

Report to the Cabinet

Report reference: C-047-2013/14
Date of meeting: 21 Oct 2013



**Epping Forest
District Council**

Portfolio: Finance & Technology
Subject: ICT Strategy
Responsible Officer: David Newton (01992 564580).
Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) To approve the proposed ICT Strategy 2013 – 2018.

Executive Summary:

The ICT Strategy 2013/2018 has been approved internally by the Leadership Team and Management Board.

It has subsequently been presented to the Finance and Performance Management Scrutiny Panel (**FPMSP**) on 17 September. The feedback from the presentation to the FPMSP was positive and no amendments were requested.

Reasons for Proposed Decision:

ICT is intrinsic to every part of Council operations. An ICT Strategy is therefore essential for managing change, to ensure effective planning for both infrastructure and resources and supporting the delivery of the Councils' long term aspirations.

Other Options for Action:

Members could choose not to adopt the strategy. However, all Members have received this document and been given the opportunity to comment via the Members Bulletin and no negative responses have been received.

Report:

1. Development of the ICT Strategy began in early 2013. Work started by identifying the drivers influencing change both internally and externally. Based on these drivers, a list of projects and initiatives were identified and their benefits assessed. All the information was then analysed and grouped into the following 10 high level key themes, which are explained in more detail in section 9 of the core ICT Strategy document:

- Working Smarter;
- New technology;
- System Integration;

- Big Data;
- Value for money;
- Keeping the lights on;
- 24/7/365;
- Partnerships;
- Communication; and
- A shared vision.

2. This draft proposal was taken to Leadership Team for comment. All feedback was incorporated into the draft, which was subsequently approved by Management Board with further minor amendments.

3. The detailed strategy has now been produced and consists of three documents. These have been distributed to FPMSP Members and Document 1 has been distributed to all Members:

(a) Document 1: ICT Strategy –core document; this is an over-arching 5 year strategy. Preparatory work on its replacement will commence in summer 2017.

(b) Document 2: ICT Projects; this gives a listing of all projects, and will be updated annually.

(c) Document 3: ICT Update; this gives an annual update of the progress made, the internal ICT position and also issues around the role of ICT in the broader work of the Council.

Resource Implications:

Not all items included within the strategy have been budgeted for. These will be taken to Cabinet for consideration on a rolling program.

Legal and Governance Implications:

None

Safer, Cleaner and Greener Implications:

None

Consultation Undertaken:

Staff and Members, the Leadership Team, Management Board and the Finance and Performance Management Scrutiny Panel, have all been involved in the development of this Strategy.

Background Papers:

None

Impact Assessments:

Risk Management

Having no strategy in place could potentially generate a fragmented approach to implementing Corporate solutions which would delay completion and increase costs of major

projects, by not making the best use of resources.

Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? N/A

What equality implications were identified through the Equality Impact Assessment process?
None

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
N/A