



Meeting	Performance & Resources Board	Agenda No	9
Date of Meeting	30th November 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 monthly Programme Board is established and is operating as an effective governing body. 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.

The programme continues to progress appropriately. Project assurance reviews are planned.

The Digital & Data Programme consist of the following projects:

- Voice (Closed)
- Control Systems (Delivery)
- Networks (Delivery)
- Data Insights - Platform (Closing)
- Data Insights – Exploitation (Initiation)
- Data Quality (Delivery)
- Infrastructure & Security (Delivery)
- Frontline Technology (Delivery)
- Devices (Delivery)
- Finance System (Procurement)
- HR Applicant Tracking System (Initiation)
- Health & Safety System Replacement (Delivery)
- Service Website (Delivery)
- Intranet (Procurement)

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

Regular highlight reports are issued to the SRO, the Programme Board, and Programme Assurance, outlining key updates.

BACKGROUND

Voice Project

- This project has now successfully closed.

Control Systems Project

- Ongoing engagement with Reb Bodies.
- Good progress on data configuration, ways of working and process improvement.
- Sessions held with Control for familiarisation and initial overview sessions delivered by the Control Room Project Lead.
- System training for project, Control and ICT representatives delivered.
- Virgin Media have enabled delivery of the SD-WAN pilot sites, Harlow, KP, and Ongar, and installation and configuration of the new Control firewalls has been completed.
- Options for an officer mobilising solution have been shared and a meeting to be scheduled will further discuss and evaluate the opportunities.
- Decision to proceed with revised option for MDT data connectivity with EE.

Network Project

- Fibre circuit installations at stations and support sites now 64% complete.
- Installation of new firewalls at Kelvedon Park & Harlow. Installation of new SD-WAN Edge devices at KP, Harlow & Ongar.
- Signed off supplier contracts for replacement UPS and edge switch hardware and discussed lead times.
- Confirmed Capita NGN contract extension until December 2023.
- Began review of current Capita services to identify candidates for ceasing.

Data Insights

- Azure data platform delivered.
- Project to review the initial scope and re-assess requirements based on updated business need.
- Project to close, with a second project to initiate.

Data Quality

- An ongoing piece of work that is implementing a Data Quality Framework.

Infrastructure & Security

- New backup solution has been successfully implemented.
- Secure file sharing solution has been successfully implemented.
- The project continues to review, modernise, and improve the infrastructure and security systems, monitoring and security systems, and disaster recovery processes

HR Applicant Tracking System

- Contract awarded to Cornerstone.
- Initial engagement with the supplier planned as the project moves into the delivery phase.

Health & Safety System Replacement

- The project continues to progress according to the schedule.
- Final configuration of the solution taking place, with manager training scheduled.
- The new system is due to go live at the beginning of January 2023.

Workforce Management

- The contract was awarded to Working Time Solutions (now part of Total Mobile)
- Discovery workshops held with several key stakeholders.
- Engagement with Rep Bodies ongoing.
- This project has formally moved across to the Prevention, Protection and Response Programme.

Expenses

- Due to changing priorities, this project is currently on hold and is to be reviewed, with consideration given to including in the HR & Payroll System project.

Intranet

- The project is in the final stages of contract award and procurement.
- The supplier has been identified and initial engagement sessions will be scheduled.

Service Website

- The project is in the final stages of delivery and is due to go live in early December 2022.

Finance System

- A Prior Information Notice (PIN) process was undertaken, and demonstrations took place in October.
- The Project Brief has been approved by the D&D and PMB Boards.
- The Project Initiation Document is be developed.
- Collaborative options are being considered by the project team and key stakeholders.
- Detailed requirements are being developed ahead of a formal tender process.

HR & Payroll System

- The Project Brief is being developed.
- Collaborative options are being considered by the project team and key stakeholders.
- Process mapping and detailed requirements are being developed ahead of a formal tender process.

OPTIONS AND ANALYSIS

There are no options to present for this reporting period.

RISKS AND MITIGATIONS

The Digital & Data Programme reviews risks monthly. These are being effectively managed by the programme tea.

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

LINKS TO FIRE & RESCUE PLAN

The Digital & Data Programme 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

Staffing implications are addressed by each project within the Digital & Data Programme.

EQUALITY AND DIVERSITY IMPLICATIONS

Equality and diversity implications are addressed by each project within the Digital & Data Programme.

We have considered whether individuals with protected characteristics will be disadvantaged because 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 Programme.

CONSULTATION AND ENGAGEMENT

Rep bodies have been engaged and have been provided with background information for both the Digital & Data Programme. 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

Changes to timescales for the Digital & Data Programme are proposed, extending it by 2 years to recognise increased ambition/scope and new Service priorities (other strategies) requiring project management resource. Extending timescales also slows the onset of increased annual revenue commitment. The Digital & Data Strategy has been reviewed and validated, with no change arising.

LIST OF BACKGROUND PAPERS AND APPENDICES

None