AGENDA MANAGEMENT SHEET

Name of Committee	Resources Performance & Development Overview & Scrutiny Committee				
Date of Committee	11 th November 2008				
Report Title	ICT Development Programme 2008-09 Half Year Report				
Summary	As part of the ICT Strategy 2007-12 approved at Cabinet last year, it was agreed that a more formal approach would be adopted to the development and management of the Corporate ICT Development Plan, and that progress against the plan would be reported to both the SDLT and Resources O&S Committee on a half-yearly basis.				
For further information please contact:	Tonino Ciuffini Head of ICT Tel: 01926 412879 toninociuffini@warwickshire.gov.uk				
Would the recommended decision be contrary to the Budget and Policy Framework?	No.				
Background papers	ICT Strategy 2007-12				
CONSULTATION ALREADY U	NDERTAKEN:- Details to be specified				
Other Committees					
Local Member(s)					
Other Elected Members	X Cllr Cockburn				
Cabinet Member					
Chief Executive					
Legal	☑ Jane Pollard				
Finance					
Other Chief Officers	□ Dave Clarke, Resources Strategic Director				
District Councils					

Warwickshire County Council

Health Authority

ICT Development Programme 2008-09 Half Year Report.doc

Police	Ш	
Other Bodies/Individuals		
FINAL DECISION NO		
SUGGESTED NEXT STEPS:		Details to be specified
Further consideration by this Committee		
To Council		
To Cabinet		
To an O & S Committee		
To an Area Committee		
Further Consultation		

Executive Summary

As part of the ICT Strategy 2007-12 approved at Cabinet last year, it was agreed that a more formal approach would be adopted to the development and management of the Corporate ICT Development Plan, and that progress against the plan would be reported to the SDLT and Resources Performance & Development Overview & Scrutiny Committee on a half-yearly basis.



Resources Performance & Development Overview & Scrutiny Committee

11th November 2008

ICT Development Programme 2008-09 Half Year Report

Report of the Head of ICT, Resources

Recommendations

Resources Performance & Development Overview & Scrutiny Committee is asked to note and comment on the progress against the 2008/09 Corporate ICT Development Plan.

Resources Performance & Development Overview & Scrutiny Committee is asked to note the reservation of funding, in principle, for the Corporate GIS and Corporate ICT Skills projects in 2009/10.

1. Introduction

- 1.1 The 2008/9 Corporate ICT Development Plan was approved by SDLT on 30th April 2008. This report is the half-year progress update. It will also be submitted to the Resources, Performance and Development Overview and Scrutiny Committee on 10th November 2008.
- 1.2 As last year, the Plan was developed to support the WCC Vision, the Corporate Business Plan, the New Ways of Working Programme and other relevant plans and documents. The plan again focuses on five high priority areas identified by the authority:-
 - 1. Modern and Flexible Working
 - 2. Customer Access Initiatives
 - 3. Intranet and Document Management
 - 4. Core Applications Development
 - 5. Other Projects
- 1.3 Each of these is dealt with in turn below.



Resources Performance & Development Overview & Scrutiny Committee is asked to:-

- 1. Note the achievements to date
- Note the reservation of funding, in principle, in 2009/10 for the Corporate GIS and Corporate ICT Skills Projects in order to mitigate project risks.

2. Progress against the 2008/09 Corporate ICT Development Plan

Good progress has been made across a range of projects on the Corporate ICT Development Plan in the first 6 months of the year. This part of this report highlights the key achievements. Appendix A contains a full summary, outlines the work to be completed in the next 6 months, and shows the expected budget outturn.

As reported to SDLT in April, the 2008/9 budget was over allocated by 10% at the beginning of the financial year in anticipation of under spends on some projects. The current forecast is to spend on-budget (£1,835,000), but we will continue to monitor this closely in case any additional costs are incurred.

- 2.1 Modern and Flexible Working
- 2.1.1 We have continued to support the modern and flexible working initiative for social workers in the Adult Services pilot. This has delivered quantifiable efficiency improvements. The project has been entered into three national competitions.
- 2.1.2 The success of the Modern and Flexible working initiative last year has been demonstrated by the increasing number of requests for advice and guidance that are coming from directorates. This is being catered for within the New Ways of Working Team, and through the Modern & Flexible Working Toolkit now available on the intranet.
- 2.1.3 New hot-desk facilities have been set up in Saltisford 3, and touch down points are available in the new Shire Hall One Stop Shop, increasing the options for flexible working.
- 2.1.4 Work continues on the pilots set up in Trading Standards (food inspections) and Adult, Health and Community Services (Strategic Commissioning), and valuable lessons are being learnt about the technical and organisational aspects of flexible working.



- 2.1.5 Progress has been made on the VPN project, which aims to simplify the remote logon procedure and to deliver a wider range of services to remote users. The technical underpinnings (software and licence upgrades) are now in place, initial technical testing has been done, and problems identified in testing corrected. Pilots are now being planned to test the new facilities.
- 2.1.6 A mobile application for cleaning audits is being piloted as a way of increasing efficiency. Inspection staff will be able to record inspection results on hand-held devices and synchronise these with the central database over a wireless connection. Additional wireless facilities have been rolled out to 6 locations.
- 2.1.7 WCC was one of the first local authorities to become connected to the Government's secure network under the aegis of the GovConnect project. We were also used as the pilot site to ensure that the GovConnect secure email service would work with Lotus Notes. This has been proven. The infrastructure project has now been completed and we are moving into the business implementation phase. We are working with directorates to identify where there is a requirement for secure email, and 5 pilot areas will be chosen. The need for effective security has become much more prominent in recent months; the GovConnect network will ensure that emails can be sent securely to protect personal and sensitive information.
- 2.2 Customer & Access Initiatives
- 2.2.1 WDC/WCC Customer Service Centre Co-location
 - Project management and technical resources have been made available to support the co-location of the WDC and WCC Customer Service Centres at Shire Hall.
 - The project has successfully established and tested VOIP telephone links between WCC and WDC to allow call transfer to Riverside House, and established facilities to allow WDC staff to use WDC systems from Shire Hall.
 - There are business as well as technical issues to address e.g. identifying differences in working practices between the two organizations that could lead to future difficulties, and finalizing the telephony arrangements.
 - The implications for co-location of PCI DSS regulations (relating to credit card payments) are being kept under review. PCI DSS regulations set out how credit card details should be stored and transmitted by the organizations that receive them. Differences in practice between WCC and WDC have been identified that need to be resolved.



The project was scheduled to be complete by end of November. The
ongoing telephony options review will inevitably lead to delay, but is
critical to the feasibility of the current approach to co-location.

2.2.2 One Stop Shops

Further One Stop Shops have been opened, requiring significant ICT input. The One Stop Shop in Southam went live for Stratford District Council Services in April 2008. The One Stop Shop in Stockingford went live for Education, Library and Warwickshire Direct Services on 28th August.

2.2.3 CSC Developments

 Corporate ICT Development funds have again been made available to part-fund resources to develop additional CSC services, and this has increased the pace at which new processes can be rolled out. The Registrars and Free School Meal processes have gone live, the Disabled Parking Badge process had been redesigned, a Racist Incidents reporting process had been created and is awaiting testing, and an anti-bullying process is ready for CSA training.

2.2.4 WDP

 The ICT Development fund also paid our contribution to the Warwickshire Direct Partnership, and the Programme Office.

2.3 Intranet and Document Management

2.3.1 Intranet

• In the end of year report for the 2007/8 plan we indicated that alternative ways of delivering the intranet would be investigated in order to overcome limitations with the current intranet product. In line with the ICT Strategy to consolidate around Microsoft products we carried out an evaluation of the Microsoft content management tool (SharePoint). This was very positive and showed that we could deliver significantly improved facilities for content authors, reduce the level of technical support required to keep the intranet running, and increase our development capacity in order to further enrich the intranet in future. The Project Board endorsed a project to transfer the intranet from its current Vignette environment to SharePoint. Excellent progress has been made so far. Consultants have been appointed to produce the functional and technical specifications and the new intranet is due to be launched by the end of the financial year.



- Funding has been provided for an extra resource in P&D to prepare intranet content. This helped to deal with the extra activity generated by the CPA.
- Work is underway to stabilise and rationalise the infrastructure for both the intranet and Vignette document management.

2.3.2 Document Management

- Effort on document management has concentrated on two areas:
 HRER (HR Electronic Records) and generic EDRM (Electronic Document and Records Management) facilities.
- Technical and project management support has been provided to the HRER project to build on the facilities developed in phase 1. Firm project plans were established for phase 2 and a clear set of products were defined. Good progress has been made in a number of areas relating to scanning, automatically setting up and updating new employee details, bulk loading data, importing documents, checking in electronic documents, and creating a training environment. This has involved collaborative working across the HRER, HRSC and HRMS teams.
- It has become increasingly clear that the business processes in the HR Service Centre need to be fundamentally reviewed and agreed before appropriate technical solutions can be implemented. Phase 2 of the HRER project is expected to finish by the end of November 2008, but supplementary requirements are being drawn up to address outstanding issues. Significant business process analysis and records management resources will be required to work on this project before technical solutions can be specified and developed. Further ICT input is expected to be required in 2009/10. It will also be necessary to release the appropriate HR resources. Phase 2 targets have slipped on several occasions because of conflicts of priority for the customer between the HRER project work and business of the day. This has delayed the implementation of developed solutions into the live environment.
- A project board has been set up to oversee work on generic document management facilities. This will meet for the first time in November to agree the project initiation document. Pilot areas have been selected to model several document management scenarios, and SharePoint consultants will be appointed to assist in the specification and development of the solutions. By using SharePoint we will benefit from easier integration between the intranet and corporate documents. The pilots will be used to help quantify the benefits of electronic document management.
- Proof of concept work on a Business Process Management tool has demonstrated that business processes can link seamlessly and invisibly to the Vignette records management system. This supports a



central aim of the ICT Strategy to deliver better integration between systems in support of business processes. This work will be built upon in developing the Applications Development Strategy.

2.4. Core Applications Development

2.4.1 Financial Systems

 The PQQ for the replacement financial systems has been evaluated, leading to a supplier shortlist. A Statement of Requirements and draft Terms and Conditions of Contract have been drawn up and the invitation to tender issued. The tender evaluation model has been prepared.

2.4.2 Property Systems

- Development is continuing on an integrated suite of property-related systems that support both Property and Facilities Management Services. The systems can be accessed by customers and contractors over the internet. The currently available modules are: asbestos and condition information; projects; hotline orders; Corgi registrations; CRB registrations; and contact information. The Corgi and CRB modules allow contractors to register and update their own information. Data is either maintained directly through the new modules, or loaded overnight from the existing Corporate Property Register (CPR). Over time the full CPR will be redeveloped in this way.
- The development activity has been underpinned by extensive business analysis and review of current business processes. The new systems are being developed on a single coherent platform that will ultimately replace the more piecemeal systems currently in place.

2.4.3 GIS Management

- Progress on this project has accelerated now that the corporate GIS team is in place. A corporate GIS board has been set up that has signed off two critical documents the Project Initiation Document and the Invitation to Tender for the Corporate GI Web Application Framework (CGIWAF). This framework will be used to deliver internal browser-based GIS tools to a much wider audience in the authority, as well as improved public-facing GIS to support both information and service delivery. As well as delivering enhanced facilities, the new corporate approach will also lead to cost savings and improve the management and accuracy of spatial data across the authority.
- The project risk analysis has identified staffing as a serious risk. The
 two members of the corporate GIS team are currently on short-term
 contracts, funded from the Corporate ICT Development Fund. These



posts need to be extended for a further 12 months to ensure continuity of staffing and skills. It is proposed to reserve funding for these two posts, in principle, for 2009/10 to reduce uncertainty and to give the team an opportunity to demonstrate the benefits of the proposed GIS strategy. This will then allow a fully supported business case for sustainable funding to be put together in 2009/10.

2.4.4 HRMS

- After a successful trial of Manager and Employee Self Service in ICT, work is underway on a wider roll-out to the rest of Resources and to Performance and Development.
- Pay & Conditions Phase II work continuing with Job Evaluation Team to support the phase II work and to ensure any changes coming out of phase II can be implemented successfully.
- HR-ER Project Proof of concept work has shown that documents can be successfully sent directly into Vignette Records Management System. Work is now underway to send HR employment contracts directly to Vignette via this new route.

2.5 Other Projects

2.5.1 Printing Strategy Implementation

- Tangible benefits are already being realised by the implementation of the printing strategy. Site reviews have led to significant reductions in the number of devices (printers and photocopiers) deployed. For example:
 - Orion House a reduction from 46 to 13 devices. This will reduce by a further 7 with the introduction of a Multi-Functional Device (MFD)
 - Learnington & Rugby Adult Commissioning. Each site has replaced
 7 devices with 1, liberating space for hot desking
 - SEN Lillington a reduction from 19 to 3 devices planned for halfterm. Annual saving of £8,000
 - Corporate HR replacing 16 devices with 3 MFDs planned for halfterm. Annual saving of £10,000
 - Fawsley House, Rugby. Replacing 12 printers and two photocopiers with an MFD. Annual saving of £4,000
 - A total of 150 devices have been removed from the network.
- The new strategy has had a dramatic impact on orders for printers.
 Last year 210 printers were ordered. So far this year only 24 printers have been ordered. This has been achieved partly by implementing the



- new strategy, and partly by redeploying liberated printers elsewhere. Konica will now only deal directly with the central print strategy team, allowing for greater co-ordination and rationalisation.
- As well as delivering cash savings, the MFDs can increase privacy and security in multi-occupancy offices by only releasing print jobs when the user presents their ID badge to a card reader. This facility is currently being tested for wider release. It also reduces the incidence of uncollected print jobs. Users are also presented with information on the cost of their print jobs, raising awareness of the cost of colour printing in particular.
- This project is a superb example of the benefits of a centralised approach to ICT purchasing and deployment, and of creative use of new technology.

2.5.2 Supporting Staff ICT Skills Development

• This is a key project in developing a workforce that is able to deliver business benefits through better use of ICT facilities. A specialist external project manager has been recruited to lead the work on defining measurable ICT competencies and delivering a training delivery strategy. He starts in mid-October. A cross-directorate project board is being set up to oversee the project. This project will run for 12 months and will therefore carry forward to 2009/10. It is again proposed to reserve funding, in principle, for this project in 2009/10 to ensure continuity in the project management resource.

2.5.3 PCs to Good Causes

This popular scheme is running again this year. 25 refurbished computers are available to voluntary and community groups in each District. The scheme was advertised on 1st October and bids will be evaluated by local councillors. An additional 25 computers are being made available across the county this year. In addition to the corporate funding, Schools Technical Service provides the administrative support.

2.5.4 Education Attainment Project

- This project supports the government's 'Computers for Pupils' initiative
- Corporate ICT funding has contributed to the purchase of forty laptop computers for use by children from disadvantaged homes in Warwickshire. Using the multiple deprivation indices we have initially focused our work with forty pupils attending George Eliot school in Nuneaton. These pupils have been given a laptop computer which is warranted and insured against accidental damage and theft for three years



- The most important aspect of the project is to deliver secure Internet access for these pupils from home, school, and other remote sites. The laptops are restricted to connect only through the Warwickshire WAN. This provides necessary safeguards for the pupils and also filters and monitors their Internet use
- Reports from the school, the pupils and their parents indicate a very successful start to this three year initiative
- The educational achievements of these pupils are being monitored so that we will, eventually, be able to compare the achievements of these pupils against a 'control' group of pupils who do not have access to this technology.

David Clarke Strategic Director, Resources

October 2008



Appendix A – Half Year Progress Report on 2008/09 Corporate ICT Development Plan

Project Area	Original Budget	Forecast Outturn	Staff resources contributed	Achievements to date and products delivered	Additional outcomes to be delivered by end of March 2009
Total Budget	£2,017,000	£1,835,400			
Modern & Flexible Working	£160,000	£171,000			
Modern and Flexible Working pilots	£25,000	£36,000		Pilot work is progressing at Trading Standards (Food Inspections) and Adult, Health and Community Services (Strategic Commissioning).	Complete both pilots.
Enabling technologies and infrastructure	£100,000	£100,000	4.2 FTE	Hot desk facilities launched Saltisford 3 Touch down facilities launched in Shire Hall One Stop Shop VPN infrastructure implemented to simplify and enrich remote access from WCC devices Mobile cleaning audit application and handheld devices in pilot Additional wireless facilities at the following locations: Fire & Rescue HQ; Budbrooke County Highways; Budbrooke Materials Laboratory; Saltisford 3; Law and Governance meeting room, Shire Hall; Budbrooke Trading Standards GovConnect infrastructure for secure email installed and tested with Lotus Notes.	Launch hot desk facilities in Shire Hall Present proposals for additional hot desk facilities around the county Additional wireless facilities in Northgate House and Shire Hall block 58 (subject to plans for refurbishment). Project initiation for business implementation phase of GovConnect VPN pilot Review business benefits of mobile cleaning audit system. Identification of new ICT facilities to support modern and flexible working Review and upgrade the Citrix infrastructure to cater for the increased demand for remote working.
Advice and guidance	£35,000	£35,000		 The intranet-based Modern and Flexible Working toolkit has been developed and now provides a range of advice and guidance documents The New Ways of Working Team is responding to a growing number of requests for advice and guidance from directorates. 	Review of time independent working Implement training materials and support for managers



Project Area	Original Budget	Forecast Outturn	Staff resources contributed	Achievements to date and products delivered	Additional outcomes to be delivered by end of March 2009
Customer & Access Projects	£250,000	£200,000			
ICT support of general C&A activities	£75,000	£75,000	2 FTE	 WDC/WCC CSC co-location Project management and technical resources VOIP links between WCC and Riverside House established – call transfer facilitated WDC systems available from Shire Hall Identification of HR issues relating to working practices Review of telephony options following public debate. Serious potential investment issues raised Ongoing review of PCI DSS regulations and impact on credit card payments One Stop Shops opened in Southam for SDC services and in Stockingford for Education, Library and Warwickshire Direct Services Telephone payments project put on hold with agreement of CSC as this is part of the new financial systems tender. Decision to be reviewed following financial systems tender evaluation. 	Pending agreement by the WDP Board a number of additional task may come onto the agenda this year: • common online payment system • common online booking facilities • self-service forms on the web site (dependant on upgrading to Northgate version 3.3, currently in test). To include a review of citizen authentication facilities Following the contractual changes relating to the Northgate Front Office system, and the move from Steria to Northgate for hosting, to provide support for the system move.
Customer Service Centre development activities	£80,000	£80,000		Registrars process live Free School Meals process live Disabled Parking Badge process redesigned (form, business case, revised process maps) Racist incident form constructed and awaiting testing Anti-bullying process built and ready for CSA training	 Disabled Parking Badge process completed and live Racist incidents process live Registrars process rebuilt to support single district and additional office roll out Registrars booking system integrated Registrars web-based tool integrated with Front Office and documented Additional projects identified following completion of first tranche. Current projects being carried out by contractors are all planned to finish this financial year.
Single customer database	£50,000	£0		No progress. This project requires resources from our suppliers, Northgate, that have not been forthcoming. No progress expected this financial year. Internal project management resources are now committed to other projects	• None
WDP subscription	£45,000	£45,000		Subscription to WDP and Programme Office paid	





Project Area	Original Budget	Forecast Outturn	Staff resources contributed	Achievements to date and products delivered	Additional outcomes to be delivered by end of March 2009
Intranet & Document Management	£550,000	£530,000			
WCC Intranet Development	£275,000	£255,000	4.8 FTE	 Evaluation of Microsoft SharePoint Project to move the intranet from Vignette to SharePoint agreed and started Funding provided for additional content resource Further stabilising the intranet and document management infrastructure 	Launch the re-written intranet
Document Management	£275,000	£275,000	3.4 FTE	HRER	Complete current phase of HRER project



Project Area	Original Budget	Forecast Outturn	Staff resources contributed	Achievements to date and products delivered	Additional outcomes to be delivered by end of March 2008
Applications Strategy and Core Applications	£787,000	£733,400			
Financial Systems – project to replace existing financial systems	£150,000	£92,000	3.5 FTE	 PQQ evaluated Suppliers shortlisted Statement of requirements and draft terms & conditions of contract written Invitation to tender issued Tender evaluation model developed 	Tender evaluation, including site visits and demonstrations Recommendation of preferred supplier
Property Systems – development and replacement	£150,000	£150,000		 Business process analysis Development of an integrated suite of property-related systems. Web-based modules developed so far are: asbestos and condition information; project information; hotline orders; Corgi registrations; CRB registrations; contact information Data load routines 	 Additional business process analysis on projects and hotline Initial work on implementing business processes in line with the Corporate Application Development Strategy.
GIS Management - Corporate Approach	£150,000	£150,000		 Corporate GIS team established Project Board established Project Initiation document approved by the Board Invitation to Tender for Corporate GI Web Application Framework (CGIWAF) written and approved by the Board OS MasterMap rolled out to all MapInfo users with a new version of the software MapInfo licences audited and rationalised 	CGIWAF tender issued Supplier selected GIS Strategy signed off by Project Board Intranet GIS tool implemented Basic integration with Front Office CRM delivered
HRMS Payroll & Phase 2	£337,000	£341,400	12.75 FTE	Work progressing on the rollout of Manager and Employee Self Service to Resources and Performance and Development Directorates. Pay & Conditions Phase II - work continuing with Job Evaluation Team to provide supporting information. HR-ER Project - Proof of concept documents successfully sent directly into Vignette System. Work continuing on sending HR employment contracts via this new route	Complete roll-out of Manager and Employee Self-Service to Resources, and Performance and Development Directorates Continuing support to Pay & Conditions Phase II project HR-ER – support for phase II products.



Project Area	Original Budget	Forecast Outturn	Staff resources contributed	Achievements to date and products delivered	Additional outcomes to be delivered by end of March 2008
Other	£270,000	£201,000			
Printing strategy implementation	£50,000	£31,000		 • 33 printers removed from Orion House. The 13 remaining will reduce to 7 with the introduction of a new MFD • 16 printers to be removed from SEN Lillington at half-term. Annual savings of £8,000 • 16 devices to be removed from Corporate HR at half-term. Annual savings of £10,000 • 12 devices removed from Fawsley House, Rugby. 2 photocopiers replaced with MFDs. Annual savings of £4,000 • 8 devices removed from Leamington Adult Commissioning. Space released for hot desks • 8 devices removed from Rugby Adult Commissioning. Space released for hot desks • 7 devices removed from ICT CSS group • Assisted in purchasing MFDs for Resources Finance, Shire Hall OSS and Bedworth Adult Services • Remote Care introduced with all new devices to automatically request consumables by SMS when required • Printer purchases reduced to 24 so far this year (compared with 210 in the whole of last year) • Process of printer redeployment implemented • Printing procurement centralised through print strategy team • Konica leases now under regular review 	Printer rationalisation is planned at the following sites: • WES schools team • Kenilworth Adult team • Alcester Adult team • Budbrooke Road Safety • Atherstone Warwick House • Nuneaton Warwick House Finance team • The Grange, Southam • Bedworth Beada House • ICT Production Services Evaluate Konica driver setup as a replacement for Click and Print Successful completion of Docuprint trial at Saltisford 1 Improvement to Remote Care service to coordinate and minimise consumable deliveries in buildings with multiple MFDs User training materials
PCs to Good Causes	£20,000	£20,000		Scheme launched on 1 st October across Warwickshire	Applications evaluated by local councillors125 computers distributed
Supporting Staff ICT Skills	£150,000	£100,000		Specialist project manager recruited	Detailed plans Begin work on strategy for ICT competencies Begin work on strategy for ICT training delivery
Educational attainment project	£50,000	£50,000		 40 laptops purchased for participants in the "Computers for Pupils" project at George Elliot School, Nuneaton Pilot pupils selected 3G USB modems purchased for internet access Modem management systems configured to restrict connections to Warwickshire WAN Filtering and monitoring services established to safeguard pupils Encouraging feedback from the school, parents and pupils 	Laptop computers and secure internet access at home for 30 looked after children

