

**Status of Report:**                      **Public**                      **Agenda Item:**                      **8**

**Meeting:**        **Corporate Governance Committee**  
**Date:**            **24<sup>th</sup> January 2018**  
**Subject:**        **Service Development Programme Update**  
**Report by:**     **Rick Taylor, Chief Fire and Rescue Officer**  
**Author:**        **Chris Moir, Programme Co-ordinator**  
**For:**             **Discussion**

**1.        Purpose**

- 1.1        The purpose of this report is to inform the Corporate Governance Committee of progress being made in the delivery of the Service Development Programme.
- 1.2        The information provided within this report covers any project developments in the period since November 2017.

**2.        Recommendations**

The Corporate Governance Committee is asked to note the content of this report and raise any matters that it considers should be further reported.

**3.        Executive Summary**

Progress is reported in respect of 19 projects that are currently in various stages of development or implementation.

**4.        Report Detail**

This section provides elected members with a summarised update on the status of the projects that are currently being delivered by staff and officers.

**Project Updates**

**4.1        New Fire and Rescue Station in Castle Donington**

The final project deliverable is the installation of an on-site hydrant.

An implementation date will be provided following engagement with the airport and the chosen supplier.

Collaboration discussions continue with the East Midlands Ambulance Service (EMAS) who want to base resources at the station. A lease agreement will be agreed prior to their occupation.

#### 4.2 **Wigston Fire and Rescue Station Redevelopment**

This project will redevelop Wigston Fire and Rescue Station to accommodate the Day Crewing Plus (DCP) duty system.

The station design has been agreed and a project order has been raised.

Work is expected to commence on site towards the end of January 2018. Early estimates from the contractors Jeakins Weir predict that the building work will be completed by May/June 2018.

#### 4.3 **Equality Framework 'Journey to Excellence'**

The project will complete the tasks required to achieve the 'Excellent' level of the Fire and Rescue Service Equality Framework.

Delivery of the agreed action plan is well underway. Stage 4 of the project was due for completion at the end of December 2017 with the assessment and closure activities currently planned to be completed by the end of March 2018.

#### 4.4 **Coalville Emergency Services Hub**

The project will create a hub for all 3 emergency services at Coalville Fire and Rescue Station.

The main construction work has been completed, the Police occupied the station on the 8 January 2018.

EMAS who will also base resources at the station are yet to move in. A lease agreement will need to be agreed prior to their occupation.

#### 4.5 **TRV Procurement**

The project will introduce 5 new Tactical Response Vehicles (TRVs) into Leicestershire Fire and Rescue Service.

The prototype vehicle passed all final testing and was operationally available at Loughborough Station during August 2017.

The remaining four vehicles have all now been handed over to Response and will become operationally available when the individual station familiarisation is complete.

#### 4.6 **Urban Search and Rescue (USAR) Training Rig**

The project will establish an urban search and rescue training facility in Leicestershire Fire and Rescue Service.

The design and location for the USAR Rig has been agreed and the required planning application has been approved. A tender exercise has commenced following receipt of the ground condition survey and feedback from the structural engineers.

The estimated construction completion date is June 2018.

#### 4.7 **This is a multi-agency partnership project that is targeted towards reducing public service demand within the Braunstone Park area of Leicester.**

Team members are involved in a number of demand reduction activities including healthy, safe and secure visits, wellbeing events and local safety

campaigns.

A proposal for the future development of the initiative is to be presented to the Strategic Partnership Board in March 2018.

The delivery of the innovative approach towards embedding a 'Life Skills' course for local residents within Braunstone is ongoing. 100 community members have been trained to date. Approximately 300 Year 10 and 11 students from Winstanley School also received the training during the latter part of 2017.

#### **4.8 Emergency Services Network (ESN)**

The project will implement the local elements of the national Emergency Services Mobile Communications Programme.

The main BT communications link between Control and the central ESN system has been installed. Vodafone have re-surveyed Southern Station and will implement their updated diverse routing solution by February 2018.

Work on the RAP (Remedial Action Plan) has commenced with 16 of the 42 items having already been delivered, a further 12 are in progress. However, following a meeting with The Home Office a review of the ICT health check has been undertaken. It is expected that there will be a de-scoping of remediation items that are considered to be required for ESN connection. An initial report from the Home Office was due by the end of November 2017, this is now likely to be received towards the end of January 2018.

Discussions with the tri-service partners has taken place and Systel have been instructed to start to plan the delivery of the ESN project.

The work required to update the LFRS domain name is currently being scoped and costed by an external supplier.

It is currently expected that emergency services will be able to begin transition to ESN in late 2018.

#### **4.9 Use of Entonox**

A project to introduce a supply of Entonox on 4 appliances as a trial followed by a potential full service roll out.

The 12 month trial was completed at the end of August 2017.

Following the trial GMT (Group Management Team) approved the implementation of Entonox on all wholetime station PRLs (Pump Rescue Ladders) for a 3 year period (15 appliances in total).

Training and roll out across the service will be completed by the end of April 2018.

#### **4.10 Lutterworth Redevelopment**

A project to adapt Lutterworth Fire and Rescue Station to provide suitable accommodation for the Day Crewing duty system.

A planning application has been approved by the local authority for a two story

extension. The extension will enable the future co-location of EMAS in the upgraded facilities which will generate an income stream for the CFA.

A preferred design for the station has been approved by the project board and end users.

The outcome of a ground condition survey has suggested that a piling foundation solution may be required. Final designs have been completed and the request for tender was issued early in 2018.

The current estimated construction completion date is May 2018, although this will need to be confirmed following selection of the chosen contractor.

#### **4.11 Skype for Business**

A project to replace our existing IP Telephony solution with an end to end Skype for Business on premise solution, deployed to all LFRS sites, and extend Unified Communications tools availability to employees who need them.

Additional revenue funding was approved by November 2017 ICT Programme Board; a revised implementation date of March 2018 was also agreed.

#### **4.12 Performance Development Review**

The project will implement a new LMS (Learning Management System) and PDR (Performance Development Records) solution.

Stage 1 of the project has been completed with the capture of user requirements, market research and understanding the software specifications and system availability having taken place.

Alongside ongoing process mapping and creation of the competency framework the second stage involving the tender process is progressing well. The stage has however been delayed by approximately 2 months due to the need to follow the OJEU procurement procedures. The invitation to tender will be issued by the end of January 2018.

#### **4.13 Vehicle Replacement 2017/18**

The project will replace the identified units of fleet following the CFA approval of the Fleet Review 2016.

Stage 1, the establishment of user requirements for the specific vehicles has been completed.

Procurement activities are underway with the majority of the 35 replacement vehicles are due to be delivered by the end of March 2018.

Delays are anticipated with the vehicle transporter, the fire investigation van, the 3 water rescue vans and 1 electric car due to manufacturer lead times and bespoke build requirements.

#### **4.14 Views Replacement**

The project will replace the existing views system used for performance management and look to implement planning, risk management and project monitoring capability.

Stage 1 which includes market research, process mapping and collection of user

requirements is ongoing and was due to be completed by the end of December 2017. This date will be extended by approximately 2 months due to delays in the provision of information from suppliers over the Christmas period.

A supplier demonstration has taken place as well as reference site visits to West Midlands, Buckinghamshire, Dorset and Wilshire Fire and Rescue Services and Blaby District Council.

#### **4.15 Thermal Image Camera Replacement**

The project will replace the thermal image cameras throughout the service.

The first stage which included analysis, market research and the capture of user requirements was completed at the end of September 2017.

The procurement stage is underway and will involve station based overviews and familiarisation of the shortlisted cameras prior to a model being chosen. The stage is due to be completed by the end of February 2018.

#### **4.16 Fleet Monitoring System**

The project will implement a system that allows effective and efficient management of our fleet.

The first stage which contained market research and the capture of user requirements has been completed.

The second stage which includes the supplier engagement and progression of a tender process is underway and due for completion by the end of April 2018.

#### **4.17 Incident Recording System Replacement**

The project will procure and implement a commercial incident data collection and processing software solution that includes incident recording system (IRS) reporting.

The capture of user requirements and the procurement of the software has been completed. 3Tc were chosen as the successful supplier.

The required contract arrangements are ongoing while the system build and interface activities are completed.

Implementation of the new system is planned for the end of January 2018.

#### **4.18 SharePoint 2016 Upgrade**

The project will implement version 2016 of SharePoint within LFRS.

The first 2 stages which involve the build and test of the test farm and delivery of the production system were due to be completed by the end of December 2017.

This date wasn't achieved due to technical issues during the development work. These issues have now been resolved and whilst the implementation date of January 2018 won't be met the date is only anticipated to slip by approximately 4 weeks.

#### **4.19 Body Worn Video Camera**

The project will establish the benefits and risks associated with the use of body worn video camera devices within Leicestershire Fire and Rescue Service.

The PID was approved at November 2017 GMT. Stage one, the market analysis, end user identification, draft policy and, procurement of trial equipment is underway and due for completion by the end of January 2018.

## **5. Report Implications / Impact**

### **5.1 *Legal (including crime and disorder)***

Legal issues are dealt with within each project. There are no items for Corporate Governance Committee's attention.

### **5.2 *Financial (including value for money, benefits and efficiencies)***

Financial issues are dealt with within each project. There are no items for Corporate Governance Committee's attention.

### **5.3 *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 risks and issues of significance.

None.

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

None.

### **5.5 *Environmental***

None.

### **5.6 *Impact upon Our Plan Objectives***

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

## **6. Background Papers**

None.

## **7. Appendices**

None.