

Buckinghamshire & Milton Keynes Fire Authority



MEETING	Overview and Audit Committee
DATE OF MEETING	2 December 2015
OFFICER	Julian Parsons, Head of Service Development
LEAD MEMBER	Councillor Andy Dransfield
SUBJECT OF THE REPORT	KIS Strategy 2014-2019 Review & Progress Report
EXECUTIVE SUMMARY	<p>At the meeting of the Overview and Audit Committee on 23 September 2015, the Committee received a report from the Internal Auditors in respect of the audit Knowledge and Information Systems (KIS) Strategy 2014-2019.</p> <p>The report made two recommendations:</p> <ol style="list-style-type: none"> 1. The KIS Strategy to be reviewed and revised as appropriate, to provide a more concise view of the way forward and method of achieving this, and then presented to the Fire Authority for approval; 2. The Project portfolio to be updated removing business as usual activity, and projects that have been completed and reference made to Business and Systems Integration where projects are part of this activity. <p>A review of the strategy has been undertaken by the Head of Service Development, ICT Manager and KIS Helpdesk Manager. This review is attached at Annex A. The original strategy document has not been revised as the review determined that the contents are still fully valid. However, the review document has offered some clarity around the document's contents and vision.</p> <p>The review also contains an updated project portfolio fully reflecting the points raised in recommendation 2. This project portfolio is now the working document for reporting progress towards delivering the overall strategy for KIS.</p>
ACTION	For Information.
RECOMMENDATIONS	To note the content of the report.
RISK MANAGEMENT	A risk assessment is carried out as part of the planning stage for projects being put forward for

	implementation by BTB (Business Transformation Board). All projects will be subject to the annual revenue and capital growth bidding process (MTFP Budget Challenge).
FINANCIAL IMPLICATIONS	<p>The review of the strategy has not identified any further revenue or capital costs.</p> <p>Emerging projects identified to deliver the vision over the life of the strategy will be subjected to the usual scrutiny and budget challenge processes within the Service's governance arrangements.</p> <p>Within the review the need for a programme of hardware and software implementation to allow forward planning has been identified. Some of this would benefit from longer term capital expenditure planning. This will be subject to the usual scrutiny via the budget challenge process.</p>
LEGAL IMPLICATIONS	An efficient, secure and reliable KIS infrastructure is key to delivering many of the Service's statutory duties.
CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION	The updated Project Portfolio contains references to ongoing collaboration with Thames Valley FRSs. The most notable collaboration is in relation to joint procurement of a Gazetteer Management System for all three services.
HEALTH AND SAFETY	<p>There are several projects within the Project Portfolio which are designed to improve management of health and safety. Notably data projects which will improve access to essential risk information for operational personal attending incidents. The BASI project also contains elements which will improve our data capture around working hours and health and safety data.</p> <p>No adverse impacts are anticipated.</p>
EQUALITY AND DIVERSITY	The review has not materially altered the strategy from its original concept. Many of the aspects around the vision will facilitate equalities through greater and faster access to ICT systems than has been the case in the past.
USE OF RESOURCES	<p>Communication with stakeholders & system of internal control; Stakeholder involvement and internal control will be dependent upon each project within the overall strategy, this communication will be conducted by the individual leading the project and overseen by the ICT Manager or BTB, depending on the size of the specific project.</p> <p>The medium term financial strategy; Any impacts on finance, savings or increased</p>

	<p>expenditure will be managed through the MTFP process.</p> <p>The management of the asset base; ICT assets are managed within RedKite asset management system, any changes to equipment through purchase / redundancy will be reflected within this system.</p> <p>The arrangements to promote and ensure probity and propriety; Any necessary purchases of hardware, software or consultancy will be made in conjunction with the procurement department and adhering to the applicable purchasing rules.</p> <p>Environmental; Newer hardware, in general, is more efficient in its use of electricity and building space. Redundant equipment will be recycled through identified and regulated WEE contractors.</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Background</p> <p>This paper is in response to the observations of internal audit of the existing KIS Strategy. The contents of this audit can be reviewed at the links provided below:-</p> <p>Executive Committee Minutes 17 September 2014</p> <p>Further Background Papers</p> <p>ICT Strategy 2014-2019.</p> <p>Overview and Audit Committee Agenda 23 September 2015</p> <p>Overview and Audit Committee Minutes 23 September 2015</p>
<p>APPENDICES</p>	<p>Annex A: ICT Strategy 2014 to 2019 Review</p>
<p>TIME REQUIRED</p>	<p>10 Minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Julian Parsons jparsons@bucksfire.gov.uk 07964 415055</p>