







Appendix 1: Prevention Improvement Plan

Lead Member: Project Sponsor: Project Manager:		Cllr Simon Rouse AC Simon Tuffley Joanne Cook		Project Objectives: Following the Prevention Evaluation, a three-year plan is in place to develop Prevention within the service: Effective prevention strategy, processes and systems in place facilitating effective delivery of preventative information across the community				Overall RAG 	
Strategy, vision and leadership		Intelligence		Management of processes, systems and planning incl. audit		Coordination & communication of operations		Delivery of operations	

Summary – Period dated: July – August 2023

Key Activities

- The work on referral processing reported in the highlight report for March – April 2023 continues to draw time and resource to address. The recruitment of a substantive Administrative Support Manager commencing September 2023 will assist in driving the conversion of referrals to Home Fire Safety Visits offered in a timely manner.
- Following the redesign of the referrals form in PRMS in March, the draft form has been reviewed, with the next step being sandbox testing of it. This has removed questions which are no longer relevant from the data set which will ultimately increase administrative efficiency in processing referrals.
- The visit form in PRMS has been redesigned, aligning it with the national person-centred approach and the risk stratification scoring previously tested and agreed.
- The mid-term review of the Prevention Improvement Plan concluded ensuring the priorities and timescales of remaining recommendations continue to be appropriate.

Priorities for Next Period: Sept – Oct 2023

Progress

- 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 (this was delayed from last period)
- Onboarding of OHFSC timed for when the referrals in processes has been agreed
- Update of the Fire Sense program to ensure it is consistent to national messaging and aligns to service marketing formats.
- Update on Firewise in the context of the national picture needs to be prioritised and the procedure amended to reflect as the recommendation relating to this is significantly past its identified delivery date.

Complete

- Bandings added to local Prevention KPMs in liaison with DIT to ensure consistency in approach. Including the inclusion of an additional data line for the Service KPMs to ensure there is Service oversight of all data eligible for external (Home Office) reporting, specifically virtual or non-cross threshold visits
- Mapping of referrals by quarter to identify who/where they are received from and where Fire Sense delivery should be targeted to address gaps in referral sources where incidents in domestic dwellings is higher

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Summary – Period dated: July – August 2023		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	May 2023	
Change Request Log:				
NA		NA		NA

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
Enter top three highest risks to the plan				
Staff capacity		Capacity of administration team is causing a significant impact on the capability to process Prevention referrals in a timely manner	Whilst 3 temps have been in place within the Admin team, and a recruitment process has begun for permanent staff, two temp roles end in September.	Recruitment commenced for Admin team vacancies
Prioritisation of visits by risk level (risk stratification)		Capacity and ability to make development changes to the Prevention side of the Premises Risk Management System due to work on the SSRI element impacted on the progression of several recommend actions. Staff capacity from risk 1 also impacted this.	Work on recording all visits in PRMS was completed whilst awaiting completion of the SSRI element	Draft visit form and sandbox testing of referral form to be scheduled for checking.
External workstreams		Areas of work related to the Firesetter Intervention Scheme (FIS) have a different delivery schedule to that of the Prevention Improvement Plan,	Updates sought and awaited from FIS lead on the recommendations linked to this.	Review Firewise procedure to ensure areas raised in the recommendation have been considered & are reflected within

Prevention Improvement Plan dashboard update – August 2023



Prevention Improvement Plan - Progress Dashboard

	Total recommendations	Complete	On track	On hold/delayed	Not started
Strategy, vision & leadership	7	5	0	2	0
Intelligence	15	12	0	3	0
Management of processes, systems and planning, including audit	15	5	2	8	0
Coordination and communication of operations	13	6	3	4	0
Delivery of operations	10	5	2	3	0
Grand totals	60	33	7	20	0