

Written statement of a key decision
Cabinet member finance, housing and corporate services

Title	Civica application maintenance license provision
Decision maker	Cabinet member finance, housing and corporate services Information about cabinet, including the names and contact details of the cabinet members, can be found here: http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251
Date of decision	2 March 2018
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 agree licences for support and maintenance of the Application Public Protection system (APP) for a further 3 years under the existing contract with Civica. These 3 years will provide adequate time to enable further market testing, produce and agree a strategy going forward, enter and complete any procurement process and implement any required new IT applications.
Decision	That: the council continue to maintain licences and support for the APP application with Civica under the terms of the existing contract, which is rolling with annual renewals, for a further 3 years at a cost of no more than £54k pa, with the ability to terminate at any time by giving 3 month's notice.
Reason for the decision	As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?IId=50025206

Options considered	<p>1. To retender: A soft market test using FOI (freedom of information) data from other local authorities was undertaken in December 2016 in order to compare the viability of similar systems in the market place. The result of this assessment indicates that a number of different systems would have to be acquired to replace Civica in order to meet the operational requirements of business. This would introduce a significant cost of change which would exceed the £1.2 million cost of the initial contract. This option is therefore not recommended.</p> <p>2. Non-renewal of Civica licenses: This is not recommended as the council would have to cease using the software to remain compliant with the licence agreement. The application is used by a number of council departments including, planning, conservation, environmental health, strategic housing, licensing and waste. The application is used to manage engagement with residents covering a broad range of services.</p>
Declarations of interest (see below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	8 March 2018

Councillor:	Date 2 March 2018
Cabinet member finance, housing and corporate services (Councillor NE Shaw)	

- 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 by the relevant local authority's head of paid service.