

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**CABINET**

**01 February 2011**

**Report of the Information Technology Manager**

**Part 1- Public**

**Executive Non Key Decisions**

**1 CORPORATE DOCUMENT MANAGEMENT SYSTEM EXPANSION**

**Summary**

**This report provides the results of a fast track evaluation of the Capital Plan scheme “IT Initiatives: Corporate Document Management System Expansion” and recommends it be transferred from List C to List B.**

**1.1 Introduction**

1.1.1 The current Capital Plan review process identifies a new scheme entitled “IT Initiatives: Corporate Document Management System” which was recommended for fast track evaluation. The meetings of Finance & Property Advisory Board on 5 January and Cabinet on 12 January supported this recommendation.

**1.2 Evaluation**

1.2.1 The evaluation has now been completed and the evaluation form is attached at **[Annex 1]**. The use of document management is considered to be a key element of the drive for improved methods of working, streamlined procedures and greater efficiency as well as being a key enabler of improvements to business continuity and disaster recovery.

1.2.2 Members should note that the initial cost of the scheme is £60K to cover software licensing and training. However, following discussions with the supplier there will be ongoing revenue **savings** of £18K per annum. The scheme has the full support of Management Team.

**1.3 Legal Implications**

1.3.1 None.

**1.4 Financial and Value for Money Considerations**

1.4.1 See Annex 1.

## 1.5 Risk Assessment

1.5.1 Not applicable.

## 1.6 Equality Impact Assessment

1.6.1 See 'Screening for equality impacts' table at end of report.

## 1.7 Policy Considerations

1.7.1 Business Continuity/Resilience, Customer Contact and Procurement.

## 1.8 Recommendations

1.8.1 It is **RECOMMENDED** that the Capital Plan scheme "IT Initiatives: Corporate Document Management System Expansion" be transferred from List C to List B.

Background papers:

contact: Alan Burch

Nil

Alan Burch  
Information Technology Manager

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The decision relates to an internal support service only.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	The decision relates to an internal support service only.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*