South Downs
National Park Authority

Agenda Item 13
Report RPC 08/12

Report to	**Resources and Performance Committee**
Date	**8 February 2012**
By	**Director of Planning**
Title of Report	**Report on IDOX Implementation**
Purpose of Report	**To inform Members of progress in relation to implementation of the proposed IDOX planning administration project**

Recommendation: The Committee is recommended to

1.   **note progress in relation to implementation of the IDOX planning administration system project, which is on target to go live on 1 April 2012.**

1.   Introduction

1.1   The Resources and Performance Committee on 22 November 2010 agreed to the procurement of the IDOX planning administration system.

1.2   The Corporate Risk register has identified that a potential lack of resources has the potential to delay the implementation of the project, currently planned for 1 April 2012. This report provides details of how the project has mitigated against this risk

2.   Background

2.1   The IDOX planning administration system is to be implemented for use from 1 April 2012 to help manage all South Downs National Park Authority (SDNPA) Planning applications. The eleven local authorities which are continuing with operating delegated development management will have access to the system and will use it to manage their SDNPA applications.

2.2   The SDNPA planning staff will also use the system to manage both "called in" applications and applications from the four local authorities which are not continuing with delegation. These are Arun, Eastbourne, Wealden and Brighton and Hove.

2.3   The implementation of the system has been hampered by lack of resource within the project team, in particular in relation to a variety of IT related issues.

3.   Project Update

3.1   Testing at the pilot authorities highlighted that loading data for the current interim year (2011/12) was taking up too much of our limited project resource. The Project Board agreed in November 2011 that interim data should be retained on local authority administration systems and that data for 2011/12 would not consequently be captured by the SDNPA. This avoids duplication as the data will remain held by all 15 authorities so there does remain a complete history dataset.

3.2   This released staff resources to concentrate on implementation of the new system. It also reduced the one off data load and scanning costs from £72,000 to about £20,500 as some data capture had already been undertaken. This data capture work was required in order to provide a robust evaluation of the risk of loading the interim data .

3.3   In January 2012 it was also agreed to delay implementation of the Condition Monitoring

module of the overall IDOX system until later in 2012/13 in order to concentrate limited resources on the priority modules of Development Management, Appeals and planning Enforcement.

3.4 The actions detailed in 3.1 3.2 and 3.3 will all help to ensure that the project is delivered on time.

3.5 The risk register specific to this project has highlighted for a number months the need for dedicated IT support to manage the GIS element of the project. A number of changes in personnel in the SDNPA IT department have hampered progress as has the need for IT staff to concentrate on the tendering of the new corporate IT contract. (This is the subject of a separate report on the agenda for this meeting). It was consequently recently agreed that an external consultant should be recruited to help mitigate this risk, with the cost being met from the savings outlined in 3.2 above.

3.6 On January 16 2012 the SDNPA recruited an interim IT GIS consultant for 20 working days to support this element of the project. This resource has been given clear objectives for the outcomes required and actions are now progressing.

3.7 The IDOX Project Board agreed on 17 January 2012 the minimum requirement for Uniform going live on 1 April 2012. With the measures taken and explained in this report, the IDOX Project Board remains confident that the risks have been mitigated against and that the project should be delivered in time on 1 April 2012.

3.8 Progress and risks are being regularly monitored and the project timetable will be reviewed if appropriate. It is also expected that there may be some training issues that will need to be resourced. These are being addressed by the SDNPA having a dedicated resource available to visit individual authorities and provide a 'help desk' to deal with early issues for about three months after the system goes live in April 2012.

4. Resources

4.1 Funding for this project has been identified as follows

	£
Carry Forward from 2010/11	**78,500**
Short Term Budget 2010/11	**162,700**
Core Budget 2010/11	**68,000**
Total Budget	**309,200**

4.2 Any costs incurred in addition to the allocated budget will be absorbed within existing Planning Services revenue budgets

5. Risk management

5.1 Given the changes to the project and the additional resources applied, it is considered that risks have been appropriately been mitigated and that the project remains on course to go live on 1 April 2012.

6. Human Rights, Equalities, Health and Safety
6.1 There are no implications arising from this report

7. External Consultees
7.1 None

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Appendices	None
SDNPA Consultees	Director of Corporate Services, Director of Planning Chief Finance Officer, Deputy Chief Finance Officer, Monitoring Officer & Senior

Solicitor.

Background Documents Report RPC 08/10
          Report RPC 06/11