

# Public Document Pack



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To The Chairman and Members of the Business Improvement Sub-Committee

Your Ref:  
Our Ref: HM/L.3  
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Date 25 February 2011

## AGENDA SUPPLEMENT

Dear Sir/Madam

### **BUSINESS IMPROVEMENT SUB-COMMITTEE - TUESDAY 1 MARCH 2011**

I refer to the agenda for the above-mentioned meeting and enclose the following items:

<b>Item No</b>	<b>Report Title</b>	<b>Page Nos</b>
7.	Financial Update  Proforma B and supporting information from the Senior Accountant Capital and Treasury (Margaret Bailey).	26 - 27
8.	Members ICT Options  Report by Senior Business Improvement Officer.	28 - 39

Yours faithfully

*Helen McAleer*

Senior Committee Officer

Breckland Council Capital Programme 2010 / 2011 budget  
Financial Performance Report

PROJECT	Revised Budget 2010/11	Spend @ 21/2/2011	Unspent budget requiring carry over
<b>Business Improvement Board</b>			
<b>Released</b>			
Govt Connect Phase 2	16,009	13,188	2,821
PAYE net	25,000	11,133	13,868
Licensing systems	39,829	20,909	18,920
ICT Connectivity	3,930		3,930
2009/10 Refresh (carried over)	136,210	137,818	(1,608)
Customer Services Centre Infrastructure	74,500		74,500
Web Site	36,500	25,431	11,069
ARP Contribution to ICT & Server refresh	79,200	59,294	19,906
VM Ware	101,045	240	100,805
LAN Upgrade	30,000		30,000
Secure Bureau Service	18,000		18,000
Govt Connect Phase 3	49,805	2,805	47,000
Projectors Committee Suite	14,020		14,020
Copiers	6,590		6,590
	<b>630,638</b>	<b>270,818</b>	<b>359,820</b>
<b>Not yet released</b>			
ICT Strategy Projects	284,151		284,151
IT Refresh Programme	87,529		87,529
ARP - Batch Scanners	17,500		17,500
<b>Total</b>	<b>389,180</b>	<b>-</b>	<b>389,180</b>
	<b>1,019,818</b>	<b>270,818</b>	<b>749,000</b>

**BRECKLAND COUNCIL DRAFT**  
 PROFORMA FOR THE RELEASE OF RESOURCES BY THE BUSINESS  
 IMPROVEMENT SUB COMMITTEE  
 (CAPITAL AND REVENUE BUDGETS)  
 FROM: Margaret Bailey (Senior Accountant – Capital and Treasury)

THIS PROFORMA PROVIDES THE FINANCIAL IMPLICATIONS  
 IN RESPECT OF THE ATTACHED

REPORT:	<b>Funding for ICT Project Management</b>				
REPORT DATE:	1 <sup>st</sup> March 2011				
	£ Year 1	£ Year 2	£ Year 3	£ Year 4	£ Year 5
	2010/11	2011/12	2012/13	2013/14	2014/15
<b>Capital</b>					
991 **** * ** *	57,000				
<b>Revenue</b>					
<b>Total Capital</b>	<b>57,000</b>				

<b>Funding required:</b>	<b>Considered by:</b>	<b>Date:</b>
Total capital cost     £57,000	Business Improvement board	01/03/2011
Revenue cost		

**Financial Services Comments**

The ICT Manager has requested that £57,000 of unreleased ICT funds are released for project management purposes. This sum will be attributable to individual projects and will increase the cost of those projects. Project Management costs should ideally be released up front as part of the project approval but the ICT Manager has identified that due to key projects such as new ARP partners and in-sourcing of ICT, additional project management is now required to deliver the ongoing capital ICT programme.

The amount requested is reasonable based on the value of the released budget and equates to approximately 10%. If approved, there would be £332,180 of unreleased ICT funds available to support the ICT Strategy moving forward. There is no budget available in 2011/12. It is not clear whether this is sufficient as the requirements moving forward are still being worked up and the proposal for Members ICT is being considered at Scrutiny on 2<sup>nd</sup> March.

There are a number of projects that will not be complete at 31<sup>st</sup> March and it will be necessary to request carry over of these budgets into 2011/12. The ICT manager requests carry over of any unspent budget at year end (released and unreleased). A separate report to Cabinet is required to approve carry over but BISC is requested to approve that ICT budgets are included in the Cabinet report. An explanation for carry over will be required. Spend against budget as at 21<sup>st</sup> February is attached.

**Financial Risk**

Because the budget requirement moving forward is unclear, there is a risk that additional budget will be required to fund the programme moving forward but any request for additional resources will need to be the subject of a separate report to Cabinet and/or Council depending on the sum required.

Business Improvement Sub-Committee is requested to:

- Approve release of £57,000 for project management of the ICT programme
- Approve that all unspent ICT budgets (released and un-released) are carried over into 2011/12 subject to approval by Cabinet.

This PB is valid for 3 months from PB date	If this PB is not longer required please advise Finance	If there are changes to the original report it may invalidate this document, it must be reviewed by Finance.
24/02/2011	Page 1 of 1	D:\moderngov\Data\AgendaItemDocs\9\4\6\AI00012649\fxk5d01.doc

**Report of the Business Improvement Team – to the  
Business Improvement Sub-Committee: 1 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
	<b>Total Cost over four years</b>	<b>£304,596.91</b>	<b>£390,891.59</b>	<b>£97,239.58</b>	<b>£276,149.69</b>	<b>£294,969.44</b>	<b>£65,162.66</b>

- 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

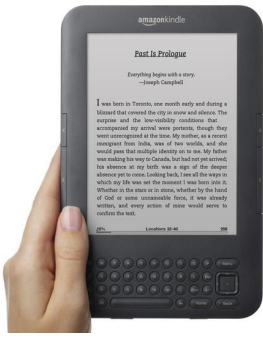
Appendix 1

- Overview of the different equipment types

Equipment	Description
<b>Ipap</b>	<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> 
<b>Chip PC</b>	<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> 



<b>Netbook</b>	<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> 
<b>Duo Netbook</b>	<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> 

<b>Kindle</b>	<p>The Kindle is a lightweight device enabling users to view and read documents.</p> 
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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
<b>Hardware And Accessories</b>					
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
<b>Software and Security</b>					
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
<b>Printing and Postage</b>					
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
<b>Additional Support</b>					
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
<b>Total Expenditure</b>	<b>-£76,286.14</b>	<b>-£54,812.59</b>	<b>-£56,292.83</b>	<b>-£57,817.48</b>	<b>-£59,387.87</b>
Income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>-£76,286.14</b>	<b>-£54,812.59</b>	<b>-£56,292.83</b>	<b>-£57,817.48</b>	<b>-£59,387.87</b>
<b>Cumulative Total</b>	<b>-£76,286.14</b>	<b>-£131,098.73</b>	<b>-£187,391.56</b>	<b>-£245,209.04</b>	<b>-£304,596.92</b>

2. I pads					
	Year 0	Year 1	Year 2	Year 3	Year 4
<b>Hardware And Accessories</b>					
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
<b>Software and Security</b>					
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
<b>Printing and Postage</b>					
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
<b>Internal Support</b>					
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
<b>Total Expenditure</b>	<b>-£115,525.22</b>	<b>-£66,060.15</b>	<b>-£67,877.82</b>	<b>-£69,750.02</b>	<b>-£71,678.39</b>
Income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>-£115,525.22</b>	<b>-£66,060.15</b>	<b>-£67,877.82</b>	<b>-£69,750.02</b>	<b>-£71,678.39</b>
<b>Cumulative Total</b>	<b>-£115,525.22</b>	<b>-£181,585.37</b>	<b>-£249,463.19</b>	<b>-£319,213.21</b>	<b>-£390,891.60</b>

3. Chip PC					
	Year 0	Year 1	Year 2	Year 3	Year 4
<b>Hardware And Accessories</b>					
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
<b>Software and Security</b>					
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
<b>Printing and Postage</b>					
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
<b>Internal Support</b>					
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
<b>Total Expenditure</b>	<b>-£20,373.80</b>	<b>-£18,613.14</b>	<b>-£19,007.40</b>	<b>-£19,413.49</b>	<b>-£19,831.76</b>
Income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>-£20,373.80</b>	<b>-£18,613.14</b>	<b>-£19,007.40</b>	<b>-£19,413.49</b>	<b>-£19,831.76</b>
<b>Cumulative Total</b>	<b>-£20,373.80</b>	<b>-£38,986.94</b>	<b>-£57,994.34</b>	<b>-£77,407.82</b>	<b>-£97,239.58</b>

4. Netbooks					
	Year 0	Year 1	Year 2	Year 3	Year 4
<b>Hardware And Accessories</b>					
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
<b>Software and Security</b>					
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
<b>Printing and Postage</b>					
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
<b>Internal Support</b>					
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
<b>Total Expenditure</b>	<b>-£66,928.80</b>	<b>-£50,249.59</b>	<b>-£51,592.94</b>	<b>-£52,976.60</b>	<b>-£54,401.76</b>
Income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>-£66,928.80</b>	<b>-£50,249.59</b>	<b>-£51,592.94</b>	<b>-£52,976.60</b>	<b>-£54,401.76</b>
<b>Cumulative Total</b>	<b>-£66,928.80</b>	<b>-£117,178.39</b>	<b>-£168,771.33</b>	<b>-£221,747.93</b>	<b>-£276,149.69</b>

5. Duos					
	Year 0	Year 1	Year 2	Year 3	Year 4
<b>Hardware And Accessories</b>					
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
<b>Software and Security</b>					
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
<b>Printing and Postage</b>					
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
<b>Additional Support</b>					
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
<b>Total Expenditure</b>	<b>-£70,762.80</b>	<b>-£53,831.59</b>	<b>-£55,282.40</b>	<b>-£56,776.74</b>	<b>-£58,315.91</b>
Income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>-£70,762.80</b>	<b>-£53,831.59</b>	<b>-£55,282.40</b>	<b>-£56,776.74</b>	<b>-£58,315.91</b>
<b>Cumulative Total</b>	<b>-£70,762.80</b>	<b>-£124,594.39</b>	<b>-£179,876.79</b>	<b>-£236,653.53</b>	<b>-£294,969.44</b>

6. Member Allowance					
	Year 0	Year 1	Year 2	Year 3	Year 4
<b>Member ICT Allowance</b>					
ICT Allowance	-£21,600.00	-£21,600.00	-£21,600.00	£0.00	£0.00
<b>Printing and Postage</b>					
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
<b>Internal Support</b>					
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
<b>Total Expenditure</b>	<b>-£21,962.66</b>	<b>-£21,600.00</b>	<b>-£21,600.00</b>	<b>£0.00</b>	<b>£0.00</b>
Income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>-£21,962.66</b>	<b>-£21,600.00</b>	<b>-£21,600.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Cumulative Total</b>	<b>-£21,962.66</b>	<b>-£43,562.66</b>	<b>-£65,162.66</b>	<b>-£65,162.66</b>	<b>-£65,162.66</b>

**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 2<sup>nd</sup> 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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