

## **AGENDA ITEM 2**

### **THE HIGHLAND COUNCIL ICT PROCUREMENT WORKING GROUP**

Minutes of Meeting of the ICT Procurement Working Group held in Committee Room 1, Council Headquarters, Glenurquhart Road, Inverness on Tuesday 21 October, 2008 at 10.00 a.m.

#### **PRESENT**

Mrs C Wilson  
Mrs M C Davidson  
Mr W Fernie  
Mr K MacLeod

Mr J Ford  
Mr D Hendry  
Mr P Munro

#### Officials in attendance:-

Ms M Morris, Assistant Chief Executive  
Mrs K Dunbar, Procurement Project Manager, Chief Executive's Office  
Mrs E Symon, Procurement Project Officer, Chief Executive's Office  
Mrs L Dunn, Committee Administrator, Chief Executive's Service

#### **Mrs C Wilson in the Chair**

#### **1. Apologies for Absence**

An apology for absence was intimated on behalf of Mr M Rattray.

#### **2. Minutes**

There was circulated for information Minutes of meeting of the Working Group held on 10 September, 2008.

The Working Group **NOTED** that the Minutes had been approved by the Resources Committee at its meeting held on 1 October 2008.

#### **3. Project Update**

There was circulated to Members only Report No. ICTP/08/08 by the Assistant Chief Executive which summarised the work undertaken on the project since the last meeting of the Working Group.

The Procurement Project Manager gave an update on the Outline Solutions Dialogue process during which she advised that in the initial weeks of dialogue three companies had withdrawn from the process. Legal advice had been taken and it was explained that it was acceptable to proceed with the remaining three companies as a clearly defined process was being followed.

The Procurement Project Manager also gave an update on staff communications and the service extension with Fujitsu.

During discussion, a number of points raised by Members were clarified and it was proposed that at the next meeting the Members of the Working Group would be provided with more detailed information on the scope of the project. A copy of the Invitation to Submit an Outline Solution would also be circulated to the Group.

The Working Group **NOTED** the report and **AGREED**:-

- (i) to review the communications plan to ensure the appropriate level of engagement with all staff including those in schools and Ward Managers and that an update would be reported to the next meeting of the Working Group;
- (ii) that a copy of the Invitation to Submit an Outline Solution be circulated to all Members of the Group;
- (iii) that at the next meeting Members would be provided with further detailed information in relation to the level of services and scope of the project; and
- (iv) that consideration be given to issuing a press release regarding the progress of the project.

#### 4. **Public Sector Comparator (PSC)**

There was circulated to Members only Report No. ICTP/09/08 by the ICT Procurement Project Officer which outlined the proposed methodology for delivery of the Highland Council Public Sector Comparator (PSC). This would include details of the key assumptions used to develop the PSC models and a timetable for presenting comparisons against Bidders' solutions.

Following discussion regarding the key assumptions, the Working Group **AGREED**:-

- (i) the proposed PSC methodology as outlined in the report;
- (ii) the key assumptions used to develop the PSC models subject to the comments made;
- (iii) the timetable for delivery of the PSC; and
- (iv) that a report on the Outline PSC would be submitted to the next meeting of the Resources Committee on 3 December 2008.

#### 5. **Single IS Client**

There was circulated to Members only Report No. ICTP/10/08 by the Assistant Chief Executive which outlined the functional structure of the new corporate ICT organisation for the Council.

The Working Group **NOTED** the:-

- (i) functional structure as detailed in Appendix 1 to the report;
- (ii) timescales as detailed in section 3 of the report;
- (iii) consultation process as outlined in section 4 of the report; and
- (iv) need to confirm affordability and the links to the PSC.

It was also **AGREED** to investigate if Esafety had been included in the functional structure.

## 6. **ICT Strategy 2008 - 2013**

There was circulated to Members only Report No. ICTP/11/08 by the Assistant Chief Executive which presented a summary of the Council draft Strategy for Information and Communications Technology (ICT) for the period October 2008 to March 2013.

On initial review the Working Group felt that there was too much “jargon” and that the document should contain clearer language. It was also felt that more emphasis should be placed on improving communications with members of the public and access to services. In addition, concern was also expressed regarding independent websites being set up, such as for schools, and it was suggested that controls should be put in place in respect of web creation/management and that there should be a central reference point on which all the websites were listed.

The Assistant Chief Executive acknowledged the comments that had been made and proposed that Members feed any further comments on the strategy to the IS Client Manager and that the strategy would be considered at the next meeting of the Group in order that it could be finalised for submission to Resources Committee on 3 December 2008.

The Working Group **NOTED** the report and the comments made and **AGREED** that the draft Strategy for ICT for the period October 2008 to March 2013 would be submitted to next meeting of the Working Group prior to it being presented to Resources Committee on 3 December 2008.

## 7. **2009 Meeting Dates**

The Working Group **AGREED** the following meeting dates for 2009:-

- 28 January 2009
- 8 April 2009
- 19 May 2008
- 29 July 2009
- 15 September 2009
- 10 November 2009

All meetings to commence at **10.30 am** and to be held in Council Headquarters, Inverness.

**8. AOB**

The Working Group was reminded that the next meeting was scheduled to be held on 27 November 2008 at 10.00 am in Committee Room 1, Council Headquarters, Inverness and it was **AGREED** that this date would be rescheduled.

The meeting closed at 11.55 a.m.