

MINUTES OF CABINET MEMBER SIGNING MEETING HELD ON THURSDAY 30 NOVEMBER 2023, 10:00AM - 10:35AM.

PRESENT: Councillor Dana Carlin, Cabinet Member for Finance and Local Investment

In attendance: Deborah McManamon, Head of Information Governance, Sirkku Pietikainen, Senior Information Governance Officer, Glenn Mason, Head of Technology, Matthew Middup, Licence and Procurement and Nazyer Choudhury, Principal Committee Co-Ordinator

1. FILMING AT MEETINGS

The Chair referred to the notice of filming at meetings and this information was noted.

2. APOLOGIES FOR ABSENCE

There were none

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. URGENT BUSINESS

There was no urgent business.

5. DEPUTATIONS/ PETITIONS/ QUESTIONS

There were none.

6. EXTENSION OF EA21 CALL-OFF CONTRACT - SUPPLY OF LAPTOPS AND ACCESSORIES

The report sought to have the current EA21 call-off contract with XMA Ltd for the supply of laptops and accessories extended by 12 months and a key decision to approve an increase in spend under the contract above £500,000.00.

The Cabinet Member was assured that value for money within the contract was checked at regular intervals.

The Cabinet Member RESOLVED

1. To approve an increase in the maximum value under the initial 2- year term of the Council's EA21 contract with XMA Ltd for laptops and accessories (the EA21 contract), which was called off from CCS Framework RM6068, from £500,000.00 to £572,600.00 to cover an existing overspend to date as well as to cover anticipated spend up to the expiry of the initial term in December 2023;

2. To approve pursuant to Contract Standing Order (CSO) 10.02.1b), a first extension to the EA21 contract for a period of 12 months from 10 December 2023 to 9 December 2024 at a maximum value of £475,440.00 for the first extension period.

3. To note that if the Council's future digital roadmap aligns to new laptop devices, Digital Services may approach Cabinet in 2024 to seek further approval to extend the EA21 contract for a final 12-month term until 9 December 2025 and that a maximum value of £475,440.00 was currently envisaged for that extension period.

Reasons for decision

Laptops were an essential tool used by Haringey staff and integral to the successful service delivery and support of operations within the Council. Laptops align to the Council's smart working principles and enable remote working, flexible hours, collaboration and a mobile workforce. Laptops could also reduce operational costs by saving office space, energy and maintenance.

Digital Services hold stock of laptops to allocate to end users and require a compliant procurement route to purchase sufficient devices to meet demand. The proposed call-off contract extension would permit procurements to be completed in an efficient, controlled manner, with fixed pricing for accurate budgeting monitoring.

The EA21 contract was called off in 2021 from Crown Commercial Services (CCS) Framework RM6068 following a further competition in the form of an aggregated e-auction. This further competition was permitted under the CCS framework call off rules and is considered the most cost-effective way of sourcing laptops and accessories. Twenty-nine public sector organisations took part and the savings achieved through combining demand is judged to offer a greater economy of scale, compared to the Council undertaking an independent procurement.

Under the proposed extension of the EA21 contract, there would be no minimum spend commitment and the Council would be free to explore other procurement routes if it was thought the EA21 contract no longer demonstrated value for money or did not deliver products required by the Council.

The Council had procured through the EA21 contract since December 2021 and its predecessor EA16 was used to complete the laptop refresh in 2018/19. Continued use of the EA21 contract would ensure the laptops procured were consistent with models supported by Digital Services and are compatible with existing digital infrastructure and benefit from the extended on-site support solution offered under the contract.

Demand for laptops had increased over the last 24 months which is attributed to several factors including: service growth (new staff), digital inclusion for staff who had never had a laptop, support for work placement programmes, framework purchasing for Council initiatives and the replacement of out-of-warranty laptops. To minimise the need to purchase new laptops, the Council reallocated devices whenever possible, which was achieved by redeploying equipment collected through the 'Movers and Leavers' process. However, the stock was aging and the number of staff requiring laptops was growing and, as a result, there

was an increased pressure to order new devices. The proposed maximum spend of up to £475,440.00, over the first extension for 12 months, was based on current demand and equates to approximately 10% of the total laptop estate. It also included contingency to support work placement programmes and Council initiatives through sourcing supplies under the EA21 contract.

It was anticipated that the Council would undertake a device refresh in the future and move to the Windows 11 platform. Extending the EA21 contract and approving spend of up to £475,440.00, over the proposed first 12-month extension, provided sufficient time for Digital Services to define the Council's digital roadmap and fully scope and plan for a future refresh which demonstrates value for the Council. All new laptops procured through the EA21 contract extension will be Windows 11 compatible and could be utilised when the Council moved to the new platform.

Subject to further approval from Cabinet in 2024, the framework terms and conditions allow for a final 12-month extension from 10 December 2024 to 9 December 2025. If the Council were not able to commence with the refresh by December 2024, Digital Services would do a further report recommending Cabinet approve the final extension and the Council would continue to be able to source supplies under the EA21 contract. The CCS framework ended on 9 December 2025 and the Council would at that point pursue other options on how to fulfil its requirements.

Alternative options considered

Do not purchase

Without laptops staff would not be able to access the Council's digital infrastructure. Digital Services would not have laptops to issue to end users which would impact service delivery and operational support within the Council. Further purchase of laptops and accessories was needed by the Council to resource delivery of its objectives.

Procure through other frameworks

The EA21 contract was considered the most favourable way of securing supplies as the pricing for these supplies under the contract was set against aggregated volumes. Alternative routes to market would not realise the same cost savings.

7. SD-WAN CONTRACT VARIATION

The report requested approval for the variation of the current contract to provide Haringey Council with the flexibility to extend the implementation of SD-WAN solutions to additional or new sites within the Haringey area. The original contract was initially established for 31 corporate links connecting to the core Council offices.

The Council recognised the importance of modernising its network infrastructure to ensure efficient communication and data transfer across all council sites. The implementation of SD-WAN had proven to be a significant step forward in achieving this goal, providing improved network performance, scalability and cost-efficiency.

The proposed variation aimed to empower the Council with a mechanism to seamlessly bring other smaller or new sites into the SD-WAN environment. This flexibility was crucial to adapt to the changing needs and growth of the Council's network infrastructure.

The Cabinet Member asked whether this was going to make the Council more efficient moving forward and was assured that this would update the Council's services and ensure that the service was financially viable.

The Cabinet Member RESOLVED

To approve the variation of the current contract value of £499,000 by up to a value of 50% equal to a maximum of £249,500 and the alignment to the original contract end date of three years from the Installation Date for each connection as allowed under CSO 10.02.1 b Subject to the provisions of CSO 3.01 and the Regulations (in particular Regulation 72 of the Public Contract Regulations or Regulation 43 of the Concession Contracts Regulations (as applicable), compliance with Financial Regulations and subject to satisfactory outcomes of contract monitoring; the following may authorise an extension or variation to a contract (b) the Cabinet where the value is £500,000 (five hundred thousand pounds) or more.

Reasons for decision

To enable the continued adoption of flexible working, so that officers could work in and for the Borough.

- Adopting SD-WAN facilitates flexible working by providing reliable and secure connectivity for officers regardless of their location, enhancing productivity and enabling remote work arrangements.

To fully align with the government's "Internet First" policy, the next generation corporate network was based on SD-WAN, which provided direct internet access at Council offices, libraries, youth, community centres, and across the Borough.

- Aligning with the government's "Internet First" policy ensures that the Borough's network infrastructure is modern and capable of providing direct internet access, promoting efficiency and digital accessibility.

The technology also allowed the Borough to take advantage of the reduced cost and delivery lead time of locally sourced internet connectivity compared to dedicated circuits (MPLS).

- SD-WAN offers cost-effective and faster internet connectivity compared to traditional MPLS circuits, which is beneficial for the Borough in terms of both budgetary considerations and speed of implementation.

Simplified and streamline delivery of future connectivity, giving the Borough flexibility and swift response to implement new initiatives to connect the Council with its residents.

- SD-WAN simplifies the process of implementing and managing network connectivity, providing the Borough with the flexibility to adapt to future initiatives quickly and connect with residents more effectively.

The contract sought to allow an extension of the SD-WAN solution to meet the Council's accommodation strategy requirements.

- The contract is designed to accommodate the Borough's future needs, including expansion or changes in the accommodation strategy, ensuring long-term scalability and adaptability.

The supplier was providing improved performance and resolution to agreed service level agreements (SLA). Hardware refresh included within the scope of the contract with client premise equipment (CPE) replaced at the sites.

- The selected supplier offers improved network performance and meets agreed- upon service level agreements, which is essential for maintaining efficient operations. Additionally, the hardware refresh ensures the reliability and modernization of the network infrastructure.

The overlaying SD-WAN technology used was specific to individual suppliers.

SD-WAN technologies may vary among suppliers, and selecting a specific supplier ensures compatibility and a cohesive network infrastructure.

- SD-WAN technologies may vary among suppliers, and selecting a specific supplier ensures compatibility and a cohesive network infrastructure.

Going out to market could result in interoperability issues in trying to get a new site to access required the Council's IT services as well additional costs.

- Seeking new suppliers in the market could lead to interoperability challenges and additional expenses in integrating new sites into the existing network, potentially disrupting IT services.

It would negate issues regarding ownership when issues arose as it would not be required to interface with multiple suppliers - technically, services desks, accounts, etc.

- Having a single supplier simplifies ownership and accountability in case of issues or troubleshooting, reducing the need to coordinate with multiple suppliers and streamlining the resolution process.

It would cover additional costs that had not been accounted for within the original contract such as Civil Works, Wayleaves and Permits being incurred and passed on by the supplier.

- The contract included provisions to cover unforeseen costs such as civil works, wayleaves, and permits, providing financial protection and ensuring that the supplier was responsible for any unexpected expenses.

Scalability: The ability to include additional sites as needed, without the need for extensive contract renegotiations or procurement processes.

Cost-Efficiency: Optimising network resources and reducing operational costs.

Network Performance: Ensuring consistent and high-quality connectivity across all council sites.

Adaptability: Responding quickly to new site requirements and network demands.

Alternative options considered

Do Nothing – this prohibited the Council from adopting flexible working.

This would mean the Council would be left without suitable office connectivity for its staff and significant operational difficulties in achieving plans for more flexible working as well having to keep legacy equipment operational and maintained.

Ad-Hoc Site Deployment

All future sites would have a consistent connectivity platform which based on chosen suppliers overlay SD-WAN technology as well as all the managed service benefits.

8. DATA PROTECTION POLICY

The Data Protection policy had been updated to ensure compliance with the new legislative requirements.

The safety and integrity of personal data is a matter of great importance to the public. The Data Protection policy sets out our statement of intent in ensuring we work to the high standards our residents and customers would expect.

The Cabinet Member was assured that the policy covered our data protection requirements.

The report policy had been reviewed by Information Security Management in terms of interested parties and the Information Security Management System in order for the policy to be put forward for approval.

The Cabinet Member RESOLVED

To approve the Data Protection policy.

Reasons for decision

To ensure that this key policy is up-to-date and reflects the legislation.

Alternative options considered

N/a

9. NEW ITEMS OF URGENT BUSINESS

There were no new items of urgent business.

CABINET MEMBER: Councillor Dana Carlin

Signed by Chair

Date30 November 2023.....