

ANGUS COUNCIL
POLICY AND RESOURCES COMMITTEE

ITEM No. 2 1

YEAR 2000 IMPLICATIONS FOR THE DEPARTMENT OF LAW AND ADMINISTRATION

REPORT BY DIRECTOR OF LAW AND ADMINISTRATION

ABSTRACT

This Report advises members of the Year 2000 problems insofar as they relate to the Department of Law and Administration and presents a plan detailing action to address various issues arising.

1. RECOMMENDATION

It is recommended that the Policy and Resources Committee:-

- (i) notes the action taken so far and approves the Law and Administration Department Action Plan; and
- (ii) requests me to report further on any significant developments and the necessary action to address any problems which may arise as the subject is fully investigated.

2. INTRODUCTION

At its meeting on 2 September 1997, the Finance and Technology Committee considered and approved Report No 907/97 ("The Year 2000 - Information Technology Implication"). Since then, work has been ongoing to identify the risks associated with this problem and a corporate Working Group has addressed the various issues involved. The Department of Law and Administration has been represented on this Group, both in an administrative role and in the provision of legal advice.

Although the public perception of the Year 2000 is closely linked to the operation of computers, the main concern for the Law and Administration Department is to ensure continuity of normal service both to other Departments and to the public at large. Problems may manifest themselves not only in computers but in any other piece of electrical/electronic equipment containing an embedded chip which could be date sensitive to the rollover from the year 1999 to the year 2000. Equally important is the requirement to ensure that all possible assurances are received from suppliers that any systems or equipment they use is Year 2000 compliant, thus ensuring continuity of goods and services, some of which may be of critical importance to the Department's functions.

3. PROPOSAL

A summary of the Departmental Action Plan is contained in Appendix 1. This plan covers all the services for which the Department is responsible and has identified, by way of risk assessment measures, areas of high/medium level risks to the Department's ability to maintain normal levels of service into the year 2000. These areas will now be investigated further to identify what steps, if any, need to be taken to protect the Council's position. In addition to our own responsibilities, the Department will also continue to provide legal advice on a corporate basis and enter into dialogue with a small number of suppliers deemed to be of a corporate nature.

4. FINANCIAL IMPLICATIONS

It is extremely difficult at present to estimate the likely financial implications. This will be directly related to the amount of upgrading to or replacement of equipment required which is, as yet, unknown. All expenditure, including staff costs, will be recorded and reported to the Committee at a later date.

5. CONSULTATION

The Chief Executive, Directors of Information Technology and Finance have been consulted in the preparation of this Report.

6. CONCLUSION

The department fully appreciates the importance of the Year 2000 perceived problem and accepts responsibility to take all reasonable steps to ensure compliance of systems, procedures and equipment. Accordingly the Department's Project Plan has been drawn up to address compliance issues with relevant equipment. It is essentially a plan to identify potential problems and to contact suppliers by certain dates to obtain assurances which are acceptable in risk management terms.

CATHERINE A COULL
Director of Law and Administration

NOTE: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

DEPARTMENT OF LAW AND ADMINISTRATION

YEAR 2000 ACTION PLAN

**DIRECTORATE LEGAL AND ADMIN SERVICES
 HQ BUILDINGS FACILITIES MANAGEMENT
 REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES
 PRINT AND DESIGN**

PROPOSED ACTION	LEAD OFFICER	TARGET DATE
Initial Risk Assessments	W Docherty	Complete
Training of Staff	D Smith	Complete
Provision of style letters to suppliers	M Keyse	Complete
Provision of style response letters	M Keyse	Complete
Provision of style reminder letters	M Keyse	Complete
Listing of all Suppliers	L Dryden	27/11/98
Identification of Critical Suppliers	D Smith	04/12/98
Identify Computer Hardware	D Smith	11/12/98
Identify Computer Software	D Smith	11/12/98
Identify Embedded Chips	D Smith	11/12/98
Identify Print and Design Equipment	I Taylor	11/12/98
Identify Bespoke Systems	D Smith	18/12/98
Letters to Corporate Suppliers	D Smith	Complete
Letters to Critical Suppliers	N Spain	18/12/98
Review of Responses	D Smith	20/01/99
Provision of Legal Advice	M Keyse	Ongoing
Further Report to P&R Committee	D Smith	TBA
Issue of Letters on behalf of Other Departments	N Spain	Ongoing

