

**BOLSOVER DISTRICT COUNCIL**

**RECORD OF DECISION TAKEN BY THE  
DIRECTOR - DEVELOPMENT**

**13<sup>th</sup> March 2020**

**IDOX (UNIFORM) – Asset Management Database**

<b>Authority for decision</b>	<b>Decision</b>	<b>Reasons</b>	<b>Alternative options considered and rejected</b>	<b>Conflicts of interest and any dispensation</b>
<p>9.1 To exercise within approved budgets all day to day administration and operational management of the services and functions for which they are responsible</p>	<p>To adopt IDOX (Uniform) Electronic Document Management System (EDMS) to replace the existing unsupported 'Codeman' asset management database.</p> <p>Contract Value: EDMS: £4,000.00 Training: £8,125.00 Setup: £4,750.00 Data Transfer: £3,000.00 Project Mgmt: £4,275.00 <b>Total: £24,150.00</b></p>	<p>The existing electronic document management system (Codeman) is now unsupported and requires replacement. IDOX (Uniform) EDMS is Bolsover District Council's adopted document management system currently holding Estates and Planning data. Integration of asset management information within the existing database, including but not limited to, planned preventative maintenance (PPMs), responsive repairs, performance and financial information will allow greater operational control, compliance monitoring and management of Council assets.</p>	<p>Alternative software providers have been approached and budget estimates in the region of £30k to £40k have been received for a joint BDC/NEDDC database.</p> <p>While offering a potential financial saving across both authorities this option was rejected in favour of adopting the existing EDMS to provide a fully integrated solution, retaining all property information under a unique property reference number (UPRN) eliminating the possibility of duplicate or conflicting reporting.</p> <p>This is a BDC/NEDDC joint initiative with equal contribution of £24,150.00. Individual 'take-up' of IDOX would result in an estimated £15k increase per Authority.</p>	<p>None</p>

Please complete the following where relevant:

<b>Key Decision?</b>	<b>Confidential/ Exempt (if yes, please state paragraph)?</b>	<b>Do General Exception or Special Urgency Rules apply to this decision?</b>	<b>Consultation has taken place with the Section 151 &amp; Monitoring Officer?</b>	<b>The Leader, Deputy Leader or relevant Portfolio Member have been consulted?</b>
Yes/No	Yes/No (Paragraph *)	Yes/No	Yes/No	Yes/No



Authorising Signature: . . . . .

Job title: ..Director of Development.....

Unique Reference Number: BDC – DD/014/20/DB

Date decision may be implemented following call in (if necessary): .....

Circulation to:

Head of Paid Service  
Monitoring Officer  
Section 151 Officer  
Scrutiny Officer  
Internal Audit