![Waveney District Council logo]

CABINET

Wednesday, 13 June 2018

ICT DESKTOP REFRESH PROJECT FUNDING   (REP1882)

EXECUTIVE SUMMARY 1. This report details the changes proposed to the scheduling of the ICT Desktop Refresh Project and seeks Cabinet approval for the changes necessary to the approved project funding to support the revised project plan timescale.	

Is the report Open or Exempt?	Open

Wards Affected:	All Wards in the District

Cabinet Member:	Councillor Mark Bee Leader of the Council

Supporting Officer:	Ann Carey Head of ICT 01502 523215 Ann.carey@eastsuffolk.gov.uk

1   INTRODUCTION

1.1   The existing ICT service model for user computing is based on a citrix thin client platform with Microsoft software for office productivity applications and server management systems supplemented by specialist business applications. A refresh of the ICT Desktop environment is scheduled for 2019/20 as the hardware and software becomes end of life and will no longer be supported. An ICT Desktop Refresh Project was established to create the detail project plans necessary to deliver a refreshed desktop environment which meets business requirements to the agreed budget and timescale.

1.2   The scope of the project includes replacing all of the existing thin client workstations with laptops and PC's, migrating users to MS O365 and migrating users to a new remote access solution.

1.3   A key requirement of the ICT Desktop Refresh implementation plan is to minimise risk of disruption to business teams during the roll out particularly with the high priority work ongoing as part of the corporate programme to establish the new East Suffolk council.

1.4   Existing Microsoft licences expire in Jan 2020 and can not be extended therefore all users must be migrated to O365 by Dec 2019. Detailed analysis of the activities required to deliver the new desktop has included feedback from other local authorities who have already migrated to MS O365 as well as latest best industry practice. This has identified that a longer implementation period is required to ensure achievement of the Dec target milestone.

1.5   It is therefore proposed that the implementation start date is brought forward from April 2019 to July 2018. This will enable work to commence on establishing, configuring and testing the necessary ICT infrastructure for the MS O365 platforms, this will include migration processes for 'exchange accounts' as well as enabling a thorough understanding of how best to realise full benefits from O365 functionality such as Skype for Business and collaborative working with Sharepoint. It will also allow work to commence on the evaluation and selection of desktop hardware meaning that deployment of new devices could start by Sept 2018.

2   PROJECT FUNDING

2.1   Financial provision has been made within the approved capital programme funded from reserves to cover the costs of delivering the ICT Desktop Refresh project. Further development work on the project has identified that an element of the project will be classed as revenue expenditure, it should therefore be noted that the reserve funding for 2018/19 and 2019/20 will fund both the capital and revenue elements.

2.2   ICT have recently re-negotiated the contract for Uniform system licences resulting in an underspend of £73k. It has been agreed that this underspend should be focused on provision of mobile working capability which will further improve the productivity and efficiency of users of the Uniform system.

2.3   An increase of £150k has been agreed to the ICT revenue budget from 2019/20 to cover the additional revenue costs (MS O365 is only available on subscription basis whereas existing Microsoft licences have been purchased outright using capital). However bringing forward project implementation will require an advance to the 2018/19 ICT revenue budget of £70k. This advance will be offset by savings which will be achieved from 2020/21. The Head of Finance has confirmed that this advance can be funded from Transformation Budget.

3 HOW DOES THIS RELATE TO EAST SUFFOLK BUSINESS PLAN?

3.1 The implementation of the ICT Desktop Refresh project will ensure that the council has the necessary ICT in place to support the various financial self sufficiency initiatives (e.g. increased flexible working). It also directly supports CSF 'Resources' ensuring councils can deliver "a more businesslike approach, directing resources to support the delivery of key services while providing the best possible quality and performance".

4 FINANCIAL AND GOVERNANCE IMPLICATIONS

4.1 The table below details the changes required to the project funding:

WDC						
Budget allocation / description	**Source**	**2018/19**	**2019/20**	**2020/21**	**2021/22**	**2022/23**
Corporate ICT Capital allocation	Existing	25,000	200,000	200,000	25,000	TBC
Movement of Capital monies to Revenue	Adjustment	-25,000	-75,000	-2,500	0	0
Movement of Capital monies across years	Adjustment	0	65,000	-65,000	0	0
Proposed Corporate ICT Capital allocation (excluding c/fs)	Proposed	0	190,000	132,500	25,000	TBC
Capital moved to Revenue Project fund (as above)	Adjustment	25,000	75,000	2,500	0	0
Moving Uniform underspend to ICT Revenue budget	Adjustment	73,000	73,000	73,000	73,000	73,000
Advance of Revenue Budget to 2018/19	Adjustment	70,750	0	0	0	0
ICT predicted Revenue budget adjustments to future years	Adjustment	0	-27,150	-64,650	-90,100	-90,100

4.2 The ICT Desktop Refresh project has all necessary project management governance and controls in place to ensure that it delivers to the agreed performance, budget and timescale. Any issues will be escalated to Digital Programme Board who provide overall corporate governance. Progress on implementation of the ICT Desktop Refresh Project will also be reported to Cllr Mark Bee as part of the regular ICT Briefings.

5 REASON FOR RECOMMENDATION

5.1 The proposed changes to the funding arrangements will allow the implementation of the ICT Desktop Refresh project to be brought forward to July 2018 and thereby reduce risk to the successful delivery of the project.

RECOMMENDATION

1. That Cabinet approve the following:

   - use of reserve funding to cover both the capital and revenue elements

   - move Uniform underspend to ICT Revenue budget

   - an advance of £70k from Transformation Budget to 2018/19 ICT revenue budget

APPENDICES – None

BACKGROUND PAPERS – None