

EXECUTIVE DECISION RECORD

REF No 352/21

A1 Service Area	Planning
A2 Title	Assure Migration Plan
A3 Decision Taken By	Deputy Leader
A4 Chief Officer	Please print name: Sal Khan Please sign name: Approval by email 031121
A5 Leader / Deputy Leader	Please print name: Cllr G Allen Please sign name: Approval by email 161121
A6 Date of Decision	

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to? (*Please tick as appropriate*) ✓

Scrutiny (Audit & Value for Money Council Services) Committee ✓

Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee

B1 What is the Decision?	To progress the Assure Migration Plan
B2 What are the reasons for the Decision?	<p>The Planning Section currently uses the Northgate M3 system which has been utilised since its original implementation in 2005 and also includes use by the Building Control and Local Land Charges service areas.</p> <p>The system provides value for money, although hasn't as yet been developed into a browser based product and doesn't currently encompass a full document management system.</p> <p>Assure is a browser based IT software management system designed by Northgate which is an upgrade to the M3 system including being a fully browser based system.</p> <p>Assure should overcome the slowness of remote accessibility of the existing system endured when working from home.</p> <p>There are also other features to Assure which will increase efficiencies.</p> <p>In addition the data extraction tool provided in Assure is essential for the HM Land Registry project will involves transferring the Local Plan Charges register by 2022/23 financial year. There is a total of £75k that could be received by ESBC should this be successfully completed.</p>
B3 What are the contributions to Corporate Priorities?	Corporate target VFM32 is aimed at preparing a migration project plan for the Assure system.
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

<p>B5 What are the financial implications?</p>	<p>The main financial issues arising from this decision are as follows:</p> <p>Certain of the upgraded elements will be available to other service users and / or will provide a platform for upgrade for these service users at a later date.</p> <p>The costs will be met by the 20% fee increase which is to be used to improve Planning Services.</p> <p>The data extraction tool provided in Assure for the HM Land Registry project will be required to be in place by the end of September 2021 if the delivery timescale for the transfer of the Local Land Charges register is to be met. This is necessary to access the potential £75k authority allocation; 30% of which is payable having reviewed the data and the remaining 70% is only payable to ESBC on meeting the 22/23 timeframe.</p>
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Revenue	2021/22	2022/23	2023/24
	£	£	£
<u>One off costs</u>			
IT Server/Database upgrade*	12,750		
Document Production	1,000		
Public Access (planning)	1,000		
Spatial (GIS element) OS on demand		4,000	
Jaspersoft (Crystal Reporting)		2,000	
Full document management system (planning)		57,500	
<u>Ongoing costs</u>			
Annual support and maintenance		4,500**	4,500
Total	14,750	68,000	4,500
Planning Reserve	(14,750)	(68,000)	(4,500)
Impact on MTFS	0	0	0

*the Council has 1 server in place; should 2 be required it will cost approximately £6,000 and take 2 weeks for implementation.

** annual payment once system fully updated.

The finance section has been approved by the following member of the Financial Management Unit:

Please print name: Anya Murray

Please sign name: [Approval by email](#)
090921

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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B6.2 Has it got the appropriate approvals under those provisions?	Yes
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	NA

Equalities Implications

B8 What are the Equalities implications: N/A
B8.1 Positive (Opportunities/Benefits):
B8.2 Negative (Threats):
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): Time efficiencies holding information in one location. Upgrading with the existing supplier negates a very lengthy system data transfer exercise and increase in overall system costs due to the existing value for money of the annual cost of £23k. The benefits associated with Assure will ensure the planning department is responsive to any future working restrictions as seen during Covid e.g. significant increase in homeworking and that the department can operate as efficiently as possible regardless of location.
B9.2 Negative (Threats): Existing software likely to be soon no longer supported. Also, the resource required to re-tender and potentially implement an alternative solution to the current product is a major project which could affect Planning performance. If there is a lengthy delay on upgrading to Assure, this could affect the £75k allocation offered as part of the incentive to meet the HMLR delivery timescales for the Land Charges data transfer to HMLR.
B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:

The current Contract with Northgate provides for extensions of the contract period and up-dates to the system.

To comply with the Council's Contract Procedure Rules, however, an Exemption will be required.

B10.1 There are no other significant legal issues arising from this decision.

This section has been approved by the following member of the Legal Team

Please print name:

Glen McCusker – Locum Solicitor

Please sign name: [Approval by email 031121](#)

Sustainability Implications

B11 What are the Sustainability implications:
B11.1 The proposal would result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below.
B11.2 Positive (Opportunities/Benefits): The migration to Assure will assist with efficient remote working which has some sustainability benefits
B11.3 Negative (Threats): N/A

Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

1. **REVENUE** – Any contract or proposal with an annual payment or saving of more than £100,000
2. **CAPITAL** – Any capital project with a value in excess of £150,000
3. A decision which significantly affects communities living or working in an area comprising two or more wards.

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk