

Committee(s):	Date(s):
Information Systems Sub (Finance) Committee	19 February 2013
Subject: Members' Technology Fund	Public
Report of: The Chamberlain	For Decision
<p>Summary</p> <p>This report proposes that a Members' Technology Fund is created to ensure that sufficient resources are available to provide Members with modern, innovative information technology equipment that will support them in the efficient execution of their duties.</p> <p>Recommendation(s)</p> <p>Members are asked to agree to the creation of a Members' Technology Fund of £125,000 per annum which will be part funded by £55,000 per annum from the IS Division's local risk budget.</p>	

Main Report

Background

1. The Members' PC Project was instigated in 2003 to purchase equipment and software to enable Members to access City of London IT systems, such as email, intranet and other on line services. Approval for the project was given by the Court of Common Council in April 2003 following reports to the IS Sub Committee in January and the Finance Committee in March of that year.
2. In May 2008 Finance Committee approved another project with a capital sum of £275,000 to fund Members' equipment and IT services for a further 5 years. That Committee also approved a £55,000 annual increase in the IS Division's local risk budget in order to fund Member training, ADSL, mobile phone and telephone charges.

Current Position

3. April 2013 sees the end of this capital project, with all funds spent within the agreed timescale.
4. The table below details the equipment currently allocated to Members, including printers and telephony/broadband.

Equipment	Number
PCs in Members' areas	15
Laptops	77
Printers	16
BlackBerry	55
Broadband Service	42
BT Line	6
Remote Access	50
iPads	86

Evidence of Need and Proposal

5. Members are reliant upon technology to carry out their duties and to communicate effectively with other Members, City of London Officers, and their constituents.
6. Further, there will be a need to equip new Members following the local elections in March 2013.
7. Members can use their own or their business IT equipment for access to City of London Systems, either via Citrix or by having their own iPads configured. However, the IS Division cannot provide support, over and above best endeavours, for such equipment.
8. The IS Division have consulted with the Chairman of Finance and has agreed that from April 2013 Members will be offered the following IT equipment, as listed on the City Buyer Intranet site:
 - Laptop
 - Tablet device
 - Smart Phone
 - Printer
 - ADSL (broadband) provision
9. Over time and in consultation with the IS Sub Committee and Members' Steering Group the IS Division will review and update this list as appropriate.
10. The IS Division will provide full support for all City of London owned equipment. However, it cannot be responsible for any equipment that has not been provided by the Corporation. IS Division staff are also not able to recommend other suppliers or equipment to Members and they cannot provide support to Member's family or any other person outside the corporation.

11. IS Staff are able to visit a Member's private residence if it is situated within the M25, however it is preferable and more cost effective to bring equipment back to the Guildhall if support is required. A home visit will require two working day's notice and can only be arranged during the hours 9 – 5, Monday to Friday.
12. Since the 2008 report technology has advanced significantly. In addition to a laptop the majority of Members now have an iPad from which they are able to access their email, browse the Intranet and read / annotate committee papers. Wherever possible the City of London is working to reduce the use of printed reports in favour of on-line electronic alternatives and we would therefore wish to discourage the use of personal printers.
13. It is proposed that a standing Members' Technology Fund is created to ensure that sufficient resources are available to provide Members with modern, innovative information technology equipment and services that will support them in the efficient execution of their duties.
14. This fund will be ring fenced and any underspend will be returned to the centre at the end of each year unless a specific carry over is justified and approved by committee.
15. Creating this ring fenced fund will ensure that the IS Division is able to respond quickly to new requirements and provide the necessary agility to run proof of concepts and to pilot innovative solutions for Members.

Financial Implications

16. Based upon the capital and revenue spend on Members' IT services and equipment over the last 2 years it is requested that a sum of £125,000 per annum will be required in order to provide these services. This sum is based upon the following assumptions:

Item	£ per unit	£	Basis
PCs in Members' areas	£350.00	2000	Replace 5 units per annum
Laptop	£ 592.00	16,000	Replace 26 units per annum
iPad and SW	£ 546.00	17,000	Replace 42 units per annum
BlackBerry	£ 298.00	9,000	Replace 30 units per annum
printers	£ 125.00	1,000	Replace 6 units per annum
training		5,000	based on spend in 2011/12
evaluation projects		10,000	based on spend during life of capital project
telephone charges		4,000	based on spend in 2011/12
mobile charges (including 3G for iPads)		25,000	based on spend in 2011/12
Broadband (ADSL)		13,000	based on spend in 2011/12
Consumables		12,000	based on spend in 2011/12
Contingency		11,000	To cater for emerging technologies
TOTAL		125,000	

17. The IS Division revenue budget currently includes £55,000 for the provision of Members' IT services. It is proposed that a further £70,000 is added to this to comprise the ring fenced Members' Technology Fund of £125,000 per annum.

Appendices

- None.

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