

Appendix 4 - Draft Joint FRS **Personnel Security** Sub Group **Action Plan**



Version 3 – 1st July 2010

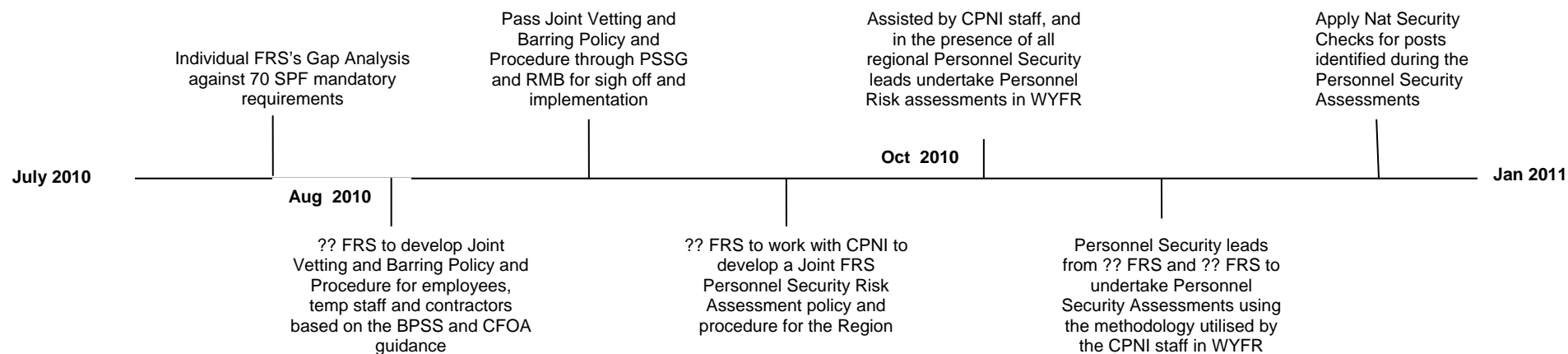
Objective 1 - Introduce mandatory requirements 22, 23, 24, 25, 27 and 30 of the HMG Security Policy Framework by January 2012

Objective 2 – Support the work the other Protective Security Sub Groups

Primary Objectives (taken from the 70 mandatory requirements contained within the HMG Security Policy Framework)

22. Assess the need to apply Personnel Security controls against specified posts and access to sensitive assets.
23. Apply the Baseline Personnel Security Standard (BPSS) to all staff, contractors and temporary staff.
24. Ensure that National Security Vetting is only applied where necessary.
25. Ensure that the procedures for national security vetting are followed.
26. Not required for the FRS
27. Develop and introduce security aftercare arrangements i.e. inform national vetting authority of change of details etc.
28. Not required for the FRS
29. Not required for the FRS
30. Record how many, and what type of security vetting clearances (CTC, SC, DV) have been undertaken along the results of any appeals to the Management Board via the SIRO on an annual basis.



















Project Milestones for 2010



Governance Arrangements (agreed 18 th March 2010)	
1	???? is to be Executive Level Lead
2	Each FRS should will be represented by the Head of HR and another HR professional
3	Meetings will take place every quarter at the ??? and will be arranged to take place one week prior to the PSSG
4	Teleconference meetings may be called if appropriate in between the quarterly meetings
5	The Joint FRS PS Co-ordinator will Co-ordinate and chair meetings and manage correspondence across the group
6	To ensure maximum efficiency any work required to develop PS policy will be shared equally between the four services in the group and will be presented as a joint FRS piece of work.
7	The Executive Lead/Chair will report progress to the PSSG. The Joint FRS Co-ordinator will report to the Regional CFOA Group and ???. A briefing paper will also be presented as part of the common services workstream to the ???.

Members		
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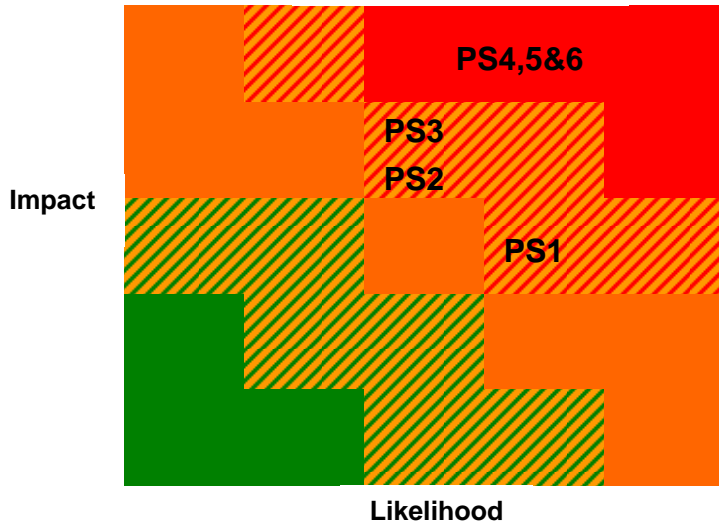
Personnel Security Project Risk Register (To be discussed and developed further by the Personnel Security Sub Group)

	Risk Description	Initial Risk (High, Medium, Low)	Control Measure	Potential Risk (Post control Measure)	% Progress against Control Measure	Current Risk	Risk Owners
PS1	Political, reputation and confidence issues resulting from the publication of audit report highlighting failings in the Personnel Security arrangements within the RCC and FRS across the Region.		Implementation of SPF Mandatory Requirements 22, 23, 24, 25, 27 and 30		0%		
PS2	Fraud and other Criminal Activities caused by employees.		Implementation of SPF Mandatory Requirements 22, 23, 24, 25 and 30.		0%		
PS3	Fraud and other Criminal Activities caused by a temporary member of staff or contractors		Implementation of SPF Mandatory Requirements 22, 23, 24, 25 and 30.		0%		
PS4	Terrorism disrupting the ability of the Fire & Rescue Service to respond to Fire and emergencies in the normal manner,		Implementation of SPF Mandatory Requirements 22, 23, 24, 25, 27 and 30.		0%		
PS5	Terrorism caused by employees radicalised during employment		Implementation of SPF Mandatory Requirements 27 and 30.		0%		
PS6	Terrorism caused by temporary member of staff or contractor		Implementation of SPF Mandatory Requirements 22, 23, 24, 25 and 30.		0%		
PS7							

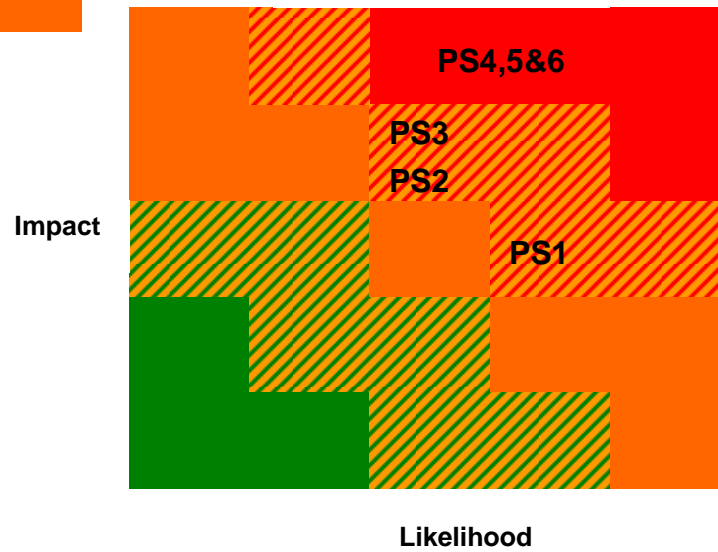
Personnel Security Risk Profile

(To be discussed and developed further by the Personnel Security Sub Group)

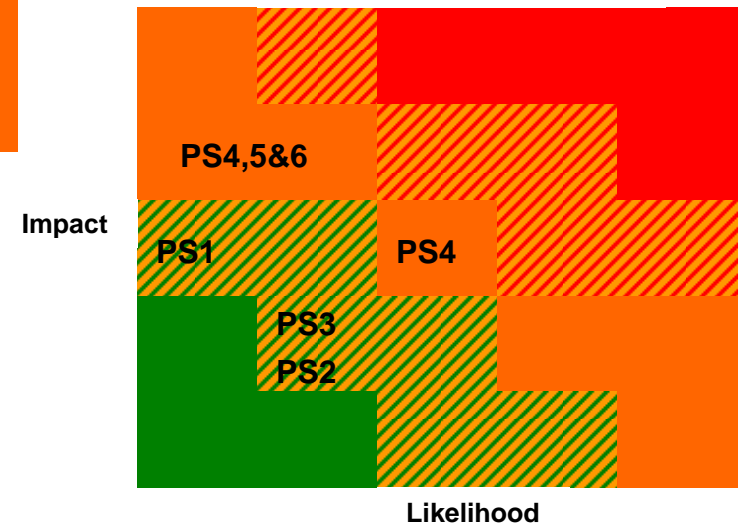
Initial (May 2010)



Current (May 2010)



Objective (Jan 2012)



1st Personnel Security Sub Group Meeting - 1330hrs Thu 18 March**Attendees:****Apologies :**

	Decisions/Actions	Action By:	When		Done
1	Contact ??? to confirm dates for the CPNI staff to undertake the Baseline Risk Assessment of job roles across the region		Within days	Decision regarding dates is imminent	Done
2	Contact ??? to determine progress on HR PS guidance and determine likely date of publication		Within Days	Guidance is not likely to be produced in the near future	Done
3	Contact ??? to determine the expectations which have been placed on the CFOA work stream in relation to the development of national PS HR guidance		Within Days	??? awaiting response from ????	Done
4	Circulate the Draft CFOA guidance on Vetting and Barring		Within Days	Done	Done
5	Each FRS to look at the 'SeCUre Tool' CD ROM and consider how and when it should be rolled out across the organisation		Prior to 7 th May	Secure Tool is referred to the Steering Group for them to determine when to role out. Steering group to note political issues surrounding the utilisation of the tool	Referred to PSSG
6	Each FRS to look at the HMG Security Framework in detail and determine which of the 70 mandatory requirements sit with HR		Prior to 7 th May	Completed with the exception of ??? FRS. They were not represented at the meeting on 18 th March so were not aware of the action.	Done
7	Each FRS to make a start on undertaking a gap analysis to determine the position of the FRS in relation to the HR mandatory requirements identified in Action 6		Prior to 7 th May	Decision taken at meeting in May to circulate Analysis that ??? FRS had completed to assist other FRS's	Done
8	Ask Police Seconded in Government Office for copies of the Pre Employment Screening procedures		Within Days	??? has a meeting booked with the police WC 24/5/2010	Done

9	Consider the Mentis Management Consultants LTD Proposal for a FRS PS Syndicate and feed back a view at the next meeting		Prior to 7 th May	Mentis are to do a presentation at the next Steering Group meeting	Done
10	A definitive Regional PS HR Action Plan will be agreed at the next meeting (7 th May) using the feedback generated from Action Point 6	All	7 th May	HR Action Plan is in the final stages of development	
11	Produce an Org Chart detailing how the PS HR Sub Group fits into the Regional and National Work Streams		Within Days	Org Chart forms part of the Joint FRS Protective Security Implementation Plan	Done
12	Each FRS to look at the Protecting Information e-learning tool and consider how it could be used in the future		Prior to 7 th May	Referred to PSSG	Referred to PSSG
13	Each FRS to look at the Draft Vetting and Barring Guidance circulated by CFOA and consider the implications for the future.		Prior to 7 th May	Vetting and Barring Policy and Procedure to be developed by WYFR and NYFR.	Done

2nd Personnel Security Sub Group Meeting - Friday 7th May 1000hrs

Attendees:

Apologies:

	Decisions/Actions	Action By:	When	Follow up Action	Done
14	The decision regarding whether to use the secure tool has been referred to the PSSG with a concern of the political implications that a low PS awareness score could have on the reputation of each FR and on Councillors who sit on the Fire Authorities		Date of next PSSG TBA		
15	The head of HR in each FRS are to send an e-mail to ??? endorsing the Mandatory Requirements which have been identified to fall within the PS sub group and to identify the other mandatory requirements which are linked to HR.		Date of next PSSG TBA	Response received from Hilary Brown (WYFR)	
16	?? FRS are to work with ??? FRS to develop a Vetting Barring Policy and Procedure based on the Base Line Security Standard Guidance provided by CPNI and the draft V&B guidance provided by CFOA. The Policy and Procedure will also incorporate procedures relating to the Personnel Security Risk Assessment process (see action 4) and the National Security Vetting arrangements		Date of next PSSG TBA		
17	??? FRS and ??? FRS are to develop a Personnel Risk Assessment policy and procedure based on the Personnel Risk Assessment Guidance provided by CPNI. This will provide the process by which each role in the organisation will be assessed to determine the protective security gaps within the organisation and the local and nation Vetting that is required for particular roles. CPNI staff are undertaking a full Personnel Security Risk Assessment in ??? FRS on 12 th and 13 th in the presence of PS staff from the other Services so that the process can be applied within the other FRS's within the region.		Date of next PSSG TBA		

18	??? to discuss Personnel Security Risk Assessment Procedure and Processes at the next Regional HR meeting in June and feed back progress to the rest of the Personnel Security Sub Group		Next regional HR Group (June)		
19	??? is to arrange for the Gap Analysis process which has been used to determine the progress position within North Yorkshire against all 70 mandatory requirements to be updated and circulated via Steve Fletcher to the rest of the Group		ASAP	The excel file has been provided by ???. The file is a live document which is subject to continuous update. It's a simple snapshot which the group can refer to or use as they feel appropriate.	Done
20	??? is to circulate the Gap Analysis tool developed by NYFR to the rest of the Personnel Security Sub Group		ASAP	The gap analysis excel file provided by ??? FRS has been circulated to the group	Done
21	Each FRS to complete the Gap Analysis using the process developed by ??? FRS to determine the position against the 70 Mandatory Requirements prior to next Personnel Security Sub Group Meeting		Date of next PSSG TBA		
22	??? to meet with colleagues in the police to discuss Personnel Security and determine if an lessons can be learned or any information utilised within the FRS		ASAP	Cecil has met with the Police in North Yorkshire and will feed information to ??? FRS and ??? FRS to help with the development of the Vetting and Barring Guidance	Done