

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:

FCS 193

Box 1

DIRECTORATE: Finance & Corporate Services **DATE:** 10/02/2017

Contact Name: Dale Coombs

Tel. No.: 01302 552820

Subject Matter: GIS Server Hardware

Box 2

DECISION TAKEN:

- (1) To draw down £20,000 of the £64,000 capital investment identified in the capital programme. The £60,000 allocation was identified for Cloud and Government Strategy in the ICT Strategy which was approved as part of the Capital Programme 2015/16 to 2018/19 at Full Council on Tuesday 3rd March 2015
- (2) To procure four servers to deliver GIS software and applications

Box 3

REASON FOR THE DECISION:

Give relevant background information

Server hardware is required to deliver GIS software and applications to user to allow the council to make better use of its data assets by providing data insights graphical representation utilising maps to highlight location based information. The procurement of four new servers is required to facilitate access to GIS applications by internal users in the council. There are currently two GIS servers used to access GIS applications, these servers have been in place for approximately 4 years and are reaching the end of their expected life span and as such the likelihood of hardware failures greatly increases which has the potential to cause downtime and disruption to users.

The new server hardware will have an expected life span of 5 years and will be fully owned by Doncaster Council therefore an asset and as such the purchase cost is eligible to be capitalised. There are no expected revenue costs for hardware during the expected life span.

The procurement of the items identified above will be via the crown commercial services technology products 2 framework (RM3733)

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

If other options were considered, please specify and give reasons for recommended option

- (1) Do Nothing: This option increases the likelihood for hardware failures of the current servers resulting in downtime and disruption to users. PSN compliance standards state that any software on the councils network must be supported and due to the age of the current servers it is highly likely that the inbuilt software and firmware of the current servers will reach end of life and security updates will no longer be provided by the manufacturer potentially compromising future PSN compliance
- (2) **Recommend Option** – This option would replace the current two servers with four new servers, this would reduce the likelihood of hardware issues and ensure that any inbuilt software would be supported by the manufacturer for the expected life of the new servers. The addition of two servers to the GIS estate will give additional capacity for access to the GIS applications and also increase the resilience of the GIS estate.

Box 5**LEGAL IMPLICATIONS:**

“Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives an Authority power to purchase goods and services.

The report author has advised that the appointment will be made using the crown commercial services technology products 2 framework (RM3733) Frameworks are arrangements set up in accordance with EU procurement rules, which will allow the Council to purchase the services without the need to run a separate tender.

The Council must adhere to strict compliance with the rules of the crown commercial services technology products 2 framework (RM3733) if this procurement is to be compliant with EU Regulations.

Following contract signature, the project manager should be completely familiar with the contractual terms in order to protect the interests of the Council and enforce any terms as and when necessary.

Name: Paula Ablett_____ **Signature: __By email**_____

Date: _9.march 2017_____

Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The Finance and Corporate Service's capital programme contains an allocation of £725,560 for the ICT Strategy project which is funded by corporate resources (£214,000 in 2016/17 and £511,560 in 2017/18).

£64k of the ICT Strategy has been allocated to GIS and this report asks for £20k to be drawn down from this allocation for the purchase of four servers required to run GIS software applications. This expenditure falls under the category of capital, as the purchase relates to equipment assets.

Once approved a new capital sub cost centre will be created for this project and the ICT strategy project will be reduced to show £705,560 funded by corporate resources to be drawn down (£194,000 in 2016/17 and £511,560 in 2017/18).

Should any of the above Corporate Resources not be required, they will be returned to centrally held Corporate Resources and allocated to other Council priorities.

There will be no revenue costs for this hardware over its expected life span.

Name: Adele Beasley

Signature: By Email

Date: 06/03/17

**Signature of Assistant Director of Finance & Performance
(or representative)**

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no HR implications associated with this ODR.

Name: Kevin Mills

Signature: 

Date: 3rd March 2017

Signature of Assistant Director of Human Resources and Communications (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

As identified within the body of the report it is proposed the acquisition of ICT equipment be procured through the EU compliant Crown Commercial Services Technology Products 2 framework agreement.

This route to market ensures the commission is carried out in line with the Councils contract procedure rules and Public Contract Regulations.

Name: S Duffield

Signature: 

Date: 03/03/17

**Signature of Assistant Director of Finance & Performance
(or representative)**

Box 9**ICT IMPLICATIONS:**

The recommended option in this ODR is in line with the requirements of the essential upgrading of business critical ICT infrastructure with subsequent agreed capital funding by Full Council to meet the requirements. It also supports the delivery of the following key objectives from the ICT Strategy, for which a project has recently been initiated:

Ensure the Council Geographic Information System (GIS) meets all the needs of the organisation, both when interacting with residents via self-service and when administering services/maintaining assets.

The GIS project objectives include 'Ensuring our GIS solution is up to date in terms of hardware and software', which directly relates to the decision outlined above. All decisions including the recommended decision have been developed in conjunction with the Technical Design Authority and Enterprise Architect and meet the current ICT Architecture and Standards for the Council and Local Government.

The delivery of this project will require co-ordination by the ICT Management Team to ensure it does not conflict on critical other pieces of work and minimises disruption to Service Users. Where disruption will be experienced, this will need communication by the Project Team. Progress will be reported through the ICT Progress Board and ICT Governance Board (IGB).

Name: Peter Ward (ICT Strategy Programme Manager)

Signature:  **Date:** 03/03/17

Signature of Assistant Director of Customers, Digital & ICT (or representative)

Box 10**ASSET IMPLICATIONS:**

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets.

Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)

Signature: By email **Date:** 2nd February, 2017

Signature of Assistant Director of Trading Services and Assets (or representative)

Box 11**RISK IMPLICATIONS:**

To be completed by the report author

If the decisions in this report are not approved there it is highly likely that access to GIS applications encounter service disruption due to hardware issues/failures and there is a risk to PSN compliance due to running unsupported software and firmware with no security updates on end of life servers.

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

Box 12

EQUALITY IMPLICATIONS:

To be completed by the report author

There are no equality implications.

**Name: Dale Coombs Signature: D. Coombs Date: 10.02.2017
(Report author)**

Box 13

CONSULTATION

The following consultation have taken place in completing this ODR:

- ICT Governance Board (IGB)
- ICT Programme Board
- Head of Digital
- Assistant Director: Customer, Digital & ICT

Box 14

INFORMATION NOT FOR PUBLICATION:

Publish in full

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting only signatures.

**Name: Sarah Marshall Signature: by email Date: 22nd March 2017
Signature of FOI Lead Officer for service area where ODR originates**

Box 15

Signed:  _____ Date: ___17th March 2017___
Director/Assistant Director

Signed: R.Smith _____ Date: 20th March 2017
Additional Signature of Chief Financial Officer or nominated
representative for Capital decisions.

Signed: _____ Date: _____
Signature of Mayor or relevant Cabinet Member consulted on the above
decision (if required).

- This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.
- A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.
- A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.
- A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox