

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]

SERVICE DIRECTORATE: CUSTOMERS

1. DECISION TAKEN

- 1.1 To procure a 3-year contract with Idox via a framework for the supply of IDOX software including support and maintenance of the system that is used for Development Control, planning, estates, gazetteer and Land Charges to also include Public Access and Consultee Access.

2. DECISION TAKER:

- 2.1 Jo Dufficy, Service Director Customers

3. DATE DECISION TAKEN:

- 3.1 7 March 2023

4. REASON FOR DECISION

- 4.1 To ensure the continuation of service delivery in relation to the software that is used by various services at North Herts Council. The current software contract which includes a managed service ends on the 31 March 2023. The new contract will commence on 01 April 2023 and end on 31 March 2026.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The alternative option of an open tender was considered however discounted as a suitable framework was available.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

- 6.1 The Executive Member for Finance and IT has been consulted and supports this approach.

7. FORWARD PLAN

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 IDOX provide software to the council that is used for development control, planning, estates, gazetteer and land charges to also include public access and consultee access

- 8.2 The contract works well for the authority and meets the needs of the services that use the product.
- 8.3 Procuring an alternative solution at this time had been discounted due to the major migration of data that would be involved and also that the focus is currently to migrate the Local Land Charges register to HMLR by December 2023.
- 8.4 The existing contract ends on the 31 March 2023 and a new contract was required to continue to provide the software package for the relevant services.
- 8.5 The current contract includes a managed service for upgrades to the Idox software including project management, however having reviewed this aspect of the contract it was decided that an element of that support can be delivered in house to reduce the ongoing cost of the contract.

9. LEGAL IMPLICATIONS

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.6 (a) (i) further gives the Service Director – Customers, the authority to manage, direct and control resources allocated to the Directorate in accordance with the Council's policies and procedures.

10. FINANCIAL IMPLICATIONS

- 10.1 The cost of the current contract is £246,337.89.
- 10.2 The total value of the new contract to commence on 01 April 23 is £181,221.54 over the three-year period. There will also be additional costs for non-customer installable upgrades which are expected to be a maximum of £47,800 over the three-year period.
- 10.2 As part of the procurement process, we have taken the opportunity to cease the managed service and bring some of the support in house, this has been agreed with the IT Manager. The managed service would have cost in the region of £96,000 over three years. Taking into consideration that there will also be costs of £47,800 for non- installable customer upgrades the overall saving by not having a managed service will be around £48k over 3 years.

11. RISK IMPLICATIONS

- 11.1 Failure to renew the contract for software could result in disruption to service areas, including Planning and Development Control.
- 11.2 By renewing with our existing provider, we are able to avoid the risk of a significant data migration exercise and considerable change for the service areas.

12. EQUALITIES IMPLICATIONS

- 12.1 There are no equalities implications

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and "go local" policy do not apply to this decision.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to to this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There will be no impact

16. BACKGROUND PAPERS

16.1 none

17. APPENDICES

17.1 None

NOTIFICATION DATE

Date sent to all Members, put on website, and appears in MIS – Committee, Member & Scrutiny Services can confirm this with you,

Signature of Executive Member Consulted



Date ...14th March 2023.....

Signature of Decision Taker



Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS