

Report to Cabinet
09 September 2020
Report of Director of strategy, communications and culture
Subject To award a contract for the IDOX (uniform system)

Item

11

KEY DECISION

Purpose

To seek approval to award a contract for IDOX uniform system.

Recommendation

To award a 3 year contract to enable uninterrupted services for planning, licensing, environmental health and the Norwich Local Land and Property Gazetteer (LLPG).

Corporate and service priorities

The report helps to meet the corporate priority of a healthy organisation.

Financial implications

The budget for this is £66,403.32 for the first year and the same value plus indexation for the subsequent 2 years. Approximately £199,210 over the 3 year period that will be met from the existing IT services budget.

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Nikki Rotsos, Director of strategy, communications and culture 01603 212211

Paul Gooch, Contract support and applications manager 01603 987580

Background documents

None

Report

Background

- 1) The Uniform system has been in use at the council for several years. This system comprises software for:
 - a. The council's core Local Land and Property Gazetteer (LLPG) used as the master address database for the council and for ensuring accurate address information on our other systems. This is also used to align our local gazetteer with the approved addresses controlled by the National Land and Property Gazetteer (NLPG).
 - b. Planning – managing all planning applications, appeals, consultations, historical reporting and queries
 - c. Licensing – managing all aspects of licensing (e.g. taxis, licensed premises, skips)
 - d. Environmental Health – managing all Food Safety inspections and reports, Workplace Health and Safety, Public Health
- 2) The fact that several service areas within the council use the system currently means any consideration of alternative solutions will be complex.
- 3) Based on experience, the time and resources required to gather requirements for an assessment of the best options going forward, is likely to take at least 2 years from start to finish.
- 4) Significant resource from a range of teams within the council is already committed to a number of essential and transformational projects leaving little capacity for an assessment of this complexity for some time.
- 5) A new 3-year agreement with IDOX is believed to offer sufficient time for resources to be allocated to a full assessment of needs and potential solutions, moving on to the most suitable procurement route as appropriate.

Tender process

- 6) The expiry of the current contract (novated from LGSS) requires a new procurement
- 7) Crown commercial services framework RM3821 allows a direct award for this software and is considered appropriate due to the 'off the shelf' nature of the product.
- 8) The term of 3 years will allow the council sufficient time to examine future requirements for these services, including consideration of whether to replace the software or extend its use further.

Timescales

- 9) Award will allow a new contract to replace the existing one which concludes at the end of September 2020.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	09 September 2020
Director / Head of service	Nikki Rotsos, Director of strategy, communications and culture
Report subject:	IT contract renewal – IDOX (Uniform solution)
Date assessed:	28.08.20

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Funding will be covered by existing IT services budget
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

Positive

Negative

None

Neutral

None

Issues

None