



AGENDA

NOTE: In the case of non-members, this agenda is for information only

- Committee - **JOINT AUDIT & SCRUTINY PANEL**
- Date & Time - **WEDNESDAY, 2ND MARCH, 2011
AT 10.00 AM**
- Venue - **ST GEORGE'S ROOM, ELIZABETH
HOUSE, WALPOLE LOKE,
DEREHAM**

Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.

The Panel

Mr S.G. Bambridge
Councillor Claire Bowes
Mr R.P. Childerhouse

Mr J.P. Cowen (Chairman)
Mr C.R. Jordan
Mr D.S. Myers

**PERSONS ATTENDING THE MEETING ARE
REQUESTED TO TURN OFF MOBILE TELEPHONES**

Member Services
Elizabeth House, Walpole Loke,
Dereham Norfolk, NR19 1EE

Date: 24 February 2011

PART A - ITEMS OPEN TO THE PUBLIC

| | <u>Page(s)</u> <u>herewith</u> |
|---|-----------------------------------|
| 1. <u>MINUTES</u> To confirm the Minutes of the meeting held on 14 December 2010. | 1 - 7 |
| 2. <u>APOLOGIES</u> To receive apologies for absence. | |
| 3. <u>DECLARATION OF INTEREST</u> Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Members' Code of Conduct requires that declarations include the nature of the interest and whether it is a personal or prejudicial interest. | |
| 4. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u> To note the names of any non-members wishing to address the meeting. | |
| 5. <u>MEMBERS ICT OPTIONS</u> Report by the Senior Business Improvement Officer. | 8 - 19 |
| 6. <u>DISCUSSION PAPER</u> | |

BRECKLAND COUNCIL

At a Meeting of the

JOINT AUDIT & SCRUTINY PANEL

**Held on Tuesday, 14 December 2010 at 10.00 am in
St Georges Room, Elizabeth House, Dereham, NR19 1EE**

PRESENT

Mr S.G. Bambridge
Councillor Claire Bowes
Mr R.P. Childerhouse

Mr J.P. Cowen (Chairman)
Mr C.R. Jordan

In Attendance

Helen McAleer
Jane Osborne
Rory Ringer
Teresa Smith
Kevin J Taylor

- Senior Committee Officer
- Committee Officer
- Elections and Scrutiny Manager
- Member Services Support Officer
- Head of ICT

Action By

8/07 MINUTES

The Minutes of the meeting dated 24 November, 2010 were confirmed as a correct record by the Chairman; however it was noted that not all Members had received a copy, they were therefore given copies and would read them later.

9/07 APOLOGIES

Apologies had been received from Councillor Claire Bowes as she would be arriving late.

10/07 DECLARATION OF INTEREST

There were none.

11/07 NON-MEMBERS WISHING TO ADDRESS THE MEETING

There were none.

12/07 SUMMARY

The Head of ICT recapped on the outcomes from the Panel meeting held on 24 November. His PowerPoint presentation and slides covered the areas below and included some ICT comments received by Members :-

- Connectivity
- Equipment Software
- Software Feedback
- Citrix
- Training

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- Support
- Next Steps

Connectivity

Accepted that broadband speed across rural Norfolk needed to be improved although acknowledged that this was out of the scope or influence of the panel. There were some connectivity and usability issues raised regarding Citrix, although an independent review would be done shortly with a report to Members and Officers.

Equipment Software

Whilst fax use had reduced and would reduce further, it was felt there was still a need for these. One Member had quite a lot of constituents who used faxes, whereas another had not missed the ability of sending or receiving them. The Head of ICT explained about fax gateway services, allowing faxes to be sent and received as emails.

Non Executive Members were not provided with Breckland mobile phones or Blackberrys, Member opinion on the latter was that they could not replace laptops, and that easy access to read screens both in the Committee rooms and at home was required.

There was support for iPads from the Joint Chief Executive and interest shown by the Leader of Breckland Council, provided that there was a strong business case to consider/adopt these devices. Head of ICT referenced that Leicester City Council had based their decision to pilot iPads on savings in paper and postage.

It was recognised however that access to large screens would be necessary, especially with committees that relied on large scale drawings. The Chairman gave the example of the Moving Thetford Forward document and Appendices, half of which were plans, diagrams and spread sheets in landscape format, which caused problems as Citrix could not switch view from portrait, and Members needed the ability to reformat Agendas and associated paperwork circulated to them. He added that there was a big issue with regard to legibility and formatting. The Head of ICT said that this may be a limitation of the PDF formatting, and that he would look into alternative solutions.

It was essential that it was ascertained what the future requirements of Members would be to ensure suitable equipment.

Councillor Claire Bowes joined the meeting.

Software Feedback

The Chairman advised he had encountered difficulty when opening a link within Mod.gov and had not been able to access some political documents. This was due to the site being 'unclassified' as regards web content filtering, and had now been

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resolved.

One Member had been waiting months for external links to be sorted. The Head of ICT would look into this and encouraged Members to contact Andrew or Helpdesk to log these.

One of the options to the current software model was use of 'cloud' based applications such as Googleapps. This could provide access to a range of MS Office type applications, however was reliant on an internet connection to function.

Whilst the need to reduce paper was accepted, a viable alternative solution would be required that allowed Members to view and annotate documents when not connected to internet. The Chairman felt it should be borne in mind how useful hard copies of documents were when Members had "spare time", for example these could be accessed by them whilst waiting for appointments or when travelling on public transport, and was a facility that he would not want to lose, therefore an alternative solution would need to be considered that allowed 'off line' access to documents, providing the ability to comment/annotate.

Some initial feedback received from Communities team regarding the Youth Council indicated that surprisingly, contact by phone was preferred by many, however further information would be sought to support the review.

Citrix

It was recognised that delays with display of typing was a known Citrix issue, although some Members had experience with 'locking up' and 'freezing' screens for a number of minutes, a fault not identified previously and which the Head of ICT would investigate.

Head of ICT stated that Central Government seemed to be taking a less rigorous approach to Local Government data security and that more local authorities were considering use of personal PCs, whereas previously that had not been allowed.

Training

There was a strong drive to ensure that training would be tied into the May elections, would be a mandatory prerequisite, and would be offered at two levels, novice and expert. Decisions needed to be taken by mid February, to ensure any new equipment would be in place by May.

It was expected that IT equipment would be ordered end of March, but a large procurement exercise was not expected.

Support

The way Help Desk calls were dealt with would be revised in the light of the end of the Steria contract, and Members would be

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encouraged to use a new system that provided much more information on faults, diagnostics and alerts.

However, the dedicated Member Support Officer for IT was felt to be extremely invaluable. The Panel were advised that he had secondary activities of procurement and some limited Officer support.

There was no single alerting model in the event of connectivity problems therefore the use of text messaging was being looked at which could be rolled out soon, although it was outside the scope of the current exercise, but would improve alerting and communications. A Member advised that it was suggested 3-4 years ago that this service should be rolled out to the wider community, but nothing happened at that time.

Local View

This was demonstrated by The Head of ICT and it was accessed via a web link on the Biz and contained specific Breckland information, a lot of which was updated on a daily basis. A public and private version was being looked into.

He would see if it could be added to the current Citrix set up, and if Members wished to explore Local View further to ascertain if it would be helpful to them and their residents, to let him know and he would arrange for Capita to carry out an overview and some initial training.

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Next Steps

These were :-

Produce an interim report to include

1. Overview of Background to the report
2. Options
3. Cost Recommendations
4. Conclusions

A single supplier source of broadband connection was encouraged to maximise value for money for the Council and at the moment, Outlook software was not the latest version, and it was felt that software upgrades should be built in to the service to keep Members up to date. The Head of ICT said consideration was being given to MS Exchange V2010, but that was a separate piece of work outside of the remit of the panel.

With regard to the Government Grant and CSR, the Chairman said the public would be very aware of savings required, and therefore any spending would need to be fully and thoroughly researched and justified with a strong business case, that clearly demonstrated achievement of best value and fitness for purpose.

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The focus would be to reduce costs and increase efficiency through the innovative use of technology.

Before a cost analysis was done on providing all Members with an iPad, a small trial was proposed.

To ensure a fair spread of representation, it was suggested that any trial should not be limited to Executive Members, but should consider "twin hatters", consider those with wider requirements (i.e access to drawings etc) and consider a Member that struggled with the current service.

It was felt that a Member of the Development Control Committee should be part of the trial to ascertain if the ipad could be used sensibly during the course of a meeting due to the volume and type of documents produced by the Committee, and that if it worked in those circumstances, it should work in most circumstances.

An opportunity existed to improve the quality of service and support for Members within the shared service, and also to make use of work already digitised by Capita. Therefore when specifying pilot devices, the recommendation may be to opt for 64 GB devices rather than 32 GB.

The report would need to pick up all issues and options with the caveat that the review would need to be underpinned by a strong business case, otherwise any recommendation would be premature.

There was potential that video conferencing could also be used to allow cost savings to be made with regard to travel time and mileage. Members asked to be made aware if iPads could be used with an external camera. *(Post meeting note, the next version of iPad was due to include a camera).*

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The cost of a commercial Skype licence was negligible, and it was felt that was another avenue that should be explored.

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In the past Neatherd School had offered to provide training to a commercial standard for Breckland, and a Member asked that consideration be given to contacting the IT Departments of local schools to see if they could provide IT training. This would be good public relations as well as a practical use of local resources.

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13/07 FEEDBACK FROM MEMBERS

Comments received by Members from their colleagues had been listed and presented to the Panel, they covered the areas listed below, all of which were covered in the Head of IT's presentation summary at Agenda Item 5 :-

- IT Support/training
- Equipment

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- Citrix
- General

14/07 DEMONSTRATION OF AWARD WINNING DEMOCRATIC SERVICES SYSTEM

The presentation on Teignbridge District Council's bespoke, in house application, which won the Excellence in Democratic Services Award at the 2010 MJ Achievement Awards did not take place due to the way that Teignmouth had set their PCs up, which did not suit a remote demonstration at this stage.

15/07 DIGITAL PEN TECHNOLOGY

Digital Pen Technology

An overview and video of this alternative means of capturing the written word electronically was given. Two types of digital pens were shown, they cost on average £120 - £130 each and stored data which could be either sent via blue toothed or linked to a PC and converted to text.

They were felt to be a luxury item rather than a requirement, and initially they had been looked at for the benefit of remote working for officers. They might be useful for annotating agendas, and could benefit Councillors. One Member felt that minute takers should not be writing notes and then typing them, and that digital pens should be considered for the Member Services Team.

As well as the above, video demonstrations on the following took place :-

Apple iPad

Average cost was £600 for 32 GB. A print server device or wireless printer would be required for printing.

It was believed MPs used Blackberrys and/or laptops, and most business people used ipads in conjunction with a PC.

As a piece of hardware, the ipad was believed to have limitations, one being a keyboard. If Citrix was used it was questioned whether the iPad would work without a laptop, the Head of ICT confirmed that it would. The Chairman said that during the trial, the iPad should be used as if it was a laptop with an external keyboard for data entry.

Whilst Mr Jordan could see these would be useful if paperless, he was unsure how they could replace a computer, as there was still a hardware need. As a "twin-hatter" he would be happy to trial these, and would use them and nothing else, enabling a true evaluation to be provided along with the identification of its limitations.

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Keyboard doc

Average cost of keyboard and case was £47.99. If a lot of typing was required, they could be plugged into an ipad.

Leicester City Council

The Panel were advised of what the Council were doing, and Breckland were keeping an eye on how their cost model worked and how the devices were justified.

16/07 FINAL REPORT REQUIREMENTS

It was **RESOLVED** that :-

1. An interim report ready for the next meeting would be produced leading to a final report
2. Trial ipads January 2011 to reflect the needs of different levels of elected Members
3. Those invited to undertake the trial would be suggested as , Councillors C R Jordan, C Bowes and S Matthews with the Executive Members represented by either William Nunn or Paul Claussen
4. Final report ready for Cabinet on 22 February 2011
5. Recommendation to Council for decision on 10 March 2011

Date of Next Meeting

The next meeting would be held on Tuesday 1 February, 2011 at 10.30 a.m in the St. George's Room, Elizabeth House, Dereham.

The meeting closed at 11.05 am

CHAIRMAN

BRECKLAND COUNCIL

**Report of the Business Improvement Team – to the
Joint Audit & Scrutiny Panel (Members ICT) 2nd March 2011**

Councillor ICT Options

1. Purpose of Report

This document provides a review of a number of options for new/replacement ICT equipment for members taking effect from the May 2011 elections. It provides an overview of how the equipment may or may not meet Council and member requirements and the associated costs and benefits attributed to each.

This report forms a discussion around the options available for the provision of ICT equipment to members in the new electoral year.

2. Recommendations

It is recommended that the Council/Committee:

- 2.1 Review all of the options as set out below with regards to Member ICT.

Note: In preparing this report, due regard has been had to equality of opportunity, human rights, prevention of crime and disorder, environmental and risk management considerations as appropriate. Relevant officers have been consulted in relation to any legal, financial or human resources implications and comments received are reflected in the report.

3. Information, Issues and Options

3.1 Background

3.1.1 Breckland Council has 54 members, 7 of which are executive members. Councillors currently have a Breckland provided broadband with a laptop and associated equipment such as mouse, keyboard, screen etc and the provision of a printer. Members currently access the Council system using a Citrix connection in order for the Council to be compliant with Government Connect (GCSX).

3.1.2 Member's equipment is ageing and there hasn't been a refresh programme for sometime. As a result of this there is an inconsistency in equipment and reliability. Members have a dedicated post providing localised ICT support as a result of being unhappy with the service provided within the Steria contract, although contractually, this function is still provided.

3.1.3 In May 2011, a district election will be held and all ICT services will be in sourced. This will provide an opportunity to review and replace the equipment and existing support arrangements whilst ensuring Councillors are given the necessary tools to be effective within their roles.

3.2 Issues

3.2.1 The requirements below outline what Councillors need to enable them to be effective within their role. This also takes into consideration the parameters set by the business in terms of governance and seeks to identify opportunities where savings could be made.

3.2.2 Each option is assessed against the points below.

For a Councillor

- Ability to receive agendas online
- Ability to read and view agendas electronically
- Ability to make notes and comment on agendas electronically
- A solution that is portable
- A solution that has connectivity to Council systems
- The facility to communicate using a web camera
- Easy to use, intuitive and reliable

The ICT Solution

- Provide accessibility using Citrix

- GCSX compliant
- Ability to access Microsoft Outlook
- Internet access
- Access to MS Word, MS Excel, PDF Reader
- Web camera

Finance

- Doesn't exceed the current allocated budget.
- Low training costs and time for members and ICT
- Low installation costs and set up time
- Reduce or remove localised support
- Reduce or remove postage and paper
- Reduce or remove the need for localised printers and the associated support
- Ability to support remotely

3.3 Options

3.3.1 The table below provides a breakdown of the different objectives that the replacement ICT solution should meet to enable members to be effective in their roles. Each option also presents the cost over a four year period. Any cost is indicative and subject to the pricing at the time of purchase. The costs do not take into consideration net present value (depreciation costs of equipment and inflation).

| Option | Type | Description |
|--------|---------------|---|
| 1 | Laptop (AsIs) | Use the current hardware and software arrangements. Including a refresh of all member laptops and replacing with similar devices. |
| 2 | Ipads | Purchase Ipads for all members replacing current equipment. |
| 3 | Chip PC | Purchase a Chip PC terminal including a mouse, screen and keyboard with no base unit or laptop. |
| 4 | Netbooks | Purchase Netbooks (mini laptops) for all members with an additional screen, keyboard and mouse. |
| 5 | Duos | Purchase Duos (mini laptop with reversible touch screen) with an additional screen, keyboard and mouse. |
| 6 | Allowance | Provide an annual allowance to cover ICT equipment, paper and printing (currently based on £1200 over three years) for members to supply their own of their personal choice subject to meeting the minimum pre-requisites of the equipment. |

The table below provides a breakdown of the different objectives that the replacement ICT solution should meet to enable members to be effective in their roles.

Each option also presents the cost over a four year period. Any cost is indicative and subject to the pricing at the time of purchase. The costs do not take into consideration net present value (depreciation costs of equipment and inflation). The costs are presented on the basis of the cost to the business, including internal support etc, as opposed to the cost of the provision of hardware only.

Cost for the provision of broadband is not included as this doesn't form part of the option appraisal however this is something that should be reviewed. Costs for ICT equipment have been provided by the ICT department.

Key

- Green Meets requirements
- Orange Partially meets requirements
- Red Doesn't meet requirements

| | | Laptop | Ipad | Chip PC | Netbook | Duos | Allowance |
|--------------------|--|--------------------|--------------------|-------------------|--------------------|--------------------|-------------------|
| | Description | Option1 | Option 2 | Option 3 | Option 4 | Option 5 | Option 6 |
| Councillor | Ability to receive agendas online | Green | Green | Green | Green | Green | Green |
| | Ability to read and view agendas electronically | Green | Green | Green | Green | Green | Green |
| | Ability to make notes and comment on agendas electronically | Green | Green | Green | Green | Green | Green |
| | A solution that is portable | Orange | Green | Red | Green | Green | Green |
| | A solution that that has connectivity to Council systems | Green | Orange | Green | Green | Green | Green |
| | The facility to communicate using a web camera | Green | Green | Orange | Green | Green | Green |
| | Easy to use, intuitive and reliable | Orange | Orange | Green | Orange | Orange | Orange |
| ICT Solution | Provide accessibility using Citrix | Green | Green | Green | Green | Green | Green |
| | GCSX compliant | Green | Red | Green | Green | Green | Green |
| | Ability to access Microsoft Outlook | Green | Red | Green | Green | Green | Green |
| | Internet access | Green | Green | Green | Green | Green | Green |
| | Access to MS Word, MS Excel, PDF Reader | Green | Red | Green | Green | Green | Green |
| | Ability to support remotely | Green | Red | Green | Green | Green | Grey |
| Financial Benefits | Low training costs and time for members and ICT | Orange | Red | Green | Orange | Orange | Green |
| | Low installation costs and set up time | Green | Red | Green | Green | Green | Green |
| | Reduce/remove localised support | Green | Red | Green | Green | Green | Green |
| | Reduce/remove postage and paper | Red | Orange | Red | Orange | Orange | Orange |
| | Reduce/remove the need for localised printers and the associated support | Red | Red | Red | Orange | Orange | Green |
| | Ability to support remotely | Green | Red | Green | Green | Green | Grey |
| 4 Year Cost | Hardware and Software Costs | £58,956.10 | £139,988.12 | £9,527.99 | £30,146.22 | £48,965.97 | £64,800.00 |
| | Cost with Dedicated ICT Support and Training | £158,291.88 | £163,554.54 | £362.66 | £158,654.54 | £158,654.54 | £362.66 |
| | Cost with continued Paper, Printing and Postage | £87,348.93 | £87,348.93 | £87,348.93 | £87,348.93 | £87,348.93 | £0.00 |
| | Total Cost over four years | £304,596.91 | £390,891.59 | £97,239.58 | £276,149.69 | £294,969.44 | £65,162.66 |

- The current cost for paper, printers and postage for members is approx £16,771.00 per annum.
- The average cost for dedicated local ICT support per member is approx £552.12 per annum. This does not include the additional support provided through the onsite Steria and Breckland ICT teams.

3.3.2 If members are keen to look at reducing the associated costs of paper, printing and postage, it could be worthwhile investigating the possibilities of using document reading devices such as a Kindle however a number of the options already presented do provide a portable solution.

3.3.3 Members would need training regardless of the option selected. It is envisaged that this would take place prior to the release of any new equipment.

3.3.4 Any option selected may need further investigation and validation as there may be further sub-options.

3.4 Reasons for Recommendation(s)

3.4.1 To provide members with an overview of the options available for replacement ICT equipment along

with the associated costs and effort to implement.

3.4.2 To understand the associated benefits and dis-benefits with each option that is available.

3.4.3 To understand the options that may require a change in culture as well as ICT.

4. Risk and Financial Implications

4.1 Risk

- Members' do not agree on a common solution that meets the majority of member needs.
- A solution is selected that does not meet the required criteria.
- Opportunities for cashable savings are not realised.
- A solution selected and implemented is not used in the way intended or fully utilised to the intention of its supply, therefore not realising the benefits (cashable and non cashable) associated to that option.

4.2 Financial

There may be a tax issues that we would need to clarified with HMRC and against the Local Authorities (Members' Allowances) Regulations 1991 and the Local Authorities (Members Allowances) (England) Regulations 2001 and 2003.

5. Legal Implications

5.1 None

6. Other Implications

- a) Equalities:
- b) Section 17, Crime & Disorder Act 1998:
- c) Section 40, Natural Environment & Rural Communities Act 2006:
- d) Human Resources:
- e) Human Rights:
- f) Other: [e.g. Children's Act 2004]

7. Alignment to Council Priorities

7.1 Environment & Entrepreneurial Council

8. Ward/Community Affected

8.1 None

Lead Contact Officer:

Name/Post: Adam Colby, Senior Snr Business Improvement Officer (with information provided by ICT Manager, Kevin Taylor)

Telephone: 01362 656881

Email: adam.colby@breckland.gov.uk

Key Decision Status (Executive Decisions only): Not a key decision



Appendices attached to this report:



Appendix 1 – Overview of Different Types of Equipment

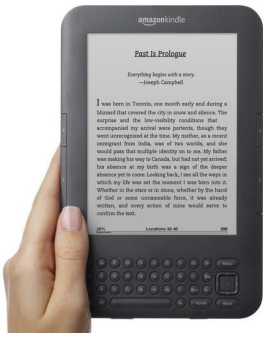
Appendix 2 – Financial Options

Appendix 1

- Overview of the different equipment types

| Equipment | Description |
|----------------|--|
| Ipad | <p>The iPad is a tablet PC designed, developed and marketed by Apple primarily as a platform for audio-visual media including books, periodicals, movies, music, games, and web content. At about 1.5 pounds (680 grams), its size and weight fall between those of contemporary smart phones and laptop computers.</p>  |
| Chip PC | <p>Chip PCs are also known as thin clients. The processing power is managed centrally and pushed to the Chip PC. The user would have a screen, mouse, keyboard plugged in to a small box device. These are energy efficient devices that allow support and control remotely. Chip PCs are not portable.</p>  |

| | |
|--------------------|---|
| Netbook | <p>Netbooks are essentially mini laptops: more portable, smaller in size and lighter. Netbooks also have a longer battery life than a conventional laptop.</p>  |
| Duo Netbook | <p>A Duo Netbook is similar to the netbook above but includes a touch screen and allows the user to twist and fold the screen and use the device as you would a tablet PC (see Ipad). The duo is larger than the netbook.</p>  |

| | |
|---------------|--|
| Kindle | <p>The Kindle is a lightweight device enabling users to view and read documents.</p>  |
|---------------|--|

Appendix 2 – Financial Options

Each table provides an overview of the cost breakdown for each option.

| 1.Current Set Up: No Change | | | | | |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| | Year 0 | Year1 | Year 2 | Year 3 | Year 4 |
| Hardware And Accessories | | | | | |
| Hardware costs | -£29,700.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Additional devices (e.g. mouse, printer, screen) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Annual service charge | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Replacement Hardware Costs | £0.00 | -£6,993.00 | -£7,202.79 | -£7,418.87 | -£7,641.44 |
| Software and Security | | | | | |
| Warranty for hardware | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Security/GCSX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Software licence costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Printing and Postage | | | | | |
| Printing costs for agendas and reports | -£9,586.29 | -£9,873.88 | -£10,170.10 | -£10,475.20 | -£10,789.45 |
| Postage costs for agendas and reports | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 |
| Member's toner costs | -£1,713.69 | -£1,765.10 | -£1,818.05 | -£1,872.60 | -£1,928.77 |
| Additional Support | | | | | |
| ICT support costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| ICT Member Support (dedicated post) | -£29,815.00 | -£30,709.45 | -£31,630.73 | -£32,579.66 | -£33,557.05 |
| Internal training costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Expenditure | -£76,286.14 | -£54,812.59 | -£56,292.83 | -£57,817.48 | -£59,387.87 |
| Income | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total | -£76,286.14 | -£54,812.59 | -£56,292.83 | -£57,817.48 | -£59,387.87 |
| Cumulative Total | -£76,286.14 | -£131,098.73 | -£187,391.56 | -£245,209.04 | -£304,596.92 |

| 2. Ipads | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Year 0 | Year 1 | Year 2 | Year 3 | Year 4 |
| Hardware And Accessories | | | | | |
| Hardware costs | -£32,124.06 | £0.00 | £0.00 | £0.00 | £0.00 |
| Additional devices (e.g. mouse, printer, case) | -£16,146.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Annual service charge | -£3,906.36 | -£4,023.55 | -£4,144.26 | -£4,268.59 | -£4,396.64 |
| Replacement Hardware Costs | £0.00 | -£8,045.01 | -£8,286.36 | -£8,534.95 | -£8,791.00 |
| Software and Security | | | | | |
| Server/Hardware | -£4,000.00 | -£400.00 | -£412.00 | -£424.36 | -£437.09 |
| Security/GCSX | -£2,100.00 | -£210.00 | -£216.30 | -£222.79 | -£229.47 |
| Software licence costs | -£5,400.00 | -£5,562.00 | -£5,728.86 | -£5,900.73 | -£6,077.75 |
| Printing and Postage | | | | | |
| Printing costs for agendas and reports | -£9,586.29 | -£9,873.88 | -£10,170.10 | -£10,475.20 | -£10,789.45 |
| Postage costs for agendas and reports | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 |
| Member's toner costs | -£1,713.69 | -£1,765.10 | -£1,818.05 | -£1,872.60 | -£1,928.77 |
| Internal Support | | | | | |
| ICT Training Costs | -£4,900.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| ICT Member Support (dedicated post) | -£29,815.00 | -£30,709.45 | -£31,630.73 | -£32,579.66 | -£33,557.05 |
| Member Training Costs | -£362.66 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Expenditure | -£115,525.22 | -£66,060.15 | -£67,877.82 | -£69,750.02 | -£71,678.39 |
| Income | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total | -£115,525.22 | -£66,060.15 | -£67,877.82 | -£69,750.02 | -£71,678.39 |
| Cumulative Total | -£115,525.22 | -£181,585.37 | -£249,463.19 | -£319,213.21 | -£390,891.60 |

| 3. Chip PC | | | | | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Year 0 | Year 1 | Year 2 | Year 3 | Year 4 |
| Hardware And Accessories | | | | | |
| Hardware costs | -£3,240.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Additional devices (e.g. mouse, printer, screen) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Annual service charge | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Replacement Hardware Costs | £0.00 | -£1,503.00 | -£1,548.09 | -£1,594.53 | -£1,642.37 |
| Software and Security | | | | | |
| Warranty for hardware | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Security/GCSX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Software licence costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Printing and Postage | | | | | |
| Printing costs for agendas and reports | -£9,586.29 | -£9,873.88 | -£10,170.10 | -£10,475.20 | -£10,789.45 |
| Postage costs for agendas and reports | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 |
| Member's toner costs | -£1,713.69 | -£1,765.10 | -£1,818.05 | -£1,872.60 | -£1,928.77 |
| Internal Support | | | | | |
| ICT Member Support (dedicated post) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Member Training Costs | -£362.66 | £0.00 | £0.00 | £0.00 | £0.00 |
| Internal training costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Expenditure | -£20,373.80 | -£18,613.14 | -£19,007.40 | -£19,413.49 | -£19,831.76 |
| Income | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total | -£20,373.80 | -£18,613.14 | -£19,007.40 | -£19,413.49 | -£19,831.76 |
| Cumulative Total | -£20,373.80 | -£38,986.94 | -£57,994.34 | -£77,407.82 | -£97,239.58 |

| 4. Netbooks | | | | | |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| | Year 0 | Year 1 | Year 2 | Year 3 | Year 4 |
| Hardware And Accessories | | | | | |
| Hardware costs | -£14,580.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Additional devices (e.g. mouse, printer, screen) | -£5,400.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Annual service charge | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Replacement Hardware Costs | £0.00 | -£2,430.00 | -£2,502.90 | -£2,577.99 | -£2,655.33 |
| Software and Security | | | | | |
| Warranty for hardware | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Security/GCSX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Software licence costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Printing and Postage | | | | | |
| Printing costs for agendas and reports | -£9,586.29 | -£9,873.88 | -£10,170.10 | -£10,475.20 | -£10,789.45 |
| Postage costs for agendas and reports | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 |
| Member's toner costs | -£1,713.69 | -£1,765.10 | -£1,818.05 | -£1,872.60 | -£1,928.77 |
| Internal Support | | | | | |
| ICT Member Support (dedicated post) | -£29,815.00 | -£30,709.45 | -£31,630.73 | -£32,579.66 | -£33,557.05 |
| Internal training costs | -£362.66 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Expenditure | -£66,928.80 | -£50,249.59 | -£51,592.94 | -£52,976.60 | -£54,401.76 |
| Income | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total | -£66,928.80 | -£50,249.59 | -£51,592.94 | -£52,976.60 | -£54,401.76 |
| Cumulative Total | -£66,928.80 | -£117,178.39 | -£168,771.33 | -£221,747.93 | -£276,149.69 |

| 5. Duos | | | | | |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| | Year 0 | Year 1 | Year 2 | Year 3 | Year 4 |
| Hardware And Accessories | | | | | |
| Hardware costs | -£23,814.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Additional devices (e.g. mouse, printer, screen) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Annual service charge | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Replacement Hardware Costs | £0.00 | -£6,012.00 | -£6,192.36 | -£6,378.13 | -£6,569.47 |
| Software and Security | | | | | |
| Warranty for hardware | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Security/GCSX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Software licence costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Printing and Postage | | | | | |
| Printing costs for agendas and reports | -£9,586.29 | -£9,873.88 | -£10,170.10 | -£10,475.20 | -£10,789.45 |
| Postage costs for agendas and reports | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 | -£5,471.16 |
| Member's toner costs | -£1,713.69 | -£1,765.10 | -£1,818.05 | -£1,872.60 | -£1,928.77 |
| Additional Support | | | | | |
| ICT support costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| ICT Member Support (dedicated post) | -£29,815.00 | -£30,709.45 | -£31,630.73 | -£32,579.66 | -£33,557.05 |
| Internal training costs | -£362.66 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Expenditure | -£70,762.80 | -£53,831.59 | -£55,282.40 | -£56,776.74 | -£58,315.91 |
| Income | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total | -£70,762.80 | -£53,831.59 | -£55,282.40 | -£56,776.74 | -£58,315.91 |
| Cumulative Total | -£70,762.80 | -£124,594.39 | -£179,876.79 | -£236,653.53 | -£294,969.44 |

| 6.Member Allowance | | | | | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Year 0 | Year 1 | Year 2 | Year 3 | Year 4 |
| Member ICT Allowance | | | | | |
| ICT Allowance | -£21,600.00 | -£21,600.00 | -£21,600.00 | £0.00 | £0.00 |
| Printing and Postage | | | | | |
| Printing costs for agendas and reports | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Postage costs for agendas and reports | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Member's toner costs | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Internal Support | | | | | |
| ICT Member Support (dedicated post) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Internal training costs | -£362.66 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Expenditure | -£21,962.66 | -£21,600.00 | -£21,600.00 | £0.00 | £0.00 |
| Income | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total | -£21,962.66 | -£21,600.00 | -£21,600.00 | £0.00 | £0.00 |
| Cumulative Total | -£21,962.66 | -£43,562.66 | -£65,162.66 | -£65,162.66 | -£65,162.66 |

BRECKLAND COUNCIL PROFORMA B
(CAPITAL AND REVENUE BUDGETS)

FROM: Mark Finch (Head of Finance)

THIS PROFORMA PROVIDES THE FINANCIAL IMPLICATIONS
IN RESPECT OF THE ATTACHED REPORT

REPORT: Councillor ICT Options
REPORT DATE: Joint Audit & Scrutiny Panel 2nd March 2011

| | Option 1 Laptop £ | Option 2 I Pad £ | Option 3 Chip PC £ | Option 4 Netbook £ | Option 5 Duo £ | Option 6 Allowance £ |
|-----------------------------------|-------------------------|------------------------|--------------------------|--------------------------|----------------------|----------------------------|
| <i>Capital Costs</i> | | | | | | |
| Hardware & Software licences | | | | | | |
| Year 1 | 29,700 | 59,770 | 3,240 | 19,980 | 23,814 | - |
| Replacement costs | 29,256 | 33,657 | 6,288 | 10,166 | 25,151 | - |
| Total Capital | 58,956 | 93,427 | 9,528 | 30,146 | 48,965 | - |
| <i>Annual Revenue Costs</i> | | | | | | |
| Annual allowance | - | - | - | - | - | 21,600 |
| Annual service charge | - | 4,024 | - | - | - | - |
| Annual licence costs | - | 6,172 | - | - | - | - |
| Member Support Officer | 29,815 | 29,815 | - | 29,815 | 29,815 | - |
| Printing | 9,874 | 9,874 | 9,874 | 9,874 | 9,874 | - |
| Postage | 5,471 | 5,471 | 5,471 | 5,471 | 5,471 | - |
| Toner | 1,765 | 1,765 | 1,765 | 1,765 | 1,765 | - |
| | 46,925 | 57,121 | 17,110 | 46,925 | 46,925 | 21,600 |
| Potential revenue saving/increase | 0 | 10,196 | (29,815) | 0 | 0 | (25,325) |

Financial Services Comments

This proforma separates the capital costs from the ongoing revenue costs. The ICT refresh budget has £50,000 allocated for the purposes of refreshing the Members' ICT equipment. Options 3 to 5 all fall within this capital budget, with options 1 and 2 exceeding it. There is a high experience of equipment needing to be replaced each year, with these costs being included in 'replacement costs' above. Option 6 does not have any capital resourcing requirements.

The costs of the dedicated Member Support Officer, printing, postage and toner replacements are included within the Council's budget moving forward. It is anticipated that these elements will still be required for options 1, 2, 4 & 5, making these options cost neutral in revenue terms. Additional annual service and licensing costs will be required for option 2, which would require an increase in revenue budget. Option 3 assumes that support for the equipment will be carried out remotely from the office by ICT support staff. If the Member Support Officer is redeployed on other duties this saving would be negated. Redundancy costs would apply if this post is not redeployed. The same principle applies for option 6 where an allowance replaces all council supplied ICT equipment and printing.

| | | |
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Option 3 presents the lowest capital and revenue cost solution, while retaining central printing. However the panel should determine whether this offers a workable solution. The report does not address the costs of providing broadband to members, although this issue could also be considered if the decision favours the additional allowance option. There is potential for reducing printing and postage costs further by introducing document readers (eg the kindle option would cost around £5,000 to equip all Members) although further work would be required to determine how these would be supported.

Financial Risk

The report highlights the financial risks and potential for any or all of the options creating a taxable benefit. This could be mitigated by discussion with HM Revenues and Customs to seek a dispensation, although there is no certainty that they will agree to this, or that conditions would need to be applied.

There is a high cost for replacing equipment on an annual basis. Further work is required to analyse why this cost is so high in order to avoid this type of expenditure on a continuing basis.

| | | |
|--|---|--|
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