



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 17/24

MEETING	Finance, Governance & Audit
DATE OF MEETING	7 July 2017
SUBJECT OF THE REPORT	Asset Department Software Systems Plan
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For information
EXECUTIVE SUMMARY	As Members may be aware there are five teams within the assets department, each needing software management systems for them to carry out their role effectively, efficiently and to help comply with health and safety legislation. Two of these management systems have already been merged and are operating across the new Service. A further two management systems are being progressed for delivery this financial year. A further system to manage the equipment is to be delivered in 2018/19. This paper is to inform Members of the plan to progress the harmonisation of the two legacy systems across the Service for the coming year.
RISK ASSESSMENT	Failure to ensure a single systems approach to the management of key assets will not support efficient working arrangements and the cultural aim of achieving a one-team approach to the new Service.
COMMUNITY IMPACT	None for the purpose of this report
BUDGET IMPLICATIONS	Funding for the harmonisation of the Fleet management information system and Supplies management system will be met from the transformational fund set aside by Members. The system for managing the Service's equipment will go out for procurement over the summer to inform the capital programme 2018/19.

RECOMENDATIONS	It is recommended that Members note the contents of this report
BACKGROUND PAPERS	PAS 55-1:2008, internationally recognised standard setting out the specification for an effective asset management system
APPENDICES	Appendix A Asset Software Migration Plan
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1 Introduction

- 1.1 There are a number of separate management information systems in existence within the Assets Department. The legacy management information systems are not compatible in all cases. This has created problems in managing the range of information being held, and operating processes across the new Service.
- 1.2 The approach to both managing and harmonising the Service's property; fleet; water and foam; stores and equipment is linked to the performance management system known as Sycle. Work is underway to develop this approach to meet the requirements of the principles of Primary Authority Scheme (PAS) 55-1:2008, which is an internationally recognised standard setting out the specification for an effective asset management system.
- 1.3 In terms of long-term capital planning, the estates team will follow the Royal Institution of Chartered Surveyors (RICS) guidance for Public Sector Property Asset Management. Fleet have a fifteen-year strategy in place, and Equipment a ten-years strategy. The remaining aspects of assets are to be harmonised and strategically framed against the Community Safety Plan and included in the Medium Term Finance Plan (MTFP). This work is being used to inform the Communities Programme overseen by the Policy and Resources Committee.

2 Estates

- 2.1 To support the combination, a condition survey of the property assets of both the former Wiltshire and Swindon authorities was undertaken in December 2015 and January 2016 to establish a common baseline.
- 2.2 A further tranche of 20% will be reviewed each year to refine costs within the capital programme. Maintenance plans and asset registers are in place and monitored.
- 2.3 Following an external audit by the British Standards Institute (BSI), the estates department was strengthened to ensure legal compliance. A recent audit by the BSI has indicated that they are satisfied with the situation and the control measures put in place. We comply with BS OHSAS 18001 in the south and are working on developing this in the north with a corporately agreed target of achieving full accreditation by the end of 2018.
- 2.4 Opportunities to share property assets have been discussed with key partners in Wiltshire (for example as part of the One Public Estate) and more work is underway to strengthen this approach across the whole Service.
- 2.5 Work to develop the Integrated Property Asset Management Strategy (IPAM) has commenced, in conjunction with the Communities Programme and specialist consultants. This strategy will be completed by September to inform

the MTFP and will further strengthen the approach to sharing assets with our key partners.

- 2.6 In terms of management information systems for this team, significant progress has been made to align the systems across the Service and there is now a single estates management system in place.

3 Fleet

- 3.1 Since the 1 April 2016, a substantial amount of work has been carried out to better align the vehicle life cycles; replacement programmes and to support a harmonised approach across the new Service.
- 3.2 As part of this exercise, it was found that there are significant differences in the type of vehicles; how vehicles are utilised and how they were distributed.
- 3.3 The department currently has two software systems to manage the fleet. Following a business case to the Strategic Leadership Team, work is being undertaken to merge the two legacy systems into one. As part of this exercise, we are also taking the opportunity to modernise both the software and our working practices.
- 3.4 This work is detailed in Appendix A. The work to harmonise systems will be completed by the end of this financial year.

4 Equipment

- 4.1 Since 1 April 2016, a considerable amount of work has been undertaken to ensure that the team, which initially experienced significant staff turnover, was sufficiently trained and following agreed procedures. Whilst this team was finding its feet, the Service engaged a contractor to carry out some inspections to minimise any outstanding backlog issues and to ensure legal compliance.
- 4.2 The department is now fully staffed and able to maintain our safety inspection regime, however, the Equipment Manager will be retiring soon, therefore a replacement is now required.
- 4.3 In order for the Service to meet its legal obligations, there is a necessity to use an electronic asset management system. The current systems currently tracks and records around 50,000 items of equipment.
- 4.4 An asset management system review has taken place to determine which systems are required to best meet the needs and requirements of the team including the management of equipment defects.
- 4.5 The system will need to be fully compatible with our current ICT infrastructure and have the ability to work with Radio Frequency Identification (RFID) technology to help maintain an efficient approach to inventory checking and monitoring.

- 4.6 Work has been undertaken to develop a technical specification and officers will soon be seeking costs through a procurement exercise to inform the capital programme for 2018/19. It is anticipated that a full roll out of this system will be undertaken by March 2019 (see appendix A).

5 Water and foam

- 5.1 This team has also been subject to significant staff turnover during the first year of the new Service with two of the three and a half full time positions becoming vacant. These have now been filled and, after completing their training courses, are now fully operational.
- 5.2 The team have been working on aligning the two legacy management information systems and the Service now has one system in operation.

6 Stores and distribution

- 6.1 Currently stores items are ordered in two separate ways using two different management software systems. Both have a stores catalogues and staff input their requests in their respective systems.
- 6.2 There is then a requirement, on both systems, for the request to be manually added to Agresso, our financial management system. The request is then processed and delivered.
- 6.3 The Service will migrate to use the Agresso finance system for the alignment of both stores systems. The team are working towards one stores system in use across the Service by the end of this calendar year.

7 Summary and next steps

- 7.1 The assets department has been subject to much change since combination mainly due to new opportunities for staff and retirements with only two of the original seven senior managers remaining in post from combination. It is to the department's credit that they have maintained safety critical systems whilst dealing with establishing new teams and having to use legacy management systems.
- 7.2 The department has the need for five software systems of which two have been successfully aligned in the past year. Two more will be aligned this financial year, with the last one being fully up and functional by the end of March 2019. The software migration system is a key control measure in the strategic risk register and as such will continue to be overseen by this Committee at each of its meetings

Ben Ansell
Chief Fire Officer
July 2017