Capital Programme Review 2017-18
Project Appraisal Form

**COMMITTEE &
BID NUMBER**

Strategy & Resources Bid 2

PROJECT TITLE

ICT Programme of Work

ACCOUNATBLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.	Mark Lumley

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	**Phone system (see Annex 2)** Upgraded and flexible telephony system integrated with the Microsoft office for collaboration and flexible working. A number of options have been reviewed as part of the project and the Business Case for the Phone System is attached. **Uniform System** Upgraded core database to oracle and latest upgrade to system Uniform v 10. **Hardware Replacement** General and Monitors – replacement and upgrades to dual screens and monitors that function correctly. **Wyse Boxes (See Annex 3)** – replacement of the Wyse boxes to supported and upgraded models. A number of options have been reviewed as part of the project and the Business Case for the Replacement of Wyse boxes is attached.

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	Firewall and Routers – the Council operates a number of firewalls and routers to secure the network, infrastructure and data in the Council. This project is to fund the replacement of the Firewall and routers to supported versions.
Project outcomes and benefits	Phone – More flexible workforce, resilience in the network and incoming phone lines in the Council. Please see attached business case for further details. Uniform – Upgraded and supported system to enable the business area to continue to provide services Hardware Replacement Wyse – faster response times Firewall/Routers – supported and secure.

FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	250,000	Please see the attached annexes that detail the breakdown of the bid.
b	Consultancy or other fees	0	
c	**Total Scheme Capital Costs (a+b)**	250,000	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	**Net Costs to Council (c-d)**	250,000	

f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	**Capital Reserves Needed to Finance Bid (e-f)**	**250,000**	
h	Annual Ongoing Revenue **Additional** <u>Savings</u> as a Direct Result of the Project	0	
i	Annual Ongoing Revenue **Additional** <u>Costs</u> as a Direct Result of the Project	0	

Year	2017/18 £	2018/19 £	2019/20 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	250,000	0	0

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	There are support and maintenance costs for most elements of the systems that are being replaced, but as these are systems that the Council already has in existence they are within existing budgets.

CORPORATE PLAN 2016/20

Is this investment linked to EEBC's Key Priorities? If so, say which ones and evidence how. How does project fit within service objectives?	ICT core infrastructure enables the Council to deliver on all the Key Priorities

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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	**Target Finish Date**
1	Design & Planning	Already underway	31 March 2017
2	Further Approvals Needed	tbc	tbc
3	Tendering (if necessary)	1 April 2017 for all projects	30 April 2017
4	Project start date	Allowing a month for procurement for these projects – May 2017	
5	Project Finish Date		Wyse Boxes – August 2017 Uniform – dependent on supplier Phones – March 2018

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).

- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.

- Risk of not achieving return on investment is low.

- Clear definition of financial cost/benefits of the scheme.

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Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	No external funding available but it a high priority as the Council needs these core systems to be able to provide services.
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	Generally, not spend to save, and replacement of existing hardware. Telephone system will enable any Smarter Working that that Council may investigate further.
It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	It is essential that the Council implements these projects to ensure that the Council is able to deliver services on a day to day basis.
Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.	See above

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	No

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PRIORITISATION
State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	It is essential that these projects are progressed to enable the Council to continue with service delivery
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Will need to procure all the elements so some risk of price change and fluctuations of the dollar post Brexit but will review these. Timetable for all projects where a simple hardware replacement is straightforward and would be OK. Uniform upgrades and Phone systems dates will be dependent on the suppliers.
2	Are there any risks relating to the availability of resources internally to deliver this project	The ICT Shared Service is working well and has allowed recruitment to a number of posts that will be in place by the end of 2016. These application posts will manage the Uniform Project. The majority of the other projects are hardware replacements and can be completed in a straightforward manner.
3	Consequences of not undertaking this project	The Council has an increased amount of frustrations and issues with service delivery and more service disruption to the users providing service.
4	Alternative Solutions (Other solutions considered – cost and implications)	Alternatives have been considered as part of the business cases.

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Is consultation required for this project? Please give details of the who with and when by.	No formal consultation needed but consultation will take place internally through the ICT Customer Focus Group

Ward(s) affected by the scheme	All

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature …Mark Lumley…………… Date 28/9/16

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature ……………….…… …………… Date …………………

Revenue Budget Holder Name and Signature ………………….…….. … Date …………………

Service Accountant Name and Signature ……………….……….. ……… Date …………………