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**BRECKLAND COUNCIL**

**At a Meeting of the**

**BUSINESS IMPROVEMENT AND PROJECTS SUB-COMMITTEE**

**Held on Tuesday, 5 July 2011 at 10.00 am in  
St George's Room, Elizabeth House, Dereham NR19 1EE**

**PRESENT**

Mr W.H.C. Smith (Chairman)      Mr A.C. Stasiak

**Also Present**

Mr S.G. Bambridge                      Mr P.J. Duigan

**In Attendance**

Margaret Bailey	- Senior Accountant Capital and Treasury
Lon Jeal	- Interim ICT/Customer Services Manager
Joanne Linton	- ICT Support Manager
Kevin Rump	- ICT Project Manager
Helen McAleer	- Senior Committee Officer
Simon Stubbs	- ICT Project Manager
Roger Wilkin	- Interim Business Development Manager

**Action By**

**56/11 MINUTES (AGENDA ITEM 1)**

The following matters were noted:

Min No 46/11                      New Business Improvement & Projects Sub-Committee the additional clause to the Terms of Reference had been approved by Cabinet.

Min No 47/11                      (b) Members' ICT Options  
*Amended* to say all Members had been contacted, not connected.

(c) Steria Insourcing Project  
The final exit meeting had been held and only the final paperwork was yet to be completed. It was noted that re-grading of staff was still outstanding.

Min No 48/11                      (a) Emergency Generator  
An options appraisal paper, on the emergency generator and the bunker, would go to Exec Board. The generator had also been placed on the Overview & Scrutiny Commission's work programme.

Min No 52/11                      Release of Funding  
*Amended* in the pen-ultimate paragraph on page 5 to say £1.7m capital budget (not revenue).

**Action By**

Min No 53/11

**Customer Contact Centre – Single Benefit**

The IT Consultant advised that the draft had been prepared.

Members would receive training from the Training & Development Manager on Video Conferencing.

The use of WebEx would also be included in the training programme.

The current equipment did not include web streaming functionality.

Subject to the above amendments the Minutes of the meeting held on 7 June 2011 were confirmed as a correct record and signed by the Chairman.

**57/11 ACTIONS ARISING (AGENDA ITEM 2)**

(a) **Marketing Requirements**

This item was deferred until the next meeting.

(b) **The Bunker**

The Interim Business Development Manager gave an update using information provided by the Strategic Property Manager.

It had been suggested that the cost of refurbishing the bunker could be off-set by using it as a commercial let. However, the Strategic Property Manager did not think that would be financially viable. Instead it was suggested that the bunker could be used for secure storage, releasing other industrial units (currently used for storage purposes) to be let commercially.

The ICT Consultant said that from a Disaster Recovery perspective the bunker did not have sufficient capacity. There was already a Disaster Recovery site at Breckland House in Thetford which had better connectivity.

The Chairman did not want to spend money on the bunker if it was no longer part of a modern solution. He sought assurance that Disaster Recovery and Civil Contingency requirements were met.

The Interim Business Development Manager could not confirm that but said there was an opportunity to provide a range of options which provided flexibility. For example, the Council had a part share in the One Stop Bus which was Broadband enabled and could be used as a response centre in the event of an emergency.

The IT Consultant said that currently the Council did not have Disaster Recovery in place.

With regard to the emergency generator the Interim Business Development Manager asked which critical activities the Members wished to cover. The cost, positioning and maintenance of an emergency generator needed to be considered. There were a range of options available, from a generator which would restore power to the whole

**Dominic  
Chessum**

building within seven seconds, costing £35,000 to one which would just maintain server and telephone switch functions at a cost of £17-18,000.

The various options available were discussed further. The Chairman asked for all the information to be made available to the Overview & Scrutiny Commission when they discussed the matter.

(c) Mobile Working

The IT Project Manager advised that there had been some minor amendments to the Enterprise module since the last meeting and it was ready to go live when Licensing had checked the data.

The scanners were yet to be ordered and staff would be trained when they arrived.

It was suggested that more staff resources might be needed to fully implement the project. The Interim Environmental Health Manager would be invited to the next meeting to provide an update on project progress.

**Action By**

**Phil  
Adams**

**58/11 APOLOGIES (AGENDA ITEM 3)**

Apologies for absence had been received from Mr S Askew.

**59/11 URGENT BUSINESS (AGENDA ITEM 4)**

The Chairman agreed to accept an urgent item from the IT Project Manager due to the need for a decision before the next scheduled meeting to provide the Council with a Disaster Recovery system.

The IT Project Manager explained that the report had missed the agenda deadline due to outstanding information. The documents were now almost ready and would be passed to the Chairman when all details were available. He requested that delegated permission be granted to the Chairman, together with the Director for Commissioning, to approve the purchase of the Disaster Recovery system.

The system would provide a mirroring service between Thetford and Dereham so that if one of the offices was affected by an emergency all the electronically stored information would be available at the other location to continue business. The system would cost £125,000. The money was available and the change would provide a saving in the long term. A draft Proforma B had been prepared and the Senior Accountant Capital and Treasury pointed out that if approved, only £173,000 would be left in the budget for future projects.

**RESOLVED** to delegate permission to the Chairman, in consultation with the Director of Commissioning, to approve the purchase of a Disaster Recovery system for the Council.

**60/11 DECLARATION OF INTERESTS (AGENDA ITEM 5)**

No declarations were made.

Action By

**61/11 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 6)**

Mr G Bambridge and Mr P Duigan were in attendance.

**62/11 CAPITAL PROGRAMME UPDATE (AGENDA ITEM 7)**

(a) Capital programme 2010/11 - 2011/12

The Senior Accountant Capital and Treasury presented the report and advised that the Quarterly Performance Report would be on the next agenda.

(b) Available Funding

The report showed the amount of funding available for the capital programme. The Senior Accountant Capital and Treasury explained that when funding reached zero the Council would need to make a decision on whether it wished to borrow to fund future initiatives.

(c) Capital programme status report

This report listed projects and gave a timeline for progress reporting. Some dates were yet to be agreed for reports and reviews.

The Interim Business Development Manager asked Members to check the Watch List to ensure there were no projects missing from it which they wished to monitor.

The post-project review for John Room House was noted.

**63/11 NEXT MEETING (AGENDA ITEM 8)**

The arrangements for the meeting on 30 August 2011 were noted.

The meeting closed at 10.52 am

CHAIRMAN