

WIRRAL COUNCIL

PENSIONS COMMITTEE

20 MARCH 2012

SUBJECT:	PENSIONS 5 - GENERAL FILING
WARDS AFFECTED:	ALL
REPORT OF:	DIRECTOR OF FINANCE
RESPONSIBLE PORTFOLIO HOLDER:	
KEY DECISION	NO

1.0 EXECUTIVE SUMMARY

1.1 This report updates Members on commissioned works by the system provider Civica to extend the coverage of the Pensions5 IT system to more general, non-member documents.

2.0 BACKGROUND AND KEY ISSUES

2.1 The current electronic document management and workflow system supplied by Civica (previously known as Comino) was implemented by the Pension Fund in 1997. The system is referred to by the term Pensions5

2.2 Pensions5 is embedded as a core IT system for administration of member data and documents. There is a module within the system for non-member documentation, referred to as General Filing.

2.3 A project was implemented during 2011 to utilise the General Filing software module. Work has commenced with the supplier to review documents; build a document hierarchy; and an appropriate security model (secure staff access to confidential documents).

2.4 This has proved to be successful and has improved the access and availability of important, historical documents to staff. Work to scan and index legislation, committee reports and other pensions administration related documentation is ongoing.

2.5 Following the success of the initial project, two further improvements to non-member electronic document management were identified and scheduled for development in 2012 as follows:

(a) TO DEVELOP AN ADMISSION BODIES PROCESS

The supplier is to design, create and refine a multi-stage workflow for handling the process of an admission body.

The anticipated influx of Academies into MPF will be more efficiently administered by MPF if supported by electronic document management and workflow.

(b) INVESTMENTS DOCUMENTATION

To review examples of investment documents and then build an appropriate document hierarchy and an appropriate security model for secure staff access to confidential documents.

2.6 Using the system supplier to develop these improvement areas, has been identified as the most efficient and cost-effective means to deliver the objectives. Following completion of the works, MPF and IT Services will undertake the knowledge and skills transfer to maintain improvements into the future.

3.0 RELEVANT RISKS

3.1 None associated with this report.

4.0 OTHER OPTIONS CONSIDERED

4.1 As it is an extension of operation of an existing, embedded system the system supplier is best placed to provide the experienced resources.

5.0 CONSULTATION

5.1 None associated with this report.

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

6.1 There are none arising from this report.

7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

7.1 Estimate of works to develop an Admission Body process:

£17,000 [**~20 days**]

7.2 Estimate of works to build an Investments repository for electronic documents

£5,950 [**~7 days**]

7.3 Total estimated cost of works **£22,950** has been agreed at the supplier day rate and can be met from the Pension Fund budget.

8.0 LEGAL IMPLICATIONS

8.1 There are none arising from this report.

9.0 EQUALITIES IMPLICATIONS

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

None

10.0 CARBON REDUCTION IMPLICATIONS

10.1 None arising from this report

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 None arising from this report

12.0 RECOMMENDATION

12.1 That Members note the report.

13.0 REASON FOR RECOMMENDATION

13.1 To keep Members of the Pensions Committee up to date with business improvements, operational efficiencies and contracted out works.

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APPENDICES

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date