

Aiimi Solutions for Local Government

Document Management for Planning Services

10/02/2014
V1.0





Contents

1.	Introduction	3
1.1	Overview	3
2.	EDRM Solutions for Planning Services	3
2.1	File Plan	3
2.2	Scanning and Digital Mailroom	4
2.3	Workflows	4
2.4	EDRM Solutions for Tree Preservation Orders	5
2.5	Interfaces.....	5
3.	Further Information and Options	6
4.	Contact Information	7





1. Introduction

1.1 Overview

Aiimi Local Government solutions are designed to accelerate the deployment of line of business solutions on top of corporate EDRMS platforms, thereby increasing the value of the investment beyond the typical use cases of reducing physical storage and increasing compliance. Each department within a council has specific and unique information management requirements that our solutions address. Aiimi solutions can be used as pre-packaged drop in products, or the basis for a bespoke solution. Aiimi's Document Management for Planning Services solution allows councils to capture, store and manage planning applications and supporting information. The solution also allows the council's planning department to work with documents sent in by email and to access drawings in formats such as AutoCAD without having the software installed on their machines.

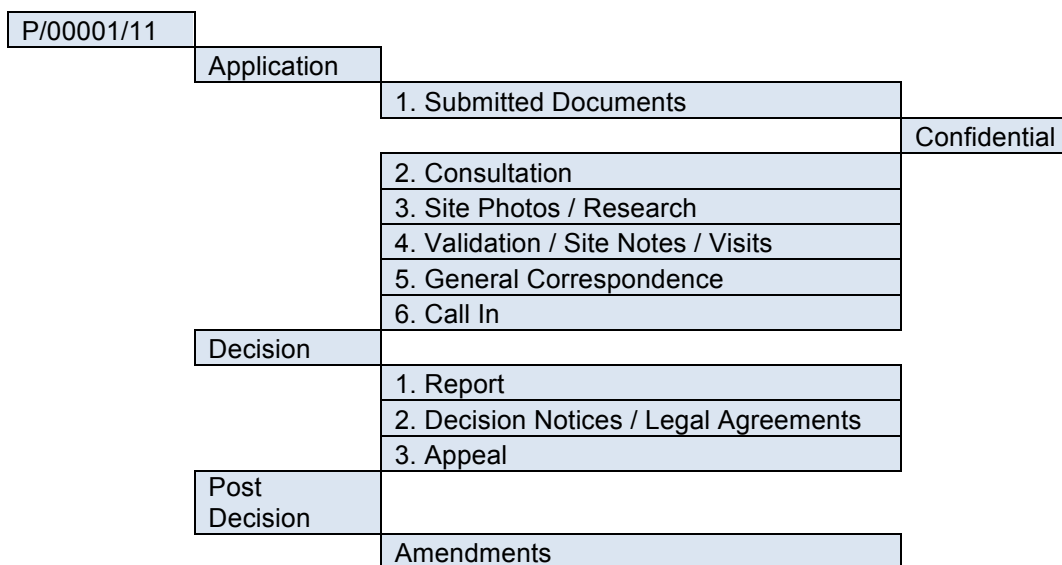
2. EDRM Solutions for Planning Services

Planning applications are typically stored in a folder structure that emulates a simple case process so that the planning application can be simply related to any future appeals, consultation information, site information, correspondence and decision information. In addition, the filing structures used must be able to cater for a large number of planning applications over time, whilst remaining easy to navigate. The solution includes facilities for scanning application and other supporting information, creation of a case based folder structure, creation of unique planning identification numbers, storage of metadata regarding the application and reporting on outstanding and completed applications, workloads and outcomes.

2.1 File Plan

The file plan for the planning and development control function sits within a pre-built standard folder structure that is based upon the Local Government Classification Scheme (LGCS) and incorporates subdivisions in the folder structure to divide planning applications up by year and planning number range.

Within the application folder structure, information is clearly laid out in the following scheme:



Complaints
Condition / Compliance

The example above shows the folder structure for planning application number P/00001/11. This is a unique number generated by the system to a pre-defined format, in this case a prefix (P) a unique number (00001) and a year (11). The system can automatically number all planning applications in line with this or with your own numbering scheme. The planning application documents can if required also be pre-numbered with the same application number.

The solution automatically generates the filing scheme shown above when new applications come in, and this is based upon a template that applies security and metadata (planning application details, site address and contact details) to the application folders.

This allows a standardised method of navigation through all planning information, which can be extended to cater for your council's unique requirements.

2.2 Scanning and Digital Mailroom

A number of scanning requirements are catered for in the solution, which allows mailroom or planning department staff to quickly scan information to the correct location and fill in the required metadata to route the scanned document to the right person for action. Scanning 'profiles' are included that cater for:

- Development Control – Planning Applications
- Development Control - Non Application – General Correspondence
- Development Control – Enforcement
- Building Control – Applications
- Development Control – Article 4(2)
- Development Control - Maps

In each of these cases, the process of scanning requires the operator to lookup information in the planning database that allows the quick selection of the correct planning application or other folder based upon simple database lookup functionality. This reduces the time and effort required to file incoming correspondence as well as increasing the accuracy of the filing process and allows the council to distribute the task of filing documents to the planning document repository outside the planning department if required.

2.3 Workflows

Once a document has been scanned into the planning document repository, it is automatically attached to a workflow, which serves a number of purposes by default, but can be adapted as required.

1. The workflow creates the planning application folder if it does not already exist;
2. Assigns the appropriate metadata;
3. Routes the document to the appropriate person in the planning department;
4. If contact details are available, alerts the sender that their correspondence has been received

The solution is based upon OpenText Content Server, which includes a flexible workflow engine that allows simple process modelling and easy amendment of workflows to suite the requirements of an individual council.



2.4 EDRM Solutions for Tree Preservation Orders

Tree Preservation Orders are typically stored in a folder structure that denotes the year and the Tree Preservation Order (TPO) number. The solution includes facilities for scanning supporting documentation, creation of unique TPO numbers and storage of metadata regarding the preservation order

We provide automatic naming of TPO files, and labelling with key metadata:

TPO Number
TPO Title
TPO Description
TPO Date Made
TPO Date Confirmed
Ward
Parish
Grounds for TPO

Our database lookup facility allows retrieval of lookup data from other line of business systems, or existing TPO databases.

We can also record the publishing status of TPO's stored within the system and through our web services API's, enable publishing of TPO's to the council web site.

2.5 Interfaces

If the council already has a planning database, the solutions web services interfaces allow another system and / or scanning solution to feed documents to the platform, again creating the appropriate folders, security and metadata.

The following interfaces are supported:

- Web Service (Create, Update, Store Document, Add Sub File)
 - This will consist of .NET WCF SOAP compliant web services. These can make use of server and client certificates for authentication and encryption.
- RESTful (Create, Update, Store Document, Add Sub File, Access)
 - These allow the functions to be called from applications that cannot call a SOAP web service. A RESTful service is essentially a GET, POST or PUT request to a URL.





3. Further Information and Options

Aiimi is responsible for the implementation of the appeals and national infrastructure planning system used by The Planning Inspectorate in the UK and the solution is based upon the same framework as our Local Government Document Management for Planning Services platform. This enables us to offer some unique capabilities to supplement the solution for councils looking at further automation and value from their EDRMS. Other possibilities for your EDRMS platform include:

Automatic submission of appeals information to The Planning Inspectorate
Managing the appeal process including deadline and workload monitoring

Feel free to contact us to discuss your requirements.





4. Contact Information

For more information, to arrange a demonstration or to discuss any information in this document, please contact us.

Matt Eustace
Account Executive
+44 7919 330081
meustace@aiimi.com

Aiimi
31 – 35 Kirby Street
Farringdon
London
EC1N 8TE
+44 (0) 207 397 5355
www.aiimi.com

Document Control

Located in AiimiDocs 2014

The information contained in this document represents the current view of Aiimi on the issues discussed as of the date of this document.

All registered names and trademarks used in this document are acknowledged as belonging to their respective owners.

Contact Information

Your dedicated contact is: Matt Eustace
Tel: +44 (0)207 397 5355
Email: meustace@aiimi.com
Mobile: +44 (0) 7919330081

Revision History

<i>Version</i>	<i>Issue Date</i>	<i>Description</i>	<i>Author(s)</i>
1.0	10 th February 2014	First Issue	Matt Eustace

