

THE EXECUTIVE

22 FEBRUARY 2005

REPORT FROM THE DIRECTOR OF FINANCE

ESTABLISHMENT OF THE E-GOVERNMENT PROGRAMME UNIT	FOR DECISION	
<p><i>This report details the establishment of a temporary e-government programme unit to deliver the e-government agenda across the Council.</i></p> <p>Summary</p> <p>This report outlines the need to establish an e-government programme unit which will drive forward the e-government agenda across the Council. The unit will be responsible for establishing and delivering e-government projects that meet the Governments priority outcomes and the implementation of BVPI 157, which is focussed on delivering 100% of services electronically by December 2005.</p> <p>Recommendations</p> <p>The Executive is asked to approve the following:</p> <ol style="list-style-type: none">1. The establishment of an e-government programme unit in the Information Management and Technology (IM+T) Division, funded from existing budgets; and2. The use of temporary staff for a period not exceeding 18 months to undertake the tasks set out in paragraph 2.6 of the report. <p>Reason</p> <p>Executive are asked to consider and approve the establishment of the programme unit to drive forward the e-government agenda across the Council.</p>		
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1. Background

- 1.1 The delivery of the e-government agenda across the Council has been mainly driven by Departmental IT Managers, working with Departments on projects identified within each department.
- 1.2 A full review across the Council of e-government was completed in December which stated that the Council has achieved 53.36% e-enabling of processes and services against The Office of the Deputy Prime Minister (ODPM's) criteria for achieving BVPI 157.

1.3 This along with achieving 'Green Status' on the delivery of the Governments priority outcomes (as detailed in IEG Statement Dec 04) has become critical to our success in transforming the provision of services and information electronically to our customers and communities.

2. E-Government

2.1 E-Government is about transforming services by being citizen focussed. It is about re-thinking everything from a citizen's point of view, improving access to services, changing our business, developing new approaches to government. IT requires imagination, innovation and an approach to managing risk. (SOCITM IT trends 2004/05).

2.2 To enable this Council to drive the e-government agenda forward it is recognised that the Council has much work to do over the next 15 months and that appropriate, clearly defined roles and responsibilities are essential for the effective and efficient management of the e-government agenda.

2.3 A comparison of other Councils has been undertaken (Appendix 1) which shows that we are in the lower range of Councils achieving BVPI 157.

2.4 At present there is no programme unit within the Council. IM+T Officers are managing the e-government agenda alongside operational and strategic duties. Therefore it is now critical that a programme unit is created and is up and running immediately to manage the e-government agenda in its entirety, otherwise there is a risk to not moving forward on e-government, and not moving forward on transforming our services, both back and front office, to our customers.

2.5 The IEG Statement provides the foundation on which the funding and priorities have been determined. A separate report details the budget required to deliver projects identified, but a team is required to implement and complete the projects.

2.6 It is therefore proposed that a team is established for a period of 18 months to:

1. Determine progress and electronic processes to meet BVPI 157 in a co-ordinated, cohesive manner;
2. Provide effective project management of corporate 'e' projects ensuring business and system integration to meet the government's e-priority outcomes;
3. Provide the management of the programme for e-government including raising the profile of and awareness of learning and development of the e-agenda;
4. Awareness of local e-government National projects;
5. Realise service improvements by working together corporately;
6. Monitor, analyse, report on and review progress against IEG Statement;
7. Work with other local authorities.

3. E-Government Programme Manager

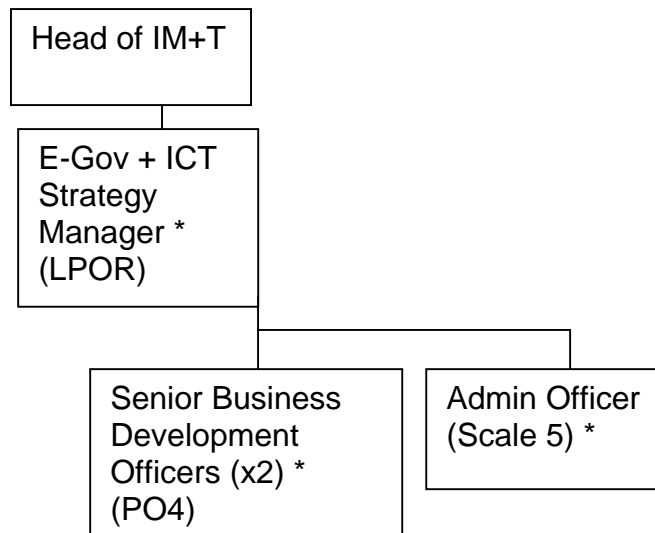
3.1 In a letter from the ODPM to the Chief Executive in June 2004, it was recommended that a post for an e-government programme manager was created.

The ODPM stated:-

“In order to ensure the delivery of this programme and the necessary business, organisational, and technical change. We expect each local authority to establish an e-Delivery Board operating under Prince2 principles (and Corporate Management Group (which is TMT) sponsorship), and with a full time programme manager who will report directly to the Chief Executive and the Mayor/Leader of the Council. We would also expect this post to be full time for the period until March 2006 and may be funded from a top slice of capital projects and IEG monies within the e-delivery programme. The e-Delivery Board will need to ensure that progress is made across the local authority in all service and activity areas.”

- 3.2 In recognising that effective project management is critical to the delivery of the e-government programme the support of Business Developers and back office support of an Administrative Officer has been determined in the proposed structure. The programme Unit will work to Prince II project management principles to ensure a consistent approach to all projects.
- 3.3 The Admin Officer will also provide support on procurement, project files, BVPI 157 and undertake research and development on e-government.
- 3.4 The cost of the unit is approximately £150,000 p/a and it is proposed that the funding of this unit is made from the existing budget of IM+T, Business and Strategy Development Team.
- 3.5 The Job Descriptions and Person Specifications are currently with Human Resources undergoing Job Evaluation (Job descriptions will be made available to Members on request).

The proposed structure of the team is:



* All new posts

- 3.6 It is therefore recommended that the proposed structure and posts be approved for a temporary 18 month period.

4. Consultation:

Lead member - Councillor McCarthy

The Management Team

Trade Unions views are being sought

Background papers:

- IEG Statement (4)
- Research on IEG Statements of London Boroughs
- ICT Strategy
- Local e-government National Projects (ODPM)