

PFCC Decision Report

Please ensure all sections below are completed

Report reference number: PFCC/099/2018
Classification (e.g. Not protectively marked/restricted):
Title of report: CREEST Stage 2 Business Case increase to funding request for CREEST Document Management System (DMS) Project
Area of County/Stakeholders affected: Safer Essex Road Partnership (SERP)/Casualty Reduction, Education and Enforcement Support Team (CREEST)
Report by : Dawn Clark, Project Manager, IT Programme Delivery Date of report: 27 th July 2018 Enquiries to: Dawn Clark Ext 140087, Mobile 07973371006, Email dawn.clark@essex.pnn.police.uk

- 1. Purpose of report**
To agree additional funding be carried over from SERP to allow the CREEST DMS and procurement to go ahead. This will replace the current software which has gone out of support. (The original Stage 2 Business Case is attached).
- 2. Recommendations**
To carry over an additional £40k to the CREEST project capital budget and increase the revenue budget to £30k to procure the DMS. This is to ensure the relevant modules are acquired to allow the most efficient processing of enforcement notices and to replace the outdated technology currently used which has gone out of support. As per the original Stage 2 Business case; this money is solely funded through the SERP programme and no funding is being requested from Essex Police.
- 3. Benefits of Proposal**

Benefits	Year 1	Year 2	Year 3	Year 4	Year 5	Scoring Matrix (see page 8)
Financial Year	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL = 28
Cashable Savings (£k) Actual savings to be removed from budget line	0	0	0	0	0	0 Savings delivered
Non-Cashable -	0	Non-cashable resource release to undertake other tasks				3 Operational Efficiency
Cost Avoidance (£k) Future costs to not be incurred	If a total system failure occurs income will be seriously affected placing financial risk on Essex Police who underwrite any shortfalls in partnership funding Should it be higher than unit outgoing (Staff costs only) £125k/month	If a total system failure occurs income will be seriously affected placing financial risk on Essex Police who underwrite any shortfalls in partnership funding Should it be higher than unit outgoing (Staff costs only) £125k/month				10 Critical Infrastructure (essential to maintain system and services)
Total (£k)	£125k/month	£125k/month				5 (Cost Avoidance)
Non-Financial Quantifiable i.e. Efficiencies Enablers Risk Mitigation	Mitigate the risk of system failure without support preventing loss of revenue					10 Risk

The above table is taken from the original Stage 2 Business Case. The procurement will enable streamlining of the processes and increase the number of notices processed, increasing revenue streams. It is also necessary to mitigate the risk of failure of the current software which is end of life. If the project does not proceed, there is a likelihood the current software will fail; in this event it is incumbent on Essex police to underwrite any shortfall in partnership funding, estimated at £125k/month.

4. Background and proposal

The current software set is used in the management of camera and speed enforcement processes; to populate the pro-forma for penalty notices and send them to print; store electronic documentation; search and aggregate case information. This software is end of life and failure of this software will affect revenue streams from this unit.

A Stage 2 Business case to procure a replacement DMS was agreed 25th July 2017. Following extensive Business analysis an ITT was issued in May 2018. Following extensive marking sessions a successful bid has been received and a supplier identified; we current await completion of the cool off period to award the tender. However, the costs for the preferred supplier are in excess of the funding already sourced through the SERP.

To continue with the procurement an additional £40k capital and an increase £10k revenue is requested. As per the original Business case this will be funded by the SERP and no request for funding is being made of Essex Police. SERP have already agreed this funding is available.

5. Police and Crime Plan

One of the ⁷eight policing priorities is to improve safety on our roads working with SERP. The priority relates to reducing people killed or seriously injured on the roads using enforcement, engagement and education. It also refers to maximising the use of police technology including speed detection, to identify and change behaviours of those who break the law.

6. Police Operational Implications

Taken from the initial PCC Decision Sheet attached-There are no known operational policing implications. The change in working practice will only affect CREEST staff and will improve the efficiency of the team by automating some processing currently having to be undertaken manually.

7. Financial Implications

This will be fully funded by SERP and a summary of the costs are shown below.

	2018/19 Approved £000	2018/19 Request £000	2018/19 Total £000
Capital	60	40	100
Revenue - Set Up	10	0	10
Revenue - Recurring	20	10	30
	90	50	140

Funding originally approved funding per PCC decision sheet 65/17.

8. Legal Implications

As with the initial Decision sheet, no legal advice has been sought and no legal implication are known.

9. Staffing and other resource implications

No changes to staffing or contracts is expected. This will free up resources to undertake other tasks within the unit, increasing revenue streams.

10. Equality and Diversity implications

No equality impact assessment has been carried out. No equality or diversity implication are expected.

11. Background papers

The Stage 2 Business case and initial PCC Decision sheet are attached

Report Approval

The report will be signed off by the OPFCC Chief Executive and Treasurer, prior to review and sign off by the PFCC / DPFCC .

Chief Executive/M.O

Sign:



Print: David Lawson

Date: 2 July 2018

Chief Financial Officer/Treasurer Sign: *ASJ*
Print: *ABBEY G. GU*
Date: *3/7/18*

Publication

Is the report for publication? YES
NO

If 'NO', please give reasons for non-publication (state 'None' if applicable)

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If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet YES NO
2. Of Appendix YES NO

If 'YES', please provide details of required redaction:

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Date redaction carried out:

Treasurer / Chief Executive Sign Off – for Redactions only
If redaction is required, Treasurer or Chief Executive are to sign off that redaction has been completed.
Sign:
Print:
Chief Executive/Treasurer
Date signed:

Decision and Final Sign Off

I agree the recommendations to this report;

Sign:

Print:

~~PFCC/Deputy PFCC~~

Date signed:

I do not agree the recommendations to this report because;

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Sign:

Print:

PFCC/Deputy PFCC

Date signed:

