## **LEICESTERSHIRE**

## FIRE and RESCUE SERVICE

Status of Report: Public Agenda Item: 7

Meeting: Policy Committee

Date: 4<sup>th</sup> March 2015

Subject: Key Projects Report

Report by: The Chief Fire and Rescue Officer

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For: Information Only

#### 1. Purpose

This report informs the Policy Committee of progress being made in the implementation of the projects detailed in 'Our Plan' 2013/16. The information provided covers any project developments in the period since the Policy Committee meeting on 6<sup>th</sup> January 2015.

#### 2. Executive Summary

Progress is reported in respect of 9 projects that are currently in various stages of development or implementation.

#### 3. Report Detail

#### **Current Status of Projects**

3.1 **Organisational Change Project -** The Integrated Risk Management Plan (IRMP) proposals within the project were approved for consultation by the Combined Fire Authority (CFA) on 25<sup>th</sup> September 2014. The non-IRMP work streams within the project were also approved for implementation at the same meeting.

The IRMP consultation ran from October until the end of December 2014. Over 1,650 consultation responses were received. These included 315 submissions via the website and 196 hard copy questionnaires. There were approximately 1,150 letters and e-mails received. The majority of these letters were a co-ordinated submission of a pre-printed letter from communities in Rutland. There have also been two petitions, one electronic with 150 signatories and one paper based with 1,105 signatories. Details of the submissions and exact numbers were included in the IRMP consultation summary report which was submitted to the CFA in February 2015. Internal and external consultation forums also took place with 199 attendees; the final events took place on 9<sup>th</sup> December 2014. A report from Opinion

Research Services (ORS) summarising the outcomes of these forums was also included in the submission to the CFA.

The outcomes of the Support Staff Review are nearing completion. Individual consultations have taken place with those individuals whose posts were identified as being 'at risk' and redeployment opportunities are being progressed.

- 3.2 **Birstall Headquarters and Fire and Rescue Station** The Headquarters building and the new station were occupied in April 2013. The old Headquarters and Syston Station have both now been sold and the capital receipts received. The project will be formally closed on receipt of the final invoices, completion of the outstanding defects and following approval of a project closure report. All defects are expected to be resolved by the end of February 2015.
- 3.3 **New Facilities in the Castle Donington area** This project will implement a new fire and rescue station in the Castle Donington area. Procurement of an industrial unit close to East Midlands Airport for the purpose of implementing a Day Crewing Plus (DCP) duty system has been successfully completed. Designs for the final building refurbishment have been created in conjunction with operational management. Installation of the temporary accommodation is complete and the crews commenced full DCP operational duties from 12<sup>th</sup> August 2014. Planning permission and a license from the Manchester Airport Group have now been received, construction work commenced on 5<sup>th</sup> January 2015. Collaboration discussions have taken place with the East Midlands Ambulance Service (EMAS) regarding them utilising space at the new station.
- 3.4 **Control and Mobilisation Improvement Project** This project will complete the enabling works required to implement the new tri-service provided mobilising system. In advance of the new mobilising system Control staff have been relocated from the old Headquarters to the refurbished 2<sup>nd</sup> Floor of Southern station. The implementation of the new mobilising system was planned for 10<sup>th</sup> December 2014. However, this date has not been achieved. The tri-service project team are currently liaising with the supplier to re-plan the LFRS implementation.
- 3.5 Aerial Ladder Platform Replacement Project A decision was made to purchase one Scania based three axle Angloco Bronto 32RLER Aerial Ladder Platform (ALP). The finished product should have been delivered at the end of January 2015. However, this has been delayed by approximately 2 months due to the late delivery of one element by a third party supplier. Internal training and stowage solutions will then need to be completed prior to the ALP being operationally available from the end of August 2015.
- 3.6 **Premises Information Improvement Project** The project plans to introduce improved business processes and deliver the vision of a single portal for access to all premises, location and risk information. The Open Wings upgrade took place on 9<sup>th</sup> October 2014. Home Fire Safety Check process improvements are being progressed and are scheduled to be completed by the end of quarter one 2015. The GMS to CFRMIS integration work was delivered for testing on 26<sup>th</sup> January 2015. Full implementation is expected by the end of March. The CFRMIS web implementation is scheduled for 4<sup>th</sup> March 2014. The single portal feasibility report

will be presented at the end of March 2015.

- 3.7 SharePoint Infrastructure Architecture and Taxonomy Project The project will analyse the information stored within SharePoint and develop a proposal to implement an improved and more efficient Information Architecture. The discovery phase was completed at the end of January 2015. The implementation proposals paper was presented to the Senior Management Team (SMT) in February 2015 where agreement was gained to obtain additional quotations from two further suppliers in relation to a joint implementation with a supplier and a sole supplier implementation. A final decision will be made following analysis of the options and associated costs.
- 3.8 **Green Car Salary Sacrifice Scheme Project** The project will implement a car salary sacrifice scheme by August 2015. The supplier selection process is currently underway and is due for completion by the end of April.
- 3.9 **WAN Replacement Project** This project will upgrade the Wide Area Network (WAN) throughout the estate. The Project Initiation Document (PID) was approved by SMT in December 2014. Virgin Media have been selected to undertake the implementation. The contract has been signed and the preparatory work is underway. The implementation is due to commence in February and be completed by June 2015.

#### Major Changes on Project Deliverables

3.10 Aerial Ladder Platform Replacement Project – There is an issue that the delivery of the new ALP will be delayed by approximately two months. The operational availability of the new ALP will therefore be affected. The ALP is now expected to be operational in August 2015 and not June 2015 as previously expected.

#### **Project Summaries**

- 3.11 **Appendices 1 to 9** provide a summary of each project.
- 4. Report Implications / Impact
- 4.1 Legal (including crime and disorder)

Legal issues are dealt with within each project.

4.2 Financial (including value for money, benefits and efficiencies)

Financial issues are dealt with within each project.

4.3 Risk (including corporate and operational, health and safety and any impact on the continuity of service delivery)

Each project has its own risk register. Highlighted in the following paragraphs are any risks and issues of significance which are appropriate to bring to the Committee's attention.

**Control and Mobilisation Improvement Project** – There is an issue that the revised implementation date of 10<sup>th</sup> December 2014, for the introduction of the new mobilising system from Systel was not achieved. The Service Lead is liaising with the Tri-Service Project to establish the impact and agree a revised date.

# 4.4 Staff, Service Users and Stakeholders (including the Equality Impact Assessment)

None.

#### 4.5 Environmental

In all of its construction projects the CFA is aiming for a BREEAM rating of 'very good'. Ecological studies are required to be undertaken as part of the planning process and due regard is given to the protection of wildlife and habitats.

#### 4.6 Impact upon Our Plan Objectives

These projects are designed to assist the CFA meeting all of the objectives.

#### 5. Recommendations

The Policy Committee is asked to note the report.

#### 6. Background Papers

None.

#### 7. Appendices

- 1. Organisational Change Project
- 2. Birstall HQ and Fire Station Project
- 3. Castle Donington Development Project
- 4. Control and Mobilisation Improvement Project
- 5. Aerial Ladder Platform Replacement Project
- 6. Premises Information Improvement Project
- 7. SharePoint IA and Taxonomy Project
- 8. Green Car Salary Sacrifice Scheme Project
- 9. Wide Area Network Replacement Project

Project		Org	anisational Cha	ange Project				Current RAG	Green	Previous RAG	Green		
Project Objective		lly deliver the ider Fire and Rescue								Report Number	009		
Project Start Date	March 2014	Forecas	st End	TBC	Proje Spon		Richard	Chandler	Chandler Project Richard Hall				
	Due	Current RAG status	Previous RAG status		Milesto	nes		Comments					
	Feb 2014	Completed	Completed	Project Ident	tification			Milestone completed.					
Major	Sep 2014	Completed	Completed	Project Plan	ning			Milestone	Milestone completed.				
Milestones (where a	March 2015	Green	Green	Project Delivery – Phase 1 Workstreams				Note: to be updated following decisions by the CFA in February 2015.					
specific date isn't stated end of the month is	March 2016	Green	Green	Project Delivery – Phase 2 Workstreams									
assumed)	March 2017	Green	Green	Project Delivery – Phase 3 Workstreams									
	March 2018	Green	Green	Project Delivery – Phase 4 Workstreams						he options selecte need to be added.	d additional		
	TBC	Green	Green	Project Closure									
		Planned	Costs	£457,820		Plann	ed Costs	£		Planned Costs	£		
Total	2014/15	Actual		£445,820	2015/16		al Costs	£	2016/17	Actual Costs	£		
Planned Benefits		Planned I		£348,373			d Benefit			Planned Benefits			
£0		Actual B		£350,518			I Benefits	£	11 11	Actual Benefits	£		
20	Notes	catering staff red The 2014/15 Re	dundancy payme vised Estimate a	ents. In Augus agreed by the	t 2014 Poli Combined	cy Comr Fire Aut	mittee agre hority (CF	ed a virement A) in Decembe	of £263,218 er 2014 inclu	n. £40,000 was alloo to the general rese ded a budget of £36	rve.		
Current Status	2014. • The I	<ul> <li>the estimated voluntary redundancy and pension costs following the Support Staff Review.</li> <li>The final draft IRMP consultation document and a 'closed' paper on the support staff review were presented to the CFA on 25 September 2014. The IRMP proposals were approved for consultation and the support staff review proposals were approved for implementation.</li> <li>The IRMP consultation was open from October to the end of December 2014 and was supported by Opinion Research Services (ORS).</li> <li>There were over 1,650 responses to the consultation, plus 2 petitions. Full details of the types of submissions and the consultation outcomes were presented in an IRMP Summary Report to the Project Board, Senior Management Team (SMT) and the CFA.</li> </ul>											

Project	Birstall HQ a		•	-	ect N	Project lumber	C2011_01	Current RAG	Gree	en F	Previous RAG	Green	
Project Objective	Design and b	ouild of a new	Headquarte	rs and Fire	Station at I	Birstall as ide	Number				037		
Project Start Date	June 2011		ast End	Febru 201		Project recutive	Trevo	Trevor Peel Project Manage			Guy Goodman		
	Due	Current RAG status	Previous RAG status	3	Milestones			Comments					
Major Milestones	Jan 2012	Completed	Complete	d End of pre-bu	Stage 1 – ild	Complete	Stage com	Stage completed.					
(where a specific date isn't stated	April 2013	Completed	Complete		Stage 2 – and move	Complete	Stage com	npleted.					
end of the month is assumed)	Dec 2013	Completed	Complete			3 – Decomm. Stage completed. nd Syston Stn.							
	Dec 2013	Completed	Complete	d End of	End of Stage 4 – Close Syston			pleted.					
	Feb 2015	Green	Green	Projec	t Closure		On comple	etion of the c	outstanding d	efects			
	2010/11	Budget	£843,949		Budget	£8,422,593		Budget	£561,155		Budget	£293,232	
Finances	2010/11 Actual	£843,949	2012/13	Buuget	10,422,593	2013/14	Duaget	,	2014/15	_	1293,232		
	2011/12	Budget	£800,250		Actual	£8,422,593		Actual	£561,155	2014,710	Forecast	£293,232	
		Actual The	£800,255	ect budget	of £11 071			ect Initiation	Document (F	PID) was a	nnroved at S	MT in	
Total Project Budget £10,921,179	Notes	<ul> <li>The detailed project budget of £11,071,179 contained in the Project Initiation Document (PID) was approved at SMT in January 2012.</li> <li>The CFA have previously approved the 2010/11 and 2011/12 actuals. They also approved a forecast for 2012/13 of £9,247,440 in February 2012.</li> <li>In June 2012 the CFA approved a carry forward figure of £56,720 which provided a 2012/13 budget figure of £9,304,160.</li> <li>The forecast budget of £122,820 for 2013/14 was also approved at Feb 2013 CFA and was included in the capital programme.</li> <li>In July 2013 the CFA approved a carry forward figure of £881,567.</li> <li>In December 2013 the CFA approved a revised estimate, reducing the project budget by £150,000 to £10,921,179.</li> <li>In June 2014 the CFA approved a carry forward figure of £293,232.</li> </ul>											
Current Status	• The	Headquarters old HQ and S project has b	s successfully Syston Station	opened on have both	n the 2 Apr been sold	il 2013, with t and the capit	he Fire Stational receipts re	n opening sl ceived.	•		•		

Project	New Facilitie	es in the C	astle Doni	ngton	Area Project	Project Number	C2012_0	1	rrent AG	Green	Previous RAG	Green	
Project Objective	Design and o	developmen	t of Castle	Donin	gton Fire and Res	cue Station.			·		Report Number	037	
Project Start Date	February 2014	Fore	ecast End		March 2016	Project Executive	F	Rick Taylor		roject inager	Guy Goodman		
	Due	Current RAG status	Previ RA stat	G	Milestones				Comments				
Major Milestones (where a specific	December 2014	Complete	d Comp	leted	End of Stage 1 Phase A – Site Acquisition Phase B – Installation of temp Fire Station Phase C – Design of new facilities				Completed Completed Completed				
date isn't stated end of the month is assumed)	August 2014	Complete	d Comp	leted	End of Stage 2 - closure of Moira	Comp	Completed						
,	December 2015	Green	Gre	en	End of Stage 3 – Complete Build activities and move								
	Mar 2016	Green	Gre	en	Project Closure								
Finances	Year	Budget	£56,224	2013	Budget	£11,733	2014/15	Budget	£1,450,000	2015/16	Budget	£1,688,267	
- 111011000	2012/13	Actual	£56,224		Actual	£11,733		Actual	£1,450,000	2010/10	Forecast	£1,688,267	
Total Project Budget £3,206,224	Notes	<ul> <li>£3,206,224.</li> <li>In June 2014 CFA approved a carry forward figure of £638,267.</li> <li>In December 2014 the CFA approved a revised estimate for 2014/15 of £1.45m and earmarked £1,688,267 for carry forward</li> </ul>											
Current Status	<ul> <li>into 2015/16.</li> <li>LFRS have purchased an industrial unit near to East Midlands Airport for the purpose of providing a Day Crewing Plus (DCP) station in the area.</li> <li>The temporary accommodation has been installed and DCP has commenced.</li> <li>Updated programme dates were agreed within the stage 1 end stage report submitted to the September 2014 SMT.</li> <li>Updated costs with an increased contingency were approved in Oct 2014 by SMT. Planning permission and a building license from the airport has been received, building work commenced on 5 January 2015. Practical completion is due in December 2015.</li> </ul>												

Project	Control and M	Mobilisation I	mprovemen	: Project	Project Number	P2011_03	Current RAG	Red	Previous RAG	Red		
Project Objective	Delivery of a n Control Project		Control func	tion and implen	nentation of LFF	RS specific elem	ents of the Tri-S	Service	Report Number	037		
Project Start Date	January 2012	Foreca	st End	March 2015	Project Executive	Steve	Project Steve Lunn Manager			Lunn		
	Due	Current RAG status	Previous RAG status		Milestones		Comments					
Major Milestones	May 2012	Completed	Completed		1 – Complete pr		Stage comple					
(where a specific date isn't stated	28 Feb 2013	Completed	Completed		2 – Complete B		Stage comple	ted.				
end of the month	16 Dec 2013	Completed	Completed	End of Stage	2a – Control Ea	rly Relocation	Stage comple	ted.				
is assumed)	10 Dec 2014	Red	Red		3 – New mobilis n exiting system		Revised stage completion date not achieved.					
	March 2015	Red	Red	Project Closur	re							
Finances	Year	Bud	lget	£ 725,427	2013/14	Budget	£ 612,260	2014/15	Budget	£1,250,578		
	2012/13	Act		£ 725,427		Actual	£ 612,260		Forecast	£1,250,578		
Total Project Budget £2,588,265	Notes	<ul> <li>CFA in December 2012 for the Control refurbishment at Southern Station.</li> <li>A figure of £22k was vired from the £795,635 budget to the Tri-Service project for regional procurement of the Control Room desks. The Southern Refurbishment budget was therefore reduced to £773,635.</li> <li>The collective project budget for the LFRS element of the Tri-Service Project and the work at Southern is £2,595,635.</li> <li>In July 2013 the CFA approved a carry forward figure of £1,870,208. In June 2014 the CFA approved a carry forward figure</li> </ul>										
Current Status	<ul> <li>The ne</li> </ul>	of £1,250,578. The project budget was also reduced by £7,730 to £2,588,265 due to underspending on furniture.  • The Control staff were successfully relocated from the old HQ to the refurbished 2 <sup>nd</sup> floor at Southern station on the 16 <sup>th</sup> December 2013.										

Project	Aerial Ladder	Platform Re	placement P	roject	Project Number	C2013_01	Current RAG	Green	Previous RAG	Green	
Project Objective	Project to repla	ace LFRS's A	erial Ladder F	Platform.					Report Number	020	
Project Start Date	May 2013	Foreca	st End	August 2015	Project Executive	Joe T	Project Pat Deasy Manager			Deasy	
Major	Due	Current RAG status	Previous RAG status		Milestones		Comments				
Milestones (where a specific	31 October 2013	Completed	Completed	Stage 1 – Pre (Recommend	-Build ations to SMT).		Stage completed				
date isn't stated end of the month	March 2015	Green	Red	Stage 2 - Buil	d		Stage completion delayed from January 2015.				
_	August 2015	Green	Red	Stage 3 - Imp	lementation		Stage comple	tion delayed fro	m June 2015.		
	August 2015	Green	Green	Project Closu	re.						
Finances	Year	Budget		£ 1,018	2013/14	Budget	£ 2,089	2014/15	Budget	£ 646,893	
rinances	2012/13	Act	ual	£ 1,018	2013/14	Actual	£ 2,089	2014/15	Forecast	£ 646,893	
Total Project Budget £650,000	Notes	• In D • In J	ecember 201 une 2014 the	3 the CFA appi CFA approved	n the capital pro roved a revised a carry forward	project forecast	for years 2013/	14 and 2014/15	j.		
Current Status	<ul><li>Option</li><li>The pi</li><li>A revis</li><li>The fir month</li></ul>	<ul> <li>Options and recommendations were presented to SMT in November 2013.</li> <li>The preferred Aerial Ladder Platform has been ordered.</li> <li>A revised PID detailing the build timescales and final costs was approved by SMT in February 2014.</li> <li>The final build was due for completion in January 2015. However, Angloco have advised that this date will be delayed by approximately two months due to the late delivery of a key element by a third party supplier.</li> </ul>									

Project	Premises Info	ormation Imp	rovement Pr	oject	Project Number	P2013_02	Current RAG	Green	Previous RAG	Red		
Project Objective	A project to im location and ris	•	•	and to deliver t	he vision that is	a single portal	for access to all	premises,	Report Number	011		
Project Start Date	February 2014	Foreca	ast End	December 2015	Project Executive	Mark /	Andrew Project Rachel Williams			Williams		
	Due	Current RAG status	Previous RAG status		Milestones		Comments					
Major Milestones	March 2015	Green	Red		asibility study fo Open Wings upo		Open Wings upgrade complete. Stage completion date revised.					
(where a specific	March 2015	Green	Green		RMIS v5 upgrad gration complete complete.							
	December 2015	Green	Green	Stage 3 – We processes im	b GIS live, New plemented.	operational						
	December 2015	Green	Green	Project Closu	re.							
Finances	Year	Bud	dget	£ 58,435	2015/16	Budget	£0	2016/17	Budget	£		
	2014/15	Fore	ecast	£ 58,435	2013/10	Forecast	£ 0	2010/17	Forecast	£		
Total Project Budget £58,435	Notes	(£15k for the	e GIS to CFR	MIS integration	and £5k for the	interim HFSC	nmittee approved process). ented to SMT as	G				
	The O	pen Wings up	ograde was si	uccessfully impl	lemented on 9 (	October 2014.						
Current Status					RMIS integratio		web implement	ation and the p	ublication of th	e single portal		
Status		oration with Noped to potent			scue Service is	underway to es	stablish if a stan	dard solution th	at suits both S	ervices can be		

Project	SharePoint In Taxonomy Pr		Architecture	and	Project Number	P2014_01	Current RAG	Green	Previous RAG	Green		
Project Objective	A project to "di improved and				d within ShareP	oint and develop	p a proposal to	implement an	Report Number	004		
Project Start Date	September 2014	Foreca	st End	February 2015	Pichara Chandler					Kirby		
Maiar	Due	Current RAG status	Previous RAG status		Milestones			Comr	nents			
Major Milestones (where a specific date isn't stated end of the month	January 2014	Completed	Completed		Planning Discovery and Design and Re		Stage completed.					
is assumed)	TBC	Green	Green	Stage 2 – TB	C.		Dependant on	the outcome o	f further options	analysis.		
	TBC	Green	Green	Project Closu	re.							
Finances	Year	Buc	lget	£ 21,000	2015/16	Budget	£0	2016/17	Budget	£		
	2014/15		Forecast £ 17			Forecast	£0		Forecast	£		
Total Project Budget £21,000	Notes	the 2013/14	underspend.	The remaining	000. It was agre £4,000 will be r I an actual spen	net from the ICT			total budget wi	ll be met from		
Current Status	<ul><li>The w</li><li>The st</li><li>The op implen</li></ul>	<ul> <li>The workshop design elements have been completed.</li> <li>The stage 1 end stage report was approved at the February 2015 SMT.</li> <li>The options report was also submitted to the February 2015 SMT. Further quotations are required in relation to the joint LFRS/supplier implementation and the sole supplier implementation options.</li> </ul>										

Project	Green Car Sal	ary Sacrifice	e Scheme Pro	oject	Project Number	P2014_02	Current RAG	Green	Previous RAG	Green	
Project Objective	Implementation	of a green c	ar salary sacr	ifice scheme wi	thin LFRS.				Report Number	002	
Project Start Date	November 2014	Foreca	ast End	November 2015	Project Executive	Adam	Stretton	Project Manager	Gary Dixon		
Major	Due	Current RAG status	Previous RAG status		Milestones			Comr	nents		
Milestones (where a	April 2015	Green	Green		one 1 – Preferred approved by SN		Stage completion on target.				
specific date isn't stated end of the month is	August 2015	Green	Green	End of Milesto scheme	ne 2 – Impleme	ntation of the					
assumed)	Oct 2015	Green	Green	End of Milesto	one 3 – HMRC a	pproval					
	Nov 2015	Green	Green	Project Closur	e						
Finances	Year	Bud	dget	£ 1,500	2015/16	Budget	£0	2016/17	Budget	£	
i mances	2014/15	Fore	ecast	£ 1,500	2013/10	Forecast	£ 0	2010/17	Forecast	£	
Total Project Budget £1,500	Notes										
Current Status											

Project	WAN Replace	ment Project	:		Project Number	P2014_03	Current RAG	Green	Previous RAG	Green	
Project Objective	A project to repour computer s				rea Network) with a new, fast, fibre-optic WAN allowing faster access to es.					001	
Project Start Date	November 2014	Foreca	st End	November 2015	Project Executive	Barry	Barnes	Project Manager	John F	Palmer	
Major Milestones	Due	Current RAG status	Previous RAG status		Milestones		Comments				
(where a specific date isn't stated end	December 2014	Complete	Complete	End of Milesto selected and o	ne 1 – Preferre order placed	d supplier	Stage complete.				
of the month is assumed)	June 2015	Green	Green	End of Milestonew WAN at a	ne 2 – Impleme Ill locations	entation of the	Stage complet	tion on target			
	Nov 2015	Green	Green	Project Closur	e						
Finances	Year	Buc	lget	£ 184,000	2015/16	Budget	£0	2016/17	Budget	£	
Fillalices	2014/15	Fore	cast	£ 56,502	2013/10	Forecast	£ 127,498	2010/17	Forecast	£	
Total Project Budget £184,000	Notes		January 2015 SMT noted the current year forecast. The underspend balance is to be included in the 2015/16 Capital Programme approval by the CFA in February 2015.								
Current Status		<ul> <li>Virgin Media have been selected to undertake the implementations which commence in February 2015 and will be completed by June</li> </ul>									