

PAPER NO. 7

REPORT TO THE EXECUTIVE MEETING OF 08 FEBRUARY 2016

Meeting: Executive

Date: 08 February 2016

Subject: Renewal of contract for Land and Property based software systems and Document and Records Management software systems

Report of: Richard Ellis, Corporate Services Manager

Portfolio Holder: Councillor Hallam, Corporate Services

Status: For Decision

Relevant Ward(s): None

1 Purpose of the Report

1.1 To agree entering into a 5 year maintenance and support contract with the Council's current supplier (IDOX plc).

2 Recommendations:

2.1 **That the Council enter into a 5 year maintenance and support contract for software systems provided by IDOX plc (listed in Appendix A to this report) under the Local Authority Software Applications (LASA) Framework Agreement.**

3 Summary of Reasons for the Recommendations

3.1 Due to the size of the contract the Council is required to periodically re-tender for the licensing, support and maintenance of the systems listed in Appendix A to ensure that it remains compliant with EU procurement regulations and directives.

4 Key Facts

4.1 IDOX plc is a major provider of local authority software solutions with a customer base of 380 local authorities nationally.

4.2 HDC has been a user of systems developed by IDOX plc (and its predecessors) for many years and has invested a substantial resource, both

financial and in time, in acquisition and development of these systems to support front line business functions.

- 4.3 Regular reviews of the continued suitability of the software to support business functions are undertaken and changes made where appropriate. The software is wide ranging in its application and the ICT infrastructure which has been developed to support them is complex so any such changes need to be carefully planned and resourced.
- 4.4 The contract is in respect of annual licensing, support and maintenance and is essential to ensure that the Council can continue to use these business critical systems.

5 Legal Issues

- 5.1 The Local Authority Software Applications (LASA) Framework Agreement (RM1059) was established in 2014 by the Crown Commercial Service [CCS] (an executive agency of central government, sponsored by the Cabinet Office) in conjunction with local authorities, the Local Government Association and regional procurement consortia.
- 5.2 To establish the framework agreement, CCS undertook a procurement exercise compliant with EU procurement regulations. This means that the Council is able to use the framework agreement to procure the services goods and required without further competition (as a 'call-off'). In doing so the Council is compliant with EU regulations and the Public Contract Regulations 2015.
- 5.3 The Council's own procurement rules (the Procurement Statement of Required Practice or "SORP") permit the use of framework agreements established by CCS.
- 5.4 The recommended actions will therefore ensure full compliance with procurement regulatory and statutory requirements as well as the Council's own constitution.

6 Resource Issues

- 6.1 The annual payment for the software systems listed in Appendix A and subject to this agreement was £74,775.36 in the current financial year (2015/16).
- 6.2 The 5 year licence, maintenance and support agreement proposed under the LASA Framework Agreement provides for an annual payment of £71,912.70 for the 5 year term (annual payments under the 5 year agreement are fixed and not subject to inflationary elements).

- 6.3 The Council's approved budget for 2015/16 and draft budget for 2016/17 includes provision for the IDOX maintenance payment and the proposed agreement would see a small annual saving of £2862.66 (£14,313.30 over the five years) whilst ensuring that the Council meets EU procurement regulations.

7 Equality Analysis Implications/Outcomes

- 7.1 Not applicable

8. Risk Management Implications

- 8.1 Failure to make annual payment or to agree a licensing, maintenance and support contract with the supplier would mean that the Council is no longer able to use the software systems beyond expiry of the current licence on 31st March 2016.
- 8.2 The software is the main tool used for receipt, registration, processing and determination of planning applications, enforcement enquiries, planning appeals, environmental health cases and investigations and licensing applications amongst others and also provides public access to these functions through the Council's website. The software acts as the statutory register for these functions (including historic data) and it is essential that the Council retains use of the software to ensure that it can meet its statutory duties and responsibilities.

9 Consultation

- 9.1 The Service Manager, Commissioning, has been fully involved in procurement discussions and has consulted with the Eastern Shires Purchasing Organisation (ESPO) which manages the LASA Framework Agreement. The responsible Senior Procurement Officer at ESPO has provided written confirmation to the Council that the recommendation is an appropriate course of action.

10. Options

- 10.1 Continue to pay an annual maintenance payment on receipt of invoice from supplier –there is a danger that the Council fails to meet its obligations under EU procurement regulations and directives (see Legal Issues section).
- 10.2 To re-tender for the systems and look at alternative suppliers – because of the integrated and wide ranging nature of the software this would need to be a long term project with a real risk that it may not bring any benefits in terms of functionality or cost (IDOX are market leader in this area and possibly the only supplier that can provide the full range of software).
- 10.3 To retain the current software and operational benefits in terms of accumulated development and investment, staff familiarity and interoperability

of the various modules whilst ensuring that the Council meets its obligations under EU procurement rules. This is the recommended option set out in 2.1.

11 Background Papers

11.1 Draft LASA Call Off Agreement.

Previous report(s):

Information Issued Under Sensitive Issue Procedure: Y

Ward Members Notified: N/A

Appendices:

A. List of software systems covered by the contract

Software Systems Subject to LASA Call Off Agreement

Uniform Core System

- Gazetteer Management System (LLPG, NLPG, Street naming and Numbering)
- Planning (including Development Management, Appeals and Enforcement)
- Building Control
- Environmental Health
- Housing
- Contaminated Land
- Estates Management
- Licensing
- Total Land Charges
- 3rd Party Planning Connector (supports Leicestershire Villages website)
- DDE Link (link to EDRMS)
- Public Access and Consultee Access (Planning applications, Enforcements, Appeals, Building Control and Licensing)
- Integrated GIS (spatially enabled)
- Oracle Licence

Electronic Document and Records Management System (EDRMS)

- Site Licence (Corporate System)
- People based Workflow (Electronic Post Routing)
- Document Loader
- Category Builder
- Redaction