



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Overview and Audit Committee
DATE OF MEETING	14 September 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>Since the last Overview and Audit Committee meeting there has been the following activity:</p> <p>We have awarded the Premises Risk Management system to Active Informatics.</p> <ul style="list-style-type: none"> Active Informatics' offer a well-developed system with fire and rescue service functionality and they currently work with Greater Manchester Fire and Rescue Service This will allow us to move away from our existing standalone, unstable system and offer staff a user friendly, modern and mobile solution. <p>The Finance/ HR & Payroll system elements are now moving at pace:</p> <ul style="list-style-type: none"> Implementation plans completed and signed off factoring in resource availability; (See Appendix E for Go Live dates) Following a number of workshops involving end users, the initial system design has been completed; <p>Spend across the BASI project remains on track and within budget. Regular reviews are completed with the finance team. (See Appendix D for Spend breakdown)</p> <p>At the time of completing this report the current activities are underway:</p> <ul style="list-style-type: none"> Premises Risk Management contract being completed by the procurement team; Both suppliers have started building the Finance, HR & Payroll system to BFRS service specification; Finance/HR & Payroll training for super users is ongoing over the next couple of month.


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 – July 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 the 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.</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 HR resource supports HR & Payroll implementation.</p> <p>A Finance, HR & Payroll implementation and training plan is now in place based on the resources available.</p> <p>Agreement reached to release Operational resource to support the implementation of the Premises Risk Management system from October 2016</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</p>

	be agreed with the suppliers.
PROVENANCE SECTION & BACKGROUND PAPERS	<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)
APPENDICES	<p>Appendix A: Highlight Report – July 2016</p> <p>Appendix B: Highlight Report – June 2016</p> <p>Appendix C: Highlight Report – May 2016</p> <p>Appendix D: Spend Breakdown</p> <p>Appendix E: Go Live Dates</p>
TIME REQUIRED	5 Minutes.
REPORT ORIGINATOR AND CONTACT	<p>Anne-Marie Carter</p> <p>acarter@bucksfire.gov.uk</p> <p>07966 886689</p>

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Appendix A: Sponsor Highlight Report – July 2016

Business & Systems Integration project – July 2016

<p>Business Owner: Project Manager: Business Sponsors:</p>	<p>Julian Parsons Anne-Marie Carter Lynne Swift David Sutherland</p>	<p>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</p>	<p>Overall RAG</p> 
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Finance		Plan		Risks & Issues		Scope		Resources	
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Exec Summary – Past Period’s Activities

Finance

- PID signed off
- Implementation plan signed off
- System build started
- Training plan completed





HR & Payroll

- Carly Humphrey joined the team as HR/Payroll Project support
- HR and payroll team attended 3 day intro workshop
- Training plan completed
- Implementation plan signed off
- Blueprint for Payroll and Absence completed
- System build started
- Draft structure build completed

PRM

- Costs agreed and moved in to 10 days standstill period
- Contract awarded to Active Informatics
- Agreed Operational Resource support for the project, funded from current budget, starts Oct
- Started to review Risk Data currently held, this will take until Dec'16

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	

Key Decisions Required:

- None

Priorities for Next Period - August

Finance

- Start training - GL/BDM/Job costing
- Continue with system build



HR & Payroll

- Visit other FRS with iTrent to gain insight into how the system operates and implementation learnings
- Extract data from SAP in prep for transfer
- Sign off structure builder
- Start training – Automating your processes

PRM


- Complete contract negotiations
- Continue with Risk data review
- Agree how risk data should be managed

Key Risks & Issues

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
R		New systems and ways of working that impact BASI	Continue to engage with Stakeholders Support from Sponsors to encourage their team to engage BASI team on new WOW and systems early in the process	Ongoing
R		Budget Management	Review monthly	Ongoing

Appendix B: Sponsor Highlight Report – June 2016

Business & Systems Integration project – June 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

- Scoping completed via 2 day workshop
- Spreadsheets completed for data move to Integra
- Implementation plan drafted

HR & Payroll

- SAP data cleanse completed
- Pre work completed in prep for supplier being on site
- Implementation plan drafted

PRM

- 6 suppliers presented
- Tender group agreed supplier

Other

- Started talks with B.C.C to support with migration away from SAP

Key Decisions Required:

- None

Priorities for Next Period - July

Finance

- Build system
- Sign off implementation and training plans





HR & Payroll



- HR & Payroll team to attend 3 days workshop for an intro to iTrent
- Scope and start build of system
- Sign off implementation and training plans

PRM

- Negotiate costs and move in to 10 days standstill


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	

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

Appendix C: Sponsor Highlight Report – May 2016

Business & Systems Integration project – May 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

- Kick off meeting held
- PID completed covering Finance, HR & Payroll
- Process maps complete for As-Is and To-Be

HR & Payroll

- Agreed HR Resource support for the project, funded from current budget, starts 4th July
- SAP Data cleanse started
- Kick off meeting held

PRM

- 8 responses received to tender
- Tenders evaluated with 6 suppliers invited to present

Other

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Key Decisions Required:

- None

Priorities for Next Period - June

Finance, HR & Payroll

- Complete system design document





HR & Payroll

- Complete SAP data cleanse



PRM

- Supplier presentations take place
- Tender team to agree supplier

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	

Risks & Issues

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

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Appendix D: Spend Breakdown

Summary:

	2015/16	2016/17	2017/18	Total
	£000	£000	£000	£000
Budget		590	410	1,000
Spent	34	51	0	85
Committed		398	159	557
Earmarked		44	314	358
Total	34	493	473	1,000

Contingency of £200k is not needed in 16/17

Please note:

- All figures as at end of July 2016
- Spent = Purchase Order paid
- Committed = Purchase Order raised
- Earmarked = For Asset & Resource Management systems replacement

Appendix E: Go Live Dates

Area	Target Go Live	Tracking
Finance	April 2017	On track
HR – Phase 1	April 2017	On track
HR – Phase 2	August 2017	On track
Payroll	April 2017 1 st Pay run at end of April '17	On track
Premises Risk Management	TBC – Mid 2017	N/A
Resource Management	TBC – Late 2017	N/A
Asset Management	TBC – Late 2017	N/A

System Descriptions:

Finance: Replacement of SAP covering all areas of Finance and Planning

HR – Phase 1: Replacement of SAP covering Core HR, Absence, Pensions, Costing, Security and Employee and Manager Self Service

HR – Phase 2: Replacement of SAP covering Learning Events, People Development, Discipline and grievance, Dashboards, Org Charting, Recruitment/web recruitment

Payroll: Replacement of SAP covering all Payroll elements

Premises Risk Management: Currently some of our key information on premises we visit or need to contain information on, is held in Microsoft Access databases. While these databases have served a purpose they have become increasingly unfit for the demands we put upon them and do not operate efficiently in our current environment. The new database will allow much more advanced collection and management of data. This is mainly in these key areas:

- Home Fire and Risk Checks and prevention activities;

- Site Specific Risk Information. This is the data used by our firefighters when attending operational incidents;
- Fire Protection Audits. This is the data collected as part of our activities in enforcing fire safety regulations in commercial premises.

The new software will allow us to collect and manage data in a completely paperless way by using mobile technology.