

Report to the Council

Committee: Cabinet

Date: 26 July 2016

Subject: Technology and Support Services

Portfolio Holder: Councillor A Lion

Recommending:

That the report of the Technology and Support Services Portfolio Holder be noted.

Support Services

HR/Payroll IT System – Implementation

Work started on the HR and Payroll project on the 15 June 2016. This is a shared service initiative with three Council's Braintree, Colchester and Epping Forest using the industry leading I-Trent system. The initial workshop was facilitated by consultants from Midland HR and attended by representatives from the three councils.

An Implementation Governance Board has been established with the first meeting held on 20 June. The purpose of the group is to ensure effective use of the consultant days, to make collective decisions around system and design and agree the lead system administrators. The planned go live date for Payroll is December 2016.

A three day training session took place on 27 to 29 June to detail systems set-up capabilities and to run through features of the system, followed by a workshop, hosted by Colchester Council and covering details around the different types of system structures. Those who attended the training were able to demonstrate their understanding and help to facilitate an agreement around the preferred structure for all three Councils to work with.

A decision was made by the Implementation Governance Board to have the same structure for all three local authorities as this would enable easier management when changes needed to be made to the system for transferring staff and restructures.

To ensure that our data is up-to-date and correct, Payroll are carrying out data cleansing and an audit of HR personal details held on our existing system. This information will be sent out to all staff in the coming weeks, to ensure that the details held are correct.

Personal Data Working Group

A working group was set-up with Officers across all Directorates to have an input into improving corporate administration. Efficiency gains have been achieved with introduction of new Time Recording Sheets, Annual Leave and Sickness Absence E-Form.

Sub-groups have now been set-up to investigate current procedures and best work practices on other areas of corporate administration.

Sub-groups will corporately be investigating the following topics:

- Starters, Leavers and Amendments Forms
- Recruitment Forms and Process
- Intranet Site/HR Forms
- Training Records
- PDR Forms
- Annual Leave System and Time Recording Sheet

Starters and Leavers

7 new starters joined in June

Business Rates Officer
 Intern Officer
 Benefits Assistant
 Careline Operator
 Administrative & Technical Officer
 Senior Planning Officer
 Clerical Assistant

6 leavers in June

Recovery Assistant
 Careline Operator
 Coms IT Systems Support
 Animal Warden
 Clerical Assistant
 Gardener

Facilities

The preparation work to enable the replacement of the Cashiers windows for the installation of the new payment kiosks at the Civic Offices has now been completed. A phased introduction of the kiosks is planned for later this summer.

The move of Grounds Maintenance and Fleet Operation office staff from Langston Road to the new depot at Oakwood Hill has now been completed. As the new depot is now complete Langston Road site has been cleared in preparation for works to commence on the new shopping area in the District at the Epping Forest Retail Park.

Technology

ICT were recently approached by ESRI, our Geographic Information System (GIS) software supplier to consider putting a case study together, as the GIS team are ahead of most other Local Authorities in terms of developing mapping and gazetteer solutions. The supplier indicated how impressed they were with both the speed at which the Council are developing their skills and our innovative uses for ESRI technologies. We produced an article which has been published and can be viewed at:

<http://www.esriuk.com/Resources/case-studies/epping-forest-district-council>

The ESRI system provides access to the market leading Pix4D, a company who produce advanced photo modelling software. This software can be used with the UAV (Unmanned Aerial Vehicles) to create professional aerial photographs and 3D models. The software

which is fully compatible with our UAV, costing £2,500 per annum, has been made available to us at no additional cost. It is anticipated that our UAV's will begin flying in late August/September following final authorisation from the Civil Aviation Authority.

Printer Migration Project

The printer migration project is progressing well. A series of maps showing the preferred locations for the proposed 15 MFD's (Multi-Functional Devices) within the Civic Offices (set up in the members room) and the 11 MFD's for the satellite offices have been established, along with the appropriate procurement framework. Following final approval from the Transformation Board, it is anticipated that the MFD's will be rolled out during October of this year, replacing the current solution of approximately 120 more expensive printers.

Research has shown several benefits by introducing the MFD's, just by simplifying printing and routing all jobs through a single queue, so work can be collected from any MFD (on any site), security is enhanced and wastage reduced as work is only printed when the user swipes their security door pass. Smaller number of more efficient printers reduces space requirements and also reduces power usage. A savings prediction of 10% reduction in paper usage and estimated savings in print cost per page are between 50% for mono printing, and 98% for full page full colour printing. Overall the estimated savings are approximately £18,000 per annum are predicted with a suggested potential saving of £90,000 for the 5 year life of the contract.

Energy Management - Smith Bellerby

A report was presented to the Resources Select Committee (RSC) on the 12 July 2016 regarding the continued performance of Smith Bellerby, who deal with our energy management. The report identifies the actual savings made so far are approximately £31,000 and also highlights the staffing resources and time savings this arrangement continues to achieve. The Energy Savings and Improved Management Process full report can be viewed from the Council's Committee Management System.

Superfast Broadband High Speed Internet

Business Breakfast

To further promote take-up by businesses of the ultrafast fibre broadband network being built within Epping Forest District by Gigaclear PLC as part of the Superfast Essex Rural Challenge Project (RCP), the Economic Development team will be hosting a business breakfast aimed at the businesses within the RCP as well as businesses from outside the area whose services may be more effectively utilised with an ultrafast network.

It is planned that as well as a number of speakers presenting to the audience about the opportunities an ultrafast network makes possible, the event will also represent an excellent opportunity for local businesses to network with key Business to Business (B2B) providers, both local and national and make useful connections. The event will take place at Mulberry House, High Ongar on 13 September at 7.00am and promotion of the event will take place over the course of the next couple of months. Liaison with local parish councils will also take place to ensure awareness of the event reaches as many businesses as possible in the RCP area.

Ultrafast Network

The physical build of the RCP network continues at pace and to date, over 84km of network has been built, installing connection points outside over 1100 premises. Having started in

Bobbingworth, the network has moved on through Moreton, Fyfield, Norton Heath, Abbess Roding and Toot Hill and will continue throughout the remainder of the year to areas such as Willingale, The Lavers, Sheering, Ongar and North Weald. The project has experienced some delays but remains due to be completed in early 2017.

Transformation Programme

The Transformation Programme Board has been meeting regularly and has agreed proposals for around 40 change projects, drawn largely from the Corporate Plan: Key Action Plan 2016/17. Consideration of these projects has enabled the Board to co-ordinate benefits and balance the use of resources across projects.

Good progress is being made across projects and programmes from the Transformation Programme. Detailed reports are given via a monthly highlight reports presented to Cabinet.

The Transformation Programme has four priority projects:

- Customer Contact Projects
- Service Accommodation Review
- Establish Project and Programme Management
- Corporate Communications

An update briefing for Councillors on the Transformation Programme will take place during July.

Transformation Savings

A cost benefit analysis has now been undertaken for the 65 savings suggestions submitted by staff. The Transformation Programme Board has agreed which initiatives will be taken forward to achieve the £100,000 transformation savings for 2016/17.

Transformation Training

Officers from project teams are continuing to attend transformation training, with the second cohort for 20 delegates completed in July. A third cohort will commence in the autumn.