Paper 04b — **Standardisation Project Update**

1. Introduction

This paper details the progress made by the standardisation working group since the last update to LAP IG. The five capabilities; Borough Emergency Control Centre (BECC), Humanitarian Assistance (HA), Local Authority Liaison Officer (LALO), Rest Centre (RC) and Survivor Reception Centre (SRC) have completed checkpoint reports detailing the current status of the individual workstreams which are included here as appendices.

2. Recommendations

- **LAP IG note the progress of the five standardisation workstreams as detailed in individual checkpoint reports, see Annex A.**

- **LAP IG identify a lead officer for the FFRC workstream from the South West Sub Regional Area; as agreed at the last LAP IG meeting.**

- **LAP IG agree that a standardisation launch event is delivered in 2018 to present all of the workstream deliverables to the Local Authorities**

3. Key Considerations

Family and Friends Reception Centre (FFRC) Workstream Lead

The South West Sub Regional Area need to identify a lead officer for the FFRC workstream. As work on other workstreams is progressiong, and in particular the SRC workstream, it is important the FFRC workstream is developed now to ensure that it is not set back due to a delay in appointing an officer. Due to her experience and humanitarian assistance knowledge, Claire Whatley, City of London, has agreed to act as an advisor to the FFRC workstream to support the workstream lead.

Standardisation Launch Event 2018

Once all of the key deliverables have been completed, it is suggested that a launch event for all standardisation work is put on for the Local Authorities. this will allow workstream leads to present the standardised plans and documentation/forms to all Local ASuthorities so that they can be rolled out across London at roughly the same time. This is recognising that some boroughs will not be able to adopt all standardised packages at the same time. Along with the Local Authority exercise, this launch event will act as an assessment of the projects success.

Survivor Reception Centre Workstream Lead

Donna Wootton, LB Ealing, has taken over the Survivor Reception Centre workstream. The West Sub Reagional Area were unable to identify any officers from other boroughs.

4. **Overall assessment**

Overall, work is moving in a positive direction for all workstreams. Interdependencies between the workstreams has caused delay in some places, Although there have been minor slippages in some of the forecast dates in several of the workstreams, it is not expected that this will impact on the overall objective targets. Remeidial actions are in place where necessary.

5. ANNEX A

CHECKPOINT REPORT
April 2017 – Borough Emergency Control Centre

Date	28/04/17	Period Covered	01/11/16 - 28/04/17	Name	Jo Couzens and David Kerry
Project Manager	LAP IG Secretariat			Project Sponsor	LAP IG Chair
Project Coordinator	Jo Couzens and David Kerry				

Workstream Aim	To enhance local authority strategic and tactical command and control across all London local authorities in major incidents through the standardisation of roles, processes, templates, training and exercising where this does not impinge on sovereignty

Executive Summary

Workstream RAG Status	RAG Trend	Status Summary (including why the current RAG status and actions required to improve it)	Progress update (including summary of key activity over last month and any key milestones achieved)	Key activity planned over next month
G	-	Work is progressing to target. (Minor slippages do not deflect from the overall objective targets.)	Visits made to several boroughs across the SRRF groups to identify common and disparate BECC systems – Lewisham, Greenwich, Wandsworth/Richmond, Barking & Dagenham/Waltham Forest, Hillingdon, Croydon, Lambeth, Kensington and Chelsea. Core elements suitable for	Core elements to be written-up and trialled during Exercise Safer City by Lambeth BECC. Project working group membership to be expanded, although membership of group still to be determined.

	standardisation without impacting on borough sovereignty have been identified.	

Key

Last RAG	Current RAG
G	A

■ Completed

■ Time and cost targets will be achieved and all quality criteria satisfied according to the agreed scope

■ Currently off-plan but impact to overall project delivery will be minor and/or remedial actions are in place

■ Currently off-plan and will not meet time, cost and/or quality expectations and may require urgent escalation to and intervention by sponsor/board

	To identify all parts of the local authority command and control structure at the Strategic and Tactical levels that will benefit from standardisation. [Borough Strategic (Gold) lead, Borough Tactical (Silver) lead / Controller, BECC staff, BECC procedures and processes, situational awareness and information management	Planned Date	Forecast Date	Last RAG	Current RAG
	Engagement process with Local Authorities.	End Oct 16	Mid Jan 17	n/a	G
	Engagement programme with Cat 1 and 2 Responders Control Rooms.	End Oct 16	Mid Feb 17	n/a	A

	To identify the required skills for core local authority command and control roles and provide a standardised role description for these	Planned Date	Forecast Date	Last RAG	Current RAG
	Design and trial of role descriptions and person specifications.	End Nov 16	End Jan 17	n/a	A

To produce the Strategic and Tactical command and control standardisation products	Planned Date	Forecast Date	Last RAG	Current RAG
Design and trial of BECC processes and procedures.	End Dec 16	End Jan 17	n/a	G
Design and delivery of training programme and course content.	Mid-Jan 17	End April 17	n/a	A
First round of testing	Ex Safer City 09/02/17	Ex Safer City 09/02/17	n/a	G
Validate tested elements to produce a revised product	End April 17	End April 17	n/a	G
Allow wider borough testing of product(s)	End of June 17	End of June 17	n/a	G
Produce final product	End of Dec 17	End of Dec 17	n/a	G

To work with LAP, LAP IG, LR and the London local authorities to identify opportunities for Strategic and Tactical command and control work that might be more effectively delivered regionally or sub-regionally rather than in each local authority as at present	Planned Date	Forecast Date	Last RAG	Current RAG
First round of validation exercises.	Ex Preparer 17	Ex Preparer 17	n/a	G
More to be identified as project develops	tbc	tbc	n/a	

	Utilising lessons identified from EUR BECC workstream	Planned Date	Forecast Date	Last RAG	Current RAG
	The EUR BECC Recommendations are fully incorporated into this project.	n/a	n/a	n/a	G

Issues

- Issue Definition

Something that is going to impact or is impacting on the ability to deliver the work package (i.e. this has happened or is going to happen)

No	Description	Actions underway or needed	Date to be resolved by	Date Escalated	Escalated to
1.					

Risks

- Risk Definition

Something that may impact on the work package in the future (i.e. this might happen)

No	Risk trigger	Impact if triggered	Owner
1	Capacity of local authority emergency planning staff to participate in this work stream	This has occurred. The amount of visits to boroughs required has impacted on the timescale. However, the key milestone of some useable product for trial in Exercise Safer City will be met.	Jo Couzens
2	Capacity of LRP organisations to assist when		

No	Risk trigger	Impact if triggered	Owner
	consulted		
3	Resistance from some local authorities to accept a centralised approach to command and control activities and procedures in place of current LA systems	The diversity amongst current borough BECC systems identified by the project team leads to a conclusion that some resistance is likely. In anticipation of this, the product of this project will be a modulised series of elements of BECC operations that lend themselves to standardization, rather than a whole BECC scheme that might conflict with sovereign borough needs.	David Kerry
4	Resistance from some LAs to accept relinquish some emergency planning and training activates to a central team	Will be a notable loss of a shared resource for non-complying boroughs	All
5	Resistance from some LAs to a potential for a transfer of some funding to centralised training and exercising	Will be a notable loss of a shared resource for non-complying boroughs	All

Change Control (& action taken)

No	Change trigger	Action taken	Owner

CHECKPOINT REPORT

April 2017 – Humanitarian Assistance Centre

Date	28/04/17	Period Covered	01/03/17 - 28/04/17	Name	Andrew Meek
Project Manager	LAP IG Secretariat			Project Sponsor	LAP IG Chair
Project Coordinator	Andrew Meek				

Workstream Aim	To enable the London Resilience Partnership to provide practical and emotional support to all those affected by a major incident in London, to a consistent high standard

Executive Summary

Workstream RAG Status	RAG Trend	Status Summary (including why the current RAG status and actions required to improve it)	Progress update (including summary of key activity over last month and any key milestones achieved)	Key activity planned over next reporting period
G	NA		New HA Framework has now been updated ready for approval. Engagement with ADASS around the lead borough concept has not led to agreement, and further work	Engage with ADASS and continue working with BRC. Confirm allocation of HAC project deliverables

| | | isrequired..

Initial discussions on allocation of HAC standardisation tasks has commenced with NC boroughs | with NC boroughs.

Take forward cross-centre standardisation approach as work on HAC planning commences. |
|---|---|---|---|

Key

Last RAG	Current RAG
G	A

■ Completed

▢ Time and cost targets will be achieved and all quality criteria satisfied according to the agreed scope

▢ Currently off-plan but impact to overall project delivery will be minor and/or remedial actions are in place

■ Currently off-plan and will not meet time, cost and/or quality expectations and may require urgent escalation to and intervention by sponsor/board

	To replace the London Humanitarian Assistance Plan with a Framework, with enhanced coordination arrangements including HALO and HASG	Planned Date	Forecast Date	Last RAG	Current RAG
	Multi agency partnership approval of approach	July 2016	July 2016		
	Paper to London ADASS and LAP, with HALO role definition and support requirement	February 2017	July 2017		

	To replace the London Humanitarian Assistance Plan with a Framework, with enhanced coordination arrangements including HALO and HASG	Planned Date	Forecast Date	Last RAG	Current RAG
	Review of HA programme	September 2018	September 2018		

	To produce a standard HAC Plan for London	Planned Date	Forecast Date	Last RAG	Current RAG
	Development of revised London HA Framework	February 2017	March 2017		
	Approval of London HA Framework	June 2017	June 2017		
	Development of London HAC Plan	December 2017	December 2017		
	Approval of London HAC Plan	March 2018	March 2018		

	To initiate the process of identifying lead boroughs for humanitarian assistance capabilities at strategic and tactical levels	Planned Date	Forecast Date	Last RAG	Current RAG
	Identifying lead boroughs for humanitarian assistance capabilities at strategic and tactical levels	July 2017	July 2017		

	To identify areas of commonality with other Local Authority centres (RC, SRC) to enhance standardisation including: - Role descriptions - Forms and documentation - Processes	Planned Date	Forecast Date	Last RAG	Current RAG
	identify areas of commonality with other Local Authority centres (RC, SRC)	February 2017		🟩	🟦

	To produce a standard HA training package for LA's	Planned Date	Forecast Date	Last RAG	Current RAG
	Training of HALOs and support	Summer 2017	Nov 2017	🟩	🟩
	Training pack for borough teams	March 2018	March 2018	🟩	🟩

Issues

- Issue Definition

Something that is going to impact or is impacting on the ability to deliver the work package (i.e. this has happened or is going to happen)

No	Description	Actions underway or needed	Date to be resolved by	Date Escalated	Escalated to
1	Additional resources are required to develop and deliver the HAC Plan	North Central EPO's have been asked to consider their capacity. Lesley Seary briefed and ready to support if no resolution.	February 2017	April 2017	NC EP Managers and CE Islington
2	Additional work to develop Family and Friends	Additional capacity needed to take this forward.	March 2017	February 2017	LAP-IG

	Reception Centre plans is needed.			
3	ADASS have questioned the need for lead HALOs for London, or suggested it should be shared with DCS and DPHs.	AM to present to ADASS. Direction from Lesley Seary is that ADASS must suggest a suitable proposal if they do not agree.	July 2017	

Risks

- Risk Definition
  Something that may impact on the work package in the future (i.e. this might happen)

No	Risk trigger	Impact if triggered	Owner
1	Failure to identify a sufficient cohort of HALO's across London	Unable to meet LA role in the HA Framework.	Andrew Meek
2	Inability to resource the work required	Delay to delivery of HAC Plan	Andrew Meek
3	Boroughs may be reluctant to pre-identify HACs	Reliance on dynamic decision-making at the time of an incident. Potential for unsuitable sites to be used, with reputational damage for local authorities.	Andrew Meek
4	Workstream leads need to coordinate thinking about operational role definitions ("Crisis Support Teams"), and boroughs need to buy into this approach	Unclear expectations for boroughs – lack of standardization at the operational level	Andrew Meek
5	Digital strategy – risk that excessive effort is put into an old-world model of provision	Ineffective response	Andrew Meek
6	London HA Framework not approved by	Delay to HAC work while issues are rectified.	Andrew Meek

No	Risk trigger	Impact if triggered	Owner
	stakeholders		

Change Control (& action taken)

No	Change trigger	Action taken	Owner

CHECKPOINT REPORT
April 2017 – Local Authority Liaison Officer

Date	28/04/17	Period Covered	24/02/17 – 28/04/17	Name	Jeremy Reynolds
Project Manager	India Norton			Project Sponsor	Mark Sawyer
Project Coordinator	Jeremy Reynolds				

Workstream Aim	To enable London Local Authorities to deliver an effective and consistent approach to the provision of Local Authority Liaison Officers, as required by the Minimum Standards for London

Executive Summary

Workstream RAG Status	RAG Trend	Status Summary (including why the current RAG status and actions required to improve it)	Progress update (including summary of key activity over last month and any key milestones achieved)	Key activity planned over next month
G	G	Project on track. Minor delay in sharing role description, TNA and templates (briefing/handover) with LLAs.	Revision of documentation (see left) prior to sharing. Exploration of LALO strategy aspects (multi-agency training support and JESIP briefings support).	Training package reviews/updating. Consultation of documentation with LLAs.

Key

Last RAG	Current RAG
G	A

■ Completed

□ Time and cost targets will be achieved and all quality criteria satisfied according to the agreed scope

■ Currently off-plan but impact to overall project delivery will be minor and/or remedial actions are in place

■ Currently off-plan and will not meet time, cost and/or quality expectations and may require urgent escalation to and intervention by sponsor/board

	To identify any issues with interaction with partner agencies, in particular exclusion from TCG meetings, and other associated factors likely to influence development of a standardised LALO role	Planned Date	Forecast Date	Last RAG	Current RAG
	Conduct research to identify factors that may affect the ability to effectively respond; - No barriers identified relating to JESI Principles or LESLP. - Occurrence of exclusion is questionable, and may have been isolated to EUR exercise	Oct 2016	Oct 2016	Complete	Complete

To identify any issues with interaction with partner agencies, in particular exclusion from TCG meetings, and other associated factors likely to influence development of a standardised LALO role	Planned Date	Forecast Date	Last RAG	Current RAG
Creation of LALO strategy to strengthen inclusion at TCGs	Apr 2017	No change	G	G
Consultation of strategy with LLAs/partners	May 2017	No change	G	G

To develop a standardised LALO role description and core competencies	Planned Date	Forecast Date	Last RAG	Current RAG
Review of LALO role description	Nov 2016	No change	Complete Cop	Complete Cop
Review of competencies and training needs	Dec 2016	No change	Complete CC	Complete CC
Consultation with LLAs regarding role, competencies, and training needs review; - Already partially completed with those LLA who have particular interest in LALO work e.g. those co-ordinating LALO2 training.	Jan 2017	May 2017	G	A
Finalise LALO role description and circulate to boroughs.	March 2017	No change	G	G

To review the current LALO training package and identify changes necessary to improve, where necessary, and ensure it reflects the new standardised role description and core competencies. This may include standardising briefings and handovers and developing a LALO 3 module	Planned Date	Forecast Date	Last RAG	Current RAG
Creation of briefing and handover templates	Oct 2016		Complete Cop	Complete

To review the current LALO training package and identify changes necessary to improve, where necessary, and ensure it reflects the new standardised role description and core competencies. This may include standardising briefings and handovers and developing a LALO 3 module	Planned Date	Forecast Date	Last RAG	Current RAG
Consultation of templates with LLAs	Nov 2016	May 2017	A	A
Review and amendment to LALO training package (although TNA may prompt different approach);	Jan – June 2017		G	G
- LALO1 (Requires feedback from LLAs on TNA before changes can be officially made).	Jan – Feb 2017	May 2017	G	A
- LALO2	Mar – May 2017		G	G
- LALO3 (significant work expected)	June – Aug 2017		G	G
Launch of new training packages	As above		G	G

To develop a standardised LALO equipment list, through consultation with London Local Authorities and identify areas where the procurement process can be streamlined. This could include standardisation of tabards	Planned Date	Forecast Date	Last RAG	Current RAG
Creation of minimum and recommended kit list	Oct 2016	Feb 2017	Complete	Complete
Consultation of kit list with LLAs	Nov 2016	May 2017	A	A
Revision of minimum and recommended kit list	Oct 2017	No change	G	G

	To consider recommendations from EUR evaluators & participating staff on enhancement for LALO processes and their relationship with this standardisation work	Planned Date	Forecast Date	Last RAG	Current RAG
Completed				Complete	Complete

	To ensure development in LALO complement other standardisation workstream initiatives (in particular BECC)	Planned Date	Forecast Date	Last RAG	Current RAG
Ongoing		Ongoing			Ongoing

Issues

- Issue Definition

Something that is going to impact or is impacting on the ability to deliver the work package (i.e. this has happened or is going to happen)

No	Description	Actions underway or needed	Date to be resolved by	Date Escalated	Escalated to

Risks

- Risk Definition

Something that may impact on the work package in the future (i.e. this might happen)

No	Risk trigger	Impact if triggered	Owner
1	London Local Authorities' failure to agree and implement standardised training, documentation	Reduced integration Potential dilution of effectiveness	LAP

No	Risk trigger	Impact if triggered	Owner
	and kit issue across London LALOs	Potential reputational damage	

Change Control (& action taken)

No	Change trigger	Action taken	Owner

CHECKPOINT REPORT
April 2017 – Rest Centre

Date	26/04/17	Period Covered	Feb – Apr 17	Name	Kelly Jack
Project Manager	LAP IG Secretariat			Project Sponsor	LAP IG Chair
Project Coordinator	Kelly Jack				

Workstream Aim	To enable London local authorities to deliver a consistent and standardised approach to the management and delivery of Rest Centres as required by Minimum Standards for London: Shelter

Executive Summary

Workstream RAG Status	RAG Trend	Status Summary (including why the current RAG status and actions required to improve it)	Progress update (including summary of key activity over last month and any key milestones achieved)	Key activity planned over next month
A	⇩	A number of areas are delayed as per the original planned date. Work is moving in a positive direction, however collaboration with other centre workstreams has caused delay due to revised strategy and time taken to develop joint centre resources.	Coordinator / LB Croydon part of HAWG and working with group to develop HAC / welfare and centre development.	Development of centre-specific commonalities i.e. role descriptions, reception / registration processes and associated documentation.

Key

Last RAG	Current RAG
G	G

■ Completed

☐ Time and cost targets will be achieved and all quality criteria satisfied according to the agreed scope

To identify areas of commonality with other Local Authority centres (SRC, HA) to enhance standardisation including: - Role descriptions (see #2 for further detail) - Forms and documentation (including registration documentation and departure form) - Processes	Planned Date	Forecast Date	Last RAG	Current RAG
Rest Centre workstream lead (KJ) to join Humanitarian Assistance working group (HAWG)	Jan 17	Jan 17	N/A	C
HAWG discuss and agree areas for standardisation throughout centres	17 Feb 17	17 Feb 17	A	A
Identify and agree development lead for each identified element of standardisation	17 Feb 17	17 Feb 17	A	A
Develop identified standardised documentation *(consider further objective)*	17 Mar 17	17 Jun 17	A	A

To identify the required skills for core local authority Rest Centre roles and provide a standardised role description for these	Planned Date	Forecast Date	Last RAG	Current RAG
Collaborate with HA working group to discuss and identify core skills for centre roles (all centre types)	17 Feb 17		A	A
Draft centre role descriptions: Centre Manager and Centre Officer (all centre types)	10 Mar 17		G	A
Agree centre role descriptions: Centre Manager and Centre Officer (all centre types)	17 Mar 17		G	A

To develop a standardised Rest Centre Plan template for boroughs to use for Rest Centre Management, enhancing consistency and a minimum approach to delivery across London	Planned Date	Forecast Date	Last RAG	Current RAG
Revise plan template used during EUR incorporating lessons identified from the exercise (validation)	14 Apr 17	14 Apr 17	G	A

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	To develop a standardised Rest Centre Plan template for boroughs to use for Rest Centre Management, enhancing consistency and a minimum approach to delivery across London	Planned Date	Forecast Date	Last RAG	Current RAG
	Determine areas as London practice (no change permitted) and borough adaptation (change permitted)	28 Apr 17	28 Apr 17	G	A
	Distribute template to boroughs for localisation and use	02 Jun 17	02 Jun 17	G	A
	Monitor implementation across boroughs (simple survey 6months and 12months following)	Dec 17	Dec 17	G	G

To develop a centralised training package and training opportunities for Rest Centre staff (managers and officers), ensuring interoperability by encouraging uniformity in operational understanding and skills across borough staff deployed to a local authority Rest Centre	Planned Date	Forecast Date	Last RAG	Current RAG
Conduct a Training Needs Analysis based upon core skills identified in centre role profiles	28 Apr 17	30 Jun 17	G	A
Consider and agree appropriate style of package, incl. distance/ e- learning, face to face / delivered packages, on-going on-line development - Agree with HAWG if training is for all centres or RC-specific (or an appropriate mix)	30 Jun 17	30 Jun 17	G	G
Draft training packages (in conjunction with appropriate partners)	29 Sep 17	29 Sep 17	G	G
Training packages approved	27 Oct 17	27 Oct 17	G	G
Distribute packages (where relevant), including train the trainer where appropriate	03 Nov 17	03 Nov 17	G	G
Evaluate training packages (6months / 12months / 24months)	May 18; Nov 18; Nov 19	May 18; Nov 18; Nov 19	G	G

To explore the opportunity for sub regional storage and distribution of Rest Centre equipment and where feasible develop an associated protocol and procedure	Planned Date	Forecast Date	Last RAG	Current RAG
Poll boroughs to determine interest in centralised storage (link in next standardisation newsletter) If there is majority interest:	31 Mar 17	30 Jun 17	G	A
Survey boroughs for : current stocks of equipment : current location of storage : possibility of utilising the site for central storage : recommendations for centralised locations	02 Jun 17	02 Jul 17	G	A

	To explore the opportunity for sub regional storage and distribution of Rest Centre equipment and where feasible develop an associated protocol and procedure	Planned Date	Forecast Date	Last RAG	Current RAG
	Analyse data and conduct a cost / benefit analysis, inlcuding practicalities and timescales for deployment from potential sites	01 Sep 17	01 Sep 17	G	G
	Agree / disagree progress of sub-regional storage and distribution of RC equipment (if agreed, develop 'next steps')	29 Sep 17	29 Sep 17	G	G

Issues

- Issue Definition

Something that is going to impact or is impacting on the ability to deliver the work package (i.e. this has happened or is going to happen)

No	Description	Actions underway or needed	Date to be resolved by	Date Escalated	Escalated to

Risks

- Risk Definition

Something that may impact on the work package in the future (i.e. this might happen)

No	Risk trigger	Impact if triggered	Owner
1	Local authorities delayed or reluctant in adopting new Rest Centre Plan and training initiatives (due to cost, resistance to change existing protocol, planning cycle), reducing opportunities for		

No	Risk trigger	Impact if triggered	Owner
	consistency across London and interoperability		
2	Delayed progress within HA workstream for HAC and RC collaboration	Delay to the revision of the RC Plan template and subsequent tasks [i.e. role descriptions are within RC Plan and are currently under consideration for standardisation across all centres]	Kelly Jack
3			

Change Control (& action taken)

No	Change trigger	Action taken	Owner

CHECKPOINT REPORT
April 2017 – Survivor Reception Centre

Date	28/04/2017	Period Covered	28/02/17 – 28/04/17	Name	Donna Wootton
Project Manager	LAP IG Secretariat			Project Sponsor	LAP IG Chair
Project Coordinator	Donna Wootton				

Workstream Aim	To enable the London Local Authorities to deliver a consistent and standardised approach for the management of Survivor Reception centres

Executive Summary

Workstream RAG Status	RAG Trend	Status Summary (including why the current RAG status and actions required to improve it)	Progress update (including summary of key activity over last month and any key milestones achieved)	Key activity planned over next month
		Work is progressing well	SRC Handover Form with MPS and CoL Police for sign off. Multi Agency Info Card and SRC Leaflet (both updated) signed off by CoL, with MPS currently.	Continue training package, draft plan template and discuss role profiles with other Workstream leads.

Key

Last RAG	Current RAG
G	A

■ Completed
■ Time and cost targets will be achieved and all quality criteria satisfied according to the agreed scope
■ Currently off-plan but impact to overall project delivery will be minor and/or remedial actions are in place
■ Currently off-plan and will not meet time, cost and/or quality expectations and may require urgent escalation to and intervention by sponsor/board

	To produce a standardised local authority SRC plan template	Planned Date	Forecast Date	Last RAG	Current RAG
	Ongoing – this will be a short template to be located either within emergency centre plans or as an appendix. This will now become part of the programme for the West London regional work programme	31st August 2017			

	To identify the required skills for core local authority SRC roles and provide a standardised role description for these	Planned Date	Forecast Date	Last RAG	Current RAG
	This work is dependant on other workstreams as well to ensure consistence and full standardisation – this is currently being discussed with Centre standardization grouop and a draft has been produced	Unsure			

	To produce a standard SRC training package (or SRC component for ERC package) for LA's	Planned Date	Forecast Date	Last RAG	Current RAG

	To produce a standard SRC training package (or SRC component for ERC package) for LA's	Planned Date	Forecast Date	Last RAG	Current RAG
	Ongoing – This will now become part of the work programme for the West London regional contribution	31st August 2017			

	To develop forms, documentation and processes that would benefit from standardisation including:
	   - LA SRC registration documentation
	   - LA SRC departure form
	   - LA SRC evacuee ID tags
		Planned Date	Forecast Date	Last RAG	Current RAG

	- LA SRC registration documents agreed, and separate document created for 'quick' registration - LA SRC departure form created and agreed - ID tags agreed as well as supplier				

	To review in conjunction with partner agencies the London Resilience Survivor Information Card based on feedback from EUR and re-publish	Planned Date	Forecast Date	Last RAG	Current RAG
	- Multi-agency information action card has been reviewed and updated and is in coInsultation with Police colleagues (CoL have signed off MA action card) - Survivor information leaflet updated – send for consultation with CoL Police		31st May 2017		

	To identify areas of commonality with other Local Authority centres (RC, HA) to enhance standardisation including: - Role descriptions - Forms and documentation - Processes	Planned Date	Forecast Date	Last RAG	Current RAG
- Ongoing			Ongoing		

Issues

- Issue Definition

Something that is going to impact or is impacting on the ability to deliver the work package (i.e. this has happened or is going to happen)

No	Description	Actions underway or needed	Date to be resolved by	Date Escalated	Escalated to
1	N/A				

Risks

- Risk Definition

Something that may impact on the work package in the future (i.e. this might happen)

No	Risk trigger	Impact if triggered	Owner
1	Boroughs may be reluctant to adopt new documentation		
2	Boroughs may be reluctant to procure new equipment i.e. wristbands		
3	Boroughs may not feel capable to deliver		

No	Risk trigger	Impact if triggered	Owner
	SRC training package (work will be done to mitigate this risk and make the passage user friendly and easy to deliver)		

Change Control (& action taken)

No	Change trigger	Action taken	Owner