

Minutes of the meeting of the **Compulsory Competitive Tendering Panel** held on **6 April 2000** when there were present:

Cllr Mrs J Helson -- Chairman

Cllr G Fox
Cllr V D Hutchings
Cllr P F A Webster

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr D E Barnes.

OFFICERS PRESENT

J Honey - Corporate Director (Law, Planning and Administration)
R Crofts - Corporate Director (Finance and External Services)
D Deeks - Head of Financial Services
A Smith - Head of Administrative and Member Services
G Brazendale- Committee Administrator

Mr Steven Watson from Vantagepoint was also present.

90. MINUTES

The Minutes of the Meeting held on 9 March 2000 were approved as a correct record and signed by the Chairman.

EXCLUSION OF THE PUBLIC AND PRESS

Resolved

That under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the Meeting for the following items of business on the grounds that they involved the likely disclosure of Exempt information as defined in Paragraphs 1 and 9 of Part 1 of Schedule 12A of the Act.

91. I.T. FACILITIES MANAGEMENT CONTRACT

The Panel considered the confidential joint report of the Head of Administrative and Member Services and Vantagepoint which was the last in a series of reports relating to the selection and appointment of a new supplier for the provision of I.T. support services to the Council. (A copy of which is attached at the appendix to the signed copy of these minutes). The tender evaluation process was described, and a number of recommendations drawn up by a Panel comprising Officers

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and advisers from Vantagepoint were presented for Members' discussion.

The report's content and main conclusions were exemplified in a presentation by Mr Watson, and a copy of the viewfoils used for the presentation were circulated at the Meeting for Members' reference.

The presentation covered the following areas:

- Contract objectives
- Contract exclusions
- Tender evaluation activities
- Initial quality evaluation
- In-house comparator
- Financial evaluation basis
- Financial evaluation results
- Financial evaluation conclusions
- Site visits and references
- Supplier meetings
- Legal evaluation/negotiations
- Evaluation Conclusions
- Other Issues

During subsequent discussion, Officers provided the Panel with additional information relating to the following issues:

- Budgetary provision for IT equipment in the current and future Capital Programmes. The new contract required the contractor to replace all existing hardware/software as it becomes necessary. However, any new/ additional hardware and software would remain the Council's responsibility and the Council would need to make future budgetary provision for these. Similarly the contract provides for all changes to existing systems requiring less than two man days work to be met by the contractor. System changes over and above two man days would need to be met by the Council. At this stage it was estimated 140 additional man days per annum might need to be provided for. The Panel therefore agreed that it would be prudent for Officers to develop proposals for establishing a budget to meet these costs.
- The likely costs of, and responsibility for, replacing equipment.
- Major items requiring investment from 2001 onwards. These were upgrading the IT network and the replacement of existing financial systems, which would be regarded as "one off" projects outside the scope of the new contract.
- The contract's duration and the inclusion of provision for early termination, should this be considered necessary.

- The basis upon which the likely increase in the cost of the contract over the first five years had been assessed, both for the labour related and non-staff components.

RECOMMENDED

That the recommendations from Vantagepoint's report, as set out in the exempt appendix to these Minutes, be agreed (HAMS).

92. I.T. CLIENT SIDE

The Panel considered the confidential report of the Head of Administrative and Member Services which outlined a number of possible changes to the structure and operation of the I.T. client side, based upon recommendations received from Vantagepoint.

At its previous Meeting, the Panel had received a copy of the report commissioned from Vantagepoint examining I.T. roles and responsibilities, and Mr Watson gave a presentation outlining its main conclusions. A copy of the viewfolds used for the presentation were circulated at the Meeting for Members' reference.

The presentation covered the following areas:

- Review objectives
- Review findings
- Reviews Proposals – client side
- Review Proposals – users
- Review Proposals – members
- Strategic role – example approach
- Other issues

The Panel, in discussing the issues raised during the presentation, noted that it was proposed to delegate authority to determine all operational I.T. matters to Corporate Resources Sub-Committee, thereby necessitating a revision to that Sub-Committee's terms of reference. Whilst Members were generally agreeable it was considered that, if such a proposal was to proceed, an option to refer decisions up to the parent Committee should be provided within Standing Orders. It was concluded that, given the proximity of District Council elections, it would be more appropriate for this issue to be considered by Council early in the next municipal year.

The Chairman thanked Mr Watson for the clear presentations, the comprehensive reports, and the supporting work undertaken by Vantagepoint for the Council. Mr Watson then left the Meeting.

The Panel then gave consideration to the personnel implications of the suggested changes to the structure of the I.T. Client function, and the

Chairman informed Members of the views of Councillor D E Barnes (who was unable to be present) concerning the report's proposals. Reference was made to the normal procedures adopted in relation to determining the departure date for a member of staff being made redundant by the Authority. Following discussion of whether these arrangements would be appropriate in the particular case currently under consideration, a motion by Councillor P F A Webster and seconded by Councillor G Fox was agreed. This is shown within the exempt appendix to these Minutes together with further recommendations relating to personnel issues, as agreed by the Panel.

RECOMMENDED

1. That the recommended roles and responsibilities for IT set out in the report from Vantagepoint be adopted.
2. That a budget of £21,500 be provided for the procurement of IT consultancy support during 2000/01.
3. That Vantagepoint be appointed for up to a maximum of 20 days at a cost of £16,000 to provide consultancy support for the preparation of the Council's IS/IT strategy and the transition to a new IT facilities management contract.
4. That the proposal for Corporate Resources Sub-Committee to be delegated authority to determine all operational IT matters, and to make recommendations on issues affecting IT strategy and policy, be considered by Council in the next municipal year.
5. That the recommendations contained within the exempt appendix to these minutes be agreed (HAMS)

The meeting closed at 3.40 pm

Chairman

Date