

Policy and Sustainability Committee

10.00am, Tuesday, 5th October 2021

Digital and Smart City Strategy - Update

Executive/routine Wards Council Commitments	Routine All
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1. Recommendations

- 1.1 It is recommended that the Committee reviews the Digital and Smart City Strategy Implementation Plan and notes the progress to date in delivery against the principles of the Strategy.

Stephen S. Moir

Executive Director of Corporate Services

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Report

Digital and Smart City Strategy - Update

2. Executive Summary

- 2.1 The purpose of this report is to provide an update on the Council's Digital and Smart City Strategy and to introduce the Implementation Plan for this.
- 2.2 The report will also provide updates on key programmes being delivered as part of the Strategy.

3. Background

- 3.1 The City of Edinburgh Council's Digital and Smart City Strategy was approved in October 2020 and covers the period 2020-23.
- 3.2 The Digital and Smart City Strategy sets out the City of Edinburgh Council's approach to the sustainable development and delivery of technology to support the Council and enable Edinburgh to become a Smart City and will cover the period 2020-2023.

4. Main report

- 4.1 The Digital and Smart City Strategy describes how we will embrace innovative technical solutions to meet rapidly evolving and changing business needs, respond to the changing shape of the organisation, provide value for money and enable us to respond to opportunities and demands for joint working with our partners.
- 4.2 The principles within this Strategy provide a framework for how our future technology services will be designed, sourced and delivered enabling us to support new, safe and secure collaborative ways of working.
- 4.3 The Strategy will support the Council in the delivery of the Council's Business Plan and the commitments within this and adopts the principles of the Edinburgh 2050 City Vision.

Digital and Smart City Strategy Implementation Plan

- 4.4 The Implementation Plan focuses on key deliverables of the Strategy. Recognising that our strategic objectives and key deliverables will support the broader aims and goals of the Council, we aim to support this by delivering and providing technologies as key enablers for change and improvement that will transform the way we work and engage with our citizens.
- 4.5 Delivery of these technologies will support the operational and strategic delivery of Council services.
- 4.6 The Implementation Plan can be found at Appendix 1. This will be updated quarterly and reported to the Governance, Risk and Best Value Committee and forms the basis for the annual update on the Digital and Smart City Strategy to this Committee. Key deliverables which are significantly changed, or which will no longer be taken forward, will be added to the table at the end of the plan. There are no deliverables in this category at this point.

Strategic Programme of Work

- 4.7 The Digital Services Strategic Programme of Work presents a portfolio of projects to support the execution of the Council's Digital and Smart City Strategy.
- 4.8 Progress on the work programme will be monitored through GRBV Committee quarterly. A high-level snapshot of the August 2021-22 plan is included in Appendix 2 for reference.

Smart Cities

- 4.9 Our Smart City programme aims to:
- Provide deeper insights about the city and its citizens, driving informed city planning and progressing greener future agenda
 - Streamline business operations - unlocking savings, new revenue and reducing risk.
 - React faster and proactively to city incidents and emergencies, Support closer integration with partner services
 - Lay the foundation for Smart Mobility, Smart Environment, Smart Living and Smart Governance solutions.
- 4.10 Work is now underway to refine the requirements and proposal for the Smart Cities Operations Centre before initiating the delivery and implementation phase of the programme. This work will also encompass the delivery of sensors for Smart Waste and Smart Homes.

Customer Digital Enablement

- 4.11 We are continuing to expand the range of online services offered to citizens through our Customer Relationship Management (CRM) system. Over July work was approved to progress a project to integrate the CRM with our housing and workforce scheduling systems to allow citizens to book housing repair appointments online. Further planning is now underway around the development of a CRM knowledge base, and new webchat / web-bot solutions.

4.12 We have also launched new forms to support garden waste registrations which were open until 1 September 2021. Last year garden waste customers helped us turn over 20,000 tonnes of garden waste into compost, which is used on farms, gardens and greenspaces.

Empowered Learning

4.13 Work began in April 2021 on the delivery of the Empowered Learning solution which will provide every pupil from P6 to S6 with a device and access to devices for all P1 to P5 pupils as well as augmentation of our existing wireless network in schools.

4.14 The work is being carried out in partnership with CGI.

4.15 Benefits of this programme include:

- Equity of access from P6 to S6, ensuring all pupils have personal access to digital learning with their teacher in school or at home
- Effective digital workflow to increase engagement, improve teacher feedback and raise attainment
- A range of powerful accessibility features to improve access to the curriculum for pupils with additional support needs
- Learners can work online simultaneously in a class or collaboratively outside the classroom
- High quality digital applications for productivity and creativity, providing increased personalisation and choice
- Development of learning, thinking and digital literacy skills vital for success in today's rapidly evolving, technological society.

4.16 Network surveys have now been completed for all Primary, Secondary and Special schools identifying the upgrades required to support the new solution.

4.17 The solution itself has been developed and is now being tested before the pilot school implementation in October 2021.

4.18 Communications have taken place with all Head Teacher groups before the summer break, with further communication planned for the new session. Additionally, engagement is planned for both pupils and parents/carers in the coming months.

4.19 Work is progressing on the training programme, Aspire2Be, which will support teachers and support staff involved in the rollout of devices.

Digital Print and Mail

4.20 Over the last year, partly expedited by the Covid 19 pandemic, the Digital Print and Mail programme has delivered against the objective of becoming a paperless Council including:

- My letters' desktop sending of Royal Mail letters using online system.
- Digital Mail assistant – scanning of inbound mail to the Council direct to recipients' e-mail accounts.

- Digital Scanner technology deployed to allow scanning of FOIs and legacy paperwork to digital archives
- Recycled Paper for copiers and envelopes introduced
- Reduced mailing vehicles and physical mail pickups by 80% contributing to carbon reduction targets

4.21 Work continues on this programme, with additional detail and indicative timelines contained within the Implementation Plan in Appendix 1.

5. Next Steps

- 5.1 The Council will continue to develop and maintain the Implementation Plan to accompany this Strategy throughout the lifetime of the document.
- 5.2 Digital Services will continue to work with Services to ensure that technology projects within the Council comply with the principles of the Strategy.

6. Financial impact

- 6.1 The financial implications contained in this report are incorporated in the Council's Digital Services Budget or have been approved through the Council's Business Plan and Budget for 2021/22, for example funding for the Empowered Learning Programme.

7. Stakeholder/Community Impact

- 7.1 Digital Services will work with all Services, stakeholders and partners to ensure that the technology we provide meets the needs of staff, citizens and the Smart City programme.

8. Background reading/external references

- 8.1 [Digital and Smart City Strategy](#)

9. Appendices

- 9.1 Appendix 1 – Digital and Smart City Strategy – Implementation Plan
- 9.2 Appendix 2 – Strategic Programme of Work



DIGITAL AND SMART CITY STRATEGY IMPLEMENTATION PLAN

2020 - 2023

The Digital and Smart City Strategy Implementation Plan focuses on a number of key deliverables. We recognise that our strategic objectives and key deliverables will support the broader aims and goals of the Council. We aim to support this by delivering and providing technologies as key enablers for change and improvement that will transform the way we work and engage with our citizens. Delivery of these technologies will support in the operational and strategic delivery of Council services.

We will maximise the potential of digital technologies to improve outcomes and services for all our citizens, councillors, colleagues, visitors and businesses. The vision of the Digital and Smart City Strategy will support the goals of the Council's Business Plan and adoption of the principles of the Edinburgh 2050 City Vision.



The deliverables set out in the table(s) below are split across these themes in line with Council goals. We will monitor and report on the key objectives from our strategy under each theme heading, along with the Digital Services Technology Roadmap.

The table below sets out key deliverables and milestone delivery dates from our **Technology Roadmap** and will be updated quarterly.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
Core Technology & Platforms - Cloud Migration Strategy	<ul style="list-style-type: none"> Cloud Migration Strategy adopted 	<ul style="list-style-type: none"> Develop pilot and adoption plan Begin migration pilots 	<ul style="list-style-type: none"> Engage and consult key stakeholders on benefits and opportunities of Cloud adoption 	<ul style="list-style-type: none"> Phase 1 Cloud migration work 	<ul style="list-style-type: none"> Continued Cloud migration work 	<ul style="list-style-type: none"> Review Strategy and update to reflect current technologies, security, and the Council's technology landscape Final moves to Cloud Minimum on premise
Core Technology & Platforms - Maximise Microsoft 365 capabilities		<ul style="list-style-type: none"> Maximise potential of Microsoft365 to support Learning & Teaching operationally, delivery of curriculum, and strengthen wider community links 	<ul style="list-style-type: none"> Exploit the potential of MS Teams for collaboration opportunities Potential to drive innovation further with adoption of additional Microsoft 365 capabilities Explore opportunities to further use Power BI 		<ul style="list-style-type: none"> Maximise potential MS365 for low code for Council-based innovation and development (Digital and power user-based) develop "patterns" for low code use cases 	<ul style="list-style-type: none"> Teams and SharePoint online lifecycle management (BAU)
Core Technology & Platforms - Mobile/Flexible Working	<ul style="list-style-type: none"> Mobile/Flexible UYOD Microsoft app adoption Microsoft 365 Application strategy in planning 		<ul style="list-style-type: none"> VPN review 	<ul style="list-style-type: none"> Review thin client delivery options WVD pilot Mobile Homecare rostering solution for Social Work 	<ul style="list-style-type: none"> Review of solution to support flexible working 	<ul style="list-style-type: none"> New solution in place
Architecture	<ul style="list-style-type: none"> Governance framework developed, agreed, and implemented EA Principles agreed Ongoing design reviews 	<ul style="list-style-type: none"> Application Currency Review (ongoing) MDM migration 	<ul style="list-style-type: none"> Commence application consolidation (combined with Cloud Migration) Smart Cities Shared app database (CGI and the Council) 	<ul style="list-style-type: none"> Data used for modelling services through Business Intelligence project Review & streamline network services 	<ul style="list-style-type: none"> Following delivery of a consolidated application list we will work to produce a standardised toolset of strategic applications 	<ul style="list-style-type: none"> Drive further efficiencies by streamlining application set
Governance	<ul style="list-style-type: none"> ICT technology Acceptable use policy implemented Digital and Smart City Strategy 	<ul style="list-style-type: none"> EADA Change Board Digital Strategy Group Improved departmental Digital Governance e.g. RM's engagement with departmental SLTs 	<ul style="list-style-type: none"> Shadow IT review GIS strategy Review our current Open data provision 	<ul style="list-style-type: none"> Reflect national picture Open Data Strategy 	<ul style="list-style-type: none"> Governance Review 	<ul style="list-style-type: none"> Digital Strategy Review
Innovation	<ul style="list-style-type: none"> Teams unified communications Team collaboration Mobile Device Management re-platform (Intune) Outlook Online self-service password reset 	<ul style="list-style-type: none"> Tele/Health Care Smart Cities 	<ul style="list-style-type: none"> Employee Portal Self Service Power App pilots (commence) 	<ul style="list-style-type: none"> Smart Cities DDI (data driven innovation) Improved mobile connectivity across City 	<ul style="list-style-type: none"> Increased Automation 5G Rollout underway City Public Wireless Review 	<ul style="list-style-type: none"> Continued Innovation
Technology & Infrastructure		<ul style="list-style-type: none"> Tablet/Smartphone offerings 	<ul style="list-style-type: none"> Digital Learning 	<ul style="list-style-type: none"> Device Review WAN Review 	<ul style="list-style-type: none"> Device Refresh 	<ul style="list-style-type: none"> Full estate Review Review Cloud readiness estate

Technology Solution - Digital print & mail strategy

The Council has already embarked on an ambitious strategy to become paperless.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>Digital print & mail (paperless) strategy</p> <p>Reducing our use of paper and print through the Print and Mail Programme.</p>	<ul style="list-style-type: none"> • “My letters” desktop sending of Royal Mail letters using online system. • Digital Mail assistant – scanning of inbound mail to the Council direct to recipients e mail account • Digital Scanner technology deployed to allow scanning of FOI’s and legacy paperwork to digital archives • Recycled Paper for copiers and envelopes introduced • Reduced mailing vehicles and physical mail pickups by 80% contributing to carbon reduction targets 	<ul style="list-style-type: none"> • Deploy papercut software – centralising bulk printing • Develop and communicate a Council wide print policy and framework. • Start paper form usage reduction processes • Reducing storage space for legacy and future documents • Increase back scanning of archive to reduce storage footprint 	<ul style="list-style-type: none"> • Deploy Multi-Functional Devices to schools and corporate estate to a reduced footprint • Introduce local printing and scanning hubs • Introduce individual printing transparency and billing for MFD copier usage • Identifying Lean and automation opportunities and developing and deploying them while promoting digital processes rather paper-based ones 	<ul style="list-style-type: none"> • Reduce colour and black and white printing • Reduce volumes of A3 printing • Reduce transactional mailing volumes for all centralised mailings – using document composition tools and expertise • Identifying Lean and automation opportunities and developing and deploying them while promoting digital processes rather paper-based ones 	<ul style="list-style-type: none"> • Identifying Lean and automation opportunities and developing and deploying them while promoting digital processes rather paper-based ones • Reduced energy consumption evident from using newer more efficient Multi-Functional Devices 	<ul style="list-style-type: none"> • Look to reduce centralised printing facilities footprint in line with much more reduced demand where possible • Deploy scanning to SharePoint once SharePoint has been rolled out – TBC

Technology Solution - Customer Digital Engagement

Though the Customer Digital Engagement programme we will look to create a single view of our customers to better model and shape our services and provide more targeted support to those citizens who need it most.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<ul style="list-style-type: none"> Customer Digital Engagement Move from traditional customer engagement routes to omnichannel, providing citizens with greater choice around how to transact and the 24/7 ability to pay, report or request public services. 	<ul style="list-style-type: none"> Report forms for: Litter, Road, Pavement, Streetlight, Pothole, Road Sign, Graffiti, Dog Fouling, Overhanging tree, bush or foliage problem Grit Bin Requires Filling, Missed Bins (communal and individual)/ Communal Bin full or Overflowing Request a Grit Bin, Recycling Bin or Box, Special Uplift/Bulky Waste, Assisted Bin collection Garden Waste subscription Register for Garden Waste/ Garden waste change of details View Account History/Transaction Change of Details Set up Account/Create a Citizen Compliment, Suggestion or Complaint/ General Enquiry Building Payment, Fixed Penalty Notice Payment, Sheltered Housing T.V. License Payment ESRS - Shared Repairs, roadworks penalty notice Pay us back - housing benefit Pay your Council Tax or Business rates, Council rent Non-emergency housing repairs School Transport Adult and Children Social Care Assessment forms 	<ul style="list-style-type: none"> Omni Channel – give customers choice of channels to transact with the council, maximising the proportion of digital transactions and reduce where possible face-to-face transactions Citizen centric – put citizens at the centre of what we do by engaging them in the design and delivery of services Digital by default – implement a digital approach to the delivery of services Mobile first – priority to ensuring that that services can be delivered through mobile technology 	<ul style="list-style-type: none"> Fully Integrated Housing Repairs process Consolidate Knowledge Base that can be surfaced through the CRM Full integration of comms platforms (i.e. Mitel, Social media) with Verint CRM 	<ul style="list-style-type: none"> To be confirmed - options include: Integration of Civica CX with Verint Integration of Civica EDM with Verint Replace myGovScot single sign on platform with a fit for purpose solution that includes facility for business accounts 		<ul style="list-style-type: none"> Customer Digital Engagement programme - create a single view of our customer transactions to shape our services and provide targeted support where needed. This will use: UPRN & UCRN as key identifiers Provide single source of truth on the customer and the services they consume Enable personalised and localised services to be delivered Support pro-active grouping of services around user needs

Technology Solution - Data as an asset

Our data is an asset that is of value to the organisation and our partners that needs to be managed accordingly.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>Data as an asset</p> <ul style="list-style-type: none"> • Through better use of systems, we will ensure that our data is: • Easier to identify and find • Managed consistently across the organisation • Transferrable into information to support our evidence-based decision making • Support the work of our localities • Stored once and defined by effective metadata and information governance framework/rules • Structured to support a single view of the customer • Subject to constant analysis and review cycle to ensure effectiveness data management and governance (IGU) • Ensure our data is used and shared ethically • Open data where possible and capable of exploiting Smart City Data • Exploitable by AI in generating potential automations, additional intelligence, security heuristics etc 	<p>GIS Developments</p> <ul style="list-style-type: none"> • Continuing to work with NHS National Services Scotland using our in-house Geographical Information Systems (GIS) capability to improve the data we have in modelling COVID-19 outbreaks and to assist in our response to this. This work is part of a wider data sharing project with NHS NSS and both Glasgow City Council and Aberdeen City Council. NHS Lothian is following the outputs of this work closely and we are sharing this with them 	<p>Business Intelligence</p> <ul style="list-style-type: none"> • The Business Intelligence project aims to integrate and leverage software information assets, and to transform data into actionable insights that drive the Council's strategic and tactical business decisions. • Construction of the waste collection dashboards (RouteSmart and Confirm) are now in the final stages of Operational Acceptance Testing expected go live Q2 2021. In parallel, the team are working on dashboards for HR and Homelessness services 	<p>LSCMI Upgrade</p> <ul style="list-style-type: none"> • Migrating H&SC Level Service/Case Management Inventory to new Scottish Government service • Digital Services to work with IGU to support and contribute to Data Strategy 	<p>Health & Social Care rostering</p> <ul style="list-style-type: none"> • Upgrade of online workforce management and rostering system - timescales to be finalised 	<p>We will work with services to improve the tools that enable a Council-wide approach to business intelligence to enhance services and digital engagement with our customers and communities.</p>	<p>We will highlight the benefits of sharing open data and its use to help model and shape our services and our city.</p>

Digital capabilities and services - Security

We will ensure that Council infrastructure is secure and resilient, and that continuity of services is maintained using appropriate technical measures to protect our network and the data we hold in our systems.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>Security</p> <ul style="list-style-type: none"> The security challenges we face are increasing and ever changing. As well as more documented attack routes such as virus or ransom ware, other challenges are emerging. Our increased use of multiple and remote devices creates a challenge to protecting this as our increased use of systems and who accesses them increases the attack surface for those wishing to compromise our security. 	<ul style="list-style-type: none"> Follow National Cyber Security Centre (NCSC) current guidelines, including NCSC 10 steps to Cyber Security – ongoing every year Ensure compliance with Cyber Resilience Framework, CE+, PSN Improve cyber defences e.g. phishing Enhance password policy for Corporate Provide comprehensive security and awareness platform for all staff to detect, deter and defend against cyber threats - delivered through MetaCompliance Work with partners across the public sector through participation in the Cyber Security Information sharing partnership (CISP) and the Scottish Local Authority Information Security Group (SLAISG) Develop a comprehensive communication plan for cyber security 	<ul style="list-style-type: none"> Follow NCSC guidelines Ensure compliance with Cyber Resilience Framework Improve cyber defences Implementation of all NCSC active cyber defence tools – implementation of DMARC/DKIM Enhance password policy for Learning & Teaching Support cloud first strategy by moving the onus on patching to vendor/contract - by moving services to the cloud Work with public sector partners through participation in the Cyber Security Information sharing partnership (CISP) and the Scottish Local Authority Information Security Group (SLAISG) - ongoing Maintain and develop cyber risk management framework – joint cyber risk register Update comms plan for cyber security 	<ul style="list-style-type: none"> Follow NCSC current guidelines Ensure compliance with Cyber Resilience Framework Improve cyber defences Enhance password policy for Learning & Teaching Implementation of DMARC/DKIM Improve cyber defences data loss prevention – work with IGU Develop a comprehensive communication plan for cyber security – ongoing Improve cyber defences network access control as part of Network management audit 	<ul style="list-style-type: none"> Follow NCSC current guidelines Ensure compliance with Cyber Resilience Framework Improve cyber defences Implementation of DMARC/DKIM Support the implementation of a framework to manage shadow IT Support cloud first strategy by moving the onus on patching to vendor/contract - by moving services to the cloud Review thin client delivery to improve security – support technology “Refresh” implementation of all NCSC active cyber defence tools – implementation of DMARC/DKIM Update comms plan for cyber security 	<ul style="list-style-type: none"> Follow NCSC current guidelines Ensure compliance with Cyber Resilience Framework Improve cyber defences Continued delivery of security and awareness platform Implementation of DMARC/DKIM Work with public sector partners through participation in the Cyber Security Information sharing partnership (CISP) and the Scottish Local Authority Information Security Group (SLAISG) -ongoing Maintain and develop cyber risk management framework – joint cyber risk register Update comms plan for cyber security 	<ul style="list-style-type: none"> Follow NCSC current guidelines Ensure compliance with Cyber Resilience Framework Improve cyber defences Improve cyber defences data loss prevention Implementation of NCSC active cyber defence tools Upgrade/remove legacy applications – support cloud first strategy adoption Continued delivery of security and awareness platform Work with public sector partners through participation in the Cyber Security Information sharing partnership (CISP) and the Scottish Local Authority Information Security Group (SLAISG) - ongoing Maintain and develop cyber risk management framework – joint cyber risk register Update comms plan for cyber security

Digital capabilities and services – Standards

We plan to measure performance to improve our service both strategically and operationally using metrics to measure success.

We will focus on transforming our service provision to better meet the changing requirement of the organisation and a modern workforce. Using industry standard practices for IT service management that focuses on aligning IT services with the needs of business approach.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
Performance Management Measuring performance to continually drive improvements and customer satisfaction.	<ul style="list-style-type: none"> Monthly CSR meetings CSI (Continuing Service Improvement) discussed as part of CSR meeting 	<ul style="list-style-type: none"> Incident response and resolution analyse to ensure meeting SLAs Customer satisfaction review Continue to progress innovation. E.g. Amelia RMs to set up meeting with Business areas re strategy 	<ul style="list-style-type: none"> Review KPIs Look to improve service related to customer feedback Have trackers set up relating to Strategy with Business areas 	<ul style="list-style-type: none"> Implement KPI changes Review Trackers 	<ul style="list-style-type: none"> Reassess KPI changes impact Over-arching review of Business areas matching strategy 	
Service Management Improve service management provision through delivery of continual improvements for users.		<ul style="list-style-type: none"> Improving user experience piloting Chat- bot Amelia Continual improvement of Service Catalogue Continue to Promote use of My-ICT ITIL training for appropriate staff 	<ul style="list-style-type: none"> Roll out of Chat- bot Continual Service Improvements Monitor uptake of My-ICT Ensure ITIL standards are being met Review Digital Services Customer facing processes Continued focus on CSI 	<ul style="list-style-type: none"> Chat Bot embedded Work with Comms to promote channel shift online Implement Digital Service Customer facing review Outputs 	<ul style="list-style-type: none"> Move to more online tools – self service 	<ul style="list-style-type: none"> Service Strategy Review

Digital capabilities and services - Standards

We will apply a blended approach to project change management which will bring together the best elements of the Prince2 and Agile methodologies. Change requests will be assessed and coordinated through a joint change review board. The board will check that requests have a supporting business case and align to our enterprise reference architectural principles and technology roadmap. The change process will include options to fast-track legislative and emergency requests.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
Change Management Establish and embed improved change management processes that meet the needs of the Council for technology change requests and project and portfolio management.	<ul style="list-style-type: none"> Weekly Programme Boards and Risk Reviews to ensure effective management of project risks and plans, and regular highlight reporting Application of PRINCE2 project management methodology for all major projects Quality Gate processes in place to evaluate, authorise, and monitor projects through their lifecycle Weekly Relationship Management meetings with CGI to provide guidance and quality check change requests Weekly Joint Change Review Board to review the progress of changes requests and discuss risks, escalations, and prioritisations Formal reporting of Change Performance SLA's through the Monthly Partnership Board 	<ul style="list-style-type: none"> Development and sign-off of the Change Improvement Action Plan between the Council and CGI Launch of Emergency / Resilience Change Process to fast-track legislative and emergency requests Early adoption of Hybrid Agile / Waterfall models enabling more iterative approaches to project delivery e.g. for CDE & Print projects Cloud First work underway to transition Licensing onto "Software as a Service" running on the Civica cloud 	<ul style="list-style-type: none"> Development of Annual Digital Business Plans in place with each Service area - ensuring alignment with the Digital and Smart City Strategy Consolidation of digital business plans into the Council-wide 2022/23 Strategic Programme of Work (SPoW) Relaunch the change process guidelines on the ORB Emergency / Resilience Change Processes fully operational Digital Working Groups established across all directorates to improve collaboration 	<ul style="list-style-type: none"> Establish a network of Digital Champions embedded within service areas Cloud First – further developments to transition the next tranche of applications onto the Cloud Simple and Complex Change Performance review including change backlogs, delivery on time, value-for-money, and customer satisfaction Introduce online submission & tracking for all change requests via the Remedy self-service portal 	<ul style="list-style-type: none"> Annual refresh of Digital Business Plans with each Service area - ensuring alignment with the Digital and Smart City Strategy Extending in-house development capacity e.g. Business Intelligence and Website accessibility Cloud First – business case developments and projects to transition the next tranche of applications onto the Cloud / SaaS Model 	<ul style="list-style-type: none"> Embedding Continuous Improvement into our change processes Cloud First -majority of applications move onto the cloud Agile Waterfall becomes the dominant delivery model - applying a more iterative approach focused on fine-tuning deliverables to the needs of the business Move towards a portfolio approach to digital programme management, in line with future business demand

Digital capabilities and services - Standards

Develop capability to be responsive to changing business needs. Embrace more agile and customer focused apps to support improved digital engagement with our citizens.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>Business Solutions As well as changes to our Infrastructure and the way we transform our business, we need to position our line of business systems to be an engine for change.</p>	<p>Total Mobile (Housing Repairs and Mobile Working)</p> <ul style="list-style-type: none"> Phase 2 delivered a new mobile workforce management solution for Empty Homes and Gas Servicing and further enhancements to the Repairs archiving system Activity surrounding Phase 3 to bring further efficiencies is now in flight <p>Payment Gateway Upgrade</p> <ul style="list-style-type: none"> Project underway to migrate the Barclaycard payment gateway from 'Smartpay A' to 'Smartpay Fuse'. This covers online payments for a wide range of services including the contact centre, outdoor learning, planning applications, and the adult education programme <p>HIS (Homeless) Application Replacement</p> <ul style="list-style-type: none"> Continue to work with Homelessness Services to provide early-life support for their new Northgate case management system. Further work is now planned for phase 2 of the project to automate processes and drive further efficiencies 	<p>Ensuring systems are fit for purpose:</p> <ul style="list-style-type: none"> Departments to carry out audits of all their key systems <p>Ensuring that the data we hold, is needed, accurate and up to date:</p> <ul style="list-style-type: none"> Information Governance and departments to carry out audit <p>Developing systems and staff capability to be responsive to changing business needs:</p> <ul style="list-style-type: none"> Change process to ensure that futureproofing is always considered in terms of system agility and staff capacities 	<ul style="list-style-type: none"> Council Relationship Managers to attend Strategic meetings with Business areas to ensure any developments match the Digital strategy 	<p>Rationalising our portfolio to reduce datasets, costs and improve sharing of data:</p> <ul style="list-style-type: none"> Change process to always consider re-use ahead of off-the-shelf, ahead of bespoke and new. Update and review "Council on a Page" Enterprise Architecture to uncover potential for rationalisation Review of RM Board attendance and outcomes 	<ul style="list-style-type: none"> Relationship Managers Embedded in Business area Strategic meetings 	<ul style="list-style-type: none"> Relationship Managers to identify other opportunities

Governance

A balanced governance model will provide flexibility with optimal discipline.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>A range of governance tools will be put in place to provide assurance that the technologies we implement, and the investments made to put these in place, serve the strategic aims of the Council, the business needs of services and are in line with this Strategy.</p>	<p>As part of our already established Weekly Programme and Risk Review meetings we will:</p> <ul style="list-style-type: none"> ensure that the key deliverables from this strategy are subject to the same governance arrangements to ensure effective management of project risks and plans, and regular highlight reporting 	<p>In addition to the Strategy implementation plan and its reporting requirements to Corporate Leadership Team, we will:</p> <ul style="list-style-type: none"> establish a Smart Cities Board All proposed changes, projects and programmes will be required to have: <ul style="list-style-type: none"> an approved business case funding available to implement and maintain the change through lifetime of the proposed solution Investment related to the individual projects or programmes and be provided by the Service responsible for the change We will set up: <ul style="list-style-type: none"> Enterprise Architecture Authority Design (EADA) Change Board Digital Strategy Group Improved departmental Digital Governance Joint Council/CGI Disaster Recovery Board due to be re-established We will: <ul style="list-style-type: none"> Work with Internal Audit to review and assess the adequacy and effectiveness of the processes and governance controls established to support development, communication, and implementation of the Council's Digital and Smart City Strategy 	<p>The Enterprise Architecture Board will be re-invigorated and:</p> <ul style="list-style-type: none"> ensure that we have an agreed baseline architecture guide technology investment decisions - including funding investments review technology standards, processes, and procedures make recommendations for the implementation plan and future technology strategies Review of shadow IT - procurement to be managed under a new framework/system by Feb 22 	<ul style="list-style-type: none"> Reflect national picture 	<p>We will take forward:</p> <ul style="list-style-type: none"> updated cloud and cyber security strategies clear ICT governance arrangements participation in national and regional programmes collaborative working with partners strategic alignment with Council goals and vision opportunities for innovation Governance review 	<ul style="list-style-type: none"> Digital Strategy review

Digital Council and Smart City - Digital Learning

To realise our vision, partners at both a national and local level will work together to achieve all four of the interrelated objectives that are central to successful digital learning, teaching and assessment:

- Develop the skills and confidence of educators in the appropriate and effective use of digital technology to support learning and teaching
- Improve access to digital technology for all learners
- Ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery
- Empower leaders of change to drive innovation and investment in digital technology for learning and teaching

Key deliverable	Delivered to date	December 2021	June 2022	December 2022	June 2023	2023 and beyond
<p>Digital Learning Supports and promotes the appropriate and effective use of digital technology within education to give all City of Edinburgh learners the opportunity to improve their educational outcomes and to develop digital skills that will be vital for life, learning and work in an increasingly digital world.</p>	<ul style="list-style-type: none"> • Digital Learning and Teaching framework shared with all education staff • Cross sectoral Digital Learning Board established • Funding and agreement to embark on Empowered Learning project • Key staff identified to create staff networks that will support Empowered Learning • Engagement with educational staff networks, third parties, and council colleagues to create and populate Learning Management System (Thrive) • Enhanced engagement of core platform MS365 to ensure continuity of resources, allow networking between settings and safe interactions with external partners. • Introduction of core interactive multi-media curricular content platform (ClickView) • Engagement with National E-Learning offer (eSgoil and West OS) as hosted on ClickView 	<ul style="list-style-type: none"> • Infrastructure reviews conducted at each educational establishment (Early Years, Primary, Secondary and Special schools) • Improvements to infrastructure made at each educational setting • Deployment of 1 to 1 devices for all Secondary teaching staff and Secondary learners • Appointment of 3 Digital Learning Development Officers to support Digital Learning Coordinator network and the development of e-learning materials • Digital Learning Coordinator networks engaged to support teaching staff, learners, and their wider school communities • Promote engagement with Learning Management System (Thrive) • Edinburgh Learns curricular teams will support the review and update of curricular progressions and subsequent training opportunities 	<ul style="list-style-type: none"> • Empowering school leaders to drive innovative changes within their setting • Providing professional learning opportunities for staff and ensuring equity of access to such opportunities by embracing e-learning (DLC networks and Thrive) • Focusing on STEAM subjects to ensure learners are prepared with a digital toolset fit for future life and workspace 	<ul style="list-style-type: none"> • Deployment of 1 to 1 devices for all Early, Primary and Special teaching staff • Deployment of 1 to 1 devices for P6 & P7 learners • Deployment of devices in a ratio of 1 to 5 for P1 – P5 learners • Deployment of devices to Special and EY learners as appropriate to those settings • Providing professional learning opportunities for staff and ensuring equity of access to such opportunities by embracing e-learning (DLC networks and Thrive) 	<ul style="list-style-type: none"> • Developing our employees to be comfortable with the technologies we use to deliver service • Providing and promoting e-learning to enhance digital skills • Continuing professional learning opportunities for teaching staff • Edinburgh Learns curricular groups to support evaluation of Empowered Learning identifying areas for further support and next steps 	<ul style="list-style-type: none"> • Review and refresh Empowered Learning provision

Digital Council and Smart City - Digital Skills

Consumer technology growth has created a new digital era. There is an increased need for consumers to develop their own digital literacy and cyber resilience skills to engage digitally with the Council and our customers must feel empowered to do so.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>Digital Skills To be the Digital Council we aspire to be we will need different skills and knowledge. We will need:</p> <p>Council</p> <ul style="list-style-type: none"> • Leaders who understand the value technology brings to our organisation • Leaders who develop digital skills to become digital leaders • A digitally skilled workforce who engage with professional development to further develop and enhance digital skills <p>Customers</p> <ul style="list-style-type: none"> • Citizens who feel confident in their digital skills and secure in their ability to promote their own cyber resilience • Citizens who engage with Smart City and Digital Council initiatives providing feedback that helps to shape future improvements <p>Schools and Lifelong learning</p> <ul style="list-style-type: none"> • Learners who engage with opportunities to develop their digital literacies • Learners who develop their understanding of their own cyber resilience to be safe and secure when using digital tools. • Learners who have digital skills for life, learning and work. Skills that will empower them to become the digital citizens and workforce of the future • Teachers who utilize digital tools to support their working, develop high-quality teaching and effective assessment methods 	<p>Elected Member ICT and Digital Sounding Board meetings</p>		<p>We will do this by:</p> <ul style="list-style-type: none"> • Developing our employees to be comfortable with the technologies we use to deliver services • Providing and promoting e-learning to enhance digital skills • Providing professional learning opportunities for staff and ensuring equity of access to such opportunities by embracing e-learning 	<p>We will do this by:</p> <ul style="list-style-type: none"> • Provide and signpost a wide range of digital support tools and materials • Provide adult learning opportunities using e-learning opportunities • Deliver digital inclusion learning opportunities for citizens via our libraries • Designing services and support capabilities that deliver digital inclusion for all our citizens • Embracing social media as a tool for engagement and communication both internally and externally <p>We will do this by:</p> <ul style="list-style-type: none"> • Supporting schools and early years to access and deliver a 21st century educational experience • Empowering school leaders to drive innovative changes within their setting • Providing up to date infrastructure, hardware, and software to ensure learning to enable learning that provides the best future life chances for all learners • Focusing on STEAM subjects to ensure learners are prepared with a digital toolset fit for future life and workspace • Embracing our core platform MS365 to ensure continuity of resources, allow networking between settings and safe interactions with external partners 	<p>Review digital literacy and cyber resilience skills against participation and engagement, identify gaps and develop opportunities for further engaging and empowering customers and colleagues</p>	<p>Review digital literacy and cyber resilience skills against participation and engagement, identify gaps and develop opportunities for further engaging and empowering customers and colleagues</p>

Digital Council and Smart City - Digital Inclusion

Digital inclusion is about ensuring the benefits of the internet and digital technologies are available to everyone. This is important not only to ensure that citizens can access Council services, but also to support the Council's central priorities of reducing poverty and improving well-being. Our aim is to provide our citizens with access to digital connectivity and that we can provide support for our citizens to gain digital skills and the confidence to use them.

Key deliverable	Delivered to date	Sept – Dec 2021	March 2022	Sept – Dec 2022	2023	Beyond 2023
<p>Digital inclusion We will:</p> <ul style="list-style-type: none"> • Ensure connectivity is available in our community spaces including libraries, schools, and early years settings • Ensure citizens can access resources within our libraries • Ensure citizens can access learning opportunities to further their digital skills and cyber resilience abilities • Ensure that digital literacies are embedded into all aspects of the curriculum • Foster positive relationships between families and early years settings/schools allowing for support opportunities to be identified • Provide equity of access to digital resources for all learners in schools • Ensure that citizens on low incomes are involved in the design and development of digital services that matter to them • Ensure low cost affordable broadband is available for Council tenants • Working with partners CityFibre to enable FTTP (fibre to premises) rollout across the City • Work with third sector partners to promote access to affordable digital equipment • Working with 3rd sector partners to provide families with connectivity and devices as part of the SG Connecting Scotland programme. Connecting Scotland is a Scottish Government initiative being managed by the Scottish Council for Voluntary Organisations set up during the pandemic to provide funding to support organisations to help get every citizen in Scotland online 	<ul style="list-style-type: none"> • In March 2020, at the start of the Covid-19 pandemic, we worked to provide our most vulnerable families with devices and connectivity • Schools worked during lockdown to provide devices to pupils to enable remote learning • Funding and agreement to embark on Empowered Learning project, Empowering Learners through access to digital platforms & apps • Ensuring that all our Council owned homes have a fast and reliable broadband service will support our colleagues across the Council to work in a more mobile and efficient way while ensuring our tenant's needs are met. This will also enable services across the Council, such as the Smart Cities project to continue to develop their programme to reduce/eliminate the barrier of internet access. • City of Edinburgh council is working in partnership with CityFibre and Openreach to provide super-fast fibre broadband infrastructure to all our council own homes. Through open networks, this infrastructure will prove our tenants with the ability to choose from over 600 different broadband providers, ensuring they have access to the best deals without any set up costs, to date 8,917 homes have been connected 	<ul style="list-style-type: none"> • Delivery of Empowered Learning which will see nearly 40,000 digital devices to children and teachers in the city, training and roll out of this solution will start August/September - deployment of 1 to 1 devices for all Secondary teaching staff and Secondary learners • We will continue to work with our partners to identify and develop opportunities around our digital infrastructure to improve connectivity, improved connectivity will mean that our citizens, councillors, colleagues, visitors and businesses will benefit from full use of our digital services and increase participation in a digital city • CityFibre and broadband infrastructure work well underway, now reviewing options to utilise this infrastructure and settle on a final strategy upon completion of research and due diligence 	<p>Edinburgh Poverty Commission identified that action must be taken to address and ensure that digital participation opportunities are made available for those living with poverty. We will:</p> <ul style="list-style-type: none"> • Support the delivery of measures set out in the Council's Our Future Council; Our Future City plan to provide digital inclusion opportunities for our citizens. We will continue to identify opportunities, develop plans and work with partners to exploit and deliver these commitments throughout the lifespan of the strategy • Continue to explore and develop digital connectivity opportunities • CityFibre and broadband connectivity work continues 	<ul style="list-style-type: none"> • Providing up to date infrastructure and hardware Edinburgh Libraries will provide three distinct digital support offers to customers which we believe will help improve digital skills on a local level. • Get Online – volunteer led 1:1 support for all learners. Sessions are informal and user-led and will be underpinned by the Good Things Foundation's Learn My Way online modules and resources • Get Online with BT Skills for Tomorrow. Skills for Tomorrow is a major new programme by BT designed to empower 10 million people by giving them the skills they need to flourish for the digital future, supporting learners in improving their digital literacy and enabling them to make use of digital technologies in ways that will help reduce long-term unemployment • Get Online – VIP • Smart technology and many e-resources offer accessibility functions which can support and facilitate access for customers with sight loss and visual impairment. Get Online VIP sessions explore people's needs and provide the right support through small workshops and demonstrations of Apple iPads • As part of their Community Benefits commitments CGI will undertake work to improve digital inclusion and participation • Deployment of 1 to 1 devices for all Early, Primary and Special teaching staff • Deployment of 1 to 1 devices for P6 & P7 learners • Deployment of devices in a ratio of 1 to 5 for P1 – P5 learners • Continue to explore and develop digital connectivity opportunities • CityFibre and broadband connectivity work continues 	<ul style="list-style-type: none"> • Edinburgh Learns curricular groups to support evaluation of Empowered Learning identifying areas for further support and next steps • Continue to explore and develop connectivity opportunities • CityFibre and broadband connectivity work continues 	<ul style="list-style-type: none"> • Review and refresh Empowered Learning provision In planning to be confirmed: • Replace desktops and software in all library locations • Provide an Online Public Access Catalogue (OPAC) in every library location • Upgrade of People's Network and potential for introduction of "tablet" technology • Self-service kiosks • Review of digital connectivity infrastructure and development of plans to meet with current and future technologies • CityFibre expect to have completed their build by the end of 2024

Digital Council and Smart City - Smart Cities

A smart city is an urban area that uses different types of Internet of Things (IoT) sensors to collect data then use insights gained from this to manage assets, resources, and services. Our vision for a smart city is the application of data and technology to increase efficiency, minimise costs and enhance convenience.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>Smart Cities</p> <p>Our aim for Edinburgh is to:</p> <ul style="list-style-type: none"> • Make the city more liveable, workable, and sustainable • Have world class connectivity • Manage the city resources as effectively and intelligently as possible • Deliver world-class citizen-centric city services • Underpin a continuous process of reinvention, transformation, and creativity • Support economic development and long-term prosperity • Improve resilience <p>Empower citizens to become Smart/Digital Citizens of the future.</p> <ul style="list-style-type: none"> • For Edinburgh this will include: <ul style="list-style-type: none"> • connectivity – 5G and FTTP • sensor technology, IoT, AI • smart parking and EV charging • wearable and mobile tech • smart public transport • city Wi-Fi • smart energy • health and social care • smart citizens • DDI • conversational platforms • GPS/GLONASS and location analytics • greater citizen engagement 		<p>We will continue over the course of the Strategy to reshape our IT services and help to reshape the city with a fully integrated IoT Platform. This will enable Edinburgh to take advantage of the opportunities afforded by new and transformative technologies to become a digital Council and a world leading Smart City.</p> <p>Through our Customer Digital Engagement and Web programme, we will be:</p> <ul style="list-style-type: none"> • Digital by default – implement a digital approach to the delivery of services • Citizen centric – put citizens at the centre of what we do by <p>Working with SFT/Infralink to encourage increased 4G/5G coverage across the City including working with our Planning team.</p>	<p>The City of Edinburgh Council is developing an operations centre to support smart city services. This internet of things (IoT) platform will be able to incorporate artificial intelligence (AI), smart bin and housing sensors, upgraded CCTV and analytics technologies. This concept is underway and will be delivered over the course of the coming years in phases.</p> <p>Edinburgh's plan for a Smart City Operations Centre foundational platform and sensors benefitting from 8th City European Regional Development Fund support. The 8th City Programme is one of 3 workstreams delivered by the Scottish Cities Alliance, a partnership of Scotland's seven cities and the Scottish Government</p> <p>Engagement with all mobile operators/infrastructure providers to encourage improved connectivity.</p>	<ul style="list-style-type: none"> • By delivering our Digital Skills and Digital Inclusion commitments, we will: • Provide and signpost a wide range of digital support tools and materials • Provide adult learning opportunities using • Deliver digital inclusion learning opportunities for citizens • Design services and support capabilities that deliver digital inclusion for all our citizens • Embrace social media as a tool for engagement • Smart City Operations Centre work continues 	<p>By treating data as an asset, we will:</p> <ul style="list-style-type: none"> • work with services to improve the tools that enable a Council-wide approach to business intelligence to enhance services and digital engagement with our customers and communities • Smart City Operations Centre work continues <p>Ongoing projects to improve 4G/5G coverage through use of Council Assets to improve coverage.</p>	<p>We will review our Smart City capability and create a portfolio of smart city projects that balances short-term versus long-term impact, risks, investment, and social value, and establishes key strategic outcomes. As part of the work of the board, we will:</p> <ul style="list-style-type: none"> • Develop a structured innovation management framework and innovation toolkit that builds on best practice from a broad range of relevant sectors • Work with 3rd party telecoms providers to exploit the connectivity available to us • Adopt and support the development of relevant Scottish UK and international Smart Cities actions and standards to build trust and confidence, ensure interoperability, and provide shared frameworks for city transformation plans • Develop governance to ensure a well-integrated smart city approach and coordinated governance of critical elements associated with portfolio, data and information management, cybersecurity, procurement, ethics, and privacy • Connect and share smart city knowledge, learning and assets • Introduce incubator projects at low cost to pilot tech benefits to solve real world problems • Smart City Operations Centre work continues

Digital Council and Smart City - Innovation

Innovation is about addressing problems in new and original ways that better meet the needs of customers.

Many developments in both the systems we use and in Smart Cities technology are experienced as innovation, having a disruptive impact on how services have previously been experienced or delivered; both positive and negative.

Key deliverable	Delivered to date	Sept – Dec 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>The Council sees two forms of innovation driving empowerment:</p> <ul style="list-style-type: none"> un-proven: The first focuses on new 'unproven' technology, where the Council would be an early adopter proven: The second is the adoption of new, or re-use of existing, proven technologies by the Council. This approach will be supported through a business case approach. <p>Both approaches will be supported as appropriate to the technology and the solution.</p>	<ul style="list-style-type: none"> Teams unified communications Team collaboration (on request) Mobile Device Management re-platform (Intune) Outlook Online BYOD self-service password reset Our Shared Repairs service was a Challenge Sponsor in the Scottish Government's CivTech 4.0 Innovation Programme, supported by Digital Services Relationship Management, its aim being to produce from scratch an app that would help encourage owners of the city's 17,000 tenements to keep their shared properties well maintained and safe. Phase 1 has been completed: The creation of Novoville Shared Repairs app, that owners can use to chat and build community, report common repairs required, vote as required by law, get and accept quotes from Trusted Traders, carry out repairs and pay their share due for work done 	<ul style="list-style-type: none"> OneDrive for Business CivTech/Novoville Phase 2 (pending business case approval) continues with the Shared Repairs team: is an internal case management cloud-based system for the Mixed Tenure Pilot. To provide the council's Mixed Tenure team with a dashboard that can be used to manage and track the legal process required to progress repairs in the Councils part owned mixed tenure blocks. Continue to use technology and innovation to assist in new ways of working 	<p>We will:</p> <ul style="list-style-type: none"> Promote an understanding of new products, process, services, or technologies that are emerging in the market, both locally and globally as well as from SMEs and well-established providers Support an innovative culture across the Council Enable third parties to pitch innovative concepts to the Council following procurement guidelines Provide a structured mechanism for the Council to explore and manage its technology innovation portfolio Engage and consult key stakeholders on benefits and opportunities of Cloud adoption <p>We will:</p> <ul style="list-style-type: none"> Encourage cross-departmental re-use and sharing of systems/resources Continue to use technology and innovation to assist in new ways of working 	<ul style="list-style-type: none"> Continue to explore and exploit innovation and collaboration opportunities through DDI (data driven innovation) Review strategy and update to reflect current innovations, technologies, security, and the Council's technology landscape Empowering school leaders to drive innovative changes within their setting Continue Cloud migration Continue to use technology and innovation to assist in new ways of working 	<ul style="list-style-type: none"> Identify opportunities to Increase and drive automation Continue Cloud migration Continue to use technology and innovation to assist in new ways of working 	<p>Potential to drive innovation further with adoption of additional Microsoft 365 capabilities:</p> <ul style="list-style-type: none"> e.g. low code no-code (PowerApps and Flow) migration of G drives to Teams/SharePoint and a range of other new 365 tools Identify further innovation opportunities Final Cloud migration strategy move Continue to use technology and innovation to assist in new ways of working

Digital Council and Smart City - Technology Sustainability

The City of Edinburgh Council has set an ambitious city-wide target to become carbon neutral by 2030.

Key deliverable	Delivered to date	Sept 2021	March 2022	Sept 2022	2023	Beyond 2023
<p>Technology sustainability</p> <p>Digital Services and our delivery partners for technology and Smart Cities are committed to contributing to this carbon neutral target in several ways including reducing:</p> <ul style="list-style-type: none"> • Energy use • Carbon emissions • The amount of waste generated • The effects of climate change 	<p>To date, we have:</p> <ul style="list-style-type: none"> • Reduced carbon emissions by implementing an automatic shutdown of PCs in pilot areas across the Council in the evenings and over weekends • Installed multi-function devices to replace printers and copiers across the Council • Chosen technology solutions with virtualisation of servers or cloud hosting where possible to promote better value, save energy and reduce heat output and comply with the European Code of Conduct for the operation of data centres energy efficiency • Disposed of hardware responsibly and in accordance with the waste electrical and electronic equipment (WEEE) Directive and recycled equipment where possible • Extended the lifecycle of PCs and other hardware assets to take advantage of both cost savings and reducing waste • Implemented home/remote working solutions that reduce travel between sites and between home and work 	<ul style="list-style-type: none"> • Continue to collect and dispose of hardware responsibly and in accordance with the waste electrical and electronic equipment (WEEE) Directive and recycled equipment where possible when lifting of Covid restrictions allow 	<ul style="list-style-type: none"> • Continue to collect and dispose of hardware responsibly and in accordance with the waste electrical and electronic equipment (WEEE) Directive and recycled equipment where possible when lifting of Covid restrictions allow 	<ul style="list-style-type: none"> • Review WAN • Device review • Complete Win2K8 server decommission - reducing number of servers 	<ul style="list-style-type: none"> • Commence device refresh planning focusing on how we can make this more sustainable e.g. use of thin client (remote connection to central server rather than the reliance on local hard drive will mean less need for enhanced devices) 	<ul style="list-style-type: none"> • Support 2030 Climate Strategy where digital technology as an enabler can contribute • CGI has committed to achieving net zero carbon emissions by 2030 with respect to carbon emissions • The City of Edinburgh Council has committed to become a "net-zero" city by 2030. Digital Services will work with CGI to reduce CO2 emissions and achieve these sustainability goals through innovative energy solutions

Key deliverables that aren't viable for progression will be shown in the table below. There can be several reasons why this can happen, as technology is an enabler it may be that the technology to deliver these has changed significantly, or largescale business delivery review is undertaken which means a different technology approach is required. As part of our overarching principles we will balance delivery, quality, best value, and scope. We will focus on ensuring the delivery of quality solutions that offer best value and meet requirements across the entire organisation. This table will be updated quarterly.

Strategic Theme	Key deliverable not initiated	Rationale

Appendix 2 – Strategic Programme of Work

DIGITAL SERVICES - STRATEGIC PROGRAMME OF WORK - AUGUST 2021																				
Category	Project	Comment	YEAR 2020/21												YEAR 2021/22					
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Legislative	Elections	Delivering ICT systems and support for the Parliament and Local Authority Elections					●												●	
Legislative	Annual Billing	Annual Council Tax, Non Domestic Rates and Business Improvement Districts billing projects				●													●	
Legislative	Year End Closures	Annual Finance Systems Year End					●												●	
Customer & Web	Rolling CDE & Web Programme	Rolling programme of Channel Shift / Customer Digital Enablement (CDE) projects																		///
Customer & Web	- CDE- Bulky Waste	Online bulky waste form successfully launched in February		●																
Customer & Web	- CDE Repairs Direct	Integrated on line bookings for Housing repairs - timescales to be finalised																		●
Customer & Web	- CDE Payment Form Rollouts	Rolling programme of payment forms e.g. Pre Planning Applications-timeframes TBC	●			●				●					●				●	
Customer & Web	Website Accessibility Programme	Programme to ensure core Council websites are fully accessible for people with disabilities																		
Customer & Web	Customer & Transactions Portal Print	Rollout of a new Council Tax and Benefits citizen portal and print solution				●														
Transformation	Health & Social Care Rostering	Upgrade of online workforce management and rostering system - timescales to be finalised																	●	
Transformation	ERP Project	Oracle eBusiness suite upgrade																	●	
Transformation	Housing Asset Management - Phase 1	Housing stock asset management system upgrade - timeframes to be finalised																	●	
Transformation	Licensing Application Upgrade	Upgrade of legacy case management system with the cloud based Civica CX product for Licensing.																	●	Phase 1 - Licensing
Transformation	Total Mobile - Phase 3	Further upgrades to the mobile Housing Repairs workforce application - timeframes TBC																		
Transformation	Smart Cities (SC) Programme																			
Transformation	- SC - Empowered Learning	Empowering Learners through access to digital platforms & apps-timeframes TBC																		
Transformation	- SC - City Operations Centre	Creating a smart city ops centre to deliver transformative digital services - timeframes TBC																		
Transformation	Business Intelligence (BI)	Delivering a consolidated BI reporting service that provides performance dashboards & reports																		
Transformation	Hosted IDOX	Migration of Planning & Building Standards application into the IDOX Cloud - timeframes TBC																		
Transformation	Electronic Document Management	Tools to support document management & collaboration. Phase 1 live. Further phases TBC	●																	
Transformation	Rolling GIS / Mapping Programme	Working with NSS and in-house GIS team to improve modelling of COVID-19 outbreaks			●				●						●				●	
Development	SWIFT Upgrade	Upgrade of SWIFT social care case management system - timescales to be finalised																		
Development	iTrent Upgrade	HR and Payroll application upgrade			●															

