

BABERGH DISTRICT COUNCIL

FROM: Information Management Task Group

REPORT NUMBER: G 106

TO: STRATEGY COMMITTEE

DATE OF MEETING: 27 September 2007

INFORMATION MANAGEMENT TASK GROUP UPDATE REPORT

1 PURPOSE OF REPORT

1.1 This report gives an update of the progress being made by the Information Management Task Group (i-MTG), formerly the e-Government Steering Group, over the last 5 months from March 2007.

2 RECOMMENDATIONS

2.1 That the report to be noted.

3 FINANCIAL IMPLICATIONS

3.1 None.

4 RISK MANAGEMENT

4.1 None to be noted.

5 KEY INFORMATION

5.1 A summary of our achievements up to February 2007 was given to Strategy on 8 March 2007 Paper F199.

5.2 Achievements in the last five months include:

5.2.1 Implementation of Document Image Processing (DIP) in Planning allowing applications in both Building Control and Development Control to be scanned straight onto the system.

5.2.2 Provision of more on-line facilities in Planning, such as being able to view Building Control applications, see status of Development Control applications, see Planning Enforcement notices and submit plans via Planning Portal.

5.2.3 Cleansing of almost all of our address data and we are now regularly uploading such data to the National Land and Property Gazetteer Hub – a statutory obligation.

5.2.4 Approval of Environmental Health System Upgrade.

5.2.5 Commitment of funding for Crystal Report Server.

5.2.6 Further contract negotiations with MDA to secure the second phase of LAMP. Expecting to finalise the contract in the Autumn.

5.2.7 Currently in the process of implementing various new parts of the IBS system to allow the tracking of Lettings and Homelessness, buying Council housing, void properties, and repairs.

- 5.3 **Working in partnership** with the Suffolk Accessibility Government Partnership (SAGP) has enabled Babergh to participate in joint working groups. Areas of interest are:
- 5.3.1 Onesuffolk Portal is providing a web service for communities and organisation on behalf of Suffolk authorities. This includes websites for Safer Neighbourhood Teams; Parish Councils, Town Councils, clubs and organisations. This helps us meet the communication needs to public in our district.
- 5.3.2 Working with Suffolk Authority Legal Services (SALS) has enabled joint tracking of case files and time recording through a system called Tricostar.
- 5.3.3 Working with Land Charges teams across Suffolk has created a ‘Suffolk Searches’ Portal for solicitors and personal search agents to use to submit land charge searches on-line. This site has been running since June. An initial lump sum of £20K was put aside for future development, but with the uncertainty of Home Information Packs it is unlikely that we will spend the money in this area at this point in time.
- 5.3.4 Recently Socitm praised Onesuffolk portal as being a really useful site in a review of Partnership Portals in England and Wales.
- 5.4 Appendix A sets out details of Capital commitment for 2007/8 managed through i-MTG.
- 5.5 As stated in Annual Efficiency Statement (AES) projection for 2007/8, our anticipated efficiencies are £100K non-cashable. This does not include any CAST savings.
- 5.6 Looking forward, the i-MTG is ensuring existing projects (including LAMP) are closely monitored. The i-MTG is also developing the Information Strategy, of which the first draft is expected to be presented at the Members Seminar on 22 November and the final draft to be taken to Strategy on 7 February.

6 APPENDICES

(A) Capital budgets 2007/8

7 BACKGROUND PAPERS REFERRED TO:

None.

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Appendix A

Capital (2007/8)				
Name	Description	2007/8 Committed	2007/8 To be Committed	Total
PC refresh	Replacement of all PCs over a 5-year period. 2006/7 was the first year.	39,700		39,700
Server refresh	Replacement of all server hardware over a 5-year period. 2006/7 was the first year.	19,000		19,000
DRP Provision	Enhancements to disaster recovery facilities relating to IT systems. This includes enhancements to the existing server room, including fire suppression facilities.	28,500		28,500
Office refresh	Updating of all MS Office products over a 5-year period so that we use only one (or at most 2) versions of the product.	21,000		21,000
Website enhancement	Implementation of agreed website enhancements as prioritised through the Web First officer group.	20,000		20,000
Laptop refresh for Members	Acquisition of replacement laptops, and the introduction of revised network services to cater for faster access to services for Members.	21,000		21,000
E-mail archiving	Implementation of e-mail archiving and recovery mechanisms.	10,000		10,000
MVM Proactive upgrade	Upgrade of the Environmental Services application system.	20,000		20,000
Plantime replacement	Replacement of our flexitime / attendance system.		14,000	14,000
LAMP	Implementation of the Local Authority Modernisation programme to enable automated Land Charge searches and improve the handling of our geographically-based information.	400,000		400,000
E-Procurement	Final work on electronic procurement and payments such as invoice manager.	4,200		4,200

Capital (2007/8) – continued

Name	Description	2007/8 Committed	2007/8 To be Committed	Total
Positional Accuracy Improvement Software	Software and services to assist in the movement of land and property co-ordinate references in line with Ordnance Survey map changes.	23,000		23,000
Unspecified e-Planning schemes	Small consultancy / software requirements to support Planning / land and property work.	10,000		10,000
IBS Application Enhancements	Essential enhancements to IBS to provide appropriate infrastructure modifications and database software upgrades.	30,000		30,000
Replacement HR system	The upgrading of our Payroll and HR system – planned to be a shared implementation across Babergh, St. Eds., and Forest Heath.		30,000	30,000
Electoral Reg system	Minor changes to the Electoral Registration system to cope with postal vote checking.	5,000		5,000
Electronic Payments	Proposed changes to our cash receipting system to enable payments to be made for ad-hoc services (such as bulky waste collection). This is subject to there being a quantifiable need.	19,000		19,000
Citrix for staff and suppliers	The provision of further remote access capability for staff to work from home or remotely.	7,500		7,500
Handheld equipment for Building Control	The provision of robust equipment to allow Building Control inspectors to collect and transmit data, and have access to relevant systems where appropriate, when working at remote sites.	16,200		16,200
General Mobile / Handhelds	The provision of further infrastructure to support working away from the office, in non-"home working" environments.	20,100		20,100
Small project development fund	Small development fund for use by projects that have a sound business case. Currently commitment for a small implementation of a corporate Reporting tool has been given.	5,000	20,000	25,000

Capital (2007/8) - continued

Name	Description	2007/8 Committed	2007/8 To be Committed	Total
Suffolk-wide land charges	Investment in a cross-Suffolk web site and services to provide information regarding the Land Charge Searches process, and impacts of Home Information Packs.		20,000	20,000
Intranet redevelopment	Software / services to upgrade and modernise our Intranet (BEN).		10,000	10,000
Onesuffolk projects	Implementation of projects instigated through the Suffolk Accessible Government Partnership (SAGP). This includes investigation of Government Connect.		20,000	20,000
	TOTAL	719,200	114,000	833,200