

REGIONAL WORKING HIGHLIGHT REPORT

PURPOSE OF THE REPORT

1. This report has been prepared to provide Members with an update on regional working.

BACKGROUND

2. The Programme Progress Report, found at Appendix 1, is produced each month by the Regional Programme Team.

OVERVIEW OF PROGRAMME DEVELOPMENTS

4. An overview of programme developments is attached at Appendix 1.

OPTIONS, RISKS AND OPPORTUNITIES

5. This is an update report and therefore there are no options, risks or opportunities to consider.

POLICING PLAN AND PERFORMANCE

6. This report enables Members to see the progress that is being made and the exceptions that are being reported and managed through the Regional Delivery Group and Regional Collaboration Board.

IMPACTS ON OR LINKS TO COLLABORATION

7. This is an update report on collaborative working.

FINANCIAL IMPLICATIONS

8. The impact on revenue and capital budgets is not yet clear; however, as explained earlier in the report, work is progressing to ensure that projected savings can be built into the MTF5 and CRS 2015 programme in the coming months.

LEGAL IMPLICATIONS

9. Mr Stephen Hodgson, Lead Force for Legal matters sits on the Regional Delivery Group and is consulted in respect of legal matters when it is considered necessary.

EQUALITY AND DIVERSITY AND HUMAN RIGHTS

10. Equalities Impact Screening is in the process of being completed for all regional work streams.

CONCLUSION

11. The report provides a high level update on the activity that is underway regionally.

RECOMMENDATIONS

12. It is recommended that Members:
 - (i) Note the report.
 - (ii) Raise any concerns by exception.
 - (iii) Receive future reports using the update provided by the Regional Programme Team as attached at appendix 1.

TIM S HOLLIS
Chief Constable

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Background documents:

Appendix 1 – Update on Regional Programme of Work October v3

REGIONAL COLLABORATION PROGRAMME REPORT

1 st December, 2011		Status	Red Amber Green
Author Gillian Bardsley Regional Programme Manager	Contributors Adam Nolan/Emily Wilson - SSU Chris Mottershaw/Claire Jackson - Procurement Jackie Bland - ICT 5 th Domain Rob O'Dell - Criminal Justice Richard Flint/Nigel Brook - Fleet Jackie Bland - HR and ICT Sally Collins – Marine & Underwater Karen Taylor/Hilary Sykes – HR WYP/NYP Tony Jepson - Firearms Paul Whiteley – ICT NYP/WYP	TIME (is the project on schedule to be delivered on time)	Procurement and SSU continue to experience some slippage as the impact of the delay from the employment framework is realised
Projects agreed for implementation Procurement – Regional Lead Chris Mottershaw Scientific Support - Regional Lead Supt Adam Nolan ICT 5 th Domain - Jackie Bland HR Shared Services (HP/SYP) - Jackie Bland/Lorraine Booth ICT Org Structure (HP/SYP) - Jackie Bland E Crime - DCS Clive Wain Projects working towards implementation decisions Criminal Justice Administration - SYP Lead (December RCB) Fleet NYP/Regional Lead – Richard Flint (Dec RCB) Crime Phase 2 Serious and Organised Crime Firearms (interoperability training and policy) Chief Inspector Tony Jepson Business case RDG December Projects Currently being scoped Specialist Ops – Marine and underwater, dogs and Mounted – Ch Insp Tony Jepson/Emma Ahern HR and ICT for NYP and WYP Intelligence Firearms Licensing – deferred as a result of national movement Press, Comms, Marketing and Media Vetting – Ch Supt Alan Ford		SPEND (is the project on schedule to be achieved within budget).	Unable to clarify until budgets confirmed
		RISK (Are the risks in proximity being managed effectively to ensure the project is delivered successfully)	All risks have been identified and reviewed on a monthly basis
		BENEFITS (will the organisation still be able to achieve the business case benefits from the capabilities delivered from the project)	Benefits clarified for Procurement and SSU Detail on costs and savings still to be clarified
		OVERALL ASSESSMENT OF PROJECT STATUS	

EXECUTIVE SUMMARY

The Regional Team have been working to develop robust systems and processes for the programme controls. One of the key controls to enable efficient managing and monitoring the regional programme is the milestone plan. The plan identifies the high level strategic milestones associated with each project and/or regional workstream. The monthly Programme Progress Report is the detailed narrative for each of the milestones being achieved or worked towards during that particular month. Information to produce this report has been taken from discussions with Regional Liaison Officers, Project Managers, project progress reports and individual feedback from Single Points of Contact responsible for the various work streams taking place across our region, through monthly checkpoint reports.

Progress on the regional programme during November includes:-

Regional Risks

A new strategic risk has been identified on the programme risk register as follows in relation to VAT HMRC are considering their policy on VAT for consortia as a result of looking at the Thames Valley vehicle maintenance consortium. Since we became aware of the issue a week ago we have started to seek advice from VAT experts and have made contact with HMRC to highlight that there is a whole range of police collaboration and any guidance needs to be decided in that context. The Home Office has also been made aware of the potential issue. HMRC are believed to be deciding their policy in December so we will need to consider whether this has any impact and how best to respond to it following that.'

Exception Reporting

Some slippage has occurred on the Criminal Justice workstream. The milestones identified for December, January and February will now be deferred as a result of a remittance for further work to be completed and costings to be clarified. Full details of the above are noted in the exception report which will be presented to RCB in December.

Regional Accommodation

The Regional Team have now concluded negotiations with the current landlord and have agreed to rent the top floor at a much reduced rate.

Accommodation - RPT will move to the Upper Floor only at 3355 Thorpe Pk on Monday 12 December.

Regional Estates Strategy

Meeting with RPD, Mark Whyman, Phil Goatley and Martin Knapp. Agreed to progress by (a) scoping current appropriate quality and shelf life accommodation for regional collaboration needs and (b) scoping high level regional structures across the full milestone plan programme to identify potential regional estates needs, then align both to identify alignment and gaps.

The meeting between RPT and Regional Estates leads has been deferred until January due to diary clashes. GB and AF will progress the other half of the required work (mapping what the full milestone plan implementation accommodation needs could be) with the Business Change Managers at the next meeting in December.

Programme Development

A Regional Programme Handbook has been drafted to show how the regional team manage the programme. The first draft will be discussed with Force Change managers in December and presented to RSP in January. The panel will refer to this framework when scrutinising the work undertaken by the team. Once the handbook has been finalised it will be uploaded onto the regional intranet site so everyone will have access.

JPAC Meeting

At the meeting on the 24th November members endorsed the Regional Costing Model which was previously approved by heads of finance and endorsed by directors of Finance and Treasurers and is now being applied to all regional work areas whether they are projects or work in scope to provide a recognised standard of accounting across the region.

Programme and project tolerances where developed at the regional directors of finance and treasurers meeting were also endorsed.

Members took note of the Exception report and were given a verbal update on the progress made in relation to the employment framework

The Employment Framework approved. HR Forum meeting on 2 December to set out proposed approach to delivering it which will go the commencement of Formal Consultation with the Staff Associations on 15 December

HR

During November, HR work has continued to focus on the Employment Framework options preparing necessary information for JPAC to agree that the 'hybrid model', utilising a Section 23 Agreement, TUPE Transfer or creation of a new role determine the recruitment and/or selection methods for the projects underway. During the next month, strategy and timeline will be considered with staff representative bodies invited to consult and engage fully.

VAT

Some concern was expressed over collaborative arrangements being the subject of VAT recently As a result the Director of Finance for WYP has arranged a meeting with the YatH Forces VAT Advisors on 9 December to establish the definitive position. A similar situation was encountered earlier in 2011 by Education and the matter resolved by the PM in cabinet. Even if the situation was an 'absolute', various contingencies exist that would enable a resolution and stakeholders will be kept informed as the issue progresses. A briefing will be given to the Regional Collaboration Board on the outcome of this meeting on the 14th December.

Chief Officers Conference

The focus of the bi-annual conference held on the 17th November was to consider the long term regional plan for collaborative working and future policing. Chief Officers were provided with updates from the current collaborative projects along with the national picture for serious and organised crime.

KEY:	
● Red	Substantial problems being encountered which could deviate beyond tolerance levels and require Regional Collaboration Board action/decision making
● Amber	Some problems being encountered which could impact over tolerances which the Change Board need to be aware of
● Green	On schedule and/or no problems being encountered within tolerance

SECTION 1 – MILESTONE PLAN OVERVIEW Progress in this reporting period
<p>Programme Governance</p> <ul style="list-style-type: none"> • Monthly programme progress report circulated • Governance and controls in place • Exception report prepared ready for delivery to RCB December
<p>Procurement</p> <ul style="list-style-type: none"> • Stores and Print began further exploratory work to identify quick wins • Cost data being gathered • Model for the employment framework agreed by JPAC • Process for identifying and recording procurement savings revised and implemented • Full detail appendix 1 <p>Scientific Support Unit</p> <ul style="list-style-type: none"> • Employment framework agreed • Implementation commenced on thematic structures • Full detail appendix 2 <p>ICT Organisational Structure (HP/SYP)</p> <ul style="list-style-type: none"> • Single management structure established to progress the ICT across Humberside and SYP • Full detail appendix 3 <p>HR Shared Services (HP/SYP)</p> <ul style="list-style-type: none"> • Awaiting Police Authority approval to proceed • Full detail appendix 4 <p>ICT 5th Domain</p> <ul style="list-style-type: none"> • Unable to confirm benefits and savings or proceed further in this area until procurement can confirm cost and timeline for purchasing network • Full detail appendix 5 <p>E-Crime</p> <ul style="list-style-type: none"> • Project officer appointed to begin working on the project plan, gantt chart and risk register • Service level agreements being discussed • Role profiles agreed and staff recruited

SECTION 2 MILESTONE PLAN
<p>Fleet</p> <ul style="list-style-type: none"> • PSU base vehicle tender evaluated and awarded (WYP & NYP) • Discussions have taken place across the four forces with agreement to transfer sponsorship to Humberside with the intention of producing a position paper in February 2012. <p>Criminal Justice</p> <ul style="list-style-type: none"> • Papers submitted to RDG with all the requested work completed. Negotiations with Strategic partners to agree way forward on wider CJ programme 17 November, also consultation with LCJBs on future

- structure.
- Exception report on slippage will be presented to RCB on 14th December identifying new milestone dates to be agreed
- Warrants and licence recall options report presented to RDG in November with a full discussion on each. Both options papers were agreed, with both moving towards a business case February 2012 or earlier if ready
- Full Detail appendix 6

NYP/WYP HR Collaboration

- A significant amount of work has been undertaken during November to establish which areas can actually provide benefits to the two forces
- Full detail at appendix 7

ICT Organisational Structure (NYP/WYP)

- Initial meeting held on 4th October, NY to discuss the scoping report with their CT and provide feedback by 18th October to WY regarding options to progress, or not. No response received from NYP regarding this, chased by WY.
- Full details appendix 8

Specialist Ops Firearms

- Continued development of business case
- Full detail appendix 9

Crime Phase 2

- Presentation of progress on serious and organised crime delivered to Chief Officer Conference 17th November 2011.

Specialist Ops Marine and Underwater

- The Marine and Underwater Search Options Appraisal Report was approved by RDG and RCB for progress to Business Case this month

Press Comms Media and Marketing

- Developing Options appraisal paper with a view to presenting at RDG in February

Vetting

- Developing Options appraisal paper with a view to presenting at RDG in February

Firearms Licensing

- This workstream has been deferred until the national position has been clarified see exception report.

ACTIVITIES IN NEXT REPORTING PERIOD/BOARD DISCUSSION TOPICS

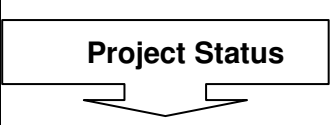
- Milestone Plan, Exception Report and Monthly Programme progress report presented to RCB
- Draft Regional Programme Management Handbook circulated for views and presented to RSP for information

FINANCE

Report back on results of meeting to discuss VAT implications for collaborative working

RISK

Review of regional risk register and preparation of report on movement of strategic programme risks

PROJECT PROGRESS REPORT			
November 2011		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Project Status</div> 	Red Amber Green
Project:	Regional Procurement	TIME (is the project on schedule to be delivered on time)	R
Project Sponsor:	Nigel Brook	SPEND (is the project on schedule to be achieved within budget).	Unable to clarify until budgets confirmed
Project Manager:	Chris Mottershaw	RISK (Are the risks in proximity being managed effectively to ensure the project is delivered successfully)	A
Period Covered:	November 2011	BENEFITS (will the organisation still be able to achieve the business case benefits from the capabilities delivered from the project)	A
EXECUTIVE SUMMARY		OVERALL ASSESSMENT OF PROJECT STATUS	A
<p>The overall status of the Regional Procurement Project is AMBER:</p> <ul style="list-style-type: none"> • Time – The overall project continues to be behind schedule, due to a delay in decisions regarding the employment framework. • Spend – Currently no spend within project. Finance Departments to agree on model for spend and savings. • Risk – Thirteen risks currently open, of which six have a high likelihood. All risks being managed and actions in place to mitigate risk. • Benefit – Benefits currently being validated and cost/savings process agreed in order to track progress. 			
● Red	Substantial problems being encountered which could deviate beyond tolerance levels and require Programme Director and/or Programme Board Action		
● Amber	Some problems being encountered which could impact over tolerances which the Programme Board need to be aware of		
● Green	On schedule and/or no problems being encountered within tolerance		

1 PROGRESS IN THIS REPORTING PERIOD

Organisation Design

The decision made at RCB regarding the employment framework to adopt a hybrid approach, including TUPE, Section 23 and competitive selection where appropriate has now also been approved by JPAC. CM has prepared plans for the Procurement structure and roles under the hybrid approach and how staff will move onto the structure, which have been given to the HR forum for advice and guidance for progression.

HR Leads are preparing protocols for implementation of organisation change in each force under a Section 23 arrangement for consultation with Unions and Staff Associations. Timescales for staff consultation awaited from HR Leads.

Regional Contract Standing Orders

Implementation plan and timescale to be created now decision has been made regarding the employment framework.

Policy & Procedures

Pre-Procurement working group second meeting to be held on 5th December 2011.

Print Review

Print review meeting held 23.11.2011 to discuss the progression of the regionalisation of forms. Pocket book and MG forms to be regionalised. Workshop to be held at NYP with print managers to review each forces versions and design a regional standard. Group then to contact regional Criminal Justice reps to confirm regional version meets requirements. Next review meeting to be held following workshop in the new year.

Stores & Tailoring

Further exploratory work now being carried out. Cost data being gathered.

Zanzibar e-Marketplace

Agreement at Project Board to fund 2 resources for the Project Management of Zanzibar. Project Management now being sought with a view to start in December for the North Yorkshire implementation.

Savings Group

All 2011/2012 savings made so far to be recorded on the savings capture forms and submitted to finance representatives by 2nd December. Savings forecast plans to be revisited by each savings rep and savings capture forms completed for each forecast so that finance can qualify the accuracy of the forecast. All forecast savings capture forms to be submitted by the end of December. Finance representatives to have all feedback on capture forms sent to procurement reps by the end of January.

Coding conversion framework to continue to be tested for each forces data ahead of going live. Go live date: January.

Next Savings Group Meeting to be held on 8th December.

Communications Strategy

Second draft now completed and is being reviewed.

KPIs

KPIs agreed and base lining is underway.


2 ACTIVITIES IN NEXT REPORTING PERIOD

- SY Role Profile evaluations finalised;
- Further development of Regional Policy and Procedures;
- Print workshop to progress regionalisation of the pocket book and MG forms;
- Further work on regional tailoring report to continue;
- Zanzibar Project Management options to be implemented;
- Further validation of savings plans;
- Communications Strategy to be finalised for Project Board comments;
- Draft Service Standards being prepared;
- Proposals for contract management being prepared for Project Board comments;
- KPI base lining to continue.

3 EXCEPTIONS/CHANGES

4 ANY OTHER ISSUES/COMMENTS

Risk register, issue log, action log and milestone plan completed and up to date.

PROJECT PROGRESS REPORT			
		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Project Status</div> 	Red Amber Green
Project:	Regional SSU	TIME (is the project on schedule to be delivered on time)	A
Project Sponsor:	ACC Max Sahota	SPEND (is the project on schedule to be achieved within budget).	Unable to clarify until budgets confirmed
Project Manager:	Adam Nolan	RISK (Are the risks in proximity being managed effectively to ensure the project is delivered successfully)	A
Period Covered:	November 2011	BENEFITS (will the organisation still be able to achieve the business case benefits from the capabilities delivered from the project)	G
EXECUTIVE SUMMARY		OVERALL ASSESSMENT OF PROJECT STATUS	G
<p><i>The overall status of the Regional Scientific Support Project is green:</i></p> <ul style="list-style-type: none"> Time – Overall project is experiencing some slippage due to awaiting detailed employment law clarification but the decision has been made to advertise for the position of the Director of RSSU. Spend – Currently no spend within project. Risk – Fourteen risks currently open, of which four have a high likelihood and serious impact. All green and amber risks are being managed however the red risk has been presented to the RPT SMT for actions to mitigate risk. Benefit – Project on target to deliver benefits. 			
● Red	Substantial problems being encountered which could deviate beyond tolerance levels and require Programme Director and/or Programme Board Action		
● Amber	Some problems being encountered which could impact over tolerances which the Programme Board need to be aware of		
● Green	On schedule and/or no problems being encountered within tolerance		

5	PROGRESS IN THIS REPORTING PERIOD
Thematic Reviews	
<p>The additional financial and staffing level data has been presented to and approved by RDG. The information within the thematic reviews has informed to content of the Two Year strategic Plan.</p>	
Implementation Plan Development Paper	
<p>The Implementation Plan Development Paper has been written and presented to JPAC where the consensus was that the regionalisation of Scientific Support can go to the delivery phase.</p>	
Two Year Strategic Plan	
<p>The Two Year Strategic Plan has been developed and will be circulated in December as per the milestone plan.</p>	

Commence Implementation of Phase One structures

The phase one structures have commenced implementation. The decision to recruit a Director of RSSU, how they are to be employed and whether to recruit internally or externally are issues that were discussed this month. It was decided that the post would initially be advertised internally to all staff within the four forces. JPAC concluded that the post would be employed by the lead employer SYP.

The advertisement for the Director of the Regional Scientific Support Unit has now been placed on all four forces intranet sites and the interview date has been set for the 15th December 2011.

Draft role profiles have been written for all of the Regional SSU SMT and Middle Management Posts. Role profile feedback has been gathered from SSU managers and further work has been developed. The DRSSU will be actively involved in the final draft copies prior to official consultation and grading.

A location in Wakefield has been identified to house to appointed Senior Management Team.

Employment Model

Meetings have been held and work continues to inform decisions on the optimum employment model to support the final regional structure. We expected a decision in August but this was not met due to differing views from individual forces. JPAC met on the 24th November and came to the decision that a hybrid employment model would be adopted. Meetings will be set with HR to formulate an action plan for progress.

Cost of the Service/Financial Model

The regional financial leads have presented a separate paper to RCB to discuss the financial model for the Region. The recommendations have been presented to the Regional Financial Heads and the process of agreement will now be led by them.

HR, Business Support and Admin

Discussions relating to these areas of business will commence on the appointment of the Director of Regional Scientific Support Unit.

Indemnity Agreement

The process continues for the identification and maintenance commitments for SSU equipment. The collated data will be analysed by the appointed DRSSU and an indemnity agreement developed if appropriate.

6 ACTIVITIES IN NEXT REPORTING PERIOD

- Role profile final draft copies developed
- Interviews for Director of RSSU
- Finalise employment framework

7 EXCEPTIONS/CHANGES

None to report.

8 ANY OTHER ISSUES/COMMENTS

PROJECT PROGRESS REPORT			
ICT Organisational Structure		Project Status	Red Amber Green
Project:	Single ICT Shared Service South Yorkshire Police and Humberside Police	TIME (is the project on schedule to be delivered on time)	G
Project Sponsor:	Nigel Hiller/Phil Goatley	SPEND (is the project on schedule to be achieved within budget).	G
Programme Manager:	Jacqueline Bland	RISK (Are the risks in proximity being managed effectively to ensure the project is delivered successfully)	G
Period Covered:	November	BENEFITS (will the organisation still be able to achieve the business case benefits from the capabilities delivered from the project)	G
EXECUTIVE SUMMARY		OVERALL ASSESSMENT OF PROJECT STATUS	G
<p>The overall status of the ICT Merger Programme South Yorkshire Police and Humberside Police. Programme is Amber:</p> <ul style="list-style-type: none"> • Time – Green- programme progress running to schedule • Spend – Green as Project is on schedule to be achieved with budget • Risk – Green – Risks are being managed effectively to ensure the project is delivered successfully • Benefit – Green – Will be able to achieve the business case benefits from the capabilities delivered from the project 			
● Red	Substantial problems being encountered which could deviate beyond tolerance levels and require Programme Director and/or Programme Board Action		
● Amber	Some problems being encountered which could impact over tolerances which the Programme Board need to be aware of		
● Green	On schedule and/or no problems being encountered within tolerance		

<ul style="list-style-type: none"> • Agreement given by both Police Authorities to proceed with the Single ICT Shared Service based on the outline business case and the recommendation from a Task and Finish Group who had been set up to scrutinise in more detail the Outline Business Case and Programme of Change. • The Programme of change is to be phased in three stages with the first stage to establish a new Joint Management Team, stage two to look at the remaining structure and the establishment of centre of excellence and a final stage to consolidate and converge systems and solutions. • Key activities for this month have been around staffing, recruitment, and governance. <p>Staffing and Structure</p> <ul style="list-style-type: none"> • New Head of Service confirmed as Paul Thrustle and his start date agreed as the 5th December 2011. • Interviews for the Joint Management Team took place on the week commencing 7.11.11. • New Joint Management Team selected and will take up appointments from January 2012. • The new Head of Service and Joint Management Team will then start work on the remaining service redesign. <p>Governance</p> <ul style="list-style-type: none"> • Governance structure agreed – this links and aligns to regional governance structure. • Priority has been to put in place the Joint Programme Board and Joint Collaboration Group. • The inaugural meeting of the joint collaboration group took place on the 18.11.11 and the meeting
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<p>agreed membership, schedule of meetings and terms of reference.</p> <ul style="list-style-type: none"> • Stephen Hodgson presented to the Joint Collaboration Group a draft Section 23 Agreement and the group provided guidance and suggestions so that the document can be updated further and will be taken to the next meeting of the group January 2012. • Priority now is the set up of the first Joint Programme Board meeting. Membership for this has been agreed and a draft Terms of Reference produced. The first meeting to take place end December/early January. <p>Communications</p> <ul style="list-style-type: none"> • Staff continue to be given regular updates on the proposed changes and a draft Communications Plan is ready of the Joint Programme Board to consider and approve. • Regular joint management meetings are in place to keep staff engaged with the changes and informed • Presentations given on the Single ICT Shared Service to internal groups/departments. • Update report on collaboration presented to both South Yorkshire Police Authority (9.12.11) and Humberside Police Authority (22.11.11) <p>Benefits Management</p> <ul style="list-style-type: none"> • A Draft Benefits Realisation Strategy developed. • Joint Programme Board to consider and agree strategy, plan and benefit profiles and approve the approach <p>Risk Management</p> <ul style="list-style-type: none"> • Draft Risk Register developed and Joint Programme Board to consider and approve the register. <p>Programme Plan</p> <ul style="list-style-type: none"> • Draft programme plan developed and awaiting consideration and sign off by the Joint Programme Board <p>Finance strategy</p> <ul style="list-style-type: none"> • Draft strategy and approach developed and will be considered by the Joint Programme Board.
<p>9 ACTIVITIES IN NEXT REPORTING PERIOD</p> <ul style="list-style-type: none"> • Finalise meeting for Joint Programme Board • Set up further meetings of Joint Collaboration Group • Have programme documents agreed/approved by Programme Board • Complete section 23 Agreement for the January 2012 • Present collaboration report to South Yorkshire Police Authority 9.12.11
<p>10 EXCEPTIONS/CHANGES</p>
<p>11 ANY OTHER ISSUES/COMMENTS</p>

PROJECT PROGRESS REPORT			
HR Collaboration		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Project Status</div> 	Red Amber Green
Project:	HR Collaboration South Yorkshire Police and Humberside Police	TIME (is the project on schedule to be delivered on time)	A
Project Sponsor:	Ian Watson	SPEND (is the project on schedule to be achieved within budget).	G
Project Manager:	Lorraine Booth	RISK (Are the risks in proximity being managed effectively to ensure the project is delivered successfully)	G
Period Covered:	November	BENEFITS (will the organisation still be able to achieve the business case benefits from the capabilities delivered from the project)	G
EXECUTIVE SUMMARY		OVERALL ASSESSMENT OF PROJECT STATUS	G
<p><i>The overall status of the HR Collaboration South Yorkshire Police and Humberside Police Project Programme is Green:</i></p> <ul style="list-style-type: none"> • Time – Amber- need confirmation/ approval from Police Authorities to proceed • Spend – Green as Project is on schedule to be achieved with budget • Risk – Green – Risks are being managed effectively to ensure the project is delivered successfully • Benefit – Green – Will be able to achieve the business case benefits from the capabilities delivered from the project 			
● Red	Substantial problems being encountered which could deviate beyond tolerance levels and require Programme Director and/or Programme Board Action		
● Amber	Some problems being encountered which could impact over tolerances which the Programme Board need to be aware of		
● Green	On schedule and/or no problems being encountered within tolerance		
<p>Work/Activities Carried Out During this Period</p> <p>Update provided to the inaugural meeting of the Joint Collaboration Group on the 18.11.11.</p> <p>Report taken to Humberside Police Authorities on the 22.11.11 (HP) and approval given for the business case to create a Single HR and Training Shared Service.</p> <p>The report and Business Case go to South Yorkshire Police Authority on the 9.12.11</p>			
<p>12 ACTIVITIES IN NEXT REPORTING PERIOD</p> <p>South Yorkshire Police Authority 9.12.11</p>			
<p>13 EXCEPTIONS/CHANGES</p>			
<p>14 ANY OTHER ISSUES/COMMENTS</p>			

PROJECT PROGRESS REPORT			
November 2011		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Project Status</div> 	Red Amber Green
Project:	Regional Network Inter Force Connectivity and 5 th Domain Project	TIME (is the project on schedule to be delivered on time)	A
Project Sponsor:	Nigel Hiller	SPEND (is the project on schedule to be achieved within budget).	G
Project Manager:	Julian Holmes – Networks Andrew Stubbs -5th Domain	RISK (Are the risks in proximity being managed effectively to ensure the project is delivered successfully)	G
Period Covered:	November	BENEFITS (will the organisation still be able to achieve the business case benefits from the capabilities delivered from the project)	G
EXECUTIVE SUMMARY		OVERALL ASSESSMENT OF PROJECT STATUS	G
<p><i>The overall status of the Regional Network Inter Force Connectivity and 5th Domain Project. Programme is Amber:</i></p> <p style="margin-left: 20px;">Time – Amber- remain amber until procurement confirm timeline for purchasing network</p> <ul style="list-style-type: none"> • Spend – Green as Project is on schedule to be achieved within budget • Risk – Green – Risks are being managed effectively to ensure the project is delivered successfully • Benefit – Green – Will be able to achieve the business case benefits from the capabilities delivered from the project 			
● Red	Substantial problems being encountered which could deviate beyond tolerance levels and require Programme Director and/or Programme Board Action		
● Amber	Some problems being encountered which could impact over tolerances which the Programme Board need to be aware of		
● Green	On schedule and/or no problems being encountered within tolerance		

15 PROGRESS IN THIS REPORTING PERIOD
<p>Work on the 2 projects continues to progress this is being conducted in parallel to working with the regional Yorkshire and Humberside PSN programme.</p> <p>Joint activities for networks and 5th Domain projects.</p> <ul style="list-style-type: none"> • Have set up a weekly checkpoint meeting with both Projects managers (Julian Holmes and Andrew Stubbs) to ensure the programme of activities remain within the agreed timelines. • Project Board schedule agreed and finalised Terms of Reference and Membership. • A set of draft project documents created and shared with the board for consideration and approval. • Project was called in for Regional Scrutiny on the 2.11.11. Concerns were raised by the panel on procurement and timescales. A response has been provided to address these concerns. <p>Y&H PSN Update</p> <ul style="list-style-type: none"> • Continuing to work with the Y&H PSN Programme and sit on the Partnership Management Board.

Hold the vice chair role within that governance structure.

- The approach for the programme has changed and the emphasis is now to work closely with the cabinet office on the national frameworks for PSN ensuring that the specific technical requirement developed by Y&H are included within these frameworks.
- Although this will not provide within the timescale required by the 4 Forces an appropriate mechanism for the regional network or 5th domain, it is important that we continue to work with this programme as it may provide future opportunities
- All 4 ICT Directors are board members
- Opportunities for the Police include a range of areas including networks, telephony etc.
- The Forces are required to sign a Partnership Agreement to be members of the Partnership and the Regional Legal Advisor Stephen Hodgson has checked this. The 4 Forces have not yet signed this as the document is a Deed and needs to be signed by the Police Authorities. Continue to work with Stephen Hodgson to resolve this. Once the agreements are signed, the Police will become full partners and formally join the PSN Partnership Management Board.
- The Police are keeping a watching brief on this and it may well prove to be a better value for money route for purchasing networks etc in the future, however, it won't be able to deliver the regional capacity required for the regional network in the timescale required. It may well be prudent to the regional network project to limit the contract time it signs up so that the Police could take advantage of this framework over the next couple of years.
- To continue to work with the programme a further contribution of £2k per partners may be required and it was agreed by the regional DCC for collaboration Mark Whyman to use the money from the networks and 5th domain to cover this. The total contribution for the 4 Forces is £8k

Networks

- Priority for the project has been to work with the regional procurement team to agree the appropriate route in which to purchase the network
- A meeting with the DFTS supplier BT is timetabled for the 23.11.11 to assess there specification and costs.
- Feedback from this meeting and a full update on progress to be provided to the project board on the 1.12.11.

Procurement

- As outlined above the key priority has been to agree the procurement route
- Working closely with Ruth McDermott to ensure we have a legal route that has minimal chance of being challenged by other suppliers and to ensure we have a contract that is both value for money and robust.
- Procurement- leading negotiations with the supplier of costs and timescales.

The 5th Domain

- A draft proposal/design has been circulated to technical leads for consideration. This to be discussed in detailed at the project board on the 1.12.11. Each Force will be required to consider and agree the design. It will also go to the regional Technical Design Authority for ratification.
- Timeline is still to have the agreed design agreed by March 2012.
- Board agreed to approach external consultant from Microsoft to help with design – to ensure best practice and reduce development time. Cost for this is being agreed and will be taken to the next project board for approval.

16 ACTIVITIES IN NEXT REPORTING PERIOD

- Continue to work with the Y&H PSN programme
- Continue to work with procurement on the appropriate route for the network connectivity
- Continue to work on the 5th Domain design
- Hold project board

17 EXCEPTIONS/CHANGES

18 ANY OTHER ISSUES/COMMENTS



CHECKPOINT REPORT			
Project:	Regional Criminal Justice		
Distribution:	Programme Manager/Sponsor	Version:	V1
Author:	Rob Odell	Date:	November 2011

DETAILS
<p>Work/Activities Carried Out During this Period</p> <p>Warrants and licence recall options report presented to RDG in November with a full discussion on each. Both options papers were agreed, with both moving towards a business case February 2012 or earlier if ready.</p>
<p>Work Completed During this Period</p> <p>Papers submitted to RDG with all the requested work completed. Negotiations with Strategic partners to agree way forward on wider CJ programme 17 November, also consultation with LCJBs on future structure.</p>
<p>Work/Activities Planned for next Period</p> <p>Complete Warrants business case paper and finalise the discussion points raised at the November RDG. Complete witness care business case report outlining the options requested. Scoping on other workstreams agreed and negotiations with partners.</p>
<p>Work/Activities expected to be completed in next Period</p> <p>Papers to be finalised. Further meetings with IT, HR, Estates and Finance.</p>
<p>Problems/New issues</p> <p>No timescales for key answers to IT issues (licences) but is being followed up, with final deadline of 5th January 2012 for pulling this together.</p>
<p>Meetings to attend next month</p> <p>Regional Heads of CJ Regional Tripartite Programme Board</p>



Joint thinking, joint working

CHECKPOINT REPORT			
Project:	West Yorkshire and North Yorkshire HR Collaboration		
Distribution:	Programme Manager/Sponsor	Version:	3
Author:	K Taylor/H Sykes	Date:	30 November 2011

DETAILS	
Work/Activities Carried Out During this Period	
Specific focus on collaboration in Occupational Health, Safety and Welfare.	
Work Completed During this Period	
<p>NYP paper submitted on the proposed replacement from NSPIS.</p> <p>Meeting between relevant functional leads to articulate a plan for future activity.</p> <p>The following elements relating to Occupational Health, Safety and Welfare have been the focus of discussions this month. Out turn is as recorded and progress will be monitored if approved locally.</p> <p>H&S Auditing – The formulation of a collaborative ‘cross auditing’ approach to this activity in both forces.</p> <p>Risk assessments (RA) – Where new or refreshed RAs are developed they can be shared with WYP/NYP and visa versa. This work will require the involvement of managers and staff in these particular teams who, following training needs analysis (TNA) will be scheduled for risk assessment training or refresher training where a key part of the input will be real time RA development.</p> <p>Work Station Assessment – WYP have been highlighted as best practice in the provision of an on-line work station self assessment system. Discussions were already in play between NYP and WYP and the progression of this solution is currently with ISD colleagues to support the technological elements.</p> <p>Collaborative H&S – Discussions with regard to the opportunities available for the development of a regional approach to H&S. This area has been progressed across the whole region by the H&S and OH Manager in WYP taking the lead and a key strategic role across the forces through their interventions at the already established meetings held each month. Added to this NYP and WYP are currently exploring collaboration for the provision of IOSH or manager H&S training.</p> <p>Harmonisation of surveillance activity - ONAPS joint OH meetings (inc Cleveland & Durham) are now being structured to provide a forum for discussion and development of such common practice.</p> <p>SMP practices - NYP is working proactively with WYP in this area.</p>	

Work/Activities Planned for next Period

The next stages in this collaborative development will be the consideration of an appropriate legal framework in which the above arrangements can operate.
Monitoring of progress on the above if approved locally.

Work/Activities expected to be completed in next Period

Agreed milestone plan for those areas to be progressed to be completed by end of January.

Problems/New issues

NYP current position on the replacement of NSPIS.

Meetings to attend next month

Regular monthly to be re-arranges around current availability.



Joint thinking, joint working

CHECKPOINT REPORT			
Project:	ICT Organisational Structure (NYP/WYP)		
Distribution:	Programme Manager/Sponsor	Version:	1
Author:	Paul Whiteley	Date:	28/11/11

DETAILS	
Work/Activities Carried Out During this Period	Initial scoping report was prepared in July but meeting rescheduled to 4 th October, due to non availability of ACPO representatives
Work Completed During this Period*	Initial meeting held on 4 th October, NY to discuss the scoping report with their CT and provide feedback by 18 th October to WY regarding options to progress, or not. No response received from NYP regarding this, chased by WY.
Work/Activities Planned for next Period	Meeting to determine way forward based on NY response due 18 th October
Work/Activities expected to be completed in next Period	Dependant on outcome of planned meeting
Problems/New issues	
Meetings to attend next month	To be determined after NY CT discussion but likely a meeting will be held to determine way forward based on NY response to scoping report.



Joint thinking, joint working

CHECKPOINT REPORT			
Project:	Regional Firearms		
Distribution:	Programme Manager/Sponsor	Version:	V1
Author:	Tony Jepson	Date:	28 th November 2011

DETAILS
<p>Work/Activities Carried Out During this Period – Since 24/10/11</p> <ul style="list-style-type: none"> Preparation of options paper for RDG
<p>Work Completed During this Period*</p> <ul style="list-style-type: none"> Draft Papers for RDG
<p>Work/Activities Planned for next Period</p> <ul style="list-style-type: none"> Dependant on RDG decision
<p>Work/Activities expected to be completed in next Period</p> <ul style="list-style-type: none"> RDG Paper
<p>Problems/New issues</p> <p>Obtaining accurate and consistent financial information to support the business case.</p>
<p>Meetings to attend next month</p> <ul style="list-style-type: none"> RDG 8/12