

Public Document Pack



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872453
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

19 September 2014

Dear Councillor

NOTICE OF DELEGATION TO INDIVIDUAL OFFICER

Please find attached details of a decision taken by the Director of Finance, Housing and Community in respect of the approval of expenditure from the ICT Equipment and Servers Earmarked Reserve.

The deadline for call-in of this decision is **10.00am** on Thursday 25 September 2014.

If call-in is not activated, the implementation date for this decision will be noon on Thursday 25 September 2014.

Members of the public who require further information are asked to contact Kate Batty-Smith on 01304 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours sincerely

A handwritten signature in cursive script that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Democratic Support Officer

ENCL

1 **DD07 2014 DELEGATION TO INDIVIDUAL OFFICER** (Pages 2 - 4)



COMMITTEE SECTION ONLY

Decision No: DD07
 Notification Date: 19/09/14
 Implementation Date: 25/09/14
 (unless called-in)
 Call-in: Yes

**Decision Notice
 Delegation to Individual Officer**

A. Decision taken by: Mr Mike Davis, Director of Finance, Housing and Community

B. Delegated Power:

Authority delegated to the Director of Finance, Housing and Community by Council at its meeting held on 5 March 2014 (Minute No 537) as follows:

‘Approve the policies and protocols regarding the General Fund balances and earmarked reserves, and transfers between reserves as set out in Annex 6 of the report.

Annex 6 - ICT Equipment & Servers Earmarked Reserve - Approval of expenditure from this reserve is delegated to the Section 151 Officer and the Portfolio Holder responsible for Finance.’

C. Subject (including whether it is a Key Decision and included within the Forward Plan):

Approval of additional funds for the ICT Investment Programme.

This is not a Key Decision.

Is the decision likely to disclose exempt information? No If so, please specify the relevant paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972.

D. Decision:

To proceed with the Council’s ICT Investment programme to improve the resilience, speed and reliability of its computer and telephone systems.

The ICT Investment Programme contains a number of projects identified by East Kent Services as being required either to maintain existing services or to provide cost effective service development. A significant number of projects have been completed and a number of others are in progress. However, new projects have been identified as part of the ongoing review and improvement of the Council’s IT systems and provision has been made in the Medium-Term Financial Plan to provide funding for this work.

The initial expenditure approved for the programme was £500,000, and the budget for 2014/15 and the Medium-Term Financial Plan for 2014/15–2016/17 included provision in the ICT Equipment and Servers reserve to support the current and future ICT strategies. This original budget has now been largely allocated to existing IT improvement projects and two new projects have now been identified which are:

- I. Upgrade of the Windows servers and SQL databases, both of which will be out of support if not updated.

- II. A new telephone system to replace the existing system which is becoming obsolete and difficult to maintain.

The costs for the Windows and SQL upgrades have been budgeted as £82,614 and, following a consultant's review of DDC's telephone system - elements of which are 15–20 years old - it is apparent that this will need replacement, probably in the next 12–24 months. There is now a wide range of technical options available to provide telephony, and it is essential that the optimal solution is chosen to work with the Council's desktop equipment and mix of office and home working, both within DDC and across the East Kent Services partners. Given the wide range of potential options available, the likely cost is, at this point, uncertain, and final commitment will be subject to a business case that will be considered by the Portfolio Holder for Corporate Resources and Performance and the Director of Finance, Housing and Community.

It is anticipated that savings made in the existing ICT programme, the balance in the ICT Reserve (£35,000), planned contributions provided for in the Medium-Term Financial Plan (£58,000) and in the closure of the 2013/14 accounts (£166,000) will, in total, provide a further £200,000 which will be adequate funding for the ICT Investment Programme to enable both projects to be completed. This decision notice therefore is to enable this reserve to be applied to the two projects identified above.

The application of this reserve, and approval of ICT projects, is delegated to the Director of Finance, Housing and Community acting in consultation with the Portfolio Holder for Corporate Resources and Performance.

E. Reason(s) for decision:

To enable further essential work to ensure the resilience of the Council's IT and telephony systems.

F. Details of alternative options considered and rejected:

Option 1 – to not approve the additional funding. This option is not recommended as East Kent Services has advised that it cannot provide reasonable assurance that the service will remain resilient without the investments it has identified.

G. If the decision-maker has an interest in the matter, the existence and nature of that interest must be stated below:

None.

H. List of persons consulted by the decision-maker:

The Portfolio Holder for Corporate Resources and Performance
East Kent Services

I. Reason(s) for General Exception/Special Urgency (i.e. why the decision was not included in the current Forward Plan and why it would be impracticable to defer the decision until the period covered by the next Forward Plan)

Not applicable.

J. Notice of use of General Exception Procedure (to be followed where at least five clear days will have elapsed between issuing a General Exception Notice and informing the Chairman of the relevant Scrutiny Committee, and the Key Decision being taken)

I have informed the Chairman of the relevant Scrutiny Committee.

Not applicable.

Signed: _____ Dated: _____
(Decision-Taker)

K. Agreement to use of Special Urgency Procedure (to be followed where it is not possible to give five clear days' notice that a Key Decision will be taken)

I agree that the taking of the decision cannot reasonably be deferred.

Not applicable.

Signed: _____ Dated: _____
(Chairman of the relevant Scrutiny Committee)

L. Any conflict of interest declared by any executive member who has been consulted by the decision-maker:

Not applicable.

M. Note of any dispensation granted by the Standards Committee in respect of any declared conflict of interest:

Not applicable.

N. Background Documents:

East Kent Services' ICT Report 'Sharing the Gain'
East Kent Services' ICT Report 'DDC Infrastructure Review'
ICT Investment Programme

Signed: _____ Dated: _____
Decision-Maker