



COMHAIRLE NAN EILEAN SIAR

ICT, PROCUREMENT AND ASSET MANAGEMENT SUB-COMMITTEE

Minute of Meeting held in the Chamber, Council Offices, Stornoway, on Friday 15 June at 9.30am.

PRESENT Mr Norman A MacDonald (Chair)
Mr Angus Campbell
Mr Angus McCormack
Mr Philip Maclean
Mr John A. Maciver
Miss Catherine MacDonald

APOLOGIES Mr Kenneth Murray

WELCOME

Welcome 1 The Chair welcomed Members to the first meeting of the Sub-Committee and drew Members' attention to the importance of the wider remit of the Sub-Committee to include the Comhairle's Asset Management function.

PRESENTATION

ICT in the Comhairle 2 The Head of Information Technology made a presentation to the Sub-Committee on the role of ICT in the Comhairle.

The presentation covered the following areas:-

- Purpose and Objectives
- Drivers for IT
- Scope of IT
- Current Projects
- Future Developments; and
- Financial Planning

Under discussion of this item, it was stressed that a robust ICT Strategy was fundamentally important to improve the delivery of services of the Comhairle, both internally and externally. Particular attention was given to:-

- Comhairle's Website
- Electronic Data
- Data Sharing
- Disaster Recovery
- Connected Communities

It was agreed that

- (a) the Sub-Committee be regularly updated on progress with the revamp of the Comhairle's website and the Broadband Connected Communities initiative;**
- (b) Comhairle Members be offered the opportunity to undertake PC applications training; and**
- (c) a re-run of a presentation on GIS be given to the Sub-Committee and Comhairle Members.**

ICT/PROCUREMENT

Tender for Provision of Consultancy Services for Voice Over IP (VOIP)

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The Director of Finance and Corporate Resources submitted a Report seeking approval to procure Consultancy Services for a Supplier on the approved list of Office of Government Commerce Framework Contracts to assist with a feasibility study into the use of Voice Over Internet Protocol (VOIP) within the Comhairle.

The Report stated that VOIP had become the technology of choice and many organisations had replaced their traditional voice systems with VOIP which could transport voice over data networks, enabling businesses to de-commission specialist voice lines and as a result make savings on telephone calls and line rental charges.

The Report further stated that a bid for capital funding had been secured and the proposal to conduct a feasibility study into deployment of VOIP within the Comhairle was ready to go ahead. Therefore, it was proposed that the Comhairle engage appropriate external support to assist with the study and that a mini-tender be conducted among suitably qualified members of the OGC Framework Contracts for this service.

It was agreed to recommend that

- (a) **the Director of Finance and Corporate Resources be authorised to seek tenders for external consultancy to assist with the feasibility study into the deployment of VOIP within the Comhairle from suitably qualified members of the OGC Framework Contract for this type of service;**
- (b) **it be delegated to the Chief Executive, in consultation with the Director of Finance and Corporate Resources, to accept the tender for the provision of consultancy services deemed to be the most economically advantageous to the Comhairle based on a tender evaluation of the award criteria detailed at 5.1 of the Report; and**
- (c) **a further Report be submitted following the conclusion of the feasibility study.**

ASSET MANAGEMENT

Corporate Asset Management Planning

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The Director of Technical Services made a presentation to the Sub-Committee outlining the new remit of Asset Management Planning and stated that it was a collaborative effort which included the Chief Executive and the Director of Finance and Corporate Resources.

The presentation covered the following areas:-

- Full Life Cycle Management of Assets
- What are Assets and Infrastructure?
- The requirements for Asset Management Planning and the Basic Principles
- Implementation within Comhairle nan Eilean Siar
- Roles and Responsibilities
- Implications and other Issues

Under discussion it was highlighted that in order to meet the recommendations of the Audit Scotland Best Value and Community Planning Report 2006 and more recently, the Scottish Executive's push for Local Authorities to deliver an effective Corporate Asset Management Plan, it was important that the Comhairle adopted a formal approach to asset management and that monitoring and reporting was a critical element of the Sub-Committee.

It was suggested that a similar approach to how the Comhairle's Capital Programme was managed be adopted for asset management.

The Director of Technical Services also submitted a Report seeking approval of a proposed delivery mechanism for corporate asset management planning and requested that further consideration be sought by the respective service committees at the August series of meetings.

The Report reiterated the issues covered in the Director's presentation and set out a proposed delivery mechanism for corporate asset management planning for the Comhairle and provided some suggestions for roles of the respective service committees and departments within the authority.

It was agreed to recommend the delivery mechanism for corporate asset management planning as set out in the Report and in Appendix 1 to the Report to the Policy and Resources Committee on 21 June 2007 and that further consideration be undertaken by the respective Service Committees and the Comhairle in August 2007.