# 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
- [x] 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
- [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.*

> 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.*

**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: | | 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 | | £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.