

For Publication

Bedfordshire Fire and Rescue Authority  
Human Resources Policy and Challenge Group  
10 January 2019  
Item No. 6

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**REPORT AUTHOR:** ASSISTANT CHIEF OFFICER

**SUBJECT:** HUMAN RESOURCES QUARTER TWO PROGRAMME & PROJECTS REPORT 2018-19  
(April 2018 to March 2019)

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Background Papers: Previous Human Resources Quarterly Performance Summary Reports

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Implications (tick ✓):

LEGAL		✓	FINANCIAL	✓
HUMAN RESOURCES		✓	EQUALITY IMPACT	✓
ENVIRONMENTAL			POLICY	✓
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New			

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

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**PURPOSE:**

To provide the Human Resources Policy and Challenge Group with with a report for 2018/19 Quarter Two, detailing progress and status of the Human Resource Programme and Projects to date.

**RECOMMENDATION:**

Members acknowledge the progress made on Human Resource Programme and Projects and consider any issues arising.

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**1. Programmes and Projects 2018/19**

- 1.1 Projects contained in this report have been reviewed and endorsed in February 2018 by the Authority's Policy and Challenge Groups as part of their involvement in the annual process of reviewing the rolling four-year programme of projects for their respective areas in order to update the CRMP in line with the Authority's planning cycle.
- 1.2 The review of the current programme of strategic projects falling within the scope of the Human Resource Policy and Challenge Group has confirmed that:
  - No new projects have been added to the Human Resource portfolio in the last period;
  - The existing project and workstreams continue to meet the criteria for inclusion within the strategic improvement programme;
  - The existing project remains broadly on track to deliver its outcomes within target timescales and resourcing;
  - The current project is within the medium-term strategic assessment for Human Resource areas; and
  - The current programme is capable of incorporating, under one or more existing projects, all anticipated additional strategic improvement initiatives relating to Human Resources over the next three years.
- 1.3 Full account of the financial implications of the Human Resource Programme for 2018/19 to 2021/22 has been taken within the proposed 2018/19 Budget and Medium-Term Financial Plan, as presented to the Authority for agreement in February 2018.
- 1.4 There are no other points of note for this period.

1.5 The Corporate Management Team monitors progress of the Strategic Projects monthly. The Strategic Programme Board will now review the Programme quarterly with the next Programme Board review scheduled on 5 November 2018, and the following one on 30 January 2019.

2. **Programme and Projects - Summary and Exception Reports Q2 – 2018/19**  
No exceptions.

**ZOE EVANS**

**ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)**

## HUMAN RESOURCES PROGRAMME REPORT

**Strategic Corporate Services Project not in a Programme**

**Aim:** Implement a new HR/Payroll Business system and associated payroll services to support and optimise HR and Payroll activities across the Service.

Project Description	Performance Status	Comments
HR/Payroll System and Services	<p style="text-align: center;"><b>Stage 2</b> <b>Green</b></p>	<p><b>24 October 2018: HR &amp; Payroll System and Services</b></p> <p>Stage 2 of the HR &amp; Payroll Project is Status Green, and is progressing well.</p> <p><b>Recruitment:</b> The online recruitment module continues to work well with upwards of 40 applicants being progressed through 7 vacant positions, one of which has now been filled. This candidate progressed through to completion using the iTrent recruitment module.</p> <p>A request has been placed with Midland HR to investigate if further enhancements are possible to create an end to end process, including automation of the short listing, and managerial decisions and approvals for offer of post.</p> <p>Whole time and RDS recruitment will remain “as is” pending a review in 2019.</p>

Project Description	Performance Status	Comments
HR/Payroll System and Services, cont....	<p style="text-align: center;"><b>Stage 2</b> <b>Green</b></p>	<p><b>24 October 2018: HR &amp; Payroll System and Services</b></p> <p><b>Time and Expenses:</b>  <u>Time:</u> A detailed analysis has been undertaken of the pros and cons of iTrent against functionality in Gartan, and the Whole-Time (W/T) rota and availability system, and submitted as a Paper. The HR &amp; Payroll Project Board ratified the recommendations:  The new Gartan W/T Rota system will be used for W/T overtime, Gartan (RDS) will be used for Retained Personnel where additional hours are worked, iTrent will be used for Green Book additional hours/overtime. Non-standard Grey Book activities i.e. cadet instructors will also be handled through iTrent. This will now be referred back to the W/T Rota project team for implementation.</p> <p><u>Expenses:</u> iTrent will be used by all personnel to claim expenses and will replace STEP. Work is progressing as expected, and this module is on track for an early January “go live”. Mileage schemes are now completed, security profiles updated for Pilot users, UAT scripts have been written and testing is complete. The majority of technical issues have now been addressed by Midland HR consultants, with the exception of a software fault, for which a workaround has been found, pending further MHR development. Training materials are in development, with a view to completing the drafts by the end of October, ready for the Pilot which starts on 01 November.</p> <p>Volunteers have been identified from various parts and levels of the Service to take part in the Pilot, which will run for one calendar month. Midland HR is providing consultancy support mid-November to address any issues identified during the Pilot. Subject to no issues arising, communications regarding Service wide roll-out will be sent out in December. Once live, the STEP process in current use will be decommissioned.</p>