

Decision Maker: RESOURCES PORTFOLIO HOLDER

Date: For Pre-Decision Scrutiny by Executive and Resources PDS Committee
Wednesday 4 January 2017

Decision Type: Non-Urgent Executive Key

Title: DOCUMENT MANAGEMENT – REQUEST FOR THE RELEASE OF FUNDING

Contact Officer: Catherine Pimm, Senior Property Manager, TFM Client Team
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Chief Officer: Executive Director of Environment and Community

Ward: Bromley Town;

1. Reason for report

At the Executive on 18 May 2016, Members approved the report, “Civic Centre Development Strategy Stage 2 Report: Business Case”. The report included the recommendation to carry forward £200k to meet the cost of document management. The release of the monies is subject to the approval of the Resources Portfolio Holder. This report requests the release of the monies in order to deliver the Civic Centre Development Strategy.

2. **RECOMMENDATION(S)**

The Resources Portfolio Holder is asked:

1) to approve funding in the sum of £105k for Amey Community Ltd, the Council’s Total Facilities Management provider, to appoint a Document Management Project Manager for a period of 1 year as outlined in paragraph 3.6.

2) to delegate authority to the Executive Director of Environment and Community Services to authorise expenditure in the sum of £95k for the additional work outlined in paragraph 3.9.

Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Excellent Council
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Financial

1. Cost of proposal: £200k
 2. Ongoing costs: Non-Recurring Cost
 3. Budget head/performance centre: Carry forward sum held in Central Contingency
 4. Total current budget for this head: £200k
 5. Source of funding: Central Contingency
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Staff

1. Number of staff (current and additional): 0
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: N/A
 2. Call-in: Applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The amount of storage space used for paper files must be reduced significantly as part of the Civic Centre Development Strategy. It will be necessary to reduce paper files in two tranches: prior to decanting staff so that building works can proceed and prior to re-occupation of the refurbished buildings.
- 3.2 Departments who will be affected by any moves have been asked to review their document management strategies and consider which of their files can be destroyed, sent to off-site storage or scanned. Electronic storage is being encouraged for the future and the Civic Centre review interfaces with work currently being undertaken by I S Services.
- 3.3 Human and financial resources will be required to organise, archive and scan files and work needs to commence on it immediately.
- 3.4 At its meeting on 18 May, the Executive considered the report, "Civic Centre Development Strategy Stage 2 Report: Business Case" and approved the carry forward of general underspends totalling £200k to meet the cost of document management. The report further stated that once the details of the costs were identified, the final release of the monies will be subject to the approval of the Resources Portfolio Holder.
- 3.5 Officers have considered how to achieve and maintain the reduction of paper filing and have concluded that it is necessary to appoint a dedicated Project Manager to work with individual departments and I S Services. As well as leading departments on the reduction of paper files, the Project Manager will be responsible for the development and introduction of Document Management guidance and protocols that will be introduced as the Council moves to a paper light operational environment in its refurbished offices.
- 3.6 It was intended to recruit someone in this role as an LBB employee on a short term contract. However Amey Community Ltd is now responsible for delivering the Civic Centre Programme and has recommended the appointment of a dedicated and experienced Project Manager with a good track record in this field through an agency. The annual cost would be £105k per annum (including agency fees). It is anticipated that the appointment would be for a period of 1 year at an annual cost of approximately £105k.
- 3.7 The Resources Portfolio Holder is requested to approve funding for this appointment.
- 3.8 As well as the employment of a Project Manager, it is anticipated that funding will be required to employ temps for a short period of time to assist with the boxing up and indexing of documents for disposal and off-site transportation to the Council's document storage supplier. Funding will also be required for some essential scanning work. The precise costs of this additional work cannot be identified until the Project Manager undertakes an initial review of files and scoping work with departments.
- 3.9 The Resources Portfolio Holder is also asked to delegate authority to the Executive Director of Environment and Community Services for this additional expenditure in the sum of approximately £95k, which together with the Project Manager's salary amounts to the £200k initially estimated for this work. Delegated authority is requested, as this work is on the critical path of the Civic Centre Programme and any delays in its completion will adversely impact on the programme. Details of the planned expenditure and regular monitoring reports will be presented to the Civic Centre Programme Board.

4. POLICY IMPLICATIONS

4.1 The Council is facing challenging economic times and has to make significant savings from the budget over the next few years. It is also seeking to achieve the rejuvenation of its Town Centres. Two of the strategies that will contribute to meeting these key challenges are:

- The Council's vision for delivering services as expressed in its Corporate Operating Principles
- A robust property review process accompanied by an active acquisition and disposal programme.

4.2 The Council has outlined its future vision for the delivery of its services in Building a Better Bromley's Corporate Operating Principles. The Corporate Operating Principles describe the Council as a commissioning organisation and states its intention "to deliver services by testing the benefits of:

- Having our services delivered by others
- Commissioning in partnership with others
- Delivering services in partnership with others
- Delivering services on behalf of others"

4.4 The commissioning process is underway with many services being soft market tested or tendered at the moment. The commissioning of services will impact on the Council's future office requirements and the way in which it occupies its offices and manages its documents.

5. FINANCIAL IMPLICATIONS

5.1 This report is seeking approval to drawdown the sum of £200k held in the Central Contingency, which was set aside to meet the costs of document management. The table below summarises the initial estimated costs for this project: -

	£'000
Document Management Project Manager for 12 months	105
Essential scanning work and temporary staff to assist with boxing up & indexing files	95
	<hr/> 200 <hr/>

5.2 Any work will be procured either by Amey Community Ltd in accordance with the terms of their contract or by the Council in accordance with the Contract Procurement Rules and Financial Regulations. Any temps will be procured by Amey Community Ltd via their own agency arrangements.

5.3 A more detailed plan of the estimated costs, together with a monthly report of actual expenditure and progress, will be submitted to the Civic Centre Programme Board, whose membership includes the Resources Portfolio Holder.

6. LEGAL IMPLICATIONS

6.1 The post holder will be expected to work closely with I S Services and the Information Management Sub Group to ensure that any document management guidance and protocols comply with legislative requirements and council policy.

7. PERSONNEL IMPLICATIONS

There are no personnel implications for the Council as the appointment will be by Amey Community Ltd as part of the Total Facilities Management Contract.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	Civic Centre Development Strategy Stage 2 Report: Business Case, Executive Report (18 May 2016)