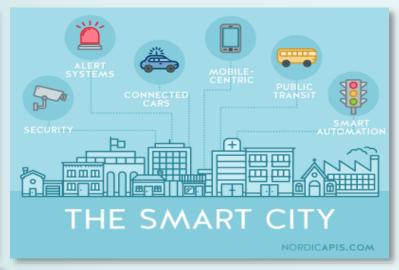
Rushmoor Borough Council

Customer & Digital Strategy 2017 - 2020













Forward



By the end of the decade users of public services will expect to access what they want 24/7, by a variety of digital means – smart phone, tablet, TV, computer and many others.

Rushmoor Borough Council believes that to be successful we should listen to our residents, businesses and communities. We should learn from them and from experts about what works best and then ensure we use this knowledge to deliver better services.

Through our Customer and Digital Strategy, we will seize opportunities to do things better by increasing our digital offer to improve services to our customers. There are now opportunities for councils to be the first to redesign public services around the customer experience, enabled by personal mobile digital technology.

These opportunities will also provide ways to reduce cost and improve services to local taxpayers. Our Customer and Digital Strategy provides a direction of travel for the future and a clear focus for how we will use technology to help address some of our biggest challenges.

Ours is an active strategy approach, one which ensures that Digital Technology is at the heart of what we do.

Digital Communities

The Digital Strategy is designed to enable and support the ambitions of the Council to regenerate key areas of Aldershot and Farnborough through encouraging the use of 'smart city technologies' and digital infrastructure.

Working with partners in the regeneration programme we will look to implement new technologies which support economic growth and provide a strong economy, social wellbeing and joined-up modern public services.



Councillor Paul Taylor, Cabinet Member for Corporate Services

Rushmoor Borough Council Customer and Digital Strategy 2017 - 2020

NATIONAL STATISTICS

86% of adults (over 16s) have internet access at home - with the highest percentage being under 55.

Nearly 70% of Rushmoor's residents are under 50 years old.

71% of adults have a smart phone (90% for under 34s)

66% of adults use a smart phone to access the internet

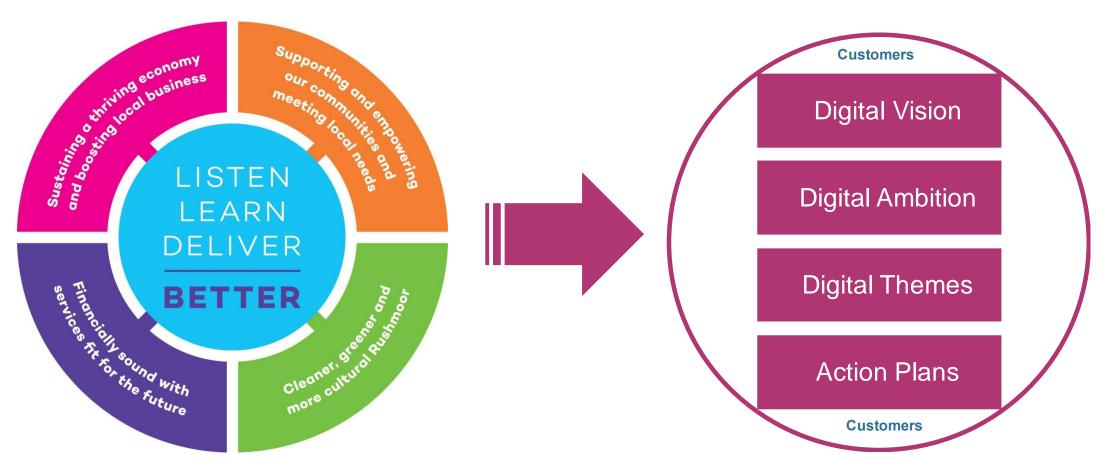
"We now live in an online society. According to Ofcom, close to nine in ten adults now go online from any location, while 77 per cent of all adults have a broadband connection. In addition 78 per cent of us have looked online for information on public services and 69 per cent have completed government processes online"

¹ NDL National Digital Report 2015

About this Strategy

Rushmoor Borough Council has adopted the Council Plan 2017 -18 which sets out the vision for the Council under four main priority areas:

The Customer and Digital Strategy is intended to underpin theses areas of focus and ensure that the Council's overall priorities are delivered. The plan is divided into four sections:



Our Vision

What is Digital?

Digital can be best defined as using modern information technology (computers and other internet connected devices) to connect people with information. Using this new technology allows organisations to transform the way services are provided.

'Our Customer and Digital Strategy describes how we will use modern tools and technologies to enable the digital opportunity and fundamentally change how the council serves internal and external customers'

n every aspect of society digital transformation is taking place. Over the last twenty years in particular we have seen the development of the internet; initially used on computers but now used increasingly on mobile and many other connected devices. In the last five years we have witnessed new ways of communicating for example through social media and this is now mainstream.

These changes, together with consistent growth in information technology processing power, storage and better network connections have meant that few tasks today have not been changed by these developments. From banking, shopping, travel to communicating with friends and doing business – every aspect of our lives has been touched by the digital revolution.

Over the next few years these changes will continue with the advent of new technologies and continued improvement in existing technologies. Technologies like virtual reality and the internet of things will allow us to connect and make intelligent everyday devices and services to transform how we interact with our surroundings. The result of this will be the automation and transformation of many things in our personal and business life. The speed of change will for some be difficult and for others exciting. Everyone will be challenged to adapt to meet these changes.

What is the digital opportunity?

here are rapid changes taking place in society fuelled by advancements in modern mobile internet technology meaning that every organisation needs to respond to the changing demands of their residents, customers and businesses. The Council needs to reduce the cost of services whilst improving service quality, remain relevant to the many customers who use digital services everyday whilst ensuring that it meets the demands of all the customers it serves. Three key areas will provide opportunities to achieve this:

Social Media

Social media has changed the way in which we can communicate and engage — it's opened up access and provides us with a wealth of opportunities to build relationships and connections in the community. Our aim is to use Social Media to listen, learn and deliver better services.

Website

Websites will be transactional with an emphasis on easy access, self-service, up to date and relevant information and fully mobile enabled. Around 60,000 customers visit our website every month, our aim is to ensure that our website is succinct and information is accessible in a maximum of three clicks.

Digital Infrastructure

Digital technologies allow the redesign of services around the customer. The ability to deliver many transactional services electronically – whether paying, applying or reporting can be done at a lower cost. We will invest in digital technologies, harnessing the power of Cloud Computing where appropriate, to support better customer service.



What is the Opportunity?

The Government itself has estimated that local councils across the country could save up to £5bn by adopting better digital technologies¹.

There are many examples of how other councils have innovated and used modern technology to improve services and reduce cost, from waste collection to income collection – digital technologies are making a difference.

¹ DCLG survey February 2015

Almost everyone who lives, works or visits the Borough uses a service provided by the Council in one form or another. Everyone at the Council plays a part in meeting these needs and ensuring that the services reflect our residents, customers and business requirements.

The Council is committed to developing a 'one council approach' which delivers high quality services first time, every time to all its customers.

Customer Insight

Each Council Service collects data on customer demand and customer requirements. We analyse this data to gain a better insight into customer needs. We can see what information people access through our website, what people are looking for when using a search engine or if they are a new user or someone who regularly contacts the Council. Using customer information and intelligence allows us to better commission services our customers want and support continuous improvement in service delivery. This information has supported the development of this strategy and to roll-out of new services such as the 'Love Rushmoor' App

LOVE B RUSHMOOR



Help keep Aldershot and Farnborough clean and safe with our new mobile app









Listening to our Customers

Delivering excellent customer service

he Council will centralise and 'join-up' customer contact using digital technology to improve customer service and reduce cost. The Council will:

- Develop a centrally managed front office which will handle most day to day customer transactions at the first point of contact, where appropriate.
- Move as soon as possible to a 'One Council approach' established with fully integrated front and back offices with a range of services dealt with at the first point of contact at the council.
- Increasingly promote access channels which are self-service with easier customer contact and help residents, customers and businesses shift to these new channels.
- Provide service cost reductions at each stage whilst maintaining high levels of customer satisfaction.

What is a 'One Council approach'?

At the moment many council services are provided by different teams and in some cases different organisations within the Council. This can mean customers need to wait to see different staff when they visit or call the Council about services – causing delay, duplication and wasted time.

A One Council approach means that the Council will establish a single Customer Service Hub able to deal with all requests for services and respond to most enquiries immediately, regardless of the team or organisation delivering the service. This will provide a much better service to the customer.

What is self service?

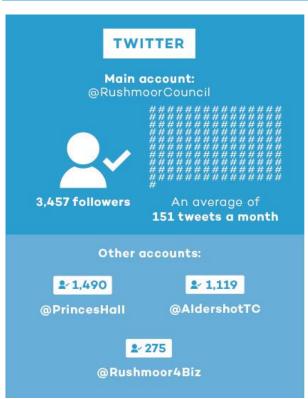
By using digital technology it is possible to design many services so that the customer can enter service request information (e.g. make an application or payment or request a service) directly from their computer, smartphone or tablet.

The service request can be processed automatically and all information provided back to the customer electronically to satisfy the request. This is a much more cost effective way to provide services with a lower number of staff needed to process requests.



Rushmoor Digital Customer Service







The Council will continue to develop the delivery of customer services using modern digital channels.

The role of social media in customer service delivery will increase as more residents, customers and businesses continue to interact with the council through social media channels such as Twitter and Facebook.

The Council will continue to make it easier for customers, by ensuring service fulfilment at the first point of contact. This is fundamental to improving service for the customer with greater convenience and efficiency at lower cost. Whenever possible this should be through the simplest and most direct channel accessed by the customer themselves.

Residents, customers and businesses will increasingly expect the Council to provide modern digital services which -

- Enable them to do this in a way that suits them
- Provide the right information to help them organise and run their lives
- Enable them to access services and track progress
 24/7/365
- Understand and relate to them as a single organisation
- Allow them to do a number of things at the same time

Safety, Security and Access



Managing IT Security and Cyber Crime

Cybercrime is a global problem. It is usually carried out over the Internet and can take many forms. There are a number of things we can do to protect ourselves. The Council has a comprehensive programme of activities to reduce the risk of Cybercrime based on principles from the Governments National Cyber Security Strategy 2016-2021

- Working with specialist partners, protecting and looking after the councils network.
- Educating staff when new threats surface of what action they need to take.
- Taking an organisation wide approach in order to stay secure.
- Proving information and support for business and residents to stay safe.

Ensuring Digital Inclusion and Access to Services*

The council recognises that not everyone is able to access services digitally. This maybe because of financial constraints or because they do not have the skills. The Council is committed to ensuring services will be, where appropriate, digital by design but include options to be accessed in traditional ways by customers who require help. In addition, the council will work with partners to provide support and improve skills at a local level.

Our Digital Ambition

Our Customer and Digital Strategy puts residents, customers and businesses at the heart of everything we do. We have developed eight clear ambitions to support our Digital Vision.

1. A new technology opportunity

Using modern technology we will reduce costs and improve service quality for everyone.

5. Improve health,

economic growth

technology can help create

growth. We will ensure that

which increase technology

investment in Rushmoor.

we support opportunities

jobs and stimulate economic

Investing in modern

wellbeing and generate

2. The Council Working differently

We will use digital technology to make The Council more efficient and ensure it is sustainable in the future.

6. Engaging Young People

We know that most young people want to access services and information electronically. We are committed to ensuring the Council remains relevant to all.

3. Everyone Included

We will work hard to make sure no one is 'digitally excluded'. We will design our services to be accessible using modern technology regardless of age, disability or ethnicity.

7. Better informed better Connected

We believe that our customers can make better choices if they have the right information. We will ensure we provide timely and accurate information.

4. Working Together Joined-up

We are committed to and will work with other organisations and technology partners to joinup services and make them easier to use.

8. Digital Democracy

We want to use technology to enhance and support democracy and community engagement through, easier communication/ social media and potentially electronic voting.

Digital Ambition into Action

Our digital vision and ambition identify 'what' the Council intends to deliver. To turn the strategy into reality a set of five Digital Themes and associated Action Plans have been developed. These are 'how' the strategy will be delivered. The five key Digital Themes relate to how the Council will work 'smarter', how it will improve the delivery of services using digital technologies as well as enabling communities to use modern technology to more efficiently access services and collaborate with the Council.

Digital Ambition

1. A new technology opportunity Using modern technology we will reduce costs and improve service quality for everyone. We will use digital technology to make The Council more efficient and ensure it is sustainable in the future. We will work hard to make sure no one is 'digitally excluded'. We will design our services to be accessible using modern technology partners to join-up services and make them easier to use. 5. Improve health, wellbeing and generate economic growth 6. Engaging Young People 7. Better informed better Connected 8. Digital Democracy We want to use technology to enhance and support demology partners to join-up services and make them easier to use. We know that most young people want to access services and information electronically. We are committed to ensuring the Council remains relevant to all.

Digital Themes





Digital Council Action Plans

Digital Themes



We want to ensure that the whole of the Rushmoor area is connected by the fastest Broadband and wireless technologies. We want our citizens and businesses to have excellent access to the internet. We will look to enable the provision of Wi-Fi and other internet technologies where they do not exist in important public areas. We will support those vulnerable groups who find accessing these services difficult.



We will redesign and develop our services by putting digital technologies at their heart. We call this Digital by Design. Instead of thinking about how to 'add' digital services, often as an afterthought, we will instead look to design services as digital from the start, using customer insight and intelligence to inform the design. We will, however, always be conscious of those who find using technology difficult.



We will use modern technology to make the Council work better and smarter. We will change the way we work, introducing remote and mobile working, reducing our space requirements to enable fee paying tenants. We will help customers self-serve to reduce the number of staff we need & will invest in technology where it gives service improvement or reduced running costs.



To allow the opportunity offered by digital to flourish we need to ensure all those within our organisation, those we work with and the community at large have the skills to use the new technologies. To achieve this we will encourage training and work with the education sector and partner organisations to support digital training and skill improvement.



Our ultimate ambition is to create a dynamic council. This will be characterised by the ability of residents to do business with public sector organisations electronically, from any location and at any time. It will mean businesses will get support to innovate, develop and improve lives through the use of digital technology to potentially drive economic growth. This will be digitally inclusive, engendering a sense of place which is digitally enabled.

Governance

o ensure the effective delivery of the Customer and Digital Strategy, the Council has established a robust governance approach based on best practice delivery of large complex programmes.

It is using an adapted project management methodology to control the delivery of key project outputs on time and on budget.

Reporting for the programme is through a dedicated Transformation Programme Board reporting to the Cabinet and relevant scrutiny panels which provide Member oversight of the projects.



Cabinet & Scrutiny Panels
(Customer & Digital oversight)

Workstreams

Organisational Development

Customer & Digital

Customer Generation

Action Plans



We want to ensure that the whole of the Rushmoor area is connected by the fastest Broadband and wireless technologies. We want our citizens and businesses to have excellent access to the internet. We will look to enable the provision of Wi-Fi and other internet technologies where they do not exist in important public areas. We will support those vulnerable groups who find accessing these services difficult.

Programme/Project	Description	Project Status	2017 Status	2020 Ambition
Public Services Network (PSN) https://www.gov.uk/government/group s/public-services-network	The PSN is the government's secure high-performance network, which helps public sector organisations connect, work together, reduce duplication and share information.	Compliant March 2017 – Annual review & external assessment	0% complete	100% complete
Hampshire Public Services Network (HPSN2) http://www3.hants.gov.uk/hpsn2.htm	Led by Hampshire County Council, HPSN was established to deliver an integrated voice and data network for Hampshire and Isle of Wight public sector partners. Its successor is HPSN2, provided through a partnership with Virgin Media Business, and is available to any public sector organisation and used by Rushmoor.	Service operational	0% complete	100% complete
Hampshire Superfast Broadband Initiative https://www.hampshiresuperfastbroad band.com/	Improvement of broadband is a priority for the County Council who are investing a combined total of £28.4m of public funds to increase coverage from 80% to more than 95% of premises across Hampshire. The Hampshire Superfast Broadband Programme has extended coverage to 90% of premises at the end of 2015. Plans are in place to reach more than 95% of premises in the county by September 2018.	Hampshire IT Managers Initiative	0% complete	100% complete
4 th & 5 th Generation Mobile http://www.bbc.co.uk/news/technolog y-30224853	The council is involved in rolling out the latest telecommunications and mobile technology to support the delivery of services.	Local Enterprise Partnership (LEP) & Hampshire IT Managers Initiatives	0% of enabled devices	100%
Public Wi-Fi	Public Wi-Fi provision will be delivered through partnerships with other public and private sector organisations e.g. HCC, retail shopping centres, developers, voluntary sectors and independent traders.	Aldershot and Farnborough Regeneration Projects	0% usage	100%
Cyber Security https://www.gov.uk/government/public ations/national-cyber-security- strategy-2016-to-2021	Implement ISO 27001 and wider Information Security policies.	Implements & continuously reviewed	0% complete	100% complete



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Programme/Project	Description	Project Status	2017 Status	2020 Ambition
Love Rushmoor "App" http://www.rushmoor.gov.uk/loverushmoor	Implement Love Clean Streets solution, residents "take up" strategy, mobilise Customer Service Unit and Contract teams. Phase 2 Local info & integration with new waste contract.	Phase 1 "live" February 2017 Phase 2 Autumn 2017	0% complete	100% complete
Environmental Services Integration Hub	The Council, working in partnership with key suppliers, will develop front to back solutions to allow the public to report, enquire and pay for a wide range of environmental services via the website, Love Rushmoor App or telephone. This secure fully integrated solution will allow the Customer and staff to see the exact status of service requests in real time.	Spring 2018	0% complete	100% complete
Mobile Working for Front Line Services	Deployment of mobile solutions for environmental services maintenance, contracts, housing and building control teams.	By 2019	0% complete	100% complete
Council Web Site	Web Site Re-Design to ensure inclusion of Environmental Services Integration Hub.	2018/19	0% complete	100%
Committee Management System development	Introduce meetings app for the Cabinet, Committees and panels (Phase 1). Develop a solution for managing meetings in Rushmoor through modern.gov (Phase 2).	April 2017 Spring 2018	0% complete	100%



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Programme/Project	Description	Project Status	2017 Status	2020 Ambition
Corporate Flexible Working Programme	The Council has adopted a set of projects to enable staff to be mobile and work remotely from the office. This approach means greater flexibility for staff, lower costs of premises and improved service to the customer is possible. The intention is to expand this programme of work to allow all staff working in appropriate roles to be able to work flexibly.	Working Smarter Project	0% able to work flexibly	Target percentage
Digital Workspace Flexible, adaptable agile – digitally enabled workspace for staff, members and customers	The Council is working with Hampshire CC, the Police and other agencies to create a single location for multiple services. This will improve coordination and provide better communication between public bodies. As a result customers can expect to not have to visit different locations to get public services.	Office Accommodation Strategy	0% of multi-agency activity	100%
Service Transformation – Customer & Digital	The Council is working to ensure that all processes are reengineered to ensure that wherever possible they will be delivered digitally. In addition we will collect, store, collate and transmit information electronically wherever possible. This approach will lead to efficiency in services, reduced cost and duplication and more accurate information provision.	Phased work programme	0% of Council back-office	100%
Transparency & Information Management	Information management is a discipline that governs the transparency and accountability for the structure, storage, quality and usage of information required for management and business intelligence purposes. Including Geographical Information Systems.	Ongoing Webcam meetings Development Annual refresh	0% completed	100%
Information & Communications Technology (ICT) Strategy	The ICT Strategy is designed to ensure that the Councils Information and Communications Technology environment is properly managed, maintained, secured, resourced, is cost effective and designed to supports the Councils business needs.	Annual refresh	0% completed	100%



To allow the opportunity offered by digital to flourish we need to ensure all those within our organisation, those we work with and the community at large have the skills to use the new technologies. To achieve this we will encourage training and work with the education sector and partner organisations to support digital training and skill improvement.

Programme/Project	Description	Project Status	2015 Status	2020 Ambition
Digital Learning Network	Establish a network of digital champions across the organisation to act as a reference point and advisor for change. Start digital knowledge sharing events across the organisation, including training, workshops, informal lunchtime learning, service reviews or digital rapid improvement events.	Ongoing, Staff Hub development underway.	0% complete	100% complete
Members Development Group	Member training and development programme to include; Social Media, IT Skills. Members IT Service – support members with solutions and skills	Ongoing Working Group	0% complete	100% complete
Organisational Development	Everyone working at the Council will need the skills, knowledge and digital understanding to meet the changing demands of the organisation, our residents, members and local businesses. Training and learning activities are being rolled out to support our digital ambitions.	Phased roll-out 2017 – 2020	0% complete	100% complete
National and Local Digital Training Initiatives https://local.go- on.co.uk/organisations/2/	The Council will promote the use of national and regionally funded digital training initiatives. Using the Rushmoor & Hart Inclusion Taskforce, GO ON UK, the Council will facilitate improvement in local digital skills, particularly focused on supporting deprived areas of the community such as older people, families and disabled.	To be developed during 2017/18	0% complete	100% complete



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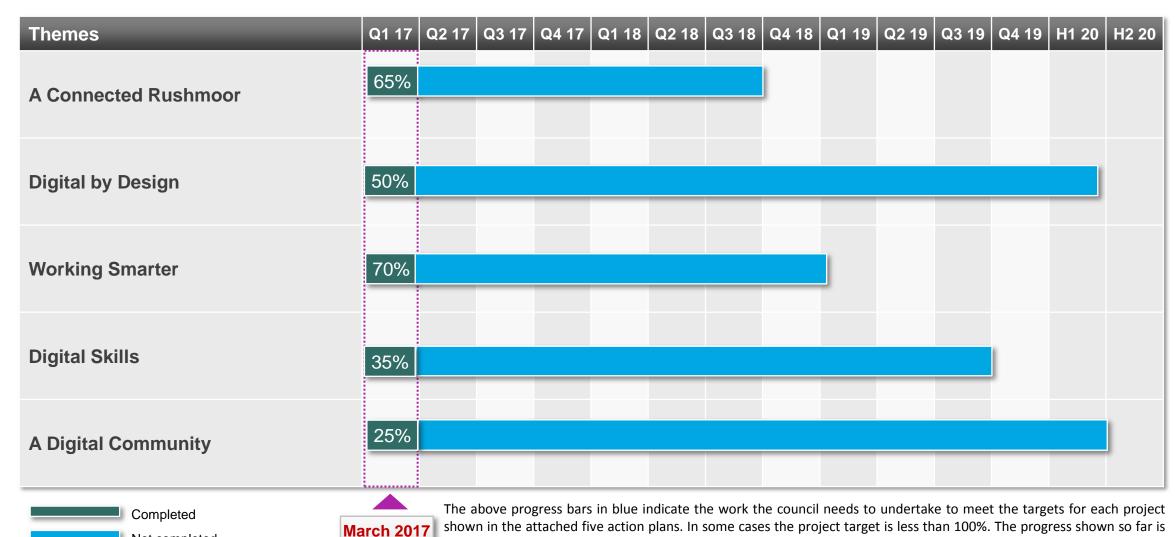
Programme/Project	Description	Project Status	2015 Status	2020 Ambition
Smart City Concept https://youtu.be/Br5aJa6MkBc https://www.youtube.com/watch?v=qvGuw2zZ3qc	To seize the digital opportunity and embrace modern technologies, mobile applications, the internet-of-things and cloud computing. Working with partners to deliver smart city concepts for Aldershot and Farnborough town centres enhancing the quality of life.	Local Plan Members Steering Group Enterprise M3/ Local Enterprise Partnership Digital Imitative s	0% complete	100% complete
Internet of Things https://www.youtube.com/watch?v= QSIPNhOiMoE	Internet of Things is a a proposed development of the Internet in which everyday objects have network connectivity, allowing them to send and receive data. We will use the Internet of Things to improve service delivery where appropriate.	ICT Strategy	0% complete	100% complete
Aldershot Games Hub https://www.enterprisem3.org.uk/industry/ict-and-digital-media	The Games Hub will be a physical space, similar to an enterprise centre with a range of facilities including an incubator space that will be dedicated to facilitating the growth of the games industry. It will achieve this by bringing together the wealth of existing and emerging games talent in the local area. The vision is for the building to become a Games Hub that will provide innovative and creative modern space with facilities which could include:- Secure premises Meeting Rooms Office space Collaborative work space Virtual Reality Suite Auditorium	Feasibility	0% complete	100% complete
Digital Inclusion https://www.youtube.com/watch?v= JsZXEH6Y70I	The Council is working with the community to ensure that all groups remain able to access digital services. This will be achieved through training and supported access where required	Hart & Rushmoor Inclusion Taskforce	0% complete	100% complete

Implementation Plan Summary

Not completed

The timeline below summaries progress and shows the remaining delivery of our Customer and Digital Strategy by 2020

The Council has adopted a project management approach to the delivery of all digital projects. The timeline below shows the key milestone dates for the delivery of future projects. The progress bar is indicative & reflects the fact that some projects are already underway.



indicated by the green percentage box and is an cumulative estimate based on project work completed at March 2017.

Customer and Digital Strategy 2017- 2020 ensures

Summary

An **ambitious** and clear direction of travel for digital services in the Council.

An **agile** approach to reflect our ever changing dynamic technology environment.

A **secure** and **safe** Information Technology environment.

Inclusive with services accessible for all.

A clear action plan which enables the delivery of the Digital Strategy.

A framework for supporting the development of **Digital Communities.**

A direction of travel to share with **partners** and the **community.**

Opportunities to do things better and provide digital services fit for the **future**.





Further Information

You can find out more about the Customer and Digital Strategy at www.rushmoor.gov.uk



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