



FINANCE

FUNCTIONAL PLAN

ACTION TRACKER 2023/24

Our Purpose:

HERE TO SERVE. HERE TO PROTECT.

HERE TO KEEP YOU SAFE.

Action Plan 2023/24

KEY DELIVERABLE	ACTIONS TO ACHIEVE EXPECTED OUTCOMES	OWNER	PROGRESS	PROJECTED COMPLETION DATE	BOARD REPORT DATE	BRAG STATUS
8.1 Determine and implement a succession plan following the retirement of the Director of Finance and Procurement, the Chief Accountant and potentially other strategic management posts.	8.1.1 Advertise posts	Chief Fire Officer/Director of Finance and Procurement	<u>April – June update</u> Director of Finance & Procurement, Head of Finance posts have been filled and the Chief Accountant post advert is currently live.	July 2023 – March 2024		
	8.1.2 Interview and appoint		<u>July – Sept update</u> The Chief Accountant post was filled in August. The Management Accountant post advert is currently live. The team continue to work on succession planning.			
	8.1.3 Any failure to appoint – identify alternative options		<u>October – December update</u> The Chief Accountant post was filled in August 2023. The Management Accountant post was also filled in November 2023. Following these two key recruitment rounds, the team have continued to work on succession planning.			
			<u>Jan-Mar update</u> Succession planning and information sharing continued during Q4 ahead of the Chief Accountant’s retirement in March 2024. Embedding staff changes and maintaining service levels whilst staff are learning and developing knowledge and skills in their respective new posts will be key during the 2024/25 year. Action complete			
8.2 To implement the “remedy” to resolve all MFRA public	8.2.1 Monitor consultation on regulation / legislation changes to enact remedy.		<u>April – June update</u> Responses have been sent via LPP to all consultations and currently working on a communication strategy with LPP that reflects Home Office proposals to prioritise roll-out of remedy with effect from October	August 2023 – March 2024		

<p>pension age discrimination cases.</p>	<p>8.2.2 Work with LPP to respond to consultation</p>	<p>Director of Finance and Procurement</p>	<p>2023. Potential risk that the software providers may delay the process, but work is on-going to avoid this.</p> <p><u>July – Sept update</u></p> <p>Work with LPP on communications is progressing and initial communications have gone out to all individuals who are affected by the age discrimination. Software providers are estimating the application will be available from the middle of October. LPP have devised a manual process if the software application is not available in time for retirement from 1st October 2023.</p> <p><u>October – December update</u></p> <p>LPP are remaining to pay successfully via the manual process whilst testing continues of the software application. All MFRS retirees from 01/10/2023 have received their commutation within 10 working days of retirement. MFRS continue to work well with LPP in providing all required data to enable payments are made.</p>			
	<p>8.2.3 Work with LPP to implement HO priority list for resolving eligible FPS members’ pensions as soon as possible.</p>		<p><u>Jan-Mar update</u></p> <p>Local Pensions Partnership Administration (LPPA) are continuing to pay successfully as they transition from manual processes to a software application solution. LPPA have paid all MFRS retirees commutation within 10 working days of retirement since October 2023. LPPA are now migrating towards a full system functionality by January 2025.</p>			
	<p>8.2.4 Work with LPP to agree the communication strategy utilising any nationally agreed documentation.</p>		<p>MFRS will continue to work with LPPA during 2024/25 to ensure the “remedy” to resolve all public pension age discrimination cases in line with the Home Office priority order and timeline.</p> <p>Action complete</p>			

<p>8.3 Review current Procurement Strategy in light of Modern Slavery Act and Procurement ask</p>	<p>8.3.1 Review current procurement strategy and update as required</p>	<p>Head of Procurement</p>	<p><u>April – June update</u> Work to commence once 2022/23 year-end ask / audit has been completed, as planned.</p> <p><u>July – Sept update</u> Work has commenced and the review is currently taking place and the Procurement Strategy will be updated as required.</p> <p><u>October – December update</u> 8.3.1 During the quarter the Procurement Act was passed which will replace the current legal framework for public procurement. Whereas the current Procurement Strategy is fit for purpose, a successor Strategy or Policy will be required. However, a new Strategy or Policy needs to be informed by the latest legislation. Training for the Procurement Act is not due to start until 2024.</p> <p>8.3.2 Section 5 of the Strategy clearly states the Authority’s approach on local suppliers and modern slavery. Although framework agreements aren’t expressly mentioned in the Strategy they are used extensively by the Authority. In terms of the Strategy such agreements deliver Section 5 Principles including General, Value for Money, e-Procurement, Sustainable Procurement, Equality and Diversity, Social Value and Modern Slavery. Selection of framework agreements are done in conjunction with stakeholders and are primarily done on having suppliers that can deliver the goods or services required. The generic advantages of framework agreements are that they offer greater efficiency by having reduced tendering timescales; also, they reduce risk as suppliers have undergone a selection process to be a supplier on the framework agreement.</p> <p><u>Jan-Mar update</u></p>	<p>April 2023 – December 2023</p>		
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			<p>A Digital Marketplace was let in March that included a buy local policy that made products from local sellers easier to find.</p> <p>Action complete</p>			
<p>8.4 Determine process for approving new Finance, Procurement, HR and Payroll Application in order to have a new contract and system in place by August 2024.</p>	<p>8.4.1 Continue discussions with relevant lead service representatives on preferred procurement route.</p>	<p>Director of Finance and Procurement / Director of POD</p>	<p><u>April – June update</u></p>	<p>April 2023 – March 2024</p>		
	<p>8.4.2 Get relevant sign-off for approach.</p>		<p><u>July – Sept update</u></p> <p>Discussions have taken place with the service leads and end users of the applications on the preferred procurement route. Procurement have identified relevant Government Frameworks as the route to procurement. A report is being prepared for Authority to request Authority approval.</p>			
	<p>8.4.3 Work with leads and Procurement to identify Framework and route to market</p>		<p><u>October – December update</u></p> <p>The Authority Policy & Resources Committee agreed at the 14th of December meeting to award the contract for the Financial Management Information Application to Advanced Business Solutions Ltd (ABS) and for the HR and Payroll application with Zellis UK Ltd. Work is now taking place to ensure the contracts are in place by March 2024 (the existing contract expires 31st August 2024) and the implementation of working groups has been agreed to aid a smooth system migration.</p> <p><u>Jan-Mar update</u></p> <p>The Authority had reached an advanced stage to have a contract in place with HR/Payroll provider for the implementation of a cloud-based HR and Payroll application. During Q1 and Q2 of the 2024/25 financial year it will be important to ensure data migration, testing, parallel running and system reporting takes place ahead of the new systems being in place by the end of August 2024. In addition, the</p>			

			Procurement team is in the process of agreeing a contract for the Finance Management Information Application. Action complete			
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BRAG Descriptor

Action completed	Action is unlikely to be delivered within the current functional delivery plan	Action may not be delivered by the designated deadline within the functional plan	Action will be delivered by the designated deadline within the functional plan	Action not yet started
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STATUS SUMMARY – 31.03.24

Total Number of Workstreams	12 (100%)
Action completed	12 (100%)
Action is unlikely to be delivered within the current functional delivery plan	0 (0%)
Action may not be delivered by the designated deadline within the functional plan	0 (0%)
Action will be delivered by the designated deadline within the functional plan	0 (0%)
Action not yet started	0 (0%)