

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources	DATE 12 November 2009
CORPORATE DIRECTOR	Stewart Carruth	
TITLE OF REPORT	Time Recording and Smartcard Enabled Staff Identity Badge CG/11/093	

1. PURPOSE OF REPORT

To update Committee on the use of a smartcard as a staff identity badge and for use with a time recording system.

2. RECOMMENDATION(S)

The committee approve the following:

- i) the Open Options Time & Attendance Recording system and a smartcard enabled staff ID badge to be introduced to the Corporate Governance teams at Crown House. If successful, the business case to be provided to Facility Management for consideration at other sites pending any new corporate time and attendance system being introduced;
- ii) the Open Options Time & Attendance Recording system card readers at AECC are upgraded allowing a smartcard enabled staff ID badge to be used by the Payroll, Pension, Financial Services teams in Corporate Governance at this location;
- iii) that access control functionality is not progressed for any other existing site at this time;
- iv) the Accord team continue to work with the Marischal college project team to assess viability of introducing access control functionality (and any other possible uses) to Marischal college via a smartcard enabled staff ID badge future.
- v) Progress will be reported in the 6 monthly Accord update reports.

3. FINANCIAL IMPLICATIONS

Cost of installing Open Options and issuing staff in Crown House with a smartcard enabled staff ID badge £2,458.00. Cost of upgrading card readers at AECC to allow a smartcard enabled staff ID badge £1,200.00.

These costs can be met from the existing Accord operational budget.

4. SERVICE & COMMUNITY IMPACT

Implementation of Open Options to Crown House will achieve time releasing savings within the service.

5. OTHER IMPLICATIONS

None.

6.0 REPORT

6.1 Main Update

The following provides background information and the work undertaken to date regarding this issue.

6.1.1 Background to Smartcard Enabled Staff ID Card

6.1.2 The Accord scheme had previously been instructed by the Resources Management Committee and Accord Scheme Task Group to investigate the potential for using the Accord card for physical entry to buildings (i.e. access control) and staff time & attendance recording purposes. This was to be done with a view to using the functionality at Marischal College.

6.1.3 Preparatory work began on this project during 2007 and it was determined, in consultation with union representatives, that a trial should be undertaken at AECC, Balgownie 1, using a smartcard enabled staff ID badge. As this is a closed environment it was deemed the most suitable site and would help identify implications and considerations of using this functionality at Marischal College.

6.1.4 It was also determined that an Accord branded card should not be used in anyway as a staff ID badge, rather, that a plain white smartcard be used. In appearance this smartcard would look exactly like the current staff ID card, replace the need for a separate 'fob' for physical access and be used with the staff time recording system.

6.1.5 Due to resource availability the pilot was never fully progressed.

6.2 Current Position

6.2.1 As mentioned in 6.1 above, two distinct functions have been identified as being suitable for use with a smartcard enabled staff identity badge, these are:

- i) as front end access to a Time & Attendance Recording system for staff based at one site;
- ii) as a means for secure access control to council offices.

The current situation and recommendations to progress these developments are detailed below.

6.3 Time and Attendance Recording

The use of a smartcard enabled staff ID badge for this purpose should to be addressed in two phases of development, as follows:

- i) for use with a 'Corporate' Time & Attendance Recording system with the potential to be used throughout the Council by all appropriate services (see 6.3.1 below);

- ii) for use with the existing Open Options Time & Attendance Recording system on a site by site basis as a means of achieving efficiencies (see 6.3.7 below).

6.3.1 **'Corporate' Time and Recording system**

6.3.2 The Council currently operates a Time & Attendance system (Open Options), however, this is not used by all staff and is only used at specific location, e.g. certain teams at AECC. This system has not been introduced to all services on a 'corporate' basis and is used as a standalone system.

6.3.3 The introduction of a 'corporate' Time & Attendance Recording system requires to be fully considered to determine the business need, options and cost for such a system. What is also relevant to this issue is that Service Design & Delivery are in the process of preparing to tender for a replacement corporate HR / Payroll system.

6.3.4 Following discussions with Service Design & Delivery, it has been recommended that a 'corporate' Time & Attendance system should be progressed by the Business Transformation Team who will carry out initial analysis work to determine the business need for such a system and the options available.

6.3.5 Part of this analysis work will be to determine if the development of this functionality falls within the remit of the project to replace the corporate HR / Payroll system. Should a 'corporate' Time & Attendance Recording system be introduced, the smartcard enabled ID badge could be used where appropriate as front end access to any such system.

6.3.6 **Used with existing Time & Attendance Recording system**

6.3.7 It has become apparent that time efficiencies and savings can be achieved by the further use of the existing Open Options Time & Attendance Recording system with a smartcard enabled staff ID badge.

6.3.8 A business case has demonstrated that with the purchase of an additional administration license for Open Options Time & Attendance Recording system, appropriate card reader and smartcards can achieve time releasing savings compared to the existing manual process of recording staff Time & Attendance.

6.3.9 The business case demonstrates that a building with sufficient number of employees (in this case 135, but would still be efficient with fewer) who are based in one site and manually record their time and attendance can achieve time releasing savings.

6.3.10 This is based on each staff member taking 1 minute each day to record their attendance time on a manual sheet and their line manager taking 5 minutes each flexi period to cross check and verify the information and calculations noted on the manual record sheet. There are 135 staff in Crown House which equates to a loss of 56 hours per flexi period (4 weeks) being lost at an annual staff cost of £5557.00.

- 6.3.11 This business case can be used as a model for other locations to assess the viability of introducing this functionality.
- 6.3.12 It is recommended that the Open Options Time & Attendance Recording system and a smartcard enabled staff ID badge be introduced within the Corporate Governance service at Crown House. Staff and Unions at the location have been consulted and support the implementation. If, following a review, it has been assessed as successful, the Business Case will be provided to Facility Management for consideration at other sites.
- 6.3.13 Furthermore, the Payroll, Pension, Financial Services teams in Corporate Governance at AECC currently use the Open Options Time & Attendance Recording system and record their attendance via a staff ID badge that has a magnetic strip on the reverse. No stock remains of this type of card and there are no plans to procure more due to the cost ~£8.00 per card.
- 6.3.14 Therefore, where a replacement card is required or there is a new member of staff they are issued with a fob for Time & Attendance purposes at a cost of £3.56 per fob (and £0.11 where a new staff ID badge is required). This could be reduced to £0.51 if a smartcard was used, however, the card readers would need to be upgraded to read a smartcard.
- 6.3.15 The suppliers of the card readers have advised that the two card readers at AECC could be upgraded to read a smartcard at a cost of ~£600.00 per machine. This cost can be met from the existing Accord operational budget and would allow staff in Payroll, Pension, Financial Services teams in Corporate Governance to be issued with a smartcard enabled staff ID badge for Time & Attendance recording purposes.
- 6.3.16 The result of this being that all cards issued to this team in the future would be the more cost effective smartcard.
- 6.3.17 It is proposed that the card readers at AECC are upgraded to allow a smartcard enabled staff ID badge to be used by the Corporate Governance teams mentioned in 6.3.14.

6.4 Access Control

- 6.4.1 A key benefit of introducing a smartcard enabled staff ID badge for access control is to achieve a cost saving by using a smartcard as apposed to a fob; the other benefit being the convenience of having one card for both ID and access control purposes.
- 6.4.2 The cost of a smartcard is £0.51 compared to £3.56 for a fob. In order to introduce this functionality on a trial basis at AECC, the existing door control systems would need to be upgraded and the door control readers replaced.
- 6.4.3 Costs have now been provided to upgrade equipment at AECC totaling £11,025.00, the majority of which is the cost of replacement door readers that can read a smartcard.
- 6.4.4 The benefit of this functionality does not appear to outweigh the associated cost as it would take a considerable time to recoup the investment based on a saving of £3.05 per card. Furthermore, it has been confirmed by the Improvement

Service that MGF monies can not be used to introduce a smartcard enabled staff ID badge. Therefore, costs would have to be met from existing budgets and there is no Accord budget for this.

- 6.4.5 Although the costs of introducing this functionality at an existing location are prohibitive, there is value in doing so at a new site. The reason being that the hardware has not yet been procured and door entry readers capable of reading a smartcard can be used in the initial installation. This functionality is currently being developed for use at the new Bucksburn Academy. At this new site there is a secure door that joins the main school building to the library and it is planned to install a door entry reader capable of reading the Accord card which students and staff will already have for catering purposes.
- 6.4.6 This issue has also been raised with Andrew Sproull, Programme Director, who has confirmed that this is feasible and should be assessed for introduction at Marischal College. The design team for Marischal College is currently assessing this development.
- 6.4.7 It is recommended that Access control functionality is not progressed for any other existing site and that the Accord team continue to work with the Marischal College project team to assess viability of introducing this functionality (and any other possible uses) via a smartcard enabled staff ID badge and provide further updates in future.

7 AUTHORISED SIGNATURE

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9 BACKGROUND PAPERS