

For Publication

**Bedfordshire Fire and Rescue Authority
Corporate Services Policy and Challenge Group
14 December 2017
Item No. 10**

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: ICT SHARED SERVICE AGREEMENT EXTENSION

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Background Papers:

Minutes of Corporate Services Policy and Challenge Group as reported to the FRA Mon 16 October 2017

FRA report: ICT Shared Services 22 October 2013, Item 15

Corporate Services Policy and Challenge Group, 13 September 2017, Item 10 – 3rd Annual Review – paper attached Appendix 2

Implications (tick ✓):

LEGAL	✓	FINANCIAL	✓
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
ORGANISATIONAL RISK		OTHER (please specify)	

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To inform Members of the approaching five year end date for the ICT Shared Service Agreement with Cambridgeshire Fire and Rescue Authority.

RECOMMENDATION:

For Members of the Corporate Services Policy and Challenge Group to recommend extension of the Shared Service agreement between Bedfordshire Fire and Rescue Authority and Cambridgeshire Fire and Rescue Authority for a further period of five years with the same terms as the existing agreement.

1. Introduction

- 1.1 On 22 October 2013 Bedfordshire Fire and Rescue Authority authorised the completion of a shared service agreement for the provision of ICT in collaboration with Cambridgeshire Fire Authority.
- 1.2 Since 2013 a shared ICT team has been in operation with the purpose of increasing resilience and producing efficiencies through joint ICT development planning and procurement processes.
- 1.3 The ICT Shared Service Governance Board meets on a monthly basis to consider and oversee the quality and delivery of services, consider prioritisation and new work streams. The Board consists of Assistant Chief Officer (BFRS), Deputy Chief Executive (CFRS) and Head of ICT from both Services as well as ICT Shared Service Delivery Manager. The minutes from this board meeting are presented to the Corporate Services Policy and Challenge Group.

2. ICT Shared Service Agreement

- 2.1 The ICT Shared Service Agreement sets out the scope of the service and includes amongst others the arrangements for accommodation, an asset register, costs and liabilities, insurance, staffing, finance and intellectual property.
- 2.2 The Agreement requires an annual review of the Shared Service.
 - 2.2.1 The review covers the following areas as set down in Schedule 4 of the Agreement:

- The quality of the Shared Service;
- The effectiveness of budgetary and financial management arrangements;
- The effectiveness of systems, processes and procedures;
- Development in legislation and policy guidance;
- Planning for the development of the Shared Services.

2.2.2 The 16/17 review was presented to the Corporate Services Policy and Challenge Group meeting held on 13 September 2017. The minutes of which were presented to the Fire and Rescue Authority meeting on 16 October 2017. The outcomes of the third annual review of the operation of the ICT Shared Service Agreement was considered and the progress in achieving the aims of improved resilience, flexibility, cover, quality and customer focus were noted.

3. Extension

3.1 The agreement allows the parties to extend the term for a period or periods of up to five years. Parties shall use reasonable endeavours to reach agreement on whether or not to extend no later than eighteen months prior to the expiry of the term. The term is due to end in October 2018.

3.1 The agreement has a contractual status and was prepared under the guidance of legal advisers from each Authority. The extension to the agreement will be overseen by the Monitoring Officer, John Atkinson. The agreement is attached at Appendix 1.

4. Implications

4.1 **FINANCIAL**

ICT budget requirements are part of the normal budget management planning processes. Cost sharing arrangements are in place on a yearly basis for any apportionment of costs and any payments between the parties made once a year.

4.2 **LEGAL**

The legal implications of a formal contract previously signed under seal are contained in the paper.

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