



## Digital Services Committee

**Date:** THURSDAY, 22 SEPTEMBER 2022  
**Time:** 9.00 am  
**Venue:** COMMITTEE ROOMS - WEST WING, GUILDHALL

**Members:**

Dawn Wright (Chair)	Alderman Timothy Hailes
Deputy Randall Anderson (Deputy Chairman)	Eamonn Mullally (Ex-Officio Member)
Deputy Rehana Ameer (Ex-Officio Member)	Judith Pleasance
Aaron Anthony Jose Hasan D'Souza	Paul Singh
Mary Durcan, Castle Baynard (Ex-Officio Member)	James Tumbridge
Alderman Professor Emma Edhem, City of London Police Authority Board (Ex-Officio Member)	Vacancy
Alderman Sir Peter Estlin	

**Enquiries:** Blair Stringman  
Blair.Stringman@cityoflondon.gov.uk

### Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:  
<https://youtu.be/uMhrrrvkNbA>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

**John Barradell**  
Town Clerk and Chief Executive

# AGENDA

NB: Certain items presented for information have been marked \* and will be taken without discussion, unless the Committee Clerk has been informed that a Member has questions or comments prior to the start of the meeting. These for information items have been collated into a supplementary agenda pack and circulated separately

## Part 1 - Public Items

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 12 July 2022.

**For Decision**  
(Pages 5 - 10)

4. **MATTERS ARISING**

5. **\*FORWARD PLAN FOR FUTURE MEETINGS**

Joint report of the Town Clerk and the Chief Operating Officer.

**For Information**

6. **\*IT BUSINESS PLAN - MEDIUM TERM PRIORITIES**

Presentation from the Chief Operating Officer.

**For Information**

7. **\*ERP PROGRAMME VERBAL UPDATE**

Verbal Update from the Chief Operating Officer.

**For Information**

8. **GATEWAY REPORTS**

Report of the Chief Operating Officer.

(Pages 11 - 26)

9. **\*DITS - SERVICE DELIVERY SUMMARY**

Report of the Chief Operating Officer.

**For Information**

10. **\*DITS RISKS REPORT**

Report of the Chief Operating Officer.

**For Information**

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

13. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**

**Part 2 - Non Public Items**

14. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 12 July 2022.

**For Decision**  
(Pages 27 - 30)

15. **MATTERS ARISING**

Joint report of the Town Clerk and the Chamberlain.

16. **\*POLICE ACCOMMODATION UPDATE**

(To Follow).

**For Information**

17. **\*IT SECURITY REPORTS**

(To Follow).

**For Information**

18. **\*ORACLE PROPERTY MANAGER (OPN) REPLACEMENT**

Report of The City Surveyor.

**For Information**

19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

**Part 3 - Confidential Items**

21. **DITS SERVICE TRANSITION PROGRAMME UPDATE**

Report of The Chief Operating Officer.  
(Confidential Item to be circulated Separately).

**For Information**

## DIGITAL SERVICES COMMITTEE

**Tuesday, 12 July 2022**

Minutes of the meeting of the Digital Services Committee held at Guildhall, EC2 on  
Tuesday, 12 July 2022 at 9.00am

### **Present**

#### **Members:**

Deputy Rehana Ameer (Ex-Officio Member)  
Mary Durcan (Ex-Officio Member)  
Alderman Timothy Hailes  
Eamonn Mullally (Ex-Officio Member)  
Paul Singh

#### **Officers:**

Gary Brailsford-Hart	- City of London Police
Sam Collins	- Chamberlain's Department
Dionne Corradine	- Town Clerk's Department
Matt Gosden	- Chamberlain's Department
Barbara Hook	- Town Clerk's Department
Rhiannon Leary	- Town Clerk's Department

### **1. APOLOGIES**

Apologies for absence were received from Dawn Wright (Chair), Randall Anderson (Deputy Chair), Tijs Broeke, Aaron D'Souza, Alderman & Professor Emma Edhem, Alderman Sir Peter Estlin, Judith Pleasance and James Tumbridge.

#### **ELECTION OF TEMPORARY CHAIR**

It was noted that, in the absence of the Chair (due to illness) and the Deputy Chair, it was necessary to elect a Chair for the duration of this meeting only. The motion that Alderman Timothy Hailes, as the senior Alderman present, take the Chair for the duration of this meeting was moved, seconded and unanimously agreed.

Alderman Hailes then took the Chair for the duration of the meeting.

### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

### **3. MINUTES**

The following amendments were made to the minutes held on 4 May 2022:

- At page 9 it was noted that the content of Item 13 replicated the content of Item 12. This was amended to reflect the discussion that occurred in relation to Item 13.

**RESOLVED, that:** the public minutes of the meeting held on 4 May 2022 be approved as a correct record with the above amendments.

4. **MATTERS ARISING**

Item 12: the report from the Chief Operating Officer which summarised the changes implemented as a result of TOM, would be received at the next meeting.

5. **FORWARD PLAN FOR FUTURE MEETINGS**

The Committee received the joint report of the Town Clerk and Chamberlain which outlined the plans for reports at future meetings.

**RESOLVED, that:** the report be noted.

6. **DITS PROJECT PORTFOLIO**

The Committee received a presentation from the Chief Operating Officer concerning the Digital Information Technology Service's ongoing portfolio of projects.

A member observed that the infographic from the City of London Police (CoLP) which depicted their programmes and projects was difficult to interpret, and asked that a clearer format be used in the future.

**RESOLVED, that:**

- i) the report be noted;
- ii) the CoLP infographic be produced in an alternative format which would be easier to analyse, going forward.

7. **DIGITAL SKILLS STRATEGY**

The Committee received a joint report of the Chief Strategy Officer, the Director of Community & Children's Services and the Director of Innovation & Growth. The report detailed the progress of the Digital Skills Strategy 2018-2023 and outlined a transition pathway over the course of 2022-2023.

In response to a question raised by a member, the Committee was informed that there were not any plans to write a further digital skills strategy at this time, but that the ambitions within the current strategy would be embedded within the aims and objectives of any future strategies.

The Chief Strategy Officer advised that there would be ongoing digital skills work aimed at both internal staff at the Corporation and those at its wider institutions. Members heard that the People Strategy for the Corporation would look at skills; furthermore, as part of the HR TOM, skills had been prioritised in an early phase of the rollout.

The Chief Strategy Officer informed the Committee that a working group, consisting of strategy and digital skills staff, had been convened and that the group would identify actions and KPIs to address any remaining gaps in the final year of the Digital Skills Strategy.

In response to a question raised by a member, the Committee was advised that the appointment of a new Director of I.T, in addition to the existing portfolio of the Chief Operating Officer, would help to develop a clear vision of the core competencies of digital skills.

**RESOLVED, that:**

- i) the report be noted;
- ii) the Chief Strategy Officer to provide an update on the feedback received from residents in the City of London in response to the digital skills initiatives aimed at supporting them.

**8. DIGITAL MATURITY DASHBOARD**

The Committee received a report of the Chief Operating Officer setting out a series of measures to monitor the City of London Corporation's progress in implementing more methods of digital working and maximising the use of technology.

A member noted that although staff were printing less when in the office, they could also be printing documents when they were working from home.

**RESOLVED, that:**

- i) the report be noted;
- ii) the Chief Operating Officer to provide an update on the common standards/frameworks adopted by other Local Authorities.

**9. COL-COLP SHARED SERVICES AGREEMENT (OLA)**

The Committee received a report of the Chief Operating Officer describing the Shared Services Agreement covering all I.T. services delivered to the City of London Police.

The Committee noted that the report concluded that financial penalties for poor performance against agreed targets were not feasible or practical. The Committee discussed whether other penalties for not meeting KPIs should be considered. The Chief Operating Officer agreed that this would be part of an ongoing conversation.

A member expressed concern at the chart displaying the City of London Corporation and Police P1 and P2 incident trend and suggested the development of a strategy to target each issue. The Chief Operating Officer explained that a number of the incidents related to external platforms outside of the City of London Corporation's remit.

A member commented that it was important to be clear about the Committee's responsibilities in relation to the Shared Services Agreement.

**RESOLVED, that:**  
the report be noted.

**10. DITS SERVICE UPDATE (INCLUDING ANY DATA BREACHES)**

The Committee received a report of the Chief Operating Officer recommending a new format for the Service Summary report. The Committee agreed that the report should focus on high level messages and was satisfied with the proposal.

**RESOLVED, that:**

- i) the report be noted.
- ii) members to contact the Chief Operating Officer with any additional comments on the new format of the report.

**11. DITS RISKS UPDATE (COL AND COLP)**

The Committee received a report of the Chief Operating Officer concerning DITS risks.

In response to a query from a member, the Committee was informed that information management in the DITS now sat within the portfolio of the Chief Operating Officer. The aim was to address this corporate risk in the coming weeks.

A member asked that the report include mitigation for the identified risks.

**RESOLVED, that:**

- i) the report be noted;
- ii) a further update be provided to the Committee at the next meeting.

**12. LIBRARY MANAGEMENT SYSTEM**

The Committee received a report of the Director of Community & Children's Services which updated on the project for an I.T. system to manage the records of the Barbican and Community Libraries.

**RESOLVED, that:** the report be noted.

**13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

**14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

**15. EXCLUSION OF THE PUBLIC**

**RESOLVED** - that under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

**16. NON-PUBLIC MINUTES**



The Committee considered the non-public minutes of the meeting held on 4 May 2022.

**RESOLVED, that:**

The non-public minutes of the meeting held on 4 May 2022 be agreed as an accurate record.

**MATTERS ARISING**

There were none.

**17. DITS TOM UPDATE**

The Committee received a report of the Chief Operating Officer.

**18. IT SECURITY REPORTS INCLUDING APPENDICES**

The Committee received a report of Chief Information Security Officer.

**19. POLICE TELEPHONY UPGRADE**

Members received a report from the Chief Operating Officer.

**20. IN-CAR AUDIO-VISUAL**

Members received a report from the CoLP Commissioner.

**21. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions.

**22. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no additional items of non-public business.

**23. CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING**

**RESOLVED, that:**

The confidential minutes of the meeting held on 4 May 2022 be agreed as an accurate record.

**The meeting ended at 10.07am**

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Chairman

**Contact Officer: Rhiannon Leary**  
**[rhiannon.leary@cityoflondon.gov.uk](mailto:rhiannon.leary@cityoflondon.gov.uk)**

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<b>Committees:</b>	<b>Dates:</b>
Corporate Projects Board Operational Property & Project Sub Committee Digital Services Committee Resource Allocation Sub Committee	11 May 2022 30 May 2022 12 July 2022 15 July 2022
<b>Subject:</b> IT Member Device Refresh  <b>Unique Project Identifier:</b> 12346	<b>Gateway 1-5 Authority to Start Work Light</b>
<b>Report of:</b> Choose an item. Chief Operating Officer <b>Report Author:</b> William Roberts	<b>For Decision</b>
<b>PUBLIC</b>	

## Recommendations

<b>1. Approval track, next steps and requested decisions</b>	<p><b>Project Description:</b> An end user device refresh (EUDR) programme of works to replace end of life devices for Elected Members to the Court of Common Council, in line with the approved CoL Members IT Provision Policy. To provide new fit for purpose end user devices, and modern management practices to enable Members to perform their role effectively.</p> <p><b>Funding Source:</b> In principle funding was approved for this scheme as part of the 2022/23 annual capital bids process, to be met from the reserves of the three main funds. Release of this funding is subject to the further approval of the Resource Allocation Sub-Committee</p> <p><b>Next Gateway:</b> Gateway 6 – Outcome report</p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Requested that earmarked funds are released to procure hardware.</li> <li>• Project team is fully mobilised to replace Members Devices and support transition activities.</li> <li>• End of life devices are recovered.</li> </ul> <p><b>Requested Decisions:</b></p> <ol style="list-style-type: none"> <li>1. That the earmarked budget of <b>£300,000</b> is approved for these works. The next Gateway will be Gateway 6.</li> <li>2. Note the project budget of <b>£300,000</b> (excluding risk);</li> <li>3. Note the total estimated cost of the project at <b>£300,000</b> (excluding risk);</li> </ol>
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	4. That <b>Option 1 - Purchase &amp; Deploy new End User Devices</b> is approved			
2. Budget				
	Item	Reason	Funds/ Source of Funding	Cost (£)
	Hardware/ Devices/ peripherals	New devices required to be purchased	City Fund/City's Cash/BHE	£275k
	Deployment	Delivery and deployment	City Fund/City's Cash/BHE	£25k
	Total			£300k
	BHE Board have already approved the release of BHE funding for the project.  <b>Costed Risk Provision is not requested for this project.</b>			
3. Governance arrangements	<ul style="list-style-type: none"><li>• The scheme will be overseen by the Digital Services Committee</li><li>• Responsible Officer: Ellen Murphy, Technology Support Manager</li><li>• Updates to be provided via DITS Programme Management Office.</li></ul>			
4. Progress reporting	<ul style="list-style-type: none"><li>• Monthly updates to be provided via Project Vision and any project changes will be sought by exception via Issue Report to Spending and Projects Sub Committees</li></ul>			

### Project Summary

5. Context	<ul style="list-style-type: none"> <li>Currently CoL is going through a Device refresh to comply with end-of-life arrangements with current devices. Members were not included within this refresh due to recent elections. The kit currently in use is approaching end of life and will fail if not replaced. (We are seeing a number of X250 laptops and legacy i-phone fail across the user base.)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Now that Elections have concluded this funding is requested to be released to purchase and distribute these new devices.</li> <li>• New devices have the potential to support new ways of working and the reduced need to operate from hard copy papers. The new devices will have touch screen/audio visual capability.</li> <li>• The updated Members IT Provision Policy was approved in November 2021 and set out the intention to replace Members' laptops and Apple iPads with a high-quality Windows device.</li> </ul>
<b>6. Brief description of project</b>	<ul style="list-style-type: none"> <li>• This Project will refresh the current aging hardware estate and deliver modern working devices for Members to assist with their day-to-day role. Newer devices will anticipate a reduction in calls and issues to the service desk. It will also bring members devices up to date with current Hardware Offerings, replacing existing laptops and Apple iPads with a single hybrid Windows device. Allowing a consistent support service to be provided.</li> </ul>
<b>7. Consequences if project not approved</b>	<ul style="list-style-type: none"> <li>• If the funds are not allocated, then new elected members will not be provided with devices upon starting their role.</li> <li>• Old devices will still be in use across the CoL estate meaning legacy support to be provided.</li> </ul>
<b>8. SMART project objectives</b>	<ul style="list-style-type: none"> <li>• Replace aging hardware across estate</li> <li>• Replace existing laptops and Apple iPads with a single hybrid Windows device</li> <li>• Replace aging hardware and accessories within Member's IT Rooms</li> <li>• Modernise Members' end user devices in line with CoL strategy and device offerings.</li> </ul>
<b>9. Key Benefits</b>	<ul style="list-style-type: none"> <li>• This Project will refresh the current aging hardware estate and deliver modern working devices for Members to assist with their day-to-day role.</li> <li>• Newer devices will anticipate a reduction in calls and issues to the service desk.</li> <li>• It will also bring Members' devices up to date with current Hardware Offerings.</li> <li>• Allowing a consistent support service to be provided.</li> </ul>
<b>10. Project category</b>	7a. Asset enhancement/improvement (capital)
<b>11. Project priority</b>	A. Essential
<b>12. Notable exclusions</b>	<ul style="list-style-type: none"> <li>• This refresh will only provide for end user devices to the Members of the Court of Common Council.</li> </ul>

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### Options Appraisal

<b>13. Overview of options</b>	<p><b><u>Option 1</u></b> Approval to release the allocated funding to purchase new devices and distribute to members.</p> <p><b><u>Option 2</u></b> Do nothing. Aged devices sought and redistributed to members.</p>
<b>14. Risk</b>	<b>Overall project risk:</b> Low

### Resource Implications

15. Total estimated cost	For recommended option 1 <b>Total estimated cost (excluding risk): £300k</b> <b>Total estimated cost (including risk): £300k</b>											
16. Funding strategy	<div>Is the funding confirmed: All funding fully guaranteed</div> <div>In principle funding was agreed as part of the 2022/23 annual capital bids, to be met from the reserves of the three main funds Draw-down of this funding is subject to the further approval of the Resource Allocation Sub-Committee. <b>Recommended option</b></div> <table><tr><th>Funds/Sources of Funding</th><th>Cost (£)</th></tr><tr><td>City Fund</td><td>£192k</td></tr><tr><td>City's Cash</td><td>£87k</td></tr><tr><td>BHE</td><td>£21k</td></tr><tr><td><b>Total</b></td><td><b>£300k</b></td></tr></table>	Funds/Sources of Funding	Cost (£)	City Fund	£192k	City's Cash	£87k	BHE	£21k	<b>Total</b>	<b>£300k</b>	<div>Who is providing funding: Internal - Funded wholly by City's own resource</div>
Funds/Sources of Funding	Cost (£)											
City Fund	£192k											
City's Cash	£87k											
BHE	£21k											
<b>Total</b>	<b>£300k</b>											

### Appendices

<b>Appendix 1</b>	Project Risk Register
<b>Appendix 2</b>	Gateway 1 – Project briefing

### Contact

<b>Report Author</b>	William Roberts – PMO Manager
<b>Email Address</b>	William.Roberts@cityoflondon.gov.uk

**Options appraisal table.**

	<b><i>Option 1</i></b>	<b><i>Option 2</i></b>
<b>1. Design Summary</b>	Purchase & Deploy new End User Devices	Re-cycle aged devices
<b>2. Scope and exclusions</b>	<ul style="list-style-type: none"> <li>• 100x Surface Pro / Go for Members (as required) <ul style="list-style-type: none"> <li>○ £100k</li> </ul> </li> <li>• 35 x Desktops for Member's IT Rooms <ul style="list-style-type: none"> <li>○ £40k</li> </ul> </li> <li>• 70 x Screens, Keyboards and Accessories for Member's IT Rooms <ul style="list-style-type: none"> <li>○ £70k</li> </ul> </li> <li>• 100 x iPhone SE2020 mobile (as required) <ul style="list-style-type: none"> <li>○ £50k</li> </ul> </li> <li>• Build &amp; deployment <ul style="list-style-type: none"> <li>○ £25k</li> </ul> </li> <li>• Peripherals <ul style="list-style-type: none"> <li>○ £15k</li> </ul> </li> </ul> <p>The funding will support the electoral term.</p>	<ul style="list-style-type: none"> <li>• Re-purpose Legacy devices</li> </ul>
<b><i>Project Planning</i></b>		
<b>3. Programme and key dates</b>	<ul style="list-style-type: none"> <li>• Initial Device Replacement completed by end August 2022</li> <li>• Ongoing refresh of devices as required for the term of office</li> </ul>	<ul style="list-style-type: none"> <li>• Overall project: 6 weeks</li> <li>• Expected completion date: 01/06/2022</li> </ul>
<b>4. Delivery Team</b>	<ul style="list-style-type: none"> <li>• Technology Support Team</li> </ul>	<ul style="list-style-type: none"> <li>• Technology Support Team</li> </ul>

	<b>Option 1</b>	<b>Option 2</b>
<b>5. Risk implications</b>	<p>Overall project option risk: Low Key risks:</p> <ul style="list-style-type: none"> <li>• Issues with supply chain. Global issue and stock being monitored.</li> <li>• Warehouse costs. Storage cost to be mitigated through incremental purchasing</li> </ul> <p>Further information available within the Risk Register at appendix 1.</p>	<p>Overall project option risk: Medium Key risks:</p> <ul style="list-style-type: none"> <li>• Risk of device failure due to age</li> <li>• Poor user experience and resulting loss of productivity</li> <li>• Unable to meet user needs</li> </ul>
<b>6. Benefits</b>	<ul style="list-style-type: none"> <li>• Modern “fit for purpose devices to enable Members to perform their role effectively.</li> <li>• All Members having fully supported and managed Microsoft Devices, delivering a better user experience.</li> <li>• Devices in line with IT Strategy</li> <li>• Devices Supported as part of IT Service Management contract</li> <li>• Updated Hardware for Members IT Room</li> </ul>	<ul style="list-style-type: none"> <li>• Avoids upfront costs</li> </ul>
<b>7. Disbenefits</b>	<ul style="list-style-type: none"> <li>• Capital cost to purchase devices</li> <li>• Members may require training on new devices</li> </ul>	<ul style="list-style-type: none"> <li>• Poor user experience and resulting loss of productivity</li> <li>• Unable to meet user needs</li> </ul>
<b>8. Stakeholders and consultees</b>	<ul style="list-style-type: none"> <li>• DITS</li> <li>• Members</li> <li>• Town Clerk’s Dept</li> <li>• Chamberlain’s Dept</li> </ul> <p>Equality Impact Assessment will not be required for this project.</p>	<ul style="list-style-type: none"> <li>• DITS</li> <li>• Members</li> <li>• Town Clerk’s Dept</li> <li>• Chamberlain’s Dept</li> </ul> <p>Equality Impact Assessment will not be required for this project.</p>



	Option 1		Option 2			
Resource Implications						
9. Total estimated cost	<ul style="list-style-type: none"><li>Total estimated cost (excluding risk): Anticipated lifetime cost to deliver this project. <b>£300k</b></li><li>High confidence to meet this cost due to relationship with XMA and quotes received for devices.</li></ul>		<ul style="list-style-type: none"><li>Meet within existing budget in year one.</li><li>Likely to need investment in subsequent years as more devices fail.</li></ul>			
10. Funding strategy	<table><tr><td>City Fund £192k</td></tr><tr><td>City's Cash £87k</td></tr><tr><td>BHE £21k</td></tr></table> <p>Central funding was approved in principle as part of the 2022/23 annual capital bids , to be met from the reserves of the three main funds. Drawdown of this funding is subject to the further approval of the Resource Allocation Sub-Committee.</p>	City Fund £192k	City's Cash £87k	BHE £21k		N/a
City Fund £192k						
City's Cash £87k						
BHE £21k						
11. Estimated capital value/return	N/A		N/A			
12. Ongoing revenue implications	No additional licence costs. Support model covered within existing revenue budget envelope.		N/A			

	<b><i>Option 1</i></b>	<b><i>Option 2</i></b>
<b>13. Investment appraisal</b>	This option represents best value for the organisation.	This option defers investment to subsequent years.
<b>14. Affordability</b>	This option is affordable and is within the budget envelope. It will provide new fit for purpose devices which will result in less maintenance and downtime as opposed to the current end of life devices.	Can be meet in year 1 within existing revenue.
<b>15. Procurement strategy/route to market</b>	A compliant route to market is available through an existing agreement, which has been used recently for the wider roll-out of devices to Corporation staff.	None required.
<b>16. Legal implications</b>	None.	None.
<b>17. Corporate property implications</b>	New devices will be light and portable allowing for agile working practices.	None.
<b>18. Traffic implications</b>	None	None
<b>19. Sustainability and energy implications</b>	<ul style="list-style-type: none"> <li>New devices where the standard applies, will be compliant to STAR Computer Specification Version 6.1 and EU Commission Regulation for Standby and Off Mode Power Consumption for Electronic Household and Office Equipment 1275/2008.</li> </ul>	None
<b>20. IS implications</b>	<ul style="list-style-type: none"> <li>This option is aligned to the Digital Services Strategic Roadmap.</li> </ul>	Not consistent with IT strategy

	<i>Option 1</i>	<i>Option 2</i>
<b>21. Equality Impact Assessment</b>	<ul style="list-style-type: none"> <li>An equality impact assessment will not be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>An equality impact assessment will not be undertaken</li> </ul>
<b>22. Data Protection Impact Assessment</b>	<ul style="list-style-type: none"> <li>The risk to personal data is less than high or non-applicable and a data protection impact assessment will not be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>The risk to personal data is less than high or non-applicable and a data protection impact assessment will not be undertaken</li> </ul>
<b>23. Recommendation</b>	Recommended	Not recommended

**Appendix 1 – Risk Register**

# Project Coversheet

## **[1] Ownership & Status**

**UPI:**

**Core Project Name:** Member Device Refresh

**Programme Affiliation** (if applicable): N/a

**Project Manager:** Ellen Murphy - Technology Support Manager

### **Definition of need**

- Currently CoL is going through a Device refresh to comply with end-of-life arrangements with current devices. Members were not included within this refresh due to recent elections. The kit currently in use is approaching end of life and will fail if not replaced.
- New devices have the potential to support new ways of working and the reduced need to operate from hard copy papers. The new devices will have touch screen/audio visual capability.
- The updated Members IT Provision Policy was approved in November 2021 and set out the intention to replace Members' laptops and Apple iPads with a single high-quality Windows device.

**Key measures of success:** Improved end user experience

**Expected timeframe for the project delivery:** June 2022- Current term of office

### **Key Milestones:**

**Are we on track for completing the project against the expected timeframe for project delivery?** Yes

**Has this project generated public or media impact and response which the City of London has needed to manage or is managing?**

No

## **[2] Finance and Costed Risk**

### **Financial**

- The budget of £300k reflects the cost model for replacing and deploying personal issue Member end user devices (laptops, mobile phones, iPads,) and other Member IT assets (fixed desktops, authorised peripherals).

### **Scope**

- Surface Pro / Go for Members (as required)
- Desktops for Member's IT Rooms
- Screens, Keyboards and Accessories for Member's IT Rooms
- iPhone SE2020 mobile (as required)

### **Design Changes:**

- Replace end of life devices for Elected Members to the Court of Common Council, in line with the approved CoL Members IT Provision Policy.
- To provide new fit for purpose end user devices, and modern management practices to enable Members to perform their role effectively

**‘Authority to start Work’ G5 report (as approved by PSC TBA):**

- Total Estimated Cost (excluding risk): £300k
- Resources to reach next Gateway (excluding risk)
- Spend to date: Nil
- Costed Risk Against the Project: Nil
- Estimated Programme Dates: June to end of elected term

*Scope/Design Change and Impact: Unchanged*

**Total anticipated on-going commitment post-delivery:** No additional costs.  
Support arrangements with service local risk budget.

**Programme Affiliation** N/a

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**DEPARTMENT** (*this should be completed by the department responsible for preparing gateway reports or jointly between client/delivering department*):

**SRO:**

**PROJECT MANAGER:**

**PROJECT NAME/TITLE:**

**Is this project under delegations, please confirm Yes/No:**

**FINANCING & GATEWAY:**

Total Capital Bid Approved - *under the annual capital bid process*, please also note any other funding sources agreed/identified. If original bid has been reallocated to other project(s), please provide information on this.

Total Costed Risk included in 'Total Capital Bid Approved' above, if available.

Total Amount of Inflation included under Costed Risk? If available.

Latest Gateway Passed

Please state latest budget approved, including CRP, approved at gateway 5

Total Costed Risk included in 'Capital Approved to Date'?

Please state the latest forecast against the overall project life cycle

Total provision for future inflation included in CRP

Contract Risk (where contract has been let potential further increases - such as inflation, plus other increases in pipeline)

Updated forecast outturn cost including inflation and other increases

Total cost of inflation included in revised forecast above

Total forecast confirmed in Oracle (accounting system)?

Next Gateway Stage

Capital release requested at next gateway - *please note this return does not intend to replace a gateway it is merely for the capital review and potential impact to the current forecast included with the MTFP*

Total Costed Risk included in gateway 6 - 'Capital release'?

Funding Source (e.g. City Fund, City's Cash, across all 3 funds incl. BHE), externally funded, OSPR, CIL and other local sources (*please also state where this is split funded and how*)

If externally funded, please state how?

Is there sufficient external funding for additional cost pressures, such as inflation?

Agreement from external fund to cover additional cost pressures, such as inflation?

**MITIGATIONS IDENTIFIED:**

*Some examples have been provided below to help you with the mitigations that can be out in place.*

Change in procurement strategy?

Change in scope? If scope is reduced, will the original objectives of the project still be met in full?

Delay/phase project until such date

Review of alternative funding, if so what are the options?

If permanent staff is allocated to project can their skills be reassigned to another project/elsewhere that has agreed funding?

Other, please state:

**OTHER INFORMATION:**

Please confirm the category the project falls under (refer to guidance note)

Please provide reasons as to why you have selected the category

Please confirm if this project relates to operational property? Yes / No

If the above answer to operational property is Yes, please confirm if this property is surplus, even if this has not yet been officially declared surplus.

**Signed by SRO:**

**Signed by Project Manager:**

**Signed by Chamberlain (FSD/HoF, by the client delivering the project):**

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City of London: Projects Procedure Corporate Risks Register

Project Name: Members' Device Refresh			PM's overall risk rating: Medium								CRP requested this gateway		£ -		Average unmitigated risk		2.5		Open Risks		4		
Unique project identifier: PV12345			Total estimated cost (exc risk): £ 300,000								Total CRP used to date		£ -		Average mitigated risk score		1.5		Closed Risks		0		
General risk classification											Ownership & Action												
Risk ID	Gateway	Category	Description of the Risk	Risk Impact Description	Likelihood Classification pre-mitigation	Impact Classification pre-mitigation	Risk score	Costed Impact pre-mitigation (£)	Costed Risk Provision requested Y/N	Confidence in the estimation	Mitigating actions	Mitigation cost (£)	Likelihood Classification post-mitigation	Impact Classification post-mitigation	Costed impact post-mitigation (£)	Post-Mitigation risk score	CRP used to date	Use of CRP	Date raised	Named Departmental Risk Manager/ Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/ Realised & moved to issues	Comment(s)
R1	5	(4) Contractual/Partnership	Global supply chain difficulties resulting in delays to delivery of kit	Delay in the deployment of the new devices	Possible	Minor	3	£0.00	N	A – Very Confident	Active engagement with suppliers and effective management of order pipeline	£0.00	Rare	Minor	£0.00	1	£0.00	No	31/03/2022	Sam Kay	Ellen Murphy		
R2	5	(8) Technology	Reduced productivity as users take time to familiarise with the new technology	Users lack confidence and experience with new devices, and initially take longer to perform tasks	Possible	Minor	3	£0.00	N	A – Very Confident	Dedicated face to face support and online training tools made available. New technology with have improved remote support capability.	£0.00	Rare	Minor	£0.00	1	£0.00	No	31/03/2022	Sam Kay	Ellen Murphy		
R3	5	(2) Financial	Insufficient budget to meet scope	Inability to replace the required number of devices	Unlikely	Minor	2	£0.00	N	A – Very Confident	Modelling suggests sufficient funds to deliver devices in line with approved Members' IT Policy. Consideration to be given to reducing number of fixed desktop devices.	£0.00	Unlikely	Minor	£0.00	2	£0.00	No	31/03/2022	Sam Kay	Ellen Murphy		
R4	5	(1) Compliance/Regulatory	New Court of Common Council decides to rescind Members' IT Policy and take an alternative approach	Project would cease	Rare	Serious	2	£0.00	N	A – Very Confident	Engagement with Court to define new requirements and scope new programme of works.	£0.00	Rare	Serious	£0.00	2	£0.00	No	01/04/2022	Sam Kay	Ellen Murphy		
R5								£0.00				£0.00			£0.00		£0.00						
R6								£0.00				£0.00			£0.00		£0.00						
R7								£0.00				£0.00			£0.00		£0.00						
R8								£0.00				£0.00			£0.00		£0.00						
R9								£0.00				£0.00			£0.00		£0.00						
R10								£0.00				£0.00			£0.00		£0.00						
R11								£0.00				£0.00			£0.00		£0.00						
R12								£0.00				£0.00			£0.00		£0.00						
R13								£0.00				£0.00			£0.00		£0.00						
R14								£0.00				£0.00			£0.00		£0.00						
R15								£0.00				£0.00			£0.00		£0.00						
R16								£0.00				£0.00			£0.00		£0.00						
R17								£0.00				£0.00			£0.00		£0.00						
R18								£0.00				£0.00			£0.00		£0.00						
R19								£0.00				£0.00			£0.00		£0.00						
R20								£0.00				£0.00			£0.00		£0.00						
R21								£0.00				£0.00			£0.00		£0.00						
R22								£0.00				£0.00			£0.00		£0.00						
R23								£0.00				£0.00			£0.00		£0.00						
R24								£0.00				£0.00			£0.00		£0.00						
R25								£0.00				£0.00			£0.00		£0.00						
R26								£0.00				£0.00			£0.00		£0.00						
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R30								£0.00				£0.00			£0.00		£0.00						
R31								£0.00				£0.00			£0.00		£0.00						
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R40								£0.00				£0.00			£0.00		£0.00						
R41								£0.00				£0.00			£0.00		£0.00						
R42								£0.00				£0.00			£0.00		£0.00						
R43								£0.00				£0.00			£0.00		£0.00						
R44								£0.00				£0.00			£0.00		£0.00						
R45								£0.00				£0.00			£0.00		£0.00						
R46								£0.00				£0.00			£0.00		£0.00						
R47								£0.00				£0.00			£0.00		£0.00						
R48								£0.00				£0.00			£0.00		£0.00						
R49								£0.00				£0.00			£0.00		£0.00						
R50								£0.00				£0.00			£0.00		£0.00						
R51								£0.00				£0.00			£0.00		£0.00						
R52								£0.00				£0.00			£0.00		£0.00						
R53								£0.00				£0.00			£0.00		£0.00						
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R56								£0.00				£0.00			£0.00		£0.00						
R57								£0.00				£0.00			£0.00		£0.00						
R58								£0.00				£0.00			£0.00		£0.00						
R59								£0.00				£0.00			£0.00		£0.00						
R60								£0.00				£0.00			£0.00		£0.00						
R61								£0.00				£0.00			£0.00		£0.00						
R62								£0.00				£0.00			£0.00		£0.00						
R63								£0.00				£0.00			£0.00		£0.00						
R64								£0.00				£0.00			£0.00		£0.00						
R65								£0.00				£0.00			£0.00		£0.00						
R66								£0.00				£0.00			£0.00		£0.00						
R67								£0.00				£0.00			£0.00		£0.00						
R68								£0.00				£0.00			£0.00		£0.00						
R69								£0.00				£0.00			£0.00		£0.00						
R70								£0.00				£0.00			£0.00		£0.00						
R71								£0.00				£0.00			£0.00		£0.00						
R72								£0.00				£0.00			£0.00		£0.00						



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