

Capital Programme Review 2021-22

Project Appraisal Form

COMMITTEE & BID NUMBER

S&R 1

PROJECT TITLE

ICT programme of work 2021-22

ACCOUNTABLE OFFICER

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

Phil Gall

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	Work to deliver the revised ICT workplan for 2021/22.
Project outcomes and benefits	Implementation of the ICT Roadmap: <ul style="list-style-type: none"> • To ensure service continuity • Develop new ways of working due to continued changes required during the pandemic • To ensure the integrity of our infrastructure and guard against security breaches and potential loss of data. • Reduce Carbon dioxide emissions • Encourage self-service and Market a range of ways to access our services

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	275,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Citrix Cloud</td> <td style="width: 20%;">No change to roadmap</td> <td style="width: 20%; text-align: right;">25,000</td> </tr> <tr> <td>Uniform Cloud</td> <td>No change to roadmap</td> <td style="text-align: right;">35,000</td> </tr> <tr> <td>Security Issue and Event Monitoring</td> <td>Additional work o/a COVID</td> <td style="text-align: right;">20,000</td> </tr> <tr> <td>Networking - video conferencing</td> <td>Brought forward o/a COVID</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>Networking - switch refresh</td> <td>Deferred o/a COVID</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>Drupal 7</td> <td>Additional work</td> <td style="text-align: right;">15,000</td> </tr> <tr> <td>Parking System</td> <td>No change to roadmap</td> <td style="text-align: right;">30,000</td> </tr> <tr> <td>R&B DMS</td> <td>Deferred from 20/21</td> <td style="text-align: right;">100,000</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">275,000</td> </tr> </table>	Citrix Cloud	No change to roadmap	25,000	Uniform Cloud	No change to roadmap	35,000	Security Issue and Event Monitoring	Additional work o/a COVID	20,000	Networking - video conferencing	Brought forward o/a COVID	25,000	Networking - switch refresh	Deferred o/a COVID	25,000	Drupal 7	Additional work	15,000	Parking System	No change to roadmap	30,000	R&B DMS	Deferred from 20/21	100,000			275,000
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			Each of these items will have a business case prepared and prior to project commencement will be agreed through the IT and New Ways of Working Governance Group.
b	Consultancy or other fees		N/A
c	Total Scheme Capital Costs (a+b)	£275,000	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	£0	Applying for LGA Digital Connectivity Grant when scheme opens – this amount is not guaranteed and likely to be far lower than the £20k limit
e	Net Costs to Council (c-d)	£275,000	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	50,000	Deferred from 2020/21 capital underspend – see Appendix A
g	Capital Reserves Needed to Finance Bid (e-f)	225,000	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	N/A
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2021/22 £	2022/23 £	2023/24 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	275,000	0	0

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	Yes – provision made in ICT revenue budget
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FOUR YEAR PLAN 2020/24

<p>Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?</p>	<p>Effective Council:– Improving access to services through technology. Developing new ways of working Delivering collaborative working</p>
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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		
2	Further Approvals Needed		
3	Tendering (if necessary)		
4	Project start date	April 2021	
5	Project Finish Date		March 2022

Appendix A:

Forecast expenditure for 2020/21 ICT capital project against £250k budget

Windows 10	No change to roadmap	25,000
Office 365-Maple pre-reqts	Brought forward o/a COVID	15,000
Office 365	Brought forward o/a COVID	40,000
Improve wifi	Brought forward o/a COVID	16,200
Baileys - phone virtualization	Additional work	7,000
Hook Road - Comms care	Additional work	4,000
Remote site connectivity	Additional work	35,000
Plan Alpha accessibility	Additional work	4,000
iShare Cloud	Brought forward o/a COVID	15,000
Meeting Room Video Conferencing	Brought forward o/a COVID	30,000
		191,200

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.

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Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 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.

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

<p>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.</p>	
<p>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?</p>	
<p>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.</p>	
<p>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.</p>	

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	
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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.	
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.)	
2	Are there any risks relating to the availability of resources internally to deliver this project	
3	Consequences of not undertaking this project	
4	Alternative Solutions (Other solutions considered – cost and implications)	

Is consultation required for this project? Please give details of the who with and when by.	
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Ward(s) affected by the scheme	N/A
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Judith Doney September 2020

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