

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	<p>The procurement process is now complete.</p> <p>Since the last Overview and Audit Committee meeting there has been the following activity:</p> <p>We have awarded the following :</p> <ol style="list-style-type: none"> 1. The Finance System will be supplied by Capita. 2. The HR and Payroll system will be supplied by Capita on behalf of Midland HR. <p>This will allow us to move away from SAP and offer staff a user friendly, modern system.</p> <p>The contract has been executed. Payment is split over 20 milestones based on delivery and sign off by the project board.</p> <p>We chose to not award the following elements at this time, but our plan is:</p> <ul style="list-style-type: none"> • Community Fire Safety: <ul style="list-style-type: none"> - A supplier day has been held and the requirements redefined before going back out to tender. This area has been renamed Premises Risk Management. - The tender was issued on 21 April 2016 • Resource Management & Asset Management: <ul style="list-style-type: none"> - These two elements were not due to go live until the second half of the project, we will revisit these in late summer. <p>At the time of completing this report the current activities are underway:</p> <ul style="list-style-type: none"> • Premises Risk Management Tender closes on 23 May 2016 with supplier selection planned for 3 June 2016 • Finance/HR & Payroll implementation plan is being created through workshops with the suppliers and end users


ACTION	For information.
RECOMMENDATIONS	That the report is noted.
RISK MANAGEMENT	<p>The project risks will be contained within a project risk register.</p> <p>Current project risks can be seen in Appendix A – Highlight report – April 2016.</p> <p>The governance of this register, including escalations will be in line with existing service policy.</p>
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	<p>Opportunities for collaboration have been actively sought and considered during this procurement phase of the project.</p> <p>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.</p> <p>Oxford City Council have been named on the Premises Risk Management Tender.</p> <p>Agreements of information sharing have been made with the other potential partners.</p>
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	<p>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.</p> <p>A decision has been made to not recruit the Business Analyst and utilise the skills of the supplier instead.</p> <p>Agreement reached to release HR resource to support the implementation of HR & Payroll over year 1, backfill funded from budget.</p> <p>A resource plan is being created alongside the implementation plan.</p> <p>As per our agreed governance arrangements a team of staff from across the organisation who are end users</p>






	<p>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).</p> <p>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.</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Background</p> <p>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.</p> <p>The project is scheduled to be delivered in phases over a two year period.</p> <p>Background Papers</p> <ul style="list-style-type: none"> • ICT Strategy 2014-2019 • Business and Systems Terms of Reference • Business and Systems Integration Business case • Business and Systems Integration Project: Governance Reporting Arrangements (18 November 2015)
<p>APPENDICES</p>	<p>Appendix A: Highlight Report – April 2016</p> <p>Appendix B: Highlight Report – February/March 2016</p>
<p>TIME REQUIRED</p>	<p>5 Minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Anne-Marie Carter acarter@bucksfire.gov.uk 07966 886689</p>

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Appendix A – Sponsor Highlight Report – April’16

Business & Systems Integration project – April 2016

Business Owner: Project Manager: Business Sponsors:	Julian Parsons Anne-Marie Carter Lynne Swift David Sutherland	Project Objectives: To streamline, automate and integrate systems and business processes across: - Community Fire Safety, Resource Management, Asset Management, HR, Payroll, Finance & Planning Data duplication will be reduced and the efficiency and effectiveness of both our processes and MI will increase	Overall RAG 
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Finance		Plan		Risks & Issues		Scope		Resources	
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Exec Summary – Past Period’s Activities
Finance, HR & Payroll

- Capita Contract signed
 - Slight delay due to availability of Capita team
 - Milestone payment plan agreed – payment based on project deliverables rather than dates

Premises Risk Management Re-Tender

- Supplier day held – 6 suppliers attended and we shared our requirements with an opportunity for Q&A.
- Tender issued
 - Following conversations with AC Heycock we are planning to name Oxford on this tender.

Finance

- Final 15/16 costs - £40k

Other

- AMC completed 6 month probation and been confirmed in position as BASI project manager

Key Decisions Required:
 - None

Priorities for Next Period - May
Finance, HR & Payroll

- Kick off Project ☺
- Create implementation plan based on resource capacity
- Agreement on resources needed and backfill plan/costs
- Visit other FRS with iTrent to gain insight into how the system operates and implementation learnings

Premises Risk Management

- Start evaluating tenders

Next Business Sponsors Meeting – TBC

Risks & Issues


Risk/ Issue	RAG	Description	Mitigating Action	Next Action
R		Resource availability	- Work with Stakeholders to build implementation plan - Agreement on resources needed and backfill plan/costs	May
R		Budget Management	Review monthly	Ongoing

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 th May	
Next O&A	27 th Jul	

Appendix B – Sponsor Highlight Report – February/March'16

Business & Systems Integration project – Feb/Mar 2016

Business Owner: Project Manager: Business Sponsors:	Julian Parsons Anne-Marie Carter Lynne Swift David Sutherland	Project Objectives: To streamline, automate and integrate systems and business processes across: - Community Fire Safety, Resource Management, Asset Management, HR, Payroll, Finance & Planning Data duplication will be reduced and the efficiency and effectiveness of both our processes and MI will increase	Overall RAG 
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Finance		Plan		Risks & Issues		Scope		Resources	
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Exec Summary – Past Period's Activities

Tender

- Tender Complete
 - Finance system will be supplied by Capita.
 - HR and Payroll system will be supplied by Capita on behalf of Midland HR
 - The remaining elements (Community Fire Safety/Asset Management & Resource Management) were not awarded
- Extra feedback provided to Infographics
- Price negotiation completed
- Contract work started

Premises Risk Management Re-Tender

- Community Fire safety renamed Premises Risk Management
- Requirements workshop complete







Finance

- YTD - £40k spent to end of Mar '16

Other

- Officers update completed
- Good update at O&A – No challenges
- Continuous Improvement training trial completed – 22nd March

Key Milestones

Milestone	Forecast/ Actual	RAG
Contract Completed and signed	Early Apr	
Start work with senior end users	Mid Apr	
Premises Risk Management Tender Issued	Mid Apr	
Premises Risk Management Supplier agreed	Late May	
Next BTB	31 st Mar	
Next O&A	27 th Jul	

Key Decisions Required:

- None




Priorities for Next Period - April

Tender

- Contract to be agreed and signed
- Premises Risk Management
 - Supplier day to be held -10 suppliers invited
 - Tender document to be completed and issued
- Create implementation plan for inclusion in contract
- Kick off Project ☺

Next Business Sponsors Meeting – 18th April – TBC

Risks & Issues

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
R		Resource availability	Work with Stakeholders to build implementation plan that will be added to contract	Apr
R		People continue to want best in class	Tender process ensured we got the right product for us and allowed us to not award to suppliers not fit for purpose	Closed
R		Tender Costs are over budget	3 elements awarded are within budget. New risk to be opened to manage ongoing costs alongside retender(s)	Closed
R		Budget Management	Review monthly	Ongoing