Report of Steve Coupe – Chief Superintendent Registrar

Report to Deputy Chief Executive

Date: 8th April 2015

Subject: Design & Cost Report for Scanning Registrars Records

Capital Scheme Number: 32295 – Registrars Scanned Records

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	☐ Yes	☒ No
Are there implications for equality and diversity and cohesion and integration?	☐ Yes	☒ No
Is the decision eligible for Call-In?	☐ Yes	☒ No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	☐ Yes	☒ No

Summary of main issues

1. The scheme proposes the digitisation of Registrars' historic paper records and indexes. Scanned records will then be used to create copy certificates and this will allow the Registrars Service to realise long term staffing reductions through process efficiencies.

2. The use of scanned records will also improve customer access to the copy certificate service and help to conserve historic bound registers.

3. A business case report was presented at FPG and approved on 20th February 2015.

Recommendations

4. The Deputy Chief Executive is requested to approve an injection of £250,000 into the Capital Programme to allow Registrars to purchase a new scanning solution for go live on 1st September 2017.

1 Purpose of this report

1.1 The purpose of this report is to approve the expected costs and outline the project details.

1.2 The Deputy Chief Executive is requested to approve an injection of £250,000 into the Capital Programme to allow Registrars to purchase a new scanning solution for go live on 1st September 2017.

2 Main issues

2.1 Registrars will relocate to the new City Centre One Stop at Merrion House in November 2017. Although there are plans to provide a purpose built repository this will only provide capacity for 5 years growth in records where records are stored to allow easy access. Following this, an additional storage area will need to be found although this will extend processing times, putting pressure on staffing resources and potentially service income levels.

2.2 If all records could be made available as scanned images it would not be necessary to access the original record to create copy certificates. The records could therefore be stored more economically to increase the lifespan of the planned repository, potentially by 15 years.

2.3 Currently the process to create a copy certificate is labour intensive, taking on average 20 minutes. Digitising records would significantly improve processing efficiency as it would allow staff to search and print a certificate directly from the scanned image at the point of request. Where other local authorities have scanned their registration records this has reduced processing time to around 5 minutes per certificate.

2.4 Indicative costs to scan all records are £250,000. Scanning records will create the opportunity for staffing savings of approximately £50,000 per annum. In conjunction with the potential for savings in storage accommodation, this ensures that the service is spending money wisely

3 Project Objectives

- Procurement of a scanning contract with an external supplier

- Reduction in long term staffing costs

- Reduction in long term storage costs

- Improved processing efficiency

- Safeguarding income

- Improving customer access

- Creation of single repository

- Reduced construction costs

- Generating additional income

- Conservation of unique historical records

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Staff have highlighted the benefits to be achieved by scanning records over a number of years and have been instrumental in building the Business case. As a result staff have supported the release of 2 members of staff via ELI to fund the project.

4.1.2 A number of local authorities have already scanned their registration records. Site visits have been made to Liverpool and Birmingham.

4.1.3 A soft market test was undertaken in September/October 2014 to determine the range of potential suppliers and available products.

4.1.4 Members of the Changing the Workplace program have been consulted to ensure that proposals conform to plans for Records management and for the City Centre One Stop (Merrion House) project. Members of ICT have also been involved in compiling the project Business case.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The recommendation within this report does not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality.

4.3 Council policies and City Priorities.

4.3.1 This work will be carried out in accordance with the requirements of the Council's range of policies, plans and strategies.

4.4 Resources and value for money

4.5 Full scheme estimate

- The estimated capital costs for the project are £250,000, and ongoing revenue costs are £5,000. The ongoing revenue costs and prudential costs of borrowing will be funded by staffing savings.

4.5.2 Capital Funding and Cash Flow

Funding Approval :	Capital Section Reference Number :-						
Previous total Authority to Spend on this scheme £000's	**TOTAL £000's**	**TO MARCH 2015 £000's**	**FORECAST**				
			2015/16 £000's	**2016/17 £000's**	**2017/18 £000's**	**2018/19 £000's**	**2019 on £000's**
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval £000's	**TOTAL £000's**	**TO MARCH 2015 £000's**	**FORECAST**				
			2015/16 £000's	**2016/17 £000's**	**2017/18 £000's**	**2018/19 £000's**	**2019 on £000's**
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	250.0		0.0	125.0	125.0		
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	250.0	0.0	0.0	125.0	125.0	0.0	0.0
Total overall Funding (As per latest Capital Programme) £000's	**TOTAL £000's**	**TO MARCH 2015 £000's**	**FORECAST**				
			2015/16 £000's	**2016/17 £000's**	**2017/18 £000's**	**2018/19 £000's**	**2019 on £000's**
Unsupported borrowing	250.0		0.0	125.0	125.0		
Total Funding	250.0	0.0	0.0	125.0	125.0	0.0	0.0

Parent Scheme Number 32295

Title : Registrars Scanned records

4.5.3 The costs include the forecast cost of the scanning all existing certificates.

4.5.4 **Revenue Effects**

The following table illustrates the alterations which will be necessary to the department's revenue budget:

REVENUE EFFECTS	2014/15	2015/16 £000's	2016/17 and SUBSEQUENT YEARS £000'S
EMPLOYEES		-50.0	-50.0
PREMISES COSTS		0.0	
SUPPLIES & SERVICES		0.0	5.0
PRUDENTIAL BORROWING		21.2	42.4
EXTERNAL INCOME GENERATED			

Two members of staff are being allowed to leave on ELI in expectation of the efficiencies that will be delivered.

4.6 **Legal Implications, Access to Information and Call In**

4.6.1 This decision is a Significant Operational one and is, therefore, not subject to Call In.

4.6.2 The Deputy Chief Executive has the authority to make this decision under powers granted under Part 3 of the Council's constitution.

4.7 Risk Management

4.7.1 **Risk Assessments** – All to LCC policy requirements

4.7.2 **Design Issues –** All to be agreed with staff and contractor. A dedicated member of the registrars team will maintain regular liaison with the chosen supplier.

4.7.3 **Financial Issues –** Frequent monitoring to ensure project keeps within its budget.

4.7.4 **Service Delivery Issues –** All issues to be discussed and implemented by management and contractor to ensure continual safe delivery of services during all works.

4.7.5 **Programme Issues –** To be fully monitored to ensure start on site and completion dates are on time.

4.7.6 **Other -** All work will be risk assessed and carried out using approved methods of working, and will be programmed as far as possible to minimise Health & Safety risks.

5 Conclusions

5.1 This project has a clear synergy with the objective of Leeds City Council and the City Priority Plans.

6 Recommendations

6.1 The Deputy Chief Executive is requested to approve an injection of £250,000 into the capital programme to allow Registrars to purchase a new scanning solution for go live on 1st September 2017.

7 Background documents[1]

7.1 None

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[1] The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.