IT WORKING GROUP held at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 5.00 pm on 17 JANUARY 2007

Present:-   Councillor R F Freeman – Chairman
              Councillor R M Lemon.

Officers in attendance:- M Brean, M Cox, A Webb and N Wittman.

ITWG27   **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Artus and Thawley.

ITWG28   **MINUTES**

The Minutes of the meeting held on 14 December 2006 were approved as a correct record and signed by the Chairman.

ITWG29   **BUSINESS ARISING**

i)   Minute ITWG20 – Saffire Website

The Chairman said that he expected the North Area Panel to receive an application for funding for the Saffire Website.

ii)   Minute ITWG24 – Member weekend support

It was reported that since the introduction of this service, one member had rung twice on the 16th of January but there had been no further calls to the support team. Some further HR issues had come to light and it had been found that it was not possible to pay both the retainer as well as the payment for calls received. An honorarium was being paid instead. The trial period would continue until after the elections in May when the value of the scheme would be assessed.

ITWG30   **DRAFT CAPITAL PROGRAMME**

The group received details of the projects being considered for inclusion in the 2007/08 IT Programme. The report explained how the various projects had been prioritised and recommended that a sum of £870,000 be included in the draft capital programme. The ongoing revenue implications would be £66,000. £50,000 of this would be to support the replacement Planning, Environmental Health, Land Charges and Building Surveying system. Officers had tried to establish a two year plan and items were split into the headings of corporate, user requested and IT infrastructure projects.

The major project for 2007/08 was the replacement of the Ocella system used by Planning, Environmental Health, Land Charges and Building Surveying. This was a large project as the system had over 100 users and it was likely to

take at least 18 months to implement. A full cost/benefit analysis would be required before the scheme went ahead. Other projects for 2007/08 were £70,000 for Councillor IT equipment, £35,000 for projects requested by users and essential infrastructure projects amounting to £65,000. Other corporate projects had been included in Programme for 2008/09.

The Head of IT said that in addition to the work programme outlined in the report there were other projects from previous years that were still ongoing and other projects funded from elsewhere. It was a relatively small section and this would be a challenging programme to deliver. Members questioned the ability of the section to cope in the event of a disaster. He said that the section would be stretched and, if necessary, he would have to re prioritise the projects. He said that more robust disaster recovery was being put in place for all new systems. For example, the CRM project had originally envisaged 1 server, but it now had 4 servers with one being a mirror system. This had had cost and time implications but had been worthwhile in terms of the increased resilience of the system.

The Director of Business Transformation said that he was looking at the procurement process in respect of the replacement Ocella system. Quotations would be sought from various companies but he would be looking seriously at the Northgate system as it would be compatible with many of the Council's systems and this would assist with integration.

The Chairman said that IT was a major on going expense but it was essential that the Council had modern systems that worked.

It was RECOMMENDED to Operations Committee that

1   the proposed IT Capital Programme, attached as Appendix One, be included in the overall Capital Programme for 2007/08.

2   a sum of £870,000 for IT developments be included in the overall General Fund Capital Programme for 2007/08.

3   a sum of £66,000 be included for revenue consequences of the IT Capital Programme in the IT Revenue budget.

ITWG31   **DATES OF FUTURE MEETINGS**

Future meetings of the Working Party were proposed as follows, all to start at 5.00pm.

14 March 2007
16 May 2007
11 July 2007
12 September 2007
12 December 2007
16 January 2008
12 March 2008

The meeting ended at 6.00 pm.

APPENDIX ONE - Proposed IT Capital Programme 2007/08

		Proposed 2007/08 Programme		Draft 2008/09 Programme		Priority *Note 1
		Project Cost £	Annual Cost £	Project Cost £	Annual Cost £	
1	**Corporate Projects** Replacement Planning, Environmental Health, Land Charges and Building Surveying system	700,000	50,000	0	0	1
2	Corporate Workflow	0	0	70,000	10,000	3
3	Computer Telephony Integration	0	0	60,000	10,000	3
4	Replacement Electoral System	0	0	50,000	10,000	3
5	Network replacement	0	0	150,000	15,000	3
6	Councillor IT Equipment	70,000	10,000	0	0	1
7	CRM Online Development	0	0	50,000	18,000	3
		£770,000	**£60,000**	**£380,000**	**£63,000**	
8	**User Requested Projects** Minor Projects	20,000	0	20,000	0	2
9	Revenue system replacement Disk Array	15,000	2,000	0	0	1
10	Housing System Upgrades (pt2)	0	0	40,000	5,000	3
		£35,000	**£2,000**	**£60,000**	**£5,000**	
11	**IT Infrastructure Projects** Replacement Server Programme	10,000	0	10,000	0	2
12	Technical Strategy	20,000	0	20,000	0	2
13	Storage Area Network (SAN)	35,000	4,000	0	0	2
		£65,000	**£4,000**	**£30,000**	**£0**	
	Total Proposed IT Programme	**£870,000**	**£66,000**	**£470,000**	**£68,000**	
	Less HRA Programme	**-£0**	**-£0**	**-£40,000**	**-£5,000**	
	General Fund Programme	**£870,000**	**£66,000**	**£430,000**	**£63,000**	

Notes
1. Priorities have been determined on the following basis:
   a. **Relevance to Corporate Plan -** Projects that specifically meet the aims of the Corporate Plan have been given a higher priority rating.
   b. **On-Going Financial & Staffing Commitments** - Projects that require high levels of on-going resources, whether financial or staffing, have been given a lower priority.
   c. **Statutory Obligations** – Projects that help the Council fulfil its statutory obligations have been given a higher priority.

2. Non-monetary savings may result from:
   a. Essex Online Partnership (EOLP) working.
   b. Utilising the outcomes from national and pathfinder e-government projects.