

Runnymede Borough Council

CORPORATE MANAGEMENT COMMITTEE

Tuesday 27 July 2004 at 7.30 p.m.

in the Council Chamber at the Civic Offices, Addlestone

SUPPLEMENTARY AGENDA

PART I

ITEMS 8, 10, 13 AND 14

8. DECRIMINALISED PARKING ENFORCEMENT - STAFFING (DTS)

**NB: This item now appears as Number 17A in the Part II Exempt Supplementary Agenda, on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraph 1 of Schedule 12A to Part 1 Local Government Act 1972.**

10. REPLACEMENT OF IT HARDWARE (CEO)

1. Purpose of Report

1.1 **To advise Members of the computer hardware that is scheduled for replacement during the year on the grounds that it is not able to carry out the tasks required of it or because it is becoming uneconomic to repair and to seek approval for procuring the identified hardware, software and licences.**

2. Background Information

2.1 As reported to the Corporate Management Committee in June 2004 the replacement schedule has been modified to allow for a longer life for the majority of equipment thus saving the Council £100,000 per annum. The schedule presented in this report shows the equipment being replaced to the new timetable.

2.2 Last year a number of computers with 450, 550 and 700mhz processors were scheduled for replacement after a life of 4 years but this was extended to 5. These have come up for replacement again and, as they are now proving to be rather slow in many situations, the majority are up for replacement.

2.3 The price of flat panel monitors has fallen dramatically over the past 12 months and so now all monitors that need to be retired are being replaced by flat panel monitors even if there are no space constraints or Document Management System (DMS) considerations.

2.4 The extended life cycle for servers results in the need for very few replacements this year. Only the machines in AbbeyFit, Egham Leisure Centre and the Depot are scheduled along with the test machine for DMS.

3. Equipment to be Replaced

3.1 It is proposed that the following upgrades take place:

- The model of PC selected as the standard will be a 2.8 GHz Pentium IV computer with 512MB of RAM, CD-ROM and industry standard 40GB hard disk.
- Monitors that are unserviceable will be replaced with 17" flat panel monitors.
- Hewlett Packard colour printers will be replaced with Deskjet 5850C printers, personal printers with Laserjet 2300dtn and group printers with Laserjet 4200dtn. All of these printers are network ready and are able to duplex, the latter facility allowing the Council to continue to save paper in line with its commitment to energy conservation.

- The operating system in use by the Council on the desktop will begin to be migrated to Windows XP Professional as service pack 2 will be available.
- Servers being replaced will use Windows 2003 Server (Enterprise and Standard), but Windows 2003 is being evaluated for the Internet and Exchange servers.
- The existing tape library no longer has sufficient capacity to provide comprehensive backups within the existing nightly window of opportunity. This device which uses DLT format tapes is therefore being replaced with a device using LTO tapes greatly increasing the volume of data that can be backed up nightly along with speed of backup and restore. The Veritas backup software in use can be migrated to the device with no licensing issues arising.
- As agreed by Corporate Management Committee in June 2004, Councillors PC's will be replaced with laptop computers. This years schedule takes into account equipment for the 4 new Councillors and a start being made with replacing the oldest desktop PCs.

#### 4. Equipment Identified

- 4.1 The distribution of the equipment to be replaced has been identified as follows in Table 1 below.
- 4.2 This year there is no provision for the upgrade of licences for the desktop. The current Microsoft licences permit the Council to run Windows XP and Office 2003 on all current machines in perpetuity. In two years time the licensing situation will be reviewed and at that time it would be necessary to relicence the whole site if the Council wishes to move to a later version of either Windows or Office. Financial provision has been made for that eventuality.

#### 5. Financial Implications

- 5.1 The replacement cost for the above items is indicated in Table 2 below.
- 5.2 Suppliers for the equipment should be:
- a) Personal Computers and Servers – The lowest bid from three suppliers who are part of the Government Catalogue (GCAT) scheme. GCAT will carry out the tendering processes on behalf of the Council and ensure that best value is achieved.
  - b) Monitors and printers - the best of at least three quotations.
- 5.3 It has been found to be financially most advantageous to purchase processors, monitors and printers from separate sources. This practice will continue.
- 5.4 The capital programme includes a sum of £268,000 in 2004/05 to provide for the replacement of equipment Using the new life cycle for hardware referred to above will result in a saving of over £100,000 per annum on last year's expenditure.

**TABLE 1 Departmental Breakdown**

Department	Item	No.	Usage
CEO	Servers	1	DMS Test
	Monitors	10	CEO, IT, Elections, Personnel
	PCs	13	CEO, IT
	Notebooks	13	Corporate Use and Councillors
	Printers (Personal Inkjet)	1	Personnel, Training
Housing	Monitors	20	All Sections
	PCs	20	Comm Serv, Admin
	Printers (Standard)	2	Community Services, Priv Sect Housing
	Printers (Personal Laser)	3	Build Serv., Comm Serv, Rents
Admin & Leisure	Monitors	21	All
	Server	2	Abbeyfit, Egham Leisure Centre
	PCs	18	All
	Printers (Personal Laser)	1	Committees
Technical Services	Server	1	Depot/Stores
	Monitors	31	All
	PCs	46	All

	Printers (Personal Laser)	2	Building Services, Depot
	Printers (Standard)	5	Admin, Safer Runnymede
	Printers (Personal Inkjet)	1	All
Finance	Monitors	3	Accounts, Audit, Cash Office
	PCs	17	Accounts, Audit, Cash Office
	Printers (Personal Laser)	1	Accounts, Payroll, Cash Office
	Printers (Standard)	2	Audit

**TABLE 2 Cost Breakdown**

Item	Description	Unit	No	Total	Notes
Monitors	Flat Panel (17")	250	85	21,250	
PC's	AutoCad	1,500	1	1,500	
	Standard	450	113	50,850	1
	Notebook	1,000	13	13,000	
	Hand Held Devices	200	10	2,000	
Servers	Processors (Low end)	1,500	3	4,500	
	Processors (medium)	5,000	1	5,000	
	Tape Library (LTO)	27,000	1	27,000	
Printers	4650dn	1,100	9	9,900	
	2300dtn	460	6	2,760	
	5850C	160	2	320	
Licences	MS Office	350	20	7,000	2
Upgrades	Memory/Disk	2,500	1	2,500	
Installation		10,000	1	10,000	
				157,580	

Met from the following budgetary provision:

Hardware Replacement Programme 157,580

Notes:

1. This includes the associated costs of each PC such as ghosting, additional memory, delivery etc.
2. Licenses for additional users during the year.

**OFFICERS' RECOMMENDATION that -**

- i) **the above software, hardware and licences be replaced or upgraded at a sum not exceeding £157,580; and**
- ii) **this expenditure be met from the Hardware Replacement Programme**

**(TO RESOLVE)**

Background Papers

None stated

13. REFERENCES FROM HOUSING AND COMMUNITY SERVICES COMMITTEE - 21 JULY 2004 (DAL)

To follow.

14. REFERENCE FROM REVIEW BOARD MEETING OF 8 JULY 2004 (DAL)

Benefits Priority Indicator of Performance

At its meeting on 8 July 2004, the Review Board received and considered a copy of the report to this Committee on 29 June 2004 on the outturn on the Council's ten priority indicators of service delivery performance.

The Board noted that one of the priority indicators contained within the Benefits section was the percentage of benefit renewal claims processed on time. The Board noted that benefit periods had been abolished since 1 April 2004, with renewal claims no longer being required. This indicator, therefore, would not be relevant in the future and no corrective action was required because of abolition of benefit periods.

The Board agreed to refer this matter to this Committee for this Committee to decide if it wishes to retain the percentage of benefit renewal claims processed on time or some other appropriate measure in future.

Officers have considered this matter after the Board's meeting and advise that previously benefit claimants were required to re-apply at least once a year. This requirement has now been removed and benefit claims are now open ended. The Council is now required by the Department for Work and Pensions to check a number of cases each year to establish that the claimants are still entitled to benefits. Therefore no comparable alternative now exists for this former indicator.

However, there still remain two indicators for benefit administration within the priority indicators of performance which relate to speed of processing benefit claims in terms of average time for

- i) processing new claims; and
- ii) processing notifications of change of circumstance.

Officers are therefore of the view that this area of work is adequately covered within the Council's priority indicators of service delivery performance.

**OFFICERS' RECOMMENDATION that -**

- i) the Committee note that the Review Board has asked this Committee to decide if it wishes to retain within its portfolio of priority indicators the percentage of benefit renewal claims processed on time, or some other performance measure relating to this in future; and**
- ii) in view of the circumstances described above, no replacement be adopted for the priority indicator on the percentage of benefit renewal claims processed on time.**

**(TO RESOLVE)**

Background Papers

None