenfell Tower Inquiry (GTI) phase 1 recommendations from a Protection perspective are discharged. Remain in actions associated with stairwell protection and issue of high rise bags is now being overseen by Ops Preparedness (training and ops equipment). Phase 2 actions are also progressing. 38 of the 58 recommendations are relevant to MFRS ○ 18 are amber ○ 17 require further scrutiny to ascertain impact ○ 3 are completed **Q3 Update** Of the 11 recommendations recognised as relevant to FRS, 1 is paused, 2 are ongoing and 8 are discharged. The Stairwell Protection element will only be addressd in	**IRMP 2021-24 Action:** Deliver a full response to the Grenfell Tower Fire Inquiry recommendations **HMICFRS Action:** The service should assure itself that its use of enforcement powers prioritises the highest risks and includes proportionate activity to reduce risk **CRMP 2024-27 Action:** Review our protocols associated with fire safety related enforcement and	March 2026	

			2026/27 due to it being tied to ongoing national consultations. **Q4 Update** **Of the 11 recommendations recognised as relevant to fire and rescue services, 1 is paused, 2 are ongoing and 8 are discharged. The Stairwell Protection element will only be addressd in 2026/27 due to it being tied to ongoing national consultations and as a result out of MFRS control.**	prosecutions, to ensure our regulators are suitably competent and able to apply our procedures consistently and able to apply our procedures consistently and effectively		
	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. **Q2 Update** Remediation Accleration Unit (RAU) established. Internal data has been cross referenced to Home England data sources as a means of identifying the scale and volume of premises in scope. Single year funding plan has been approved and a multi-year grant proposal has been submitted. **Q3 Update** The RAU is now fully embedded into the Protection Structure and funding provision has been received. The LRAP workstream will remain ongoing for a number of years as part of the Government initiaitive, however, this specific deliverable is now closed. **Q4 Update**		December 2025	

			The RAU is now fully embedded into the Protection Structure and funding provision has been received. The LRAP workstream will remain ongoing for a number of years as part of the Government initiaitive, however, this specific deliverable is now closed.			
	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. **Q2 Update** Internal assurance processes have highlighted some areas for attention regarding processes and recording which will be address through internal training and Continuing Professional Development (CPD). Awaiting outcomes of HMICFRS inspection relating to any specific Protetion areas. **Q3 Update** HMICFRS actions will be included as part of the Protection FDP for 2026/27. Development of revised assurance measures remains ongoing. **Q4 Update** **Corporate assurance is now embedded and a mechanism for managing actions is also in place. Assurance is now a project role in 2026/27 to fully complement existing strategies.**		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. **Q2 Update** New drone vehicle has now been purchased and delivered and being bollarded. Review regarding the transfer of the drone to response has been transferred to a new SM following outcomes from recent promotion processes. **Q3 Update** Draft paper for CRM/Ops Board is now at an advanced stage but further deliberations with relevant functions is still required to ascertain full implications if the drone was to transfer to Response. **Q4 Update** **Drone resource evaluation is now a deliverable for the Functional Plan 2026/27.**		January 2026	
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. **Q2 Update** A programme for a one day report writing course provided by Civica and incorporates Structured Query Language (SQL) has been secured. **Q3 Update**	Not HMICFRS or CRMP related	January 2026	

			Still awaiting details of associated training course costs and delivery date. **Q4 Update** **SQL training has now been completed and the Protection Data & Intellegence Team are working with System Support on implementation of their work into CFRMIS for reports.**			
	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. **Q2 Update** CFRMIS has been configured to ensure that job SLN codes match that of the premises. Process to be introduced by the FET team to ensure unclassified premises are manually updated on the premises record card. **Q3 Update** A review of unclassified premises records has now commenced that will inform the final soluition for this workstream. **Q4 Update** **Data cleansing has now become business as usual across the directorate with Data and Intelligence at the forefront managing 12,000 pieces of data.**		March 2026	

	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. **Q2 Update** Work ongoing with Preparedness to ensure information is shared through the Site Specific Risk Information (SSRI) process. Process already established with Prevention for sharing information on premises storing explosives that are adjoining domestic dwellings. **Q3 Update** A phased strategy for implementation is now under development. **Q4 Update** **The strategy for implementation is now completed and we are working with stakeholders both internally and externally to fully intergrate the workstreams.**		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. **Q2 Update** CFRMIS questionnaire has been developed, and we are waiting for systems support to upload into the test environment. **Q3 Update** A phased strategy for implementation is now under development. **Q4 Update** **This will be part of the strategy and will be completed in 2026/27.**		March 2026	
	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. **Q2 Update** CFRMIS questionnaire has been developed, and we are waiting for systems support to upload into the test environment. Meeting held with Local Authorities to schedule trial period lasting approximately 1 month. Pending successful trial process will be extended to other stakeholders. Supporting this, new CFRMIS letter created. Trial period receiving early positive feedback. **Q3 Update** A tile has now been created on the portal to accommodate online submissions of final certificates. Initial go-live will be in January		March 2026	

			followed by some monitoring and assurance before sign-off. **Q4 Update** **A meeting with Systems Support confirmed that all other fire engineering requirements for online submissions will be carried out after April 2026.** **Full roll-out to all other building control bodies will take place once updates to the current consultations process are complete. The follow-up correspondance portal is likely to be started in May/June 2026 at earliest. This will be carried over into the 2026/27 Plan.**			
	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 fro as 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. **Q2 Update** A simplified process has been completed, and variations can be applied for via MFRS website and CFRMIS records this activity. **Q3 Update** All relevant codes have been added to the station's list and the automated explosioves process is now live and functional. This action is now closed. **Q4 Update** **As above.**		December 2025	

	3.7 Implement new Simple Operational Fire Safety Assessment (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. **Q2 Update** Still awaiting confirmed development days to be programmed to enable new SOFSA methodology to be implemented. **Q3 Update** All relevant codes have been added to the station's list and the automated explosioves process is now live and functional. This action is now closed.		December 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. **Q2 Update** New manager at Belle Vale to now oversee this review. **Q3 Update** A paper capturunf full implications has now n drafted for subm,ision to Protection Board in March. **Q4 Update** **Primary Authority Scheme paper to be submitted to Community Risk Management Board in May - Action closed.**	Not HMICFRS or CRMP related	March 2026	

	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. **Q2 Update** Changes within the managerial structure have delayed the review of Primary Authority Scheme workstreams. A new manager has now been installed that will now enable this review to be take to conclusion. **Q3 Update** Outcomes from decisions at the March Protection Board will determine the status for this element. **Q4 Update** **Primary Authority Scheme paper to be submitted to Community Risk Management Board in May - Action closed.**		March 2026	
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. MerseyfireLearn and information being populated and will be summarised via a monthly report. **Q2 Update**		December 2025	

			System support assisting with transfer of training needs analysis (TNA) on to Merseyfire Learn. Q3 Update Action completed in quarter 2. **Q4 Update** **Action completed in quarter 2.**	Not HMICFRS or CRMP related		
	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). Q2 Update Currently liaising with systems support and co-ordinating with People Organisational Development (POD) and systems support to ensure all information is uploaded. Protection will be granted access and once uploaded all managers will have access to their team information. Q3 Update Feedback from systems support suggests that this might not be achievable in the remaining ti this functional plan period. This action will be rolled into FDP 2026/27. **Q4 Update** **Internal mechanisms now in place to record training, awaiting full implementation.**		FDP 2026/27	
	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. Q2 Update Information on regulators in place & TNA updated., individual & team meetings in		October 2025	

			place to discuss refreshers along with assurance of daily tasks to identify gaps. Refresher training and CPD identified and will be delivered through district workshops and Merseyfire learn – action closed.			
	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. **Q2 Update** Continuing Professional Development (CPD) calendar will be produced for the department which will incorporate all requirements including those of the Contextualised Auditor's Register (CAR). **Q3 Update** Development of central recording hib is linkled to outcomes from action 5.2 above. **Q4 Update** **Due to the national issues regarding CAR registration and the need for national CPD recording, this action is closed.**		March 2026	
	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. **Q2 Update** Packages developed and approved. E-learning which will be in regulator CPD calendar as mandatory requirement for completion. **Q3 Update** Action completed in quarter 2.		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. **Q2 Update** Workstream not yet started. A new SM has been installed to head up operational engagement. **Q3 Update** Processes relating to operational competence require updating to ensure suitable allowance is made to include skills maintenance for both operational and Protection requirements. This action will be rolled into FDP 2026/27. **Q4 Update** **internal mechanisms are in place to manage operational skills and competencies.**		FDP 2026/27	
	5.7 Training associated with hospitals	Training, Development & Assurance	**Quarter 1 2025/26:** Audit training and review of regulator status is scheduled. **Q2 Update** Hospital training, development and resilience plan 2025 in place and will be provided across 3 dedicated workshops. **Q3 Update** Dates for training deliverve been programmed. This action is now complete.		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). **Action completed in quarter 1.**		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. **Q2 Update** Relevant procedural documentation, calendar and assurance protocols now all in place. **Q3 Update** Action completed in quarter 2.	Not HMICFRS or CRMP related	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. **Q2 Update** District workshop with team iundertaken covering the assurance process to all personnel. Internal monitoring by central assurance team to ensure consistency is applied. **Q3 Update** New matrix has been completed. Competent regulators from different district to undertake QA process annually as a minimum. **Q4 Update** **Consistent monitoring of the assurance matrix is in place and progress is being made. This will continue and gather**		March 2026	

			pace in 2026/7 with the assurance project being completed.			
7 Ensure Enforcement & Prosecution (E&P) 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. **Q2 Update** Training delivered and supplemented with a suite of 6 e-learning packages. Explosives and Petroleum elements to be completed. **Q3 Update** Final training dates scheduled for quarter 4. **Q4 Update** **All training now completed and ongoing Continuing Professional Development will be delivered via Training and Explosives and Petroleum references.**	Not HMICFRS or CRMP related	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. **Q2 Update** Assurance measures are in place. Department Assurance Form to include Enforcement and Prosecution guidance question set. **Q3 Update** Assurance form and process updated. This action is ow closed.		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. **Q2 Update** Two workshops have been completed and the assurance team will meet with all teams on the final department assurance workshop scheduled for November. **Q3 Update** Quarterly district assurance process has now been implemented. This action is now closed.		March 2026	
	7.4 Undertake assurance of E&P activity within CFRMIS	Training, Development & Assurance	**Quarter 1 2025/26:** Workstream not yet started. **Q2 Update** This will be an ongoing process which is being monitored through standardisation group. 3 of the 4 districts have been reviewed and relevant learning captured. Final distrct review scheduled towards the end of October. **Q3 Update** Assurance is being monitored via the standardisation group. **Q4 Update** **District Assurance has highlighted changes to Explosives and Petroleum part of the assurance form, which have been implemented.**		March 2026	
	7.5 Evaluate formal notices monthly to ensure conformity	Training, Development & Assurance Enforcements & Prosecutions	**Quarter 1 2025/26:** Workstream not yet started. **Q2 Update** Formal notices review undertaken as part of the district assurance. **Q3 Update**		March 2026	

			Assurance is being monitored via the standardisation group. **Q4 Update** **Evaluation of formal notices now in place through Explosives and Petroleum team, assurance team and LRAU (over 7 stories). Managers are also signing off ENs.**			
	7.6 Evaluate formal notices quarterly to confirm levels of compliance	Training, Development & Assurance Enforcements & Prosecutions	**Quarter 1 2025/26:** Workstream not yet started. **Q2 Update** Formal notices review undertaken as part of the district assurance. **Q3 Update** Enforcement & Proution training has nmow been delivered to a range of personnel across the function to ensure resilience. This action is now closed.		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 (SOFSA's & BSE) giving consideration to overcoming language barriers	Data & Intelligence Ops Engagement	**Quarter 1 2025/26:** Workstream not yet started. **Q2 Update** Engagement Framework and Assurance report completed. This will be utilised to examine who we will engage with online and via letter. **Q3 Update** A suite of standard paragraphs is being drafted and will be forwarded to system support for upload. **Q4 Update** **External communications have been written and need to go through governance prior to submission to**	Not HMICFRS or CRMP related	March 2026	

			System Support. This will be carried over into the Functinal Plan for 2026/27.			
	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. **Q2 Update** Engagement Framework and Assurance report completed. This will be utilised to examine who we will engage with online and via letter. **Q3 Update** Online registration form developed within the information management system.Dails will be captured via the Business Safety Engagemenbt process. This action is now closed.		March 2026	

KEY	**Action completed**	**Action not completed. See individual actions for details.**