

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 APRIL 2023

Title:

Civica Electronic Document Management upgrade

Portfolio Holder: Cllr Peter Clark, Portfolio Holder for IT

Head of Service: Nicola Haymes, Executive Head of Communications and Customer Services

Key decision: Yes

Access: Public

1. Purpose and summary

The purpose of this report is to seek approval to place the order to upgrade the Civica W2 Electronic Document Management system to W3. This software is used to manage the documents from all major line of business applications including Revenues, Benefits, Housing, Planning and Environmental Health.

The provision of £115k for this renewal is within the 2023/24 General Fund Capital Programme for IT.

2. Recommendation

It is recommended that the Executive authorise the IT team to place the order for the upgrade of Civica W2 Electronic Document Management system to W3 in line with the Capital Programme proposal.

3. Reason for the recommendation

This action is recommended to provide considerable additional functionality within the Civica platform including the Public Planning document portal. It is also required to maintain the software within our security environment and to enable remote hosting.

4. Relationship to the Corporate Strategy and Service Plan

4.1 **Corporate Priority:** A financially sound Waverley, with infrastructure and services fit for the future.

The IT infrastructure is maintained and improved which supports the activity of the Council.

5. Implications of decision

5.1 Resource (Finance, procurement, staffing, IT)

Drafted by: Rosie Plaistowe-Melham, Financial Services Manager

Budget provision is in place for the full cost of the Civica upgrade, there is no additional financial impact.

5.2 Risk management

5.3 Legal

Drafted by: Ian Hunt, Interim Deputy Borough Solicitor

The Council in undertaking this purchase is developing an existing system and whilst the Council has to consider best value in undertaking purchases it can take into account the value of the existing platform, and the costs of transitioning to another provider of the services.

5.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

5.5 Climate emergency declaration

There are no direct climate emergency implications as a result of this decision.

6. Consultation and engagement

N/A

7. Other options considered

Not upgrading the software – this would result in the lost opportunity to benefit from improved functionality and IT security.

8. Governance journey

Executive, 4 April 2023

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

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Agreed and signed off by:

Legal Services: Ian Hunt, Deputy Interim Borough Solicitor, 22/03/2023

Head of Finance: Rosie Plaistowe-Melham, Financial Services Manager, 20/03/2023

Strategic Director: Annie Righton, Joint Strategic Director for Community and Wellbeing
21/03/2023

Portfolio Holder: Councillor Peter Clark, Portfolio Holder for IT, 21/03/2023