

# Internal Services

## Departmental Service Plan 2011-12



Code & Title	Due Date
<b>Corporate Support</b>	
SP11_IS-CS01 Complete implementation of the Corporate Records management system	30-Sep-2011
SP11_IS-CS02 Complete the review of Legal's departmental filing and implement new system	29-Mar-2012
SP11_IS-CS03 Full Equality Impact Assessment	31-Mar-2012
<b>IT</b>	
SP11_IS-IT01 Councillor IT	30-Jun-2011
SP11_IS-IT02 SDNP IT Requirements	31-Mar-2012
SP11_IS-IT03 Joint Data Centre Project	31-Mar-2012
SP11_IS-IT04 Joint Network Project	31-Jul-2012
SP11_IS-IT05 CMIS Upgrade	31-Mar-2012
SP11_IS-IT06 Upgrade Agresso financial management system	31-Oct-2011
SP11_IS-IT07 Implement server virtualisation	31-Mar-2012
SP11_IS-IT08 Implement e-mail archiving system	31-Mar-2012
SP11_IS-IT09 Mobile working solution for Environmental Health	31-Mar-2012
SP11_IS-IT10 Mobile working solution for Building Control	31-Mar-2012
SP11_IS-IT11 Complete GovConnect information security requirements (GCSX or PSN)	31-Mar-2012
SP11_IS-IT12 Phone System Upgrade or Replacement	31-Mar-2012
SP11_IS-IT13 E forms for Env Health	31-Mar-2012

Code & Title	Due Date
SP11_IS-IT14 E-forms for Revenues and Benefits	31-Mar-2012
SP11_IS-IT15 Web Development Plan	31-Mar-2012
SP11_IS-IT15.1 Searchable database for What's On	31-Mar-2012
SP11_IS-IT15.10 New template designs for Newhaven Fort	31-Mar-2012
SP11_IS-IT15.11 Online gallery for Artwave Festival	31-Mar-2012
SP11_IS-IT15.12 Accessible embedded Google maps for lewes.gov	31-Mar-2012
SP11_IS-IT15.13 Search Engine for lewes.gov<new action>	31-Mar-2012
SP11_IS-IT15.14 Migration of minor site to open source	31-Mar-2012
SP11_IS-IT15.2 Searchable Database for Waste and Recycling	31-Mar-2012
SP11_IS-IT15.3 Searchable Database for Cemetery Records	31-Mar-2012
SP11_IS-IT15.4 Big Parks Project	31-Mar-2012
SP11_IS-IT15.5 Council Link web site	31-Mar-2012
SP11_IS-IT15.6 Harmonise editing processes between Infolink and lewes.gov	31-Mar-2012
SP11_IS-IT15.7 Mobile templates for lewes.gov	31-Mar-2012
SP11_IS-IT15.8 Procedure notes on web site management	31-Mar-2012
SP11_IS-IT15.9 New template designs for lewes.gov	31-Mar-2012
SP11_IS-IT16 GIS Development	31-Mar-2012
SP11_IS-IT16.1 Replace Map Explorer	31-Mar-2012
SP11_IS-IT16.2 Web Mapping	31-Mar-2012
SP11_IS-IT16.3 Gazetteer Connections	31-Mar-2012
SP11_IS-IT16.4 Meet requirements of INSPIRE (EU project) mapping project	31-Mar-2012
SP11_IS-IT17 EDRMS Development Plan	31-Mar-2012
SP11_IS-IT17.1 Implement Northgate EDRMS in Income	30-May-2011

Code & Title	Due Date
SP11_IS-IT17.2 Implement Northgate EDRMS in Personnel	31-Jul-2011
SP11_IS-IT17.3 Implement Northgate EDRMS in Housing Repairs	31-Dec-2011
SP11_IS-IT17.4 Implement Northgate EDRMS in Legal	31-Mar-2012
SP11_IS-IT18 ICT Full Equality Impact Assessment	31-Mar-2012
<b>Personel</b>	
SP11_IS-PE01 Full Equality Impact assessment on Personnel policies	31-Mar-2012
SP11_IS-PE02 Full Equality Impact Assessment - Health and Safety	31-Mar-2012
SP11_IS-PE03 Full Equality Impact Assessment - Recruitment	31-Mar-2012
SP11_IS-PE04 Implement requirements of the Vetting and Barring Scheme	31-Mar-2012
SP11_IS-PE05 Review employment contract terms	31-Oct-2011
SP11_IS-PE06 Put in place measures to support Council to reach 'Achieving' level of new Equality Framework	31-Dec-2011
SP11_IS-PE07 Investigate use of coaching to improve staff performance and implement if appropriate	31-Dec-2011
SP11_IS-PE08 Produce Annual Training Plan	30-Nov-2011
SP11_IS-PE09 Administration Review	31-Mar-2014
SP11_IS-PE10 Agile Working Project	31-Mar-2013