



## **PUBLICATION OF DECISION LIST NUMBER 16/15-16**

### **MUNICIPAL YEAR 2015/2016**

Date Published: Tuesday 14<sup>th</sup> July 2015

This document lists the Decisions that have been taken by the Council, which require publication in accordance with the Local Government Act 2000. The list covers Key, Non-Key, Council and Urgent Decisions. The list specifies those decisions, which are eligible for Call-In and the date by which they must be called-in.

A valid request for call-in is one which is submitted (on the form provided) to the Scrutiny Team in writing within 5 working days of the date of publication of the decision by at least 7 Members of the Council.

Additional copies of the call-in request form are available from the Scrutiny Team.

If you have any queries or wish to obtain further report information or information on a decision please refer to:

– James Kinsella (ext.4041)

*Phone 020 8379 then extension number indicated*

### INDEX OF PUBLISHED DECISIONS – Tuesday 14<sup>th</sup> July 2015

List Ref	Decision Made by	Date Decision to come into effect	Part 1 or 2	Subject/Title of Report	Category of Decision	Affected Wards	Eligible for Call-In & Date Decision must be called in by (If Applicable)	Page Number
1/16/15-16	Cabinet Member for Finance & Efficiency (Cllr Stafford) & Cabinet Member for Housing & Housing Regeneration (Cllr Oykenner)	Wednesday 22 <sup>nd</sup> July 2015	Part 1 & 2 (Para 3)	Investment in Private Rented Sector – Loan Instalment 4	Key Decision KD 3782	All	Yes Tuesday 21 <sup>st</sup> July 2015	1-2
2/16/15-16	Director of Finance, Resources & Customer Services (James Rolfe)	Wednesday 22 <sup>nd</sup> July 2015	Part 1 & 2 (Para 3)	Office 365 Integration to enable Corporate Use of SharePoint Online, Yammer, Exchange Online and Office Pro Plus	Key Decision KD 4133	All	Yes Tuesday 21 <sup>st</sup> July 2015	3-4

#### DECISIONS

For additional copies or further details please contact James Kinsella (020 8379 4041), Governance Team.

#### CALL – IN UPDATE

Please note no Decisions have been called in for review from the following lists:

**List No.13 Issued on Friday 3<sup>rd</sup> July 2015 with a Call In date of Friday 10<sup>th</sup> July 2015.**

**LIST REFERENCE: 1/16/15-16**

<b>SUBJECT TITLE OF THE REPORT</b>							
<b>INVESTMENT IN PRIVATE RENTED SECTOR – LOAN INSTALMENT 4</b>							
<b>Part 1 or 2 (relevant exempt Paragraph)</b>	<b>Wards affected by decision</b>	<b>Decision taken by</b>	<b>Date Decision comes in to effect</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of decision (i.e. Key, Non- Key, Council, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-in &amp; Date to be called in by</b>
Part 1 & 2 (Para 3)	All	Cabinet Member for Finance & Efficiency (Cllr Stafford) & Cabinet Member for Housing & Housing Regeneration (Cllr Oykenner)	Wednesday 22 <sup>nd</sup> July 2015	None	Key Decision KD 3782	Kayt Wilson 020 8379 4566	Yes Tuesday 21 <sup>st</sup> July 2015
<b>DECISION</b>							
<p><b>AGREED:</b> subject to no call-in being received, the following decisions will come into effect on Wednesday 22<sup>nd</sup> July 2015:</p> <ol style="list-style-type: none"> <li>1. To note that Cabinet delegated authority to the Director of Finance, Resources and Customer Services; Director of Health, Housing and Adult Social Care; Cabinet Member for Finance &amp; Efficiency and Cabinet Member for Housing &amp; Housing Regeneration, to finalised the timing, profile of acquisitions and the detail of the funding arrangements for each phase of the portfolio development, based on the most viable finance stream available, type and level of housing need at the that time, and the Council's best interests (KD3782).</li> <li>2. To note that the terms of the Facility Letter were agreed by the Director of Finance, Resources and Customer Services; Director of Health, Housing and Adult Social Care; Cabinet Member for Finance &amp; Efficiency and Cabinet Member for Housing &amp; Housing Regeneration in September 2014 and the Housing Gateway Board of Directors in April 2014.</li> <li>3. The access the next instalment of the loan and on-lend this to Housing Gateway Limited in accordance with the Facility Letter.</li> <li>4. Note that the treasury management decision regarding the Council's borrowing to enable the on-lending to the Housing Gateway Limited will be subject to the Council's existing arrangements for Governance and specialist advice.</li> <li>5. To note that KD 3782 provided authority for the Council to grant the first instalment of the loan to Housing Gateway to the value of £5 million and two instalments to the value as stated in the Part Two Report each were agreed in December 2014 and March 2015.</li> <li>6. To grant the fourth instalment of the loan to Housing Gateway Limited and issue a fourth Facility Letter to the value as stated in the Part Two Report. To note that Schedule 3 of the Facility Letter enables the loan to be accessed in instalments and that the terms of the Facility Letter will remain unchanged.</li> </ol>							
<b>ALTERNATIVE OPTIONS CONSIDERED:</b>							
<ol style="list-style-type: none"> <li>1. As outlined in KD 3782, a number of alternative options were considered in the development of the Investment in Private Rented Sector business case.</li> <li>2. In the development of the Facility Letter a number of alternative options were also considered, including a loan with a single instalment or the absence of a formal agreement. These options were discounted, as a formal agreement safeguards the interest of both the Council and Housing Gateway and the ability to access the loan in instalments provides greater flexibility.</li> </ol>							

Publication of Decision List 1/16/15-16 – 14<sup>th</sup> July 2015

**REASONS FOR RECOMMENDATIONS:**

1. Cabinet approved the business case, financial model and overall financial envelope in February 2014, as per KD 3782.
2. Housing Gateway Limited was established in February 2014 and the company is now fully operational. The acquisition process is well established and the next phase of the loan is required to enable the acquisition to continue.
3. A Facility Letter has been agreed by the Council and Housing Gateway Limited which sets out the terms of the loan agreements and provides clear terms of repayment. This was drafted by Trowers and Hamlin acting on behalf of both the Council and Housing Gateway Limited.
4. The Facility Letter enables Housing Gateway Limited to success the fourth instalment of the loan in a series of instalments, under Schedule 3 of the Facility Letter. This will enable the company to access funding to coincide with the speed of acquisitions and better manage its cash flow.
5. A six month review has been undertaken by Social Finance which reviewed the assumptions in the original business case and progress to date. This concluded that the business case remains undiminished and measurable progress has been made in all areas of the company's operation.

**BACKGROUND**

Please note that a copy of the Part 1 report is available via the Decision list link on the Council's Democracy pages. As the Part 2 report contains exempt information it will not be available to the press or public.

**LIST REFERENCE: 2/16/15-16**

<b>SUBJECT TITLE OF THE REPORT</b>							
OFFICE 365 INTEGRATION TO ENABLE CORPORATE USE OF SHAREPOINT ONLINE, YAMMER, EXCHANGE ONLINE AND OFFICE PRO PLUS							
<b>Part 1 or 2 (relevant exempt Paragraph)</b>	<b>Wards affected by decision</b>	<b>Decision taken by</b>	<b>Date Decision comes in to effect</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of decision (i.e. Key, Non- Key, Council, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-in &amp; Date to be called in by</b>
Part 1 & 2 (Para 3)	All	Director of Finance, Resources & Customer Services (James Rolfe)	Wednesday 22 <sup>nd</sup> July 2015	None	Key Decision KD 4133	Mike Weston 020 8379 5279	Yes Tuesday 21 <sup>st</sup> July 2015
<b>DECISION</b>							
<p><b>AGREED:</b> subject to no call-in being received, the following decisions will come into effect on Wednesday 22<sup>nd</sup> July 2015:</p> <ol style="list-style-type: none"> <li>1. To approve and funding for the migration of all instructed Council data from the traditional file directories to SharePoint Online using the Serco Contract to procure the toolset provided by Automated Intelligence. The costs are set out in the Part Two Report.</li> <li>2. That Serco will sign a contract with Automated Intelligence, and Automated Intelligence will supply the services to the Council as a sub-contractor of Serco.</li> </ol>							
<b>ALTERNATIVE OPTIONS CONSIDERED:</b>							
<p>The Council IT consultants have considered the generic migration to SharePoint and have concluded that alongside being time consuming facilities it would be difficult to classify document, add metadata in a user friendly way that will increase adoption of the new platform.</p> <p>The Council IT consultants have considered the use of the RecordPoint product set which offers migration services. While offering migration services RecordPoint does not address the user adoptions issues that have plagued many SharePoint implementations in the Local Government Sector.</p> <p>Automated Intelligence is considered to be more comprehensive and, function rich product which will carry out far more of the data analysis Enfield Council requires and in particular has additional functionality which will simplify the introduction and operation of SharePoint for end users. An example of this is the Outlook integration; staff spend, on average 70% of their working day working within email applications (Outlook), the ability to capture key emails and attachments directly into SharePoint, rather than keep them stored within the individual email accounts is important.</p>							

## **REASONS FOR RECOMMENDATIONS:**

As part of the transformation programme, Enfield Council needs to improve and enhance its document management capability. The Council is transforming into an information-centric organisation, transcending service and even organisational boundaries to deliver smarter customer-centred services. The ability to access, search, share, collaborate and gain insight from Council document repositories has become a critical business need. Information is now the currency that is shaping services and predicting, targeting and channelling how customer needs are met based on their behaviour.

The Council needs to maximise the use and value of its data assets, both within and beyond the Council. Core to this will be increased data transparency publishing and sharing information in a manner that is useful and provides actionable insight. All staff need to be able to obtain all relevant information on demand (self-service), and ensure that informed decisions are taken based on available knowledge. SharePoint online provides a central, secure, searchable geographically redundant repository for storage, sharing and collaboration.

The Council operates in an era where smart mobile devices, social media collaboration tools and cloud computing are continually changing how both the public and staff interact with the Council, business and each other. The use of Office 365, especially SharePoint online enables the Council to leverage these advances in technology.

Enfield Council needs to undertake analysis, classification and tagging/metadata creation of all data held on its existing file storage prior to moving it to a SharePoint Online in order to identify the data it holds. This is a preliminary step to ensuring the appropriate Governance, understanding, leveraging and maximisation of the use and value of the Council's data asset. Automated Intelligence provides the software solution to carry out the analysis, classification and tagging metadata creation. Automated Intelligence also offers functionality which will improve the end user experience when introducing SharePoint.

The Automated Intelligence proposed solutions including detailed functions, services day rates are set out in the Part Two Report.

## **BACKGROUND**

Please note that a copy of the Part 1 report is available via the Decision list link on the Council's Democracy pages. As the Part 2 report contains exempt information it will not be available to the press or public.