

# CAMBRIDGE CITY COUNCIL

## Record of Executive Decision

### ICT GREATER CAMBRIDGE PLANNING SERVICE

**Decision of:** Councillor Robertson, Executive Councillor for Finance and Resources

**Reference:** 18/URGENCY/SR/01

**Date of decision:** 16/3/18 **Recorded on:** 16/3/18

**Decision Type:** Non-Key Decision

**Matter for Decision:** To agree to £90,000 Cambridge City Council contribution towards ICT provision for the Greater Cambridge Planning Service as set out in the officer report. £60,000 did not have budget provision.

**Why the decision had to be made (and any alternative options):** This is explained in the detailed officer report attached.

**The Executive Councillor's decision(s):** To agree to £90,000 Cambridge City Council contribution towards ICT provision for the Greater Cambridge Planning Service as set out in the officer report. This will be funded from ICT provision for the shared service (£30,000) and via capital receipt (£60,000)

**Reasons for the decision:** This is described in the officer report attached.

Part 4C section 6.1 of the Councils Constitution, permits decisions to be taken which are outside of the budget framework if the decision is:

a matter of urgency (answer-it is)

it is not practical to convene a quorate meeting of the Council (answer- it is not practical) and

the Chair of the Strategy and Resources Scrutiny Committee agrees the matter is of urgency.

The next available ordinary Full Council meeting is the 19 April 2018 which is too late.

**Scrutiny consideration:**

The Spokesperson of the Strategy and Resources Scrutiny Committee was advised that the Chair agreed that the matter was urgent

**Report:**

An officer report detailing the background and financial considerations is attached.

**Conflicts of interest:**

None

**Comments:**

This urgent decision will be reported back to the next Full Council meeting on 19 April 2018.



## Cambridge City Council

### Item

To: Executive Councillor for Finance and Resources: Councillor Richard Robertson

Report by: Stephen Kelly, Joint Director of Planning and Economic Development

Relevant scrutiny committee: Strategy and Resources Scrutiny Committee

Urgent Decision

Wards affected: All Wards

### Greater Cambridge Planning Service ICT Provision

Non - Key Decision

#### 1. Executive summary

- 1.1 The proposal for the Greater Cambridge Shared Planning Service was approved at the Council's Strategy & Resources Scrutiny Committee on 20 March 2017. One of the key drivers for the success of this project is an appropriate single software system.
- 1.2 Demonstrations from the existing suppliers and another potential supplier has been received. An independent consultant also undertook a GAP analysis in a review of the current two planning systems run by the respective councils.. It was identified that upgrading the current Cambridge City Council (CCC) system, already embedded in CCC systems and extending it to South Cambridgeshire District Council (SCDC) on a phased basis will optimise the functionality of the system and minimise the cost to CCC.
- 1.3 The proposal has been supported by the 3C ICT Project Board and the CCC Capital Board subject to the allocation of additional project management resources being allocated as mitigation to the risks identified.
- 1.4 The costs of the upgraded software are to be shared proportionally between SCDC and CCC, although in accordance with previous approaches project management is shared equally. Apart from the benefit of there being a single supplier, the proposal represents a small saving on annual maintenance cost to CCC, with no increases over a five-year period.
- 1.5 Procurement of the upgraded software will be through the Crown Commercial Services (CCS ) Framework.
- 1.6 The reason for an urgent decision is the need to secure the benefits of the new contract before the end of the existing (annual) contract and secure the project management resource.

#### 2. Recommendations

The Executive Councillor, is recommended, under urgency, to approve the expenditure of £90,000 as a contribution towards the cost of ICT provision for the Greater Cambridge Shared Planning Service, including £30,000 towards ICT project management:

#### 3. Background

- 3.1 The proposal for the creation of a Greater Cambridge Shared Planning Service was approved at Strategy & Resources Scrutiny Committee on 20 March 2017. Taking lessons from other shared service initiatives it was identified that one of the key

drivers for the success of this project is an appropriate single software system around the Development Management functions (planning applications).

- 3.2 There are a limited number of software systems available in the market place. Based on discussions with other Shared Planning Services it was estimated that the purchase of an entirely new software system would cost in the order of £500,000, including project management costs, a substantial investment. In October 2017, (on a without prejudice basis) Idox (current supplier to CCC since 2003), APAS (current supplier to SCDC) and another potential supplier, DEF, were invited to present to the Joint Director, representatives from 3C IT and the planning services at both authorities. This aided the understanding of the principal systems currently available in the market and their capabilities.
- 3.3 In addition to this soft testing of the market, an independent consultant was commissioned to undertake a GAP analysis in a review of the current two planning systems. Neither current system was found to provide the best customer experience or fully embraces the capacity for agile, mobile and multi-site working, with both authorities still heavily reliant on paper. Upgrading the current CCC system and adding the Enterprise Module and extending use to SCDC in a single IT solution will optimise the functionality of that solution. As Idox Uniform™ is embedded and linked in to other CCC systems its continued use will allow continuity, and significantly minimise the cost to CCC which would follow from the use of a new supplier, either Agile APAS or DEF. The proposal is to provide Idox Uniform Enterprise™ system at CCC, develop improved work flow processes and undertake testing before data migration and roll out to SCDC.
- 3.4 At the earlier stage in the process of developing this proposal insufficient information was available on the costs, procurement requirements and risks involved for the project to be included in the CCC Capital Programme. The project has now been refined and the procurement approach clarified. Procurement of the software can be achieved from the CCS Framework, without the need for the use of the OJEU process.
- 3.5 The key objectives of the project have been identified as:
- To provide improved and efficient workflow systems
  - To provide a more effective performance management system
  - To enable agile, mobile and multi-site working
  - To facilitate a resilient and efficient planning service across Cambridge City and South Cambridgeshire
  - To prepare for the efficient transfer and merging of existing data from the two software systems for use in the preferred system
- 3.6 Several risks for the project have been identified, in particular, the 3C ICT and the CCC Capital Board were concerned that there would be a shortfall in ICT project management resources available because of the number of other major ICT projects under way. To mitigate it was recommended that an additional £60,000 be allocated, shared equally between the two Councils, in line with other project management costs, to ensure that a resource is available.

## **4. Implications**

### **(a) Financial Implications**

- Opting for acquiring software which enables existing links to other CCC systems to be retained has substantially reduced the costs from the initial estimated costs of £500,000. However, working through the procurement options led to a delay in bringing forward a more detailed and refined capital bid.

- The total cost of the acquisition of the software is £140,000. As with other elements of Shared Services this is divided proportionally, in this case based on the number of users so that the CCC cost will be £60,000 funded by capital receipt. However, the 3C ICT Board and CCC Project Board identified the need for additional ICT Project Management Resource in the light of quantity of other current ICT projects, at a cost of £60,000 to be shared, as in the case of other project management costs, equally between the two Councils, bringing the total cost to £200,000.- £90,000 to CCC and £110,000 to SCDC.
- The current planning software maintenance budget is £15,915 per annum, although the invoice for 2018/2019 is £18,000. For the five years of the contract maintenance costs will remain fixed at £12,880.

(b) Staffing Implications

There are no direct staffing implications associated with this urgent decision.

(c) Equality and Poverty Implications

An Equalities Impact Assessment has been undertaken in respect of this project and it is determined that it is low impact, with potential benefit from the opportunity for remote and flexible working for work/life balance and the need for appropriate staff training.

(d) Environmental Implications

An assessment of environmental implications associated with this project identified a low positive potential for the reduction in the need to travel resulting from the development of remote and flexible working, and a reduction in the use of paper through more efficient processes.

(e) Procurement

There are no direct procurement implications associated with this project as the CCS Framework will be used.

(f) Consultation and communication

There has been liaison and discussion with the key planning service staff and the 3C ICT team.

(g) Community Safety

There are no community safety implications associated with this report.

**4. Background papers**

There are no background papers used in the preparation of this report:

**5. Appendices**

Appendix A - The Business Case Part A and B.

**6. Inspection of Papers**

To inspect the background papers or if you have a query on the report please contact:

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