

## IRMP Programme Board – Programme Health Report



All data supplied in the report has been populated directly from the Cheshire Planning System on **26 October 2016**, any changes after this date will not be reflected.

Reporting Period	FROM	24 AUGUST 2016	TO	26 OCTOBER 2016
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### PROJECT PROGRESS SUMMARIES, RAG STATUS AND IMPACT MITIGATION

1226 PROGRAMME: BLUE LIGHT COLLABORATION

PROGRAMME SPONSOR	Mark Sellwood	PROGRAMME MANAGER	Sarah Davies
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Previous status	Current status	<u>Mitigating steps</u> (where status is red or amber)
		

#### Programme Update

#### Programme Management Workstream

- Resubmission of Police Transformation Fund Bid.
- Preparation for the move of the estates and strategic change teams to Clemonds Hey. Staff from Strategic Change started co-locating at Clemonds Hey in September.
- Police Priority Based Budgeting Panels started (interdependency).

#### Legal Workstream

- Multi Force Shared Services documentation agreed.
- Programme Collaboration Agreement drafted.
- At the meeting on 21st September 2016 Fire Authority approved changes to scope, budget etc. and authorised the completion of the Programme Collaboration Agreement and documentation associated with Multi Force Shared Service (when it is ready).
- Engagement in discussions about assets and impact of Multi Force Shared Service delay upon the Programme.
- Support and advice to People Workstream as this work is now reaching a critical point as formal steps are necessary in order to arrange for the transfer of staff from Fire to the Chief Constable.
- Ensure the key provisions are documented to allow the transfer of ICT staff (and the creation of the first of the joint corporate services) to take place e.g. financial basis for charge for service, clarity about management of relationship etc.

#### Process and Operational Delivery Workstream

- CFRS Order Forms completed for Policy Approval Group on 10th October 2016 to confirm CFRS Service Levels. CFRS to undertake further work following Policy Approval Group to allow for the transfer of data to the Priority Based Budgeting workbooks by 31st October 2016.
- Further development of Blueprint documentation and role matching analysis.

- Co-location Estates Readiness Assessment took place on 19th October. Co-location planned for 7th November 2016
- ICT readiness assessment on 11th October 2016. ICT Go-Live meeting on 31st October 2016 to check readiness before the planned transfer on 1st November 2016.
- Ongoing development of transfer induction for CFRS Staff. Co-location induction completed and delivered to Strategic Change.

#### **People Workstream**

- ICT structure consultation concluded – staff briefed and letters issued. All transferring staff have been successfully vetted.
- People Transition Processes document finalised and approved by programme board on 22nd September. Continued work on Staff Guide to People Transition Processes document.
- The measures that Cheshire Constabulary envisage taking in respect of CFRS staff have been communicated to CFRS and to UNISON. TUPE measures consultation commenced with UNISON on 27th September in respect of core measures and ICT specific measures. Continued TUPE consultation meetings with Unison. Core measures have been published on extranet and feedback invited from 'In Scope' staff.
- Employee Liability Information pro forma completed in relation to Tranche 1.
- Staff from CFRS Corporate Programme Office, Property Management and staff involved in Multi Force Shared Service project work have commenced Vetting process.
- Change Champions meetings continuing and will be led by CFRS Comms team.
- Draft JD's for joint HOD's produced and feedback given. Work to continue on process for appointing retained and joint HOD's.
- Co-location agreements to be completed for Facilities staff who are due to co-locate from 1st November.
- Work to support completion of order forms, and provisional matching of CFRS roles to Cheshire Constabulary roles where this is possible in advance of final structures being agreed.
- Work to ensure smooth transition of IT staff from CFRS to CC i.e. payroll, OHU, personal files.

#### **Estates Workstream**

- Ongoing CFRS Integration review meetings being held with BAM SPV & BAM Design. BAM & Arcadis working through programme and phasing.
- BAM Designs drawings for Vehicle Maintenance Unit planning permission reviewed and comments fed back to BAM. Detailed analysis of information is required and a review with VMU managers for final design requirements.
- Reception proposal received and being reviewed.
- Car Parking layout now revised and BAM are undertaking technical review (51 spaces).
- External signage issued to BAM as part of clients requirement document for parking.
- BAM Design are working on the scheme for the Tea point areas and initial drawings issued for review.
- Change notes submitted for the 'look and feel' areas. Discussions with BAM planned to ensure they are understood. Programme for Look and Feel works to be agreed (requested a December completion).
- BAM issued drawings for CFRS Command Suite.

#### **IT Workstream**

- Tender for Fire IT data centre hardware complete and awarded to incumbent supplier. Purchase order has been raised for the equipment and project kick off meeting has taken place. Hardware will begin to be installed early November and the gradual decommission of Sadler Road data centre will begin. Target date to migrate the data centres is January 2017.
- Merged network work underway however, plans in place to allow Strategic Change and Estates to co-locate as planned.

- Cross over training and shadowing continuing for service desk and 2nd line. All Fire IT calls now being logged on the vFire system and actively being resolved by both Fire & Police IT staff in preparation for 1st November TUPE transfer.
- Joint mobile phone contract has started and all fire staff identified who will receive new phones. New phones to begin rolling out November.
- Formal consultation on structure closed 15th September. Head of CFRS ICT to send through to legal a full pack of documents regarding the service levels which will be used to create the “order form” for the joint IT service.
- Team meeting/briefing planned to run through current consultation and discuss any issues arising.

#### **Communications and Engagement Workstream**



- A new internally focused Communication Plan has been developed.
- Newsletter circulated (featuring training remaining at Sadler Road, Blue Light Champions and upcoming events).
- Work has begun to encourage Blue Light Champions to take on a greater role in supporting communication around the project.
- Processes are now in place to ensure that feedback is taken after all events to ensure we can effectively monitor and evaluate how effective our communications activity is.
- Organised tours of Clemonds Hey for fire staff who are transferring showing office space, sports facilities and other amenities. These will take place on 18th and 20th October.
- Several market place style events at both sites planned where people can drop in and discover more about issues such as TUPE, organisational culture, the role of the Blue Light Champions, Multi Force Shared Service, vetting and general information.
- Core Measures communicated to Fire Staff.



#### **Multi Force Shared Service On-boarding Workstream**

- Multi Force Shared Service dependencies meeting to discuss impact of Multi Force Shared Service go live in October 2017 and in particular to assess the impact of Oracle Fusion go-live on staff transfers.
- Continue to develop the impact assessment for CFRS moving to the Multi Force Shared Service – focus on change impact and management.



#### **Information Management Workstream**



- Kick off meeting held with Estates and retention schedule drafted. Temporary resource required to assist with records cleansing.
- Review & cleansing in progress in the Finance department – all hardcopy and electronic records are being listed, including contents of container. Finance are approximately half way through the cleansing process. Current estimate is 20 boxes of records to retain – Finance’s current plan is to scan all of these boxes.
- Cleansing of current personal record files in progress within HR (to be completed by the end of October). Cleansing of remainder of HR records (including personal record file room, HR offices and HR container) to commence 17th October.
- Planning and Performance have records stored in the workshops storeroom – cleansing to start in October/November.
- Review & cleansing also in progress within Procurement, Communications, Democratic Services & Principal Officers Team and OPA & Fleet.
- Initial discussion held with Legal and review meeting held on 25th October.
- Initial meeting held with Heads of Prevention & Protection.
- Initial tour of stations complete to look at possible storage solutions. Warrington station has most potential to store records if space cannot be found at Clemonds Hey/Sadler Road. Warrington has relatively high level of security, and highest amount of unused space, both inside the main buildings and outbuildings. It is also well placed for the road network and is only approx. 19 miles from Winsford.
- Guidance documents developed, including records review and disposal process, and destruction approval form.



1280		PROGRAMME: COMPLEX DEPENDENCIES	
PROGRAMME SPONSOR		Mark Cashin	PROGRAMME MANAGER Mike Anderson
Previous status	Current status	<u>Mitigating steps</u> (where status is red or amber)	
			
<b>Programme Update</b>			
<ul style="list-style-type: none"> <li>• The engagement officers are due appraisals in the current round and will be set specific HSA targets to complete.</li> <li>• The officers are now embedded within the locality teams and engaging with the troubled families.</li> <li>• Closedown report to be submitted to next IRMP Programme Board.</li> </ul>			





1292		PROGRAMME: IRMP PROJECTS	
PROGRAMME SPONSOR		Mark Cashin	PROGRAMME MANAGER Amanda Oliver
1241	Firefighters Apprenticeship Scheme		
Project Sponsor		Andrea Harvey	
Project Manager		Kate Packer	
Previous status	Current status	<u>Mitigating steps</u> (where status is red or amber)	
			
<b>Recruitment</b> <ul style="list-style-type: none"> <li>• 12 Apprentices started on the Princes Trust programme. One has subsequently withdrawn due to personal circumstances.</li> <li>• All apprentices have their own fitness development plan and are expected to attend the gym between 9am and 10am each day. All re-sits of medicals and fitness tests have been booked in for week 10.</li> </ul>			

<p><b>Fund raising</b></p> <ul style="list-style-type: none"> <li>Apprentices have chosen their community project and have raised £1000 in total through car washing and the fund raising that they did as part of Active Cheshire.</li> <li>A meeting will take place on 20.10.16 with Prevention to assign them to their areas.</li> <li>Operational Training Group and IOSH courses are scheduled in calendars.</li> <li>A meeting has taken place regarding the trip to Nepal with Classrooms in the Clouds which will take place in March/April 2018 for 16 days. Apprentices will receive a briefing about the project as part of their induction and will commence planning the fundraising for the £30,000 in January 2017.</li> </ul>
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1058	Sprinkler Campaign	
Project Sponsor		Mark Cashin
Project Manager		Simon Gibbins
Previous status	Current status	<b>Mitigating steps</b> (where status is red or amber)
		
<ul style="list-style-type: none"> <li><b>Cheshire East (Wulvern)</b> - The go ahead has been given to proceed with the sprinkler installation in Waverley Court. Delay due to merger with Guinness partnership (due to go ahead in February 2017). Design Consultant appointed – meeting to be scheduled.</li> <li><b>CW&amp;C (Joseph Groom Towers)</b> - received notification that 84 of the 90 flats with sprinklers fitted at Joseph Groom Court are now active; the remaining will be turned on when access is gained. Operational Crews to be informed.</li> <li>Obtaining copies of the commissioning certificates to confirm that the system is activated and a signed terms of agreement for both Rowland Heights and Joseph Groom Towers funds will then be released</li> </ul>		

1292		EMERGENCY RESPONSE PROGRAMME (ERP1)	
PROGRAMME SPONSOR		Mark Cashin	PROGRAMME MANAGER
			Amanda Oliver
1167	Penketh Fire Station		
Project Sponsor		Alex Waller	
Project Manager		Lynsey McVay	
Previous status	Current status	<u>Mitigating steps</u> (where status is red or amber)	
		IT are working with providers to resolve delays.	
<p><b>ICT update</b></p> <ul style="list-style-type: none"> <li>• The project status is amber because of a delay with IT infrastructures.</li> <li>• Optical fibre installation now estimated to be end of November. Testing period to be followed which will result in line being available in mid-December</li> <li>• Due to minimal staff working from site 4G router sufficient to operate 2 PC's. Discussions with ICT and SM to enable the ADSL line to be installed.</li> <li>• Desk phones not operational due to 4G signal</li> <li>• Audio/Visual systems fitted, minor adjustments to be made</li> <li>• Turnout system installed and tested and is now supporting the On-Call mobilisation</li> <li>• Swipe entry system engaged and operating</li> </ul> <p><b>On-Call</b></p> <ul style="list-style-type: none"> <li>• Establishment currently at 14 (4 WT/On-Call and 10 On-Call)</li> <li>• 1 candidate passed physical test awaiting date for interview</li> <li>• 1 application to join from a further WT/On-Call personnel</li> <li>• Assessment of pump availability to be undertaken between SM and WM</li> <li>• Shadow arrangements continuing and working well attending several incidents</li> <li>• Targeted Response Vehicle to be operated from Penketh during Bonfire period</li> <li>• FF under High Potential Development Scheme, is being supported by station to complete his Certificate to ride</li> </ul> <p><b>Wholetime</b></p> <ul style="list-style-type: none"> <li>• Widnes 2nd appliance will be operating from Penketh once the IT issues have been resolved</li> <li>• Watches now identified following preferencing process, WM meeting organised for mid November, prior to occupation in January</li> <li>• Admin systems set up continuing and making good progress</li> <li>• 1 Temporary Crew Manager on light duties assisting with admin set up</li> </ul> <p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• Issues list established locally and identifying snagging issues for completion by ISG, minor in nature</li> <li>• Fencing installed on perimeter of station</li> <li>• Head of Estates and SM having regular meetings to finalise fit out</li> <li>• Signage ordered, awaiting installation</li> </ul>			

<b>Local community</b>		
<ul style="list-style-type: none"> <li>Significant interest from local community groups including West Partnerships board in local station, SM to prepare a presentation to be delivered to groups in the coming months about the changes, working with Corporate Communications team.</li> </ul>		
<b>1179</b>	<b>Lymm Fire Station</b>	
<b>Project Sponsor</b>		Alex Waller
<b>Project Manager</b>		Lynsey McVay
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u></b> <b>(where status is red or amber)</b>
		
<b>Construction and fit out</b> <ul style="list-style-type: none"> <li>Works on track, slightly behind internally (approx. 5 days)</li> <li>Groundworks/foundation works on programme;</li> <li>Drainage works 95% complete</li> <li>Roof sheet installation 95% complete</li> <li>External brickwork – approx. 80% complete</li> <li>Internal blockwork approx. 70% complete</li> <li>Training Tower erected</li> <li>Kerbing/base coat Tarmac complete to Training Centre car park complete</li> <li>Appliance bay doors installed</li> <li>Internal partitions/dry-lining now commenced</li> </ul>		
<b>Programme Update:</b> <ul style="list-style-type: none"> <li>External works on-going</li> <li>Relations with neighbours/local businesses remain good</li> <li>Section 278 works have been approved &amp; have now commenced</li> <li>M&amp;E works commenced/on-going and are on track</li> </ul>		

<b>1178</b>	<b>Safety Centre</b>	
<b>Project Sponsor</b>		Nick Evans
<b>Project Manager</b>		Mark Shone
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u></b> <b>(where status is red or amber)</b>
		
<p><b>Construction and Fit out</b></p> <ul style="list-style-type: none"> <li>Building work is progressing to schedule, with completion due on March 6th 2017. There will then be a period of scenic, special effects and audio-visual fit out by Paragon Creative, which is working up a fully-costed proposal by November 19th. Test visits will run in June and July 2017, with full opening from September 1st 2017.</li> </ul> <p><b>Programme Development</b></p> <ul style="list-style-type: none"> <li>A direct mail campaign to schools has resulted in six weeks' worth of bookings being taken in less than 10 days. This equates to more than 1,000 children and young people set to visit so far in 2017/18 academic year.</li> </ul> <p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>Older people, new parents' and carers programme development is now underway. Resources in kind have been promised by Barclays, Dynniq, ISG, Network Rail, SP Energy Networks and Tesco.</li> </ul> <p><b>Charity Development</b></p> <ul style="list-style-type: none"> <li>First Charity Commission application not accepted, so options paper being prepared for December Fire Authority meeting.</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>The fourth and final member of the team, Support Officer, in post from August 31st. Volunteer ranger recruitment now underway.</li> </ul>		
<b>1180</b>	<b>Powey Lane</b>	
<b>Project Sponsor</b>		Alex Waller
<b>Project Manager</b>		Paul Watts
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u></b> <b>(where status is red or amber)</b>
		IT are working with providers to resolve delays.









**Construction & Fit out**





- Due to the delays in getting the water connected by the Utility Company, it was not possible to hand the building over on the 30th August 2016 as previously envisaged. Hand over of station was completed between ISG and CFRS agents on 14th September.
- Internal fixtures and fittings are now starting to arrive on station and installed by qualified fitters. Estates are working in conjunction with the contractor to address any 'snagging', which is ongoing.
- All people with task/milestones have been asked for an update to inform Project Initiation Document as station now in control of CFRS and internal fit out has commenced. Project Initiation Document now handed over to a Station Manager who will take the station forward to occupation and become its first Station Manager.
- It is anticipated station will be ready for occupation mid to late October and plans have commenced on how this will work in relation to staff and appliances. It is known that staff will officially move on 11th Jan 2018 but the period in between needs to be agreed.



**ICT**



- The project status is amber because of a delay with IT infrastructures. At present there is no resilient IT capability to the station. IT have informed the project team that BT had a committed delivery date to get the fibre in of 4th October, but during the 1.8km fibre run between the exchange and the site they have encountered a duct blockage. They have now revised their delivery date to 8th November. However, we expect that the ADSL could be delivered in time for the last week in October. The end goal is to get a primary (fast) fibre connection in and a backup (slower) ADSL connection installed.
- Once these works are complete IT will work on completing the station end configurations. The focus is to move the second appliance from Chester to Powey Lane on a shift by shift basis until January 2017, when it will move to the station on a permanent basis along with the new workforce formed through the recent preferencing exercise.





<b>1276</b>		<b>EMERGENCY RESPONSE PROGRAMME (ERP2)</b>	
<b>PROGRAMME SPONSOR</b>		<b>Mark Cashin</b>	<b>PROGRAMME MANAGER</b>
		<b>Alex Waller</b>	
<b>Previous status</b>	<b>Current status</b>	<b>Mitigating steps</b> (where status is red or amber)	
			
<b>Programme Update</b>			
<b>Programme</b>			
<ul style="list-style-type: none"> <li>• Papers submitted to the service's Policy Approval Group on 19th September 2016 which included the Aerial Appliances, Special Appliance Locations, Special Appliance Station Support Matrix were approved.</li> <li>• The Watch Manager B Role and Responsibilities, Pay and Reward Principles of Agreement document has been agreed and signed off by CFRS, FBU and FOA on the 29th September 2016.</li> <li>• The Fire Authority signed off the ERP2 operational configurations options as part of the draft IRMP proposals to progress to public consultation.</li> </ul>			
<b>Staffing</b>			
<ul style="list-style-type: none"> <li>• Transitional arrangements are being planned for the movement of fire appliances and staff to the new fire station builds as they are handed over by contractors to CFRS. This is now likely to include the movement of</li> </ul>			

<p>appliances from Widnes (Penketh) and Chester (Powey Lane) on a temporary basis until the 2016 Appointment and Redeployment transition in Jan 17.</p> <ul style="list-style-type: none"> <li>The appointment and redeployment process has now closed. All appointment and redeployments have been made and staff notified of those appointments. Any appeals were to be registered by the 7th October and any subsequent appeal meetings were due to be undertaken on 13th – 14th October. The Appointment and Redeployment Panel did not uphold any appeals in regard to process. An interim meeting was held with the FBU on 11th October to agree transfer arrangements as part of the Appointment and Redeployment process, this enabled the panel to satisfy a number of staff who were unhappy with their initial posting. Confirmation letter of appointments and redeployment will be sent out by 19th October.</li> </ul>		
<b>1300</b>	<b>Review of Station Manager Flexi Duty System</b>	
<b>Project Sponsor</b>		Mark Cashin
<b>Project Manager</b>		Alex Waller
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u> (where status is red or amber)</b>
		
<ul style="list-style-type: none"> <li>On the 29th September 2016 the new SM flexi duty system principle of agreement was agreed and signed on behalf of CFRS by Head of Service Delivery and representees from FOA and FBU.</li> <li>The principle of agreement stated that all parties would work to sign off a new collective agreement at the next JCNP to be held on 2nd November 2016.</li> <li>In the interim all parties are working towards the allocation of SM's to groups, a skills needs analysis of future SM groups and the allocation of annual leave for 2017.</li> </ul>		
<b>1301</b>	<b>Review of Station Management Structures</b>	
<b>Project Sponsor</b>		Mark Cashin
<b>Project Manager</b>		Alex Waller
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u> (where status is red or amber)</b>
		
<ul style="list-style-type: none"> <li>On the 29th September 2016 the WMB Principle of Agreement was agreed and signed by the Head of Service Delivery, and representees from FOA and FBU.</li> <li>The Principles of Agreement will provide the basis of a collective agreement, which would be incorporated into the existing whole time duty system.</li> <li>Further work that will now be required includes the rostering off WM's and skills needs analysis for the up-skilling of WM's to instructor/specialist roles and a programme of delivery activities. It is envisaged that this will be developed and managed by OPA.</li> </ul>		



1302		Review of On Call Duty System	
Project Sponsor		Mark Cashin	
Project Manager		Alex Waller	
Previous status	Current status	<u>Mitigating steps</u> (where status is red or amber)	
			
<ul style="list-style-type: none"> <li>OCARS (On Call Attendance Reward Scheme) pilot was launched at the On Call WM Conference on 1st October 2016. The ERP2 Team are working on revision to the OCARS payment procedures which will mean that for the first year, payments will be made on a quarterly rather than annual basis.</li> <li>Officers are about to release a job advert relating to another pilot for a new 'Whole-time On Call Watch Manager' role. This new role will oversee a number of on call stations, providing both managerial capacity and operational daytime cover, thus improving pump availability.</li> <li>Officers have recently introduced a pilot at a few stations, which means those stations can employ an extra supervisory manager on a temporary basis. This increases the managerial capacity to 1 WM and 3 CM, thus improving resilience and capacity whilst providing opportunities for the growing pool of Incident Command Assured (ICA) firefighters.</li> </ul>			
1303		Review of Special Appliances and Crewing arrangements	
Project Sponsor		Mark Cashin	
Project Manager		Alex Waller	
Previous status	Current status	<u>Mitigating steps</u> (where status is red or amber)	
			
<ul style="list-style-type: none"> <li>Policy Approval Group paper submitted in regard to the location of special appliances and the station support network for special appliances on 19th September 2016 has been approved.</li> <li>Policy Approval Group paper submitted on 19th September 2016 concerning the location and number of aerial appliances was approved.</li> <li>The ERP1 implementation plan and timeline for the movement of special appliances will now be modified to bring this in line with the ERP2 requirements. Information has been provided to Head of Operational Policy and Assurance, who is writing a letter to the National Resilience Board in relation to the movement of the base location of National Assets within CFRS.</li> <li>The IRMP 17/18 road show presentation has been developed and any feedback during the road shows will be recorded to include within consultation documents. A meeting took place with the local MP at Macclesfield Fire Station on 21st October to discuss the removal of Macclesfield aerial appliance.</li> </ul>			



<b>1318</b>	<b>Cardiac Arrest Response Project</b>		
<b>Project Sponsor</b>		Mark Cashin	
<b>Project Manager</b>		Alex Waller	
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u></b> <b>(where status is red or amber)</b>	
			
<ul style="list-style-type: none"> <li>Meeting held with Head of Service Delivery, Head of OPA, Medical Director, and project officers to discuss the Resuscitation Academy Course attended at the start of October 2016. It was agreed that many of the lessons learnt could be transferred to our cardiac scheme but the main stakeholder with influence over the changes required was NWS. It was agreed that an action plan would be developed and discussed at the next meeting with NWS to move things forward.</li> <li>Following the regional co-responder meeting held on September 8th, NWS Emergency Operations Centre and NWFC have established a 'link' between their dispatch systems and that a test Direct Electronic Incident Transfer (DEIT) message has been sent from NWS and received by NWFC where it successfully created a incident in their 'test CAD'. This portal was closed whilst security and governance was discussed between the two parties. It was the belief of both parties that this should be a reasonably straightforward agreement because of the inherent security built within both systems. GMFRS agreed to produce a FRS user agreement, which they will share with all FRS using NWFC. NWS were to produce a Policy that will outline the procedures to be adopted should DEIT fail on a temporary basis.</li> <li>Joint Oversight &amp; Scrutiny Group (JOSG) meeting held on 19th September, as per MoU.</li> <li>NWS Community Engagement Manager has raised issues with the use of IGEL airways. Additionally, GMB Union (NWS) have also questioned their use. Communication from CFRS has been clear on this issue; we will not use IGELs whilst responding to CA incidents. An email to all Managers on the Cardiac Response stations has been sent, clearly indicating that their use is to be discontinued until further notice. NWS and GMB have been informed.</li> </ul>			

<b>1110</b>	<b>ON CALL RECRUITMENT</b>		
<b>PROGRAMME SPONSOR</b>		Andrea Harvey	<b>PROGRAMME MANAGER</b>
			Steve Barnes
<b>1176</b>	<b>Knutsford</b>		
<b>Project Sponsor</b>		Andrea Harvey	
<b>Project Manager</b>		Leon Parkes	
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u></b> <b>(where status is red or amber)</b>	
			
<ul style="list-style-type: none"> <li>There are currently 7 Wholtime Fire Fighters who intend to remain undertaking an on call role. Further to this there are 4 other OC recruits who are in the process of working through their development. CM is working with</li> </ul>			

<p>the 4 to ensure this is delivered before April 2017. In addition to CM's role, the station now has an aligned SM who has developed a clear and coherent plan of action. Milestones are to be reviewed to reflect this.</p> <ul style="list-style-type: none"> <li>There are plans to run the advert for a pilot WM role week commencing 24<sup>th</sup> October. We now have a new date for the OC recruitment process which has a deadline of the 2nd January 2017. There are also plans in place to engage in another recruitment campaign.</li> </ul>		
<b>1089</b>	<b>Crewe</b>	
<b>Project Sponsor</b>		Leon Parkes
<b>Project Manager</b>		Stephen McCormick
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u></b> <b>(where status is red or amber)</b>
		A review of the project and timelines, milestones needs to take place. Project Manager will coordinate this review.
<ul style="list-style-type: none"> <li>Four OC recruits have now passed the written assessments and are progressing to the practical assessments. Project Manager, Project Sponsor &amp; HR will continue to explore options for on-going recruitment of On Call staff for Crewe. There are a number of areas being explored in relation to fire fighters, campaign strategy and the On Call Managers. The recent advert resulted in zero expressions of interest. We will undertake a further assessment after the practical assessments have taken place.</li> <li>A review of the project and associated timelines, milestones needs to take place. Project Manager will coordinate this review.</li> </ul>		
<b>1092</b>	<b>Ellesmere Port</b>	
<b>Project Sponsor</b>		Alex Waller
<b>Project Manager</b>		Anthony Jones
<b>Previous status</b>	<b>Current status</b>	<b><u>Mitigating steps</u></b> <b>(where status is red or amber)</b>
		
<ul style="list-style-type: none"> <li>The Watch Manager &amp; Crew Manager for the On Call watch have now been appointed and will commence working with the existing workforce in relation to achieving operational competence. In addition, their focus will be to further recruit more staff and actively work towards getting a shadow pump up and running.</li> <li>There have been a number of recruitment events in Ellesmere Port over the past month which we have used to support the on call recruitment campaign. This have included Business Safety day in Chester, and recruitment events with West Cheshire College &amp; Civic Centre. These have provided advice and applications to possible applicants. We await to see if these end up with applications. These have been supported by the station personnel, both whole time and on call, from Ellesmere Port plus the HR and recruitment teams.</li> </ul>		

- Initial discussions held in relation to moving a shadow pump into Ellesmere Port to assist with training and with a view to getting a shadow pump up and running. Fleet manager is to explore the possibility of getting a midi in place following appliance movements across the service as part of ERP 1.
- During the bonfire period the on call crew supported by fellow on call staff from Frodsham will crew an appliance and provide fire cover. This will give them additional exposure to that already in place by riding the whole time appliance on occasions to gain experience and nurture newly acquired skills.

1308 Expanding Safe & Well Visits		Mark Cashin	PROJECT MANAGER	Mike Larking
PROJECT SPONSOR				
Previous status	Current status	<u>Mitigating steps</u> (where status is red or amber)		
		Information Governance (IG) issues continue to be worked through.		
<b>Programme Update</b>				
<ul style="list-style-type: none"> <li>• Cheshire East Public Health now signed off Agreement, subject to some amendments which were agreed and actioned.</li> <li>• Health and Fire Summit considered the revised Information Sharing Agreement for Exeter to cover health issues on 19th October. Initial feedback from Summit was that health Information Governance have agreed the new ISA - however, still awaiting confirmation of this from the CFOA national lead.</li> <li>• Work on-going to amend existing CFRMIS form to cover th new Safe and Well health issues. Civica contracted to help support the work. This process is planned to complete by end of November.</li> <li>• An event planned to take place on 11 November for all partners to sign the legal Agreement - 4 Cheshire Directors of Public Health, Chair of Cheshire FRA, and Clare Duggan (Director, NHS England, Cheshire and Merseyside). Event will be held at Warrington Wolves, Halliwell Stadium, and Warrington. This will provide a photo opportunity to raise awareness of initiative with the general public.</li> <li>• West Cheshire CCG has asked that referrals be made by secure email address. ICT Has actioned this for the Chester admin hub. Cheshire East Public Health which has also been actioned by ICT.</li> <li>• Awaiting feedback from NHS England (Cheshire and Merseyside sub-group) on the Safe and Well agreement.</li> <li>• DCFO Mark Cashin agreed to increase the triggered Falls Risk Assessment Tool (FRAT) questions for falls from 2 to 3 before referring householders to Public Health for help and assistance.</li> </ul>				

1313		EMERGENCY SERVICES MOBILE COMMUNICATION PROGRAMME	
PROJECT SPONSOR		Mark Cashin	PROJECT MANAGER
			Paul Walmsley
Previous status	Current status	<u>Mitigating steps</u> (where status is red or amber)	
			
Programme Update			
<ul style="list-style-type: none"> <li>The second internal transition meeting has taken place and stakeholders briefed. Pre procurement engagement is set for October/November. The vehicle fit team from the Home Office are visiting the region to look at appliances and Cheshire will host and facilitate the visit by Mr Paul Howard. The escalation of concerns put forward by Police has resulted in a meeting in London.</li> <li>As a result of the above, a three day workshop at NWFC the Programme have taken the comments and concerns of the region back to the Home Office. Following meetings with Lot 2 and 3 providers (10/10) and the Programme Board (01/11) an adjusted delivery plan and timeframe will be circulated. A finance meeting has taken place to horizon scan possible cost implications and relevant heads of departments have been briefed. Briefing note 5.1 has been circulated to brief on the Home Office workshops.</li> </ul>			