



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Overview and Audit Committee
DATE OF MEETING	8 March 2017
OFFICER	Julian Parsons, Head of Service Development
LEAD MEMBER	Councillor Peter MacDonald
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>The Finance/HR & Payroll system elements continue to move at pace:</p> <ul style="list-style-type: none"> • Finance system build complete to BMKFRS specification and milestone payment released; • HR & Payroll system build nearing completion. <p>The contract for Active Informatics to provide the Premises Risk Management (PRM) system has now been signed.</p> <p>The project management audit has been completed and a positive report has been received from our internal auditors. This will be reported by them in the usual way in due course.</p> <p>Spend across the BASI project remains on track and within budget. Regular reviews are completed with the finance team (See Appendix G for Spend breakdown).</p> <p>At the time of completing this report the current activities are underway:</p> <ul style="list-style-type: none"> • Finance/HR & Payroll User Acceptance Testing is underway; • Finance/HR & Payroll training for super users is progressing; • Workshops with end users for the Resource Management system are taking place in order to agree scope and potential system requirements.
ACTION	Information.
RECOMMENDATIONS	That the report is noted.
RISK MANAGEMENT	<p>The project risks are contained within a project risk register.</p> <p>Current project risks can be seen in Appendix B –</p>

	<p>Highlight report – December 2016.</p> <p>The governance of this register, including escalations will be in line with existing service policy.</p>
FINANCIAL IMPLICATIONS	<p>There are no further financial implications related to the project identified in this paper.</p>
LEGAL IMPLICATIONS	<p>There are no further legal implications related to the project identified in this paper.</p>
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 County Council have been named on the Premises Risk Management Tender.</p> <p>Agreements on information sharing have been made with the other potential partners.</p>
HEALTH AND SAFETY	<p>No Health and Safety implications perceived at this time.</p>
EQUALITY AND DIVERSITY	<p>No Equality and Diversity implications identified at this time.</p>
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 manager directly supports HR & Payroll implementation.</p> <p>A Finance, HR & Payroll implementation and training plan is being delivered based on the resources available.</p> <p>An agreement has been made with Service Delivery managers to assign an operational resource to support the implementation of the PRM system from Early 2017</p> <p>Staff are being kept abreast of progress through the i:drive and blogs. The communication strategy will be followed 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>
PROVENANCE SECTION &	<p>Background</p> <p>As part of the ICT Strategy 2014-2019 an independent</p>


BACKGROUND PAPERS	<p>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 – January 2017</p> <p>Appendix B: Highlight Report – December 2016</p> <p>Appendix C: Highlight Report – November 2016</p> <p>Appendix D: Highlight Report – October 2016</p> <p>Appendix E: Spend Breakdown</p> <p>Appendix F: 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>

This page is left intentionally blank

Appendix A: Sponsor Highlight Report – Jan 2017**Business & Systems Integration project – January 2017**

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: - HR & Payroll, Finance & Planning, Premises Risk Management, Resource Management, Asset Management Data duplication with be reduced and the efficiency and effectiveness of both our processes and MI will increase			Overall RAG <div></div>		
Finance	<div></div>	Plan	<div></div>	Risks & Issues	<div></div>	Scope	<div></div>	Resources	<div></div>
Exec Summary – Past Period’s Activities <i>Finance & Planning</i> - UAT continued - Contract issues resolved <i>HR & Payroll</i> - Training continued – Business Objects/Time & Expenses - System build and workflow testing continued - UAT started - YTD load completed & balanced <i>PRM</i> - Kick off workshop agenda and attendees agreed - Reviewing and updating Risk Data currently held completed <i>Other</i> - Audit report signed off – Positive report with 5 actions - Scoping session for Resource Management system completed					Priorities for Next Period - Feb <i>Finance & Planning</i> - Continue with UAT - Training with wider business continues <i>HR & Payroll</i> - Training with wider business continues - Agree scope for Phase 2 - Draft Expenses Policy - Completed 1 st parallel run <i>PRM</i> - Start system design - Hold Kick off workshop - Work with Capita to update data in Vision <i>Other</i> -				
Key Decisions Required: - None					Key Risks & Issues				
Key Milestones									
Milestone			Forecast/ Actual	RAG					
Next BTB			2 nd Mar						
Next O&A			8 th Mar						
HR/Payroll UAT Starts			Jan						
Premises Risk Management system design starts			Jan						
Finance UAT Complete			Feb						

Appendix C: Sponsor Highlight Report – Nov 2016**Business & Systems Integration project – November 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: - HR & Payroll, Finance & Planning, Premises Risk Management, Resource Management, Asset Management Data duplication will be reduced and the efficiency and effectiveness of both our processes and MI will increase	Overall RAG 
--	--	---	---

Finance		Plan		Risks & Issues		Scope		Resources	
----------------	---	-------------	---	---------------------------	---	--------------	---	------------------	---

Exec Summary – Past Period's Activities*Finance & Planning*

- UAT continues
- Draft training approach agreed (linked to HR/Payroll)

HR & Payroll

- Training continues – Absence/Audit/Payroll
- System build and workflow testing continued
- Agreed Go Live elements
- Draft training approach agreed (linked to HR/Payroll)
- Demo of Career & Development and Goals & Performance(Phase 2)

PRM

- Contract completion continues – Delay for signature due to resource availability
- Reviewing and updating Risk Data currently held, this will take until Dec'16
- Visit to Essex/Lent Fire services to review how they use their CRM solutions

Other

- Garton conference attended
- Audit Exit meeting completed

Key Decisions Required:

- None

Key Milestones

Milestone	Forecast/ Actual	RAG
Next BTB	26 th Jan	
Next O&A	8 th Mar	
HR/Payroll UAT Starts	Jan	
Premises Risk Management system design starts	Jan	
Finance UAT Complete	Feb	

Priorities for Next Period - Dec*Finance & Planning*

- Training of finance team complete
- Continue with UAT

HR & Payroll

- Update People changes since data load
- Training of HR/Payroll team continues – Business Objects
- Test workflow inc. correspondence templates




PRM

- Contract to be signed
- Continue with Risk data review
- Hold familiarisation day(s)
- Work with Capita to update data in Vision

Other

- Draft Audit report due

Key Risks & Issues

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
R		New systems and ways of working impacting 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
I		Optical Character Recognition and supplier portal not available	Review contract with procurement team	Dec '16

Appendix E: Spend Breakdown

Summary:

	2015/16 £000	2016/17 £000	2017/18 £000	Total £000
Budget		590	410	1,000
Spent	34	308	0	342
Committed		152	161	313
Earmarked		43	302	345
Total	34	503	463	1,000

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

Please note:

- All figures as at end of Jan 2017
- Spent = Purchase Order paid
- Committed = Purchase Order raised
- Earmarked = For Asset & Resource Management systems replacement and training

Appendix F: 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 <small>1st Pay run at end of April '17</small>	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 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: Replacement of Microsoft access database and manual processes covering:

- 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.