

PCC Decision Report

Please ensure all sections below are completed

Report reference number:

65/2017

Classification (e.g. Not protectively marked/restricted): Restricted

Title of report: EP0801 Casualty Reduction Education and Enforcement Team (CREEST)

Area of County/Stakeholders affected: CREEST and Safer Essex Roads Partnership (SERP)

Report by : Dawn Clark, Project Manager, ITS

Date of report: 25/05/2017

Enquiries to: Dawn Clark Ext 140087

- 1. Purpose of report:** To establish the priority and Business need for the CREEST procurement of a Document Management System funded by the Safer Essex Roads Partnership (SERP). This will replace the current software set due to go out of support in September.
- 2. Recommendations:** To procure a document management system to replace the current three systems used to process enforcement notices.
- 3. Benefits of Proposal:** This procurement will enable streamlining of processes and will enable automation of some actions which are currently carried out manually; releasing resources to undertake other tasks. Increase the number of notices processed, increasing revenue streams. Mitigate the risk of current systems failing. If the project does not proceed there is a likelihood the current systems, which will cease being supported in September, will fail. If the systems fail it will seriously affect the income for the unit; it will be 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; to store electronic documentation; to search and aggregate case information. This software is due to go out of support in September 2017 and failure of this software will affect revenue streams from this unit. The proposal is to procure a DMS which will provide one streamlined process through CREEST. All funding, both capita and revenue will be sourced through SERP.
5. **Police and Crime Plan:** One of the seven policing priorities is to improve safety on our roads working with SERP. Section A. of the priority relates to reducing people killed or seriously injured on the roads using enforcement, engagement and education. Sec. D. 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:** 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:** The system will be fully funded by SERP a summary of the costs detailed in the business case are shown below:

		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
		£000	£000	£000	£000	£000	£000
Capital	(Released from SERP)	60					60
Revenue							
-	(From SERP)						
	Set up	10					10
	Recurring	20	20.8	21.6	22.5	23.4	108.3

8. **Legal Implications:** No legal advice has been sought and no legal implications are known.
9. **Staffing and other resource implications:** No changes to staffing or contracts are expected. This will free up resources to undertaken 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 implications are expected.
11. **Background papers**
None

Report Approval

The report will be signed off by the OPCC Chief Executive and Treasurer, prior to review and sign off by the PCC / DPCC .

Chief Executive/M.O Sign: *[Signature]*
 Print: *S. Hancock*

Chief Financial Officer/Treasurer Sign: *[Signature]*
 Print: *CHARLES K LAMBERT*

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:

Not for publication.

1. Of Decision Sheet YES NO

2. Of Appendix YES NO

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

*Appendix (Bushen Case) not for publication
 - (Commercially sensitive info)*

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: *[Signature]*

Print: *S. Hancock*

Chief Executive/Treasurer

Date signed: *18/7/17*

Decision and Final Sign Off

I agree the recommendations to this report;

Sign: 

Print: R. C. HIRST

PCC/Deputy PCC

Date signed: 25/1/17

I do not agree the recommendations to this report because;

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.....
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Sign:

Print:

PCC/Deputy PCC

Date signed: