



Lead Member: Lead Officer: Project Manager: Business Sponsors:	Cllr Roger Reed AC Julian Parsons Stuart Gowanlock CFO Jason Thelwell	Project Objectives: Detailed at pages 2 – 3 of PID	Overall RAG
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Finance		Plan		Risks & Issues		Scope		Resources	
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Summary – Period dated: June – November 2018

Key Activities

National

- Tranche 1 inspections now complete (publication of reports expected 14 December).
- Tranche 1 response rate to staff survey appears low (c. 700 from 14 FRS).

Thames Valley

- Thames Valley HMICFRS Group established. Meetings held on 11 May, 13 July & 13 Nov.
- OFRS Inspection complete – HMICFRS report expected May 2019.

Local

- Detailed project plan and risk register approved at 21 June PMB.
- All HMICFRS data requests fulfilled to specification and deadlines.
- Initial audit and gap analysis of HMICFRS documentation requirements complete.
- Draft Self Assessment document prepared and circulated internally for input and comment.
- Two day reality testing of Protection and People themes undertaken by Gloucestershire Police in-house HMICFRS team on 31 October / 1 November.

Key Milestones	Forecast/ Actual	RAG
Initial data submission	01:06:18	C
Second data submission	13:08:18	C
Third data Submission	January 2019	G
Finalise Self Assessment	31:01:2019	C
Prepare Strategic Briefing	1:02:19 – 31:03:19	G

Change Request Log:

<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>
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N/A - None requested

Priorities for Next Period: December 2018 – March 2019

National

- Tranche 2 inspections now underway (timetable attached at Appendix 1).
- Next data request awaited (originally expected October – now expected January 2019).
- Development of Corporate Governance inspection methodology underway.
- Overall phasing of tranche 3 inspections now published but timing of individual FRS inspections to be confirmed.

Thames Valley

- RBFRS Discovery week scheduled for week commencing 10 December 2018.
- RBFRS fieldwork will be undertaken week commencing 28 January 2019.

Local

- Respond to next HMICFRS Data Request
- Finalise self-assessment (review with Leadership Group complete)
- Prepare Strategic Briefing
- Implement staff communications plan.

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
1	A	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	G	Failure to engage and inform key stakeholder groups in relation to the HMICFRS requirements and / or the inspection process	Comprehensive communication plan prepared to identify all stakeholder groups affected by the scope of the inspection process and their needs / requirements	
4	A	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	G	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.	