

Project: Prevention Improvement Plan



Lead Member: Project Sponsor: Project Manager:	CLr Simon Rouse AC Simon Tuffley Joanne Cook	Project Objectives: <i>Following the Prevention Evaluation, a three-year plan is in place to develop Prevention within the service:</i> Effective prevention strategy, processes and systems in place facilitating effective delivery of preventative information across the community
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Overall RAG

Strategy, vision and leadership		Intelligence		Management of processes, systems and planning incl. audit		Coordination & communication of operations		Delivery of operations	
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Summary – Period dated: November – December 2022

Key Activities

- Dedicated referral email (referrals@bucksfire.gov.uk) has been agreed as a single route into the Service. This enables work on the OHFSC to be progressed (had been placed on hold pending this) and Prevention Management to have oversight of referral volumes and outstanding referrals as identified in the HMICFRS report and Prevention Evaluation. Regular meetings scheduled for the Admin and Community Safety Team Leaders to move oversight of risk from Admin to Prevention. Guidance notes being written to support improvements to referral processes.
- Incident upload from Vision into PRMS reviewed against all incident types that should pull through. Although assured that all relevant incidents were being received with the exception of ‘small hazmat’, the system upgrade at TVFCS caused an issue with incident pull through that has not been able to be resolved. This has impacted on all follow up activity to incidents since that date, with measures necessary to redress the backlog when it is able to be accessed.
- Recruitment had brought the Central Prevention team to full headcount for the first time since October 2021. However, this has been disrupted by a member leaving during their probationary period. Processes in place to source a replacement from the other applicants from the most recent recruitment round, noting that onboarding to competent takes four to six months, will impact on delivery numbers until the end of June 2023.
- The Prevention Strategy was approved by the Fire Authority in October. Communication of it to relevant teams and partners commenced in this period.

Priorities for Next Period: January - February 2023

Progress

- Bandings to be added to local Prevention KPMs in liaison with DIT to ensure consistency in approach
- Consideration of additional data line to be added to Service KPMs to ensure there is Service oversight of all data eligible for external (Home Office) reporting, specifically virtual or non cross-threshold visits
- Following migration of PRMS and queue issues being rectified, post incident actions need to be addressed prior to Home Office data run
- Service procedure for quality assuring prevention processes to be written aligned to the expectations of the Prevention Fire Standard and Central Program Office Prevention Workstream’s work on Prevention customer engagement and evaluation
- Onboarding of OHFSC now that the referrals in process has been agreed

Complete

- 6 month reports on Prevention activity showing key insights and case studies of Prevention impact in the community
- Behaviour change report evidencing the impact of Home Fire Safety Visits on the behaviour of those receiving them
- Mid term review of Prevention Improvement Plan to ensure priorities and timescales are still appropriate

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Summary – Period dated: November – December 2022				Key Milestones		Forecast/ Actual	RAG
Key Activities (continued)				Effective system for dealing with referrals implemented, prioritising those with highest level of risk		October 2022	
				Approval of revised Prevention Strategy		October 2022	
				An effective system defining levels of risk in the community		October 2022	
				Evidence in place to support removal of Prevention Cause for Concern		October 2022	
Change Request Log:							
NA		NA		NA		NA	

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
Enter top three highest risks to the plan				
Staff capacity		Failure to recruit into vacant roles impacting on ability of Prevention team to conduct core day to day activity as well as progress actions within the Prevention Improvement Plan	Member of the Community Safety delivery team left during their probation period. Impacting on time to that team reaching full capacity (all team members trained and out of probation)	Candidates from last recruitment round contacted and one person appointed to start in January.
Prioritisation of visits by risk level (risk stratification)		Capacity of 3 rd party company (Active Informatics) to make changes to the Prevention side of the Premises Risk Management System whilst the migration to 365 and development of the Site Specific Risk Information (SSRI) area is underway delays ability to progress areas of work required for prevention including the prioritisation of visits by risk level	If scoring within the system can be adjusted, threshold levels (bands) may have to be managed outside of the system but the Admin team are under capacity and do not have the resource to do this. Work on recording all visits in PRMS commenced whilst awaiting SSRI completion but delivery date is dependent on Active's ability to provide development time, and this has yet to be confirmed.	Once 'snagging' on SSRI area of PRMS is complete, development time has been assigned to enable risk stratification to be applied within the system.
Collaborative working – staff capacity		Staff retention in key departments and conflicting priorities within the organisation impacting upon Prevention team's ability to deliver against the recommendations	Regular liaison with relevant department leads to ensure early warning of issues that may impact upon progress against the cause for concern areas or the wider prevention improvement plan	Continue regular liaison with other dept leads

Prevention Improvement Plan dashboard update – December 2022



Prevention Improvement Plan - Progress Dashboard

	Total recommendations	Complete	On track	On hold/delayed	Not started
Strategy, vision & leadership	7	4	1	2	0
Intelligence	15	5	4	6	0
Management of processes, systems and planning, including audit	15	2	10	2	1
Coordination and communication of operations	13	6	6	0	1
Delivery of operations	10	4	4	2	0
Grand totals	60	21	25	12	2