

**REPORT AUTHOR:** DEPUTY CHIEF FIRE OFFICER

**SUBJECT:** PROGRAMME AND PROJECTS REPORT – Q1 & Q2 2022/23

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**Background Papers:** Previous Programme and Project reports to the FRA

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**PURPOSE:**

To provide the Fire and Rescue Authority with an update on the Service Corporate Programme. This report covers Q1 and Q2 of financial year 2022/23, detailing progress and current status of all major projects.

**RECOMMENDATION:**

That Members note the progress made on the Corporate Programme and raise any matters arising.

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**1. Background**

- 1.1 This update report covers the progress made on the Corporate Programme over the Q1 and Q2 of the 2022/23 financial year. It should be noted that projects and programmes can span many months and sometimes years, so completion will not always align with the financial year end period.

- 1.2 Significant Projects and Programmes are monitored via the Corporate Programme Board (CPB). The CPB is chaired by DCFO Bigland and consists of four Corporate Management Team (CMT) Members, the Assistant Chief Officer (ACO), Heads of ICT, HR and Prevention & Protection, and supported by the Programme and Projects Management Office (PMO) Manager. The Procurement Manager has also been invited to attend the CPB sessions. Additional stakeholders are invited as appropriate. Following each CPB a Highlight and Escalation report is provided to CMT.
- 1.3 The PMO is now fully embedded and the Service/Authority is benefiting from the improved effective governance and management of programmes and projects.

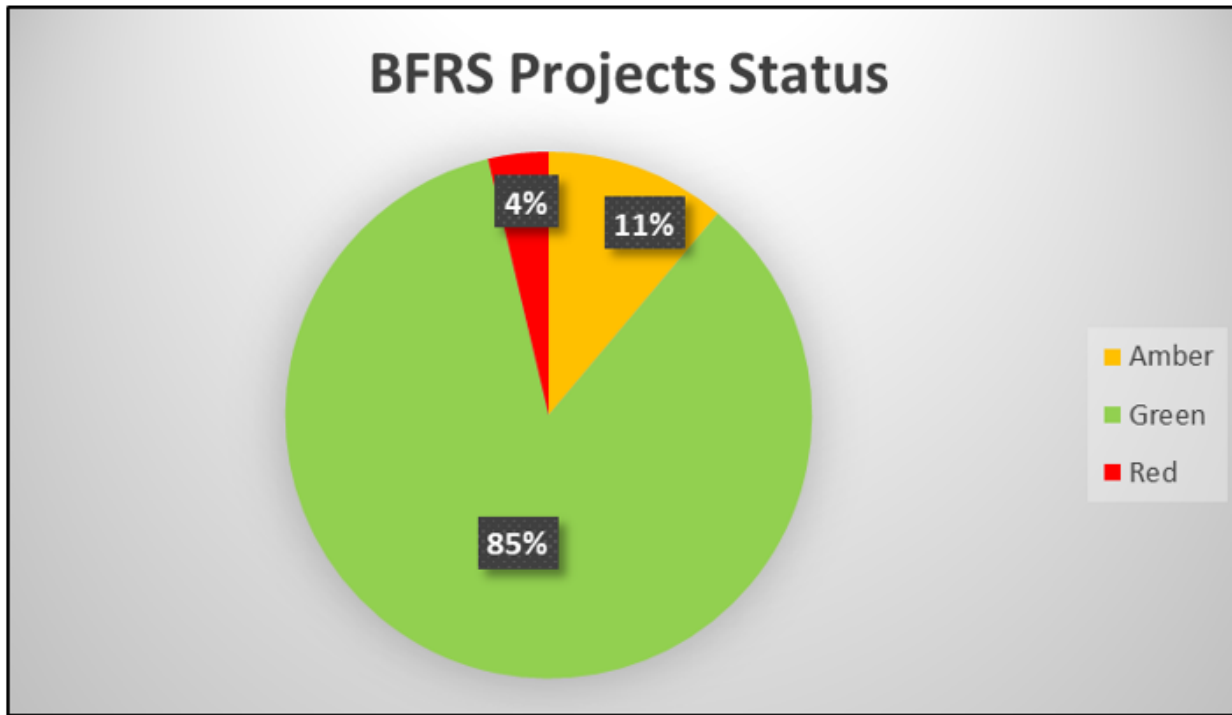
## **2. Introduction**

- 2.1 A high-level update covering the Projects and Programmes undertaken during Q1 and Q2 2022/23 is provided below in section 3, with a pie chart presenting a pictorial summary of the positive position as at end of the financial year. As of October 2022, there are 23 projects with a green status, 3 with amber and 1 with red status.

The exception reports for projects with Amber and Red status are included in Appendix A. These are the Safe and Well Project (Red), Protection Fire Risk Data Warehouse Project (Amber), Replacement Mobilising System Residual Work Project (Amber) and National Operational Guidance Project (Amber). In most cases the Red and Amber status reflects extended timelines to complete the project delivery.

- 2.2 The majority of the active projects (85%) are on track to deliver the set objectives on time against latest plans, as shown in Figure 1 below.

Figure 1.



Projects	Count of RAG Status
Amber	3
Green	23
Red	1
<b>Grand Total</b>	<b>27</b>

Colour Code	Project Status Key
GREEN	No issues. On course to meet targets.
AMBER	Some issues. May not meet targets.
RED	Outside of agreed targets.

### 3. High-Level Summary of Key Milestones achieved Q1 & Q2 2022/23

3.1 The following corporate projects and workstreams were delivered successfully and closed:

- CMS & PDR Pro Upgrade – This project delivered the BFRS Course Management System and successfully upgraded our training platform for Grey Book staff from v3 to v5
- Stations Productivity Assessment - The project studied the BFRS stations productivity and utilisation of our assets and resources in line with our Community Risk Management Plan.
- SharePoint Upgrade - This project delivered the implementation of an upgraded version of SharePoint, from on premise to an online version. It also enabled the use of workflows to allow us to automate current business processes, collaborate more easily and effectively when working on documents, reports, plans and strategies, provided an intranet to use as a communication tool to share information and improved two-way communication and feedback on a range of subjects.
- iTrent Management Dashboard workstream - This project implemented a standard management absence dashboard allowing managers to understand the trends and take action quickly and easily.

3.2 Work commenced on the following new projects:

- BFRS Website Upgrade Project – This project will deliver a secure, reliable, and modern website solution that will aid the Service significantly in delivering our mission in an accessible way. Website upgrade supplier selection has been completed, a preferred supplier identified, and contract review and sign off activities are in progress.
- Luton Pump Relocation Trial Project - The trial will allow BFRS to verify the ORH modelling data in a real-life situation, which could help improve response times. Luton Pump Relocation Trial soft launch commenced on 19<sup>th</sup> Sep whilst finalising the work on the license to occupy the EEAST premises. The full trial commenced on 3<sup>rd</sup> October.
- Pension Data service Project - The Fire Pensions Administrator changed their software provider from Heywood's to Civica to reduce their spend and cost to BFRS in the long-term. Civica require BFRS to report fire pensions data monthly rather than annually as we do at present. BFRS has no easy way to produce these reports frequently. This project delivers monthly pension reports for Fire Fighters Pension Scheme (FPS) and will help in the production of the Local Government Pension Scheme (LGPS) reports. Retrospective FPS reports have been created from April 2022 and are under review by the Payroll Managers.

- PDR Pro Appraisals Workstream - This project delivers digital transformation of the Appraisal process by replacing the paper-based solution with an electronic module on PDR Pro. The PDR Pro appraisal module has been configured in test. An updated Appraisal Policy, Procedure and Talent Grid has been submitted to HHR for review and approval. eFireService Super Users training has been provided to key Learning and Development team members. Consultation with FBU and neurodiversity group to follow once the draft Policy has been approved.
- The iTrent On-boarding workstream will replace the existing paper based on-boarding process with an electronic solution through an iTrent module, this will ensure new employees can acquire the necessary knowledge, skills, and behavior expectations in order to become effective members of our organisation. Scoping documents and a delivery plan have been produced. This workstream is expected to complete by end of 2022.
- BA Replacement Project - This project supports the safety and wellbeing of our Fire Fighters. Fire and rescue service personnel operate in dynamic and at times extremely hazardous environments e.g., incidents involving fire, chemicals, biological hazards, radiation etc. The wearing of breathing apparatus by personnel is one of the risk control measures likely to be employed within the overall operational plan for many incidents of these types. Breathing apparatus enables the wearer to breathe safely in an otherwise irrespirable and/or toxic atmosphere. This project also delivers compliance with general Fire and Rescue Services Legislation. Discovery and planning work is being progressed.
- Prevention Road Safety Vehicle Virtual Reality - BFRS are continually striving to look at new innovative ways to deliver road safety education. With the collaborative work that we do with our partners on the Beds Road Safety Group, BFRS have successfully won a funding bid to support the development of a Road Safety Vehicle (RSV) that will utilise modern technology to engage and educate young drivers utilising Virtual Reality videos to enhance the learning experience in various areas of road safety. A new vehicle has been ordered and quotes have been received for provision of the other elements of the solution. Due to unforeseen inflation pressures at the time of scoping this project is experiencing cost challenges. The service remains in dialogue with the partnership and the OPCC to seek to collectively meet those pressures so the project can continue.
- Control Resilience Project – This project aims to increase Fire Control resilience, remove single points of failure, increase effectiveness and optimise office space. Initial work started to review the office space, obtain Control Team availability and task analysis data to inform the project deliverables.

- On-call Improvements Project – This project will aim to improve the On-Call availability including ensuring we are using our on-call crews effectively to respond to incidents based on risk, and by providing the right tools and policies to our staff to maximise our service capabilities.

- 3.3 The Asset Tracking Project is in the final stage of its delivery. 95% of Training Centre assets and HQ stores are now documented. The team is now working to complete the remaining items.
- 3.4 GIS, Risk & Workload Modeller Project has now delivered the implementation of all Cadcorp tools, including Local Knowledge for Web Mapping which is now fully configured. The Web Mapping is also available for live use. The next steps are to complete the 3TC IRS Interface – a delivery plan is awaited from 3TC.
- 3.5 Station End Equipment Project – the requirements specification and procurement plan were completed and approved through service governance which led to a preferred supplier being selected. The Peripheral Equipment check has been completed for 14 stations & Test Control and procurement is now in progress with the selected supplier.
- 3.6 Red Fleet CCTV Cameras Project – The requirements specification has been reviewed and updated and was presented to the HTAM Board for final sign off on 13/10.
- 3.7 PDR Pro to Gartan interface – the interface development from PDR Pro into the staging database has been completed. We are now working on the import into Gartan.
- 3.8 Clothing Project focus is on the requirements specification production. Contact made with HFRS to explore collaboration opportunity. A list of garments has been shared and is being compared, samples have been presented by both services. Officers are now working to establish feasibility of a joint procurement.
- 3.9 BMIS Project - The HMICFRS module has been configured on BMIS
- 3.10 Safe and Well – The new Power App form has exited development. 5 of the 6 subsequently raised Change Requests have been developed and released for testing. The In-house system MVP development effort estimate is being worked on by BIT. Once received, the end-to-end delivery plan will be produced for the new Power App mobile form implementation.

- 3.11 iTrent WT Recruitment workstream – the UAT has now been completed and the live environment is ready for use. Only one outstanding issue is being investigated (the process of linking the Mail Merge Templates to the Lifecycle needs to be confirmed).
- 3.12 MDT Phase 3 Project has completed the Protection Fire Safety form UAT. Live implementation planning is in progress. SC Capture configuration has also been completed by Airbus and training provided to Hydrants Team on 11/10. A draft implementation plan has been produced and is under review. Incident Handover Form development has also been completed.
- 3.13 Replacement Mobilising Project – dates have been received from Motorola for the 999s hosted solution delivery (end of Jan 2023). The Project Manager is working to confirm testing dates based on Control resource availability.
- 3.14 ESN Assure 1.9 in-building testing started and is ~40% complete. It is expected to be fully finished by end of October.

**RECOMMENDATION:**

That Members note the progress made on the Corporate Programme and discuss any matters arising.

**CHRIS BIGLAND  
DEPUTY CHIEF FIRE OFFICER**