

**TONBRIDGE & MALLING BOROUGH COUNCIL**  
**FINANCE, INNOVATION and PROPERTY ADVISORY BOARD**

**20 July 2016**

**Report of the Director of Finance and Transformation**

**Part 1- Public**

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)**

**1 CAPITAL PROGRAMME: POST IMPLEMENTATION REVIEWS MONITORING REPORT FOLLOWED BY TWO POST IMPLEMENTATION REVIEWS**

**This report identifies the post implementation reviews carried out since the meeting of this Board in July 2015 and the capital plan schemes for which reviews are or will be due. The report also brings forward two of the post implementation reviews for which a review is now due.**

**1.1 Introduction**

1.1.1 The Council's Capital Strategy provides for the reporting of post implementation reviews to demonstrate the effectiveness of capital expenditure. A system for monitoring post implementation reviews for capital projects was endorsed by this Board on 5 October 2005 and since then monitoring reports have been presented to meetings of the Board.

**1.2 Progress**

1.2.1 The Capital projects for which a post implementation review has been carried out since the meeting of this Board on 22 July 2015 are detailed in **[Annex 1]**. The Annex covers the following schemes:

- Tonbridge Swimming Pool Outdoor Pool Remedial Treatment (Communities Advisory Board September 2015).
- Christmas Lighting Capital Grants (Finance, Innovation and Property Advisory Board September 2015).
- Implementing Electronic Government (Finance, Innovation and Property Advisory Board September 2015).

1.2.2 The schedule of forthcoming and outstanding post implementation reviews, most of which are current capital plan schemes, is provided at **[Annex 2]**. The schedule comprises 33 schemes.

### **1.3 Post Implementation Reviews**

- 1.3.1 Two of the post implementation reviews for which a review is now due are detailed below for information and endorsement.

#### *Tablet Devices for Members and Senior Officers*

- 1.3.2 This scheme was designed to facilitate paperless Council meetings. The original budget was subsequently increased to enable senior officers attending meetings to capitalise on this facility. Attached at **[Annex 3]** is the relevant review template for this capital scheme.

#### *Corporate Document Management System Expansion*

- 1.3.3 This scheme looked to extend current DMS usage in Planning Services and form the basis of a corporate DMS implementation. Although the initial phase was implemented in Financial Services the software supplier was unable to address specified workflow requirements and merge the two independent DMS instances into a single system. However, in the meantime a replacement project using new technology has enabled Financial Services to successfully implement a new DMS system. Attached at **[Annex 4]** is the relevant review template for this capital scheme.

### **1.4 Legal Implications**

- 1.4.1 As set out in the evaluation.

### **1.5 Financial and Value for Money Considerations**

- 1.5.1 The reporting of post implementation reviews is important for testing the effectiveness of the Council's capital expenditure and is in accordance with the Council's Capital Strategy.

### **1.6 Risk Assessment**

- 1.6.1 There is a risk that not carrying out post implementation reviews may lead to the repetition of capital expenditure which is not effective or does not provide value for money.

### **1.7 Equality Impact Assessment**

- 1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **1.8 Recommendations**

- 1.8.1 It is recommended that the Post Implementation Reviews for the capital plan schemes detailed in the report be endorsed.

The Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Mike Withey

Nil

Sharon Shelton  
Director of Finance and Transformation