

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 councils' 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				2015/16	2016/17	2017/18	Total
		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Description of Cost	Account Code								
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	
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	
Total CDC Funding		35000	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
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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/No
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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/No
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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.