Committee:	**IT Working Group**	**Agenda Item**	
Date:	**14 October 2009**	**7**	
Title:	**Electronic Document and Records Management (EDRM)**		
Author:	**Adrian Webb, Director of Central Services 01799 510421**	Item for Information	

Summary

This report is to advise Members of the progress on the Electronic Document and Records Management (EDRM) project.

Recommendations

None

Background Papers

None

Impact

Communication/Consultation	Affected staff will be consulted throughout the implementation process
Community Safety	None
Equalities	None
Finance	The funds required are available from a mix of both capital and revenue budgets.
Human Rights	None
Legal implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	Affected staff will be kept informed throughout the implementation process

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Situation

1. The EDRM project has commenced and the team of staff was established on 21 September 2009. The project is led on a day to day basis by Jo Game with a team of four staff reporting to her.

2. A significant amount of backscanning in Planning has already taken place with pre-application enquiries for 2009 having been scanned as well as all of the daily scanning for Revenues and Benefits and some of Planning being undertaken.

3. The team is currently working with the software suppliers to explore workflow options within Planning. This is where technology is used to automate processes that were previously heavily dependent on human intervention.

4. This work is being undertaken in conjunction with the Business Improvement Team.

5. To enable the amount of change that will be necessary in this project the system has been completely upgraded and loaded onto blade servers. The number of databases has been condensed from three to one to enable future searching.

6. It is intended that the first area to begin the process of having EDRM installed from scratch will be Housing which it is anticipated will start in November 2009. There are in excess of 3,000 housing files to be backscanned.

7. Regular newsletters are being sent to all staff to keep them appraised of developments and how it will affect the whole organization over the next two years.

8. EDRM is an essential part of a modern councils working it provides a corporate approach as well as ensuring security and availability of essential data in the case of a disaster. This is explored further in agenda item 10.

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