PROJECT NAME	Delivery of the HMICFRS Improvement Plan for Technical Fire Safety
REPORT DATE	15/02/2021
PROJECT STATUS	On Track
COMPLETED	89%
Executive Brief	

Task Status

Legend: Complete, In progress, Not Started
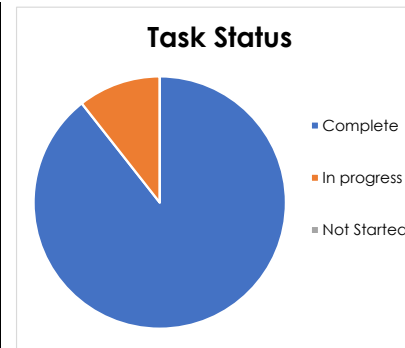
Percentage of Tasks Complete	Total Number of tasks	Number at stage	Percentage
Complete	66	59	89.39%
In progress	66	7	10.61%
Not Started	66	0	0.00%

Overall RAG Status

Legend: Red, Amber, Green, More Detail Required
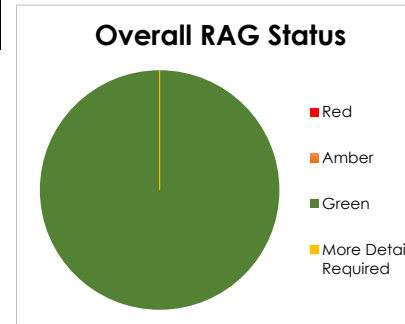
RAG Status	Total Number of tasks	Number at stage	Percentage
Red	66	0	0.00%
Amber	66	0	0.00%
Green	66	66	100.00%
More Detail Required	66	0	0.00%

		Today	15/02/2021	66
		Launch	01/10/2019	31/03/2021	44

Task Table

Tasks	Sub Tasks	TaskID	Assigned To	Start	End	Status	Rag	Comments
Develop the ECFRS 2020-2024 Protection Strategy.	Research country wide liaise with regional and national partners	PPR00 38	Jim Palmer	01/10/2019	31/10/2019	COMPLETE	Green	
	Draft strategy	PPR00	Jim Palmer	01/10/2019	30/11/2019	COMPLETE	Green	
	Agenda for SLT sign off	PPR00	Jim Palmer	01/10/2019	28/02/2020	COMPLETE	Green	
	Agenda for Strat board approval	PPR00	Jim Palmer	01/10/2019	20/03/2020	COMPLETE	Green	
	Go live	PPR00	Jim Palmer	01/10/2019	01/07/2020	COMPLETE	Green	
Define Clearly within the 2020-2024 Straegy the ECFRS defintion of a high risk premises	Research National and local approaches to definition	PPR00	Mark Earwicker	01/10/2019	31/10/2019	COMPLETE	Green	
	Confirm ECFRS definition	PPR00	Mark Earwicker	01/10/2019	30/11/2019	COMPLETE	Green	
	Include definition in strategy	PPR00	Mark Earwicker	01/10/2019	30/11/2020	COMPLETE	Green	
	Use definition to drive the RBIP	PPR00	Mark Earwicker	01/10/2019	01/04/2020	COMPLETE	Green	
Develop and implement a revised Risk Based Inspection Programme (RBIP)for 2020-2024	Review current Fire Safety activity Programme	PPR00	Mark Earwicker	01/10/2019	30/11/2020	COMPLETE	Green	
	Seek out best practice nationally and regionally	PPR00	Mark Earwicker	01/10/2019	31/01/2020	COMPLETE	Green	
	Determine risk criteria	PPR00	Mark Earwicker	01/10/2019	29/02/2020	COMPLETE	Green	
	Draft RBIP	PPR00	Mark Earwicker	01/10/2019	31/03/2020	COMPLETE	Green	
	SLT Approval	PPR00	Mark Earwicker	01/10/2019	26/05/2020	COMPLETE	Green	
	Strategic Board approval	PPR00	Mark Earwicker	01/10/2019	30/06/2020	COMPLETE	Green	
	Implement	PPR00	Mark Earwicker	01/10/2019	01/07/2020	COMPLETE	Green	
Design and implement an over-arching communications and engagement strategy to raise the priority of this work within the organisation	Identify key stakeholder groups	PPR00	Jim Palmer	01/10/2019	01/11/2019	COMPLETE	Green	
	Identify key stakeholder groups	PPR00	Jim Palmer	01/10/2019	31/12/2019	COMPLETE	Green	
	Socialise communications strategy	PPR00	Jim Palmer	01/10/2019	29/02/2020	COMPLETE	Green	
	Implement communications plan	PPR00	Jim Palmer	01/10/2019	30/06/2020	COMPLETE	Green	
	Review plan to check effectiveness	PPR00	Jim Palmer	01/10/2019	31/07/2020	COMPLETE	Green	
Review the structure of Technical Fire Safety (TFS) to ensure the future structure can meet known and foreseeable risk, demand and activity levels	Review budget and ascertain current vacancies	PPR00	Jim Palmer	01/10/2019	01/11/2019	COMPLETE	Green	
	Advertise and recruit to current vacancies	PPR00	Jim Palmer	01/10/2019	01/02/2020	COMPLETE	Green	
	Train new inspectors	PPR00	Jim Palmer	01/10/2019	01/06/2020	COMPLETE	Green	
	Align staffing levels to RBIP	PPR00	Jim Palmer	01/10/2019	01/07/2020	COMPLETE	Green	
	Recruit to meet new staffing levels	PPR00	Jim Palmer	01/10/2019	31/03/2021	IN PROGRE	Green	
Review the Protection and Enforcement Policy and procedures.	Review enforcement and engagement policy in line with new strategy	PPR00 334	Jim Palmer	01/10/2019	01/01/2020	COMPLETE	Green	
	Draft policy	PPR00	Jim Palmer	01/10/2019	31/01/2021	COMPLETE	Green	
	SLT sign off	PPR00	Jim Palmer	01/10/2019	28/02/2021	IN PROGRE	Green	
	Strategic Board sign off	PPR00	Jim Palmer	01/10/2019	28/02/2021	IN PROGRE	Green	
	Implement	PPR00	Jim Palmer	01/10/2019	31/03/2021	IN PROGRE	Green	
Define the activity of TFS Officers, Operational Crews and administration staff.	Review competency framework	PPR00	Jim Palmer	01/10/2019	30/11/2019	COMPLETE	Green	
	Determine levels of activity for ECFRS to carry out	PPR00	Jim Palmer	01/10/2019	30/11/2019	COMPLETE	Green	
	Define which staff will carry out which activity	PPR00	Jim Palmer	01/10/2019	01/01/2020	COMPLETE	Green	
	Write activity levels into strategy	PPR00	Jim Palmer	01/10/2019	31/01/2020	COMPLETE	Green	
	Implement new activities.	PPR00	Jim Palmer	01/10/2019	01/07/2020	COMPLETE	Green	
Review succession plan for TFS.	Identify current staffing levels	PPR00	Mark Earwicker	01/10/2019	31/12/2019	COMPLETE	Green	
	Review potential leavers over varying time frames	PPR00	Mark Earwicker	01/10/2019	31/12/2019	COMPLETE	Green	
	Create a succession plan	PPR00	Mark Earwicker	01/10/2019	01/04/2020	COMPLETE	Green	
	HR agree succession plan	PPR00	Mark Earwicker	01/10/2019	31/12/2020	COMPLETE	Green	
	Feed into service wide succession plan	PPR00	Mark Earwicker	01/10/2019	28/02/2021	IN PROGRE	Green	
Ensure all data related to our risk based inspection programme is accurately captured and available when required for performance reporting, Home Office and HMICFRS.	Identify areas of concern with current systems/processes	PPR00	Jim Palmer	01/10/2019	01/02/2020	COMPLETE	Green	
	Develop user requirements	PPR00	Jim Palmer	01/10/2019	01/02/2020	COMPLETE	Green	
	Develop project plan	PPR00	Jim Palmer	01/10/2019	01/04/2020	COMPLETE	Green	
	Procure a new solution	PPR00	Jim Palmer	01/10/2019	01/06/2020	COMPLETE	Green	
	Implement new solution	PPR00	Jim Palmer	01/10/2019	31/07/2020	COMPLETE	Green	
	Withdraw current solution	PPR00	Jim Palmer	01/10/2019	31/03/2021	COMPLETE	Green	
Develop quality assurance process that is robust, open and transparent	Research national and regional best practice	PPR00	Mark Earwicker	01/10/2019	31/01/2020	COMPLETE	Green	
	Develop a draft QA process	PPR00	Mark Earwicker	01/10/2019	30/04/2020	COMPLETE	Green	
	Draft policy	PPR00	Mark Earwicker	01/10/2019	30/04/2020	COMPLETE	Green	
	SLT sign off	PPR00	Jim Palmer	01/10/2019	31/12/2020	COMPLETE	Green	
	Strategic Board sign off	PPR00	Jim Palmer	01/10/2019	31/12/2020	COMPLETE	Green	
	Implement	PPR00	Jim Palmer	01/10/2019	31/03/2021	IN PROGRE	Green	
Publish prohibitions and enforcements notices on the website for a period of 3 years	Determine the information that the org wishes to share	PPR00	Mark Earwicker	01/10/2019	31/12/2020	COMPLETE	Green	
	Publish NFCC link on ECFRS webpage	PPR00	Mark Earwicker	01/10/2019	01/01/2020	COMPLETE	Green	
	Develop an interactive platform to share information	PPR00	Jim Palmer	01/10/2019	28/02/2021	IN PROGRE	Green	
Define the type and level of inspection operational crews will carry out	Review competency framework	PPR00	Mark Earwicker	01/10/2019	30/11/2019	COMPLETE	Green	
	Write activity levels into strategy	PPR00	Jim Palmer	01/10/2019	01/01/2020	COMPLETE	Green	
	Train staff	PPR00	Mark Earwicker	01/10/2019	31/03/2020	COMPLETE	Green	
	Implement new inspection regime	PPR00	Mark Earwicker	01/10/2019	01/07/2020	COMPLETE	Green	
Develop and implement a training programme and a competency maintenance programme in order to enable operational crews to carry out inspections/audits aligning with	Review competency framework	PPR00	Mark Earwicker	01/10/2019	30/11/2019	COMPLETE	Green	
	Identify training needs	PPR00	Mark Earwicker	01/10/2019	31/12/2019	COMPLETE	Green	
	Develop training package	PPR00	Mark Earwicker	01/10/2019	31/12/2019	COMPLETE	Green	
	Deliver training	PPR00	Mark Earwicker	01/10/2019	01/04/2020	COMPLETE	Green	
	Develop recording mechanism	PPR00	Mark Earwicker	01/10/2019	01/04/2020	COMPLETE	Green	
	Operational staff to commence fire safety visits	PPR00	Mark Earwicker	01/10/2019	31/03/2021	COMPLETE	Green	