ESSEX POLICE, FIRE AND CRIME COMMISSIONER
FIRE & RESCUE AUTHORITY
Essex County Fire & Rescue Service

Meeting	**Performance & Resources Board**	**Agenda No.**	**12**
Meeting Date	**26th May 2022**		
Report Authors:	**Peter Morath, Portfolio & Programme Manager**		
Presented By	**Karl Edwards, Director of Corporate Services**		
Subject	**Digital & Data Programme Update**		
Type of Report:	**Information**		
Action Point No.	**N/A**	**For Publication**	**Yes**

RECOMMENDATIONS

It is recommended that the programme continues, as defined, and approved by the original business case, reference: 009-21.

EXECUTIVE SUMMARY

Over the last six months, following the publication of the previous P&R update, the Digital & Data Programme continued to deliver across several core projects.

The Programme Board is very well established and meets monthly. The Board members represent the main Service business areas and provide governance and oversight for the programme. The Programme feeds into the Service's Portfolio Management Board as the overarching sponsoring group.

The Head of Portfolio, Governance and Assurance undertakes the programme assurance role and works closely with the programme team to provide assurance for the Programme SRO.

Actions that were identified from the programme start up review have been addressed by the Programme Manager. The programme continues to progress appropriately. Ongoing assurance reviews are planned, with the assurance process being refined and applied to other programmes of work.

The Application Modernisation component of the Digital & Data Programme continues to progress, with the initiation of the Workforce Management, Applicant Tracking, and Health & Safety projects, all of which are now progressing through the procurement phase.

The Digital & Data Programme, along with the Application Modernisation Programme, consist of the following projects:

- Voice (Delivery)
- Control (Delivery)
- Networks (Delivery)
- Data Insights (Delivery)
- Data Quality (Delivery)
- Infrastructure & Security (Delivery)
- Frontline Technology (Initiation)
- Devices (Delivery)
- HR Applicant Tracking System (Initiation)
- Health & Safety OSHENS Replacement (Delivery)
- Workforce Management (Initiation)
- Service Website (Delivery)
- Expenses (Initiation)
- Intranet (Initiation)

A consistent governance approach is being applied across the projects and project plans are being development as each project progresses.

A weekly highlight report is issued to the SRO, the Programme Board, and Programme Assurance, outlining key updates for the previous week. This is also distributed to the PFCC's office.

BACKGROUND

Voice Project

- Skype for Business (SfB) to Microsoft Teams migration and associated handset procurement and configuration is now complete.
- The conferencing equipment rollout is in progress.
- The Station PA replacement has been descoped due to supply issues and has been deferred for 12 months.
- The current total forecast spend is £505,417, with commitments of £41,144, and an actual spend of £31,658 as of 22nd April.

Control Systems Project

- Following closure of the COSMOS Programme, the Control Project and supporting deliverables have been moved across to the D&D Programme.
- Regular Control System Project Board meetings have been established.
- The Project Initiation Document has been formally approved by the Programme Board.

Network Project

- Virgin Media Broadband, the chosen supplier for the network switch element of the project, are developing their full implementation plan.
- The SD-WAN ITT deadline has been reached, and the proposals will be reviewed.
- Site surveying is underway, followed by installation of supporting equipment.
- The current forecast spend is £1,195,288, with commitments of £65,891, and an actual spend of £112,021 as of 22nd April.

Data Insights

- The hosted environment and initial data feeds are now in place, with knowledge transfer to the Performance & Data team scheduled.
- Current spend is £37,500. Further costs related to licenses and tools is being evaluated with the supplier.

Data Quality

- This is an ongoing piece of work that is developing a Quality Framework, action plan, and development of a quality improvement schedule.

Infrastructure & Security

- Development of the Project Brief and core scope continues, with the project formally initiating in Q3 2021.

Applicant Tracking System

- The project has identified 3 short-listed products on G-Cloud, and supplier demonstrations are in progress.
- Once a supplier has been chosen, governance process will ensure appropriate documentation is completed ahead of contract review, approval, and award.
- The project is expected to move into delivery in Q2 2022.
- The funding profile will be developed upon supplier selection.

Health & Safety (OSHENS) Replacement

- Supplier evaluation completed by H&S and Evotix have been chosen as the solution.
- The contract has now been awarded and initial kick-off meetings with the supplier and project team are scheduled.
- The project is expected to move into delivery in Q2 2022.
- The total 4-year budget for this project is £174,000, with initial project costs of £54,000.

Workforce Management

- The Project Initiation Document is complete following the identification of Working Time Solutions as the recommended supplier, and is ready for approval by the Programme Board.
- Procurement has reviewed the contract terms, and the funding profile has been identified.
- The project is expected to move into delivery in Q2 2022 following formal PFCC approval.
- The total 4-year budget for this project is £661,457, with initial project costs of £425,157.

Expenses

- Project Brief completed and approved. Scope of Project Identification Document being finalised.

- Procurement and Finance are working to establish a procurement pack for the NHS Framework assessments, and the 4 shortlisted suppliers.
- Due to changing priorities, this project is currently on hold and will be reviewed in Q2 2022.

Intranet

- The Project Brief is complete and due for approval by the Programme Board.
- A budget of £30,000 has been requested for specialist development support.
- The project is expected to move into delivery in late Q2 2022.

Service Website

- Big Blue Door have been chosen as the preferred supplier, and Procurement is currently working on the final phases of the contract award.
- The project is expected to move into delivery in late Q1 2022.
- The total 2-year budget for this project is £43,250, with initial project costs of £36,350.

OPTIONS AND ANALYSIS

There are no options to present for this reporting period.

RISKS AND MITIGATIONS

The Digital & Data programme has identified several risks and has developed a Risk Treatment Action Plan. This plan has been reviewed and approved by the September 2021 programme board.

Each project within the Digital & Data and Application Modernisation programmes will manage and maintain a risk and issue log as defined by the governance process.

LINKS TO FIRE & RESCUE PLAN

The Digital & Data and Application Modernisation programmes continue to deliver in alignment with the Annual Plan. Programme scheduling is flexible enough to allow adjustments based on changes to the current, or future, Annual Plan.

FINANCIAL IMPLICATIONS

There are no changes to the financial implications, they are as defined in the original business case.

LEGAL IMPLICATIONS

There are no changes to the legal implications, they are as defined in the original business case.

STAFFING IMPLICATIONS

Additional temporary resources have been procured to support the rollout of devices for the Voice project.

Additional resources have been identified within the Data Insights project to support the Performance & Data team.

Further staffing implications are addressed by each project within the Digital & Data and Application Modernisation programmes.

EQUALITY AND DIVERSITY IMPLICATIONS

Equality and diversity implications are addressed by each project within the Digital & Data and Application Modernisation programmes.

We have considered whether individuals with protected characteristics will be disadvantaged as a consequence of the actions being taken. Due regard has also been given to whether there is impact on each of the following protected groups as defined within the Equality Act 2010:

Race	X	Religion or belief	X
Sex	X	Gender reassignment	X
Age	X	Pregnancy & maternity	X
Disability	X	Marriage and Civil Partnership	X
Sexual orientation	X		

The Core Code of Ethics Fire Standard has been fully considered and incorporated into the proposals outlined in this paper.

HEALTH AND SAFETY IMPLICATIONS

Health and safety implications are addressed by each project within the Digital & Data and Application Modernisation programmes.

CONSULTATION AND ENGAGEMENT

Rep bodies have been engaged and have been provided with background information for both the Digital & Data and Application Modernisation programmes. They have also been asked how they would like to be involved and receive relevant updates.

Each project, where appropriate, is engaging with rep bodies on an individual basis.

FUTURE PLANS

There are no changes to the plans of the Digital & Data and Application Modernisation programmes at this time, beyond what has been defined in the original business case.

LIST OF BACKGROUND PAPERS AND APPENDICES

None