

## ***Report to Task and Finish Panel***

***Date of meeting: 11 September 2017***

**Subject: Recovery and Risks for the Covalent System**



**Officer contact for further information: Steve Bacon, ICT Operations Manager**

**Committee Secretary:** Adrian Hendry, Senior Democratic Services Officer

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### **Recommendations/Decisions Required:**

**That the Panel considers the recovery and risk strategy for the Covalent system.**

### **Report:**

#### Background

1. Covalent is a cloud-based performance and project management software that provides real-time visibility and control of strategic and operational performance, project management and risk. Covalent Software Ltd, based in Taunton, Somerset, was acquired by Ideagen PLC in August 2016. Ideagen provides a range of Governance, Risk and Compliance software products globally, and employs 250 staff based around the UK, the US and Dubai. Ideagen has a customer base of over 2,200 organisations, including Emirates, Boeing, PwC and Heineken.
2. The Council has purchased Covalent system licences for all staff, initially for a twelve-month period. Covalent is a corporate system and as such our access to it is managed and maintained by Corporate ICT. We anticipate renewing the licence on an annual basis.

#### Recovery

3. The exit strategy for Covalent is surprisingly simple and free:
4. Data – the system allows for a backup to be taken of all inputted data, this could then be imported into a database or spreadsheet for reformatting to allow import into any replacement system. A test of this functionality was run successfully as part of the prototyping of the system.
5. Documents / file attachments – any required attached files would need to be manually downloaded. Alternatively, Covalent could export these files for us but there would be a charge for this service.
6. It's important to note that all data within Covalent remains the property of the Council.

#### Risks

7. Ideagen have stated that they regard the acquisition of Covalent as one which

adds functionality to their existing products, as well as strengthening their research and development. They have stated they value the long term customer relationships that Covalent have, and the repeat business from these customers.

8. The risk of the Covalent product being discontinued or substantially altered, adversely affecting our continued use of the product, is therefore assessed as being of low likelihood and medium impact. Consequently, this risk is being monitored but no additional control or mitigation actions are appropriate.

**Reason for decision:**

The Task and Finish Panel requested a report on the recovery and risks for the Covalent system, as introduced by the Transformation Programme.

**Options considered and rejected:**

The Panel could make recommendations regarding the strategy within the Task and Finish Report.

**Resource implications:**

Within existing resources.

**Legal and Governance Implications:**

There are no constitutional implications of this proposal.

**Safer, Cleaner Greener Implications:**

There are no safer, Cleaner or Greener implications.

**Consultation Undertaken:**

No formal consultation was undertaken in the preparation of this report.

**Background Papers:**

Reports to previous meetings of the Task and Finish panel.

**Impact Assessments:****Risk Management:**

Risks are covered in the report above, alongside mitigation and control measures.

**Equality:**

There are no Equality Impact implications.

# Equality analysis report

## Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Recovery and Risks for the Covalent System
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Report is for consideration
Relationship with other policies / projects:	<b>Transformation Programme</b>
Name of senior manager for the policy / project:	Glen Chipp, Chief Executive
Name of policy / project manager:	David Bailey, Head of Transformation

## Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	If yes, state which protected groups:
	<p>If no, state reasons for your decision:</p> <p>No. Any equalities impact assessment for individual projects or programmes will be detailed in the respective reports.</p>

Name and job title of officer completing this analysis:	David Bailey, Head of Transformation
Date of completion:	06.09.2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	David Bailey, Head of Transformation
Date of authorisation:	06.09.2017
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	06.09.2017