

## **DRAFT APPENDIX TWO - ELECTRONIC RECORDS MANAGEMENT PROGRESS PLAN 2013 – 14**

PHASE	ACTION FOR IMPROVEMENT	SERVICE AREA	BENEFITS	LIMITATIONS	STATUS & TIMESCALE
<b>1</b>	Improvements in the Gazetteer & Local Land and Property Gazetteer (LLPG) addressing capability. EFDC currently Below National Standards. LLPG Improvement Plan in place. Contractual requirement is to be 'Above National Standard' as per the DCA (Data Co-operation Agreement).	ALL COUNCIL TEAMS	Improved accurate address capability for all council and public services within the district. Specific National need in terms of emergency services. LLPG accuracy is an essential part of GIS Mapping provision.	Lack of succession plan and integration with GIS/Street naming & numbering	LLPG Improvement Plan in place target date 31 <sup>st</sup> March 2013. Limited staff resources 1 x 18 hour p/w Gazetteer Officer. Structural staffing changes are ongoing.
<b>2</b>	Engage a full time permanent Directorate ICT Systems Support Officer to co-ordinate and manage systems and electronic records document management (ERDMS) for Northgate MVM M3, Information@work, Northgate Gazetteer and Microsoft Applications.	SCANNING AND RECORDS PST/ALL	To manage/co-ordinate the use of complex DC/BC database MVM M3 and document imaging software. Required to take ERDMS and i-Plan to a higher level in terms of quality, resilience and website development	PED will need to reconfigure and utilise existing staffing resources to implement this.	PED ICT trainee post terminates in May 2013.
<b>3</b>	Install three PC's with dual screen monitors 1 x Contaminated Land Officer, 1 x Building Control and 1 x Forward Planning Team to promote paperless working.	ALL sections within PED	Will enhance the quality of electronic records usage and remove barriers to future 'paperless' working.	Resistance to change means that the value of this may be questioned.	Awaiting installation of equipment by ICT in late 2012
<b>4</b>	Install Crystal Reports 12 on two separate 'fat client' PC's to support measures to improve and to develop and improve accessible reporting of performance/data for electronic information.	ALL PLANNING TEAMS	Accessible performance/data reports will help officers to save time & resources. Officers are already familiar with Crystal Reporting.	Enhanced software will require staff resources & training to implement.	Awaiting ICT installation of Crystal Reports upgrade to vers 12 by late 2012
<b>5</b>	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.	DC/BC	Important historical Planning records that are deteriorating. Corrective action required to convert to electronic format & avoid loss.	Large amount of microfilmed information that will require significant resources.	Is able to be carried out over a three to four year period as part of PED CSB Scanning budget 2012 - 2017
<b>6</b>	Project to 'backscan' paper copies of Building Control Paper Records.	BUILDING CONTROL	Essential foundation measure to provide flexible mobile working. Aid BC business continuity as there are no back ups to existing paper files.	Large amount of paper files requiring multiple financial year projects.	3000 files 'backscanned' in late 2012. Further paper files to be scanned 2013/14
<b>7</b>	Implement facility to accept payments online by card for both DC and BC. Facilitate other improvements in management of DC/BC applications such as audit compliant management of DC/BC income.	BC & DC	BC and DC require this to take place as early as possible as part of its modernisation programme.	Subject to co-ordination by ICT.	Ongoing 2012/13 and 2013/14
<b>8</b>	Back scan Large Site Files, Conservation Files, Contaminated Land and remaining Policy & Cons Files.	DC TEAM & POLICY AND CONS.	High level of interest in these records by members of the public/professionals within the District. Will reduce number of Freedom of Information requests	Resource Budget limitations	Postponed to 2013 – 14 subject to resources allocation
<b>9</b>	Support measures to Corporate Website design and access that will enable visible improvements to both i-Plan and other Planning/Building Control electronic records. For example a replacement for PinPoint Mapping is being developed by GIS colleagues in Enviromental Services and Street Scene.	EFDC WEBSITE DEV. BOARD & PED	Improved access by members of the public to all aspects of Planning and Building Control Information/Records	Subject to wider Council resource limitations & priorities	PED Website rep. promoting planning improvements. Ongoing 2012 - 2014