

## CAPITAL PLAN LIST C – EVALUATIONS

	Project Enterprise Document Management Solution			
	1	Specification:		
		(i)	Purpose of the scheme	The Council presently has 80 licences for the document management solution Information@work used primarily by Revenues & Benefits, Customer Services and some teams in Housing. Purpose of the project is to purchase 120 additional licences to adopt this as the enterprise solution for the whole Council. The provision of a Council-wide DMS will open opportunities for efficiencies in management of digital records and in the reduction in paper records, as well as enabling the Council to comply with GDPR guidelines on electronic document storage, access and retention periods.
		(ii)	Relevance to National / Council's Objectives	(a) National: GDPR (b) Council: Delivery of Digital strategy and Climate Change objectives through reduced use of paper records. Reduction in physical storage needs freeing up office accommodation for more efficient usage. Improvement in operational efficiency and customer experience of online services
		(iii)	Targets for judging success	(a) Facilitation of further digital projects reducing reliance on paper records (b) Facilitation of physical storage capacity
	2	<p>Description of Project / Design Issues:</p> <p>The Council already operates Information@work within some areas of the Council's Services as set out above. The 'infrastructure' and knowledge is therefore already in place and to expand it to the enterprise solution simply requires the purchase of additional licences. The DMS provides a comprehensive repository that can be used to manage scanned images, electronic documents, emails and other content.</p> <p>Having a corporate DMS is the foundation for many digital initiatives and will facilitate the delivery of efficiency savings through associated projects.</p> <p>Purchase of the additional licences to make this an 'enterprise' solution also brings additional benefits (for no additional cost). Workflow automation through the 'Generic Import Module' which imports documents submitted/produced by third party applications/customers into I@W will produce operational efficiencies, removing the need for manual intervention.</p> <p>Staff in Services not already using I@W will need to be trained appropriately.</p>		
	3	<p>Milestones / Risks</p> <p>To be completed by end of 2020/21</p>		
	4	<p>Consultation:</p> <p>MT have considered this proposal and support the purchase. The in-house digital group will be considering how this is taken forward at its next meeting.</p>		
	5	<p>Capital Cost:</p> <p>£17,000 for cost of 120 additional licences. This can be funded from the Invest to Save Reserve</p>		

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	6	Profiling of Expenditure				
		2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	2023/24 (£'000)	2024/25 (£'000)
		17				
	7	Capital Renewals Impact: N/A				
	8	Revenue Impact: £6k pa support and maintenance				
	9	Partnership Funding: N/A				
	10	Project Monitoring / Post Implementation Review: Head of IT/Director of Finance & Transformation in liaison with internal digital group				
	11	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?			N/A	
		b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?			N/A	
		c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?			N/A	
	12	Recommendation: Transfer from List C to List A and fund from Invest to Save Reserve				