

<b>MEETING</b>	<b>Pensions Committee</b>
<b>DATE</b>	<b>10 November 2015</b>
<b>TITLE</b>	<b>Proposal to implement an integral document Imaging system with Altair.</b>
<b>PURPOSE FOR THE REPORT</b>	<b>To seek Committee approval to fund the initial purchase of Altair Image and a budget for the annual licence fees</b>
<b>AUTHOR</b>	<b>Gareth Jones – Pensions Manager</b>
<b>RECOMMENDATION</b>	<b>To approve the additional funding required for implementing and running ‘Altair Image’.</b>

## **1. Background**

- 1.1 The Pensions Unit is required to keep individual records for each current and former members of the scheme. Paper files were initially transferred to microfiche in the 1990’s as part of the then Gwynedd County Council establishing a unit specialising in the field and in order to save the increasing need for office storage space.
- 1.2 Since then electronic imaging has taken over using ‘Scanfile’, a very basic and non-integrated system intended as in interim measure pending the introduction of the corporate EDRMS document management system. Scanfile has now been in use, in one way and another for over eight years.
- 1.3 From recent discussions with the Council’s IT and Information Units it has become apparent that EDRMS will not accomplish the full requirements of the Pension Section. The recommendation was that the section considers moving to Heywood’s ‘Altair Image’, a fully integrated and workflow linked system.
- 1.4 Scanfile as it stands is only capable of scanning and has not integration with either the main Altair or the sections’ workflow systems.
- 1.5 Microsoft withdrew support agreement for Widows Server 2003 from July 2015. ‘Scanfile’ runs on windows Server 2003.

## **2. ‘Altair Image’ - An overview**

- 2.1 Altair Image is an integrated document management system developed to address the document storage and retrieval requirements of a modern pension administration office. It will: -
- improve efficiency by reducing the time taken to retrieve documentation from another system which is not currently indexed.
  - improve document security
  - enable on-line access to all documents for an individual member in a structured manner, linked to workflow
  - allow hierarchic document storage to store non-member related documents, such as pension articles and pension committee papers, cutting down on the need for storage space

- be fully integrated with the core Altair pensions administration system and other Altair modules including Workflow, Document Production, and Member Self-Service currently run by Gwynedd Pension Fund
- allow access to all documents associated with the member directly from the member's records including imaged documents which have been scanned in and system produced documents
- automatic display of the list of documents related to the procedure being processed for the member
- facilities to move system produced documents by COLD (Computer Output to Laser Disc) interface to optical media rather than printing and then scanning and shredding documents as is the currently arrangement.

### 3. Software Costs

3.1 In line with fund membership of over 35,000 (currently total membership in excess of 38,000) the following prices have been quoted for implementing and running Altair Image:

	<b>Initial Licence</b>	<b>Implementation and Consultancy (T&amp;M)</b>	<b>Support and Maintenance Annual Fee</b>
Fees	£58,525	£20,560	£11,705
Payable	Payable on signing the contract	Payable in arrears as incurred	Payable on Acceptance of software and subject to annual indexation

#### **Additional Notes**

- The above costs assume a five year contract term and are subject to VAT (Gwynedd Council can reclaim VAT)
- Any travel and expenses would be in addition to the costs quoted (on site implementation if required)
- These costs do not include the conversion of images currently held on the Scanfile system for which bespoke software would be necessary. (A report on this will submitted to Committee at a future date)

### 4. Scanning Hardware

4.1 For the new imaging system to work to its full potential it will require a new Scanner. Heywood has quotation £5,673.48 for a Fujitsu model 6670 and £3,032.00 for three year maintenance (all plus VAT).

4.2 In the meantime Gwynedd Council's IT department is seeking a better price for a comparable similarly specified model.

### 5. Recommendation

5.1 The Committee is requested to approve the funding for installing, maintaining and annual licencing of 'Altair Image' and for the purchase of an appropriate scanner in accordance with the facts outlined in point '4' above.