

## CABINET MEMBERS REPORT TO COUNCIL

6 March 2025

**COUNCILLOR C RINGER - CABINET MEMBER FOR IT,  
ENVIRONMENT & WASTE SERVICES**

For the period February 2025

### **1 Progress on Portfolio Matters.**

Main focus of work was year-end uprating. Despite issues caused by software supplier this was completed successfully with minimal user downtime. Required benefits letters and council tax/Business rates bills were dispatched.

Notification that M3 waste component is being desupported. Options for mitigation currently being considered. Reached out to Serco to understand possible option of using their Whitespace.

EH Assure LIVE system migrated to new server, software updated to current release levels (this was at quite a historic release level so was a significant upgrade) and new Document Management System also switched on in LIVE.

Critical legislative release update taken place on HR software.

New Civica Financials account manager, initial liaison undertaken to ensure recent progress isn't lost with transference of responsibility.

Audit of Revenues systems has been completed. Has identified need to undertake system DPIA, also that GDPR documents require review.

### **2 Forthcoming Activities and Developments.**

Property Services Concerto system procurement underway. Demoes of tendered bids scheduled for later in the month.

Twice-yearly checks required following weekend clock changes later in the month. Preventative measure as left unchecked this has historically caused issues.

Audit of Finance systems underway.

Work to migrate land registry data to national database still ongoing. Next

extract scheduled 2<sup>nd</sup> June. Request from service to provide further data checking/validation.

Further Revs/Bens systems activity required to rollover financial years on the evening/morning 31<sup>st</sup> March/1<sup>st</sup> April. Team will work through the night to minimise impact on end users.

EH Trade Waste data matching completed at request of service, very manual process that required intense data validation as Eh data drawn from multiple sources that lacked shared primary reference.

Finance Assets module currently being configured with planned go-live later this month (delayed from last month)

Upgrade of Planning core software to current release levels. Currently in TEST, in LIVE shortly. To be followed by upgrade of Land charges and Document management System. (To be undertaken by supplier but supported locally).

### **3 Meetings attended**

EH/ICT ongoing review meeting 12/02, 26/02  
Revs/Bens Year-end meeting 04/02, 12/02, 13/02  
Planning/ICT ongoing review meeting 06/02  
HR Procurement meeting 20/02  
Finance/ICT ongoing review meeting 13/02, 27/02  
Civica Finance [new] Account manager intro meeting 26/02