

WIRRAL COUNCIL

PENSIONS COMMITTEE

29 SEPTEMBER 2008

REPORT OF THE DIRECTOR OF FINANCE

ELECTRONIC DOCUMENT MANAGEMENT & WORKFLOW SYSTEM

1. EXECUTIVE SUMMARY

- 1.1 This report informs Members of the cost of carrying out a software upgrade required to the Civica electronic document management and workflow system.

2. BACKGROUND

- 2.1 The current electronic document management and workflow system supplied by Civica was implemented by the Pension Fund in 1997.
- 2.2 The software provider has made necessary improvements and adjustments to the version of the software package (Pensions 4 is in use) and issued an upgrade (Pensions 5) which is currently being implemented.
- 2.3 Civica has informed MPF that the Pensions 4 product is no longer actively supported (as at 31 December 2007) and future revisions or adjustments will only be made to Pensions 5. Therefore it is necessary to upgrade the system to Pensions 5.

3. FINANCIAL AND STAFFING IMPLICATIONS

- 3.1 The estimated cost of the upgrade to the new version of the software is £64,000, inclusive of the required training programme for staff.
- 3.2 This cost is provided from within the current budget.
- 3.3 I have agreed the cost under delegation.

4. EQUAL OPPORTUNITY IMPLICATIONS

- 4.1. There are none arising from this report.

5. COMMUNITY SAFETY IMPLICATIONS

- 5.1. There are none arising from this report.

6. LOCAL MEMBER SUPPORT IMPLICATIONS

- 6.1. This report has no particular implications for any Members or wards.

7. LOCAL AGENDA 21 IMPLICATIONS

7.1. There are none arising from this report.

8. PLANNING IMPLICATIONS

8.1. There are none arising from this report.

9. BACKGROUND PAPERS

9.1 None were used in the preparation of this report.

10. RECOMMENDATION

10.1 That Members note the report.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/201/08