

WYRE FOREST DISTRICT COUNCIL

CABINET MEETING
24TH NOVEMBER 2005

Allocation of Approved Capital Option - Benefits Workflow/Document Image Processing System

OPEN	
COMMUNITY STRATEGY THEME	
CORPORATE THEME:	Improving Corporacy & Performance
KEY PRIORITY:	Financial and Asset Management
STRATEGY:	Capital Programme 2005/8
CABINET MEMBER:	Councillor John-Paul Campion
RESPONSIBLE OFFICER:	Head of Financial Services
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APPENDICES	None

1. PURPOSE OF REPORT

- 1.1 To seek approval of an allocation of up to £50,000 of the approved capital option of ICT investment – Corporate & Benefits Workflow/DIP for the Benefits replacement/upgrade of Document Image Processing system project.

2. RECOMMENDATION

The Cabinet is asked to **DECIDE** that:

- 2.1 **Approval be given to an allocation of up to £50,000 of the approved capital option of ICT investment – Corporate and Benefits Workflow/DIP for the Benefits replacement/upgrade of Document Image Processing system project.**

3. BACKGROUND

- 3.1 The authority in 2000 procured a Document Image Processing solution for the Benefits section of the Financial Services Division and this has proved to be a successful system. However 5 years on the system is now showing signs of wear requiring daily interventions and calls to the IT section and the supplier to maintain the system.
- 3.2 In view of the position with this computer system the authority has made a successful bid in a competitive arena to the Department of Work and Pensions (DWP) Performance Standards Fund for an update/replacement of the Document Image Processing System in the Benefits Section of up to £173,300. The bid requires match funding of one-third by the authority i.e. up to £87,000. These

monies have been approved by the DWP on the understanding that the project will be implemented by July 2006.

3.3 As part of the budget process for 2005/8 the council approved a capital option of £250,000 for ICT investment – corporate and benefits workflow/DIP. This figure included an amount of £50,000 for the Benefits replacement/upgrade of the Document Image Processing system.

3.4 There is a corporate DIP officer group, chaired by the Head of Planning, Health and Environment, which is looking at the corporate solution in order to meet the relevant IEG priority outcome. The system that is procured for Benefits will also aim to meet the immediate needs of the Revenues and Planning Divisions, however these will be subject to additional costs of hardware, software and training. The procurement of a system for the Benefits Section is a key starting point for the corporate DIP solution.

4. KEY ISSUES

4.1 The DWP monies are dependent on the provision of match funding from the Council up to £87,000. This can include elements of salaries of employees involved in the implementation project.

5. FINANCIAL IMPLICATIONS

5.1 This project is reliant on the two-thirds funding from the DWP which is dependant on the provision of match funding from the Council.

6. LEGAL AND POLICY IMPLICATIONS

6.1 It is a statutory requirement that this authority administers Housing and Council Tax Benefits in accordance with legislation and DWP requirements.

7. RISK MANAGEMENT

7.1 The monies from the DWP are time dependent and require the implementation of the replacement/upgrade system by July 2006.

8. CONCLUSION

7.1 The council has made provision within budget for the match funding of the DWP monies for this project.

8. CONSULTEES

8.1 None.

9. BACKGROUND PAPERS

24th October 2005 Miscellaneous Functions Committee
23rd February 2005 - Council

J.Hill/25.10.05

Cabinet 24/11/2005