



<b>Lead Member:</b> <b>Lead Officer:</b> <b>Project Manager:</b> <b>Business Sponsors:</b>	<b>Cllr Roger Reed</b> <b>AC Julian Parsons</b> <b>Stuart Gowanlock</b> <b>CFO Jason Thelwell</b>	<b>Project Objectives:</b>  Detailed at pages 2 – 3 of <a href="#">PID</a>	<b>Overall RAG</b>  
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<b>Finance</b>		<b>Plan</b>		<b>Risks &amp; Issues</b>		<b>Scope</b>		<b>Resources</b>	
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**Summary – Period dated: June – September 2018**

<b>Key Activities</b>		<b>Key Milestones</b>	<b>Forecast/ Actual</b>	<b>RAG</b>
<u>National</u>		Initial data submission	03:05:18 – 01:06:18	<b>C</b>
<ul style="list-style-type: none"> <li>Tranche 1 inspections now complete.</li> <li>Tranche 1 response rate to staff survey appears low (c. 700 from 14 FRS).</li> </ul>		Second data submission	18:07:18 – 13:08:18	<b>C</b>
<u>Thames Valley</u>		Initial Self Assessment	01:05:18 – 14:09:18	<b>G</b>
<ul style="list-style-type: none"> <li>Thames Valley HMICFRS Group established. Meetings held on 11 May &amp; 13 July.</li> <li>OFRS Discovery week (24-28 September) complete.</li> </ul>		Third data Submission	October TBC	<b>G</b>
<u>Local</u>		Communications Planning	14:06:18 – 22:06:18	<b>C</b>
<ul style="list-style-type: none"> <li>Detailed project plan and risk register approved at 21 June PMB.</li> <li>All HMICFRS data requests fulfilled to specification and deadlines.</li> <li>Initial audit and gap analysis of HMICFRS documentation requirements complete.</li> <li>Draft Self Assessment document prepared and circulated internally for input and comment.</li> <li>Hosted day long visit from Gloucestershire Police in-house HMICFRS liaison officers.</li> </ul>		Gap analysis and improvement planning	29:05:18 – 31:01:19	<b>G</b>

<b>Change Request Log:</b>		
<i>Enter the date and details of any change requests</i>	<i>Enter the reason for change</i>	<i>Indicate current status of change</i>
<i>N/A - None requested</i>		

<b>Priorities for Next Period: October – December 2018</b>				
<u>National</u>				
<ul style="list-style-type: none"> <li>Tranche 2 inspections now underway (timetable attached at Appendix 1).</li> <li>Next data request expected early October (submission deadline to be confirmed).</li> <li>Development of Corporate Governance inspection methodology underway.</li> </ul>				
<u>Thames Valley</u>				
<ul style="list-style-type: none"> <li>RBFRS Discovery week scheduled for week commencing 10 December</li> <li>OFRS inspection week scheduled for 29 October.</li> </ul>				
<u>Local</u>				
<ul style="list-style-type: none"> <li>Respond to next HMICFRS Data Request</li> <li>Progress self-assessment (review with Leadership Group scheduled for 29 October Forum)</li> <li>Conduct peer 'reality testing' of protection and people diagnostics with support from Gloucestershire Police (scheduled for 31 October / 1 November).</li> </ul>				
<b>Risk/ Issue</b>	<b>RAG</b>	<b>Description</b>	<b>Mitigating Action</b>	<b>Next Action</b>
1	<b>A</b>	Loss of key project personnel e.g. SLO, Data SPOC.	Head of Service Development is acting as SMB lead and could cover SLO role if needed. Data Intelligence Manager is Data SPOC SM Business Continuity has covered this role during initial data submission so could do so again.	HMICFRS SLL has been replaced following resignation of original SLL.
3	<b>G</b>	Failure to engage and inform key stakeholder groups in relation to the HMICFRS requirements and / or the inspection process	Comprehensive <a href="#">communication plan</a> prepared to identify all stakeholder groups affected by the scope of the inspection process and their needs / requirements	
4	<b>A</b>	Competition for project resources from other projects or initiatives	Project performance to be scrutinised by PMB with the SMB Lead taking an active role to ensure that the project is accorded a sufficient priority to maintain required level of resourcing	
5	<b>G</b>	Major business continuity event disrupts ability or capacity of project and / or wider organisation to meet HMICFRS requirements.	Dependency on business continuity planning and management process.	