
REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	5 SEPTEMBER, 2002	CATEGORY: DELEGATED
REPORT FROM:	CHIEF FINANCE OFFICER	OPEN
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SUBJECT:	DERBYSHIRE REVENUES AND BENEFITS CONSORTIUM	REF: CJS/JHM
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM08

1.0 Recommendations

- 1.1 Members are asked to note the progress of the Derbyshire Revenues and Benefits Consortium project.
- 1.2 Members are asked to indicate the possible location of the four kiosks so that investigations can take place to secure their operation on the system implementation date.

2.0 Purpose of Report

- 2.1 The report seeks to update members on the progress of the project and the issues raised at the meetings of the Derbyshire Consortium Project Team and the Derbyshire Revenue and Benefits Joint Committee.

3.0 Content

- 3.1 The project which involves a consortium of five District Councils in Derbyshire aims to deliver a new revenues and benefits system, in partnership with the private sector.
- 3.2 To this end, the Derbyshire Consortium Authorities submitted a bid for funding from the Government's Invest to Save Round 4 Budget, the funding applied for totalled almost £1.3 million.
- 3.3 The bid was successful to the extent of the full amount and is one of only 23 local authority projects out of 344 to receive a share of funding in this way.
- 3.4 The five councils have approved the Terms of Reference of the Revenues and Benefits Joint Committee and a legal contract, setting out the legal relationships between the participating councils, has been entered into.
- 3.5 Considerable progress has been made on the Derbyshire Revenues and Benefits project. This has been managed by the Project Team and by the Joint Committee.

3.6 A timetable has been drawn up to take into account the condition imposed as part of the funding grant that the contract should be up and running by 1 April, 2003:

1	Invitation to Tender issued	31 May, 2002
2	Questions raised by suppliers to be submitted by	17 June, 2002
3	Consortium to supply answers by	24 June, 2002
4	Site visits on the following days: North East Derbyshire Derbyshire Dales Bolsover South Derbyshire High Peak	17 June, 2002 18 June, 2002 19 June, 2002 20 June, 2002 21 June, 2002
5	Pre-tender Conference	28 June, 2002
6	Tenders to be submitted by bidders	8 August, 2002
7	Select bidder	30 August, 2002
8	Contract commencement (provisional)	1 April, 2003
9	Implementation	Ongoing - to be agreed once the preferred supplier has been selected

The office of the Deputy Prime Minister has now given final approval for the project to commence. This means the Invest to Save funding is now confirmed.

3.7 Further input has been made by the following groups:

- Revenue and Benefit Practitioners Group
- Audit Group
- IT Group
- Legal Services Group

The Revenue and Benefit Practitioners Group has attended presentations of the systems given by each of the preferred suppliers. A group made of up revenue and benefit "experts" along with input from audit and IT has visited a number of sites to enable input into the evaluation process to take place.

3.8 The question of tender evaluation has been addressed and the methodology used is that set out in the Competitiveness Joint Committee publication "Commissioning the IT for e-government". The actual criteria has been weighted as follows:

- Cost 50%
- System 30%
- Methodology statement submitted by the supplier 15%
- Kiosk solution 5%

3.9 Other issues that have been addressed are:

- The creation of corporate identity for the project. A title for the Joint Committee and a logo are in the process of being designed.
- The creation of a web site for the project. One of the conditions of the Invest to Save bid was that the experiences of the project would be shared with others.

- The appointment of external support for project management, an external computer expert and a lawyer with IT skills. These appointments will be made within the budgetary provisions of the bid.
- 3.10 As part of the project the consortium is looking to provide kiosks at various locations throughout the consortium's area. It is envisaged that there will be four kiosks in each council's area.
- 3.11 The proposed location of the kiosks should now be considered. It is envisaged initially that the kiosks will only be linked to the revenues systems being supplied but they should be capable of being expanded to other systems operated by the council. Any additional costs involved in this would be the responsibility of the council and would not form part of the project.
- 3.12 The consortium is also considering whether or not video conferencing should be included with the kiosk provision. Additional costs for providing video conferencing have been sought and initial indications suggest that the costs seem to be prohibitive.
- 3.13 The suggested criteria to be taken into account when choosing the location of the sites for the four kiosks within the area are that the location:
- should be secure
 - should have extended opening hours
 - should be situated in an area of reasonably high population

and could form part of any regeneration, or similar, project.

- 3.14 Members may wish to consider the following suggested locations:
- The Old Post Centre, Newhall
 - Melbourne Leisure Centre
 - Etwall Leisure Centre
 - Rosliston Visitor Centre

4.0 Staffing Implications

- 4.1 None at this stage of the project

5.0 Financial Implications

- 5.1 Early indications suggested some potential savings would be generated with the implementation of a new system and the eventual decommissioning of existing servers.
- 5.2 At this stage bids are currently being evaluated and the final position will be reported to Members when seeking a decision prior to contract award.

6.0 Background Papers

- Minutes of the Derbyshire Revenue and Benefits Joint Committee:

28 May, 2002

18 June, 2002

16 July, 2002

- Notes of the meetings of the Derbyshire Consortium Project Team
- Notes of site meetings with various suppliers and the Pre-Tender Conference