

RECORD OF DECISION

TITLE: Property Management & Archive Record Management Systems

Ref: PCC/D/2021/35

EXECUTIVE SUMMARY

The Property Management System (PMS) and Archive Record Management System (ARMS) are currently joint-use systems across West Mercia Police and Warwickshire Police that provide a number of essential legislative and critical business function capabilities. These current solutions are no longer fit for purpose with the versions being utilised significantly outdated. As part of the progression to the separation of the forces' technical infrastructures and business practices following the cessation of the Alliance, the PMS & ARMS solutions have been identified as requiring action in order to ensure they are in accordance with the future landscape.

The PMS implementation will result in each force obtaining and owning a platform for sole use underpinned by individual support and maintenance contracts. The data contained within the legacy solution will be separated as part of this implementation.

ARMS will continue to hold both forces' data as an agreement is in place for Warwickshire to continue utilising the Central Storage Facility. Therefore, ARMS will be a wholly owned and managed solution with a service for use being provided to Warwickshire Police under the terms of the relevant agreements.

PROPOSAL

This proposal seeks to secure the required capital expenditure in order to deliver the new, modern, technically compliant PMS and ARMS solutions to West Mercia Police.

The total capital expenditure requested for the initial deployment of PMS is £46,175.00.

The total capital expenditure requested for the initial deployment of ARMS is £38,100.00.

**APPROVAL OF
West Mercia Police and Crime Commissioner**

I hereby approve the above proposal.

Signed

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PART 1 – NON-CONFIDENTIAL/EXEMPT FACTS AND FIGURES

SUPPORTING REPORT

A full business case sought and gained approval to deliver to the organisation new, technically compliant and modern solutions to cater for the identified business practices and processes.

The business case and confirmation to proceed with the contractual award was approved within the Change & Transformation Board on 21st April 2021, this was achieved following market engagement, completion of an OJEU compliant procurement process and extensive review of options to proceed.

A comprehensive set of business requirements were captured and documented which were utilised as the foundation for an OJEU procurement process. This was deemed a necessary requirement due to the length of time the incumbent supplier had held the contract without any market place reviews having taken place.

The OJEU procurement process was undertaken in conjunction with Warwickshire Police due to the PMS and ARMS systems having close linkages and that Warwickshire Police have signalled their intention to continue to utilise the Defford Archive Storage facility (and therefore ARMS) under a service provision agreement with West Mercia Police. The future ARMS solution will be managed under a West Mercia held contract with the appropriate agreements and approvals in relation to future apportionment of charges to enable this service provision.

As part of the implementation of the new solution, the currently combined dataset of PMS will be split into the constituent West Mercia and Warwickshire data to allow for each force to have a single instance of PMS.

PMS provides the capability for the recording, management and tracking of all seized and found property across the force. This solution provides a comprehensive recording, tracking and auditing process to ensure that the force is able to successfully identify the location of, prove any evidential chain for and audit seized property within the possession of the organisation. This solution also provides the capability for management reporting and to extract data for statutory reporting.

Archive Record Management System (ARMS) provides the capability for the recording, management and tracking of all archive records which the organisation is required to retain under the requirements of MOPI and/or GDPR. This solution provides for recording the location, booking in/out of the file(s), highlighting of reviews required and audit processes.

The legacy solutions are joint use across West Mercia and Warwickshire. This business case sought approval for capital investment of £86,275 in conjunction with a £49,300 in-year revenue requirement for data migration and training activities during implementation.

The system will require a recurring revenue budget of £117,600 for the licence and Hosting service for both PMS and ARMS. This will require an annual revenue uplift of £79,844 in the budget.

A number of reviews of the received bid and the options to progress have been completed in conjunction with technical and business stakeholders following the receipt of the cost profile to ensure no excesses in functionality or requirements were incorporated in the business requirements.

The cost uplift of the revenue costs will be catered for within the existing budget profile.

STRATEGIC CONSIDERATIONS

This decision supports the following element(s) of the Safer West Mercia Plan.

- Putting Victims and Survivors First Building a More Secure West Mercia
 Reforming West Mercia Reassuring West Mercia's Communities

The decision supports this/ these objective(s) through the following

- The proposal supports the Reforming of West Mercia by delivering new fit for purpose technology and make best use of IT.
- Ensuring that the Force is effective at managing its historical information to be compliant with essential legislative and critical business function capabilities.
- Ensuring that investment is made only along force requirements and with clear accountability by removing interdependencies with Warwickshire Police

FINANCIAL COMMENTS

The Total Cost of Ownership for the PMS implementation during the lifecycle of the contract (3yrs + 2yrs) is £377,925.

Implementation

Capital Cost – £47,175

Revenue cost – £12,750

Recurring Expenditure

Annual ongoing revenue costs – £63,600

The Total Cost of Ownership for the ARMS implementation during the lifecycle of the contract (3yrs + 2yrs) is £345,000.

Implementation

Capital Cost – £39,100

Revenue cost – £36,550 (additional cost of data migration)

Recurring Expenditure

Annual ongoing revenue costs – £54,000

The costs for the implementation and ongoing support & maintenance of the Archive system will be contractually applicable to West Mercia; however, 31.8% of the costs of implementation charges and the ongoing revenue charges will be borne by Warwickshire Police under the terms of the relevant service/hosting agreements in place between West Mercia Police and Warwickshire Police

Within the capital programme for 2021/22, there is a provisional allocation of £86,000 to satisfy the implementation charges for this proposal. The financing of this will be a blend of the contribution from Warwickshire (as above) with the balance to be funded by external borrowing.

TREASURER COMMENTS

There is a capital allocation in the 21/22 budget for £86k, however there will be a contribution from Warwickshire that will mean that the project would come in below this cost. It is recommended that, if resources are available, it is funded from revenue contribution to capital, rather than borrowing, based on whether an underspend is achieved.

Ongoing revenue budgets will need to reflect the revenue contribution from Warwickshire

No revenue savings have been identified but it is an investment in systems which will ensure that the Force can manage its data efficiently, avoiding potential costs from inefficiency and legal costs if the data cannot be recovered.

LEGAL CONSIDERATIONS

By virtue of schedule 11, paragraph 14 of the Police Reform and Social Responsibility Act 2011 the Police and Crime Commissioner may do anything which is calculated to facilitate, or is conducive or incidental to, the exercise of the functions of commissioner. That includes entering into contracts and other agreements (whether legally binding or not) and acquiring and disposing of property (including land)

PUBLIC ACCESS TO INFORMATION

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Part 1 of this form will be made available on the West Mercia Commissioner's website. Any facts and advice that should not be made automatically available on request are not included in Part 1 but instead in a separate Part 2 report.

OFFICER APPROVAL

Chief Executive Officer

Signature  Date 5th November 2021