

cross cutting themes			Ref	project	purpose and outcome	milestone products	dates	status	risk	Risk to tenant safety and any mitigation measures	update	
D	A	G										
			Y	1	Review of governance arrangements	Having a clear structure for the oversight and scrutiny of the management of this function and its outputs will ensure that all levels of the organisation are focused on making sure we keep tenants safe	Overview document and diagram to show optimal governance arrangements				Done	
			Y	2	Develop quality assurance framework for all compliance areas	Articulate when, how, under what circumstances and by whom, compliance information will be checked or validated by third parties, so that we can be confident about tenant safety information produced from these sources	Implement new arrangements	31/09/25			Low risk to tenant safety, as working groups are already in place	Some groups have already started, as more resources join, we will implement further groups
			Y	3	Develop an effective suite of performance measures, including KPIs for strategic reporting and SPIs for operational management	Set out the measures that will be reported against and document the calculation of these measures and the data validation process, so that the council can rely on the information it receives, to know with certainty that tenants are being kept safe	Overview document explaining which compliance documents will be checked by whom, when and how, identifying any arrangements that need to be put in place but are not currently being implemented, Showing short term interim arrangements and longer term arrangements where these may differ	20/06/25			Low risk, this information will not change anything, we are just documenting it in a more holistic way	
			Y	3	Develop an effective suite of performance measures, including KPIs for strategic reporting and SPIs for operational management	Set out the measures that will be reported against and document the calculation of these measures and the data validation process, so that the council can rely on the information it receives, to know with certainty that tenants are being kept safe	List of KPIs					done
			Y	3	Develop an effective suite of performance measures, including KPIs for strategic reporting and SPIs for operational management	Set out the measures that will be reported against and document the calculation of these measures and the data validation process, so that the council can rely on the information it receives, to know with certainty that tenants are being kept safe	Documented calculation methods	31/09/25			Low risk as most of these are covered in the TSM guidance	The vast majority of these have been done because they are TSMs, but we have some additional ones that will be documented when our resource joins us in July 2025
			Y	3	Develop an effective suite of performance measures, including KPIs for strategic reporting and SPIs for operational management	Set out the measures that will be reported against and document the calculation of these measures and the data validation process, so that the council can rely on the information it receives, to know with certainty that tenants are being kept safe	Documented data source and validation behind each measure	31/09/25			Low risk, we are already working through our Pis	This will be done when our resource joins us in July 2025
			Y	4	Develop an information strategy for compliance activities	Understand and document which systems and processes are being used to capture and manage compliance data, so that the Council can rely on the integrity of the data it procudes on whether tenants are being kept safe	Checklist of compliance related components showing what data is being held them and to identify any the extent of any gaps	31/09/25			Low risk, we already have a comprehensive list, but it is old and needs to be	compliance systems resource starts July 2025 and comes from Westminster City Council, where they
			Y	4	Develop an information strategy for compliance activities	Understand and document which systems and processes are being used to capture and manage compliance data, so that the Council can rely on the integrity of the data it procudes on whether tenants are being kept safe	document which systems are used to record different aspects of compliance information and how this is derived and used	31/09/25			Low risk, we do not have a wide range of systems	July 2025 and comes from Westminster City Council, where they achieved a C1
			Y	4	Develop an information strategy for compliance activities	Understand and document which systems and processes are being used to capture and manage compliance data, so that the Council can rely on the integrity of the data it procudes on whether tenants are being kept safe	Devise a sub section of the document that shows that all requirements of Reg 10 Fire door inspections are appropriately recorded	31/09/25			Low risk, we are already doing reg 10 door inspections	Compliance systems resource starts July 2025 and comes from Westminster City Council, where they achieved a C1
			Y	4	Develop an information strategy for compliance activities	Understand and document which systems and processes are being used to capture and manage compliance data, so that the Council can rely on the integrity of the data it procudes on whether tenants are being kept safe	Devise a sub section of the document to articulate a data collection strategy for any areas of incomplete data, this may include instructing surveys, migrating data from third party sources, or additional validation activities	31/09/25			Low risk, we are already monitoring our safety compliance, any missing data would be used for replacement planing	Compliance systems resource starts July 2025 and comes from Westminster City Council, where they achieved a C1
			y	5	Get compliance data onto MRI	Informaiton we rely on to keep tenants safe should be reliable and robust and in a centralised system	Load 5 of the big 6 compliance areas onto MRI					Done
			y	5	Get compliance data onto MRI	Informaiton we rely on to keep tenants safe should be reliable and robust and in a centralised system	Get asbestos information turned into data rather than PDFs	tbc			Low risk, detailed asbestos records already exist and there is a dedicated asbestos manager	In progress
			y	5	Get compliance data onto MRI	Informaiton we rely on to keep tenants safe should be reliable and robust and in a centralised system	Load all asbestos data into MRI	tbc				
			Y	6	Get MRI compliance reports running and automated and amalgamate these with information from Risk Base	Ensure that the central software system produces accurate and complete reports to produce the agreed KPIs so that the Council can know how it is performing against standards it has set for itself to keep tenants safe	Design reports	30/08/25				
			Y	6	Get MRI compliance reports running and automated and amalgamate these with information from Risk Base	Ensure that the central software system produces accurate and complete reports to produce the agreed KPIs so that the Council can know how it is performing against standards it has set for itself to keep tenants safe	Build reports (including exporting data from both MRI and Risk Base to a data universe where combined reports can be run	31/09/25			Low risk, existing arrangements work but are labour intensive and inefficient	Compliance systems resource starts July 2025 and comes from Westminster City Council, where they achieved a C1
							Test reports	31/11/25				
			Y	7	Launch a full range of updated policies and procedures for all compliance areas including emergencies, and out of hours compliance activities	All aspects of tenants safety should be reflected in policies that are clear and readily available, so that there is no ambiguity or doubt	DMT to review and approve or finalise the existing draft policy framework and five policies	31/08/25				
			Y	7	Launch a full range of updated policies and procedures for all compliance areas including emergencies, and out of hours compliance activities	All aspects of tenants safety should be reflected in policies that are clear and readily available, so that there is no ambiguity or doubt	Damp and mould policy to be drafted and existing Asbestos policy to be reviewed and revised	31/08/25				
			Y	7	Launch a full range of updated policies and procedures for all compliance areas including emergencies, and out of hours compliance activities	All aspects of tenants safety should be reflected in policies that are clear and readily available, so that there is no ambiguity or doubt	Write a checklist of all M&E items and check whether they would all be covered under the existing suite of policies	30/06/25			Low risk, policies already exist, these have been reviewed and improved upon	There are existing policies in place, but these are being reviewed and revised and rebranded for approval
			Y	7	Launch a full range of updated policies and procedures for all compliance areas including emergencies, and out of hours compliance activities	All aspects of tenants safety should be reflected in policies that are clear and readily available, so that there is no ambiguity or doubt	Amend existing policies or write new ones if to accommodate any M&E assets that are not covered by existing policies	31/07/25				
			Y	8	Document high level processes and procedures for high risk areas, so sit beneath the policies	There should be complete clarity on how to administer functions that keep tenants safe	Scope which processes should be developed and plan their design and implementation	31/9/25			Low risk, revisions are made to working processes through collaborative working groups on a risk baed approach	
			Y	8	Document high level processes and procedures for high risk areas, so sit beneath the policies	There should be complete clarity on how to administer functions that keep tenants safe	Design revised processes	31/01/26			Low risk, revisions are made to working processes through collaborative working groups on a risk baed approach	
			Y	8	Document high level processes and procedures for high risk areas, so sit beneath the policies	There should be complete clarity on how to administer functions that keep tenants safe	Launch processes	01/04/26			Low risk, revisions are made to working processes through collaborative working groups on a risk baed approach	

