


Delegated authority officer decision notice

Decision made by	Mark Minion
Lead officer contact details	Simon Turner, simon.turner@southandvale.gov.uk
Decision (Keep this succinct)	To purchase Civica Licensing Software to replace Idox Uniform for South and Vale Licensing team.
Key decision? (see notes below)	Yes, contract value is above £75,000
If key decision, has call-in been waived by the Scrutiny Committee chair(s)?	No
Confidential decision, and if so under which exempt category?	No
Delegated authority reference from the constitution	1.1 To incur expenditure within approved capital and revenue budgets 6.3 To sign on the council's behalf any contract for works, good or services.
Risks	<p>There are a couple of key risks to the project to update the licensing software.</p> <p>Delays in purchasing a new application will reduce the available time to migrate the data from the old Idox Uniform application into the new system by Civica. The current contract runs until end of April 2025. Any delay will require purchasing a further 6 months of Idox Uniform licence which is approximately £16,771 of extra budget.</p> <p>Access to the Idox Uniform system relies on a private network connection via the Capita network. The end of the 5C IT contract would remove the ability to use such a connection and would require alternate options to be found at additional cost yet to be determined in addition to the extra costs for using Idox beyond the current contract dates.</p>
Reasons for decision	<p>The Licencing team currently use an out-of-date version of Idox Uniform software which is hosted by Idox on their network. The only way to connect to the system is using a private network connection between the Capita network and Idox.</p> <p>The software was originally purchased by Capita when the service was delivered under the outsourced 5C contract. When the service was returned in-house the software contract was novated to the councils.</p>

	<p>In August 2022 the councils agreed to replace the Idox Uniform with Idox's new cloud based on the advice from Idox that:</p> <ul style="list-style-type: none"> a) Uniform was being made end-of-life and the councils must upgrade and b) In house migration to Idox cloud system would be cheaper and quicker. <p>As the new software was to be fully software-as-a-service it seemed in line with the councils' Technology Strategy.</p> <p>The new contract was signed under GCloud12 in August 2022 giving the councils an initial 2-year contract with the option to extend for a further two 12 month periods.</p> <p>Implementation of the solution has not been straightforward with a number of challenges and further work still required. The councils do not wish to take the option to extend the contract for a further 12 months.</p> <p>On consultation with the Licensing Team, the best option would be to purchase a ready, fit-for-purpose cloud based system rather than continue to spend time, effort and money in continuing to try and implement a system which may not provide the required solution.</p> <p>Using their network of Licencing services teams and undertaking some soft market testing, of alternatives, the Civica Licensing system would appear to provide a viable solution for the councils' licensing function.</p>
<p>Alternative options rejected</p>	<ul style="list-style-type: none"> A) Continue using Idox Uniform. This option is not a long term solution because the system is being made end-of-life by Idox. The system also relies on a dedicated connection from the Capita network which will be lost at the end of the wider 5C IT contract in September 2025, thus, removing access to the system. B) Continue to try and configure and implement Idox Cloud for Licensing. The team have spent 2 years on the project to get the system to work and have faced numerous frustrations and delays in getting the system ready to be able to function properly. Extending the contract for a further 2 years to get a working system would be further wasted time and effort if the system proves not be fully functional.
<p>Legal implications</p>	<p>The councils respective Procurement Procedure Rules apply, under which an existing Framework, GCloud13, is being utilised, which negates the need for a full tender process. This mitigates risk to the Councils, so long as any contract is awarded in line with the GCloud13 Framework requirements.</p> <p>The minimum term on the GCloud13 Framework is 3 years, which means the minimum contract value (£54,336 x 3 years = £163,008) is below the Public Contracts Regulations 2015 (PCRs) threshold for services (£214,904).</p>

	<p>The duration of the intended contract has not been stated, therefore if the total contract value exceeds £214,904 over its term, this reverts the contract as falling within scope of the PCRs.</p> <p>There is a risk of legal challenge from other suppliers if the original contract value awarded under the Framework is substantially exceeded.</p>			
Financial implications	<p>The current Idox Uniform application costs £33,542 per annum on extended contract terms split equally between South and Vale</p> <p>The total annual cost for Civica Licensing system is £54,336 under the GCloud 13 framework, split equally between South and Vale. The additional cost would need to be added to operational IT revenue budgets. The exit from Capita 5C contract including costs for Idox VPN will cover the £ 20,794 each council will pay extra per year.</p> <p>One-off implementation costs of £50,992 would be met by the IT transition budgets set aside by the councils for insourcing IT.</p>			
Climate implications	<p>There are no direct climate implications. The decision is to replace one software system with a different application. Both systems are hosted by their respective suppliers and add not additional climate burden on the councils.</p>			
Equalities implications	<p>There are no direct equalities implications. The decision is to replace one software system with a different application. Both systems are hosted by their respective suppliers.</p>			
Other implications	<p>None</p>			
Background papers considered	<p>none</p>			
Declarations/ conflict of interest?	<p>None</p>			
Consultees		Name	Outcome	Date
	Legal legal@southandvale.gov.uk	Gillian Mason	Agreed	13/09/24
	Finance Finance@southandvale.gov.uk	Maggie Xu	Budget agreed	11/09/24
	Climate and biodiversity climateaction@southandvale.gov.uk	Heather Saunders	Approved, no comments	10/09/24
	Equality and diversity equalities@southandvale.gov.uk	Ruth Lewin-Leigh	No Additional comments	11/09/24
	Risk and	Allison	Nothing to Add	09/09/24

	insurance risk@southandvale.gov.uk	Holiday		
	Relevant Cabinet member	Cllr Casey- Rerhaye	having been thoroughly briefed on this, and am happy for it to go ahead. Confirmed via email	06/10/24
Decision maker's signature To confirm the decision as set out in this notice.	Signature:  Date: 07/10/24			