

## **STRATA - JOINT EXECUTIVE COMMITTEE**

**TUESDAY, 24 SEPTEMBER 2019**

Present:

Councillors Hassan, Shears, Bialyk and Dewhirst (Chairman)

Non-Voting Members:

Karime Hassan and Phil Shears

Member in Attendance:

Councillor Wrigley

Apologies:

Councillor Ingham

Mark Williams

Officers in Attendance:

Robin Barlow, Head of Security & Compliance

Simon Davey, Strata Board Director

David Hodgson, Strata Service Director

Martin Millmow, Head of Document Centres

Amanda Pujol, Head of Service Delivery and Improvement

Sarah Selway, Democratic Services Team Leader & Deputy Monitoring Officer

David Sercombe, Head of Business Systems & Business Intelligence

Adrian Smith, Head of Infrastructure & Support

Laurence Whitlock, Strata IT Director

**These decisions will take effect from 4.00 p.m. on 2 October 2019  
unless called-in or identified as urgent in the minute**

### **7. APOLOGISES**

Apologises were received from Councillor Ingham and Mark Williams – East Devon District Council Chief Executive.

### **8. MINUTES**

The Minutes of the meeting held on 18 June 2019 were approved as a correct record and signed by the Chairman.

**9. DECLARATIONS OF INTEREST**

None.

**10. IT DIRECTORS REPORT- STRATA PERFORMANCE REPORT COVERING PERIOD MAY TO END JULY 2019**

The Strata IT Director presented the report on the last five months of activity, the aim being to provide background to the core areas of specialisation within Strata and identifying key activities, successes and areas for improvement. 2019 was proving to be a very productive and successful time for Strata.

The presentation is attached to the minutes.

The Head of Security & Compliance advised Members on the health checks that Strata regularly undertake to ensure that the systems were secure.

Members welcomed the appointment of a Climate Change Champion, work on low carbon services including the use of the Ecosia search engine (<https://www.ecosia.org/>) and the positive feedback from the IT Health checks.

Strata Joint Scrutiny Committee had considered the report at its meeting on 4 September 2019.

**RESOLVED** that the report be noted.

**11. FINANCE REPORT**

The Strata Director (Finance) advised on the financial position of Strata at the end of the first quarter of 2019/20. Strata had a budget of £6.531 million in 2019/20 along with funding for various capital projects.

Strata was projected to deliver £812,900 of revenue savings in 2019/20, whilst this is below the target, the expectation was for the Company to deliver the additional savings by the end of the financial year.

Strata Joint Scrutiny Committee had considered the report at its meeting on 4 September 2019.

**RESOLVED** that the report be noted.

**12. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items on the grounds

that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

### **13. COMMERCIALISATION**

The IT Director presented the report to outline the commercial opportunity for Strata Services Solutions Ltd in relation to selling both products and services to organisations outside of the partner authorities.

Members discussed the use of applications and the benefits that the roll out of these were having on the customer experience.

In response to questions, the IT Director clarified that the development of commercialisation would take a phased approach.

Strata Joint Scrutiny Committee had considered the report at its meeting on 4 September 2019.

**RESOLVED** that the recommendation as detailed in the report regarding funding for the initial discovery phase of Strata's commercialisation work be approved.

### **14. PROJECT MANAGEMENT FRAMEWORK**

The IT Director presented the report which detailed a framework to deliver successful Strata projects. Not all aspects of the framework would be applicable to all projects, and the level of governance would also vary between projects.

The Head of Business Systems & Business Intelligence clarified that there would be the flexibility within the framework to allow for shorter development cycles and the framework would be reviewed regularly to ensure that the framework enable projects to be developed in a timely manner.

Strata Joint Scrutiny Committee had considered the report at its meeting on 4 September 2019.

**RESOLVED** that the three authorities adopt the Strata Project Management framework as set out in the report, and that this framework was followed by the authorities and Strata for all future ICT projects.

### **15. PROJECT MANAGEMENT OFFICE**

The IT Director referred to the report regarding the creation of a single Strata Project Management Office (PMO) to manage all projects. This would be created re-using existing resources and would maintain standards for projects within the organisation.

Strata Joint Scrutiny Committee had considered the report at its meeting on 4 September 2019.

**RESOLVED** that the Project Management Office (PMO) be supported.

**16. ONGOING DEVELOPMENT OF STRATA FIRMSTEP RESOURCE TO SUPPORT THE NEEDS OF THE THREE AUTHORITIES**

The Chairman advised that this report had been withdrawn

**RESOLVED** that the report be withdrawn.

**17. GOVERNANCE**

The IT Director reported on proposals to streamline the Strata governance process, with the formation of an IT Steering Board, whilst maintaining the Executive and Scrutiny democratic process.

Members discussed the proposals and there were some concerns were raised regarding how the proposed Scrutiny function would operate going forward.

Strata Joint Scrutiny Committee had considered the report at its meeting on 4 September 2019 and had supported the proposals in the report.

**RESOLVED** that the Strata Joint Executive Committee Members and the relevant Portfolio Holders from the three Council's meet to discuss the proposals and agree a consensus for a way forward. A report would then be brought forward with a recommendation to all three Councils in due course.

The meeting started at 4.00 pm and finished at 5.30 pm.

Chairman