

# Decision Pathway – Report



**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 14 September 2021

<b>TITLE</b>	<b>End User Compute and Deployment Services</b>		
<b>Ward(s)</b>	None		
<b>Author:</b> Simon Oliver	<b>Job title:</b> Director – Digital Transformation		
<b>Cabinet lead:</b> Cllr Craig Cheney	<b>Executive Director lead:</b> Mike Jackson		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b> This report identifies the requirement to obtain approval for additional funding on existing contract End User Compute and Deployment Services.  <ol style="list-style-type: none"> <li>1. Approval for additional funding to allow the continued purchase of end-use compute devices to enable IT Services to complete the roll out of these.</li> <li>2. Cabinet is asked to note the additional 10% uplift permitted by the contract and approve additional funding on the existing contract to the end of April 2022.</li> </ol>			
<b>Evidence Base:</b> <ol style="list-style-type: none"> <li>1. The terminology, End-User compute, covers all Council-owned IT equipment which is used by staff colleagues, Partners and Members, and includes Workstations, Desktop PCs, Laptops, Tablets and Hybrid devices.</li> <li>2. In April 2019, Cabinet authorised the award of a 3 year contract to an approved supplier for the purchase of IT hardware up to a value of £5m. A compliant contract was let with XMA for the Procurement, Storage and Deployment of new end user compute devices to a value of £5m, with an allowable 10% uplift.</li> <li>3. The existing XMA contract spend level was set based on knowledge known at the time of the contract, with a modest contingency. This contract was awarded to the value of £5m.</li> <li>4. During the COVID pandemic, the number of devices needed within the Council to enable remote working has significantly increased.</li> <li>5. There has been a need to replace a significant number of additional devices which were unidentified on the legacy IT asset management system.</li> <li>6. The approach and timescales to deploy have been significantly hampered by the need to deploy in a COVID safe manner.</li> <li>7. Due to the increased governance and assurance implemented as part of the IT Transformation Programme to address Corporate Risks, including Information (Cyber) Security risks, delays have been incurred as the IT Transformation Programme has addressed considerable legacy IT issues (mainly outdated, unsupported and/or high security risk Applications procured and managed by individual Service Areas) which have had to be addressed as they have been uncovered.</li> <li>8. The 10% uplift allowed of £0.5m on the XMA contract has been requested and will be fully utilised.</li> <li>9. The asset management system has now been replaced as part of the IT Transformation Programme and is being kept up to date.</li> <li>10. Cabinet is asked to approve an increase in the value of the XMA contract of up to £363,000 to cover all the remaining laptop/desktop requirements, alongside appropriate continued contingency is requests.</li> </ol>			
<b>Cabinet Member / Officer Recommendations:</b>			

**That Cabinet:**

1. Approve the utilisation of a 10% uplift on the current XMA contract at a cost of £0.5m.
2. Approve the additional funding required for the XMA contract as outlined in this report, at a cost of up to £363,000 until contract end date of April 2022.
3. Authorise the Executive Director Resources in consultation with the Cabinet Member/Deputy Mayor - Finance, Governance and Performance to take all steps required to incur the additional spending as outlined in this report.

**Corporate Strategy alignment:**

IT Strategy is a core component of this, particularly contributing to two of the four Organisational Priorities outlined in the Corporate Strategy:

- Redesign the council to work effectively as a smaller organisation
- Equip our colleagues to be as productive and efficient as possible

IT underpins all the council's work and, with a strategy that encompasses the council's outward-facing approach to digital, directly contributes to the Key Commitment of 'Make progress towards being the UK's best digitally connected city'.

**City Benefits:**

Continued efficiencies and improvements in service delivery by ensuring Council staff have appropriate, modern and fully supported IT equipment that is capable of delivering future innovation.

**Consultation Details:**

Not Applicable

**Background Documents:**

Cabinet Approval document April 2019

<https://democracy.bristol.gov.uk/documents/g3102/decisions%2002nd-Apr-2019%2016.00%20Cabinet.pdf?T=2>

<b>Revenue Cost</b>	<b>£</b>	<b>Source of Revenue Funding</b>	)
<b>Capital Cost</b>	<b>£363,000</b>	<b>Source of Capital Funding</b>	ICT Capital Refresh budget
<b>One off cost</b> <input checked="" type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:** This report requests seeks approval for additional funding of £0.363m to allow the continued purchase of end-use computer devices to enable IT Services to complete the roll out and to note the additional 10% uplift permitted by the contract and approve additional funding on the existing contract to the end of April 2022.

There are no savings attached to this report, rather a request to utilise existing capital funds.

The current contract was awarded to the value of £5,000,000 with an allowable 10% uplift of £0.50m which has been requested. As identified in this paper a further £0.363m is sought to the contract end date of April 2022, taking the total value of this contract to £5,862,000 over the 3-year contract period. The purchase of the additional devices will be contained within the capital budget: ICT Refresh – Laptop / Desktop Upgrades (currently £3.18m of funding available and £1.024m cost is being forecast for the 2021/22 financial year in relation to new laptops). Any add-on's / specialisms will be charged to the individual service area requesting them.

**Finance Business Partner:** Bev Winter Senior Finance Business Partner -Strategic and Financial Management 27<sup>th</sup> August 2021

**2. Legal Advice:** The request for additional funding does not raise any specific legal implications. Legal Services will advise and assist in relation to any contractual arrangements related to additional spend.

**Legal Team Leader:** Husinara Jones, Team Leader/Solicitor 27 August 2021

**3. Implications on IT:** This contract is essential to ensure remaining colleagues with IT equipment needs get their equipment through a compliant contract. I am fully supportive.

<b>IT Team Leader: Simon Oliver, Director – Digital Transformation, 14<sup>th</sup> July 2021</b>		
<b>4. HR Advice:</b> It is critical that all colleagues have secure, up-to-date technology to deliver their duties		
<b>HR Partner:</b> James Brereton (HR Business Partner), 16 <sup>th</sup> July 2021		
<b>EDM Sign-off</b>	Resources EDM	21 <sup>st</sup> July 2021
<b>Cabinet Member sign-off</b>	Cllr Craig Cheney	6 <sup>th</sup> September 2021
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	16 <sup>th</sup> August 2021

<b>Appendix A – Further essential background / detail on the proposal</b>	<b>NO</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b>	<b>NO</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b>	<b>YES</b>
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b>	<b>NO</b>
<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Exempt Information</b>	<b>No</b>
<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>
<b>Appendix L – Procurement</b>	<b>NO</b>