

**Written statement of a key decision**  
**Cabinet member environment**

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| <b>Title</b>   | <b>Planning and Regulatory Services software</b>  |
| Decision maker   | Cabinet member environment<br>Information about cabinet, including the names and contact details of the cabinet members, can be found here:<br><a href="http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251">http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251</a>  |
| Date of decision   | 2 May 2024  |
| Report exemption class   | Open  |
| Reason for being a key decision  | This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.   |
| A notice was served in accordance with Part 3 (Key decisions) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. |   |
| General exception or special urgency (as defined in the constitution)  | No  |
| Purpose  | To approve up to £1,396,000.00 of expenditure required to complete procurement and implementation, and ongoing licencing and maintenance costs of a new replacement software system to support planning and regulatory services within Herefordshire Council.   |
| <b>Decision</b>  | That:<br><br>a) Expenditure of up to £1,396,000.00 from the allocated capital programme be approved to complete the procurement and implementation of a new software system to support the Council's planning and regulatory services;<br><br>b) The Corporate Director for Economy and Environment be authorised to take all operational decisions necessary to deliver recommendation (a) and support implementation, including contract award and arrangements with the chosen supplier, within the approved budget; |

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| Reason for the decision   | As set out in the report. Documents relating to this decision are available at<br><a href="http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50047805">http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50047805</a>  |
| Options considered  | <ol style="list-style-type: none"> <li>1. Do nothing. The current software will be unsupported in the future. This would lead to a rush to procure and implement; in the meantime the services would need to work with an inefficient system. This would mean statutory duties could not be undertaken by Herefordshire Council.</li> <li>2. Do minimum. By not having a full suite of software options teams and customers would be impacted. Further IT solutions would have to be procured, likely to increase overall costs of support and integration.</li> </ol> |
| Declarations of interest (see below)  |  |
| Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply) | 9 May 2024   |

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| Councillor: .....                                    | Date 2 May 2024 |
| Cabinet member environment (Councillor Swinglehurst) |                 |

- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;
- and
- in respect of any declared conflict of interest, a note of dispensation granted.