BROMSGROVE DISTRICT COUNCIL

PERFORMANCE MANAGEMENT BOARD

17 JUNE 2008

Responsible Member	Councillor Del Booth
Responsible Head of Service	Deborah Poole

Spatial Project Update

1.   SUMMARY

1.1   The Spatial Project is a modernisation programme aimed at providing staff with the systems, processes and tools to deliver improved services to BDC customers. A more detailed analysis of the project is covered within the Spatial Project Business case.

2.   RECOMMENDATIONS

2.1   The purpose of this report is to update the Performance Monitoring Board on the progress of the Spatial Project over the last month. This report is an 'information only' document and as such does not make any recommendations.

3   BACKGROUND

3.1   In 2005 a wide ranging investigation was carried out in conjunction with various organisations into the efficiency and effectiveness of BDC's business processes. The findings of this investigation are detailed in the Spatial Project Business Case. The business case proposed the transformation of service delivery along with the introduction of mobile working and remote working. The main key deliverables of the project are covered under three headings:

- Business Process Mapping
- Corporate Electronic Document Management
- New Integrated Business Applications (CAPS)

3.1.1 The project will deliver the following applications and system developments:

- Corporate Gazetteer
- Gazetteer Management system (LLPG – Local Land and Property Gazetteer)
- Environmental Health system
- Estate/Asset Management module
- Building Control module
- Development Control module
- Electoral Management system
- Housing module
- Licensing module
- Land Charges module
- Document Management system

- Business Process Mapping
- Mobile technologies
- Web based access to mapping data
- Integration to existing core applications eg: Agresso, CRM etc

4.   PROJECT PROGRESS TO DATE

4.1   During the month the project has continued to make good progress. A Prince2 format highlight report is attached to this report for further detail. A summary of progress is also detailed below:

Business Process Mapping

The implementation of process change has now started. The Improvement Manager will be working with Heads of Service to assist them in delivering the process changes in their departments.

Corporate Electronic Document Management

Configuration, Training and Go Live is complete for the following departments.

- Land Charges
- Economic Development
- Building Control

Uniform is presenting documents to Iclipse and this is now working and in final testing. A technical problem has lead to a three week delay and testing will now be complete by mid June. There is no impact on the overall project caused by the delay.

Integrated Business Applications

The following additional elements of the integrated business applications are now complete.

- Acceptance Testing of Street Naming & Numbering module
- Acceptance Testing of Public Access

The acceptance testing of Environmental Health requires additional data to be entered before it can be signed off.

The planning module is now live with all new applications being processed in the new system. The old system remains active and contains all the historic information until this is transferred on June 11th.

5.   PROJECT ACTIVITIES FOR MONTH AHEAD

5.1   High level tasks for the following month include:

- Uniform Training for Contaminated Land
- Uniform Training for Document templates covering several departments
- Electronic Document Management user training for Development Control.

- Start to build remaining Uniform Indexes to EDM.
- Continue the implementation of the Integrated Business Applications.
- Progress rollout of Corporate Document Management System across departments

6. FINANCIAL IMPLICATIONS

6.1 The project has a Capital expenditure of £6.2 million and Revenue of £50,000 per year for the 7 years support contract.

6.1.1 The project is based on a 'fixed price' and therefore will be delivered within budget.

7. LEGAL IMPLICATIONS

7.1 There are no legal implications.

8. CORPORATE OBJECTIVES

8.1 The project will deliver against Council Objective 2 – Improvement and Council Priority 2 – Customer Service.

9. RISK MANAGEMENT

9.1 The main risks associated with this project are:

- Suppliers fail to deliver as stated in the project plan.
- Lack of 'buy-in' from key stakeholders.

9.2 These risks are being managed as follows:

- Suppliers fail to deliver as stated in the project plan
  Risk Register: E-Government & Customer Services (ICT)
  Key Objective Ref No: 1
  Key Objective: Use of structured project management methodology

- Lack of 'buy-in' from key stakeholders
  Risk Register: E-Government & Customer Services (ICT)
  Key Objective Ref No: 1
  Key Objective: Monthly Project Board meetings chaired by CEO

- The project also uses a risk log (a Prince 2 requirement)

10. CUSTOMER IMPLICATIONS

10.1 Each of the business applications links to one common source of information and will provide the customer with consistent, accurate and current information about the services delivered by BDC. It will also enable BDC to provide services in a way and at a time that suits our customer's needs.

11. OTHER IMPLICATIONS

Procurement Issues - N/A
Personnel Implications - None at this stage.
Governance/Performance Management -N/A
Community Safety inc Section 17 Crime & Disorder Act 1998 - N/A
Policy - N/A
Environmental - N/A
Equalities and Diversity - N/A

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holders	Yes
Chief Executive	Via CMT
Executive Director (Services)	Yes
Assistant Chief Executive	Yes
Head of Service	Via CMT
Head of Financial Services	Via CMT
Head of Legal & Democratic Services	Via CMT
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. APPENDICES

Spatial Project Highlight Report June 2008

14. BACKGROUND PAPERS

None.

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