

ABERDEEN CITY COUNCIL

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COMMITTEE        Finance & Resources  
DATE                6 December 2012  
DIRECTOR         Stewart Carruth  
TITLE OF REPORT    ICT Asset Management Plan  
REPORT NUMBER:    CG/12/125

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1.    PURPOSE OF REPORT

To seek approval of the ICT Asset Management Plan (ICT AMP)

2.    RECOMMENDATION(S)

It is recommended that Committee approve the ICT Asset Management Plan.

3.    FINANCIAL IMPLICATIONS

£1.15M revenue has been approved for ICT Investment in financial year 2012/13. Development of the ICT Asset Management Plan (AMP) indicates that a continuing rolling programme of funding is required to maintain its ICT Assets.

Additional capital works, where identified for new investment in ICT Assets will be supported by business cases and presented to the Capital Asset Management Group for consideration and approval through the Non-Housing Capital Programme (NHCP) budget and Enterprise Architecture Board.

4.    OTHER IMPLICATIONS

The ICT AMP has been developed taking into consideration whole life cycle cost, sustainability and environmental issues and Health & Safety concerns.

Decisions taken around ICT Assets are governed by Enterprise Architecture framework principles.

Demand for future ICT Assets should be checked against future Full Time Equivalent (FTE) numbers to ensure that workforce planning,

property rationalisation and flexible working policy decisions are factored into any future ICT Asset purchases.

## 5. BACKGROUND/MAIN ISSUES

The Council recognises that its assets are a significant and valuable resource to delivering efficient and effective services in achieving its vision, aims and objectives. The Council has had a Property Asset Management Plan in place since 2009, and from 2012, will also have Service Asset Management Plans in place for all Directorates linking individual service requirements to their property assets.

The Council also recognises that all its key resources, not just its property resources, require to be managed strategically and operationally during 2012 will be creating an overarching Corporate Asset Management Plan incorporating the key resources of Property, Fleet, Open Space, Housing, Roads Infrastructure and ICT Assets, each resource having its own AMP. This report outlines the main principles of the ICT AMP.

The vision of the ICT AMP is that all ICT Assets are serviceable and fit for purpose, accessible when required, efficient and sustainable. The ICT AMP covers all ICT Assets, i.e. desktop computers, laptops, printers, scanners and other peripheral devices, servers, communications equipment, telephony equipment and systems, databases, applications, software licenses, media, contracts and any associated services. Details of ICT Assets are recorded electronically and include details of location and financial information and other operational overheads in order to identify operational overheads and whole life cycle costing. It is intended to grade ICT Assets against suitability and serviceability criteria and retain this information within the ICT Asset Register so as to be able to prioritise continuing investment on ICT Assets.

In designing this approach to ICT asset management we have identified the following 5 overarching aims and objectives that will seek to ensure that the Council's ICT assets are fit for purpose within current budgetary constraints:

ICT Assets should meet the needs of those that use them. This includes staff, members, pupils, visitors, customers and the general public through the different access channels (face to face, telephone and online). Acquisition of ICT Assets needs to consider access for those with disabilities and or special needs, such as additional language support.

ICT Assets should be economically sustainable with minimal operating costs on a whole life costing model. This means keeping running costs down, maximising existing asset use, reducing duplication and

waste while planning for future capacity requirements, prioritising capital and revenue spending and through full option appraisal incorporating whole life costing and assessing opportunity costs. ICT Asset acquisition will follow evaluation and consideration of full life cycle costs and benefits appraisal.

ICT Assets should be environmentally sustainable. This means considering local and global environmental factors, monitoring and reducing energy consumption and CO2 emissions through the whole ICT life cycle from manufacture, packaging, utilisation and disposal.

ICT Assets must be safe, secure and comply with current legal and regulatory requirements and known future requirements. This means ensuring regular audits for DSE requirements and PAT testing of all ICT Assets, regular preventative maintenance and testing of critical ICT assets such as Uninterrupted Power Supply (UPS) and Air Conditioning within Data Centre and communications rooms' facilities, compliance with Waste, Electrical and Electronic Equipment (WEEE) regulations for electrical disposals, compliance with software licensing terms and conditions, compliance with Data Protection Act (DPA) and Disability Discriminations Act (DDA) when designing new ICT systems.

ICT Assets should link to the Council's strategic business objectives. This means that governance and decision making surrounding ICT Assets are integral to the strategic planning process and managed to deliver its strategic priorities and service in line with risk and providing value for money services for the benefit of the local community.

In order to make effective ICT asset purchasing decisions, a cross-service Enterprise Architecture Board will be established. Business cases for capital funding will be submitted for consideration and prioritisation to the Corporate Asset Management Group.

## 6. IMPACT

Corporate - The use of ICT is a core and critical component to the provision and operation of all Council services. The continued review of ICT Asset Management Plan supported by an ICT Investment Programme will ensure that the Council is utilising its ICT Assets most effectively to support Services in implementing the Single Outcome Agreement and fulfilling actions within the 5 year Corporate Business Plan and individual Service plans.

Public – This report may be of interest to the public as it outlines potential impact of the Council's ICT Assets on how it can deliver its Services.

## 7. BACKGROUND PAPERS

CIPFA – A Guide to Asset Management and Capital planning in local authorities.

Property Asset Management Plan Update 2012.

8. REPORT AUTHOR DETAILS

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