ABERDEEN CITY COUNCIL

COMMITTEE   Finance, Policy & Resources

DATE   5 December 2013

DIRECTOR   Angela Scott

TITLE OF REPORT   Corporate Governance Service Asset
                        Management Plan and ICT Asset Management
                        Plan Updates (2013)

REPORT NUMBER: CG/13/124

1.   PURPOSE OF REPORT

      To seek approval of the Corporate Governance Service Asset
      Management Plan (CG SAMP) and ICT Asset Management Plan (ICT
      AMP) 2013

2.   RECOMMENDATION(S)

      It is recommended that Committee approve the Corporate Governance
      Service Asset Management Plan and ICT Asset Management Plan
      2013.

3.   FINANCIAL IMPLICATIONS

      £1.15M revenue has been approved for ICT Investment in financial
      year 2013/14 and is included within draft budget for year 2014/15.
      The ICT Asset Management Plan (AMP) identifies 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

      Failure to invest adequately in the Council's asset base may reduce the
      effectiveness and efficiency of service delivery and furthermore lead to
      the Council not complying with current health and safety requirements.

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 approved it's overarching Corporate Asset Management Plan, incorporating the key resources of Property, Fleet, Open Space, Housing, Roads Infrastructure and ICT Assets in February 2013.   Each resource within the Corporate Asset Management Plan has or is developing its own AMP.

Furthermore, within the Property AMP, it is identified that each Directorate makes an assessment of their key property issues arising from the council's initiatives and strategies, and also existing knowledge on issues of property condition and suitability in each area. Service Managers analyse available information about their portfolio so that gaps in provision and future needs are identified which are then recorded within a Service Asset Management Plan.

The Corporate Governance Service Asset Management Plan and ICT Asset Management Plan were approved in October 2012 and December 2012 respectively.   This is the first annual update of the plans.

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.

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 CO_2 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 has been established. Business cases for capital funding are submitted for consideration and prioritisation to the Corporate Asset Management Group.

6.   IMPACT

Corporate – The continued implementation of Asset Management will ensure that the Council is utilizing its assets to support service in implementing the Single Outcome Agreement.

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.   MANAGEMENT OF RISK
The risks associated with ICT Asset Management are identified within the Plan.

8.   BACKGROUND PAPERS

Corporate Asset Management Plan 2013
Corporate Governance Service Asset Management Plan 2012
ICT Asset Management Plan 2012

9.   REPORT AUTHOR DETAILS

Sandra Massey, IT Manager
smassey@aberdeencity.gov.uk
Tel: 522778