



Business Case			
Programme (if applicable):	ICT Strategy Action Plan		
Project / Work Package Name:	Firewatch Development	PMO Ref:	n/a
Project / Work Package Manager:	Steve Smith		
Date:	8 th March 2022	Version:	
Sponsors Name:	Tony Vincent	Allocated Cost Code:	

1.0	Funding Stream (please 'x' as appropriate)		2.0	Purpose (please 'x' as appropriate)	
1.1	Existing Budget		2.1	Project	
1.2	Capital Bid	X	2.2	Temporary Resource	
1.3	Transition Fund		2.3	Increase in Revenue	
			2.4	Capital Purchase	X

3.0	Reason for submitting this business case (link to Strategic Commitments)
	<p>Firewatch is RBFRS' enterprise resource planning platform, spanning activities from equipment defecting to crewing across operational, finance, fleet, and human resources functions. As the reach of the application is broad, it is usual to expect feature and update requests from the organisation that fall outside of normal maintenance regimes during a municipal year.</p> <p>ICT is already aware of multiple business feature requests (e.g. R&D planner, LMS integration) that are likely to attract a development cost to implement. Past experience has shown that these costs average approximately £50k each year, which to date have been absorbed in departmental revenue budgets.</p> <p>Over time more and more points of Firewatch integration to other systems will be required, meaning overall reliance of the core application to evolve with RBFRS needs will increase.</p> <p>Examples of activities that would not have been possible without this type of funding include the Asset Management Project, Finance systems reporting, feature enhancements like shift marketplace, crewing holiday management etc. Future integration opportunities with Microsoft Active Directory, Sage Accounting, 3rd party services, and mobility solutions will not be possible, removing efficiency opportunities through workflow automation.</p>

4.0	Project/ Work Package SMART Objectives
	<ol style="list-style-type: none"> 1. Assess business requirements for Firewatch feature updates/enhancements through ongoing engagement with business groups by BIS Business Partnering. 2. Prioritise target projects based on business need and cost 3. Engage Infographics to develop and test based on requirements.



5.0 Options Appraisal	
Option Number	Brief Description of Option
1 Do nothing	Do nothing – manage requirements on an ad-hoc basis and fund from existing revenue budgets, introducing unplanned pressures.
2	Fund discrete update/enhancement projects from an earmarked capital fund to minimise administrative burden on project initiation
3	
4 (if applicable)	



5.1 Cost				
	Costs			
Option Number	Year 1	Year 2	Year 3	Total
1 (do nothing)	£50k*	£50k*	£50k*	£150k*
2	£50k	£50k	£50k	£150k
3				
4 (if applicable)				

*Approximate ad-hoc costs associated with historical requirement for update/enhancement, which will manifest as an unplanned pressure on departmental revenue budgets.

5.2 Monetary Savings				
	Savings			
Option Number	Year 1	Year 2	Year 3	Total
1 (do nothing)	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4 (if applicable)	0	0	0	0

5.3 Non Monetary Benefits / Efficiencies of Recommended option	
<ul style="list-style-type: none"> • Removal of likely in-year revenue budget pressures • Improvement in project start-up lead times • Reduction in administrative effort within ICT team 	

5.4 Cost/Savings Assumptions				
Option Number				
1 (do nothing)	n/a – no savings identified			
2	n/a – no savings identified			



3				
4 (if applicable)				

5.5 Risks & Benefits (Include anything arising from the Equality Impact Assessment)		
Option Number	Risks	Benefits
1 (do nothing)	Variable and/or unplanned introduction of revenue budget pressures	
	Delays to project initiation due to lack of funding clarity	
2	None identified	Lower administrative effort to manage business project requests
3		
4 (if applicable)		

6.0 Recommendation	
Option 2 – plan for £50k per annum of capital to be set aside to fund business-led update/enhancement projects impacting the Firewatch Application.	

7.0 Monitoring and Evaluation		
7.1	Who will manage the implementation?	ICT Service Delivery
7.2	Who will monitor and evaluate the outcomes?	HBIS
7.3	Frequency of Reporting?	On completion of works
7.4	Who will manage Equality Impact Assessment review?	HBIS



8.0 Commissioning	
Decision (Approved/ Rejected)	
Decision Made on	
Decision Made by	
Comments (if Rejected)	



EQUALITY IMPACT ASSESSMENT (EIA)

EIA Register Reference Number:	<i>To be completed by Business Support</i>
Name of activity: (i.e. change, policy, procedure, project)	Firewatch update/enhancement
Directorate/department:	Corporate Services
Name of department head/policy owner/project lead:	Tony Vincent
Name(s) of person(s) completing this assessment:	Tony Vincent
Date of commencement of assessment:	8 th March 2022
Dates of Review: (please complete the review log at time of each review)	Click or tap here to enter text.

1. What is/are the aims/purpose and intended outcomes of the activity you are assessing?

To ensure Firewatch is developed in line with evolving business needs without adversely impacting departmental revenue budgets.

2. Who is/may be affected by the activity, and how? Consider applicants, service users, members of the public, RBFRS employees, partner organisations etc.

Please refer to the completion guidance.

Has any consultation taken place with those who may be affected in order to inform this assessment?

All RBFRS staff who routinely or occasionally use the Firewatch suite of application functions.

Information

3. What information is already available that tells you what impact the activity has/will have on people? Consider quantitative and qualitative data, consultation, research, complaints etc. What does this information tell you?

Please list any policies that are related or referred to as part of this assessment.



Is there any equality data relating to this activity? Please also consider any further data that may inform your assessment i.e. consultations, complaint data, external research. Please refer to the central register to identify any related existing EIAs.

Please describe any additional research undertaken to inform this assessment.

These sources of information will be used to inform your assessment of the activity.

Each specific project will need an equality impact assessment based on needs, scope and audience.

4. What impact may this activity have on the following groups?

Assessment of impact on groups in **bold** is a legal requirement, but it is important to consider the potential impacts of your activity on all of the following groups to ensure that your activity does not have unintended consequences.

	Neutral Impact	Positive Impact	Negative Impact	Please provide detail of potential impact(s), including any relevant evidence from the information section above:
Sex (Men and Women)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
Race (All Racial Groups)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
Disability (Mental, Physical, and Carers of Disabled people)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes



	Neutral Impact	Positive Impact	Negative Impact	Please provide detail of potential impact(s), including any relevant evidence from the information section above:
Sexual Orientation (All diverse sexual orientations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
Pregnancy and Maternity (Includes new mothers and those returning to the workplace)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
Marital Status (Married and Civil Partnerships)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
Trans People (Includes non-binary identities and all other diverse gender identities/expressions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
Age (People of all ages)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
People in different family circumstances (including those with caring responsibilities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
People in different social circumstances (including socio-economic factors i.e. poverty and isolation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes



	Neutral Impact	Positive Impact	Negative Impact	Please provide detail of potential impact(s), including any relevant evidence from the information section above:
Different employee groups (including consideration of on-call staff, grades, contract status. Also consider non-employee groups i.e. casual workers, volunteers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes
Other – this may include consideration of other factors as relevant to the activity such as unemployment, homelessness, urbanisation, rurality, health and wellbeing implications. Please see completion notes for further guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No worse than neutral impact as each specific project will require an EIA on planned outcomes

5. What further research or consultation is needed to check the impact/potential impact of the activity on different groups? If needed, how will you gather additional information, and from whom? Please refer to the EIA guidance.

None

Summary of Assessment

6. Taking account of the assessment above, have any negative and/or disproportionate impacts been identified? If so, what amendments will you make to the activity?



No negative impacts identified.



7. After these amendments (if any) have been made, is/will there still be a negative impact on any group?

Yes

No

If No, go to section 9.

If Yes, please explain:

Click or tap here to enter text.

8. Can commencing or continuing the activity without further amendment be justified? If so, how? Please refer to the guidance documents for further information.

Click or tap here to enter text.

9. How can you ensure that any positive or neutral impact is maintained?

Capture ongoing feedback from user community on a regular basis.

10. How will you monitor the impact of the activity in future? Please identify timelines and responsible owner for monitoring, including detail of links to project/service plans if relevant.

Each project funded from this source will require an individual Equality Impact Assessment.



Review Log

Please ensure that you update the action plan accordingly as a result of any changes to the assessment.

Date of Review:	Reason for Review: (i.e. outcomes of consultation, further research conducted, change to activity etc.)	Outcome of Review: (please describe resulting changes to EIA)
8/3/22	Initial Assessment	n/a
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
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Admin

Please send the first draft and any further amended versions to Business Support to be held in the central register.

Check this box if you have undertaken research as part of this assessment that may be of use to others in completing other equality impact assessments:

Append this equality impact assessment as necessary to project reports, business cases and other documents as relevant to governance routes.