Scrutiny Committee Agenda



Contact: Susan Harbour, Democratic Services Team Leader Telephone number 01235 540306 Email: susan.harbour@southandvale.gov.uk Date: 15 October 2014 Website: www.whitehorsedc.gov.uk

A meeting of the **Scrutiny Committee**

will be held on Thursday, 23 October 2014 at 7.00 pm The Lockinge, The Beacon, Portway, Wantage, OX12 9BY

Members of the Committee:

Councillors

Jim Halliday (Chairman) Charlotte Dickson (Vice-chairman) Eric Batts Tony de Vere Jason Fiddaman Debby Hallett Mohinder Kainth Sandy Lovatt Julie Mayhew-Archer Fiona Roper Alison Thomson Richard Webber

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MSReed

Margaret Reed Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Council's Vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Notification of substitutes and apologies for absence

To record the attendance of substitute members, if any, who have been authorised to attend in accordance with the provisions of standing order 17(1), with notification having been given to the proper officer before the start of the meeting and to receive apologies for absence.

2. Minutes

(Pages 4 - 7)

To adopt and sign as a correct record the minutes of the committee meeting held on 26 June (previously circulated) 24 July (attached to the agenda), 25 September (previously published).

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4. Urgent business and chairman's announcements

To receive notification of any matters, which the chairman determines, should be considered as urgent business and the special circumstances, which have made the matters urgent, and to receive any announcements from the chairman.

5. Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

Any statements and/or petitions from the public under standing order 32 will be made or presented at the meeting.

6. Action List

To review actions taken since previous meeting and any outstanding actions (circulated separately/ tabled at meeting).

Vale of White Horse District Council Scrutiny Committee agenda - Thursday, 23 October 2014

7. Indicative Scrutiny work programme (Pages 8 - 12)

To review the attached scrutiny work programme. Please note, this is an indicative programme only, and all items are subject to being withdrawn or dates rearranged without further notice.

8. Planning Enforcement

(Pages 13 - 18)

To receive a report from the head of planning.

9. IT Procurement

<mark>(Pages 19 - 22)</mark>

To receive the report of the head of HR, IT and technical services.

10. Dates of meetings

To note the dates of the forthcoming committee meetings:

- Thursday 27 November
- Thursday 18 December
- Thursday 15 January

Exempt information under Section 100A(4) of the Local Government Act 1972

None

Agenda Item 2

Minutes

of a meeting of the



Scrutiny Committee

held on Thursday, 24 July 2014 at 7.00 pm at The Lockinge, The Beacon (formerly Wantage Civic Hall), Portway, Wantage, OX12 9BY

Open to the public, including the press

Present:

Members: Councillors Jim Halliday (Chairman), Charlotte Dickson (Vice-Chairman), Eric Batts, Tony de Vere, Debby Hallett, Sandy Lovatt, Julie Mayhew-Archer, Alison Thomson, Richard Webber, Yvonne Constance (In place of Fiona Roper), Bill Jones (In place of Mohinder Kainth), Margaret Turner (In place of Jason Fiddaman) and Elaine Ware

Officers: Kate Arnold, Jayne Bolton, Adrian Duffield, Susan Harbour, Paul Holland, Clare Kingston, Anna Robinson, Chris Tyson and Mark Williams

Also present: Councillor Roger Cox (Cabinet) and Councillor Mike Murray (Cabinet)

Number of members of the public:

Sc.132 Notification of substitutes and apologies for absence

Apologies	Substitute
Councillor Jason Fiddaman	Councillor Margaret Turner
Councillor Mohinder Kainth	Councillor Bill Jones
Councillor Fiona Roper	Councillor Yvonne Constance

Sc.133 Minutes

The minutes of the meeting of 17 April were agreed as an accurate record of the meeting and signed by the chairman as such.

Sc.134 Declarations of interest

Councillor Charlotte Dickson is a trustee of the Wantage Independent Advice Centre and withdrew from the room while the item, which concerned their grant funding from the district council, was discussed.

Councillor Bill Jones is the father of the above and withdrew for the same item.

Vale of White Horse District Council – Scrutiny Committee minutes

Sc.135 Urgent business and chairman's announcements

Members of the committee were reminded about the upcoming IT training for councillors and about the request for IT FAQs.

There would be no meeting of the Scrutiny Committee in August, but there would be two in September: 18 and 25 September 2015.

Sc.136 Statements, petitions and questions from the public relating to matters affecting the Scrutiny Committee

None.

Sc.137 Action List

The committee received the action list from March and June. Committee members had requested to see a demonstration of the cameras and audio equipment on the Biffa lorries. These had yet to be installed and committee members would be notified when these were installed and invited to a demonstration.

Sc.138 Revenue grant to Oxfordshire South and Vale Citizens Advice Bureau and The Independent Advice Centre, Wantage for 2013/14 - 2016/17

Tom Fox, Director of South and Vale CAB, Richard Dudding, vice chair of South and Vale CAB, Clare Kingston, Head of Corporate Strategy, and Jayne Bolton, Grants Team Leader attended the meeting. The representatives from the CAB gave a report on the last year since the merger of the CABx at Abingdon, Didcot, Henley and Thame, to form the South and Vale CAB.

- The South and Vale CABx have branches in Abingdon, Didcot, Henley, Thame and Wallingford;
- The CABx has not been able to align their user figures with the Wantage Independent Advice Centre's figures, because they are required to use NACAB (National Association of CABx) figures;
- The service charges would be higher in the new premises at Abbey House than they had been at Old Abbey House, although the CABx; representatives were not sure what these would be. They were concerned that this would add a significant cost increase over last year;
- The caseload and type of work is similar across districts, although there are differences between the urban and rural areas;
- There has been an increase in parish and town council donations.
- Increased opening hours of the Abingdon office by using a supervisor based in another location using Skype;
- Standardised job descriptions, compensation and conditions for salaried staff;
- Maintained turnover of paid and volunteer staff at pre-merger levels;
- Extended the program of personal budgeting workshops to whole area;
- The CABx are budgeting for a deficit year: this is partly due to salary increases and pension provisions; increased service charges associated with the move and deferred costs in Abingdon due to preparation for the move. Last year's reorganisation impacted on other issues such as fundraising.

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Action points

- Cabinet member to look at the service charges to remove uncertainty;
- CABx to pursue fundraising;
- CABx to produce figures on average parish usage and to use this as leverage to request more money from the parishes.

Councillors Charlotte Dickson and Bill Jones left the meeting.

The representatives from the CABx stood down from the table.

Geoff Hamer, Chair of Wantage Independent Advice Centre (WIAC) and Wendy Watson, the Centre Manager came to the table.

- The representatives from the WIAC described the work of the centre, and responded to questions from the committee.
- There are two full time equivalent staff and 90 volunteers working at WIAC;
- WIAC ask for donations from neighbouring parishes;
- WIAC have yet to consult Oxfordshire County Council on the military covenant as a possible funding stream;
- There are high levels of social housing in Wantage and Grove and there are no council offices in Wantage and Grove, unlike Abingdon.

Actions

- For next year, the committee would like to see a profile of users by parish showing their financial contribution;
- WIAC were asked to pursue parish contributions with evidence of usage and also to pursue funding through the military covenant scheme.
- Both the CABx and WIAC were asked to harmonise their terminology for reports and to work towards making profiling compatible across organisations for next year.

Councillors Charlotte Dickson and Bill Jones re-entered the meeting.

Sc.139 2013/14 performance review of Soll Leisure

Adrian Bidwell, Contract manager for SOLL Vale came to the meeting to answer questions from the Scrutiny Committee. He was accompanied by: Elaine Ware, Cabinet member for Economy, Leisure and Property, Chris Tyson, Head of Economy, Leisure and Property and Kate Arnold, Leisure Services.

The committee discussed some detail of the performance and the contractor feedback. However, there were no action points as this was the end of the contract.

Resolved:

- The committee thanked SOLL for its ten year partnership with Vale of White Horse District Council.
- The committee recommended the assessment of "Good" to the Cabinet member.

Sc.140 The consultation draft of the Vale of White Horse air quality action plan (AQAP)

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Sc.141 Local Plan Update

Mike Murray, Cabinet member for the local plan, and Adrian Duffield, Head of Planning attended the committee to provide an update on the local plan and to answer questions from the committee.

- The Cabinet member considered that the council would need to be able to demonstrate an extremely good reason to depart from its objectively assessed needs.
- If the council did depart from the above, it would need to ask neighbouring authorities to assist in the delivery of housing numbers.
- A co-operation agreement would need to be sought with neighbouring authorities in the case of the above, and would be subject to scrutiny from these authorities under the duty to cooperate.
- The requirement for the number of houses in Vale of White horse is within the range of the national average.

Sc.142 Scrutiny work programme

Noted.

Sc.143 Dates of meetings

Noted.

The meeting closed at 9.55 pm

Vale of White Horse District Council - Scrutiny Committee minutes

SCRUTINY WORK PROGRAMME



containing scrutiny work to be undertaken NOVEMBER 2014 – OCTOBER 2015

The scrutiny work programme belongs to the council's Scrutiny Committee and sets out a schedule of scrutiny work due to be carried out over during period shown above. It is a rolling plan, subject to change at each Scrutiny Committee meeting; however, the scrutiny work programme and changes to it are subject to the council's approval.

Representations can be made on any of the following issues before an item is considered by the Scrutiny Committee. Representations must be made to the relevant contact officer shown below by 10am on the day the Committee is due to meet. The meeting dates are shown below.

em title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Temporary Accommodation Strategy	Scrutiny Committee 27 Nov 2014	Debbie Taylor, Head of Housing Email: debbie.taylor@sou thandvale.gov.uk	Roger Cox, Cabinet member for health and housing	At the request of the Scrutiny Committee	To assess whether RSLs are meeting temporary housing needs in the Vale	

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Corporate Services Contract	Scrutiny Committee 27 Nov 2014	Steve Bishop, Strategic Director steve.bishop@sout handvale.gov.uk		report explaining the market's appetite for this contract, which helps to shape the specific recommendations binding the council to the specific procurement strategy, the partners involved in any joint procurement and the actual services which will be exposed to market testing (and therefore exposed to potential outsourcing)		
New Homelessness Strategy	Scrutiny Committee 27 Nov 2014	Phil Ealey, Housing Needs Manager Email: phil.ealey@southa ndvale.gov.uk	Roger Cox, Cabinet member for health and housing	At request of Scrutiny Committee	Council's response to homeless people to whom it has a legal duty	

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Review the council tax reduction scheme	Scrutiny Committee 27 Nov 2014	Paul Howden	Matthew Barber, Cabinet member for finance	ensure the admin cost is less than the savings; county council and police meeting share of costs; review complaints		
Brief for the review of the leisure strategy	Scrutiny Committee 18 Dec 2014	Sophie Horsley sophie.horsley@so uthandvale.gov.uk				After it's last consideration of this item the committee requested to: "add this item to the scrutiny work programme for a further review after the local plan is approved."
Elections	Scrutiny Committee 18 Dec 2014	Steven Corrigan Tel. 01491 823049 Email: steven.corrigan@s outhandvale.gov.u k	Matthew Barber, Cabinet member for legal and democratic		To receive an update on the planning for the 2015 elections and an update on the implementation of the scrutiny committee's recommendations on the review of the 2011 local elections	

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
S106 Planning Obligations Monitoring Report	Scrutiny Committee 18 Dec 2014	Adrian Duffield, Head of Planning	Roger Cox, Cabinet member for development management	At the request of the Scrutiny Committee	To consider and provide comments to the Cabinet member for development management on the progress in working with developers and the internal management and monitoring of planning obligations.	
	Scrutiny Committee 15 Jan 2015	Chris Tyson, Head of Leisure Economy and Property	Elaine Ware, Cabinet member for economy, leisure and property	To review the 2014 season		
Community Safety Partnership, Review & Future	Scrutiny Committee 15 Jan 2015	Liz Hayden liz.hayden@southa ndvale.gov.uk				
Review of final draft budget	Scrutiny Committee 11 Feb 2015	William Jacobs, Head of Finance william.jacobs@so uthandvale.gov.uk				

Item title	Meeting date	Lead officer	Cabinet member	Why is it here?	Scope	Notes
Review of The Beacon Wantage	Scrutiny Committee 25 Jun 2015	Jo Paterson	Elaine Ware, Cabinet member for property, leisure and economy	To review the success of The Beacon, one year on from rebranding. To assess performance against KPIs		
Financial outturn 2014/15 Financial Services	Scrutiny Committee 1 Sep 2015	William Jacobs, Head of Finance	Matthew Barber, Cabinet member for finance	Annual report to Scrutiny on the financial outturn or the previous year.	To make recommendations to Cabinet.	
Financial Services Contract: Capita	Scrutiny Committee 1 Sep 2015	William Jacobs, Head of Finance	Matthew Barber, Cabinet member for finance.	The committee undertakes an annual monitoring of the financial services contract.	To review the contractor's performance and to make any recommendations to the Cabinet member.	
WiFi in Vale Towns	Scrutiny Committee					Requested by Scrutiny committee

Scrutiny Committee Report

Report of Planning Enforcement Team Leader Author: Emma Turner Tel: 01491 823281 E-mail: emma.turner@southandvale.gov.uk Vale Cabinet Member responsible: Roger Cox Tel: 01367 243360 E-mail: roger.cox@whitehorsedc.gov.uk To: Vale SCRUTINY COMMITTEE DATE: 23 October 2014

Performance review of Planning Enforcement

RECOMMENDATION

That Members review and provide comment on the teams performance and also provide comment on the teams proposed work plan for the next twelve months

PURPOSE OF REPORT

1. To provide councillors with an overview of the current enforcement service and its performance and to inform members of proposals to update and improve the service over the next twelve months.

THE PURPOSE AND STRUCTURE OF THE TEAM

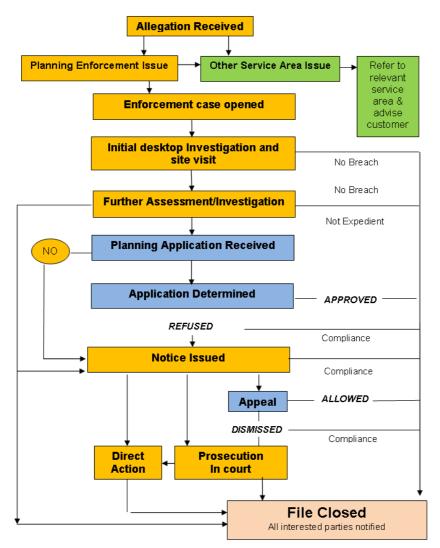
- 2. Planning enforcement is a discretionary power local authorities have to remedy breaches of planning control. Although it is discretionary, it is a vital part of the development management service without it, much of the remainder of the service would be rendered ineffective and public confidence in the planning process would be undermined.
- 3. The enforcement team became a joint service in 2011. As of July 2014 we have a team of twelve officers including nine permanent officers, two temporary officers and the team leader, serving both councils work.

4. Within the team there are three planning officers who deal with more complex enforcement cases, retrospective planning applications and high hedge applications and six enforcement officers who deal with the majority of the enforcement enquiries. We also have another temporary officer who is working on specific longstanding complex cases.

5.

WORKING PRACTICES

- 6. Currently the team works reactively and receives enquiries from a variety of sources
 - The website enquiry form
 - Telephone calls
 - Internal referrals from other departments, planning colleagues and Councillors
 - Letters
 - Emails into the enforcement inbox
- 7. Interested parties are kept informed during the investigation. However the timing and frequency differs depending on the complexity of the case. All enquiries are acknowledged in writing and in all cases all interested parties are informed of the outcome of the investigation when it is closed. The progress of investigations can also be tracked online at http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-enforcement
- 8. Below is a general process map of the enforcement process:

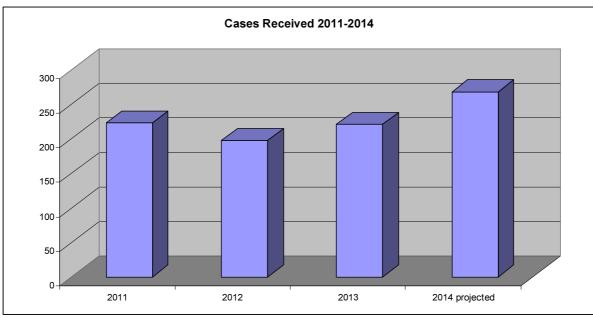


- 9. As can be seen from the process map an enforcement investigation can be complex. Timeframes for resolution can vary widely from a matter of days to months and in some cases even years. When decisions are made they take into account the law, national and local planning policy and guidance and any other material planning considerations. Each case has to be determined in its own merits.
- 10. The planning enforcement regime is not a punitive one. Powers to take formal action are discretionary and the current system is in place to remedy planning harm. The system does not protect private interests or safeguard the value of property. Formal action must be proportional to the harm caused and in the public interest. This is why officers decide whether something is or isn't expedient to take formal action.
- 11. The NPPF states, 'Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so.

- 12. The enforcement policy for Vale of the White Horse District Council, published in 2008, is out of date and procedures and processes have been simplified and updated as part of the Fit for the Future programme, captured in a series of Standard Operating Procedures. However, in line with the NPPF we are now producing a local enforcement plan, with a target completion date of December 2014.
- 13. Over the last 6 years there have been massive changes in organisation both locally and nationally. The National Planning Policy Framework and guidance notes have stripped the previous comprehensive guidance down to a small number of paragraphs.
- 14. The current service standards are;
 - 80% of cases to be determined within 6 weeks of registering the inquiry
 - 60% of cases to be resolved without the need for formal action being taken

RESULTS OVER LAST 3 YEARS

- 15. In 2011 when the joint team was formed there were a large number of outstanding Vale cases (1700). These has now been carefully reviewed and reduced to under 200. On average we deal with 235 new Vale cases a year. However the last two years have shown an increase in enquiries and if we carry on at the same rate this year we will receive over 260 cases in 2014/15. See figure 1. This is probably due to a general upturn in the economy and an increase in the number of homes being built in the district.
- 16.48% of cases handled by the team are found not to be breaches of planning control. Of the breaches identified 20% are deemed not be expedient to pursue and in 26% of cases we achieve compliance, through enforcement notices, regularisation through planning applications or by voluntary compliance achieved by negotiation without the need for formal action. See figure 2.





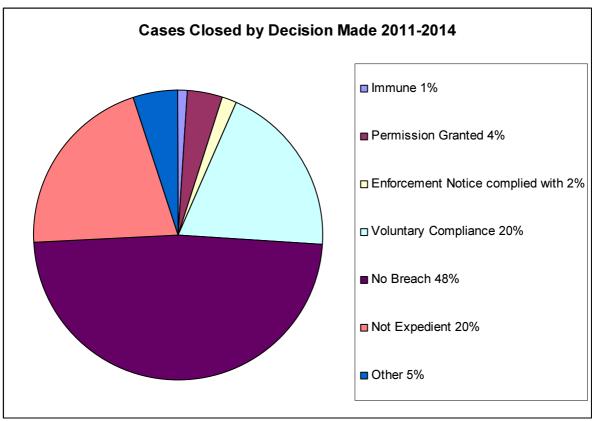


Figure 2

- 17. The team's performance has greatly improved since 2011. Determination times have been cut from 10 weeks to 6 weeks and target levels increased from 70% to 80%. In 2013 a new target was introduced in recognition of the NPPF proactive regime. Officers are now targeted with resolving 60% of cases by negotiation.
- 18. Currently the residents' satisfaction survey does not distinguish between planning and enforcement, with the planning service overall receiving a satisfaction rating of

54%. As part of the Customer Service Excellence programme we are developing specific indicators for enforcement and these will be implemented during this year.

PROPOSALS FOR IMPROVEMENT

- 19. In the next 12 months the team will be refocusing its efforts to take into account the requirements of the NPPF & the council's strategic objectives. This will include
 - Introduction of an enforcement plan containing clear advice for members of the public
 - Placing an emphasis on managing development rather than enforcement (we are not a 'policing authority'). This will include closer working with the applications teams and building control to ensure that expediency decisions tie in with planning policy and that development is built in accordance with approved plans.
 - Introduction of proactive practice especially on the major development sites in the district. This will send a message out to developers and members of the public that development implementation will be monitored to ensure compliance with the permission granted.
 - Development of joint working with the councils building control, environmental health and legal teams to build on efficiencies and improve customer service.
 - Improve working with outside agencies, especially Oxfordshire County Council. To ensure our resources are focussed on the right areas and to ensure we are as effective as possible.
 - Develop a network of Parish Champions who can, with training, help be our eyes and ears locally. Again this will enable us to focus our resources on our priorities as well as helping to build relations with local communities and understanding about the planning regime.
 - We will also hold a series of training and information sessions for Councillors and Planning Officers to pass on information and share best practice.

CONCLUSION

20. The enforcement service has improved greatly over the last three years however there is still room for further improvement. The implementation of further improvements over the next 12 months will bring the service into line with the latest national policies, technical guidance and best practice. This will enable the council to best manage customer expectations and improve their experience of the service in an increasingly demanding area of work

Agenda Item 9

Scrutiny Committee



Listening Learning Leading



Report of Head of HR, IT & Technical Services Author: Andrew Down Telephone: 01235 540372 Textphone: 18001 01235 540372 E-mail: andrew.down@southandvale.gov.uk Wards affected: All Cabinet member responsible (South): Tel: Lynn Lloyd E-mail: lynn.lloyd@btinternet.com To: Scrutiny Committee DATE: 21 October 2014

Cabinet member responsible (Vale): Tel: Reg Waite E-mail: regwwaite@aol.com To: Scrutiny Committee DATE: 23 October 2014

IT infrastructure

Recommendation

That the committee reviews the contents of this report and provides comments to the relevant cabinet member.

Purpose of Report

 This report updates the scrutiny committee on progress of the information technology (IT) infrastructure project, providing an opportunity for discussion in advance of final decisions being taken on a number of elements of the procurement.

Background

- 2. The councils' IT infrastructure is aging and there is a project in progress which will bring the IT systems up to date, offering improved resilience and a better experience for all users, including employees and councillors. The cabinet portfolio holders for IT are members of the project board.
- 3. Budgets for 2014-15 have included provision of both capital funding for the acquisition of new equipment, and increased revenue funding in order to support the improved systems.

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- 4. Design work was carried out in two phases with external consultancy advice. A high level design was delivered in December 2013, enabling us to make the necessary budget provision, and a more detailed design model was completed in June 2014.
- 5. We are currently in the process of procuring the major elements of the new IT infrastructure.

Co-location and networks

- 6. In order to achieve greater resilience and higher availability of systems, we will "colocate" the IT infrastructure in a purpose-built data centre owned and managed by Surrey County Council (SCC). SCC specifically constructed this data centre with the intention of sharing it with other public sector organisations, and most of the district councils in Surrey have their equipment hosted there. A secondary data centre in another location provides a stand-by in case of disaster at the primary site.
- 7. The new IT infrastructure will be installed at the Surrey data centres, enabling us to make the transition smoothly once everything is ready. Much of the equipment currently at Crowmarsh Gifford and Abingdon will then be decommissioned, though it will be necessary to move a small number of existing servers to Surrey.
- 8. As a part of the project we are replacing our existing wide area network which links our various buildings. Individual cabinet member decisions were made in August awarding the new network contract to Vodafone. The agreement with Vodafone is part of a broader contract let by Oxfordshire County Council and in which we can be included.
- 9. The network upgrade will introduce a higher capacity connection to the Crowmarsh Gifford offices, as well as a stand-by circuit in case of failure of the primary. These measures will offer enhanced resilience and network performance.
- 10. It is also worth noting that the new network will include the White Horse Leisure and Tennis Centre, enabling us to offer an improved IT service there during elections.
- 11. We are also upgrading the wireless network provision at council offices including The Beacon and Cornerstone. We will be able to provide not only guest access as now, but also secure wireless access to the council network for those for whom it is appropriate.
- 12. Co-location and network contracts are for a two year term so that they do not impede the potential outsourcing of the IT service as part of the 2016 corporate services contract.

Servers and desktops

- 13. At the time of drafting this report, we have received submissions from a number of suppliers. An outline is given here, and a verbal update will be given to the meeting once the evaluation of the submissions has been completed.
- 14. Eight bids have been received for the provision of new **servers and storage**. Three shortlisted suppliers are to be interviewed on Friday 17 October. The \\athena2.southandvale.net\ModGov\DataVale\AgendaltemDocs\2\7\9\Al00020972\\$kzebwwjg.doc

shortlisted bids range in value from £137,998 to £166,672, including a three year warranty. Following interviews and the discussions at scrutiny committees, we intend to finalise the procurement by means of individual cabinet member decision.

- 15. Five bids have been received for the provision of a new virtualised desktop environment. Two shortlisted suppliers are to be interviewed on Thursday 16 October. The shortlisted bids range in value from £171,059 to £212,496, including a three year warranty. Following interviews and the discussions at scrutiny committees, we intend to finalise the procurement by means of individual cabinet member decision.
- 16. The combination of new servers and new desktops will bring the users' IT environment up to date. The technical design is intended to minimise single points of failure, with the intention to provide high availability of systems.
- 17.11 bids have been received for the provision of a **hosted email** service. At the time of writing these bids have not yet been evaluated fully. Following evaluation and the discussions at scrutiny committees, we intend to finalise the procurement by means of individual cabinet member decision.
- 18. The use of hosted email will make life easier for both employees and councillors, who will have access to council email wherever they have an available internet connection, using their preferred device (such as conventional computer, tablet or smartphone).
- 19. The new desktop infrastructure will include a current version of Microsoft Windows (version 7 or above) and the Office 2013 software, and the adoption of a modern mainstream email application should also be seen as a positive step. The updated software applications will make it easier for our employees to exchange documents with partner organisations, and will contribute to a more enjoyable experience of IT.

Financial Implications

- 20. The capital cost of the items mentioned above will be in the range £400k to £500k, to be shared equally by both councils. These figures are as expected and we do not expect to exceed the overall capital budget of £905k for the IT project.
- 21. Much of the cost of the hosted email service will be a revenue item, up to around £60k per annum to be shared equally by the two councils. We have made provision for this cost within the current year's base budget.

Legal Implications

22. The procurements described above are being conducted using the government's G-Cloud framework, operated by Crown Commercial Services, in accordance with Contracts Procedure Rules 98 and 99.

Risks

23. Terms and conditions for the procurement of these supplies and services will be those pertaining to the G-Cloud framework, mitigating much of the commercial risk.

- 24. There are risks to the implementation timetable, for example the delivery time for equipment or the capacity of the suppliers or the councils to carry out the work. We will mitigate these risks as far as possible by continuing to work to a detailed project plan.
- 25. A broader risk arises that the new infrastructure might fail to deliver the anticipated benefits. This risk is mitigated by a number of factors:
 - we have used expert consultants to design the new infrastructure
 - our suppliers have all had to go through a pre-qualification process for acceptance on the G-Cloud framework
 - we will be using technology which is well established.

Conclusion

- 26. The new IT infrastructure is to be delivered during the first quarter of 2015. It will offer more resilience and an improved experience for all users. The precise timetable for implementation depends upon suppliers' lead times, and we will make it known as soon as we are able.
- 27. The committee is invited to review the contents of this report and provide comments to the relevant cabinet member.

Background Papers

None