

## APPENDIX TWO - ELECTRONIC RECORDS MANAGEMENT PROGRESS PLAN

	ACTION FOR IMPROVEMENT	SERVICE AREA	BENEFITS	LIMITATIONS	STATUS	SECTION
1	Investigate ways to improve the speed of all Planning procedures including Business Process improvements for electronic record keeping	SCANNING AND RECORDS PST/ALL	This is an essential element of ERDMS that needs to take place to achieve significant staff/resource savings.	Resource/Budget limitations Improvements in Technology	Generally postponed due to lack of resources & technology developments	Directorate Policy
2	Support measures that improve Corporate Website design and access	WEB PR TEAM	Improved access by members of the public to all aspects of Planning and Building Control Information/Records	Wider Council resource limitations & priorities	ICT/Web PR team implementing improvements	Council Policy
3	Support measures to develop accessible performance/data reporting of electronic information Crystal Reports and Information@work	ALL PLANNING TEAMS	Enable officers to benefit directly from ERDMS, saving time, resources to provide efficient, effective and economical services	Northgate & ICT Development resource availability	Ongoing external training in Crystal Reports being carried out.	Planning Support Team
4	Improvements in the Gazetteer & LLPG addressing capability	ALL COUNCIL TEAMS	Improved accurate address capability creates a positive effect on all council and public services within the district	Partnerships - other local authorities & Development of GIS mapping	1 x 18 hour p/w Gazetteer Officer	Council Policy
5	Implement facility to accept payments online by card for both DC and BC. Enable the receipt/acceptance of one line building control applications including the development of an online fees calculator for both BC and DC <b>(PHASE 2)</b>	BC & DC	BC and DC require this to take place as early as possible (April 2012) as part of its modernisation programme.	Subject to co-ordination by ICT.	Ongoing 2012/13	Directorate Policy
6	Back scan Large Site Files, the balance of Decision Registers, Conservation Files, Contaminated Land and remaining Policy & Cons Files <b>(PHASE 3)</b>	DC ENFORCEMENT POLICY AND CONSERVATION	Other Planning Records of considerable interest to members of the public, professionals and businesses within the District. Assists in reduction of Freedom of Information requests	Resource Budget limitations	Generally postponed subject to resources allocation	
7	Carry out a comprehensive audit of all Microfiche Records to ensure an accurate pre project listing is made including numbers and date originally microfilmed. <b>(PHASE 4)</b>	DC & BUILDING CONTROL	Important historical data that needs to be accurately catalogued prior to project implementation to convert to electronic format. Current estimates of all microfiche records is approximately 5-6 million images.	One additional staff member required could be work experience candidate	Ongoing 2012/13	Directorate Policy
8	Enable scanning of Microfiche records over two-three years due to high costs involved. These records are rapidly deteriorating due to age, frequent handling and exposure to light Previously considered not cost effective due to high costs. Recent technology developments have now made this possible at a lower unit cost. <b>(PHASE 5)</b>	DEVELOPMENT CONTROL BUILDING CONTROL	This is important historical Planning and Building Control data which is deteriorating that may be lost unless corrective action is taken to convert to electronic format.	Large amount of files and/or microfilmed information needs to be scanned. Significant Resource required	Is able to be carried out over a three to four year period as part of PED CSB Scanning budget	
9	Set up Project to scan all Building Control Records. <b>(PHASE 6)</b>	BUILDING CONTROL	Interest in BC Records to members of the public, professionals & businesses.		Gen.postponed subject to resources allocation	