

**THE HIGHLAND COUNCIL
ICT PROCUREMENT WORKING GROUP**

Minutes of Meeting of the ICT Procurement Working Group held in Committee Room 2, Council Headquarters, Glenurquhart Road, Inverness on Wednesday 28 January, 2009 at 10.30 a.m.

PRESENT

Mrs C Wilson (Chairman)
Mr M Rattray
Mrs M Davidson
Mr W Fernie

Mr J Ford
Mr D Hendry
Mrs P Munro

Officials in attendance:-

Ms M Morris, Assistant Chief Executive
Mrs V Nairn, Head of E-Government, Chief Executive's Service
Mrs E Symon, Procurement Project Officer, Chief Executive's Service
Mrs R Moir, Principal Administrator, Chief Executive's Service
Mr S Taylor, T/Administrative Assistant, Chief Executive's Service

Mrs C Wilson in the Chair

1. Apologies for Absence

There were no apologies for absence.

2. Minutes

There was circulated for information Minutes of meeting of the Working Group held on 26 November 2008.

The Working Group **NOTED** that the Minute would be submitted for approval to the Resources Committee at its meeting to be held on 18 February 2009.

3. Project Update

There had been circulated Report No. ICTP/01/09 by the Assistant Chief Executive which summarised the work undertaken on the project since the last meeting of the Working Group, updating Members on the Dialogue Process.

The Assistant Chief Executive gave an update on the Detailed Solutions Dialogue, during which she explained that the Resources Committee on 3 December 2008 had accepted the Project Board's recommendation to invite three companies to participate in the detailed dialogue.

During discussion, a number of points raised by Members were clarified, including the affordability level, questions asked by bidders regarding in-house process, approaches to assumptions, attendees at roadshows, case studies

with other Councils, the benefits of an additional meeting in March, and also of an E-mail circulation when significant issues arose between meetings.

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

- (i) **AGREED** that an additional meeting be arranged in March;
- (ii) **NOTED** that E-mails would be circulated to Members when significant issues arose between meetings; and
- (iii) **NOTED** that more detail on case studies involving other Councils would be submitted to a future meeting.

4. **Public Sector Comparator (PSC) – Risk Assessment**

The ICT Procurement Project Officer gave a presentation on the Risk Assessment required to complete the full Public Sector Comparator (PSC), based on the Scottish Government Qualitative Assessment model. During her presentation she provided background detail on the Risk Assessment process, identified potential risks and, through a Risk Evaluation template, showed the effect these could have during the transition and transformation periods and on core service delivery. She concluded by confirming the next steps in the Risk Assessment process – further development of the PSC, a Risk Cost Assessment and calculation of the Risk Differential - and informed the Working Group that a further presentation would be made at its meeting in March.

The Working Group acknowledged the Risks, as outlined, but asked that further information be presented on the threats and opportunities associated with these risks to provide a more balanced assessment.

The Working Group **NOTED** the presentation and that a further presentation would be provided at the next meeting of the Working Group in March.

The meeting closed at 12.15 p.m.