

**e-GOVERNMENT STRATEGY PILOT SYSTEM FOR DOCUMENT MANAGEMENT AND
WORKFLOW****REPORT BY THE DIRECTOR OF INFORMATION TECHNOLOGY****ABSTRACT**

This report recommends the allocation of funds from the e-Government Implementation Fund for the procurement of hardware and software to progress the pilot of document management and workflow systems in The Chief Executive's Department and the Department of Planning and Transport for processes in accordance with the Council's e-government strategy.

1. RECOMMENDATION

The Committee is recommended to approve the allocation of £56,000 from the e-Government Implementation Fund and the procurement of products (i-docsystems) to enable the pilot projects to proceed.

2. BACKGROUND

A Member-Officer Group for E-Government was set up as a result of the adoption of the E-Government Strategy. £100k was set aside during the last budget exercise for E-Government implementation projects. The Member Officer E-Government Group has approved a project to progress a pilot development of Document Management within the Chief Executive's Department and Planning and Transport Department.

There are 2 distinct elements of document management to be piloted –

- Planning and Transport Department's ability to process Building Warrant and Planning Applications, which are linked to an existing set of computer data (UNIFORM).
- The Chief Executive's Department's ability to scan, store and use workflow for general correspondence.

3. PROPOSED ACTION

An Officer working group for the pilot, consisting of Information Technology Department, Planning and Transport Department and Chief Executive's Department representatives looked at 3 systems. In terms of basic functionality all 3 systems performed satisfactorily however one of the systems investigated, i-docsystems, had 2 apparent advantages. It is available under an existing Orbit software agreement for Angus Council and fully interfaces with the existing UNIFORM system in use in Planning and Transport and is web enabled which has long-term advantages in considering the e-Government Strategy.

The adoption of i-docsystems software will allow the Planning and Transport Department to automate paperwork associated with the Building Warrants and Planning Applications and integrates fully with the UNIFORM computer system used by the department.

The adoption of i-docsystems software will allow The Chief Executive's to automate all correspondence, reduce storage costs of accommodation and reproduction costs for consultations with statutory bodies, Community Councils, etc.

Specific savings are difficult to quantify, despite suppliers promoting anticipated saving figures. It is expected that the pilot will allow realistic savings to be demonstrated and applied to further expansion of the system.

In addition, the pilot will enable assessment of the changes required in working practices to maximise operational benefits and efficiencies, including the potential for provision of public access to documents in the longer term. A detailed analysis of the effect of the pilot projects will be presented to committee in due course.

4. FINANCIAL IMPLICATIONS

The cost of the i-docsystems software, associated hardware, implementation and staff training relating to the pilot project is £56,000 and can be met from the current allocation for e-government strategy implementation.

5. CONSULTATION

The Chief Executive and the Directors of Law and Administration, Finance and Planning and Transport have been consulted on the terms of this report.

6. HUMAN RIGHTS IMPLICATIONS

There are no direct human rights implications arising from this report.

7. CONCLUSION

Acceptance of the recommendation will allow both The Chief Executive's Department and Planning and Transport Department to assess if this product satisfactorily meets the identified requirements, and allow a determination to be made on adoption of the product as a corporate standard tool for document management as part of the Council's e-government strategy implementation.

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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 this report.