

TEST VALLEY BOROUGH COUNCIL
HEAD OF SERVICE'S URGENT DECISION

Cabinet/Committee: Cabinet
Chairman: Cllr Ian Carr
Head of Service: Paul Jackson

SUBJECT

Building Control Document Management

REASON FOR URGENCY

(After consultation with the Chief Executive)

On 24th February, 2012, Council approved a Capital Project for the purchase of a Document Management System for the Building Control team. The approval was for an initial purchase of a system enhancement to enable documentation and correspondence to be accessed electronically and viewed by other members of the Planning and Building Service and users of the IDOX document management system where appropriate to do so.

It was envisaged that a further capital bid would be put forward this year to fund a further phase of the project to provide for mobile/remote working, receipt of on line submissions through Submit-A-Plan or the Planning Portal and for information relating to Building Regulation applications to be displayed on the Council web site.

In negotiation with the supplier, it has become apparent that the purchase of the whole upgrade to the IDOX Uniform system will provide much better value for money than buying it in a piecemeal manner. The supplier has offered a discount of 46% off the total purchase price if the Council can agree to proceed by **Wednesday, 25th April, 2012**. (A reduction of £32,000 from £70,000 to £38,000)

DECISION

(After consultation with the Chairman (or in his absence the Vice-Chairman), who has not requested that the matter be referred to a special meeting of the Committee).

That the Council:

1. Agrees to waive contract standing orders on the basis that IDOX are the only supplier of this solution and competitive quotes are not possible.
2. Proceeds with the purchase of an end-to-end solution for the Planning and Building Service's Document Management needs.
3. Approves an increase of £25,000 to the approved Capital Project sum.
4. Approves a virement from the Capacity Building Reserve to fund this additional cost.
5. Notes that there will be additional revenue support and maintenance costs associated with this capital purchase of £7,000 p.a. which will be met by savings within the Planning and Building Service and therefore contained

within existing budgets.

Head of Finance's Signature *W. Fullbrook* Date: *24/4/12*

Head of L & D's Signature *S. Tavey* Date: *24.4.12*

CE/Corporate Director's Signature: *[Signature]* Date: *24.4.12*

Chairman's/Vice-Chairman's (Overview & Scrutiny Committee) Signature: *[Signature]* Date: *24/4/2012*

Chairman's/Vice-Chairman's of Cabinet/Committee Signature: *[Signature]* Date: *28/04/2012*

Head of Service's Signature: *Paul Jackson* Date: *24/4/12*

Reported to Committee on Date:

- DISTRIBUTION**
- 1. Chief Executive
 - 2. Corporate Director (AF)
 - 3. Corporate Director (CM)
 - 4. Head of Legal and Democratic Services
 - 5. Head of Administration (original for report to Committee)

BACKGROUND PAPER: