

Delegated Decisions by Cabinet Member for Community & Corporate Services

***Tuesday, 21 November 2023 at 3.00 pm or on the rise of
Cabinet whichever is later.***

Room 1 - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on Tuesday 28 November 2023 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public



Martin Reeves
Chief Executive

November 2023

Committee Officer:

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declarations of Interest

See guidance below.

2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

Requests to speak must be submitted by no later than 9am four working days before the meeting. Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk .

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

4. GIS software license and maintenance renewal (Pages 1 - 4)

Cabinet Member: Corporate Services

Forward Plan Ref: 2023/264

Contact: Anne Kearsley, GIS Solutions Manager, anne.kearsley@oxfordshire.gov.uk

Report by Director of Finance

The Cabinet Member is RECOMMENDED to:

a) Authorise officers to procure geographic information software

- b) **Delegate the award of the contract to the Director of IT Innovation and Digital Services for Geographic Information Software licensing and maintenance.**

5. Zscaler Internet and Application Security and Access (Pages 5 - 6)

Cabinet Member: Corporate Services

Forward Plan Ref: 2023/268

Contact: Alastair Reed, Head of IT, Alastair.reed@oxfordshire.gov.uk

Report by Director of Finance

The Cabinet Member is RECOMMENDED to

- a) **authorise the procurement of a suitable supplier to provide Zscaler Cyber Protection; and**
- b) **delegate authority to the Director IT Innovation and Digital Services to award either a 1- or 3-year contract following the conclusion of the procurement exercise.**

6. Laptop Refresh (To Follow)

Forward Plan Ref: 2023/328

Contact: Alastair Read, Head of IT, alastair.read@oxfordshire.gov.uk

Report by Director of Finance

To approve the contract to Partner with a 3rd party to supply OCC's enduser devices eg Laptops. As agreed in the 19-24 IT Strategy.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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Divisions Affected – N/A

CABINET MEMBER for COMMUNITY & CORPORATE SERVICES

21 November 2023

Geographic Information System Software Procurement

Report by Director of Finance

RECOMMENDATION

1. **The Cabinet Member is RECOMMENDED to:**
 - a) Authorise officers to procure geographic information software
 - b) Delegate the award of the contract to the Director of IT Innovation and Digital Services for Geographic Information Software licensing and maintenance.

Executive Summary

2. The council needs geographic information systems(GIS) to deliver council essential services including highways, planning, environment and place shaping services and in this key decision the Cabinet Member is recommended to authorise the officers to start procurement and delegate the award of the contract for software and maintenance to the director of ITID Services.
3. The current software enterprise agreement has been running for a 7 year term and the contract comes to an end on 24th July 2024. The software is licensed through the Contract but will stop working unless a new GIS licensing contract is put in place.
4. Subject to approval a new contract will be sought through a compliant Framework. The total value of the contract is expected to exceed £500k over the total lifetime of the new agreement thus, triggering the need for a 'Key decision' due to the potential value. The assessment of likely value is based on current pricing + RPI.

Summary of scope of the Geographical Information Systems

5. The GIS software is cross-cutting in nature and is both critical and integral to a number of operational areas. It includes:
 - 200 desktop users who view, create and edit maps and addresses for all departments;
 - Dashboards with maps of services e.g. Fire station dashboard;

- Web Mapping services that provide maps and addresses to hosted business systems e.g. for Highways, Van permitting;
 - 40 web maps used internally and to the public to show council services and assets examples include Treescapes for suitable location for planting trees; 'Find a Service' on the foot of the [home page](#) of the council website to tell people where our offices and service are located; the mapping for the Oxfordshire Flood Tool Kit; and
 - mobile applications for example OFRS Safe and Well application to record visits to Oxfordshire residents.
6. Spatial data, and maps are vital to the place shaping of Oxfordshire. They support the data and information required for the councils priorities including:-
- (a) Climate change and adaptation for flooding, over-heating and other extreme events.
 - (b) Strategy development for planning of minerals extraction and waste management and infrastructure plans.
 - (c) Strategy development for the Local Nature Recovery Strategy, to publish the strategic map for biodiversity and nature recovery.
 - (d) Strategy development for the Local Transport and Connectivity plan
 - (e) Creation of the National Street Gazetteer (NSG)
 - (f) Strategy for energy planning of renewable local energy solutions
7. The ability to manage spatial data is a fundamental element of the councils new Data Insights and Delivery Hub forming a data driven operating model .

Financial Implications

8. The councils current enterprise agreement with Esri UK was for 7 years (5 years plus 2). A new commercial arrangement is now being sought/prepared and based on existing scope it will be in excess of £500k. Budget provision exists for GIS software in the medium-term financial plan for ITID under budget code R41000.

Comments checked by:

Martin Hall ICT Category Manager – Procurement & Contract Management Hub
Martin.hall@oxfordshire.gov.uk

Legal Implications

9. Legal services have been engaged via completion of a L&P template form to seek assistance in undertaking a review of relevant paperwork for a compliant process once a route to market has been agreed. And at this time no legal issues are anticipated.

Comments checked by: Busola Akande
Busola.Akande@oxfordshire.gov.uk Solicitor, Legal Services (Contracts Team)

Lorna Baxter, Director of Finance

Contact Officer: Anne Kearsley GIS Solutions Manager
anne.kearsley@oxfordshire.gov.uk Tel 07770832797

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Divisions Affected – N/A

CABINET MEMBER FOR COMMUNITY & CORPORATE SERVICES

21 November 2023

Zscaler Internet and Application Security and Access

Report by Director of Finance

RECOMMENDATION

1. **The Cabinet Member is RECOMMENDED to**
 - a) authorise the procurement of a suitable supplier to provide Zscaler Cyber Protection; and
 - b) delegate authority to the Director IT Innovation and Digital Services to award either a 1- or 3-year contract following the conclusion of the procurement exercise.

Executive Summary

2. As part of the IT health check and subsequent strategy developed in 2019 (and signed off by cabinet), the council uses Zscaler ZIA and ZPA to allow officers to securely access the internet, OCC applications and internal resource.
3. In the 2019-24 IT strategy OCC committed to using Zero Trust as the preferred method for connectivity allowing the removal of the Wide Area Network and to use cheaper but faster internet services. Zscaler is the enabler that allowed OCC to achieve this.
4. The 5-year contract will expire on 26 December 2023. The key decision required is to proceed with a new contract for 1 or 3 years.
5. A shorter contract is being planned as the technology that Zscaler provide is becoming more mature and other vendors have entered the market.
6. Following an independent Gartner review, an exercise will be undertaken to consider changing vendor for a more cost-effective contract. However, if this cannot be secured then the decision will be made to procure for 3 years.

Summary of scope of Zscaler

7. Zscaler ZIA is installed on every OCC end user device (Laptops and Desktops) and directs all internet traffic to the Zscaler cloud. The cloud platform then checks the traffic, ensures it's secure, not going to anything that could pose a cyber security risk or any site that OCC deem inappropriate. It also scans traffic returning to the device and ensures its does not contain malicious code.

8. Zscaler ZPA is also installed on every end user device and allows the officer to connect to only the applications they are entitled to. This removes the risk of lateral movement on the network which hackers or bad actors use to compromise traditional environments.
9. The use of ZIA and ZPA has increased OCC's security posture and mitigates many cyber security issues faced by traditional environments and is fast becoming the industry standard.

Financial Implications

10. The cost of a three-year contract would be circa £1.4m and a single year £0.5m which is included in the medium-term financial plan for the ITID Service cost centre R41000.

Comments checked by: Prem Salhan, Finance Business Partner (Resources),
prem.salhan@oxfordshire.gov.uk

Legal Implications

11. The value of the contract (whether for 1 or 3 years) is such that the procurement will need to be undertaken in accordance with the council's Contract Procedure Rules and the Public Contracts Regulations 2015.
12. It is intended that, in order to comply with the Public Contracts Regulations 2015, the procurement will be undertaken by way of a mini-competition under a framework agreement established by Kent Commercial Services.
13. Legal Services will prepare the necessary contract documentation.

Comments checked by: Jayne Pringle, Head of Law & Legal Business Partner
(Contracts & Conveyancing), Jayne.Pringle@oxfordshire.gov.uk

Lorna Baxter, Director of Finance

Contact Officer: Alastair Read Head of Service ITID
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November 2023