

## **Surrey County Council choose Bramble.cc to develop scanning strategy...**

Surrey County Council (SCC) is a large multi functional organisation. It employs 23,000 staff in 550 locations organised in the following directorates:

- Families
- Communities
- Corporate Services
- Policy and Performance

SCC needs to identify and subsequently procure a networked scanning solution to enable documents received in hard-copy to be scanned and stored electronically in relevant central locations. Bramble.cc were awarded the contract as part of Catalist procurement contract as we have a track record of delivering scanning solutions.

Key drivers for SCC include:

- Requirement for Social Care teams to scan documents for storage in SAP Social Care Records Management module, to complete an Electronic Social Care Record (ESCR).
- Potential requirement for Accounts Payable to scan invoices and for captured invoice data to enter a payment workflow integrated with SAP.
- Requirement to deploy networked scanners to any other teams who might require scanning capability in the future.

The appraisal considers the Council's future business scanning requirements as it moves towards electronic ways of working and reduces its reliance on paper-based records. The main stimulus for this report is to address the immediate needs of the business to provide a scanning capability to support electronic social care records (ESCR).

Consideration has been given to a number of scanning scenarios, from workgroup, departmental, through to full production scanning in a dedicated document handling centre (DHC).

During stakeholder engagement and requirements capture some clear requirements were identified by Bramble.cc:

- Whatever the solution is for ESCR it must be an extensible model capable of deployment to the rest of the Council
- There must be one way of working
- The scanning process must be simple, intuitive and require very little user training
- The capture process must be quick (at least as fast as conventional paper filing)
- Scanning outcomes must be individually attributable and auditable from the point of capture to be able to support requirements for legal admissibility and evidential weight.

The scanning appraisal produced by Bramble.cc concludes that intelligent configuration and management of MFPs offer opportunities to address a significant proportion of the Council's every-day scanning needs. Additionally, that to meet the Council's diverse and distributed enterprise scanning needs (which includes integration with line of business applications) middleware is required.