

FOI Reference Number: FOI/427/1819

Date: 09 January 2019

Request:

1. What Software Systems are currently used by the Council (please identify each system if more than one is used) for:

- Programme and / or Project management?
- Risk Management recording and reporting
- Performance Management reporting
- Freedom of Information recording and tracking

2. When do the contracts expire for each software system used?

3. Do you have any planned changes or upgrades of the software currently used? If so, when?

4. How much does each system cost including both the initial licence fee and the annual charge?

5. If you do not have a system how are programmes and projects managed currently?

6. How (which procurement route or framework) was the contract initially tendered and when was this tender awarded?

7. If no software or tendered contract is in place currently are you considering tendering or purchasing further software within the next 12 months? If so which procurement route or framework would you be using?

8. How many users / licenses for each system have you purchased for each system?

9. Who is the person responsible for the identified Software Systems? Please provide full name, title and contact information if possible.

Response:

Thank you for your information request which Mid and East Antrim Borough Council received on 02 January 2019.

Please find below Mid and East Antrim Borough Council's response to the information you requested in relation to Programme/Project Software Management.

1. What Software Systems are currently used by the Council (please identify each system if more than one is used) for:

- Programme and / or Project management? - ***We don't have a specific corporate solution, some staff use MS Project 16.***

- Risk Management recording and reporting - ***We don't currently use any solution but are in process of setting a solution up called Decision Time***
- Performance Management reporting - ***Current solution is Decision Time***
- Freedom of Information recording and tracking - ***no current solution used***

2. When do the contracts expire for each software system used?

- Programme and / or Project management? - ***Linked to Microsoft Agreement - expires in 2021***
- Risk Management recording and reporting - ***Expires Dec 2019***
- Performance Management reporting - ***Expires Dec 2019***
- Freedom of Information recording and tracking - ***N/A***

3. Do you have any planned changes or upgrades of the software currently used? If so, when?

No planned changes

4. How much does each system cost including both the initial licence fee and the annual charge?

This information is confidential and has been withheld under Section 43(2) of the FOIA.

Section 43(2) exempts information whose disclosure would, or would be likely to, prejudice the commercial interests of any person (an individual, a company, the public authority itself or any other legal entity).

5. If you do not have a system how are programmes and projects managed currently?

Projects are managed utilising some aspects of PM Methodology if required.

6. How (which procurement route or framework) was the contract initially tendered and when was this tender awarded?

- Programme and / or Project management? - ***MS Tender awarded January 2018 - tendered via E-Source NI.***
- Risk Management recording and reporting - ***Awarded Dec 17, tendered via CCS Framework***
- Performance Management reporting - ***Awarded Dec 17, tendered via CCS Framework.***
- Freedom of Information recording and tracking - ***N/A***

7. If no software or tendered contract is in place currently are you considering tendering or purchasing further software within the next 12 months? If so which procurement route or framework would you be using?

Yes - considering FOI recording and tracking as part of a complaints solution, probably via E-Source NI or CCS

8. How many users / licenses for each system have you purchased for each system?

- Programme and / or Project management? - ***MS Tender - 6 users***

- Risk Management recording and reporting - **75 users**
- Performance Management reporting - **75 users**
- Freedom of Information recording and tracking - **N/A**

9. Who is the person responsible for the identified Software Systems? Please provide full name, title and contact information if possible.

- Programme and / or Project management? - [REDACTED]
- Risk Management recording and reporting - [REDACTED]
- Performance Management reporting - [REDACTED]
- Freedom of Information recording and tracking - **N/A**

If you are dissatisfied with the handling of part of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Chief Executive at the Braid Ballymena Town Hall, 1-29 Bridge Street, Ballymena, BT43 5EJ.

Please remember to quote the reference number FOI/427/1819 in any future communications.

If you are not content with the outcome of an internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please be advised that Mid and East Antrim Borough Council may release the response to this information request into the public domain via our website at <https://www.midandeantrim.gov.uk/>.

If we publish our response to your request, your personal data will be removed to protect your privacy.