

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

The Portfolio Holder for Resources, Councillor Graham Arthur, has made the following executive decision:

DOCUMENT MANAGEMENT - REQUEST FOR THE RELEASE OF FUNDING

Reference Report (DRR17/002):

Document Management - Request for the Release of Funding

Decision:

(1) Funding in the sum of £105k is approved for Amey Community Ltd (the Council's Total Facilities Management provider) to appoint a Document Management Project Manager for a period of one year as outlined at paragraph 3.6 of Report DRR17/002.

(2) Authority is delegated to the Executive Director of Environment and Community Services to authorise expenditure in the sum of £95k for the additional work outlined at Paragraph 3.9 of Report DRR17/002.

Reasons:

As part of the Civic Centre Development Strategy, a sum of £200k has been carried forward to meet the cost of document management and to reduce storage space for paper files. Electronic storage is instead encouraged, interfacing with work being undertaken by I S Services.

To lead departments on reducing paper files and to develop/introduce document management guidance and protocols, Amey Community Ltd (in delivering the Civic Centre Programme) recommends the appointment at approximately £105k (including agency fees) of a dedicated and experienced Project Manager in the field for a period of one year. This is necessary as the Civic Centre Programme is not within the scope of the Council's contract with Amey.

Employment of temporary staff is also anticipated for a short period to assist in boxing and indexing documents for disposal, off-site transportation to a storage supplier, and essential scanning work. The decision above delegates authority to the Executive Director of Environment and Community Services for the work, costing approximately £95k.

The proposed decision was scrutinised by the Executive and Resources PDS Committee on 4th January 2017.

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Councillor Graham Arthur
Portfolio Holder for Resources

Mark Bowen
Director of Corporate Services
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 26 January 2017

Implementation Date (subject to call-in): 2 February 2017

Decision Reference: RES17002