

## Preparations for the Millennium - Information Technology.

System	Responsible Officer IT	Responsible Officer User Directorate(s)	Current Position.
1. <b>Housing Management System</b>	Cynthia House	Dennis Boobier	Solution design documents have been completed for Estates, Rent Accounting, Arrears, Repairs, Allocations and Homeless. The system build is nearing completion for all of these modules. Training material is currently being produced. Live date for Rents, Estates and Repairs modules is on target for the end of July, although there is some concern about the Rents and Arrears modules as some of the necessary staff input from Neighbourhood Services has been difficult to achieve due to their very understandable conflicting priorities. If Rents and Arrears slip then the other modules will also have to be delayed. Work is about to begin on Service Charges which has been swapped with Tenancy Services to help reduce pressure on Neighbourhood Services staff. Progress overall remains acceptable, although some staff in Neighbourhood Services are experiencing difficulty in responding to the project requirements and as timescales are tight and there are other pressures on their time, this has the potential to cause slippage.
2. <b>SSID</b>	Cynthia House	Dennis Boobier / Paul Sutton	In spite of considerable commitment and hard work from Neighbourhood Services, Children's Services and Information Technology Services staff this project has not been completed. The proposals for dealing with this are the subject of a separate report.

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| 3. | <b>Registration &amp; Inspection</b>                                  | Cynthia House   | Dennis Boobier / Lesley Holmes | Expressions of interest have been invited and pre-tender questionnaires received. Tender submissions should be returned at the end of July and it is hoped, subject to contract negotiations that implementation can be achieved by the end of October.   |
| 4. | <b>Library (ALS)</b>  | Roberta Goodman | Bill Pearson                   | The new servers for branch libraries have arrived and will be configured and installed by ALS, the service provider. This forms part of a managed service bought in from Buckinghamshire County Council. It is anticipated that the system upgrades will be complete by the end of November 1999. |
| 5. | <b>Schools - Admin. Network/Hardware &amp; Non Financial Software</b> | Roberta Goodman | Andrew Flack / Ann Feely       | 55 schools have now had their new equipment and upgraded software installed. This project is progressing well and is due to be completed by the end of November 1999.   |
| 6. | <b>Schools - Local Financial Systems</b>                              | Roberta Goodman | Andrew Flack / Ann Feely       | New finance systems were installed at 60 schools, new salary manager software was installed at 100 schools and training has been provided. This project was successfully completed to meet the expected timescales.   |

*Project complete.*

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| 7. | <b>Income Processing &amp; Cash Receipting</b> | Pauline Meechan | Alex Colyer / John Moffoot | <p>This system went live on 9<sup>th</sup> April, the Cash Office system having been implemented earlier on the 22<sup>nd</sup> March to allow familiarisation of staff with the new system, prior to the new fiscal year. The implementation was achieved in a very short timescale, and will make a major impact by providing flexibility in the management of all fund inflows.</p> <p>Post implementation reviews have been undertaken which have revealed some reconciliation procedures are not fully functional. There is also a requirement for some custom reports to be produced. Both these issues are in hand and should be completed by mid-July.</p> |
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| 8. | <b>Accounts</b> | Pauline Meechan | Alex Colyer | The AR system is now partially live. It is currently handling the bank reconciliation |
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**Receivable  
(Recurring  
Charges/Sundry  
Debtors)**

from income processing although, as stated above, these facilities are not yet fully functional.

Service departments will start to go live at the beginning of July, followed by a progressive roll-out through to August. This roll-out is behind schedule for the reasons stated above but, if achieved, will not impact on the Council's business requirements or give rise to any risk around the year end.

As noted previously the old debtor systems will remain in place to post cash up to the end of October 1999. At that point any outstanding invoices will be either written off or transferred to the new Account Receivable system.

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| 9.  | <b>NNDR</b>                                | Pauline Meechan | Mike Hood                 | <p>This project went live on 22<sup>nd</sup> March 1999. A billing run having been successfully produced ahead of this. The implementation team worked very hard to ensure the success of this project, and following the initial bedding in, the system has been trouble free and successful.</p> <p style="text-align: right;"><i>Project complete.</i></p>  |
| 10. | <b>Payroll/Personnel systems</b>           | Pauline Meechan | Bev Bithell               | <p>The update to the old system was completed on schedule and from April the payrolls have been successfully run on a compliant system. Following completion of staff training and the final stages of testing the system will be ready for live use, replacing the current system. This is anticipated to take place at the end of July with payrolls from 1<sup>st</sup> August onwards being run on the new system.</p> |
| 11. | <b>Land Charges</b>                        | Karen Andres    | June Allen / Martin Small | <p>The new system has been successfully in live operation since the 1<sup>st</sup> April 1999. The transfer of some historical data from the AS400 has been completed and the transfer of data from the old GIS will be available by the end of July 1999.</p>   |
| 12. | <b>Deeds Registry</b>                      | Pauline Meechan | David Hazel               | <p><i>Project complete.</i></p>  |
| 13. | <b>Elections system</b>                    | Pauline Meechan | June Allen                | <p><i>Project complete.</i></p>  |
| 14. | <b>Transport Vehicle Maintenance &amp;</b> | Karen Andres    | Mark Odell                | <p>The new Access database is now complete and implementation and training are due to be completed by the end of July 1999.</p>  |

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## Scheduling

15.	<b>Allotment Accounts</b>	Karen Andres	Alan Proctor	The interface of the new system to the Council's financial systems is being tested and historical data is being transferred. This project should be complete by the end of July 1999.
16.	<b>Highways Repair &amp; Maintenance</b>	Karen Andres	Mark Odell	The vehicle elements of this system have been included in Transport Vehicle Maintenance (see above). The remaining historical data sets are currently being exported into the new Highways Works Management system (not a millennium project).
17.	<b>Crematorium</b>	Karen Andres	Chris Londy	The replacement of both hardware and software to make this system Millennium compliant was completed on Friday 11 <sup>th</sup> June..  <i>Project complete.</i>
18.	<b>Registration of Births &amp; Deaths</b>	Pauline Meechan	John Moffoot	The Office of National Statistics have informed the Council that we will have the new system installed on the 26 or 27 July. IT staff will be preparing the hardware environment in advance of this date, and will work with ONS technicians over the installation period. Meanwhile, the Register Office staff will be trained on the new system by ONS prior to introduction.
19.	<b>Private Sector Grants</b>	Cynthia House	Malcolm Vine	  <i>Project complete.</i>
20.	<b>Money Advice</b>	Cynthia House	Malcolm Vine	The Money Advice Trust have a system which is available to Milton Keynes Council. This system is currently being piloted.
21.	<b>Panel Database</b>	Cynthia House	Sue Graham / John Heseltine	The system has been piloted successfully and implementation is imminent.