

## **EXETER CITY COUNCIL**

### **SCRUTINY COMMITTEE – RESOURCES**

**20 JUNE 2007**

**EXECUTIVE**

**3 JULY 2007**

## **DIGITAL SCANNING IN HOUSING AND HUMAN RESOURCES**

### **1 PURPOSE OF REPORT**

- 1.1 Request approval of budget for digital scanning of files in the Housing and Human Resources Services.

### **2 BACKGROUND**

- 2.1 The Information Management Strategy 2006 set out a plan for improving the way the Council handles information. The corporate electronic document and records management (EDRM) project seeks to improve the way that the lifecycle of documents and records is managed. It supports better creation, retrieval and security of important records and offers services the opportunity to improve the business processes that underpin records management. It brings cost reductions related to more efficient working methods as well as a reduced demand for storage space.

### **3 OTHER RELEVANT PARAGRAPHS**

- 3.1 Housing and Human Resources have been prioritised for the introduction of EDRM. Both services have high volumes of records in their filing systems<sup>1</sup>. This report outlines the resources that will be needed to outsource the digital scanning of these files. After the files have been scanned, the digital images that are created will be easy to load into our existing corporate EDRM system, making them more accessible to staff. The option of carrying out this large scale scanning in-house was considered, but found to be less cost-efficient than outsourcing.
- 3.2 Human Resources presents a particular challenge because other service managers and administration units across the organisation hold files relating to members of staff. These contain duplicate and additional information to those files held in HR. This exercise will also seek to de-duplicate and ‘weed’ files to produce a single record. Due to the specialist nature of the files, it is considered that an HR administrative officer should do this weeding. Their day-to-day work would need to be back-filled for this period.

---

<sup>1</sup> Housing hold 5100 tenancy files and HR hold 1000 staff member files and 900 post-related files. This runs to an estimated 561,000 scans in Housing and 340,000 scans in HR.

#### **4 PROPOSAL**

- 4.1 That the digital scanning of files in the Housing and HR Services be undertaken as a priority and an additional budget agreed for this purpose.

#### **5 RESOURCE IMPLICATIONS**

- 5.1 Based on estimations from local suppliers, the budget requested is £53,000. This covers the scanning exercise in Housing and HR as well as the provision of casual staff to HR during the period of file de-duplication and weeding.

#### **6 RECOMMENDED**

- 6.1 That Scrutiny Committee Resources recommends approval of the additional budget in the current financial year.

DIRECTOR CORPORATE SERVICES

CORPORATE SERVICES DIRECTORATE

**Local Government (Access to information) Act 1972 (as amended)**

**Background papers used in compiling this report:**

**Information Management Strategy 2006**