

TO: RESOURCES SCRUTINY COMMITTEE - 13TH AUGUST 2002

SUBJECT: DOCUMENT MANAGEMENT / OFFICE ADMIN BEST VALUE REVIEW

FROM: POLICY SERVICES

1. **PURPOSE OF REPORT**

To update the Committee on progress of the Document Management / Office Administration Best Value Review.

2. **BACKGROUND**

The Best Value Review started in March 2002 and aims to report to Change Board in December. The purpose of the review is to identify and prepare an Improvement Action Plan for the implementation of a range of measures to streamline and centralise the administrative functions carried out within the Council. Progress on key aspects considered are shown below:

Post / Document Storage

A visit has been held to Stratford-on-Avon DC to look at their document management system. This has helped identify lessons for implementation and roll-out of a similar system within Warwick District Council. A further presentation has been organised on Document Management Systems and key requirements for our system are being identified.

Purchasing

An e-procurement system would help the Council in reducing the quantity and variety of purchasing, saving staff time and reducing costs. A demonstration and presentation on two systems has been organised allowing more staff to see the potential benefits.

Learning has been gained from the experiences of Huntingdonshire District Council and other invest to save bids.

Recruitment Administration

This is being discussed with staff groups, whilst opportunities for making more information and application forms available through the website and Customer Contact Centre are being investigated.

Devliveries / Moving Items

This is being discussed with staff groups, whilst opportunities for streamlining the process or having dedicated staff are evaluated. There may be links between this aspect and some of the postal considerations.

3. POLICY AND BUDGET FRAMEWORK

The completion of best value reviews is a statutory requirement of the Local Government Act 2000. Reviews should be completed in accordance with the Council's agreed Guide to Best Value Reviews. A small budget to facilitate each review is available.

Best Value Reviews are a key method of delivering the service improvements required within the Quality Strategy. This review in particular has significant opportunities to make budgetary savings, though this will require tough decisions to be taken and some short term investment.

4. OUTCOME(S) REQUIRED

To note progress with the Best Value Review and comment as appropriate.

Mark Gwynne
Policy & Projects Officer (Best Value)

BACKGROUND PAPERS

None

Areas in District Affected:

All

Executive Portfolio Area and Holder:

Bob Crowther, Corporate & Strategic Leadership

For further information about this report please contact:

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