

## WEST DUNBARTONSHIRE COUNCIL

### Report by Executive Director of Housing, Environmental and Economic Development

Tendering Committee: 7 September, 2010

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**Subject: Provision of an ICT Solution to Support West Dunbartonshire  
Common Housing Register 'Homesearch'**

#### **1. Purpose**

- 1.1** The purpose of this report is to ask for Committee approval to commence the tendering process for an ICT solution to support the Common Housing Register (CHR).

#### **2. Background**

- 2.1** On 2 September, 2009 it was agreed that progress on the development of the CHR would be a standing agenda item for future Housing, Environmental and Economic Development Committees.
- 2.2** West Dunbartonshire Council and eight local Registered Social Landlords (RSLs) are working in partnership to develop a CHR.
- 2.3** Whilst work has been on going in relation to the development of a Common Allocations Policy and a Common Application Form, the main barrier to progress has been finding an ICT solution that meets the requirements of all partners.
- 2.4** To address the ICT issues, in May, 2010, a sub group was formed to prepare a tender specification for an ICT solution.
- 2.5** The Council's ICT section are part of this sub group have agreed to project manage the procurement and implementation of the CHR solution.

#### **3. Main Issues**

- 3.1** ICT will project manage the full implementation of the CHR project
- 3.2** The members of the project team will include representatives from HEED and three of the RSL's to implement the first phase
- 3.3** The other RSL's will come on board on the next phase of the project.
- 3.4** ICT have prepared a tender document based on the specification of requirements and scoring matrix agreed by the partners.

**3.5** ICT will use Prince methodology to manage the project. They will create a separate Project Initiation Document (PID) and project plan which will incorporate the following information:

- the business problem
- the project objectives
- the scope of the project
- the names of the Project Sponsor and the Board
- the name of the Project Manager
- the name of the members of the Project team, and
- the issues/ risks

**3.6** The Council will be responsible for on going ICT support, following the installation of the system.

#### **4. People Implications**

**4.1** There are no people implications.

**4.2** The development of the ICT solution is being managed within current resources

#### **5. Financial Implications**

**5.1** Funding will be required to develop a shared ICT system. An indicative cost of £100,000 has been included within the scoping of this project, this should cover the software and implementation of the system. It may include specialist costs depending on which system is secured. This is based on the costs incurred by other Local Authority areas who have implemented a CHR. The likely costs for the West Dunbartonshire CHR will be reported to a future meeting of Housing, Environment and Economic Development Committee, once the scoping of the ICT solution is complete and resourcing and training needs to take the project forward are identified.

#### **6. Risk Analysis**

**6.1** Progress in relation to establishing a CHR for West Dunbartonshire is important in developing cohesive services for the communities of West Dunbartonshire. A fully functioning CHR will facilitate improvements in accessibility to housing across the area.

**6.2** Creating a CHR has been identified as a key element in the drive for continuous improvement in housing services. Maintaining the momentum in achieving a successful outcome on this project is, therefore, critical.

**7. Equalities Impact**

7.1 An impact assessment is not required at this stage but will be required as the project develops.

**8. Conclusions and Recommendations**

8.1 The development of a comprehensive CHR facilitates ease of access to all social rented housing within the area.

8.2 It is recommended that Committee agree to the commencement of the tendering process to procure an ICT solution to support the CHR.

~~Elaine Melrose~~

**Executive Director Housing, Environmental and Economic Development**

**Date: 7 September, 2010**

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**Appendix:** None

**Background Papers:** None

**Wards Affected:** All