

## **BABERGH DISTRICT COUNCIL**

**FROM: HEAD OF ORGANISATIONAL  
DEVELOPMENT**

**REPORT NUMBER E183**

**TO: STRATEGY COMMITTEE**

**DATE OF MEETING 10 November 2005**

### **IMPLEMENTING ELECTRONIC GOVERNMENT RETURN 2005 (IEG5) SUBMISSION TO REFLECT POSITION AT DECEMBER 31<sup>ST</sup> 2005.**

#### **1. SUMMARY**

The government has provided £900,000 in funding for E-Government projects over the last four years. As part of the funding process the Council has had to complete and return an Implementing Electronic Government Statement No. 5 (IEG 5) by December 19<sup>th</sup> 2005, to the Office of the Deputy Prime Minister (ODPM). This statement is significant because it ties in with the government's target of all local authorities achieving 100% on the Best Performance Value Indicators (BVPI) 157.

This report seeks approval for the IEG 5 from the Strategy Committee prior to being considered by full Council on December 13<sup>th</sup> 2005. This report also seeks approval to make any necessary refinements to the IEG 5 statement in light of any further work being carried out on efficiency savings as we approach the deadline of December 31<sup>st</sup> 2005.

#### **2. RECOMMENDATIONS**

- 2.1 It is recommended that the IEG 5 statement attached, as appendix A to this report, is submitted to full Council subject to; the Head of Organisational Development in consultation with the E-Government Steering Group, making any necessary changes as work is completed that affects the statement, to ensure that IEG 5 statement correctly reflects the situation at December 31<sup>st</sup> 2005.

#### **3. FINANCIAL IMPLICATIONS**

- 3.1 Babergh District Council has received £900,000 from the government for the purpose of implementing electronic government. With reference to Appendix A – section 5, we have currently spent £602,000 of this grant. We have plans in place to ensure the rest is spent by March 31<sup>st</sup>, 2006 and this is being overseen by the E-Government Steering Group.
- 3.2 The main reasons for the under spend is the delays due to Customer Access and Service Transformation (CAST) Projects. Certain projects such as Document Image Processing (DIP) and e-Procurement are now just starting up.
- 3.3 Section 6 in Appendix A refers to efficiency savings showing estimated incremental year on year savings. These figures have been built up using a complex model of potential savings for each project. In order to avoid over optimism, a conservative figure of 25% of the savings is being used for those projects that are yet to be completed. For those projects that have been completed, the full savings figure has been used and more accurate actual values used to calculate efficiencies (such as actual web hits or actual number of e-payments). The methodology of calculating the efficiency savings has been agreed by E-Government Steering Group Members and reviewed by finance at the previous IEG 4.5 Statement.

#### 4. **KEY INFORMATION**

- 4.1 The ODPM require all Councils to submit an end of year IEG statement in the final year of funding/support for e-Government to ensure that all Councils are on track to achieve the targets set by the ODPM. The deadline for submission is December 19<sup>th</sup> 2005.
- 4.2 The ODPM's target is to '...assist local government to achieve 100% capability in electronic delivery of priority services by 2005, in ways that customers will use'. The ODPM measure this by the number of services provided over the web. This measure is known as Best Performance Value Indicator (BVPI) 157. The target for all councils is to achieve 100% on BVPI 157 by December 31<sup>st</sup> 2005.
- 4.3 The IEG statement is a detailed pro-forma that needs to be returned electronically through the Electronic Service Delivery (ESD) Toolkit – web related software.
- 4.4 The e-Government Steering Group have not yet reviewed the IEG 5 Statement, but are due to review it after Strategy on November 10<sup>th</sup> 2005.
- 4.5 With reference to section 1 in appendix A, there are a number of items within the Priority Outcome section that we do not expect to fully comply with by the expected deadlines. The reasons for this include; delay because of the CAST project, partnership working with other Councils within the County, joint working requiring a lead from the County Council, and lack of available resources. The items are R8, R10, R11, R16, R19, R27, R28, R29, G3, G4, G5, G7, G8, G11, G12, G16, G17, G19 and G24. Please see this section for details about the specific items.
- 4.6 With reference to Section 3. Our BVPI percentage, as of November 1<sup>st</sup> 2005, is 81.5%. We are 100% on providing access to community and business networks and 100% on procurement. Our remaining work lies in the area of application forms and associated payment mechanism. The relevant departments are currently working on this to ensure we are 100% by December 23<sup>rd</sup>, 2005.
- 4.7 The ODPM are aware that they are requesting a submission of IEG5 Statement on December 19<sup>th</sup> 2005, prior to the deadline of 100% BVPI 157 which has a deadline of December 31<sup>st</sup> 2005. The ODPM will accept updates on the IEG5 Statement post the December 19<sup>th</sup> 2005 submission deadline.

#### 5. **APPENDICES AND BACKGROUND PAPERS REFERRED TO:**

- a) Appendix A – IMPLEMENTING ELECTRONIC GOVERNMENT RETURN 2005 (IEG5)

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Office of the  
Deputy Prime Minister  

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Creating sustainable communities



local e-gov

# IMPLEMENTING ELECTRONIC GOVERNMENT RETURN 2005 (IEG5)

***“Meeting the targets for e-government”***

***Proforma for esd-toolkit entry***

***This is the proforma for IEG5 returns. A copy of this proforma will be published for online data entry via [www.esd-toolkit.org](http://www.esd-toolkit.org) from November 2005. Please note that the deadline for IEG5 submissions via the esd-toolkit is midday on Monday 19 December 2005.***

local and regional government • housing • planning • fire • regeneration • social exclusion • neighbourhood renewal

# IMPLEMENTING ELECTRONIC GOVERNMENT RETURNS 2005 (IEG5)

## Introduction

This IEG return is an essential part of the national monitoring process for assessing electronic local service delivery capability against the 2005 target and supports the delivery of priority outcomes for local e-government. It is an important feedback mechanism for assessing progress towards realising the benefits from our investment in e-government and the use of IEG funding in individual local authorities.

The Office of the Deputy Prime Minister's (ODPM) SR2002 Public Service Agreement (PSA) involves improving delivery and value for money of local services within a framework of national targets and policies. This includes:

- assisting local government to achieve 100% capability in electronic delivery of priority services by 2005, in ways that customers will use.

Building on the work undertaken by Sir Peter Gershon in his independent review of public sector efficiency<sup>1</sup>, SR2004 sets the ODPM a new PSA target on local government:

- by 2008, improve the effectiveness and efficiency of local government in leading and delivering services to all communities

This equates to a target for local services of achieving 2.5% efficiency gains per year, amounting to at least £6.45bn per annum by 2007/08. Clearly, e-government will make a substantial contribution towards the achievement of this target. The ODPM is working in partnership with local authorities and their representative national organisations to help achieve the specified objectives, including providing a summary of efficiency gains arising from the implementation of local e-government.

The format of the IEG return is subject to consultation. Last year, this helped to achieve a 100% return rate of IEG4 submissions from local authorities. As previously, the format of the IEG5 return is intended to simplify the return process for local authorities through a self-assessment approach. Successful completion of the IEG5 return also demands awareness of the ODPM's National Strategy for Local e-Government published in November 2002, deliverables from the National Project programme and the priority outcomes for local e-government<sup>2</sup>. Further details on all of these areas can be found at the ODPM's local e-government portal website [www.localgov.gov.uk](http://www.localgov.gov.uk).

E-Government is a key tool in delivering local services. Within the CPA process, those councils that have not done well in achievement, investment, capacity or performance management may particularly need to consider the role that e-government can play as part of a wider strategy for improvement planning.

The proforma format for IEG5 returns complies with Government commitments to reduce service plan requirements for local authorities, whilst balancing the need for authorities to supply statistical information for the purpose of monitoring national progress on the implementation of local e-government. Since last year's IEG4 return, all authorities have been able to input and maintain IEG data in real time via the esd-toolkit ([www.esd-toolkit.org](http://www.esd-toolkit.org)) allowing them to sign-off completion against the IEG self-assessment traffic lights as projects are actually implemented. For funding and risk management purposes, the ODPM will continue to set key dates in the calendar at which it intends to inspect the extent of progress and take action accordingly. **These will include an April 2006 deadline for the IEG6 end of programme return.**

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<sup>1</sup> See [http://www.hm-treasury.gov.uk/media/879E2/efficiency\\_review120704.pdf](http://www.hm-treasury.gov.uk/media/879E2/efficiency_review120704.pdf)

<sup>2</sup> See [http://www.odpm.gov.uk/pns/DisplayPN.cgi?pn\\_id=2004\\_0112](http://www.odpm.gov.uk/pns/DisplayPN.cgi?pn_id=2004_0112)

“Excellent” CPA authorities are requested to continue to comply with requests for IEG data in order to assist in benchmarking national progress, to demonstrate their commitment to e-government and appropriate use of IEG capital grant. In particular, the fourth year of IEGs represents a crucial point of reference as local authorities move from the investment to the delivery phase of their local e-government programmes.

This proforma is intended to standardise Implementing Electronic Government (IEG) returns for 2005. It has been prepared for English County, District, Unitary Councils, London Boroughs, the Corporation of London, the Greater London Authority, London Development Agency, Transport for London who are subject to the Best Value Performance Indicator 157 and have been requested to prepare these statements. An amended version of this IEG5 proforma is available to National Park Authorities reflecting their different priority outcome responsibilities. Please note that Fire & Rescue authorities are not required to submit an IEG5 return, although county councils with responsibility for this service should include fire and rescue data as part of their general return.

### Priority Outcomes

Practitioner guidance on the interpretation of the priority outcomes is available from <http://www.idea-knowledge.gov.uk/idk/core/page.do?pageId=1704073>. All enquiries on policy matters relating to the priority outcomes should be addressed to the Local e-Government team at the ODPM. Authorities making a commitment to the Government Connect initiative ([www.govconnect.gov.uk](http://www.govconnect.gov.uk)) are asked to comment accordingly in Section 1 of the IEG5 proforma, in order that this status can be noted in any assessment of progress.

### Funding & Completeness

You should complete the IEG5 return on the basis that it is a required reference document to provide evidence to auditors of how IEG grant funding has been used. You should consult with relevant members of the ODPM’s Local e-Government team for clarification of what is required to complete the proforma fully or to request assistance.

### Approval & Publication

It is important that the information contained in your completed IEG5 proforma is approved by the Council before submission and that adequate time for this is built into the timetable. Please note that the esd-toolkit entry process allows you to save a pdf copy of your IEG5 return to facilitate its approval by Members. You are also reminded to note any requirements for disclosure of this information on your public website, in line with your authority’s approved Publication Scheme under the requirements of the Freedom of Information Act 2000.

### What’s New in the Proforma?

The IEG5 proforma purposely does not contain any substantive changes from last July’s IEG4.5 proforma. However, it does contain minor updates to reflect the up-to-date position on programme developments.

### Submission

Please note that submissions will only be accepted online via the Electronic Service Delivery (ESD) toolkit supported by the Improvement & Development Agency (IDEA) ([www.esd-toolkit.org](http://www.esd-toolkit.org))<sup>3</sup>. Councils must make individual submissions - partnership returns are not acceptable.

You should allow adequate time to register and acquaint yourself with this facility prior to the submission deadline. Registration is free, and is both sufficient for the purposes of IEG5 submission and for obtaining a copy of the local Government Services List (LGSL) needed for BVPI 157 calculation.

Please do not hesitate to contact relevant members of the ODPM Local e-Government team should you require further information or clarification. Contact details can be found on the last page of this guidance.

## PROFORMA CONTENT



You are asked to summarise the plans and progress of your local authority according to the information requested below, as follows:

### **Section 1 – Priority Outcomes (self-assessment)**

### **Section 2 – Change Management (self-assessment)**

### **Section 3 – BVPI 157**

### **Section 4 – Access Channel Take-Up**

### **Section 5 – Local e-Government Implementation Costs**

### **Section 6 – Local e-Government Programme Efficiency Savings**

Please refer to [www.localgov.gov.uk](http://www.localgov.gov.uk) for further background information, including details of the priority outcomes guidance paper. Information on National Projects is available at [www.localgovnp.org](http://www.localgovnp.org). Further information about local e-government is also available from the IDEA's Knowledge website at [www.idea-knowledge.gov.uk](http://www.idea-knowledge.gov.uk).

In relation to Section 1 below, it is recognised that local authorities in two-tier areas may not have a statutory responsibility for service delivery in some of the areas listed. It is not the intention to ask district councils to deliver service provision outcomes for schools, or for county councils to deliver outcomes for benefits. However, a minimum requirement in terms of meeting a priority outcome for an authority with no direct statutory service responsibility is to offer appropriate (deep) hyperlinks to the relevant web pages of the local district or county councils that do provide the service. In practice, authorities in two-tier areas will need to work in partnership to establish protocols covering the deep linking responsibilities within the ODPM's Priority Outcomes. This information should then be 'traffic-lighted' on the proforma accordingly.

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<sup>3</sup> IEG5 returns submitted by email will only be accepted for National Park Authorities, the Greater London Authority, the London Development Agency and Transport for London who are not catered for through esd-toolkit arrangements.

Please add any explanatory or qualifying notes in the comment column, as appropriate.

Not all the elements in the proforma checklist in Section 2 below will necessarily be a part of your local e-government strategy, but you are expected to be aware of all of these elements and have taken a corporate position in relation to them. It is recognised that your IEG strategy will reflect local priorities and customer preferences, but you are asked specifically to provide accompanying commentary on any areas of the proforma checklist that remain “red” in 2005/06.

**Name of Authority:**     Babergh District Council    

**IEG Contact Name:**     Morag Embleton    

**Email:**                     morag.embleton@babergh.gov.uk                    

**Telephone No:**             01473 825874

## Local Context

You may enter free text here to summarise the **impact and achievements** of your local e-government programme **to date** and your **service transformation** plans beyond December 2005, including the benefits that citizens will see as a result of e-government investment. **In particular, you should cover the contribution of e-government to corporate efficiency gains, plans for increasing the take-up of e-services and promoting digital inclusion.** It is suggested that you avoid the use of technical jargon in this section.

## Local Context

You may enter free text here to summarise the **impact and achievements** of your local e-government programme **to date** and your **service transformation** plans beyond December 2005, including the benefits that citizens will see as a result of e-government investment. **In particular, you should cover the contribution of e-government to corporate efficiency gains, plans for increasing the take-up of e-services and promoting digital inclusion.** It is suggested that you avoid the use of technical jargon in this section.

Babergh District Council has made the following progress towards achieving its e-Government targets.

### **What has been achieved so far**

Over the last 2 years Babergh has established a Customer Access & Service Transformation (CAST) project. The CAST Project is intended to ensure the effective delivery of our Customer Access Strategy to provide a 'Customer First' ethos, enable electronic communication to increase customer choice of communication channel and ensure a more efficient and effective customer service. The project includes a detailed investigation of the following 4 approaches to delivering Customer Access Strategy:

**In-house Approach** - Babergh would manage the delivery, implementation and on-going operation of a customer access service. This approach would include a series of process re-engineering and service improvement projects in other parts of the business to generate efficiency gains to offset the delivery of Customer Access Strategy.

**Outsource of Customer Access Service and other Services Approach** - Babergh would outsource the delivery of Customer Access Service as well as a number of other Corporate and Operational services from which efficiencies could be gained.

**Outsource Customer Access Service Only Approach** - Babergh would outsource the delivery of Customer Access only. This approach would generate other efficiency gains through a series of process re-engineering projects and deliver service transformation in the corporate services and back office areas.

**Business Process Re-engineering (BPR) Approach** - This approach seeks to optimise services and processes before committing major investment in developing customer access. It assumes that a rolling programme of re-engineering projects is undertaken across all of the current services to generate additional efficiency gains and service improvements. It would also deliver improvements in customer access by ensuring the processes work effectively and are driven by the 'customer first' approach.

Each option looks at the transformation of corporate services to provide savings to fund the Customer Access proposals and to provide more efficient and effective services.

Babergh has sought external help via the 4Ps and the Improvement and Development Agency (IDeA) to support the CAST project. The ODPM recently (October 2004) agreed to provide LGOL funding to enable Babergh to buy in expertise required for this complex project. The view of 4ps and the IDeA is that this has the potential to be an exemplar project.

The Council has decided that the best way forward will be to establish whether BPR will provide the efficiency gains and service improvements expected and to continue to talk with other Councils in Suffolk to establish whether joint working in Customer Access is a viable option.

We are undertaking two BPR pilots. In Benefits and Revenues we are looking at the Benefits application process. In Building Control we are investigating the Planning application process. If the two pilots are successful we will roll out BPR across the Council.

Suffolk Chief Executives Group (SCEG) is taking the lead in developing a common vision and strategy for delivery of customer access across Suffolk. Babergh is taking a lead role in facilitating partnership discussions between authorities. It is important that any proposals for developing customer access within Babergh are consistent with this vision.

Timescale:

- |                                                                     |              |
|---------------------------------------------------------------------|--------------|
| • Commencement of discussions with Suffolk CC and other authorities | September 05 |
| • Commencement of BPR Pilots                                        | November 05  |
| • Completion of discussions                                         | December 05  |
| • Completion of BPR pilots                                          | January 06   |
| • Evaluation of discussions and BPR pilots                          | February 06  |
| • Approval of strategic direction and plans for next stage          | March 06     |

A key issue arising from the work on the CAST project has been the interdependencies of projects on our e-Government programme. We have endeavoured to ensure that valuable resources (of time and money) are not wasted on projects that might need to be repeated, or where better value for money might be obtained as a result of the CAST project at a later time. An example of this is that we have not invested in a Customer Relationship Management system, as this would be covered by our requirements from the CAST project.

Efficiency Savings from the CAST Project are expected to be identified from the pilot BPR exercises and should be realised in the first quarter of 2006/07, and thus Babergh is continuing with its current programme to deliver 100% of the Best Value Performance Indicator (BVPI) 157 in parallel with these investigations.

Projects delivered by Babergh so far are...

- Re-developed website receiving on average 10,000 visits per calendar month
- Payments system receiving in the order of 1,200 payments per month.
- Babergh already collects 75% of its Council Tax and 69% of its NDR payments via Direct Debit.
- A new network and e-mail facility
- A project management approach based on Prince 2 methodology has been introduced for all IEG related projects and it is intended to deliver this throughout the rest of the council by July 2006.
- National Land Information Service (NLIS) Level 2
- An A-Z web directory of all Council services in Suffolk.

We have been an active partner, with all other Suffolk councils and the Police, and have delivered the following:

- a single portal for Suffolk and a Community web site.
- onesuffolk Members' websites – websites allowing Members to have their own online presence.

## **Work in Progress**

There are a number of projects that we are continuing with. These are being developed in parallel with the CAST project:

- On-line forms, which will allow citizens to fill in applications on-line such as Benefit Claim forms, Building applications, etc... The e-forms project is well underway and we are starting to enable existing forms. Those required by BVPI157 are taking priority.
- Facility to pay for services on-line – this will be integrated with our existing on-line payments facility and e-Forms to pay for other services than those collected by revenues.
- Property Gazetteer, Integrated property referencing and mapping – allowing all property to be accurately referenced
- National Land Information Service (NLIS) Level 3
- Land Charges, a module in the planning system that allows the answering and monitoring of local land charge searches. It allows questions to be answered by Planning, Building Control, Highways, Environmental Health and Land Charges relating to statutes. It is up and running, data capture is planned to be completed within the land charges office by December 2005.
- GIS online, we are developing GIS in partnership with other district councils in the county.
- Onesuffolk FAQ – allowing citizens to look up frequently asked questions
- Document Image Processing (DIP) – A pilot has commenced within the Benefits and Revenues division.

There are also Priority Outcomes that need to be achieved. These are split into three levels; 'Required', 'Good' and 'Excellent'. There are some of these Outcomes that are intrinsically linked with the CAST project and will be delivered as a result of the project. As indicated above the CAST project will not deliver any savings until October 2006, therefore Babergh will deliver on these Outcomes as soon as possible, but later than the prescribed target dates. The following Priority Outcomes are affected: R8, R10, R11, R13, R16, R19, R27, R28 and R29 for the 'Required' outcomes; and G3, G4, G5, G7, G8, G11, G12, G16, G17, G19 and G24 for the 'Good' outcomes.

Babergh is also currently involved with the Suffolk Accessibility Group Partnership (SAGP), which is developing projects jointly. These include:

- onesuffolk Portal – further development of interactive services.
- onesuffolk FAQ - Enabling citizen to look up frequently Asked Questions.
- Onesuffolk Authentication – Single sign-on using Government Connects

The Council will be undertaking the "solution definition" phase of the Local Authority Modernisation Programme (LAMP). This is planned to start in December 05 / January 06, and will identify the options available to achieve NLIS Level 3, and other process needs and integration aspects of handling our land and property information. It is expected that this phase will be completed within 5 months, and the resulting proposed plan will then be put to the Council to determine which solutions are to be implemented based on the business case and available funding. An estimate of likely costs for an implementation has been included for consideration in the annual budgeting process currently being undertaken.

### **Contribution of e-government to corporate efficiency gains**

To date rough estimates have been used to establish the likely hood of efficiency gains obtained through the delivery of new projects. Babergh's project management methodology is currently being adapted to incorporate benefits realisation within business cases such that expected efficiency gains can be monitored prior to and after project implementation. It is expected that a monitoring tool will be implemented that will show regular improvements to specifically identified direct benefits, that are both financial and non-financial.

### **Plans for increasing the take-up of e-services and promoting digital inclusion**

We regularly advertise the services available on our website to our Citizens via 'Babergh Matters!' a quarterly magazine to all residents. We plan to further promote the online services when BVPI 157 is complete, December 2005.

We are liaising with Suffolk County Councils library service to promote Babergh's website in Libraries and will ensure that our advertisements about free online access, both at libraries and kiosks in the district are targeted at customers that are digitally excluded.

**Other Papers**

The following additional papers that support this statement are available on request:

- e-Programme Overview
- Efficiency Gains
- Priority Outcome/Project Matrix

Traffic Light Status: availability against 31 December 2005 target date for local e-government	Current Status	Anticipated Status at 31/12/05	Anticipated Status at 31/03/06	Comment
<p><b>Local e-organisation:</b></p> <p><b>Red</b> = Preparation &amp; planning – to include projects that are being planned or being piloted</p> <p><b>Amber</b> = Implementation stage – roll out of approved projects</p> <p><b>Green</b> = Fully implemented – projects completed &amp; implemented</p> <p>e.g. for progress against a particular element you might enter:</p>				<p>e.g. “red” status should be applied to all elements on the proforma where work is at a primary or research stage, being piloted before wider rollout across the authority/partnership, or planned but not yet approved for funding.</p> <p>e.g. “amber” status should be applied to all elements on the proforma where work has been approved for funding and is actively being implemented.</p> <p>e.g. “green” status should be applied to all elements on the proforma where projects have been actioned and implemented or particular standards achieved with plans for extended rollout on an enterprise-wide basis, i.e. across the authority/partnership. Please note that all “R” and “G” numbered priority outcomes listed in Section 1 are expected to be “green” by 31 December 2005 and 31 March 2006 respectively. This includes a requirement for deep-linking in relation to non-statutory functions.</p>
	Red	Amber	Green	

## Section 1 – Priority Outcomes (self-assessment)<sup>4</sup>

Satisfactory progress towards delivery of the listed priority outcomes listed below is required within the remit for achieving e-government by 2005 **text removed**

Outcome & Transformation Area Description	Current Status	Anticipated Status at 31/12/05	Anticipated Status at 31/03/06	Comment <i>You may comment here in order to qualify the information given, request ODPM support, or identify your authority as an exemplar of good practice in a particular area</i>
<b>R1</b> Parents/guardians to apply online for school places for children for the 2007 school year. The admissions process starts about a year before the beginning of the school year, e.g. September 2006 for 2007 entry <sup>5</sup>	Green	Green	Green	Deeplink from Babergh's website to CSD's admissions page.
<b>R2</b> Online access to information about educational support services that seek to raise the educational attainment of Looked After Children <sup>6</sup> .	Green	Green	Green	Deep link from Babergh's website to Suffolk County Council Looked after children page
<b>G1</b> Development of an Admissions Portal and / or e-enabled telephone contact centre to assist parents, carers and children in their choice of, and application to local schools	Green	Green	Green	Deeplink from Babergh's website to CSD's admissions page.
<b>E1</b> If already 'green' on R1, R2 & G1 above, please comment on agreed baseline and targets for take-up of online schools admissions service and educational attainment of Looked After Children in comment column opposite. Otherwise, leave this row blank.				
<b>R3</b> One stop direct online access and deep linking to joined up A-Z information on all local authority services via website or shared telephone contact centre using the recognised taxonomy of the Local Government Category List <sup>7</sup> (see <a href="http://www.laws-project.org.uk">www.laws-project.org.uk</a> ).	Green	Green	Green	A-Z page complete on <a href="http://www.babergh.gov.uk">www.babergh.gov.uk</a>  Also working in partnership with OneSuffolk who use LGCL.
<b>R4</b> Local authority and youth justice agencies to co-ordinate the secure online sending, sharing of and access to information in support of crime reduction initiatives in partnership with the local community.	Green	Green	Green	We meet the minimum requirements.
<b>G2</b> Empowering and supporting local organisations, community groups and clubs to create and maintain their own information online, including the promotion of job vacancies and events	Green	Green	Green	Deep links OneSuffolk

<sup>4</sup> See [http://www.odpm.gov.uk/pns/DisplayPN.cgi?pn\\_id=2004\\_0112](http://www.odpm.gov.uk/pns/DisplayPN.cgi?pn_id=2004_0112) and <http://www.idea.gov.uk/knowledge>

<sup>5</sup> Owing to the long lead-in time, school admissions systems will need to be in place by March 2006 at the latest.

<sup>6</sup> i.e. young people who cannot live with their families and are in the care of Social Services (referred to by the DfES as Children in Public Care).

<sup>7</sup> Authorities using alternative service taxonomies (e.g. seamlessUK) should plan for migration to the LGCL by December 2005.

<b>E2</b> If already 'green' on R3, R4 & G2 above, please comment on agreed baseline and targets for customer satisfaction and efficiency savings between the supplying organisations on shared community information initiatives in the comment column opposite. Otherwise, leave this row blank.				
<b>R5</b> Public access to online reports, minutes and agendas from past council meetings, including future meetings diary updated daily.	Green	Green	Green	All Council and Committee papers are available on Babergh's internet site. Meetings diary updated as necessary.
<b>R6</b> Providing every Councillor with the option to have an easy-to-manage set of public web pages (for community leadership purposes) that is either maintained for them, or that they can maintain themselves.	Green	Green	Green	Councillor websites via OneSuffolk
<b>G3</b> Citizen participation and response to forthcoming consultations and decisions on matters of public interest (e-consultation), including facility for citizens to sign up for email and/or SMS text alerts on nominated topics.	Amber	Amber	Amber	SNAP questionnaire is used for specific consultations. Facility to sign up for email alerts is not a priority within the IEG timeframe.
<b>G4</b> Establishment of multimedia resources on local policy priorities accessible via public website (e.g. video & audio files).	Red	Red	Red	Not a priority within the IEG timeframe.
<b>E3</b> If already 'green' on R5, R6, G3 & G4 above, please comment on agreed baseline and targets for e-participation activities, including targets for citizen satisfaction in the comment column opposite. Otherwise, leave this row blank.				
<b>R7</b> Online public reporting/applications, procurement and tracking of environmental services, includes waste management and street scene (e.g. abandoned cars, graffiti removal, bulky waste removal, recycling).	Amber	Green	Green	Our eForms project gives communications unique reference numbers that can be tracked.
<b>R8</b> Online receipt and processing of planning and building control applications.	Red	Red	Amber	Forms part of our sequential planning modernisation program.
<b>G5</b> Public access to corporate Geographic Information Systems (GIS) for map-based data presentation of property-related information.	Red	Red	Amber	Joint working with other district councils.
<b>G6</b> Sharing of Trading Standards data between councils for business planning and enforcement purposes.	Green	Green	Green	Deep links to Suffolk section of Trading Standards website.
<b>G7</b> Use of technology to integrate planning, regulation and licensing functions (including Entertainment Licensing and Liquor Licensing) in order to improve policy and decision-making processes around the prevention of anti-social behaviour.	Amber	Amber	Amber	IEG4.5 indicated completion by November 2005. We have the back office system in place and we share information with all relevant bodies by email where appropriate. The online application has been delayed by the huge workload that implementing the Licensing Act has required. The online aspect of this outcome will be developed in the April 06.

<b>E4</b> If already 'green' on R7, R8, G5, G6 & G7 above, please comment on agreed baseline and targets for take-up of planning and regulatory services online, including targets for customer satisfaction and efficiency savings in the comment column opposite. Otherwise, leave this row blank.				
<b>R9</b> Appropriate online e-procurement solutions in place, including as a minimum paperless ordering, invoicing and payment.	Green	Green	Green	We meet the minimum requirements for this Priority Outcome.
<b>G8</b> Establishment of a single business account (i.e. a cross-departmental 'account' run by the local authority whereby businesses are allocated a unique identifier that can be stored and managed via a corporate CRM account facility supporting face-to-face, website and contact centre transactions).	Red	Red	Amber	Dependant on Babergh's Customer Access and Service Transformation (CAST) Project, current status, options being developed.
<b>G9</b> Regional co-operation on e-procurement between local councils.	Green	Green	Green	Emarket place. All councils
If already 'green' on R9, G8 & G9 above, please comment on progress towards providing:  <b>E5</b> Access to virtual e-procurement 'marketplace';  <b>E6</b> Inclusion of Small and Medium Enterprises (SMEs) in e-procurement programme, in order to promote the advantages of e-procurement to local suppliers and retain economic development benefits within local community;  <b>E7</b> Agreed targets (please specify) for efficiency savings by December 2005, including the % of undisputed invoices paid in 30 days (BVPI 8);  in the comment column opposite. Otherwise, leave this row blank.				
<b>R10</b> Online facilities to be available to allow payments to the council in ways that engender public trust and confidence in local government electronic payment solutions (e.g. email receipting/proof of payment, supply of automatic transaction ID numbers).	Amber	Amber	Amber	Are doing this with some payment types at the moment. Others will be developed within the ePayments project
<b>R11</b> Delivery of 'added value' around online payment facilities, including ability to check Council Tax and Business Rate balances online or via touch tone telephone dialling.	Amber	Amber	Amber	Requires authentication technology. Government Connects see Section 2.
<b>G10</b> Demonstration of efficiency savings and improved collection rates from implementation of e-payments.	Green	Green	Green	We have information regarding payment collection methods and volumes.
<b>G11</b> Registration for Council Tax and Business Rates e-billing for Direct Debit payers.	Red	Red	Amber	The volumes involved lead to this being a low priority for Babergh at the moment.

<p>If already 'green' on R10, R11 G10 &amp; G11 above, please comment on progress towards providing:</p> <p><b>E8</b> Provision of facilities for making credit or debit card payments via SMS text message for parking fines (mobile phone);</p> <p><b>E9</b> Adoption of smart cards as standard for stored payments (e.g. replacing swipe cards);</p> <p><b>E10</b> Agreed baseline and targets for reductions in unit costs of payment transactions;</p> <p>in the comment column opposite. Otherwise, leave this row blank.</p>				
<b>R12</b> Online renewal and reservations of library books and catalogue search facilities.	Green	Green	Green	Deep link to Suffolk County Council "Libraries Direct" page
<b>R13</b> Online booking of sports and leisure facilities, including both direct and contracted-out operations.	Amber	Amber	Green	A dedicated website for Young people in Babergh will include online booking of sports and leisure courses run by the council.
<b>G12</b> Integrated ICT infrastructure and support to ensure the consistent delivery of services across all access channels (e.g. web, telephone, face to face) based on e-enabled back offices and smart card interfaces for council library, sports and leisure services.	Red	Red	Amber	Working with OneSuffolk, Suffolk Key project. One card across Suffolk.
<b>E11</b> If already 'green' on R12, R13 & G12 above, please comment on agreed baseline and targets for take-up of library, sports & leisure services online, including targets for customer satisfaction and efficiency savings in the comment column opposite. Otherwise, leave this row blank.				
<b>R14</b> Online facilities to be available to allow the public to inspect local public transport timetables and information via available providing organisation, including links to 'live' systems for interactive journey planning.	Green	Green	Green	Deep link to Traveline East Anglia.
<b>R15</b> Online public e-consultation facilities for new proposals on traffic management (e.g. controlled parking zones (CPZs), traffic calming schemes), including publication of consultation survey results.	Green	Green	Green	Deep link to Suffolk County Council's consultation page.
<b>G13</b> E-forms for "parking contravention mitigation" (i.e. appeal against the issue of a penalty charge notice), including email notification of form receipt and appeal procedures.	Amber	Amber	Green	e-forms project
<b>G14</b> GIS-based presentation of information on roadworks in the local area, including contact details and updated daily.	Green	Green	Green	Deep links OneSuffolk

<b>E12</b> If already 'green' on R14, R15, G13 & G14 above, please comment on agreed baseline and targets for customer satisfaction and efficiency savings in the column opposite. Otherwise, leave this row blank.				
<b>R16</b> E-enabled "one stop" resolution of Housing & Council Tax Benefit enquiries via telephone, contact centres, or via one stop shops using workflow tools and CRM software to provide information at all appropriate locations and enable electronic working from front to back office.	<b>Amber</b>	<b>Amber</b>	<b>Amber</b>	80% of all Housing and Council tax enquiries via telephone to the Benefits and Revenues team are resolved at first point of contact. CRM is dependant on CAST.
<b>R17</b> Online facilities to be available to allow citizens or their agents to check their eligibility for and calculate their entitlement to Housing & Council Tax Benefit and to download and print relevant claim forms.	<b>Green</b>	<b>Green</b>	<b>Green</b>	Online Benefits calculator and .pdf claim forms to download and print.
<b>G15</b> Mobile office service using technology to offer processing of Council Tax and Housing Benefit claims directly from citizens' homes.	<b>Amber</b>	<b>Amber</b>	<b>Green</b>	Second Phase of Mobile Working project which is dependant the outcomes of our current mobile working pilot which is due to end in Jan 06.
<b>E13</b> Agreed baseline and targets for turnaround in processing of Council Tax and Housing Benefit claims (BVPI 78) and renewals. <b>E14</b> Pre-qualification of Council Tax and Housing Benefit claimants for other eligible entitlements (e.g. school uniform grants, free school meals), including pre-filling of relevant claim forms. in the comment column opposite. Otherwise, leave this row blank.				
<b>R18</b> Comprehensive and dedicated information about access to local care services available over the web and telephone contact centres.	<b>Green</b>	<b>Green</b>	<b>Green</b>	Deep link to County "Customer First" page
<b>R19</b> Remote web access or mediated access via telephone (including outside of standard working hours availability) for authorised officers to information about individual 'care packages', including payments, requests for service and review dates.	<b>Red</b>	<b>Red</b>	<b>Red</b>	n/a to Babergh District Council
<b>G16</b> Systems to support joined-up working on children at risk across multiple agencies.	<b>Amber</b>	<b>Amber</b>	<b>Amber</b>	County Council will lead on this project. We share information and are working to fulfil this requirement.
<b>G17</b> Joint assessments of the needs of vulnerable people (children and adults), using mobile technology to support workers in the field.	<b>Amber</b>	<b>Amber</b>	<b>Amber</b>	Social Services will lead on this project. We work with the County council to perform joint assessments and are working together fulfil this requirement.

<b>E15</b> If already 'green' on R18, R19, G16 & G17 above, please comment on agreed baseline and targets for customer satisfaction, including improvement in numbers of users/carers who said that they got help quickly (BVPI 57) in the column opposite. Otherwise, leave this row blank.				
<b>R20</b> Email and Internet access provided for all Members and staff that establish a need for it.	<b>Green</b>	<b>Green</b>	<b>Green</b>	All Members and staff have email and internet access. We publish our email and internet policies on our intranet.
<b>R21</b> ICT support and documented policy for home/remote working (teleworking) for council members and staff.	<b>Amber</b>	<b>Green</b>	<b>Green</b>	A Home working policy is being developed by our HR and IT departments
<b>R22</b> Access to home/remote working facilities to all council members and staff that satisfy the requirements set by the Council's published home/remote working policy.	<b>Amber</b>	<b>Green</b>	<b>Green</b>	Pilot of 60 people can be rolled out to all staff and members when R21 has been agreed by Human Resources panel.
<b>G18</b> Establishment of e-skills training programme for council members and staff with recognised basic level of attainment (e.g. European Computer Driving Licence, British Computer Society Qualification "e-Citizen").	<b>Amber</b>	<b>Amber</b>	<b>Green</b>	ECDL pilot is complete. Recommendations for roll out of e-skills training to all employees are being finalised.
<b>E16</b> If already 'green' on R20, R21, R22 & G18 above, please comment on agreed targets for baseline and efficiency savings arising from the introduction of new ways of working in the column opposite. Otherwise, leave this row blank.				
<b>R23</b> Self-service or mediated access to all council services outside standard working hours via the Internet or telephone contact centres (i.e. available for extended hours outside of 9am-5pm Monday to Friday).	<b>Amber</b>	<b>Green</b>	<b>Green</b>	Telephone are manned in some Depts. 8am to 6pm. There is an emergency number to phone out of hours. "Report a Problem" form available from website. We expect BVPI 157 to be 100% complete by 31/12/2005.
<b>R24</b> Implementation of a content management system (CMS) to facilitate devolved web content creation and website management.	<b>Green</b>	<b>Green</b>	<b>Green</b>	Microsoft CMS
<b>G19</b> Adoption of ISO 15489 methodology for Electronic Document Records Management (ERDM) and identification of areas where current records management policies, procedures and systems need improvement to meet the requirements of Freedom of Information (FOI) and Data Protection legislation (see <a href="http://www.pro.gov.uk/about/foi/map-local.rtf">www.pro.gov.uk/about/foi/map-local.rtf</a> ).	<b>Amber</b>	<b>Amber</b>	<b>Amber</b>	Employ best practice within ICT Strategy document. The ICT Strategy is currently being reviewed with recommendations for an Information Management role within the council.  We have a nominated FOI person in each dept.
<b>G20</b> Conformance with level AA of W3C Web Accessibility Initiative (WAI) standards on website accessibility (see <a href="http://www.w3.org/WAI">www.w3.org/WAI</a> ).	<b>Amber</b>	<b>Amber</b>	<b>Green</b>	We will train all our web editors on accessibility issues and produce an accessibility standards document. We will ensure that non-content related accessibility issues are addressed.
<b>G21</b> Compliance with Government Interoperability Framework (e-GIF), including the Government Metadata Standard (e-GMS) (see <a href="http://www.egifcompliance.org">www.egifcompliance.org</a> & <a href="http://www.govtalk.gov.uk">www.govtalk.gov.uk</a> ).	<b>Green</b>	<b>Green</b>	<b>Green</b>	Any new systems we deploy will be eGif compliant. We have no legacy systems that currently interface or connect to external customers or systems.

<b>E17</b> If already 'green' on R23, R24, G19, G20 & G21 above, please comment on agreed baseline and targets for efficiency savings based around improved accessibility of services and information in the column opposite. Otherwise, leave this row blank.				
<b>R25</b> Online publication of Internet service standards, including past performance and commitments on service availability.	<b>Amber</b>	<b>Green</b>	<b>Green</b>	Forms part of our communications strategy.
<b>R26</b> Monitoring of performance of corporate website, or regional web portal, between 2003/04 and 2005/06 in order to demonstrate rising and sustained use, as measured by industry standards including page impressions and unique users.	<b>Amber</b>	<b>Green</b>	<b>Green</b>	We use Web Trends to monitor the usage of Babergh's internet site. Publishing this information forms part of our Forms part of our communications strategy.
<b>G22</b> Establishment of internal targets and measures for customer take-up of e-enabled access channels.	<b>Amber</b>	<b>Amber</b>	<b>Green</b>	Forms part of our communications strategy.
<b>G23</b> Adoption of recognised guidelines for usability of website design (see <a href="http://www.laws-project.org.uk">www.laws-project.org.uk</a> ).	<b>Green</b>	<b>Green</b>	<b>Green</b>	We have adopted the LAWS guidelines.
<b>E18</b> If already 'green' on R25, R26, G22 & G23 above, please comment on agreed baseline and take-up targets for migration of local authority business to e-access channels (e.g. web, telephone contact centres, Interactive Digital TV, mobile telephone) by 2005/06, including efficiency savings in the column opposite. Otherwise, leave this row blank.				
<b>R27</b> Systems in place to ensure effective and consistent customer relationship management across access channels and to provide a 'first time fix' for citizen and business enquiries, i.e. using a common database, which holds customer's records, to deliver services across different channels, and enabling joined-up and automated service delivery.	<b>Red</b>	<b>Red</b>	<b>Amber</b>	Dependant on CAST
<b>R28</b> All email and web form acknowledgements to include unique reference number allocated to allow tracking of enquiry and service response.	<b>Red</b>	<b>Amber</b>	<b>Amber</b>	eForms project incorporates unique reference number. All email correspondence to a generic email address will be acknowledged. We will comply with the first part of this priority outcome.  The second part requires a CRM system and are therefore dependant on CAST.
<b>R29</b> 100% of email enquiries from the public responded to within one working day, with documented corporate performance standards for both email acknowledgements and service replies	<b>Red</b>	<b>Amber</b>	<b>Amber</b>	All email correspondence to a generic email address will be acknowledged. We will comply with the first part of this priority outcome.  The second part requires a CRM system and are therefore dependant on CAST.

<b>G24</b> Integration of customer relationship management systems with back office activity through use of enabling technology such as Workflow to create complete automation of business process management.	<b>Red</b>	<b>Red</b>	<b>Amber</b>	Dependant on CAST
<b>G25</b> Facilities to support the single notification of a change of address, i.e. a citizen should only have to tell the council they have moved on one occasion and the council should then be able to update all records relating to that person to include the new address.	<b>Green</b>	<b>Green</b>	<b>Green</b>	We have enrolled with 'IamMoving.com' a website that allows customers to notify all relevant organisations of their change of address. We will develop a form for council use to disseminate change of address information.
<b>E19</b> If already 'green' on R27, R28, R29, G24 & G25 above, please comment on agreed baseline and improvement targets for the percentage of public enquiries about council services resolved at first point of contact and efficiency savings resulting from investment in customer relationship management and workflow technology in the column opposite. Otherwise, leave this row blank.				
<p><b>Section 2 – Change Management (self-assessment)</b></p> <p><i>Authorities are asked to provide information on advisory good practice outcomes relating to the internal organisation and management practices of the council that are required to help deliver the people, systems and service management changes necessary for e-government. Information supplied here will be used to inform national policy, but does not fall within the remit of the December 2005 target.</i></p>				
<ul style="list-style-type: none"> <li>• Appointment of people to the following key local e-government functions in your Council (see <a href="http://www.idea-knowledge.gov.uk/idk/aio/206757">http://www.idea-knowledge.gov.uk/idk/aio/206757</a>): <ul style="list-style-type: none"> <li>i) Member &amp; officer e-champions</li> <li>ii) e-government programme manager</li> <li>iii) customer services management</li> </ul> </li> </ul>	<b>Green</b>	<b>Green</b>	<b>Green</b>	roles covered by eGovernment Steering Group and eBoards.  eGovernment programme manager in place  Role covered by Customer and Office Services Dept and CAST board.
<ul style="list-style-type: none"> <li>• Inclusion of competency development of the above key functions and training for staff affected by e-Government projects, within the Council's workforce development planning (for more information about the e-capacity Building Programme see <a href="http://www.lamip.org/MicroSites/eCapacityBuilding/Pages/TemplateUser.aspx?PageType=StandardContent&amp;XSL=standardcontent&amp;Key=1">http://www.lamip.org/MicroSites/eCapacityBuilding/Pages/TemplateUser.aspx?PageType=StandardContent&amp;XSL=standardcontent&amp;Key=1</a>)</li> </ul>	<b>Green</b>	<b>Green</b>	<b>Green</b>	Competency based development based on Performance Development Reviews is now embedded in the corporate HR process as part of workforce development.

<ul style="list-style-type: none"> <li>Establishment of an e-delivery board<sup>8</sup></li> </ul>	Green	Green	Green	We have an eGovernment Steering Group that consists of Members and Officers.
<ul style="list-style-type: none"> <li>Use of formalised programme &amp; project management methodologies (e.g. PRINCE2, MSP) to support e-delivery programme</li> </ul>	Green	Green	Green	All eGovernment projects are managed using 'TimeWise' which is based upon PRINCE2 methodology.
<ul style="list-style-type: none"> <li>Documentation/agreement of corporate risk management strategy for roll-out of local e-government, including regular review of risk mitigation measures</li> </ul>	Green	Green	Green	Risks are documented within TimeWise and regularly reviewed.
<ul style="list-style-type: none"> <li>Use of customer consultation/research to inform development of corporate e-government strategy</li> </ul>	Green	Green	Green	Customer Access Strategy incorporated surveys in 'Suffolk Speaks' programme in 2003 and 2004. State of the District survey and debates in September 2005.
<ul style="list-style-type: none"> <li>Establishment of policy for addressing social inclusion within corporate e-government strategy</li> </ul>	Green	Green	Green	Set out in Policy June 2004. (strategic e-vision)
<ul style="list-style-type: none"> <li>Identification of the specific needs of the most disadvantaged groups and exploring how Information Communication Technologies (ICT) can help to address these needs (see <a href="http://www.socialexclusion.gov.uk/page.asp?id=583">http://www.socialexclusion.gov.uk/page.asp?id=583</a>)</li> </ul>	Amber	Amber	Green	Our Customer Access Strategy includes using technology to make our services available to all our customers. We regularly liaise with community groups. We have provided information to Suffolk County Council who are producing a report about Diversity in Suffolk. The report is due in Jan '06 and will be disseminated to Babergh.
<ul style="list-style-type: none"> <li>Appointment of officer(s) to lead on corporate governance of information assets and information legislation (e.g. Freedom of Information Act), including information sharing and data quality audit procedures</li> </ul>	Green	Green	Green	We have FOI leads in each department.
<ul style="list-style-type: none"> <li>Establishment of Public Services Trust Charter re the use of personal information collected to deliver improved services, including data sharing protocol framework (see <a href="http://www.dca.gov.uk/foi/sharing/toolkit/lawguide.pdf">http://www.dca.gov.uk/foi/sharing/toolkit/lawguide.pdf</a> &amp; <a href="http://www.govtalk.gov.uk/documents/eTrustguidegovtalk.rtf">http://www.govtalk.gov.uk/documents/eTrustguidegovtalk.rtf</a>) and designation of an Information Sharing Officer</li> </ul>	Amber	Amber	Green	Will be delivered as part of our sequential modernisation program
<ul style="list-style-type: none"> <li>Establishment of partnerships for the joint (aggregated) procurement of broadband services</li> </ul>	Red	Red	Red	No longer appropriate as broadband is available via BT.

<sup>8</sup> i.e. the board that has overall responsibility for all the e-programmes in an authority as well as other governance issues such as overseeing the general management processes and the ICT architecture to deliver e-government.  
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<ul style="list-style-type: none"> <li>Engagement with intermediaries re addressing issues of take up and efficiency in the delivery of e-government services (e.g. Citizens Advice Bureaux) and including intermediaries component of Government Connect (see <a href="http://www.govtalk.gov.uk/documents/intermediaries_policy_document.pdf">http://www.govtalk.gov.uk/documents/intermediaries_policy_document.pdf</a> &amp; <a href="http://www.govconnect.gov.uk/ccm/portal/">http://www.govconnect.gov.uk/ccm/portal/</a>)</li> </ul>	Green	Green	Green	We are working with CAB.
<ul style="list-style-type: none"> <li>Compliance with BS 7799 on information security management</li> </ul>	Amber	Amber	Amber	<p>Our security policy includes the recommended 10 key principles.</p> <p>Our ICT Strategy recommends that we investigate the ability to achieve compliance, either on our own or by working with other councils. A decision about the way forward will be made in March 2006.</p>
<ul style="list-style-type: none"> <li>Implementation of Benefits Realisation Plan<sup>9</sup> for delivery of local e-government programme strategic objectives</li> </ul>	Green	Green	Green	Each project will incorporate Benefits Realisation Plan. Documented in TimeWise
<ul style="list-style-type: none"> <li>Completion of mapping of Local Government Services List transactions against approved security levels (0-3) (see <a href="http://www.esd.org.uk/standards/lgs/lgs.doc">http://www.esd.org.uk/standards/lgs/lgs.doc</a> &amp; <a href="http://www.authentication.org.uk/levels.asp">http://www.authentication.org.uk/levels.asp</a> &amp; <a href="http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/40/04002240.doc">http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/40/04002240.doc</a>)</li> </ul>	Green	Green	Green	<p>OneSuffolk/GovConnects Registered with GovConnect. Working with SSTAB for countywide solution.</p> <p>We completed Group W of the Government Connect Authentication Level Risk Assessment Project.</p>
<ul style="list-style-type: none"> <li>Planned compliance to HMG Security and authentication frameworks through commitment to citizen, employee and volunteer account registration in Government Connect (see <a href="http://www.govconnect.gov.uk/ccm/portal/">http://www.govconnect.gov.uk/ccm/portal/</a> &amp; <a href="http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/45/04002245.doc">http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/45/04002245.doc</a> &amp; <a href="http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/43/04002243.doc">http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/43/04002243.doc</a> &amp; <a href="http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/40/04002240.doc">http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/22/40/04002240.doc</a> &amp; <a href="http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/20/53/04002053.doc">http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/20/53/04002053.doc</a> &amp; <a href="http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/39/39/04003939.doc">http://e-government.cabinetoffice.gov.uk/assetRoot/04/00/39/39/04003939.doc</a>)</li> </ul>	Red	Red	Amber	Government Connects

<sup>9</sup> Areas where benefits may be identified include policy or legal requirement (required), quality of service, internal management, process improvement (productivity or efficiency), Personnel or HR management, risk reduction, flexibility, economy, revenue enhancement or acceleration, strategic fit.

<ul style="list-style-type: none"> <li>▪ Compliance with an independent trust scheme approval process designed to provide assurance for individuals and companies using or relying upon e-business transactions (see <a href="http://www.tscheme.org">www.tscheme.org</a>) and which will work with Government Connect (see <a href="http://www.govconnect.gov.uk/ccm/portal/">http://www.govconnect.gov.uk/ccm/portal/</a>)</li> </ul>	<b>Red</b>	<b>Red</b>	<b>Red</b>	This is not a priority within the IEG timeframe.
<ul style="list-style-type: none"> <li>▪ Use of Government Connect (see <a href="http://www.govconnect.gov.uk/ccm/portal/">http://www.govconnect.gov.uk/ccm/portal/</a>) to support: <ul style="list-style-type: none"> <li>i) personalisation &amp; registration for services categorised at security levels '0' and '1' through the citizen account</li> <li>ii) adoption of Unique IDentifiers (UIDs) and associated standards, as designated in Government Connect</li> <li>iii) the bereavement journey &amp; closing of accounts (see <a href="http://www.cabinetoffice.gov.uk/regulation/pst/projects/mad/bereave.asp">http://www.cabinetoffice.gov.uk/regulation/pst/projects/mad/bereave.asp</a>)</li> <li>iv) citizen &amp; business authentication for services for services categorised at security levels 0-3</li> <li>v) registration &amp; authentication of employees for internal and cross-agency services</li> <li>vi) corporate approach to collection of e-payments</li> <li>vii) cross agency secure transactions (Government to Government)</li> <li>viii) account structures for citizens, businesses, property, voluntary &amp; community bodies, schools and parishes</li> <li>ix) common XML schema and frameworks for performance management, Local Strategic Partnerships and Local Area Agreements (where in place)</li> <li>x) GC Register (see <a href="http://www.govconnect.gov.uk/ccm/woss-demo/the-programme.en">http://www.govconnect.gov.uk/ccm/woss-demo/the-programme.en</a>)</li> <li>xi) GC Exchange (see <a href="http://www.govconnect.gov.uk/ccm/woss-demo/the-programme.en">http://www.govconnect.gov.uk/ccm/woss-demo/the-programme.en</a>)</li> </ul> </li> <li>• Government Connect (see <a href="http://www.govconnect.gov.uk/ccm/portal/">http://www.govconnect.gov.uk/ccm/portal/</a>) back-office connection in place (Department Interface Server)</li> </ul>	<b>Red</b>	<b>Red</b>	<b>Amber</b>	Government Connects

<ul style="list-style-type: none"> <li>Enable Directgov (see <a href="http://www.direct.gov.uk">www.direct.gov.uk</a>) to deeplink into service pages on local authority websites, by providing &amp; maintaining URL data, based on Local Government Service &amp; Interaction lists, standard schemas and formats, as directed by the Local Directgov programme (see <a href="http://www.localgov.gov.uk/localdirectgov/leg5">http://www.localgov.gov.uk/localdirectgov/leg5</a>)</li> </ul>	Amber	Green	Green	Existing practice is to include url of web page within the esd-toolkit. Will ensure all 70 priority service links are correct.
<ul style="list-style-type: none"> <li>Reciprocal connection to Directgov (see <a href="http://www.direct.gov.uk">http://www.direct.gov.uk</a>) from corporate website and partnership portal(s)</li> </ul>	Green	Green	Green	Direct Gov link on home page and links page.
<ul style="list-style-type: none"> <li>Introduction of Digital Interactive TV services (see <a href="http://www.digitv.org.uk">http://www.digitv.org.uk</a>)</li> </ul>	Red	Red	Red	A pilot in 2003 indicated that this was not viable for Babergh. It will be explored again in 2006/7.
<ul style="list-style-type: none"> <li>Establishment of dedicated telephone contact centre(s) services</li> </ul>	Red	Red	Amber	Dependant on CAST
<ul style="list-style-type: none"> <li>Compliance with Freedom of Information Act 2000, including responding to requests for information from individuals within a reasonable time period (see <a href="http://www.lcd.gov.uk/foi/foidpunit.htm">http://www.lcd.gov.uk/foi/foidpunit.htm</a> &amp; <a href="http://www.pro.gov.uk/recordsmanagement/access/default.htm">http://www.pro.gov.uk/recordsmanagement/access/default.htm</a>)</li> </ul>	Green	Green	Green	Each department has a FOI representative that deals with requests. They have the support of the Legal Dept if they need advice.
<ul style="list-style-type: none"> <li>Regularly-maintained link from Local Land &amp; Property Gazetteer (LLPG) to National Land &amp; Property Gazetteer (NLPG) (see <a href="http://www.nlpg.org.uk">http://www.nlpg.org.uk</a>)</li> </ul>	Amber	Green	Green	We have a link from LLPG to NLPG. We expect the data to be approved by the end of December 05.
<ul style="list-style-type: none"> <li>Local Land &amp; Property Gazetteer (LLPG) linked to Customer Relationship Management (CRM) systems</li> </ul>	Red	Red	Amber	Dependant on CAST and outcome of LAMP requirements gathering phase.
<ul style="list-style-type: none"> <li>Connection to National Land Information Service (NLIS) at Level 3 (see <a href="http://www.nlis.org.uk">http://www.nlis.org.uk</a>)</li> </ul>	Red	Red	Amber	We are currently at level 2.  We are due to commence the Local Authority Modernisation Programme (LAMP) at the beginning of the calendar year. The initial information gathering phase will take 5 months after which recommendations about the best way of proceeding will be made.
<ul style="list-style-type: none"> <li>Introduction and maintenance of an online service directory for Children's services for professionals working with children &amp; young people, and allowing public access where possible (for further information see <a href="http://www.dfes.gov.uk/isa">http://www.dfes.gov.uk/isa</a>)</li> </ul>	Green	Green	Green	Deep Links Suffolk County Council, Children's services InfoLink page

### Section 3 – BVPI 157

Councils are asked to complete the following table using the definition of Best Value Performance Indicator (BVPI) 157 for Electronic Service Delivery (Corporate). You are required to validate your local list of interactions against Version 2.01<sup>10</sup> of the Local Government Services List (LGSL) developed by local authority members of the esd-toolkit ([www.esd-toolkit.org](http://www.esd-toolkit.org)). All totals and percentages shown should be cumulative.

BVPI 157 Interaction Type	Forecast average IEG4.5 % e-enabled position at 31 December 2005	Actual				Forecast
		2001/2	2002/3	2003/4	2004/5	2005/6 <sup>11</sup>
<b>Providing information:</b> • Total types of interaction e-enabled • % e-enabled	99%	7 2.82	12 4.84	129 52.02	189 76.21	248 100
<b>Collecting revenue:</b> • total types of interaction e-enabled • % e-enabled	97%	2 33.33	3 50	4 66.67	4 66.67	6 100
<b>Providing benefits &amp; grants:</b> • total types of interaction e-enabled • % e-enabled	96%	0 0.00	0 0.00	2 20	4 40	10 100
<b>Consultation:</b> • total types of interaction e-enabled • % e-enabled	97%	0 0.00	2 9.09	6 27.27	9 40.91	22 100
<b>Regulation (such as issuing licences):</b> • total types of interaction e-enabled • % e-enabled	94%	0 0.00	0 0.00	6 18.75	6 18.75	32 100
<b>Applications for services:</b> • total types of interaction e-enabled • % e-enabled	97%	0 0.00	3 2.31	36 27.69	49 37.69	130 100
<b>Booking venues, resources &amp; courses:</b> • total types of interaction e-enabled • % e-enabled	93%	0 0.00	0 0.00	1 33.33	1 33.33	3 100
<b>Paying for goods &amp; services:</b> • total types of interaction e-enabled • % e-enabled	95%	0 0.00	0 0.00	0 0.00	0 0.00	50 100
<b>Providing access to community, professional or business networks:</b> • total types of interaction e-enabled • % e-enabled	97%	1 4.17	3 12.5	9 37.5	16 66.67	24 100
<b>Procurement:</b> • total types of interaction e-enabled • % e-enabled	95%	0 0.00	0 0.00	1 9.09	1 9.09	11 100
• TOTAL: TYPES OF INTERACTION E-ENABLED • % E-ENABLED	98%	10 1.87	23 4.29	194 36.19	279 52.05	536 100

<sup>10</sup> This updates Version 2.0 to include National Park Authority services and represents the 'core' list which will remain unchanged until April 2006 and will provide a common baseline for calculating BVPI 157 and reporting figures in IEG returns.

<sup>11</sup> It is anticipated that authorities will base their annual BVPI 157 actuals/estimates on the position at the 31<sup>st</sup> March in each financial year (i.e. year end), with the exception of 2005/6 when the position at 1<sup>st</sup> January 2006 is required.

## Section 4 – Access Channel Take-Up

In order to demonstrate public take-up of the main e-access channels that you are investing in, you are asked to complete the table below detailing actual and forecast figures for numbers of e-enabled payment transactions and change of address notifications. **Planning authorities should also complete the Local Service Website line for planning applications.** It is important that e-access channel investment and rollout also facilitates accompanying improvements in the corporate management capability required to monitor and collect such statistics. Industry definitions of page impressions<sup>12</sup> and unique users<sup>13</sup> are given in the footnotes below.

E-enablement & Main E-Access Channel Take-Up	Actual		Forecast			Comment
	03/04	04/05	05/06	06/07	07/08	
<b>Local Service Websites</b>	272,000	1,500,000	1,575,000	1,600,000	1,750,000	We have recently implemented a Microsoft CMS-based website and are using WebTrends to analyse the traffic. As yet we have only 7 months worth of data so have correlated figures from this. We have discounted earlier methods of analysis.
<ul style="list-style-type: none"> <li>Page impressions (annual)</li> <li>Unique users, i.e. separate individuals visiting website (annual)</li> </ul>	72,000	72,000	75,000	80,000	80,000	
<ul style="list-style-type: none"> <li>Number of e-enabled payment transactions accepted via website</li> </ul>	1,000	1,000	1,000	1,000	2,000	
<ul style="list-style-type: none"> <li>Number of change of address notifications accepted via website</li> </ul>	0	0	0	0	1	Address changes via website amount to less than 1000/year.
<ul style="list-style-type: none"> <li>Number of planning applications accepted via website (including through the Planning Portal)</li> </ul>	0	0	0	0	0	We expect planning applications received via the web to be less than 1000.
<b>Telephone</b>	6,000	15,000	18,000	21,000	24,000	Activated automatic telephone payments in early '04.
<i>(i.e. telephone interactions where officers can access electronic information and/or update records on-line there and then, including interactions in contact centres):</i> <ul style="list-style-type: none"> <li>Number of e-enabled payment transactions accepted by telephone</li> <li>Number of change of address notifications accepted via telephone</li> </ul>	3,000	4,000	4,000	4,000	4,000	
<b>Face To Face</b>	2,000	2,000	2,000	2,000	1,000	
<i>(i.e. front-line operations where officers can access electronic information and/or update records on-line there and then, including interactions at reception desks, One Stop Shops &amp; home visits):</i> <ul style="list-style-type: none"> <li>Number of e-enabled payment transactions accepted via personal contact</li> </ul>						

<sup>12</sup> **Unique User** (industry audit definition): According to IFABC Global Web Standards ([www.ifabc.org](http://www.ifabc.org)) a Unique User is an "IP address plus a further identifier. Sites may use User Agent, Cookie and/or Registration ID." Note that where users are allocated IP addresses dynamically (for example by dial-up Internet Service Providers), this definition may overstate or understate the real number of individual Users concerned. A Unique User is at a minimum an IP address + the Browser ID with a unique address entering a website by any page and is counted once for the given period (the minimum audit period is one calendar month). The number of Unique Users is an indicator of a website's audience or reach.

<sup>13</sup> **Page Impression** (industry audit definition): According to IFABC Global Web Standards ([www.ifabc.org](http://www.ifabc.org)) a Page Impression is a "file or a combination of files sent to a user as a result of that user's request being received by the server." In effect, one request by a valid User should result in one Page Impression being counted. In most cases, a single request from a User causes the server to send several files to satisfy the request. For example, the server may send a .html file followed by several associated graphic images and audio files. A single request from a user may also cause the server to send additional .html files to build a frameset. The site must ensure that all additional, non-requested files are filtered out and excluded when counting the claimed number of Page Impressions.

• Number of change of address notifications accepted via personal contact	0	0	0	0	1	Address changes amount to less than 1000/year.
<b>Other Electronic Media</b> (e.g. BACS, text messaging):	312,000	271,000	278,000	285,000	292,000	
• Number of e-enabled payment transactions accepted via BACS						
• Number of e-enabled payment transactions accepted via text message or other electronic form	0	0	0	0	0	
• Number of change of address notifications accepted via other electronic media	0	0	0	0	1	Address changes amount to less than 1000/year.
<b>Non Electronic</b> (e.g. cash office, post)	73,000	73,000	71,000	69,000	67,000	
• Number of payments accepted by cheque or other non-electronic form						
• Number of change of address notifications accepted via non-electronic form	0	0	0	0	0	Address changes amount to less than 1000/year.

## Section 5 – Local e-Government Implementation Expenditure

Councils are asked to provide a summary of current and forecast expenditure on implementing electronic government up to 2007/08. This should include the standard elements in the table below and brief commentary on the use of IEG money. For 2005/6 onwards, please include best estimates of revenue and capital expenditure even though the council may not yet have officially approved the budgets. (Please note that implementing e-government expenditure refers to investment designed to e-enable local services and to transform their accessibility, quality and cost-effectiveness in line with the 2005 target. Cyclical spend related to the maintenance of the existing ICT infrastructure should not be included):

	Backward Look (£)		Forward Look (£)			Comment
	01/02 to 03/04	04/05	05/06	06/07	07/08	
<b>Programme Resources</b>						
• IEG capital grant	400,000	350,000	150,000	0	0	
• ODPM Local e-Government Support & Capacity Programme capital grant	0	0	0	0	0	
• <b>your council's nominal pro rata share of</b> ODPM Local e-Government Partnership Programme capital grant allocated in your area	156,000	0	0	0	0	
• financial contribution from public-private partnerships	0	0	0	0	0	
• resources being applied from internal revenue and capital budgets <sup>14</sup> to implement e-government	356,000	161,000	293,000	301,000	301,000	
• other resources (e.g. training) (please specify)	0	0	0	0	0	
• ODPM e-Innovations Fund capital grant	0	0	0	0	0	
• financial contributions from other sources of Government funding, such as the Invest to Save Budget (ISB), EU funding	0	51,000	379,000	0	0	
<b>TOTAL</b>	<b>912,000</b>	<b>562,000</b>	<b>822,100</b>	<b>301,000</b>	<b>301,000</b>	

<sup>14</sup> Please show the actual capital expended in each year, not the annual cost of servicing the loan.

## Section 6 – Local e-Government Programme Efficiency Gains<sup>15</sup>

The calculation of efficiency gains from local e-government has been designed to align with the approach to measuring achievement against the efficiency gains target set out in the January 2005 Efficiency Technical Note (ETN) for Local Government<sup>16</sup>. Links to listed websites in the table Notes also offer a key source of support in calculating figures.

	Backward Look (£)		Forward Look (£)						Notes
	04/05	...	05/06	...	06/07	...	07/08	...	
Efficiency gains	Annual gain	of which cashable	Expected annual gain	of which cashable	Expected annual gain	of which cashable	Expected annual gain	of which cashable	
<b>Corporate services</b> , of which:									Corporate Services includes, but is not limited to, Finance, HR (in respect of training; only the function, not the spend), ICT, Procurement (the function, not the spend), Legal Services, Facilities Management, Travel Services, Security Services and Marketing & Communications).
• e-recruitment	0	0	713	0	1,455	0	2,227	0	Includes administrative savings on staff time (where staff are reallocated), printing, postage and on advertising expenditure.
• e-payments	12,314	0	13,229	0	13,831	0	14,385	0	See <a href="http://epay.brandid.net/bus_case/intro.php">http://epay.brandid.net/bus_case/intro.php</a> .
• corporate services efficiencies not covered above	0	0	104	0	524	0	1,065	0	
<b>e-Procurement</b> , of which:									Procured goods and services include commodity goods and services as well as professional services, temporary labour and construction. It also includes sector specific markets for areas such as roads, social housing, social care, environmental services and police. See <a href="http://www.nepp.org.uk/">www.nepp.org.uk/</a> & <a href="http://www.idea-knowledge.gov.uk/idk/aio/70780">www.idea-knowledge.gov.uk/idk/aio/70780</a> .
• Service Specific	0	0	0	0	0	0	0	0	i.e. including Adult Social Services, Children's services, Culture and sport, Environmental services, Local transport, LA social housing, Non-school education services, supporting people.
• Cross-cutting e-procurement efficiencies not covered above	0	0	3,115	0	18,294	0	20,288	0	

<sup>15</sup> i.e. Increases in output quality and quantity for the same cost, or sustained outputs for reduced cost, arising from the application of local e-government to automate business processes and improve managerial effectiveness. Only efficiency gains arising from investment to e-enable local services and to transform their accessibility, quality and cost-effectiveness in line with the 2005 target should be included. Savings arising from cyclical spend related to the maintenance of the existing ICT infrastructure should not be included.

<sup>16</sup> See [http://www.odpm.gov.uk/stellent/groups/odpm\\_localgov/documents/page/odpm\\_locgov\\_032805.pdf](http://www.odpm.gov.uk/stellent/groups/odpm_localgov/documents/page/odpm_locgov_032805.pdf).

<b>Productive time</b> , of which:										The focus for this work stream is on increasing the productivity of front line staff and those who support them. Councils are expected to drive through the benefits of e-Government investment in terms of changing working and management practices to maximise the amount of time that existing members of staff are engaged in productive work (with costs reallocated accordingly), e.g. by reducing the time spent by professionals in accessing and handling information, reducing time lost through high staff turnover by introduction of remote working / home working.
• Service Specific	0	0	71,274	0	27,157	0	77,177	0		i.e. including Adult Social Services, Children's services, Culture and sport, Environmental services, Local transport, LA social housing, Non-school education services, supporting people.
• Cross-cutting productive time efficiencies not covered above	77,536	0	241,761	0	463,263	0	597,607	0		
<b>Transactions</b>	0	0	0	0	25,883	0	35,546	0		The transactions work stream applies to those efficiencies that can be gained through such means as combining activities to produce more efficient ways of dealing with customers or streamlining processes, or making a major shift from manual to electronic processing. Transactions includes areas such as council tax collection, housing benefit administration and collection of non-domestic rates, i.e. delivering efficiencies through the migration of appropriate customer groups towards more cost effective channels such as web-based interfaces and telephone contact centres, with staff reallocated accordingly.
<b>Miscellaneous efficiencies not covered above</b>	0	0	0	0	0	0	0	0		
<b>TOTAL EFFICIENCY GAINS - GROSS</b>	<b>89,850</b>	<b>0</b>	<b>330,226</b>	<b>0</b>	<b>597,407</b>	<b>0</b>	<b>748,295</b>	<b>0</b>		
<b>LESS e-government implementation expenditure</b>	562,000		822,100		301,000		301,000			i.e. as identified above in Section 5 - Local e-Government Implementation Expenditure
<b>TOTAL EFFICIENCY GAINS - NET</b>	<b>-472,150</b>		<b>-491,834</b>		<b>296,407</b>		<b>447,297</b>			

## SUBMISSION

Please make sure that all IEG5 entries are completed on the esd-toolkit ([www.esd-toolkit.org](http://www.esd-toolkit.org)) **by midday on Monday 19 December 2005.**

All general comments and enquiries regarding the IEG5 process should be addressed to:

Local e-Government  
Office of the Deputy Prime Minister  
Zone 3/C5  
Bressenden Place  
London SW1E 5DU

E-mail: [localegov@odpm.gsi.gov.uk](mailto:localegov@odpm.gsi.gov.uk)

Tel: 020 7944 4258

## FURTHER INFORMATION

Details of the National Strategy for local e-government and Priority Outcomes can be found at [www.localegov.gov.uk](http://www.localegov.gov.uk). **Explanatory notes for practitioners on Priority Outcomes are available at <http://www.idea-knowledge.gov.uk/idk/core/page.do?pagelId=1704073>.**

Details of National Projects can be found at <http://www.localegovnp.org>

Details of Government Connect can be found at <http://www.govconnect.gov.uk>

The Directgov website can be found at [www.direct.gov.uk](http://www.direct.gov.uk)

Details of national infrastructure projects can be found at <http://e-government.cabinetoffice.gov.uk/Home/Homepage/fs/en> & <http://www.idea.gov.uk/lqih/>

### Your regional IEG5 contacts at the ODPM are:

East – Julian Bowrey – [julian.bowrey@odpm.gsi.gov.uk](mailto:julian.bowrey@odpm.gsi.gov.uk)

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North West, West Midlands, Yorkshire & Humberside - Chris Haynes – [chris.haynes@odpm.gsi.gov.uk](mailto:chris.haynes@odpm.gsi.gov.uk)

## PUBLICATION OF IEG RETURNS

The ODPM may wish to publish information in connection with IEG5 returns in due course or deposit them in its own library or that of the Houses of Parliament. Information may also be published as part of a national database to allow other local authorities to use IEG5 data for benchmarking purposes. Should you wish any element of your proforma to be treated in confidence please clearly indicate this in your response, **stating the reason why you believe that this information should be confidential.** Nevertheless, all responses will be included in statistical summaries.