

## TRAFFORD COUNCIL

**Report to:** Accounts and Audit Committee  
**Date:** 5 February 2013  
**Report for:** Information  
**Report of:** Records and Information Manager

### Report Title

**Annual Governance Statement 2011/12 – update on significant governance issue : Records and Information Management**

### Summary

This brief report provides an extract from the 2011/12 Annual Governance Statement outlining one of the significant governance issues identified for further development through 2012/13 i.e. the need for an effective electronic records managements solution; and embedding the corporate records management policy within services.

It includes a brief update on work undertaken to date and further work planned in respect of this issue which will be referred to by the Records and Information Manager at the Committee meeting.

### Recommendation

The Accounts and Audit Committee is asked to note the report for information which the Records and Information Manager will make reference to when attending the Committee to update members on progress to date.

### Contact person for access to background papers and further information:

Name: Paula Titterington – Records and Information Manager  
Extension: 3212

### **Background Papers:**

2011/12 Annual Governance Statement

**Annual Governance 2011/12 Statement – Significant Governance Issue :  
Records and Information Management**

**1. Introduction**

Detailed below is an extract from the 2011/12 Annual Governance Statement followed by a brief update on actual progress made to date in respect of embedding records management and information management practices, policies and procedures across the Council, including the implementation of an Electronic Document and Records Management Solution (EDRMS).

**2. Annual Governance Statement 2011/12 Extract**

The following detail was included in sections 5.7&5.8 of Trafford Council's 2011/12 Annual Governance Statement :

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*5.7 The Council is committed to achieving its objectives through good governance and continuous improvement. Going forward, the Council will continue to progress its Transformation Programme in order to continue to improve and transform service delivery arrangements, to ensure the Council effectively delivers its objectives and manages its resources to meet the financial challenges currently being faced.*

*5.8 Detailed below are significant governance issues and a summary of the actions planned to address these in 2012/13.*

**2011/12 Issues and Action Planned 2012/13**

*1. Significant work has already taken place in 2011/12, and will continue in 2012/13 to fully embed records management and information management practices, policies and procedures across the Council. This work is aligned to the Council's planned transformation of its long term accommodation, and will be supported by enabling technologies including the roll out of EDRMS. In respect of the ongoing developments regarding the Electronic Document and Records Management solution, work in 2012/13 is focussed on embedding this solution across the Council's services.*

*EDRMS is being rolled out to all services in the Transformation and Resources Directorate followed by other services that are planned to move in the new Town Hall Complex and finally rolled out to all other Council services resulting in a corporate wide approach and standard for Electronic Document and Records Management.*

*The Information Security Strategy group, consisting of representatives from a number of services is being established to support developments in information governance and security, including the above.*

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### **3. Updated position (January 2013)**

Significant work has already taken place in 2012 and will continue through 2013 to fully embed records management and information management practices, policies and procedures across the Council. This work is aligned to the Council's planned transformation of its long term accommodation, and will be supported by enabling technologies including the roll out of EDRMS, offsite storage and scan on demand services which will ensure the Council meets its statutory and legal obligations with regards to record keeping.

EDRMS is being rolled out to all services that will be moving into the New Town Hall premises (circa 840+staff) in the first instance, followed by all other services resulting in a corporate wide approach and standard for Electronic Document and Records Management.

Offsite storage and scan on demand services are also being rolled out to all services to reduce the requirement for physical storage onsite, improve the security of records, scan on demand records that are required for access and over the longer term build up the electronic memory of records to assist with the success of agile working, making records available to all employees regardless of location.

The solution chosen through the procurement exercise was Serengeti Systems EDRMS, a system which is already embedded in Planning and Building Control and Parking Services and has been piloted in CYPs.

Work is continuing to prepare services for the cutover activities associated with moving to this new way of working. Local experts have been identified in all services areas to ensure that the Council gets the maximum benefit out of its investment. Training has been carried out for the local experts and the ICT support services and vigorous testing is currently taking place in advance of corporate rollout to ensure the solution chosen delivers the requirements for a 'best in class' EDRM solution.