




Buckinghamshire & Milton Keynes Fire Authority



MEETING	Overview and Audit Committee
DATE OF MEETING	13 March 2019
OFFICER	Julian Parsons, Head of Service Development
LEAD MEMBER	Councillor Peter McDonald
SUBJECT OF THE REPORT	Business and Systems Integration Project: Progress Report
EXECUTIVE SUMMARY	<p>The Business and Systems Integration Project (BASI) remains on track to meet our requirements and on budget.</p> <p>Since the last Overview and Audit Committee meeting there has been the following activity:</p> <ul style="list-style-type: none"> • The Prevention trial has been extended to Great Holm with crews using a tablet to complete a Safe and Well visit. All Milton Keynes West staff were trained to support with their flexible working; • The Resource Management System (RMS) is now live across Whole-time and Day crew stations and Officers. All station watches received face to face training to support the Go Live; <p>Spend across the BASI project remains on track and within overall budget. Regular reviews are completed with the Finance team (See Appendix E for Spend breakdown).</p> <p>At the time of completing this report the current activities are underway:</p> <ul style="list-style-type: none"> • Agreeing the method of integration of Fire Service Rota to Capita Vision; • Design and build of the Protection system to support alignment of processes and templates across the county; • Supporting the rollout of the Resource Management system with following up training sessions; • Development of Working Time Directive metrics that will then be built into the RMS
ACTION	Noting

RECOMMENDATIONS	That the report is noted.
RISK MANAGEMENT	<p>The project risks are contained within a project risk register.</p> <p>Current high-level project risks can be seen in Appendix A – Highlight Report – Jan/Feb 2019.</p> <p>The governance of this register, including escalations is in line with existing Service policy.</p> <p>An integrated impact assessment is underway for each system.</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 THE DUTY TO COLLABORATE	<p>Opportunities for collaboration have been actively sought and considered during the procurement phase of the project.</p> <p>Collaboration with Warwickshire and Shropshire Fire Services continues to support the development of the Resource Management system</p> <p>We continue to look beyond our Thames Valley partners, working with organisations that use the same systems as us to share knowledge and collaborate on developing the systems i.e. Bedfordshire.</p>
HEALTH AND SAFETY	No Health and Safety implications perceived at this time.
EQUALITY AND DIVERSITY	The HR system allows us to collect 'real time' Equality & Diversity (E&D) data securely allowing it to be used for trend analysis. eRecruitment will provide E&D data at all stages of recruitment.
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>The Operational resource has now returned to station. The project manager will continue to monitor if other resources are required</p> <p>A risk has been added to the risk register due to the movement and leaving of key staff.</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>

<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 – Jan/Feb 2019</p> <p>Appendix B: Highlight Report – Nov/Dec 2018</p> <p>Appendix C: Spend Breakdown</p> <p>Appendix D: Go Live Dates</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>

Business & Systems Integration project – Jan/Feb 2019

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 
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Finance		Plan		Risks & Issues		Scope		Resources	
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Exec Summary – Past Period's Activities

HR & Payroll

- Course and Skills Trial continues
- System updated following feedback from across POD

Premises Risk Management

- Prevention Trial continues
- Prevention rollout training started
- Protection system nearing completion – Long and Short audit complete

Resource Management

- Go Live across Officers/ Whole-time/ Day Crew
- On call training underway
- Development and build continues

Asset Management

- Process mapping the As-Is continues

Priorities for Next Period – Mar/Apr

HR & Payroll

- Extend Attendance management trial
- Continue updating system/processes following POD Optimisation sessions
- Update Objectives/Appraisal and succession planning

Premises Risk Management

- Prevention rollout training continues will all stations live by 1st April
- Protection system Go Live on 1st April

Resource Management

- Review of Go Live feedback and continue with development based on this feedback
- On call Go Live 1st March
- Submit Annex A

Asset Management

- Review the options we have with current suppliers




Key Decisions Required:

- None

Key Milestones


Milestone	Forecast/ Actual	RAG
Next BTB	21 st Mar	
Next O&A	13 th March	
Resource Management System Go Live – Officer/ Whole-time/Day Crew	January	
Resource Management System Go Live – On Call	March	
Prevention system Rollout	April	
Protection system rollout	April	

Key Risks & Issues

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
R		Home office requires a full Annex A submission with a 3 month turnaround time	Working with Capita/Thames Valley IT to submit asap	Jan
R		New systems and ways of working impacting BASI	Continue to engage with Stakeholders. Agree change control process	Ongoing
R		Budget Management	Review monthly	Ongoing

Appendix B: Sponsor Highlight Report – Nov/Dec 2018

Business & Systems Integration project – Nov/Dec 2018

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 
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Finance		Plan		Risks & Issues		Scope		Resources	
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Exec Summary – Past Period's Activities

HR & Payroll

- Course and Skills Trial continues
- System updated following feedback from across POD

Premises Risk Management

- Prevention Trial extended to Great Holm
- Protection forms and letters signed off and started to be built on the system

Resource Management

- Development and build continues
- Staff training sessions completed for all Officers/ Whole-time and Day Crew staff
- Agreed Working Time Directive metrics

Asset Management

- Process mapping the As-Is continues

Priorities for Next Period – Jan/Feb

HR & Payroll

- Extend Attendance management trial
- Continue updating system/processes following POD Optimisation sessions

Premises Risk Management

- Hold feedback session with Great Holm
- Protection system build continues

Resource Management

- Go Live across Officers/ Whole-time/ Day Crew
- Review of Go Live feedback and continue with development based on this feedback
- Train on call staff
- Build Working time metrics into the system
- Submit Annex A

Asset Management

- Review the options we have with current suppliers




Key Decisions Required:

- None

Key Milestones

Milestone	Forecast/ Actual	RAG
Next BTB	24 th Jan	
Next O&A	13 th March	
Resource Management System Go Live – Officer/ Whole-time/Day Crew	January	
Prevention system Rollout	April	
Protection system rollout	April	

Key Risks & Issues

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
R		Home office requires a full Annex A submission with a 3 month turnaround time	Working with Capita/Thames Valley IT to submit asap	Jan
R		New systems and ways of working impacting BASI	Continue to engage with Stakeholders. Agree change control process	Ongoing
R		Budget Management	Review monthly	Ongoing

Appendix C: Spend Breakdown

Summary:

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	Total £000
Budget		590	410	0	1,000
Spent	34	373	237	182	826
Committed		0	0	91	91
Earmarked		0	0	83	83
Total	34	373	237	356	1,000

Contingency is set at £200k of which £120k is being used in the following ways:

	18/19 £000	19/20 £000	Total £000
Project Manager Extension	74	31	105
Resource Management Integrations	15		15

Please note:

- All figures as at end of December 2018
- Spent = Purchase Order paid
- Committed = Purchase Order raised
- Earmarked = For Asset Management system replacement; Project Support and training

Appendix D: Go Live Dates

Area	Target Go Live	Tracking
Finance	April 2017	Achieved
HR – Phase 1	April 2017	Achieved
HR – Phase 2	September 2017- March 2019	On track
Payroll	April 2017 <small>1st Pay run at end of April '17</small>	Achieved
Premises Risk Management	April 2019	In Review
Resource Management	TBC – Mid 2018 Oct 2018 – March 2019	Delayed
Asset Management	TBC – Late 2018 2019	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.