Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

URGENT BUSINESS AND SUPPLEMENTARY INFORMATION

Budget Planning Committee

21 January 2014

Agenda Item Number	Page	Title	Officer Responsible	Reason Not Included with Original Agenda
6.	(Pages 1 - 48)	Review of IT Capital Bids **please note there is no covering report in respect of the IT Capital Bid documents**	Jo Pitman, Head of Transformation	Information not available at date of agenda publication.
7.	(Pages 49 - 58)	2014/15 Base Budget, including Capital Bids	Tim Madden, Interim Head of Finance and Procurement	Information not available at date of agenda publication.

If you need any further information about the meeting please contact Dave Parry, Democratic and Elections dave.parry@cherwellandsouthnorthants.gov.uk, 01327 322365

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CHERWELL DISTRICT COUNCIL

CAPITAL PROJECT APPRAISAL FORM
NEW BIDS 2014/15

1) Capital Scheme Name

ICT Compliance – Public Sector Network (PSN)

2) Service Head

Name: Jo Pitman

Directorate: Transformation

3) Service Manager

4) Portfolio Holder

Councillor: Turner

5) Driver *(delete as appropriate)*   **Compulsory**

6) Estimated Total Capital Cost (see final Sheet)

£ 20,000

7) Full-year revenue Cost/Saving (see final Sheet)

8) Detailed Outline / description of project
A clear and concise outline of the proposed project and how it is intended to be procured and managed.

The Public Sector Network (PSN) is a secure network service supplied and supported by a contractor – currently Vodafone – under the instruction of the Cabinet Office. The PSN allows the secure sharing of data between agencies – for example, local authorities, the judiciary, the NHS and Dept of Work and Pensions. The Government's ICT strategy has a central focus on delivering services over the PSN. The G-Cloud initiative seeks to provide a range of secure ICT services to local authorities over the PSN in a cost effective manner; hence in future, PSN compliance will have financial benefits to councils as well as a means by which statutory requirements can be met.

In order to maintain a connection to the PSN, every local authority must pass an annual assessment to determine that their ICT infrastructure meets the requirements set down by the PSN. These requirements are provided in a document called the PSN Code of Connection (CoCo). The requirements have been reviewed and changed every year. In 2014, the PSN Programme is operating a 'zero-tolerance' approach to the minimum standards for connectivity to PSN; these standards are recognised throughout UK industry and are completely consistent with the Data Security Standard ISO/IEC 27001, adjusted to reflect the public sector environment. As such they represent nothing more than good practice. This is entirely consistent with the UK Cyber Security Strategy and helps make the Public Sector a safe place to do business. Organisations that fail to reach compliance can expect to have their connectivity suspended to protect the interests of the wider community. **This would affect the ability to deliver Revenue and Benefits, Individual Electoral Registration etc.**

To ensure we continue to meet the PSN compliance requirements, we are required to completely separate PSN and non-PSN elements of our ICT infrastructure – essentially to create a segregated PSN network. PSN have used the analogy of a 'walled garden' to describe this – basically, a safe environment for PSN servers and network equipment, protected from any potential breach via the wider council network by an electronic 'wall'.

The 'wall' will be created by configuring our existing network so that PSN and non-PSN equipment are assigned differing ranges of network addresses and communication between them is tightly controlled.

9) Cherwell Corporate Priorities
Outline which corporate priorities the proposal will address.

Cherwell needs to remain PSN compliant in order to continue to provide cost the full range of existing council services to its customers

10) Service Objectives (Please select one)

☐ 1: Cherwell: A District of Opportunity

☐ 2: Cherwell: Safe, Clean, Green

☐ 3: Cherwell: Thriving Communities

☒ 4: Cherwell: Sound Budgets and a Customer Focused Council

☐ 5: Other – consultation priority

11) Consultation Priority Rank (Please select one)

☐ 1: Refuse collection & recycling, housing (needs, strategic & private sector), anti-social behaviour

☐ 2: Economic development & regeneration

☐ 3: Sports facilities, local, community & leisure development, safer communities, health promotion

☐ 4: Cleansing, local transport & concessionary fares, environmental protection, conservation & urban centres, arts, rural areas, car parking, estates

☐ 5: Building control & engineering, public protection, enforcement

☐ 6: Planning control, diversity & equality

☐ 7: Landscape, Banbury Museum, tourism, licensing

☒ Corporate: Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges

12) Implications of not undertaking the Project
The implications to the Authority/Service of not undertaking the project e.g. failure to meet statutory responsibilities, reduction in service provision etc.

Failure to undertake this programme of work would mean that we would not pass the PSN compliance requirements; this could mean that the Councils ability to deliver a range of services delivered from central government could be at risk etc. Revenue and Benefits and, from 2014, Individual Elector Registration (IER)

13) Efficiency Savings/Value for Money
Will the scheme contribute to the Council's requirement to demonstrate that we are improving value for money in the services provided? Please give details.

The project will be delivered using trained internal resources with minimal outside assistance.

By using internal resources to deliver the project we get maximum value for money from project delivery.

14) Identification and Assessment of Risk in undertaking the Project
What risks have been considered and how would they be mitigated?

The risk of implementing this project is loss of PSN connectivity due to ICT issues encountered during the configuration.

The mitigation for this is:-

We have trained staff with a good understanding of the network and how it needs to be set up to achieve the objectives.. The network equipment being used is industry-standard Cisco which is a technology ICT is very familiar with configuring.
We have in place 3rd party support from Cisco Partner CAE should we need any further advanced support with configuring the firewalls.

15) Other Authorities, Departments, Partnerships or Bodies involved
Details of other bodies involved in the scheme and the form of their contribution e.g. financial, practical, advisory etc.

The Cabinet Office will be involved with this project.

The involvement in this project will be for us to inform them of a change in the GCSX environment and for them to agree they are happy with what we are delivering as part of the next PSN audit.

16) Estimate of Asset Life | 5 Yrs

17) Category (please tick as appropriate)　　Enhancement of Existing Asset　☐

New Asset　☒

18) Componentisation
Will the asset have 2 or more components which will have differing useful economic lives? If so, please provide details of components, values and lives.

No

19) NOTE - If this is an ICT Project please also complete ANNEX 1 & ANNEX 2.

| Capital Expenditure | | 2014/15 | | | | | | | |
Description of Cost	Account Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2015/16	2016/17	2017/18	Total
Contractors	73910								0
Professional Fees	74910								0
Construction Services (internal)	74930								0
Equipment	75920								0
Other Capital Costs	76910								0
Initial Purchase of Vehicle or Plant	76920								0
IT - Software	76930								0
IT - Hardware	76940		10000	10000					0
Grants	77940								0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
External Financing Description :-									
Capital grants and contributions (please specify)									0
Partnership Funding (please specify)									0
Other									0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total CDC Funding		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Revenue Implications of capital investment:	Cost Centre	2014/15				2015/16	2016/17	2017/18	Total
Account Code		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Capital charge / depreciation									0
Maintenance costs									0
									0
									0
Total		0	0	0	0	0	0	0	0

ANNEX 1 – CAPITAL

Budget Planner

Capital (One-off)			Primary	DR	Description/Comments
Hardware	Server		7000		Purchase of 1x Server
	Desktop/Client				
	SAN/Disk				
	Network Hardware		6000		Purchase of servers and assosiated hardware, Purchase of 2x Firewalls, assosiated hardware and support Contracts
	Network Circuit				
Software	MS/Operating System		1500		Licencing
	Standard Package				
	Application				
Manpower	Project Delivery		1500		Internal resources and over time requirement
	Consultancy/Training		2000		External resources and confirmation of security change

"MS/Operating System" defines anything that will impact on the Microsoft Enterprise Agreement by either consuming existing licenses or requiring new products or licenses to be acquired which need to be added to the existing MSEA

"Standard Package" defines anything that is identified as a common industry package (middleware products, SSL licenses, etc.) These items are likely to already exist in CDC service catalogue and hence having co-terminus renewal dates might yield cost savings for CDC if renewing higher volumes at the same time.   Please check with ICT to confirm if any items are Standard Packages

"Application" defines anything that is a unique application software package which probably occurs once in the CDC IS/IT landscape

Consider whether your project requires additional provisions to be made to provide Disaster Recovery capability in the event that the Primary solution is no longer available or cannot be accessed by Cherwell DC employees or agents. Please check with ICT for any extra requirements

ANNEX 2 – REVENUE

Budget Planner

Operational (Recurring)		Year 0	Year 1	Year 2	Year 3	Year 4	Renewal Date	Description/Comment
	Hardware Maintenance				180	180		
	Software/License Maintenance							
	Software Product Support							
	Additional Training							

Year 0 is the budget year in which the Capital Cost is incurred, so consider whether initial 1st year warranty provides suitable cover, or if it warranty should be negotiated out of the price so that it can be covered in Year 0 by adding or amending existing Maintenance and Support Contracts (if higher levels of replace/response are required).	Have 1st year Warranty and Support values been considered and negotiated in/out of the prices of the goods or services being requisitioned?	**Yes**

Year 0 value should also be pro-rata to the end of the current financial year	Has Year 0 value been pro rata adjusted?	**Yes**

If any item being procured is a pre-existing product or service, then renewal dates should be negotiated and synchronised so that they are all co-terminus to enable volume discounts to be negotiated at the co-terminus renewal date.	Has the Service catalogue been reviewed to see if there are existing Products or services with defined renewal dates?	**Yes**

Unless explicitly stated in contracts, maintenance and support renewal dates should default to be 12 months from the initial procurement date of the goods or service.   These should be added to the Calendar of the Core Software License Control Spreadsheet (and ITIL Change Management DB).

Regardless of the final treatment of line items as Capital or Revenue, the recurring operational items should be identified here to allow ICT to properly manage and plan for the eventual revenue impact of mantenance oand support of new proiducts and services.

CHERWELL DISTRICT COUNCIL

CAPITAL PROJECT APPRAISAL FORM
NEW BIDS 2014/15

1) Capital Scheme Name

> Citrix - Expansion to Support Agile Working (CDC)

2) Service Head

> Name: Jo Pitman

> Directorate: Transformation

3) Service Manager

> Gareth Jones

4) Portfolio Holder

> Councillor Turner

5) Driver *(delete as appropriate)*   **Highly Recommended**

6) Estimated Total Capital Cost (see final Sheet)

> £20,228.00

7) Full-year revenue Cost/Saving (see final Sheet)

> N/A

8) Detailed Outline / description of project
   A clear and concise outline of the proposed project and how it is intended to be procured and managed.

As part of the ICT standardisation programme in 2012/2013, funding to replace the two existing remote access solutions at Cherwell and South Northants councils with a single system to allow 120 concurrent users access to ICT systems from outside the corporate network was approved. After an options appraisal exercise, we have selected the latest version of the market-leading Citrix XenDestop suite of software to provide a single remote access solution for both councils.

In addition to providing access to council ICT systems from home and other locations outside the corporate network, Citrix XenDesktop 7 will also allow us to deliver business systems easily to a variety of devices inside the network, without having to install the software on every device. This will mean that staff will be able to move around between offices and use different machines and still have access to all the business software they require to carry out their day to day work.

'Agile Working' is the name that we have given to an increasing need for staff to be able to access business systems from a variety of locations, and the subsequent need for ICT to be able to centrally control who has access to which systems. To be able to accommodate increasing 'Agile Working' at Cherwell District Council and South Northamptonshire Council, we will need to increase the capacity of Citrix over and above the 120 licences we have already procured.

An additional benefit is that we will be able to use Citrix XenDesktop 7 to deliver applications which are not currently compatible with the Windows 7 desktop operating system that we will be deploying to all computers in 2014 as part of our PSN compliance requirements.

Use of Citrix will prevent over-licensing of certain software applications, as we will not need to install the same software on multiple machines. This will also reduce the support overhead for ICT, which in turn will cut costs.

The purpose of this capital bid is to fund an additional 80 Citrix licences for CDC. A similar similar capital bid will be placed at SNC. In practice, the user licences will be pooled and we are confident that this will meet the requirements at both councils to meet the mid-term requirements for Agile Working.

9) Corporate Priorities
Outline which corporate priorities the proposal will address.

This project contributes to the following corporate priorities

Value for money:
Expanding the Citrix system will:
- Ensure the council derives best value from its software licencing arrangements by limiting the practice of purchasing more licenses than we need for certain business applications.
- Improve user productivity by making it easier to move between machines and locations
- Enabling an agile workforce
- Reduce ICT support calls
- Reduces the risk of underlicensing
- Provide a short-term fix for running software that is not Windows 7 compatible to enable desktop refresh to progress.

10) Service Objectives (Please select one)

☐ 1: Cherwell: A District of Opportunity

☐ 2: Cherwell: Safe, Clean, Green

☐ 3: Cherwell: Thriving Communities

☒ 4: Cherwell: Sound Budgets and a Customer Focused Council

☐ 5: Other – consultation priority

11) Consultation Priority Rank <u>if CDC</u> (Please select one)

☐ 1: Refuse collection & recycling, housing (needs, strategic & private sector), anti-social behaviour

☐ 2: Economic development & regeneration

☐ 3: Sports facilities, local, community & leisure development, safer communities, health promotion

☐ 4: Cleansing, local transport & concessionary fares, environmental protection, conservation & urban centres, arts, rural areas, car parking, estates

☐ 5: Building control & engineering, public protection, enforcement

☐ 6: Planning control, diversity & equality

☐ 7: Landscape, Banbury Museum, tourism, licensing

☒ Corporate: Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges

12) Implications of not undertaking the Project
The implications to the Authority/Service of not undertaking the project e.g. failure to meet statutory responsibilities, reduction in service provision etc.

The additional Citrix licences will be used to support Agile Working demands – e.g. home working, shared working, Hot-desking. Without the additional licences, we cannot guarantee to be able to accommodate demand at peak times.

13) Efficiency Savings/Value for Money
Will the scheme contribute to the Council's requirement to demonstrate that we are improving value for money in the services provided? Please give details.

The alternative to using the Citrix solution to facilitate Agile Working would be to install many more copies of business software on many more machines. This will be an expensive and resource-intensive undertaking, and most likely beyond the financial reach of the council.

14) Identification and Assessment of Risk in undertaking the Project
What risks have been considered and how would they be mitigated?

Risk – this work in itself carries little risk. This bid is for additional resource for an existing service.

15) Other Authorities, Departments, Partnerships or Bodies involved
Details of other bodies involved in the scheme and the form of their contribution e.g. financial, practical, advisory etc.

A similar bid will be placed at SNC, in practice the user licences will be pooled to meet the needs of joint working at both councils..

16) Estimate of Asset Life | 5 Yrs |

17) Category (please tick as appropriate)   **Enhancement of Existing Asset** ☒

New Asset ☐

18) Componentisation

Will the asset have 2 or more components which will have differing useful economic lives?
If so, please provide details of components, values and lives.

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19) NOTE - If this is a CDC ICT Project please also complete ANNEX 1 & ANNEX 2.

Capital Expenditure		2014/15							
Description of Cost	Account Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2015/16	2016/17	2017/18	Total
Contractors	73910								0
Professional Fees	74910								0
Construction Services (internal)	74930								0
Equipment	75920								0
Other Capital Costs	76910								0
Initial Purchase of Vehicle or Plant	76920								0
IT - Software	76930	£20,228							0
IT - Hardware	76940								
Grants	77940								0
Total			**0**	**0**	**0**	**0**	**0**	**0**	**0**
External Financing Description :-									
Capital grants and contributions (please specify)									0
Partnership Funding (please specify)									0
Other									0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total CDC Funding			**0**	**0**	**0**	**0**	**0**	**0**	

Revenue Implications of capital investment:	Cost Centre	2014/15				2015/16	2016/17	2017/18	Total
Account Code		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Capital charge / depreciation									0
Maintenance costs		£1,680				£1,680	£1,680	£1,680	£6720
									0
									0
Total		**£1,680**	0	0	**0**	£1,680	£1,680	£1,680	**£6720**

ANNEX 1 – CAPITAL

Budget Planner

Capital (One-off)		Primary	DR	Description/Comments
Hardware	Server			
	Desktop/Client			
	SAN/Disk			
	Network Hardware			
	Network Circuit			
Software	MS/Operating System			
	Standard Package			
	Application			
Manpower	Project Delivery			
	Consultancy/Training			

"MS/Operating System" defines anything that will impact on the Microsoft Enterprise Agreement by either consuming existing licenses or requiring new products or licenses to be acquired which need to be added to the existing MSEA

"Standard Package" defines anything that is identified as a common industry package (middleware products, SSL licenses, etc.) These items are likely to already exist in CDC service catalogue and hence having co-terminus renewal dates might yield cost savings for CDC if renewing higher volumes at the same time.   Please check with ICT to confirm if any items are Standard Packages

"Application" defines anything that is a unique application software package which probably occurs once in the CDC IS/IT landscape

Consider whether your project requires additional provisions to be made to provide Disaster Recovery capability in the event that the Primary solution is no longer available or cannot be accessed by Cherwell DC employees or agents. Please check with ICT for any extra requirements

ANNEX 2 – REVENUE

Budget Planner

Operational (Recurring)	Year 0	Year 1	Year 2	Year 3	Year 4	Renewal Date	Description/Comment
Hardware Maintenance	3044	3044	3044	3044	3044	TBC	Support & Maintenance for conferencing equipment
Software/License Maintenance							
Software Product Support							
Additional Training							

Year 0 is the budget year in which the Capital Cost is incurred, so consider whether initial 1st year warranty provides suitable cover, or if it warranty should be negotiated out of the price so that it can be covered in Year 0 by adding or amending existing Maintenance and Support Contracts (if higher levels of replace/response are required).	Have 1st year Warranty and Support values been considered and negotiated in/out of the prices of the goods or services being requisitioned?	**No**

Year 0 value should also be pro-rata to the end of the current financial year	Has Year 0 value been pro rata adjusted?	**No**

If any item being procured is a pre-existing product or service, then renewal dates should be negotiated and synchronised so that they are all co-terminus to enable volume discounts to be negotiated at the co-terminus renewal date.	Has the Service catalogue been reviewed to see if there are existing Products or services with defined renewal dates?	**Yes**

Unless explicitly stated in contracts, maintenance and support renewal dates should default to be 12 months from the initial procurement date of the goods or service. These should be added to the Calendar of the Core Software License Control Spreadsheet (and ITIL Change Management DB).

Regardless of the final treatment of line items as Capital or Revenue, the recurring operational items should be identified here to allow ICT to properly manage and plan for the eventual revenue impact of mantenance oand support of new proiducts and services.

CHERWELL DISTRICT COUNCIL

CAPITAL PROJECT APPRAISAL FORM
NEW BIDS 2014/15

1) Capital Scheme Name

Electronic Document and Records Management Pilot jointly with SNC

2) Service Head

Name: Jo Pitman

Directorate: Resources

3) Service Manager

ICT

4) Portfolio Holder

Councillor: Nicholas Turner

5) Driver *(delete as appropriate)*   **Highly Recommended**

6) Estimated Total Capital Cost (see final Sheet)

£35,000 (50% of total)

7) Full-year revenue Cost/Saving (see final Sheet)   £5,000

8) Detailed Outline / description of project
A clear and concise outline of the proposed project and how it is intended to be procured and managed.

In April 2013 Scrutiny Committee supported a proposal for a pilot project, jointly with SNC. To be effective there needed to be in place a single shared document retention and disposal policy at both councils, which came into effect in August.

Both Council's Enterprise agreements with Microsoft allow us to deploy Sharepoint 2013. This pilot will procure the professional services required to configure the additional elements listed below which bring significant benefit in terms of added value to both councils thus:

1. An Enterprise Document Management System (EDMS) for
      a. Legacy paper archive
      b. Joint Management Team (JMT) to share meeting papers (externally available)
      c. Election Team

2. Tendering Portal for Procurement (extranet)
3. Housing Team extranet
4. Business Intelligence portal
5. Wiki
6. Intranet

It is especially important to note the key benefit of deploying Sharepoint 2013 and not an earlier version: it is specifically Sharepoint 2013 that deals with both coucnils' current inability to securely and effectively share electronically held information with third parties in support of shared working; increased risk of data loss through ad-hoc workarounds.
If the pilot is proved a success against clearly specified criteria relating to retrieval, version control, access anywhere functionality, reduced storage requirement, and data security), a further capital bid will be brought forward for 15/16 for the EDRM infrastructure (hosted internally), subscription for support, and consultancy for the training, development & implementation.

This approach means that it can be implemented incrementally alongside existing business systems (so no big bang changes on day one) and then as the EDRM solution matures we build upon it as shared services and business opportunities develop.

Outline which corporate priorities the proposal will address.

> - *Reduce the cost of providing our services through partnerships, joint working and other service delivery models.* EDRM supports "work anywhere" processes
> - *Improve customer service through the use of technology.* EDRM makes it possible to present publicly available information direct from a single, controlled version. By using Sharepoint 2013 we also have secure data sharing opportunities.
> - *Work to ensure the Council gets the most out of its resources, including land and property through effective asset management.* EDRM allows future business system upgrades and replacement to comprise only the business functionality, with the corporate EDRM supplying the document store.

10) Service Objectives (Please select one)

- ☐ 1: Cherwell: A District of Opportunity
- ☐ 2: Cherwell: Safe, Clean, Green
- ☐ 3: Cherwell: Thriving Communities
- ☒ 4: Cherwell: Sound Budgets and a Customer Focused Council
- ☐ 5: Other – consultation priority

11) Consultation Priority Rank (Please select one)

- ☐ 1: Refuse collection & recycling, housing (needs, strategic & private sector), anti-social behaviour
- ☐ 2: Economic development & regeneration
- ☐ 3: Sports facilities, local, community & leisure development, safer communities, health promotion
- ☐ 4: Cleansing, local transport & concessionary fares, environmental protection, conservation & urban centres, arts, rural areas, car parking, estates
- ☐ 5: Building control & engineering, public protection, enforcement
- ☐ 6: Planning control, diversity & equality
- ☐ 7: Landscape, Banbury Museum, tourism, licensing
- ☒ Corporate: Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges

12) Implications of not undertaking the Project

The implications to the Authority/Service of not undertaking the project e.g. failure to meet statutory responsibilities, reduction in service provision etc.

> - Continually rising electronic storage costs, inflated by the councils' storing many duplicates of documents.
> - Inability to securely and effectively share electronically held information with third parties in support of shared working; increased risk of data loss through ad-hoc workarounds
> - Inability to implement "work anywhere" (or even work at our partner council's offices) processes – electronic documents are just as location-bound currently as paper ones.
> - Continued absence of version control making it difficult to have confidence in the integrity of our information

13) Efficiency Savings/Value for Money

Will the scheme contribute to the Council's requirement to demonstrate that we are improving value for money in the services provided? Please give details.

When in future years the councils would normally be looking to upgrade or change business systems, the specification would be that the EDRM would take on the documents and records management functionality, and the business-specific functionality would be the only part procured. Because the government has mandated all public sector business systems to use open standards, integration will be the norm, not the exception.
Our storage costs are escalating hugely; EDRM will stop that. We currently have an unknown quantity of documents, so storage growth estimates difficult to achieve – EDRM will resolve this.

14) Identification and Assessment of Risk in undertaking the Project

What risks have been considered and how would they be mitigated?

Adoption by the user base must be service –driven. The pilot (and any subsequent roll-out), needs a lot of non-ICT business resource to establish document taxonomy, classification conventions etc. If this fails, ROI will be difficult to achieve so a programme of very effective engagement with all staff, and commitment from services, will be implemented.
Limited on-site skills, which the pilot will address to some extent. However, we may be able to work with Stratford DC which has built an EDRM in an earlier version of Sharepoint (and which therefore does not bring the information security benefits, platform independence and longevity of 2013). They have skills we could benefit from, and a product they may wish to become familiar with. In turn this may pave the way for a roll-out after the project that embraces more than just the two authorities.

15) Other Authorities, Departments, Partnerships or Bodies involved

Details of other bodies involved in the scheme and the form of their contribution e.g. financial, practical, advisory etc.

South Northamptonshire Council. This pilot can only go ahead if both councils support it equally. Proposals for a full roll out may involve more partners.
We will also pursue the opportunity to skills/knowledge share with Stratford as per the reference in section 14.

16) Estimate of Asset Life

| 5 | Yrs |

17) Category (please tick as appropriate)

Enhancement of Existing Asset ☒

New Asset ☐

18) Componentisation

Will the asset have 2 or more components which will have differing useful economic lives? If so, please provide details of components, values and lives.

Microsoft Licensing – April 2016

CT hardware – 5 years

19) NOTE - If this is an ICT Project please also complete ANNEX 1 & ANNEX 2.

Capital Expenditure		2014/15							
Description of Cost	Account Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2015/16	2016/17	2017/18	Total
Contractors	73910	5000							0
Professional Fees	74910	15000							0
Construction Services (internal)	74930	0							0
Equipment	75920	0							0
Other Capital Costs	76910	0							0
Initial Purchase of Vehicle or Plant	76920	0							0
IT - Software	76930	5000							0
IT - Hardware	76940	45000							0
Grants	77940								0
Total		**70000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
External Financing **Description :-**									
Capital grants and contributions (please specify)									0
Partnership Funding (please specify)									0
50% split with SNC		35000							0
Total		**35000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total CDC Funding		**35000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Revenue Implications of capital investment:		2014/15							
Account Code	Cost Centre	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2015/16	2016/17	2017/18	Total
Capital charge / depreciation									0
Maintenance costs						5000	5000	5000	15000
									0
									0
Total		0	0	0	0	0	0	0	15000

ANNEX 1 – CAPITAL

Budget Planner

Capital (One-off)		Primary	DR	Description/Comments
Hardware	Server			
	Desktop/Client			
	SAN/Disk			
	Network Hardware			
	Network Circuit			
Software	MS/Operating System			
	Standard Package			
	Application			
Manpower	Project Delivery			
	Consultancy/Training			

"MS/Operating System" defines anything that will impact on the Microsoft Enterprise Agreement by either consuming existing licenses or requiring new products or licenses to be acquired which need to be added to the existing MSEA

"Standard Package" defines anything that is identified as a common industry package (middleware products, SSL licenses, etc.) These items are likely to already exist in CDC service catalogue and hence having co-terminus renewal dates might yield cost savings for CDC if renewing higher volumes at the same time.   Please check with ICT to confirm if any items are Standard Packages

"Application" defines anything that is a unique application software package which probably occurs once in the CDC IS/IT landscape

Consider whether your project requires additional provisions to be made to provide Disaster Recovery capability in the event that the Primary solution is no longer available or cannot be accessed by Cherwell DC employees or agents. Please check with ICT for any extra requirements

ANNEX 2 – REVENUE

Budget Planner

Operational (Recurring)	Year 0	Year 1	Year 2	Year 3	Year 4	Renewal Date	Description/Comment
Hardware Maintenance							
Software/License Maintenance							
Software Product Support							
Additional Training							

Year 0 is the budget year in which the Capital Cost is incurred, so consider whether initial 1st year warranty provides suitable cover, or if it warranty should be negotiated out of the price so that it can be covered in Year 0 by adding or amending existing Maintenance and Support Contracts (if higher levels of replace/response are required).	Have 1st year Warranty and Support values been considered and negotiated in/out of the prices of the goods or services being requisitioned?	**Yes/No**

Year 0 value should also be pro-rata to the end of the current financial year	Has Year 0 value been pro rata adjusted?	**Yes/No**

If any item being procured is a pre-existing product or service, then renewal dates should be negotiated and synchronised so that they are all co-terminus to enable volume discounts to be negotiated at the co-terminus renewal date.	Has the Service catalogue been reviewed to see if there are existing Products or services with defined renewal dates?	**Yes/No**

Unless explicitly stated in contracts, maintenance and support renewal dates should default to be 12 months from the initial procurement date of the goods or service.   These should be added to the Calendar of the Core Software License Control Spreadsheet (and ITIL Change Management DB).

Regardless of the final treatment of line items as Capital or Revenue, the recurring operational items should be identified here to allow ICT to properly manage and plan for the eventual revenue impact of mantenance oand support of new proiducts and services.

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CHERWELL DISTRICT COUNCIL

CAPITAL PROJECT APPRAISAL FORM
NEW BIDS 2014/15

1) Capital Scheme Name

> Aerial Imagery Purchase

2) Service Head

> Name: Jo Pitman

> Directorate: Transformation

3) Service Manager

>

4) Portfolio Holder

> Councillor: Nicholas Turner

5) Driver *(delete as appropriate)*   **Highly Recommended**

6) Estimated Total Capital Cost (see final Sheet)   £10,000

7) Full-year revenue Cost/Saving (see final Sheet)   N/A

8) Detailed Outline / description of project
   A clear and concise outline of the proposed project and how it is intended to be procured and managed.

JOINT BID WITH SNC, APPROVAL REQUIRED FOR BOTH BIDS FOR PROJECT TO GO AHEAD

Project – To purchase accurately geo-referenced aerial imagery (jointly with SNC for which a separate capital bid has been placed and supported to date) to be used with the council's spatial information to inform the decision making process. This will be made available internally and externally via desktop and web based intranet/internet mapping applications.

Aerial Imagery will allow the council to 'overlay' its extensive library of spatial information (i.e. built environment and ecological) onto up-to-date aerial imagery, which will be used to inform the decision making process. It also provides physical evidence which will be used in investigations into land and property related issues such as enforcements, unpermitted changes of land use, land grabs, removal of protected trees/listed features, as the date of capture for each individual aerial imagery tile of Cherwell is also provided.

Reasons for having our own aerial imagery:
- We cannot use Google maps to overlay our data – it is against crown copyright and illegal/there is a cost is associated with using Bing commercially,
- We are unable to provide 3rd parties working on our behalf with aerial imagery from Bing/Googlemaps covering the district,
- Google and Bing are in a different projection so will not align to Cherwell's spatial data,
- We do not know the exact year/date the information was captured on Google or Bing as they do not define this and use various date ranges, potentially negating its use as evidence.

Procurement and management – A company specialising in provision of aerial imagery will carry out the capture and referencing of the data geographically, they will also provide it in a format compatible with our respective GIS applications.

Once purchased there are no on-going costs for support and maintenance, the council is free to use and supply the data to third parties for any business related activities and as part of a joint

9) Cherwell Corporate Priorities
Outline which corporate priorities the proposal will address.

A District of Opportunity: Aerial imagery plays a key role in making informed decisions, helping to examine and identify areas:
- Development in terms of the Local Plan/sustainability/infrastructure/regeneration/flood alleviation,
- Heritage in terms of conservation area reviews/appraisals,
- Ecology such as bio-diversity and preserving natural habitats/ecosystems,
- Streetscene in terms of grounds maintenance/Tree Preservation Orders and street cleansing,
- Enforcement in terms of illegal land grabs/developments/removal of trees, listed features,
- Legal disputes in terms of identifying unpermitted developments/land grabs and the date they were carried out.

10) Service Objectives (Please select one)

- ☐ 1: Cherwell: A District of Opportunity
- ☒ 2: Cherwell: Safe, Clean, Green
- ☐ 3: Cherwell: Thriving Communities
- ☒ 4: Cherwell: Sound Budgets and a Customer Focused Council
- ☐ 5: Other – consultation priority

11) Consultation Priority Rank (Please select one)

- ☐ 1: Refuse collection & recycling, housing (needs, strategic & private sector), anti-social behaviour
- ☐ 2: Economic development & regeneration
- ☐ 3: Sports facilities, local, community & leisure development, safer communities, health promotion
- ☐ 4: Cleansing, local transport & concessionary fares, environmental protection, conservation & urban centres, arts, rural areas, car parking, estates
- ☐ 5: Building control & engineering, public protection, enforcement
- ☐ 6: Planning control, diversity & equality
- ☐ 7: Landscape, Banbury Museum, tourism, licensing
- ☒ Corporate: Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges

12) Implications of not undertaking the Project

The implications to the Authority/Service of not undertaking the project e.g. failure to meet statutory responsibilities, reduction in service provision etc.

The older that data the less accurate it becomes in terms of how the district has changed, the implication is decisions are less informed, aerial imagery gives a 'real life' view of the district which together with other geographical data helps deliver more rounded decisions, it also plays a key part in the capture of information such the location of Tree Preservation Orders, natural habitats, open spaces, illegal boundary changes or builds.
We would need to pay each time we wanted aerial image at a detailed level and this would not be for up-to-date imagery.

13) Efficiency Savings/Value for Money

Will the scheme contribute to the Council's requirement to demonstrate that we are improving value for money in the services provided? Please give details.

Joint purchase with SNC provides economies of scale further reducing the cost,
Up-to-date aerial imagery will allow for informed decision making based on evidence.
The council will not need to look for other sources of up-to-date imagery at a financial and resource cost each time a site area needs to be acquired,
There are no on-going costs as the licence is perpetual,
The data will be readily available throughout the council and public via desktop and web mapping applications,
The information is captured accurately and geographically referenced, allowing council and other sources of data to be layered over e.g. Ordnance Survey, Conservation Areas, Local Plan.

14) Identification and Assessment of Risk in undertaking the Project

What risks have been considered and how would they be mitigated?

Quality of imagery – There will be a QA sessions before purchase where the information is examined for coverage/clarity/shadowing/contrast and accuracy in terms geo-referencing against Ordnance Survey data to British National Grid projection,
Storage – provision must be made on the database servers to store the information – capacity on database servers has been checked and is available.

15) Other Authorities, Departments, Partnerships or Bodies involved

Details of other bodies involved in the scheme and the form of their contribution e.g. financial, practical, advisory etc.

Cherwell District Council is part of a shared ICT service with SNC, which includes a joint Spatial Team.
The purchase of aerial imagery is part of a joint capital bid with SNC which will provide economies of scale through the joint purchase.

16) Estimate of Asset Life

4 Yrs (imagery will still be very important to view and look back in time).

17) Category (please tick as appropriate)   **Enhancement of Existing Asset**   ☐

                                          New Asset   ☒

18) Componentisation

Will the asset have 2 or more components which will have differing useful economic lives? If so, please provide details of components, values and lives.

19) NOTE - If this is an ICT Project please also complete ANNEX 1 & ANNEX 2.

| Capital Expenditure | | 2014/15 | | | | | | | |
Description of Cost	Account Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2015/16	2016/17	2017/18	Total
Contractors	73910								0
Professional Fees	74910			£10000					£10000
Construction Services (internal)	74930								0
Equipment	75920								0
Other Capital Costs	76910								0
Initial Purchase of Vehicle or Plant	76920								0
IT - Software	76930								0
IT - Hardware	76940								0
Grants	77940								0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
External Financing Description :-									
Capital grants and contributions (please specify)									0
Partnership Funding (please specify)									0
Other									0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total CDC Funding		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**£10000**

Revenue Implications of capital investment:	Cost Centre	2014/15				2015/16	2016/17	2017/18	Total
Account Code		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Capital charge / depreciation									0
Maintenance costs									0
									0
									0
Total		0	0	0	0	0	0	0	0

ANNEX 1 – CAPITAL

Budget Planner

Capital (One-off)			Primary	DR	Description/Comments
Hardware	Server				
	Desktop/Client				
	SAN/Disk				
	Network Hardware				
	Network Circuit				
Software	MS/Operating System				
	Standard Package				
	Application				
Manpower	Project Delivery				
	Consultancy/Training				

"MS/Operating System" defines anything that will impact on the Microsoft Enterprise Agreement by either consuming existing licenses or requiring new products or licenses to be acquired which need to be added to the existing MSEA

"Standard Package" defines anything that is identified as a common industry package (middleware products, SSL licenses, etc.) These items are likely to already exist in CDC service catalogue and hence having co-terminus renewal dates might yield cost savings for CDC if renewing higher volumes at the same time. Please check with ICT to confirm if any items are Standard Packages

"Application" defines anything that is a unique application software package which probably occurs once in the CDC IS/IT landscape

Consider whether your project requires additional provisions to be made to provide Disaster Recovery capability in the event that the Primary solution is no longer available or cannot be accessed by Cherwell DC employees or agents. Please check with ICT for any extra requirements

ANNEX 2 – REVENUE

Budget Planner

Operational (Recurring)	Year 0	Year 1	Year 2	Year 3	Year 4	Renewal Date	Description/Comment
Hardware Maintenance							
Software/License Maintenance							
Software Product Support							
Additional Training							

Year 0 is the budget year in which the Capital Cost is incurred, so consider whether initial 1st year warranty provides suitable cover, or if it warranty should be negotiated out of the price so that it can be covered in Year 0 by adding or amending existing Maintenance and Support Contracts (if higher levels of replace/response are required).	Have 1st year Warranty and Support values been considered and negotiated in/out of the prices of the goods or services being requisitioned?	**NA**

Year 0 value should also be pro-rata to the end of the current financial year	Has Year 0 value been pro rata adjusted?	**Yes**

If any item being procured is a pre-existing product or service, then renewal dates should be negotiated and synchronised so that they are all co-terminus to enable volume discounts to be negotiated at the co-terminus renewal date.	Has the Service catalogue been reviewed to see if there are existing Products or services with defined renewal dates?	**NA**

Unless explicitly stated in contracts, maintenance and support renewal dates should default to be 12 months from the initial procurement date of the goods or service.   These should be added to the Calendar of the Core Software License Control Spreadsheet (and ITIL Change Management DB).

Regardless of the final treatment of line items as Capital or Revenue, the recurring operational items should be identified here to allow ICT to properly manage and plan for the eventual revenue impact of mantenance oand support of new proiducts and services.

CAPITAL PROJECT APPRAISAL FORM
NEW BIDS 2014/15

CDC

1) Capital Scheme Name

Reducing ICT Server Infrastructure costs annually – Microsoft Hyper - V

2) Service Head

Name: Jo Pitman
Directorate: Transformation

3) Service Manager

4) Portfolio Holder

Councillor Turner

5) Driver *(delete as appropriate)*   **Highly Recommended**

6) Estimated Total Capital Cost (see final Sheet)

£ 14,000

7) Potential Full-year revenue Cost/Saving)

8) Detailed Outline / description of project
   A clear and concise outline of the proposed project and how it is intended to be procured and managed.

Server virtualisation technology allows us to run multiple 'virtual' machines on one physical server. This approach cuts costs dramatically in comparison to using one physical server to carry out each function.

We currently utilise VMWare as our virtualisation platform, was the leading and only viable option for commerce and industry. However, as time and technology has progressed, Microsoft Hyper –V, which has been available for a several years has matured and is now a respected product. It has been accepted by both industry and commerce and is increasing its user base. We are able to purchase Hyper-V on our Microsoft Enterprise Agreement, which makes it significantly cheaper than VMWare. In an attempt to reduce the annual software licensing costs for ICT at Cherwell District Council, we propose a 'spend to save' initiative to migrate our IT server estate from our current virtualisation software environment, VMware to the more cost effective solution - Hyper-V.

As a first step towards moving to Hyper-V, ICT intends to migrate the 'least risk' test and development environments for our business applications at CDC across from the existing VMware solution and develop operating processes to support the new Hyper-V environment. This will allow us to develop skills and grow confidence in use of Hyper-V before migrating the live business applications.

Full costs savings will be achieved when all systems have been migrated to Hyper-V.; we will then be able to offload the annual cost of support and maintenance for VMWare, resulting in a saving of £19,000 each year. Over a 5-year lifetime, this results in a total license saving of £95,000, netting an overall saving of £95,000 - £14,000 = £81,000.

9) Corporate Priorities
Outline which corporate priorities the proposal will address.

> This will address continual improvement of the internal systems to reduce long term costs. In this example we are targeting the on-going maintenance and licence renewals associated with VMware.

10) Service Objectives (Please select one)

- [ ] 1: Cherwell: A District of Opportunity
- [ ] 2: Cherwell: Safe, Clean, Green
- [ ] 3: Cherwell: Thriving Communities
- [x] 4: Cherwell: Sound Budgets and a Customer Focused Council
- [ ] 5: Other – consultation priority

11) Consultation Priority Rank (Please select one)

- [ ] 1: Refuse collection & recycling, housing (needs, strategic & private sector), anti-social behaviour
- [ ] 2: Economic development & regeneration
- [ ] 3: Sports facilities, local, community & leisure development, safer communities, health promotion
- [ ] 4: Cleansing, local transport & concessionary fares, environmental protection, conservation & urban centres, arts, rural areas, car parking, estates
- [ ] 5: Building control & engineering, public protection, enforcement
- [ ] 6: Planning control, diversity & equality
- [ ] 7: Landscape, Banbury Museum, tourism, licensing
- [x] Corporate: Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges

12) Implications of not undertaking the Project
The implications to the Authority/Service of not undertaking the project e.g. failure to meet statutory responsibilities, reduction in service provision etc.

> Continuing to pay high licencing costs by continual renewal of the VMware licences and support contracts on a yearly basis.

13) Efficiency Savings/Value for Money
Will the scheme contribute to the Council's requirement to demonstrate that we are improving value for money in the services provided? Please give details.

Yes – long term reduced licencing costs, once sufficient experience has been gained with the product.

14) Identification and Assessment of Risk in undertaking the Project
What risks have been considered and how would they be mitigated?

The main risk with this project is moving the various servers from a supported and understood platform called VMware to a new platform called Microsoft Hyper V.

To mitigate against any issue with using the new environment, accredited Microsoft training has been delivered to the team in Hyper V.

Hyper-V has been used successfully to create servers within a discrete test environment.

No 'live' environment servers will be created until all test and development servers have been tested and verified as being fit for purpose.

15) Other Authorities, Departments, Partnerships or Bodies involved
Details of other bodies involved in the scheme and the form of their contribution e.g. financial, practical, advisory etc.

16) Estimate of Asset Life   5 Yrs

17) Category (please tick as appropriate)   **Enhancement of Existing Asset**   ☐

New Asset   ☒

18) Componentisation

Will the asset have 2 or more components which will have differing useful economic lives? If so, please provide details of components, values and lives.

No

19) NOTE - If this is a CDC ICT Project please also complete ANNEX 1 & ANNEX 2.

Capital Expenditure		2014/15							
Description of Cost	Account Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2014/15	2015/16	2016/17	Total
Contractors	73910								0
Professional Fees	74910								0
Construction Services (internal)	74930								0
Equipment	75920								0
Other Capital Costs	76910								0
Initial Purchase of Vehicle or Plant	76920								0
IT - Software	76930								0
IT - Hardware	76940	14000							0
Grants	77940								0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
External Financing Description :-									
Capital grants and contributions (please specify)									0
Partnership Funding (please specify)									0
Other									0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total CDC Funding		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

5

Revenue Implications of Capital Investment:

		2013/14				2014/15	2015/16	2016/17	Total
		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Account Code	**Cost Centre**								
Capital Charge / Depreciation	12423								0
									0
									0
									0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Estimate prepared by:									
CIDG approval:									
Executive approval for inclusion									
In Capital Programme:									

ANNEX 1 – CAPITAL

Budget Planner

Capital (One-off)		Primary	DR	Description/Comments
Hardware	Server	14000		Purchase of 2x servers to host Hyper V Cluster
	Desktop/Client			
	SAN/Disk			
	Network Hardware			
	Network Circuit			
Software	MS/Operating System			
	Standard Package			
	Application			
Manpower	Project Delivery			
	Consultancy/Training			

"MS/Operating System" defines anything that will impact on the Microsoft Enterprise Agreement by either consuming existing licenses or requiring new products or licenses to be acquired which need to be added to the existing MSEA

"Standard Package" defines anything that is identified as a common industry package (middleware products, SSL licenses, etc.) These items are likely to already exist in CDC service catalogue and hence having co-terminus renewal dates might yield cost savings for CDC if renewing higher volumes at the same time.   Please check with ICT to confirm if any items are Standard Packages

"Application" defines anything that is a unique application software package which probably occurs once in the CDC IS/IT landscape

Consider whether your project requires additional provisions to be made to provide Disaster Recovery capability in the event that the Primary solution is no longer available or cannot be accessed by Cherwell DC employees or agents. Please check with ICT for any extra requirements

ANNEX 2 – REVENUE

Budget Planner

Operational (Recurring)	Year 0	Year 1	Year 2	Year 3	Year 4	Renewal Date	Description/Comment
Hardware Maintenance	0	0	0	250	250		Ongoing server support for hardware support after 3 years has
Software/License Maintenance							
Software Product Support							
Additional Training							

Year 0 is the budget year in which the Capital Cost is incurred, so consider whether initial 1st year warranty provides suitable cover, or if it warranty should be negotiated out of the price so that it can be covered in Year 0 by adding or amending existing Maintenance and Support Contracts (if higher levels of replace/response are required).	Have 1st year Warranty and Support values been considered and negotiated in/out of the prices of the goods or services being requisitioned?	**Yes/No**

Year 0 value should also be pro-rata to the end of the current financial year	Has Year 0 value been pro rata adjusted?	**Yes/No**

If any item being procured is a pre-existing product or service, then renewal dates should be negotiated and synchronised so that they are all co-terminus to enable volume discounts to be negotiated at the co-terminus renewal date.	Has the Service catalogue been reviewed to see if there are existing Products or services with defined renewal dates?	**Yes/No**

Unless explicitly stated in contracts, maintenance and support renewal dates should default to be 12 months from the initial procurement date of the goods or service. These should be added to the Calendar of the Core Software License Control Spreadsheet (and ITIL Change Management DB).

Regardless of the final treatment of line items as Capital or Revenue, the recurring operational items should be identified here to allow ICT to properly manage and plan for the eventual revenue impact of mantenance oand support of new proiducts and services.

CHERWELL DISTRICT COUNCIL

CAPITAL PROJECT APPRAISAL FORM
NEW BIDS 2014/15

1) Capital Scheme Name

> VMware virtual centre site recovery software

2) Service Head

> Name: Jo Pitman

> Directorate: Transformation

3) Service Manager

4) Portfolio Holder

> Councillor: Turner

5) Driver *(delete as appropriate)*   **Highly Recommended**

6) Estimated Total Capital Cost (see final Sheet)   £ 35,000

7) Full-year revenue Cost/Saving (see final Sheet)

8) Detailed Outline / description of project
A clear and concise outline of the proposed project and how it is intended to be procured and managed.

Summary

VMware Site Recovery Manager is required, and will form part of two of our key business strategies.

Disaster Recover and **Business Continuity**, site recover manager will decrease the recovery period of failed systems. Typically a failed **statutory system** will be able to be recovered in under and hour rather than days.

Increasing the disaster recovery speed of systems, in turn increase the productivity within the various departments in two areas:

1. Reduces the down time to the end users in the event of a system failure, which does happen.

2. Reduces the amount of technical team time being spent in simulating and support DR tests, as these will be reduced to hours rather than days.

A further benefit is that we will be able to create isolated environments to allow us to run a full Business Continuity Test in isolation without affecting the rest of the business.

Detail

The VMware site recovery manager software will allow us to create an isolated VMware environment which can then be used to quickly create isolated server environments. This is of great benefit to us in DR testing and DR recovery. Substantial time savings will be achieved using this software in our DR recovery and DR testing environment.

Recovery times for servers should be reduced from hours to minutes. Time will be saved as highly trained staff will not have to travel to the DR site to recover systems and these can be recovered remotely. This will also allow us to create prototype servers in an isolated environment reducing any **risks** to the corporate network.

The focus of the project is also to give us the capability to remotely test DR scenarios for other organisations like SNC, Banbury Museum Trust, and others as they are added to the system.

The benefits to be achieved are:

- Accelerated disaster recovery and business continuity planning
- Mitigating risks by leveraging experience and proven best practices
- Evaluate a prototype implementation for knowledge transfer and reference architecture.

Procurement:

Procurement will be under taken using the 3 quote system due to the value of the project.

Project Management:

The management of the project will be undertaken by the infrastructure manager and scheduled as part of the BAU activities.

9) Cherwell Corporate Priorities
Outline which corporate priorities the proposal will address.

The Delivery of Disaster Recovery and Continual Business Continuity planning to comply with, ISO 22301 BCP certification.

10) Service Objectives (Please select one)

- ☐ 1: Cherwell: A District of Opportunity
- ☐ 2: Cherwell: Safe, Clean, Green
- ☐ 3: Cherwell: Thriving Communities
- ☒ 4: Cherwell: Sound Budgets and a Customer Focused Council
- ☐ 5: Other – consultation priority

11) Consultation Priority Rank (Please select one)

- ☐ 1: Refuse collection & recycling, housing (needs, strategic & private sector), anti-social behaviour
- ☐ 2: Economic development & regeneration
- ☐ 3: Sports facilities, local, community & leisure development, safer communities, health promotion
- ☐ 4: Cleansing, local transport & concessionary fares, environmental protection, conservation & urban centres, arts, rural areas, car parking, estates
- ☐ 5: Building control & engineering, public protection, enforcement
- ☐ 6: Planning control, diversity & equality
- ☐ 7: Landscape, Banbury Museum, tourism, licensing

☒ Corporate: Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges

12) Implications of not undertaking the Project
The implications to the Authority/Service of not undertaking the project e.g. failure to meet statutory responsibilities, reduction in service provision etc.

We will continue to operate with a manual, labour intensive system.

13) Efficiency Savings/Value for Money
Will the scheme contribute to the Council's requirement to demonstrate that we are improving value for money in the services provided? Please give details.

Saving will be achieved in efficiency's as technical resources will not need to travel to and from the DR site. Testing of new systems in isolation

14) Identification and Assessment of Risk in undertaking the Project
What risks have been considered and how would they be mitigated?

The risk to the implementation of this project would be lack of internal resources, due to the high volume of work that is continually flowing into I.T.

Mitigation:

Mitigation against this would be the careful planning of the work as part of the BAU activities.

15) Other Authorities, Departments, Partnerships or Bodies involved
Details of other bodies involved in the scheme and the form of their contribution e.g. financial, practical, advisory etc.

This project would impact on all organisations that we provide BCP and DR for.

16) Estimate of Asset Life
5-7 Yrs

17) Category (please tick as appropriate)

Enhancement of Existing Asset ☐

New Asset ☒

18) Componentisation

Will the asset have 2 or more components which will have differing useful economic lives?
If so, please provide details of components, values and lives.

No

19) NOTE - If this is an ICT Project please also complete ANNEX 1 & ANNEX 2.

Capital Expenditure		2014/15							
Description of Cost	Account Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2015/16	2016/17	2017/18	Total
Contractors	73910								0
Professional Fees	74910		3000						3000
Construction Services (internal)	74930								0
Equipment	75920								0
Other Capital Costs	76910								0
Initial Purchase of Vehicle or Plant	76920								0
IT - Software	76930		22000						32000
IT - Hardware	76940		10000						0
Grants	77940								0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
External Financing Description :-									
Capital grants and contributions (please specify)									0
Partnership Funding (please specify)									0
Other									0
Total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total CDC Funding		**0**	**35000**	**0**	**0**	**0**	**0**	**0**	**35000**

5

Revenue Implications of capital investment:	Cost Centre	2014/15				2015/16	2016/17	2017/18	Total
Account Code		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Capital charge / depreciation									0
Maintenance costs									0
									0
									0
Total		0	0	0	0	0	0	0	0

ANNEX 1 – CAPITAL

Budget Planner

Capital (One-off)			Primary	DR	Description/Comments
Hardware	Server				
	Desktop/Client				
	SAN/Disk				
	Network Hardware				
	Network Circuit				
Software	MS/Operating System				
	Standard Package				
	Application		22000		
Manpower	Project Delivery				
	Consultancy/Training		3000		Training and implementation

"MS/Operating System" defines anything that will impact on the Microsoft Enterprise Agreement by either consuming existing licenses or requiring new products or licenses to be acquired which need to be added to the existing MSEA

"Standard Package" defines anything that is identified as a common industry package (middleware products, SSL licenses, etc.) These items are likely to already exist in CDC service catalogue and hence having co-terminus renewal dates might yield cost savings for CDC if renewing higher volumes at the same time.   Please check with ICT to confirm if any items are Standard Packages

"Application" defines anything that is a unique application software package which probably occurs once in the CDC IS/IT landscape

Consider whether your project requires additional provisions to be made to provide Disaster Recovery capability in the event that the Primary solution is no longer available or cannot be accessed by Cherwell DC employees or agents. Please check with ICT for any extra requirements

ANNEX 2 – REVENUE

Year 0 value should also be pro-rata to the end of the current financial year	Has Year 0 value been pro rata adjusted?	**Yes**

If any item being procured is a pre-existing product or service, then renewal dates should be negotiated and synchronised so that they are all co-terminus to enable volume discounts to be negotiated at the co-terminus renewal date.	Has the Service catalogue been reviewed to see if there are existing Products or services with defined renewal dates?	**Yes**

Unless explicitly stated in contracts, maintenance and support renewal dates should default to be 12 months from the initial procurement date of the goods or service.   These should be added to the Calendar of the Core Software License Control Spreadsheet (and ITIL Change Management DB).

Regardless of the final treatment of line items as Capital or Revenue, the recurring operational items should be identified here to allow ICT to properly manage and plan for the eventual revenue impact of mantenance oand support of new proiducts and services.

Cherwell District Council

Budget Planning Committee

21 January 2014

2014-15 Base Budgets, including Capital Bids

Report of Interim Head of Finance and Procurement

This report is public.

Purpose of report

To provide members with the latest position for the 2014-15 General Fund Budget.

1.0 Recommendations

The meeting is recommended to:

1.1 Consider the contents of this report.

2.0 Introduction

2.1 This report sets out the draft revenue budget for 2014-15 for the Council which will go the Executive on 3 February 2014. The report covers the information and work undertaken since Draft 1 of the budget was considered by Executive and Budget Planning Committee in December.

2.2 The report looks at the impact of the local government settlement which was announced on 18 December. It sets out the steps which have been undertaken to produce a balanced budget and notes the current position on capital bids (which is a separate item on the agenda).

2.3 Following consideration by the Budget Planning Committee, the report will be developed and forwarded to the Executive prior to being submitted to Full Council on 24 February 2014.

3.0 Report Details

Local Government Finance Settlement

3.1 On the 18 December 2013, Local Government Minister Brandon Lewis MP made a written statement on the provisional local government finance settlement for 2014-15. This also contained provisional figures for 2015-16. This statement is still provisional and the final settlement will be announced towards the end of January 2014.

3.2   The local government settlement followed on from the Chancellor of the Exchequer's Autumn Statement which was announced on the 5 December. Whilst this is a much broader document covering the governments wider expenditure plans, parts of this also have had an impact on local government and where this is known this is also set out in this report.

3.3   The provisional local government finance settlement announced on the 18 December sets out the financial plans for 2014-15 and a provisional position for 2015-16. The settlement continues to be set within the government's stated aim of reducing the deficit and includes previous announcements of local government funding from the 2013 budget.

3.4   The local government minister announced that local authorities will face an overall reduction in spending power of 2.9% with no authority experiencing a decrease of more than 6.9%. However, as in previous years, the government focusses on comparative figures concerning a local authority's "revenue spending power" which also incorporates a council's New Homes Bonus, several specific grants and the new efficiency support grant.

3.5   The settlement sets out some key national issues as follows:

- The 2% cap on the Business Rate Multiplier has been applied for 2014-15, with a grant of £108m created to compensate authorities for the lost income through the Business Rates Retention scheme. This is related to the announcement in the Autumn Statement limiting the increases in business rates but is to be fully funded by the government.
- Council Tax Freeze Grant for 2013-14 is now included within the Settlement Funding Assessment for 2014-15 and 2015-16 (previously planned for 2015-16). This will no longer be shown as a separate grant but will be subsumed into the overall revenue support grant.
- Council Tax Freeze Grant funding for 2014-15 and 2015-16 will be built into the Spending Review baseline.
- Council Tax threshold principles will be announced in the New Year with an indication of any referendum thresholds. This is likely to be when the final settlement is announced at the end of January
- The New Homes Bonus top-slice has been reduced by £100m for 2014-15 and 2015-16 (this is not new money, but will mean that RSG increases and the New Homes Bonus adjustment grant will fall by the same amount).
- The planned £50m top-slice for capitalisation in 2014-15 has been reduced to zero. However, £22m has currently been set aside to fund Efficiency Support Grant and funding for rural areas.

3.6   The Autumn Statement of the 5 December which preceded the local government announcement also contained some issues for local government. These include:

- Changes around business rates. Specifically that the 3.2% increase for 2014-15 for business rates will be reduced to 2% and that the doubling of the Small Business Rates Relief will be extended to April 2015. The impact of these is to be fully funded.
- There will be a national council tax discount of 50% for family annexes from April 2014. Again, this will be fully funded from central government
- The New Homes Bonus will now not be top sliced outside of London. Originally £400 million nationally was due to be top sliced from New Homes

Bonus to fund the LEPs. There will now be a £70 million top slice which will affect London but there will be no top slicing for this purpose elsewhere. This will impact from 2015-16.

- The government will increase Discretionary Housing Payments by £40 million in both 2014-15 and 2015-16.

3.7 At a national level, the settlement provided few unexpected announcements as most of the impact had been announced previously either within the Autumn Statement or within the 2013 budget and Spending Review. The local government finance settlement does, however, put some detail on the finances for the council in terms of being able to firm up a number of the assumptions which had previously been made.

Local position

3.8 Overall the funding position is broadly similar to that which has been forecast. The key change is shown below.

	2013-14 adjusted £000	2014-15 £000	2015-16 £000
Settlement Funding Assessment	8,414	7,265	6,124
% reduction		-13.7%	-15.7%

3.9 This compares to our forecasts as follows:

	13-14 adjusted £000	2014-15 £000	2015-16 £000
Funding	8,414	7,265	6,124
Forecast		7,324	5,871
Grant for NDR (to be confirmed)		43	53
Variance (£)		-16	306

3.10 At the Autumn Statement, the government announced that the NDR baseline would be increased by 2% rather than the agreed inflation of 3.2% but that the cost of this would be recompensed to local authorities. The grant adjustment set out above assumes this is the case but confirmation has not yet been received as to the actual amounts. The reduction in spending power for Cherwell is -2.6% (compared to the national picture in paragraph 3.4).

3.11 In terms of government grant, the above shows a small deficit in 2014-15 but in 2015-16 the amount of grant is greater than had been anticipated.

New Homes Bonus

3.12 The New Homes Bonus allocations were announced for each authority for 2014-15. For Cherwell District Council this totalled £2,026,312 for the 4 year period. The amount for year 4 only was £686,156 which was greater than anticipated (which was £400,000). This reflects for 2014-15 a total of 375 additions to the housing stock and a further 225 empty homes brought back into use. This has generated an additional budget funding of approximately £143,000 for the 2014-15 budget (50% of the additional sum).

Other issues

3.13 There has been no announcement on referendum for any council tax increases, although there are strong indications it will not be more generous than in 2013-14 when the limit was set at a 2% increase. This will be announced with the final settlement in January. There has also been no indication of any capping of Parish or Town Councils although this may also be announced in January.

3.14 The government has not required the pass porting of the parish council funding for the council tax reduction scheme. However, it has indicated that it will be strongly encouraging authorities to do this, although it is not a requirement.

Summary

3.15 The settlement contains no major surprises although some further detail remains outstanding. For Cherwell, there are some additional pressures in 2014-15 but the position looks more favourable in 2015-16 compared to our current forecasts.

2014-15 Draft General Fund Revenue Budget

3.16 Summarised below is the draft General Fund Revenue Budget being considered by Executive on 3 February 2014.

Table 1: General Fund Revenue Budget	Budget	Draft Budget 2	Variance from 13/14 Budget
	2013-14	**2014-15**	
Net Expenditure	£15,365,552	£15,812,753	**£447,201**
Capital Charges Reversed	-£3,323,392	-£3,341,264	**£17,872**
Net Expenditure Services	**£12,042,160**	**£12,471,489**	**£429,329**
Centrally Controlled Items	£1,831,956	£1,919,054	**£87,098**
Net Budget Requirement	**£13,874,116**	**£14,390,543**	**£516,427**
Funding			
Investment Income	£150,581	£72,000	**£78,581**
Government Grant	£7,210,000	£6,398,000	**-£812,000**
Council Tax Compensation Grant (now in above)	£155,415	£0	**-£155,415**
Collection Fund	£100,000	£209,830	**£109,830**
New Homes Bonus	£0	£1,013,000	**£1,013,000**
Retained Business Rates	£0	£400,000	**£400,000**
Council Tax	£5,763,992	£5,879,712	**£115,720**
Council Tax Support Grant	£494,128	£418,000	**-£76,128**
Proposed Budget	**£13,874,116**	**£14,390,543**	**£516,426**
Shortfall / surplus		**£0**	**£0**
% Change			**3.7%**
Council Tax			
Number band D equivalents	46,672	47,609	
2014-15 Cost of Band D equivalent	£123.50	£123.50	
2013-14 Cost of Band D equivalent	£123.50	£123.50	
	£5,763,992	**£5,879,712**	

3.17 The finalisation of support allocations, capital charges and internal recharges may result in the service total being re-allocated across the three service areas but the bottom line totals and budget requirement will not change.

3.18 Members will recall that the first draft of the 2014-15 revenue budget was agreed by Executive at its meeting on 3 December 2013. At that point, which was prior to the settlement outlined above, there was a budget gap (deficit) of £320,000. Subsequent to that report, further work has been undertaken to produce a balanced budget.

3.19 In order to balance the budget and secure the £320,000 deficit from Draft Budget 1, further reductions in costs and increases in income were taken into account. The main drivers for this are summarised in Table 2 below and these adjustments have resulted in a balanced budget.

Table 2: BUDGET MOVEMENT DRAFT 1 TO FINAL (Main Drivers)	
Draft 1 Shortfall	**£320,000**
Additional new homes bonus funding	-£143,000
Critical review of expenditure	-£69,000
Building blocks – category 2	-£33,000
Review of income	-£75,000
Final Draft	**£0**

3.20 The above actions have succeeded in balancing the budget. The Table 3 below sets out a 'high level walk' from the 2013-14 net budget to the proposed 2014-15 net budget highlighting cost pressures and reductions.

Table 3: High Level Budget Walk 2013-14 to 2014-15	£m
Opening Net Budget	**13.9**
Building Blocks	-0.2
Efficiencies	-0.3
New Joint Working	-0.1
Inflation	0.2
Unavoidable Growth	0.7
Growth	0.1
Investment Income Decrease	0.1
New Homes bonus	-1.0
Retained business rates	-0.4
Government Grant Reductions	1.0
Other	0.4
Draft Base Budget 2013-14	**14.4**

3.21 These movements are further analysed in the tables below

Unavoidable Growth

Table 4: Unavoidable Growth	
Reduction in sale of glass and textiles from recycling contract	£148,000
Reduced landfill diversion credit	£40,000
Cost of new waste transfer arrangements	£50,000
Increase in the cost of pensions (see below)	£378,000
Benefits administration subsidy grant reduction	£103,000
	£719,000

Pensions actuarial valuation

3.22 Every three years the Oxfordshire County Council pension fund is subject to an 'actuarial valuation' which reviews the current pension fund to ensure its assets can meet the future liabilities. The actuarial valuation for the 3 year period starting 1 April 2014 shows an increasing deficit which causes an additional cost pressure in 2014-15 of £364,000. This is due to the decreasing number of active pension members contributing to the scheme. This pressure was in excess of the amount assumed within the budget and has created a cost pressure in future years. This is funded within the budget by use of investment income.

Growth

Table 5: Growth	
Project management – Development Control	£75,000
Estates maintenance & repair	£20,000
Private Sector Housing team	£38,000
	£133,000

Budget Reductions

3.23 We have made £307,000 in efficiencies which can be classified as budget adjustments (with no service impact) and fee income (demand increases).

3.24 A summary of the building blocks identified from each service is listed below.

Table 6: Building blocks	
Community Services – CCTV savings, increased income for summer activities, delete spare mileage budgets	£20,000
Community & Environmental Services Administration – delete vacant post and spare hours	£34,000
Finance & Procurement – contract renegotiation and reduction in bank charges	£46,000
Law & Governance – land searches income budget	£25,000
Transformation – cease to fund data analysis service	£5,000
Strategic Planning – increase planning income	£100,000
Regeneration & Housing – licence fees and grant fees	£3,000
	£233,000

Council Tax

3.25 The above budget assumes a zero increase in Council Tax. At present the Government has not issued its referendum threshold. This is expected in late January / early February. As a result, the Council Tax freeze grant for 2014-15 has not been incorporated into these plans. If confirmed, this will be treated as windfall income.

Capital

3.26 Budget Planning Committee reviewed all the proposed capital bids during November. The recommended capital bids were then considered by Executive in December and an approved list was put forward (this is attached at Appendix 1). Following this, Executive asked Budget Planning Committee to consider further any

of the ICT bids not accepted at its December meeting. These are covered in a separate report on the agenda.

4.0 Conclusion and Reasons for Recommendations

4.1 This report is for members' consideration. The final budget will be presented to the Executive on 3 February 2014 with a recommendation to Council on 24 February 2013 to adopt the 2014-15 budget (as a key decision) and set council tax accordingly.

5.0 Consultation

No consultation

6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

As this is a report for information and consideration no alternative options have been considered.

7.0 Implications

Financial and Resource Implications

7.1 The financial implications are contained in this report.
Comments checked by: Nicola Jackson, Corporate Finance Manager
01295 221731 nicola.jackson@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 There are no direct legal implications arising out of this report.
Comments checked by: Kevin Lane, Head of Law and Governance
0300 0030107 kevin.lane@cherwellandsouthnorthants.gov.uk

Document Information

Appendix No	Title
Appendix 1	Capital bids considered by Executive in December 2013.
Background Papers	
None	
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		NEW CAPITAL BIDS 2014/15									Appendix 1
Rank	Bid No.	Capital Scheme	Service	Lead member	Head of Service	Full Value	Profiled Spend			Score	Cummulative Full Value
							2014/15	2015/16	2016/17		
1	1	Cooper Sports Hall Roof	Community	Cllr George Reynolds	Chris Rothwell	£ 100,000	£ 100,000			42	£ 100,000
2	8	Bradley Arcade Roof Repairs	Regeneration	Cllr Norman Bolster	Chris Stratford	£ 125,000	£ 122,000	£ 3,000		39	£ 225,000
2	18	Mandatory Disabled Facilities Grants (gross amount, of which £375k is CDC)	Housing	Cllr Debbie Pickford	Chris Stratford	£ 750,000	£ 750,000			39	£ 975,000
2	24	Environmental Services Vehicle Replacement Scheme (FUNDING 26 NOV)	Environment	Cllr Nigel Morris	Ed Potter	£ 672,000	£ 672,000			39	£ 1,647,000
5	10	DPS Access Audit	Regeneration	Cllr Norman Bolster	Chris Stratford	£ 20,000	£ 20,000			38	£ 1,667,000
5	33	GCSX Secured Area - Wall Garden - PNC Compliance (IT hardware)	Information Technology	Cllr Nicholas Turner	Jo Pitman	£ 20,000	£ 20,000			38	£ 1,687,000
7	3	Woodgreen Leisure Centre Bowls Hall Heater	Community	Cllr George Reynolds	Chris Rothwell	£ 65,000	£ 65,000			37	£ 1,752,000
8	22	Glass Bank Recycling Scheme	Environment	Cllr Nigel Morris	Ed Potter	£ 25,000	£ 25,000			36	£ 1,777,000
9	20	Customer Self-Service Portal and CRM Solution	Community	Cllr Nicholas Turner	Chris Rothwell	£ 80,000	£ 55,000	£ 25,000		34	£ 1,857,000
9	21	Recycling Bank Scheme	Environment	Cllr Nigel Morris	Ed Potter	£ 25,000	£ 25,000			34	£ 1,882,000
11	17	Discretionary Housing Grants	Housing	Cllr Debbie Pickford	Chris Stratford	£ 275,000	£ 275,000			33	£ 2,157,000
12	35	San Storage Renewal (IT hardware)	Information Technology	Cllr Nicholas Turner	Jo Pitman	£ 81,000	£ 81,000			32	£ 2,238,000
12	36	Server Replacement Programme (IT hardware)	Information Technology	Cllr Nicholas Turner	Jo Pitman	£ 30,000	£ 30,000			32	£ 2,268,000
14	16	Empty Homes and Work-in-default (recoverable) Enforcement	Housing	Cllr Debbie Pickford	Chris Stratford	£ 100,000	£ 100,000			31	£ 2,368,000
15	12	18 & 19 Thorpe Place - Replacement Roof Lights	Regeneration	Cllr Norman Bolster	Chris Stratford	£ 27,000	£ 27,000			29	£ 2,395,000
15	19	Planning and Building Control replacement of ICLIPSE (Northgate) DMS	Development Management	Cllr Michael Gibbard	Andy Preston	£ 84,000	£ 84,000			29	£ 2,479,000
15	26	ESXI PROD 2 - capacity forward planning (IT hardware)	Information Technology	Cllr Nicholas Turner	Jo Pitman	£ 15,000	£ 15,000			29	£ 2,494,000
15	29	Lync 2013 (professional fees, equipment, IT hardware)	Information Technology	Cllr Nicholas Turner	Jo Pitman	£ 43,800	£ 43,800			29	£ 2,537,800
15	32	Desktop PC Replacement	Information Technology	Cllr Nicholas Turner	Jo Pitman	£ 59,200	£ 59,200			29	£ 2,597,000
15	37	Netback Up Upgrade	Information Technology	Cllr Nicholas Turner	Jo Pitman	£ 75,000	£ 75,000			29	£ 2,672,000
21	9	Works in Connection with Condition Survey - Year 2	Regeneration	Cllr Norman Bolster	Chris Stratford	£ 300,000	£ 300,000			28	£ 2,972,000
22	15	Upgrade to Uninterrupted Power Supply & Back up Systems	Regeneration	Cllr Norman Bolster	Chris Stratford	£ 375,000	£ 325,000	£ 40,500	£ 9,500	27	£ 3,347,000
22	23	Energy Efficiency Scheme	Environment	Cllr Nigel Morris	Ed Potter	£ 50,000	£ 50,000			27	£ 3,397,000

24	5	Elections Polling Booths and Count Tables	Democratic	Cllr Barry Wood	Kevin Lane	£	49,840	£	49,840			26	£ 3,446,840
24	25	ISCSI Traffic Separation (IT hardware)	Information Technology	Cllr Nicholas Turner	Jo Pitman	£	20,000	£	20,000			26	£ 3,466,840
24	28	Modular Development of CSM - Cherwell Helpdesk Software	Information Technology	Cllr Nicholas Turner	Jo Pitman	£	25,280	£	25,280			26	£ 3,492,120
27	6	Replacement Air Conditioning Plant at Banbury Museum	Regeneration	Cllr Norman Bolster	Chris Stratford	£	35,000	£	35,000			24	£ 3,527,120
28	11	Improvements to Amenities to Orchard Way Shops	Regeneration	Cllr Norman Bolster	Chris Stratford	£	27,500	£	27,500			23	£ 3,554,620
28	38	Security Logging Software	Information Technology	Cllr Nicholas Turner	Jo Pitman	£	25,000	£	25,000			23	£ 3,579,620
28	39	Website Extension (FUNDED FROM REVENUE 26 November)	Information Technology	Cllr Nicholas Turner	Jo Pitman	£	34,173	£	34,173			23	£ 3,613,793
31	2	North Oxfordshire Academy - astro turf pitch	Community	Cllr George Reynolds	Chris Rothwell	£	150,000	£	150,000			21	£ 3,763,793
31	4	Stratfield Brake Floodlights (INCREASED BY £5,000 5 November)	Community	Cllr George Reynolds	Chris Rothwell	£	20,000	£	20,000			21	£ 3,783,793
		TOTAL RECOMMENDED BIDS FOR 2014-15				£	3,783,793	£ 3,705,793	£ 68,500	£ 9,500		