

New Capital Business Case Template 2023 to 2026

Details

Directorate *	Chief Executives	Lead Member *	Sarah Kerr - Climate Emergency and Resident Services
Assistant Director / Service *	Sally Watkins / Digital and Change	Budget Manager *	Glynn Davies
Project Managed By *	Paula Hatch	Rolling Programme *	No
Project Title *	IT - Microsoft E5		

Project Description *

Capitalisation of Microsoft licencing.

E5 is the top tier Microsoft licence that would negate the need to have add ons on existing E3 package. Licencing is a 4 year ramp licencing and discounted in years 1 through to 4.

2023/24 will be year 3 of 4 of the licencing ramp deal.

Has Operational Property been consulted? (see guidance tab)	N/A	Date consulted?	N/A
Names of Operational Property Officer consulted	N/A		

RAG Status (Certainty around financial assessment and ability to deliver project)

Green	High certainty on figures and project delivery
Amber	Some certainty on figures and project delivery
Red	Low certainty on figures and project delivery
Select "RAG Status" *	Green
Comments regarding RAG Status	Prices locked by Microsoft. Payable price will go up and down in line with the number of licences

Please select the appropriate MTFP category for the Business Case *

MTFP Category	
MTFP Sub Category	

Outline Business Case

In line with capital bid for funding previously approved.

Microsoft E5 Licencing required to give staff access to Office353, Teams Telephony, PowerBI and enhanced security tools to support the IT estate. Not having this licencing will mean that staff will not have access to the Microsoft office suite and the Councils overall security posture will be lowered.

Equality Impact Considerations

Budget Requested in £'000 **Total of scheme approval** **4,368**

Capital Scheme	Previous Years Approved Budget £'000 (Info only)	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
IT - Microsoft E5	664	808	890	890	890	890	4,368

Project Total (Info only) £'000 **5,032**

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Funding Identified *

Funding identified?

No

Are there external funding streams identified to contribute towards or fully fund this Business Case? (if yes please add the details to the table below)

Funding Details

Please ensure you complete this section with as much information as is possible

Funding source	Total funding amount £'000	Funding confirmed £'000	Funding received £'000	Comments - for example - Quote relevant contributions agreement	Grant details / Grant reference
Total Funding Available	0	0	0		
Total Project Costs	4,368	4,368	4,368		
Funding Shortfall	4,368	4,368	4,368		

If Invest to Save funding - see Invest to Save Calculator tab to check scheme is financially viable

Revenue Implications

£'000

Net Revenue Impact (saving in brackets) *

0

Revenue Implications	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
Annual cost of financing - Invest to save schemes only (either increased income / or reductions in cost)	0	0	0	0	0	0
Annual on going revenue costs after financing						0
Annual on going revenue savings after financing						0
Net Revenue Implications (savings in brackets)	0	0	0	0	0	0

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Details of Net Revenue Implications

Additional Details *

Additional Information

Links to other useful documents (e.g. Business Cases)

Link	Comments

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Directorate *	Chief Executives	Lead Member *	Sarah Kerr - Climate Emergency and Resident Services
Assistant Director / Service *	Sally Watkins / Digital and Change	Budget Manager *	Glynn Davies
Project Managed By *	Simon Beasley	Rolling Programme *	No
Project Title *	IT - Hardware		

Project Description *

Capital project to fund Technology refresh of staff laptops, telecommunications, peripherals and collaborative meeting spaces.

Has Operational Property been consulted? (see guidance tab) Date consulted?

Names of Operational Property Officer consulted

RAG Status (Certainty around financial assessment and ability to deliver project)

Green	High certainty on figures and project delivery
Amber	Some certainty on figures and project delivery
Red	Low certainty on figures and project delivery

Select "RAG Status" *

Comments regarding RAG Status

Please select the appropriate MTFP category for the Business Case *

MTFP Category

MTFP Sub Category

Outline Business Case

Approved capital funding for 2023/24 is £700k, this budget request is now being reduced from £300k to £400k

Hardware needs to be refreshed on an ongoing basis, on a cyclical basis a laptop will need to be replaced every 4 years and a mobile phone needs to be replaced every 3 years.

Failing to replace devices in line with their expected life cycle will result in devices being used that no longer received security patches and updates. Aged devices will also be unable to run the version on Windows operation system that is required. As part of our PSN (public services network) accreditation the Council is required to maintaining devices at a set standard. Failing to do this will result in the Council no longer holding its PSN status resulting in the inability to connect to networks such as NHS, DWP for critical information flows and system access.

Projects in 2023/24 that will be delivered are:

- Replace 450 laptops at a typical unit cost of £750
- Pilot Windows as a service, opening up the option for non WBC devices to be used moving forward
- Upgrade from Windows 10 to 11

Equality Impact Considerations

Budget Requested in £'000 **Total of scheme approval**

Capital Scheme	Previous Years Approved Budget £'000 (Info only)	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
IT - Hardware	1,067	400	200	0	0	0	600

Project Total (Info only) £'000

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Funding Identified *

Funding identified?

No

Are there external funding streams identified to contribute towards or fully fund this Business Case? (if yes please add the details to the table below)

Funding Details

Please ensure you complete this section with as much information as is possible

Funding source	Total funding amount	Funding confirmed £'000	Funding received £'000	Comments - for example - Quote relevant contributions agreement	Grant details / Grant reference
Total Funding Available	0	0	0		
Total Project Costs	600	600	600		
Funding Shortfall	600	600	600		

If Invest to Save funding - see Invest to Save Calculator tab to check scheme is financially viable

Revenue Implications

£'000
0

Net Revenue Impact (saving in brackets) *

Revenue Implications	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
Annual cost of financing - Invest to save schemes only (either increased income / or reductions in cost)	0	0	0	0	0	0
Annual on going revenue costs after financing						0
Annual on going revenue savings after financing						0
Net Revenue Implications (savings in brackets)	0	0	0	0	0	0

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Details of Net Revenue Implications

Additional Details *

Additional Information

Links to other useful documents (e.g. Business Cases)

Link	Comments
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Directorate *	Chief Executives	Lead Member *	Sarah Kerr - Climate Emergency and Resident Services
Assistant Director / Service *	Sally Watkins / Digital and Change	Budget Manager *	Glynn Davies
Project Managed By *	James Bull	Rolling Programme *	No

Project Title * IT - Infrastructure

Project Description *

Capital project for IT Infrastructure and Networks to ensure IT estate remains safe, secure & WBC retains PSN certification. Works include replacing server & core network infrastructure.

Has Operational Property been consulted? (see guidance tab) Date consulted?

Names of Operational Property Officer consulted

RAG Status (Certainty around financial assessment and ability to deliver project)

Green	High certainty on figures and project delivery
Amber	Some certainty on figures and project delivery
Red	Low certainty on figures and project delivery

Select "RAG Status" *

Comments regarding RAG Status

Please select the appropriate MTFP category for the Business Case *

MTFP Category

MTFP Sub Category

Outline Business Case

Pre approved capital funding of £430k, this is to be reduced to £330k as project costs have been reprofiled using slippage from 2022/23 capital funding.

Budget is required to fund projects that ensure that the Councils core IT infrastructure remains up to date and secure. Works also include projects to contain and lower overall operation costs by moving more servers to the cloud. Funding will deliver the following projects in 2023/24

- Migration away from Server 2012 - work required before Microsoft end of support date
- Replace network switches - existing switches are beyond their expected life and need to be replaced to avoid a hardware failure
- Replace wireless access points - beyond their expected life and need to be replaced to avoid a hardware failure and to ensure they devices receive security patches and updates
- New guest Wi-Fi - new solution required as existing provision does not support the current usage requirements, specifically during Council meetings
- On premise to Azure server migrations - required to reduce cost of replacing physical servers, also reduces the need to power and cool in the WBC data centre
- Completion of Teams telephony migrations - Project already in progress. Required to replace legacy ISDN infrastructure, will support lower operational costs as SIP is cheaper than ISDN for telephone traffic.

Works are required to ensure the Council retains its PSN(Public Services Network) accreditation. Loosing the Councils PSN status will result in the inability to connect to networks such as NHS, DWP for critical information flows and system access.

Equality Impact Considerations

Budget Requested in £'000 **Total of scheme approval**

Budget Phasing *	Previous Years Approved Budget £'000 (Info only)	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
IT - Infrastructure	1,480	330	0	350	0	0	680

Project Total (Info only) £'000

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Funding Identified *

Funding identified?

No

Are there external funding streams identified to contribute towards or fully fund this Business Case? (if yes please add the details to the table below)

Funding Details

Please ensure you complete this section with as much information as is possible

Funding source	Total funding amount	Funding confirmed £'000	Funding received £'000	Comments - for example - Quote relevant contributions agreement	Grant details / Grant reference
Total Funding Available	0	0	0		
Total Project Costs	680	680	680		
Funding Shortfall	680	680	680		

If Invest to Save funding - see Invest to Save Calculator tab to check scheme is financially viable

Revenue Implications

£'000

Net Revenue Impact (saving in brackets) *

0

Revenue Implications	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
Annual cost of financing - Invest to save schemes only (either increased income / or reductions in cost)	0	0	0	0	0	0
Annual on going revenue costs after financing						0
Annual on going revenue savings after financing						0
Net Revenue Implications (savings in brackets)	0	0	0	0	0	0

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Details of Net Revenue Implications

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Directorate *	Chief Executives	Lead Member *	Sarah Kerr - Climate Emergency and Resident Services
Assistant Director / Service *	Sally Watkins / Digital and Change	Budget Manager *	Glynn Davies
Project Managed By *	Glynn Davies	Rolling Programme *	Yes
Project Title *	IT Maintenance & Enhancement		
Project Description *	Rolling Capital Programme of £300k to fund capitalised IT staff and provision on IT services above those that are base budget funded.		

Has Operational Property been consulted? (see guidance tab) Date consulted?

Names of Operational Property Officer consulted

RAG Status (Certainty around financial assessment and ability to deliver project)

Green	High certainty on figures and project delivery
Amber	Some certainty on figures and project delivery
Red	Low certainty on figures and project delivery
Select "RAG Status" *	Green

Comments regarding RAG Status

Please select the appropriate MTFP category for the Business Case *

MTFP Category

MTFP Sub Category

Outline Business Case

Pre approved rolling Capital Programme of £300k per year. Due to reprofiling of project activity the funding request for 2023/24 is being reduced from £300k to £150k.

As well as the capitalisation of IT project staff this funding will be delivering the following works.

- Upgrade corporate document management system, providing a platform to facilitate the rationalisation to a single document management system for the Council
- Further rollout of GovMetric to 3rd party web portals, providing a mechanism to capture customer feedback

Equality Impact Considerations

Budget Requested in £'000 **Total of scheme approval**

Budget Phasing *	Previous Years Approved Budget £'000 (Info only)	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
IT Maintenance & Enhancement	998	150	300	300	300	300	1,350

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Project Total (Info only) £'000

Funding Identified *

Funding identified?

Are there external funding streams identified to contribute towards or fully fund this Business Case? (if yes please add the details to the table below)

Funding Details

Please ensure you complete this section with as much information as is possible

Funding source	Total funding amount	Funding confirmed £'000	Funding received £'000	Comments - for example - Quote relevant contributions agreement	Grant details / Grant reference
Total Funding Available	0	0	0		
Total Project Costs	1,350	1,350	1,350		
Funding Shortfall	1,350	1,350	1,350		

If Invest to Save funding - see Invest to Save Calculator tab to check scheme is financially viable

Revenue Implications

£'000

Net Revenue Impact (saving in brackets) *

0

Revenue Implications	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
Annual cost of financing - Invest to save schemes only (either increased income / or reductions in cost)	0	0	0	0	0	0
Annual on going revenue costs after financing						0
Annual on going revenue savings after financing						0
Net Revenue Implications (savings in brackets)	0	0	0	0	0	0

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Additional Information

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Directorate *	Chief Executive	Lead Member *	Sarah Kerr - Climate Emergency and Resident Services
Assistant Director / Service *	Sally Watkins / Digital and Change	Budget Manager *	Sally Watkins
Project Managed By *	TBC	Rolling Programme *	Yes
Project Title *	New website system (bid previously approved was called "Digital Tools - Replace Website")		

Project Description *

Funding for year two of project to rebuild corporate website using new website system.

Has Operational Property been consulted? (see guidance tab)	No	Date consulted?	N/A
Names of Operational Property Officer consulted	N/A		

RAG Status (Certainty around financial assessment and ability to deliver project)

Green	High certainty on figures and project delivery
Amber	Some certainty on figures and project delivery
Red	Low certainty on figures and project delivery

Select "RAG Status" * Green

Comments regarding RAG Status: Project is beginning using capital funding in 2022 to 2023

Please select the appropriate MTFP category for the Business Case *

MTFP Category	
MTFP Sub Category	

Outline Business Case

No change to pre approved funding for 2023/24 of £100K to fund the project to replace the current website system that is no longer fit for purpose.

This is year 2 funding required to complete the project to replace the current CMS website system provided by Ideagen that is now maintenance only and not developed anymore and is no longer fit for purpose. Remaining on the the system presents a risk as the product is no longer being developed and does not utilise modern web technology such as HTML5. The delivery an effective website front door for WBC is dependent on moving to a more modern, fit for purpose CMS solution.

Equality Impact Considerations

Budget Requested in £'000 Total of scheme approval 350

Budget Phasing *	Previous Years Approved Budget £'000 (Info only)	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
Capital Scheme							
¹ (bid previously approved was called "Digital	200	300	50				350

Project Total (Info only) £'000 550 equals cell g75

Funding Identified *

Funding identified?

No

Are there external funding streams identified to contribute towards or fully fund this Business Case? (if yes please add the details to the table below)

Funding Details

Please ensure you complete this section with as much information as is possible

Funding source	Total funding amount	Funding confirmed £'000	Funding received £'000	Comments - for example - Quote relevant contributions agreement	Grant details / Grant reference
Total Funding Available	0	0	0		
Total Project Costs	350	350	350		
Funding Shortfall	350	350	350		

If Invest to Save funding - see Invest to Save Calculator tab to check scheme is financially viable

Revenue Implications

£'000

Net Revenue Impact (saving in brackets) *

0

Revenue Implications	Year 1 2023/24 £'000	Year 2 2024/25 £'000	Year 3 2025/26 £'000	Year 4 2026/27 £'000	Year 5+ 2027/28 £'000	Total for Approval £'000
Annual cost of financing - Invest to save schemes only (either increased income / or reductions in cost)	0	0	0	0	0	0
Annual on going revenue costs after financing						0
Annual on going revenue savings after financing						0
Net Revenue Implications (savings in brackets)	0	0	0	0	0	0

equals cell C99

Details of Net Revenue Implications

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