

POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION

REF: 004/2013

DATE: 4 February 2013

SUBJECT	
PURCHASE OF CYCLOPS SYSTEM	
REPORT BY	DEPUTY CHIEF CONSTABLE
CONTACT OFFICER	RICHARD BURGE, INFORMATION MANAGER TELEPHONE 01522 947100
EXECUTIVE SUMMARY AND PURPOSE OF REPORT To consider the purchase of the Cyclops system to improve efficiency in the areas of Data Protection and Vetting.	
RECOMMENDATION	<i>That the purchase of the Cyclops system in the current financial year be approved.</i>

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE

I hereby approve the recommendation above, having considered the content of this report.

Signature:  Date: 04/02/13

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

A1. INTRODUCTION AND BACKGROUND

1. The Police and Crime Commissioner has made clear his plan for crime and policing in Lincolnshire through the Police and Crime Plan. Amongst other things this outlines an aspiration to reach 1000 volunteers by 2017 and to create an efficient and effective force.
2. Two areas where the force is currently restricted by its current outdated and overly manual systems are in Vetting and Data Protection.
3. This paper requests a decision regarding the purchase of an electronic vetting and Data Protection IT system that will address these restrictions and deliver savings in the future.
4. With regard to vetting, under the current system we are required to retain a huge number of files in hard copy and the further requirement to complete vetting on volunteers under the Commissioner's Police and Crime plan will increase this further. The proposed Cyclops system will resolve this by providing an electronic storage solution.

5. The Cyclops system is also the regional choice, with investment from all five regional forces committed to improving performance and efficiency moving forward.
6. Under the Data Protection Act there is a requirement by law to redact all information appropriately to ensure all third party data is removed prior to disclosure. Currently this can only be completed by printing off all the information in hard copy form (single sided) and redacting the information manually, word by word using a black marker pen. Then because the marker pen does not adequately hide the information, copying all the redacted information, sometimes twice, to ensure it can not be seen by the applicant. This is not only a hugely labour intensive task but also extremely inefficient with regard to both cost to the organisation and the accuracy of copies and potential for information to be lost or amalgamated with other orders.
7. Consequently, the purchase of the Cyclops system will not only result in savings year on year on our current processes but also improve efficiency to the extent that additional workload in both business areas can be absorbed more easily. The force is therefore seeking to purchase the Cyclops system.

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

The purchase of the Cyclops system will improve efficiencies in both the data Protection and Vetting business areas. This will in particular assist in the aspirations outlined in the Police and Crime Plan to achieve 1000 volunteers by 2017 and to achieve value for money and cut waste in the organisation.

B. FINANCIAL CONSIDERATIONS

The introduction of this system will result in substantial savings on our current processes that will see the system paid for within two years and thereafter a net saving year on year.

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

[This should include the legal powers the PCC has for making the decision]

The Commissioner is responsible for setting the budget for policing. There are no Human Rights considerations related to this proposal.

D. PERSONNEL AND EQUALITIES ISSUES

This decision has no impact on such issues.

E. REVIEW ARRANGEMENTS

The system, its processes and efficiency will be reviewed as part of the annual budgetary review and during monitoring of performance by the DCC AND Senior Information Risk Officer (S.I.R.O.)

F. RISK MANAGEMENT

Management of risk in relation to both areas of work will be managed under the force risk management policy, with any such risk identified on the departmental register and raised as appropriate at the force risk management board.

H. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation of the decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.

<p>Is the publication of this form to be deferred? No</p> <p>If Yes, for what reason:</p> <p>Until what date:</p>
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Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

<p>Is there a part 2 form? No</p> <p>If Yes, for what reason:</p>

ORIGINATING OFFICER DECLARATION

	Tick to confirm
Originating Officer: The Deputy Chief Constable recommends this proposal for the reasons outlined above.	√
Financial advice: The PCC's Chief Finance Officer has been consulted on this proposal.	√
The CC's Chief Finance Officer has been consulted on this proposal.	√

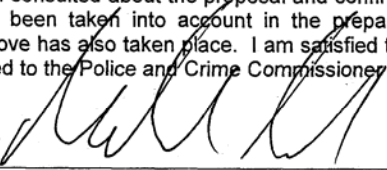
Monitoring Officer: The PCC's Monitoring Officer has been consulted on this proposal	√
Chief Constable: The Chief Constable has been consulted on this proposal	√

OFFICER APPROVAL

Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.

Signature:



Date:

4/2/13