



**Additional Information on Capital Schemes –
LAN Infrastructure Upgrade and Corporate EDRMS**

Report of the Service Director - ICT & Customer Access

1. PURPOSE OF THE REPORT.

- 1.1 To provide additional information for two Supported Schemes within the Capital Programme, so that approval can be given for them to go-ahead without delay in 2005/6.

2. SUMMARY OF THE REPORT.

2.1 Local Area Network (LAN) Infrastructure Upgrade

- 2.1.1 The LAN infrastructure is the equipment and cabling which together enable the PC on the desk to be connected to any number of services throughout the Council.
- 2.1.2 The use of a PC connected to the infrastructure has become an essential part of the delivery of virtually all Council services. The number of PCs and their power continue to increase year-on-year, and, together with the increasing sophistication of the applications used by departments, the demands on the infrastructure increase.
- 2.1.3 To avoid a massive re-investment at a point in time, ICT Services have instituted an on-going investment programme, aimed at steady improvements in the performance, resilience and reliability of the LAN infrastructure which supports some 6,000 users across the Council. The original investment was some £1.5million.
- 2.1.4 In the past, £100,000 per year has proved sufficient to deliver this on-going maintenance programme.
- 2.1.5 Ever greater demands are put on the core network by the increasing numbers of users, demands for faster access, and the increasing number of servers and services. It is essential that we maintain and upgrade the core infrastructure equipment to support these requirements. These moneys will also be used on projects to maintain network security including the purchase of an intruder detection system and improved user authentication arrangements.

2.2 Corporate Electronic Document and Record Management System (EDRMS)

2.2.1 An Electronic Document and Record Management System provides an electronic method of capture, storage, and retrieval of information. Documents can be created in business applications, MS Office, via e-mail or acquired from other sources in paper form and scanned, before being added to the system as records. The records will then be classified and stored making it easy to retrieve and ultimately dispose of them.

2.2.2 An EDRMS offers many benefits over and above the obvious ones of making information readily available as and when it is required, where it is needed, and ensuring information is as accurate and up to date as possible. These other benefits include:

- More efficient use of property because of the space savings arising from not needing to keep so much paper. Current floor space used by staff is 10 - 12 sq m. In order to achieve the sort of reductions being aimed for, it will be essential to reduce the amount of space being taken up by paper storage. The way to do this will be by means of an EDRMS. It is estimated that the Housing DIP system resulted in floor space savings of 15%;
- Weight restrictions, particularly in New Walk Centre, require reduction in floor loading. Paper is heavy and paper storage needs to be reduced. In order to maintain insurance cover on the structure of buildings, it will be essential to reduce the amount of paper stored by storing it as an electronic image;
- As more information is stored electronically, it will be possible for enquiries from the public, over a wide range of issues, to be handled at any location, from any workstation connected to the EDRMS;
- Easier access to information improves the potential for home working because information can be accessed quickly and easily from a home based computer;
- EDRMS offers flexibility and changes to working procedures are easier to implement;
- Reduced costs and efficiency savings because filing cabinets are no longer required and staff can find information more easily and quickly; experience in Revenues and Benefits shows that an electronic document can be accessed by more than one person at a time, given the appropriate permissions, thus allowing more efficient working;
- Ensuring legislative compliance - for example with the Data Protection Act 1998, the Freedom of Information Act 2000 and the EU Re-use of Public Sector Information Directive, which comes into effect in July of this year;
- As the storage of records becomes critical for legal reasons, the need for security against physical damage, e.g. fire and flood, and coping with increasing volumes become vital; electronic storage offers the most efficient solutions.

2.2.3 The introduction of a corporate EDRMS is a major undertaking. This project aims to develop corporate standards, identify and procure the most appropriate technical solution, and commence full implementation of an EDRMS across the Council.

3. RECOMMENDATIONS TO CABINET

3.1 The Cabinet is recommended to:

- (1) Approve the capital expenditure of £100,000 in each of the next three years for the ongoing maintenance of the LAN infrastructure.
- (2) Approve the capital expenditure of £350,000 in 2005/6 and £250,000 in 2006/7 for the introduction of a corporate EDRMS.

4. FINANCIAL IMPLICATIONS

4.1 The corporate capital programme includes provision for the above 2 capital schemes as shown overleaf:

	2005/06 £'000	2006/07 £'000	2007/08 £'000	TOTAL £'000
Corporate Electronic Document Records	350	250		600
LAN infrastructure Upgrade	100	100	100	300

Both of these schemes have been classified by Cabinet as requiring further detailed information to be submitted and approved before they may proceed. The purpose of this report is to provide the additional information.

Andy Morley, Financial Services, Ext 7404

5. LEGAL IMPLICATIONS

5.1 An Electronic Record and Document Management System will enable compliance with legislative obligations.

Peter Nicholls, Service Director - Head of Legal Services

6. OTHER IMPLICATIONS

Other implications	Yes/No	Paragraph referred
Equal Opportunities Policy	No	-
Sustainable and Environmental	No	-
Crime and Disorder	No	-
Human Rights Act	No	-
Elderly/People on Low Income	No	-

7. REPORT AUTHOR

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DECISION STATUS

Key Decision	No
Reason	N/A
Appeared in Forward Plan	No
Executive or Council Decision	Executive (Cabinet)

