



REVIEW TITLE: Digital Transformation Panel

SCOPE OF ITEM / TERMS OF REFERENCE

This panel will:

- Identify which forms were most used throughout lockdown and whether more forms should be created to support our customers
- Identify whether there is a need to create a personalised front-end login portal
- If there is a need, would this be for:
 - All customers
 - Council tenants only
 - Another key customer group
- If a front end portal is required, what information should be displayed and how will this integrate with existing software.
- Identify economies of scale and potential savings for the Council and/ or service.

REASON FOR SCRUTINY

The panel will ensure that any current projects connected to the IT Strategy and Customer Services Strategy are progressing in a timely and effective manner as well as providing further ideas for how to transform services.

Increase accessibility to the council services helping to raise customer satisfaction levels.

MEMBERSHIP OF THE GROUP

Councillor Brookes (Chair)

+4 Councillors, preferably those with some IT expertise or experience and/or a willingness to produce ideas and be proactive.

WHAT WILL BE INCLUDED

Comparison research gained from other Council's.
Officer statements on current projects.
Private sector examples

WHAT WILL BE EXCLUDED

KEY TASKS * * including consideration of efficiency savings

- Evaluate existing Council transformation projects
- Make recommendations on future strategy or processes
- Review other Local Authority digitalisation and transformation strategies and processes to learn best practice
- Review other Private Sector digitalisation and transformation strategies and processes to learn best practice
- Provide input into the Council's Transformation Strategy
- Interviewing witnesses and Council officers
- Identify services that are most challenging to integrate or quite simple to integrate
- Develop an outline cost plan
- Send out a survey to our customers for ideas/feedback and to help identify key areas for integration.

STAKEHOLDERS, OUTSIDE AGENCIES, OTHER ORGANISATIONS *

- Outside bodies/ agencies who already have this facility.
- Other councils who have this facility.
- IT and CRM (Customer Relationship Management) companies.
- Individuals with skills in this area.
- Our current key partners such as Capita and Serco to understand how they will integrate their services.
- Relevant Borough Council departments.

EQUALITY IMPLICATIONS

Is an impact needs assessment required? – to be considered at the Panel's penultimate meeting

LINKS/OVERLAPS TO OTHER REVIEWS

The Council is already working on improving online forms and there is a project underway

Commercialisation Panel

RESOURCE REQUIREMENTS	
Lead Officer: Karey Barnshaw, Head of Customer Experience Support from Democratic Services (Sally Watson)	
REPORT REQUIREMENTS (Officer information)	
None (at this stage)	
REVIEW COMMENCEMENT DATE	COMPLETION DATE FOR DRAFT REPORT
February 2022	April 2022

* Key tasks and stakeholders may be subject to change as the review progresses.

PROGRESS OF PANEL WORK

MEETING DATE	PROGRESS TO DATE
<p>NOTES:</p> <p>To facilitate witness attendance it is anticipated that times of the meetings will be a mix of daytime and early evening.</p> <p>Panel meetings can be run online apart from the final meeting where recommendations are agreed upon.</p>	

REPORT SUBMITTED TO SCRUTINY MANAGEMENT BOARD
The Panel should aim to complete its work and submit its report to the Scrutiny Commission meeting on 5th May 2022 .