



Decision to be taken on or after 22 February 2013

Key Decision: No

Scanning of Retention Files/Electronic Documents

Report by the Executive Head of Adur Homes

1.0 Summary

- 1.1 The report highlights the need to scan existing files held by Adur Homes to ensure that they are available electronically. This work is essential to accommodate new ways of working.

2.0 Background

- 2.1 Adur Homes Services will be relocating to Portland House in April 2013. Staff will also be working in the district and hot desking from various locations.

- 2.2 Currently a large number of files (approximately 4000) are held at the Civic Centre and include information on residents and leaseholders etc.

These files are essential to staff in ensuring that service is provided to customers.

- 2.3 It is necessary to scan all of these files to ensure that the information held electronically, is available to staff who need them at the very many and various locations and to free up office space.

- 2.4 Estimates for the scanning of the files have been obtained from contractors and those received are in excess of £50,000-£73,000 depending upon the average number of pages within the files. In addition there will be staff costs for indexing etc.

3.0 Proposal

- 3.1 It is proposed to complete the process in-house using staff resources and predominantly overtime.

- 3.2 A budget of £30,000 is required for the work and financial provision has not been made.

- 3.3 It is proposed that a virement from the planned maintenance budget for external decoration (16630 1200) of £30,000 is undertaken to accommodate the scanning process (16400 1470-0). The planned maintenance budget is considerably underspent and is able to accommodate this transfer of funds.

4.0 Legal

4.1 There are no legal matters arising as a result of this report.

5.0 Financial Implications

5.1 There are no financial implications arising from this report other than those detailed in 3.3.

6.0 Recommendation

6.1 The Cabinet Member for improved Customer Services is requested to approve the virement detailed in 3.3 above.

Local Government Act 1972

Background Papers:

Contact Officer:

Name: David Pannell
Title: Executive Head of Adur Homes
Address: Civic Centre, Ham Road, Shoreham-by-Sea BN43 6PR
Telephone number: 01273 263358
e-mail address: david.pannell@adur-worthing.gov.uk

Appendix

1.0 Council Priority

1.1 The NWoW project helps the Council meet the priority: ensuring value for money and low council tax by helping the council reduce accommodation costs.

2.0 Specific Action Plans

2.1 The Accommodation Strategy.

3.0 Sustainability Issues

3.1 The roll out of improved technology will support the move towards paperless working.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and nothing identified.

6.0 Human Rights Issues

6.1 Matter considered and nothing identified.

7.0 Reputation

7.1 Matter considered and nothing identified.

8.0 Consultations

8.1 Matter considered and nothing identified.

9.0 Risk Management

9.1 Matter considered and nothing identified.

10.0 Health and Safety Issues

10.1 Matter considered and nothing identified.

11.0 Procurement Strategy

11.1 Matter considered and nothing identified.

12.0 Partnership Working

12.1 The NWoW project helps work towards partnership of both Councils.