

ITEM No ...10.....

REPORT TO: POLICY AND RESOURCES COMMITTEE – 20 FEBRUARY 2023

REPORT ON: PLANNING AND BUILDING STANDARDS MANAGEMENT SOFTWARE

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 50-2023

1.0 PURPOSE OF REPORT

To consider future contract arrangements for the provision and licensing of Planning and Building Standards Management Software.

2.0 RECOMMENDATIONS

It is recommended that the Committee -

- Agree to the renewed purchase of Planning and Building Standards Management Software for a 3-year period with an option to extend for a further 2 years.
- Remit the Head of Customer Services & IT to purchase Planning and Building Standards Management Software, licensing and support from Idox PLC following a compliant procurement process using Crown Commercial Data and Applications Solutions (DAS) RM3821 Framework.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The baseline cost of the completed procurement is £439,225 for a 5-year contract and will be met from existing Revenue budgets. Annual licensing at the start of the 2nd and each subsequent year of the contract will increase in line with Consumer Price Index (CPI) produced by the Office of National Statistics.
- 3.2 Staffing costs to support the deployment and use of the products to be met from existing City Development and Customer Services and IT staffing budgets.

4.0 BACKGROUND

- 4.1 This report supports the Council's IT Strategy which was approved at Policy and Resources Committee on 18 February 2019 (Report 81-2019). The Council's IT strategy sets out to deliver mobile and flexibly accessible services through low cost corporately deployed solutions.
- 4.2 Software is required to enable the Council to adhere to relevant legislation and to manage the Council's Planning and Building Standards functions. Areas covered include case and workflow management for all Planning, Planning Enforcement, Building Standards Verification, Dangerous Buildings and Enforcement, Street naming and numbering, City Gazetteer maintenance and Data Protection Legislative requirements.
- 4.3 In a typical year the system is used to manage in excess of 5000 cases and submissions including Planning, Building Warrant, Completion applications and required supplementary information, with the gazetteer currently containing more than 106000 properties and land parcels within the city.

- 4.4 The Planning, Building Standards and City Gazetteer services depend on software to carry out their statutory functions which include
- Electronic records and document management securely integrated with the cases they are linked to, in-keeping with the recommendations of the Scottish Council on Archives Record Retention Schedule (SCARRS) and to strictly comply with principles of the General Data Protection Regulation (GDPR).
 - Integration between the Councils on site systems and Scottish Government E-Planning and E-building application website platforms.
 - Public Access system allowing for the publication of Planning and Building Standards Application details and documentation as is required by related statutes and Council policy for viewing by the general public and meeting of their statutory rights.
 - Redaction capability crucial to providing Freedom of information responses.
- 4.5 Additional critical functionality includes
- The registration and Determination of Planning Applications and related statutory function such as the Statutory Consultation, Notification of Neighbours and publication of site notices as covered by Country Planning (Scotland) Act 1997 and related legislation.
 - The Registration, vetting, Inspection and Completion Certification of proposed building works subject to Building Warrant Application requirements and other processes related to the Councils Building Standards Verification role within the City of Dundee covered by Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation.
 - The Councils requirement to maintain safety in and around buildings within the city as carried out by Building Standards Dangerous Buildings and public safety role.
 - The creation and maintenance of all address and street naming and numbering within the City of Dundee as required by most Council Services, Ordnance Survey and the public sector. The provision of statutory reports and daily uploads to the Scottish Government Improvement Service as required by One Scotland Gazetteer dataset production.
 - The Quarterly and bi-annual generation and extraction of case data to comply with the Statutory Performance Reports as required by the appropriate service Scottish Government Divisions. The provision of similar data to allow for the compilation of the Councils annual Planning Performance Framework and the yearly Housing Land Audit.
- 4.6 Idox PLC (formerly CAPS Solutions Ltd) have since 1999, provided the Council's Planning and Building Standards management system. Both the inferred additional cost of changing to an alternative system and the absence of a viable deemed alternative solution, capable of comprehensively providing all required integrated functionality as is currently operated, has led the Council to pursue a multi-year contract with Idox for an initial 3-year period with the option to consider an extension or to consider alternative solutions should they become available.
- 4.7 A new contract for the use and licensing of this software is required.
- 4.8 A compliant procurement exercise has been carried out using Crown Commercial Data and Applications Solutions (DAS) RM3821 Framework.

The outcome of this procurement is the recommendation for the award of a multi-year contract for Planning and Building Control Management Software to Idox PLC.

5.0 POLICY IMPLICATIONS

This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6.0 CONSULTATIONS

The Council Leadership Team were consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

None.

ROBERT EMMOTT
EXECUTIVE DIRECTOR OF CORPORATE SERVICES

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