## ITEM **15**

## Buckinghamshire & Milton Keynes Fire Authority



MEETING	Overview and Audit Committee			
DATE OF MEETING	27 July 2016			
OFFICER	Julian Parsons, Head of Service Development			
LEAD MEMBER	Councillor Andy Dransfield			
SUBJECT OF THE REPORT	Business and Systems Integration Project: Progress Report			
EXECUTIVE SUMMARY	The procurement process is now complete.			
	Since the last Overview and Audit Committee meeting there has been the following activity:			
	We have awarded the following :			
	1. The Finance System will be supplied by Capita.			
	<ol> <li>The HR and Payroll system will be supplied by Capita on behalf of Midland HR.</li> </ol>			
	This will allow us to move away from SAP and offer staff a user friendly, modern system.			
	<ul><li>The contract has been executed. Payment is split over 20 milestones based on delivery and sign off by the project board.</li><li>We chose to not award the following elements at this time, but our plan is:</li></ul>			
	<ul> <li>Community Fire Safety:         <ul> <li>A supplier day has been held and the requirements redefined before going back out to tender. This area has been renamed Premises Risk Management.</li> </ul> </li> </ul>			
	- The tender was issued on 21 April 2016			
	<ul> <li>Resource Management &amp; Asset Management:         <ul> <li>These two elements were not due to go live until the second half of the project, we will revisit these in late summer.</li> </ul> </li> </ul>			
	At the time of completing this report the curren activities are underway:			
	<ul> <li>Premises Risk Management Tender closes on 23 May 2016 with supplier selection planned for 3 June 2016</li> </ul>			
	<ul> <li>Finance/HR &amp; Payroll implementation plan is being created through workshops with the suppliers and end users</li> </ul>			

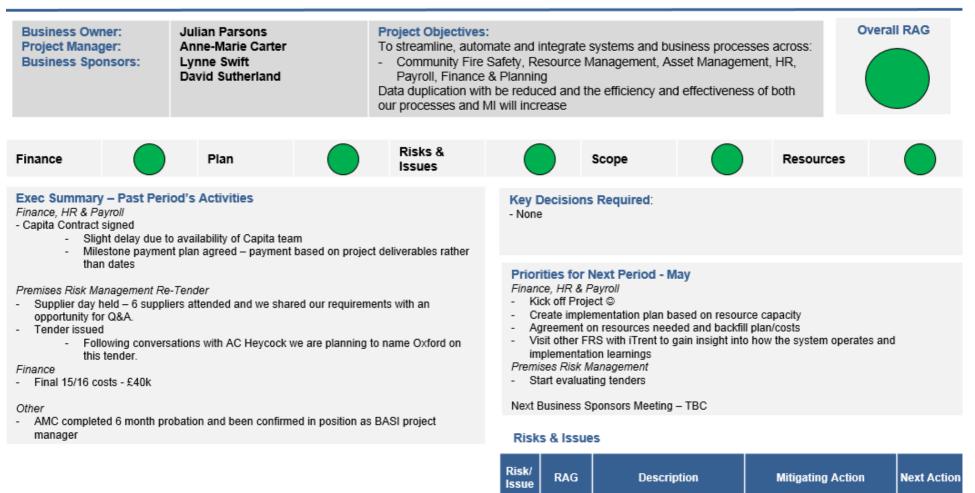
ACTION	For information.		
RECOMMENDATIONS	That the report is noted.		
RISK MANAGEMENT	The project risks will be contained within a project risk register.		
	Current project risks can be seen in Appendix A – Highlight report – April 2016.		
	The governance of this register, including escalations will be in line with existing service policy.		
FINANCIAL IMPLICATIONS	There are no further financial implications related to the project identified in this paper.		
LEGAL IMPLICATIONS	There are no further legal implications related to the project identified in this paper.		
CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION	Opportunities for collaboration have been activel sought and considered during this procurement phas of the project.		
	Collaboration has been explored with RBFRS and OXFRS. Further collaboration was explored with Oxford City Council and Reading Council. None of these potential collaborations have led to formal agreements due to various issues around differing needs and timings. RBFRS have been named on our tenders as a future partner.		
	Oxford City Council have been named on the Premises Risk Management Tender.		
	Agreements of information sharing have been made with the other potential partners.		
HEALTH AND SAFETY	No Health and Safety implications perceived at this time.		
EQUALITY AND DIVERSITY	No Equality and Diversity implications identified at this time.		
USE OF RESOURCES	The project is managed by the Project Manager. The Project Manager is proactively using existing skills and experience within the workforce to move the project forward.		
	A decision has been made to not recruit the Business Analyst and utilise the skills of the supplier instead.		
	Agreement reached to release HR resource to support the implementation of HR & Payroll over year 1, backfill funded from budget.		
	A resource plan is being created alongside the implementation plan.		
	As per our agreed governance arrangements a team of staff from across the organisation who are end users		

	of the new software will be carrying out the evaluation of tenders through a two stage process (technical scoring followed by presentations with a question and answer session). Staff are being kept abreast of progress through the i:drive and blogs. A full communication strategy will			
	be implemented as part of the roll out of the new systems and in line with the project plan which has to be agreed with the suppliers.			
PROVENANCE SECTION	Background			
& BACKGROUND PAPERS	As part of the ICT Strategy 2014-2019 an independent review of systems integration was commissioned. An external consultant undertook this task and delivered a business case which was formally agreed to be progressed by the Executive Committee Meeting 29 July 2015.			
	The project is scheduled to be delivered in phases over a two year period.			
	Background Papers			
	ICT Strategy 2014-2019			
	<ul> <li>Business and Systems Terms of Reference</li> </ul>			
	<ul> <li>Business and Systems Integration Business case</li> </ul>			
	<ul> <li>Business and Systems Integration Project: Governance Reporting Arrangements (18 November 2015)</li> </ul>			
APPENDICES	Appendix A: Highlight Report – April 2016			
	Appendix B: Highlight Report – February/March 2016			
TIME REQUIRED	5 Minutes.			
REPORT ORIGINATOR AND CONTACT	Anne-Marie Carter			
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Business and Systems Integration Project: Progress Report

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# Business & Systems Integration project – April 2016



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- Work with Stakeholders to

May

Ongoing

build implementation plan

 Agreement on resources needed and backfill plan/costs

Review monthly

Resource availability

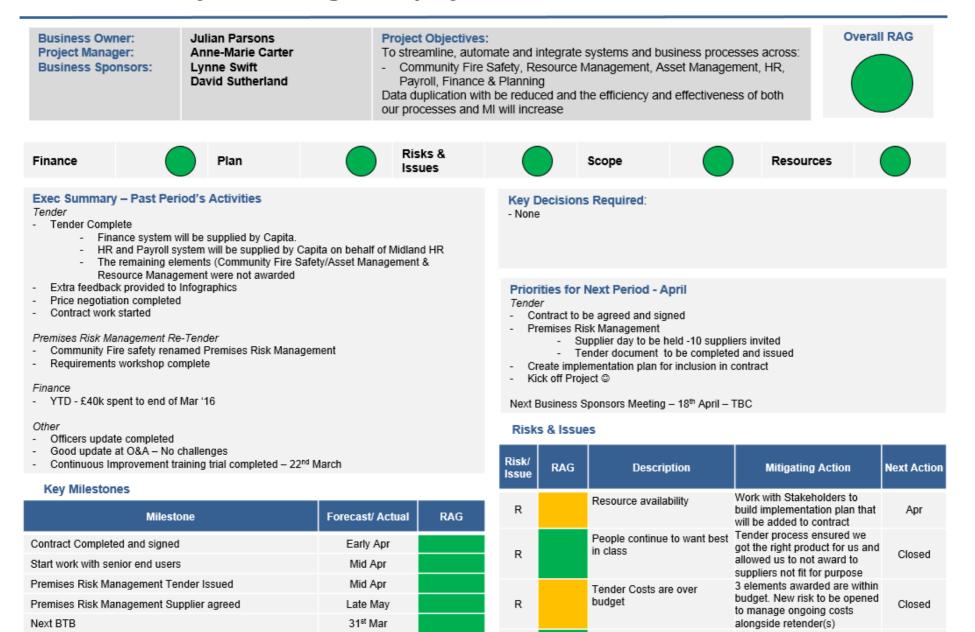
Budget Management

#### Key Milestones

Milestone	Forecast/ Actual	RAG
Project Kick off Meeting with Capita/MHR and senior end users	Early May	
Premises Risk Management Supplier agreed	End of June	
Next BTB	19 <sup>th</sup> May	
Next O&A	27th Jul	

### **Business & Systems Integration project – Feb/Mar 2016**

27<sup>th</sup> Jul



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Budget Management

Review monthly

Ongoing

Overview and Audit Committee (Item 15), 27 July 2016

Next O&A