

# OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Paperless Office for Elected Members



## EXECUTIVE SUMMARY

### Background

The purpose of this project is to trial a paperless office for elected members

This needs to be done in order to improve the use of Member's time, produce cost savings and reduce the carbon footprint

This should be carried out as soon as possible whilst the new members are understanding their roles and requirements

As this project is a trial, the scope of the work should be to run a clearly defined pilot amongst designated participants to assess the cost of supplying and supporting an ICT solution compared to the current paper based solution. On conclusion the project board and sponsor should determine, against agreed criteria, whether the pilot is a success. If it proves practicable and timely, then a recommendation to proceed with a full rollout to Elected Members should be considered.

If this trial does not proceed it will be difficult to determine how and whether the paperless office should go ahead.

### Issues

Main issue identified is that the current ICT offering is not suitable for ease of use by members and that paper based solution is deemed more convenient to use.

### Anticipated Outcome

If the trial shows that the deployment has proven successful in reducing costs and it is a usable solution for Members, then a recommendation to proceed with a full rollout to Elected Members should be considered.

### Justification

Besides the immediate cost savings in printers and paper, there will also be the benefit of Councillors having access to the most up to date information. Staff preparation time will be reduced and Councillors will not need to pick up documents as they will be available electronically, on whichever device is chosen to access the available information.

## BENEFITS

**Benefit 1:** The contents of nearly all paperwork can be recalled in seconds by Cabinet members at almost any location.

**Benefit 2:** Given secure remote access to the in-house network, Members can access records from home or even while traveling.

**Benefit 3:** Reports that are printed periodically incur heavy costs in distribution, storage, and securing. Reports are visible online for Members. Also, every word and number can be indexed so that they can be searched for all occurrences of certain words, or topics.

**Benefit 4:** Copying expenses should diminish because there is no need for redundant files in multiple offices. All images exist only once in the document system, but they can be recalled when required.

**Benefit 5:** The cost of filing papers in file cabinets is diminished.

**Benefit 6:** Lost documents and time spent in looking for documents in files is displaced by the logical use of keywords and wild card symbols that enable rapid retrieval of any desired documents.

**Benefit 7:** Historic and current materials can be searched similar to searching on the Internet.

**Benefit 8:** Time lost in recreating lost materials will diminish.

**Benefit 9:** Compliance with legal compliance standards will be improved and enforced.

**Benefit 10:** Documents can be emailed, or reprinted at any time.

**Benefit 11:** The ease of access to insecure physical file cabinets will be replaced with online security the same as is used by banks and other secured networks.

**Benefit 12:** Before forwarding confidential documents the ability to redact" any portion of an image (pulling a black rectangle over parts of the image) before printing, or emailing.