

CHERWELL DISTRICT COUNCIL
CAPITAL PROJECT APPRAISAL FORM
NEW BIDS 2014/15

1) Capital Scheme Name

2) Service Head

3) Service Manager

4) Portfolio Holder

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

6) Estimated Total Capital Cost (see final Sheet)

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

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				2015/16	2016/17	2017/18	Total
		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Description of Cost	Account Code								
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	
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	
Total CDC Funding		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									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 associated hardware, Purchase of 2x Firewalls, associated 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
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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
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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
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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 maintenance and support of new products and services.