Causeway Coast & Glens Borough Council

Title of Report:	Procurement of Environmental Health Management Information System
Committee Report Submitted To:	Environmental Services
Date of Meeting:	12th December 2023
For Decision or For Information	For Decision
To be discussed In Committee	NO

Linkage to Council Strategy (2021-25)	
Strategic Theme	Improvement and Innovation
Outcome	Implementation of Statutory Duties
Lead Officer	Head of Health & Built Environment

Budgetary Considerations	
Cost of Proposal	Implementation cost approx. £60,000 plus annual maintenance/support fees
Included in Current Year Estimates	**YES**
Capital/Revenue	N/A
Code	2199 62457
Staffing Costs	N/A

Legal Considerations	
Input of Legal Services Required	**NO**
Legal Opinion Obtained	**NO**

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	N/A	Date:

1.0   Purpose of Report

1.1   The purpose of this report is to seek Council approval to procure a new upgraded Management Information System for the Environmental Health Department.

2.0   Background

2.1   Council's Environmental Health Department currently utilises 3 separate IDOX software packages to manage information relating to the Environmental Health service requests and inspections; dog control service requests and dog licences and a licensing package for the Department's licensing duties.

2.2   The contract with IDOX is a rolling contract however the current software package is no longer supported by IDOX and as such there is a risk to Council should the system fail. Council is also unable to avail of any enhancements to the package.

2.3   There is therefore a need to carry out a procurement exercise to purchase a new or upgraded Management Information System for the Environmental Health Department.

2.4   As the value of the contract is anticipated to exceed £30,001 Council approval is required to commence the procurement process.

3.0   Recommendation

3.1   It is recommended that Council authorise the commencement of the procurement process to purchase a new or upgraded Management Information System software package for the Environmental Health Department.