

Application form: Development Management Software Pathfinder Expression of Interest

Introduction

Complete this form to apply for up to £150,000 of funding to take part in the [Development Management Software Pathfinder](#) programme.

How to complete this form

1. Applicants must have signed the [Local Digital Declaration](#).
2. Applicants must have senior stakeholder commitment (Head of Service level of above)
3. Make sure you complete all sections of this form.
4. All applications must be submitted, via this form, by 5:00pm on 26 November 2021.

For support on completing this form, please refer to [the application guidance](#).

Once you've completed the form, email it to DigitalPlanningTeam@communities.gov.uk with the subject line 'Application to DM Software Pathfinder EOI'.

Please contact us with any queries at DigitalPlanningTeam@communities.gov.uk

1. Basic Information

1.1 What is the name of your organisation?

Nottingham City Council

1.2 Who is the lead applicant for this funding bid?

The lead applicant should be the single point of contact for this funding bid, and will help DLUHC staff to arrange kick off activities with the council team members.

Name	Mick Dunn
Role	GIS Service Manager
Email	Mick.Dunn@nottinghamcity.gov.uk
Phone number	07794106327

1.3 Who is the Senior Responsible Officer sponsoring the project?

This person should be Head of Service level or higher.

Name	Paul Seddon
Role	Director of Planning and Regeneration
Email	Paul.Seddon@nottinghamcity.gov.uk

1.4 Who is the Section 151 Officer in your council?

Name	Clive Heaphy
Role	Corporate Director for Finance & Resources
Email	Clive.Heaphy@nottinghamcity.gov.uk

1.5 Which theme would you like to be considered for?

Theme 1: Making better use of planning application data

Theme 2: Improving publication of planning data

Theme 3: Increase sharing of reusable components or practices

Theme 2: Improving publication of planning data

The project will also contribute the other themes of making better use of planning application data and increase sharing of reusable components or practices

1.6 Who is your current provider of development management case management software?

Please list a named contact from your software provider, who will support the project team throughout this project phase

Idox Software Ltd

Phil Hutton (Head of Product & Development)

1Spatial Ltd

David Eagle (FME Division Manager)

2. Project details

2.1 Project title

Suggested title format: “Exploring [insert proposed ideas] to address [insert problem area]”

Deriving added value from planning data through efficient and effective data publishing processes

2.2 Project description

- *Write a statement about your proposed project that could be shared publicly in the event that you are selected.*
- *Please include a description and the benefit it will bring. You are welcome to write this in the user story format outlined in the [Application Guidance](#).*

Word count guide: 100

As a planning authority we want to improve publication of planning data through enhanced reporting capabilities with data interoperability at the heart of what we do. In order to keep pace with the growing demand for planning information we need to improve the efficiency of reporting and data maintenance in order to drive added value for users of the planning system. We will work with our existing suppliers to introduce dynamic querying and publishing of data held within our development management system, and fully automate data maintenance, which will in turn feed into statutory reporting, publication of data openly and population of interactive tools.

2.3 Describe the common problem that your project will address.

- *Tell us why this is a problem that is found in multiple local authorities*
- *Please reference any previous or existing work.*

Word count guide: 250

Data management and publication is time consuming but is critical to all planning authorities. Not only is it central to support the expectations emerging from the digital planning reform but is essential for statutory reporting and publication of statutory registers; it is critical to direct and indirect operational processes; and it is fundamental to transparency, engagement and enabling citizens to take part in the planning process. Inefficient data management practises waste time, lead to data inaccuracies, are beholden to scarce specialist resources, and ultimately prevents value added work taking place.

This project will address the increased demand for planning data and tackle the problem of capacity, expertise and resources experienced by all local authorities. The establishment of clear reporting processes will demonstrate how efficient and effective core data management practice, particularly those associated with data reporting and maintenance, can enable quick and easy access to planning information in different formats to many audiences and contribute to improving data currency and quality.

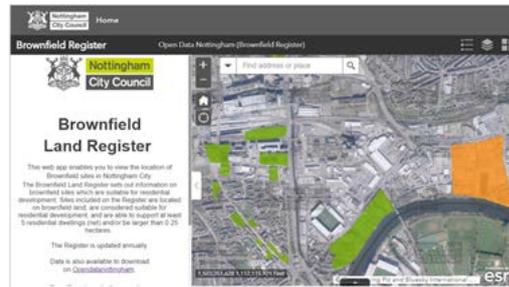
Nottingham City has a long standing track record of deriving added value and proactively

publishing data. Some examples of published planning data outputs include:

[Transparency](#)



[Statutory Register](#)



[Public Consultation](#)



[Performance Monitoring](#)



The critical challenge is accessing and publishing the data held within the core development management system. The development management system (Uniform) focuses on individual case management and doesn't directly provide data querying functionality or facilitate data extraction, transformation and publication capabilities to support the various use cases and outputs described. A data specialist is required to use other external tools to extract and publish data in a manual or semi-automated way.

Implementing the Uniform Enterprise solution will immediately support in-system data use for case management performance. We will work with IDOX to develop the data query and extraction capabilities of Enterprise to empower planning officers to undertake in-system reporting and simple data extractions.

Additionally implementing and integrating FME Server ETL tool alongside Uniform we will look to enable advanced queries to be undertaken, and fully automate data queries and extractions to support on-going internal and external maintenance requirements, such as publications for open data and for dashboard visualisations.

The principles of our bid are applicable to any planning data, but given the timeframes using the statutory PS1 and PS2 returns offers a good demonstrator as it has a well-established schema, known and used by all planning authorities and there is a clear value from re-use by sharing this data at different geographies via different channels to different audiences, including to the national Delta system.

2.4 Tell us about your users

- *Tell us about the users of your service - are they local residents and/or local authority staff?*
- *Have you previously done any user research?*
- *How do you anticipate changing and improving the user experience?*

Word count guide: 250

Our current data users include planning officers, other internal colleagues, elected members, other public sector bodies, Central Government, residents, developers and businesses and demand continues to grow.

GIS Team

This project will significantly reduce the time associated with preparing new datasets for publication, alleviate the growing burdens associated with data maintenance and enable analytical work to be undertaken more quickly. With less time needed for data maintenance, time could be spent adding value through further development of dynamic visualisation and data access tools.

Planners

The introduction of Idox's Enterprise will enable planning managers to better use operational data to manage performance, and improve data quality through further validation tools, and serve data up for statutory returns. Through the software developments and integration with FME Server there will be a time saving to planning and data specialists, the addition of spatial data extraction and planning officers will be empowered to construct queries, create data extracts and reports much more quickly, in greater volumes and with greater knowledge of the data.

Citizens

As internal processes become more efficient, citizens would experience a general improvement in the currency and quality of data published. Improvements to case management would ultimately improve service response times. With less time needed for data maintenance, additional dynamic tools would be available to make better use of the data published. If the dynamic reporting through FME is successful this could be developed further to facilitate self-service data on demand replacing periodic data publication.

We always engage with users whenever possible in product development, and very often these are the result of user requests, and through agile development practices we include users from inception through to delivery. We also regularly monitor product use and encourage open feedback from end-users.

2.5 Describe how your project team will have the skills and time available to deliver the project in an iterative/agile, and user-centred way?

- *Are there any existing user research and testing, service design or development skills in the team?*
- *Is there any experience of agile, iterative working practices in the team?*

- *How do you plan to work in collaboration with your development management software provider throughout this project?*

Word count guide: 250

Our project team will consist of committed specialists to develop and deliver the technical requirements and end users to test the deliverables.

GIS team will lead on project management, undertake the majority of the development activities and engage with users as appropriate. Internal colleagues and software providers will be involved as required.

Nottingham City Council:

- Development Management Area Manager
- Planning Service Business Development and Technical Support Manager
- Infrastructure and Application Specialist – Uniform system administrator
- GIS Service Manager
- GIS Business Development Manager
- GIS Senior Data Analyst
- Planning Portfolio Holder

Idox:

- Head of Product and Development

1Spatial:

- FME Division Manager

DELTA:

- To be considered

The team consists of experts used to working on projects which require agile, iterative working practices, and are well versed with implementing and developing technology to achieve the best user experience. The team is use to both producing user experience specifications for 3rd party suppliers as well as developing software and bespoke applications to meet various client needs (examples are identified in section 2.3).

There are two main workstreams to this project, and we will work with both providers in an agile and collaborative manner, with regular meetings to ensure the project is developed to meet the objectives outlined.

2.6 Tell us about your delivery plan

- *Outline key dates and milestones for the project and describe how you will solve the challenge in this period. Please note that we expect the project to be ready to begin as soon as the funding is released, and for delivery to take place within 12 weeks.*
- *What work has been done to date on the project?*
- *How do you plan to work collaboratively with your development management software provider throughout this project?*

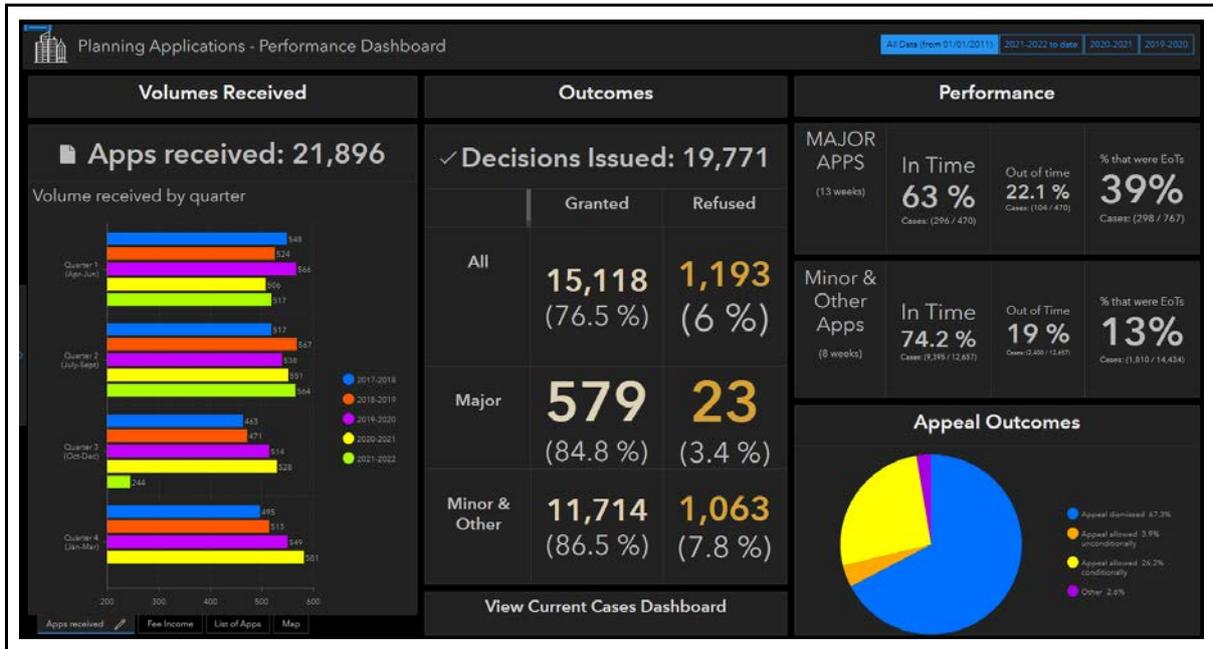
DM Pathfinder Delivery Plan

MILESTONE	JAN		FEB				MARCH				APRIL	
	1	2	3	4	5	6	7	8	9	10	11	12
Project coordination and management												
Working group and project deliverables	█				█				█			█
Stakeholder and kick off meeting		█										
Procurement software and technical services (IDOX & 1SPATIAL)		█										
Reporting within Uniform and to Delta System												
Implementation of IDOX Enterprise & Training			█									
PS1 & 2 performance dashboard and statutory return template developed				█	█	█						
Cloud Connector Framework between IDOX & DELTA established							█	█	█			
User Testing (IDOX Processes)							█			█	█	
Case study produced and query available to share with other local authorities											█	█
Publishing to wider audiences												
Implementation of FME Server & Training					█							
FME Integration with Uniform (Performance (PS2) model established)						█	█					
FME processes to publish PS2 ward level data in ESRI Dashboard established								█	█			
FME processes to publish PS2 case level data openly established										█	█	
Dynamic web query form using PS2 case level data established											█	█
User Testing (FME Processes)										█	█	█
Case study material, templates and publicity produced											█	█

Key	
Project briefing and approvals inc. procurement	█
Project Active Delivery	█
Project monitoring and review	█

To date we have already spoken at length with our software providers, outlined broad expectations around the project and gained a commitment from both for the deliverables and timescales outlined above. Both elements contain a training element from suppliers to the in-house staff. The PS1 & P2 reporting from Uniform through Enterprise reporting and ultimately to Delta will be a development led by IDOX, who will write and develop the query product with direction from NCC. The development of queries within FME server to undertake more detailed reporting at an area level will be conducted using in-house data analysts with support from 1Spatial as required.

Prior to the start of the project there have been some practical investigations, including prior integration between FME desktop and IDOX as well as the development of a local performance dashboard to gain insight into the metrics required to support local reporting.



2.7 How much funding are you applying for to complete the project?

- You can apply for up to £150,000 funding

£113,900

2.8 How will the total project budget be used?

- Outline an anticipated high-level project budget and resource plan.
- Include, where possible, the cost of activities run with your software provider
- If you or your software provider plan to contribute funds to the project budget, please also outline that here.

Word count guide: 250

Idox

Enterprise	£7,000
Implementation & Configuration	£9,500
Training (3 days)	£3,750
Technical Services - queries, workflow & performance dashboard (15 days)	£11,250
Technical Services - export & DELTA integration (30 days)*	£22,500
Project Management & handover	£11,400

* expenditure subject to agreement with DELTA Team

1Spatial

FME Server	£15,500
Implementation	£1,300
Training	£3,200
Technical Services (5 days)	£6,500

NCC Planning	
Senior Planning Officers (10 days)	£2,500
Business Support Manager (10 days)	£2,500
NCC IT	
Network & Infrastructure Manager	£2,000
IT Infrastructure	£15,000
In-kind Support	
GIS - project management, technical support, user testing and delivery	£0
Idox – Case study	£0
1Spatial – Case Study	£0

2.9 How will you openly share the learnings and outputs from the project as the work develops, both with the sector and with DLUHC?

- *What tools and methods will you use to regularly communicate your progress?*
- *How will your software provider be involved in this documentation and communication of learnings?*
- *How do you intend to make your outputs available, reusable and accessible for others?*

Word count guide: 250

The project team would welcome involvement in DLUHC project support groups for the duration of the project, as well as supporting any publicity DLUHC sees as necessary during and on completion of the project.

Both software providers (IDOX and 1Spatial) have committed to creating case studies of the work completed to share learning and promotion of the work that has been completed and share with their current and potential customers.

The project will also produce tangible products that can be shared with other planning authorities;

1. Enterprise Query Reports shared via IDOX customer page
2. FME Workbench Query Reports shared via FME customer page

2.10 How will you know if the project has been a success?

- *What does success look like for this project?*
- *How will you measure the benefits of the changes?*

Word count guide: 250

Success for this project can be identified in a number of ways.

A range of products will be produced which will enhance reporting from the development management system including;

- ward based performance report
- data publication to opendata for wider consumption
- statutory return report generation(PS1&PS2) automatically generated without intervention from planning staff
- the production of a simple report generator within FME server for a non-data specialist.

These products will need to pass user testing to be considered successful. Additionally the production of shareable queries from both IDOX Enterprise and FME to other software users will be a success criteria.

If time allows we will also look to measure time savings from the ability to produce automated reports in both Enterprise and FME Server.

3. Agreements with the Department for Levelling Up, Housing and Communities *[on behalf of your organisation]*

3.1 Confirm that you commit to delivering the project outputs listed in the table below within a 12 week period	<i>Tick box to agree</i>
We have signed the Local Digital Declaration and agree to follow the 5 core principles throughout their work on these products.	<input checked="" type="checkbox"/>
We agree to let all assets, resources and other relevant project documentation and outputs be published openly, so that they can be accessed and reused by other councils.	<input checked="" type="checkbox"/>
We agree to work collaboratively with the DLUHC lead contact, share project related data, take part in DLUHC organised events as appropriate and have regular meetings and open conversations about project scope, delivery and outputs.	<input checked="" type="checkbox"/>