

IT WORKING PARTY REPORT FOR JPC 18.03.19.
PREPARED BY CLLRS GARNER, CRATHORNE AND THE CLERK.

INTRODUCTION

In the course of our investigations the Working Party came to appreciate the work carried out by Cllr. Leech in a voluntary capacity in managing the Web Site over the last 4 years. It is clear that this endeavor had saved the council a great deal. The Working Party recommends that the council express its formal appreciation to Cllr. Leech for this part of his wide ranging and impressive contribution to the council's work.

CONSIDERATIONS UNDERTAKEN BY THE WORKING PARTY.

1. There were 5 businesses submitting bids based on a brief prepared by the Clerk. The Working Party submitted each bid to the following criteria:
 - Location
 - Basic Cost
 - Support hourly rate
 - Single trader or larger business
 - Design to be capable of allowing the Clerk to update directly
 - Positive reviews of their current work.
2. Applying the above criteria the companies to be considered were reduced to three. The Working Party sent out a request for the WP to visit each business for further information. We received invitations from two companies. The third company did not reply.
3. The visit to HTDL which is based in Henley enabled to see their modern and impressive offices. The company employs several designers and technicians. They were able to demonstrate a flexible and restrained approach to our Web Site being just for information. The system would be managed by the Clerk and training provided. On going support at their offices or at the Clerk's Home office would be available. They would assist with provision of Council based email addresses for all councillors. We were able to see several examples of their work. We have received very complimentary references from a national company and a local business. The managing director emphasised that because his business and residence was in Henley he had additional investment in the joint parishes. The cost is commensurate with the other company visited. An order placed now would mean the website could be up and running by May 2019.
4. The visit to Syclone Design, based in Southam was to the sole trader's house. We did not see his office. Although he is a lone worker he says he has a network of colleagues who would step in to cover if required. He also demonstrated an awareness of the restrained requirements of our information web site. The system would be managed by the Clerk and training provided. On going support by telephone or at the Clerk's home

office would be available. He would assist with provision of Council based email addresses for all councillors. We viewed briefly examples of his work and have been able to communicate with two of his customers who have provided xxxxxxxxxxx references. We noted that his own business web site currently being designed was not available. An order placed now would mean the website could be up and running by May 2019.

5. The Clerk has indicated that she would be content with either choice as she could work with both HTDL and Syclone. The support for her laptop, internet, and mail systems would continue to be provided by Southam office Supplies as is the case at the moment.

6. Syclone costs: £1700 - £1900; Support £60 per hour; all plus VAT
HTDL costs: £1920; Support Package Annual fee equivalent £60 per hour; all plus VAT.

7. The Working Party recommends that HTDL are selected.
The justification for selecting the more expensive option is that:
 1. They are a local company with an investment in our joint parishes
 2. They have a very good reputation supported locally and nationally
 3. Having several employees in the same office they are more likely to be able to respond to any difficulties the council may experience.
 4. Their work at every level is of the highest standard.