

<b>Committee:</b> Policy & Resources Committee Digital Services Committee	<b>Date:</b> 9 <sup>th</sup> May 2024 13 <sup>th</sup> May 2024
<b>Subject:</b> Report of Action Taken	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	<b>See background papers</b>
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report author:</b> Kate Doidge, Governance Officer	

### **Summary:**

This report provides details of delegated decisions taken under urgency between Committee meetings.

### **Recommendation**

Members are asked to note the report.

## **Delegated Decisions Under Standing Order 41A**

### **Digital Services Committee Terms of Reference**

1. At its meeting on 22<sup>nd</sup> November 2023, the Digital Services Committee received a report as part of the annual considerations for the Committee's Terms of Reference. The Committee discussed the Terms of Reference and suggested several revisions. These were due to be formally received for onward approval at its meeting on 18<sup>th</sup> April 2024. However, this meeting was cancelled.
2. Further, at its meeting on 18<sup>th</sup> March 2024, the Policy & Resources Committee were asked to consider and approve revised Terms of Reference by the Court of Common Council's Committees. Policy & Resources also Delegated Authority to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to consider and approve any subsequent changes to Committee Terms of Reference ahead of the April 2024 Court of Common Council.
3. It had since come to light that Appendix F of this report, Digital Services Committee Terms of Reference (detailing the proposed revisions), was missing from the agenda pack. This was an administrative error. A summary of the changes was provided to the Policy & Resources Committee but for completeness, and due to the Digital Services Committee meeting being cancelled and not due to meet again until 13<sup>th</sup> May 2024, it was recommended that a request for an urgent decision under the Delegated Authority outlined above to be sought on the proposed revisions, for onward approval at the Court of Common Council.
4. Approval under urgency procedures was therefore sought as the Court of Common Council was due to receive all proposed revisions to its Committee's Terms of Reference at its meeting on 25<sup>th</sup> April 2024 through the "White Paper".
5. The Town Clerk therefore agreed, in consultation with the Chairman and Deputy Chairman of Policy & Resources Committee, and the Chair and Deputy Chair of the Digital Services Committee, to approve the revisions to the Digital Services Committee Terms of Reference, for onward approval by the Court of Common Council on 25<sup>th</sup> April 2024.

## **Delegated Decisions Under Standing Order 41B**

### **Future Network Programme**

6. The current City of London Corporation and City of London Police network was implemented in 2017. The network hardware is ageing, and the requirements of the organisation have evolved to a point where there is no longer a cohesive approach to networking across the organisation. The Future Police Estates Programme (FPEP) and Markets Consolidation Programme (MCP) require a resilient and robust network provision to support the delivery of modern, future-proofed facilities. The current network contract with ROC Technologies expires in January 2025 at the latest and cannot be extended.
7. Accordingly, the Future Network Strategy was approved at Digital Services Committee on 17<sup>th</sup> January 2024. The Future Network Programme ('the Programme') aims to deliver the Strategy through replacing the existing network with a Secure Access Service Edge solution. This is likely to lead to improved performance, reduced hardware needs, decreased energy usage, and greater flexibility in building use across the organisation, delivering a modern and resilient network to the City of London Corporation and City of London Police.
8. Officers sought approval of a budget of £535k to progress the Programme through Gateways 1-4. This would cover programme resource (to support the specification and preparation in advance of the procurement), external procurement support (to manage the procurement of the new Network Support Provider), and network coverage surveys (to support the specification preparation).
9. The budget of £535k would be funded from an approved bid for £4.25m (reduced from an initial bid of £10m). This was approved by the Policy & Resources Committee for inclusion in the 2024/25 budgets as part of the Capital Bids report in December 2023. The total estimated cost of the projects excluding risk is £9.24m, with an estimated Costed Risk Provision of £2.93m (total including risk: £12.17m). The Chamberlain has confirmed that additional costs beyond the agreed £4.25m for the overall scheme would require additional funding requests through the budget-setting process for 2025/26 and has indicated over e-mail that she is content with this approach. Should these requests be unsuccessful, any spend would from the approved £4.25m budget may become abortive costs.
10. It should therefore be noted that whilst the total costs cited within the Estimated Total Costs Table under Section 15 – Funding Strategy are correct, the proposed apportionment is not and is still to be confirmed.

11. Approval under urgency procedures was therefore sought as the Committee's 18<sup>th</sup> April 2024 meeting was cancelled and was not due to meet again until 13<sup>th</sup> May 2024. Officers advised that waiting until May for approval would cause significant delays to the programme, holding up the subsequent required stages of approval to issue an Invitation to Tender and the award of the new contract.
12. Further, with an estimated programme completion date of December 2024, there was a risk of the existing network becoming unsupported, specifically the wired and wireless connectivity that is provided at Guildhall and other sites. If no contract, there would be a higher risk if there were an incident with the network or if updates were required, as there would be no support mechanism in place. The current contract is due to expire in January 2025 with no further extensions allowed, and delays would mean that alternative arrangements would need to be made; these would likely increase running costs as well as holding up the required service improvements.
13. Finally, the request required Court approval; a decision under urgency would allow it to be submitted to the Court of Common Council on 25<sup>th</sup> April 2024, which is required as Gateway 4b as the cost exceeds £5m.
14. The Town Clerk therefore agreed, in consultation with the Chair and Deputy Chair of Digital Services Committee, in its capacity in overseeing the appropriateness and effectiveness of the Digital infrastructure and services for the City of London Corporation and the City of London Police:
  - That budget of £535k is approved to reach Gateway 5.
  - Note the total estimated cost of the project at £9.24m, with an estimated Costed Risk Provision of £2.93m.
  - That Option 3 – to replace the existing network with a Secure Access Service Edge (SASE) solution in line with the approved Future Network Strategy is approved.
15. The proposals were subsequently received and approved at the Court of Common Council on 25<sup>th</sup> April 2024.

## **Background Papers**

Public Report – Committee Terms of Reference, Policy & Resources Committee, 18<sup>th</sup> March 2024

Minutes of the Digital Services Committee, 22<sup>nd</sup> November 2023

Public Report – Future Network Programme, April 2024

### **Kate Doidge**

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