



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL




## Officer Delegated Decision

25<sup>th</sup> March 2025

Emma Whittaker  
Assistant Director – Planning and  
Growth

### Procurement of S106 monitoring software

Phil Jordan, Development Management & Enforcement Manager

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|                               |   |
|-------------------------------|---|
| <b>Decision made by:</b>      | Emma Whittaker, Assistant Director – Planning & Growth  |
| <b>Decision:</b>              | <ol style="list-style-type: none"><li>1) To approve the use of S106 monitoring fee reserves for the purchase of S106 monitoring software and public interface software over 4 years for the value of £75,000.</li><li>2) To approve the creation of a budget to fund the software costs</li></ol> |
| <b>Public or Exempt:</b>      | Public  |
| <b>Reasons for exemption:</b> | N/A   |
| <b>Conflicts of interest:</b> | No  |
| <b>Policy compliant:</b>      | Yes   |
| <b>Details of delegation:</b> | Assistant Directors are authorised to award contracts up to the value of £100,000 in accordance with the Council's Contract Procedure Rules.  |

## **1. Implications**

Taking into consideration implications relating to finance; and legal and governance, the following implications have been identified:

### ***Finance***

Eligible funding is available within the s106 reserves to fund this expenditure which can then be replenished through the new the charge set for recovering costs associated for delivery of discretionary services. For the Planning Service, this means the Council can recover costs associated with monitoring Section 106 agreements.

Completed by: David Scott - Assistant Director of Finance (deputy s151 officer)

### ***Legal and Governance***

The Assistant Director has the necessary delegated authority to take this decision.

Completed by: Graham Watts (Monitoring Officer)

## **2. The Purpose of the Report**

- 2.1 To seek approval to use section 106 monitoring fees to pay for an addition to Idox, called Exacom to allow for the monitoring of S106 obligations.
- 2.2 To also approve the entering of a new contract with Idox to provide the Exacom software to be dated in line with planning software that is currently in place.

## **3. Available options considered**

- 3.1 Currently, there are no other software solutions on the market that do a complete package that Exacom can provide in relation to monitoring S106 and managing contributions related to them.
- 3.2 The Uniform system (provided by Idox) currently being used by the planning department, does provide for the recording of basic S106 details but not to the level that Exacom provides. There are no other bolt-on software packages on the market, that will allow for the monitoring of S106 contributions.

## **4. Reasons for the Recommendation(s)**

- 4.1 Detailed in the planning committee report on the 7 December 2023 it explained how a post was created during the restructure of the planning department, for an Infrastructure Delivery Officer (IDO) to monitor and record obligations as well as liaise with stakeholders to ensure any financial contributions are appropriately spent See document here: [6 S106 and IFS Committee Report.pdf](#)
- 4.2 The report also detailed how the (IDO) is working with the Assistant Director of Planning & Growth, Development Management and Enforcement Officers to review the current processes and practices to identify opportunities for improvement.
- 4.3 During this review it has been found that processes need to be more transparent, and systems need updating for recording and monitoring S106 contributions, to help aid consistency within the Planning department.
- 4.4 Currently, the financial records are logged using Excel spreadsheets and the non-financial information saved in folders on the shared drive. This filing system is not convenient with regards to monitoring as it takes too many officer hours to sort through the relevant records. The records are not centrally stored, which means data pooling and monitoring is time consuming and inefficient.
- 4.5 The Exacom software feeds from the already existing planning system (Uniform) It will then provide a single location where all records regarding infrastructure contributions (financial and non-financial) will be filed and will make it easier to query applications, create reports and general planning obligations monitoring. From this data it will feed through to a public interface, via the SKDC website, limiting the number of FOI (Freedom of Information) requests.
- 4.6 There are no data protection issue here because Exacom's software package is GDPR compliant.

## **5. The proposal and how it will be delivered**

- 5.1 It is proposed to enter a 4-year contract with Exacom (via Idox) to keep this contract time frame, in line with the planning departments current system.

- 5.2 The Finance and Economic Overview and Scrutiny Committee held on 20 February 2024 approved a report about setting charges to the recover cost of delivering discretionary services. For the Planning Service, this means the Council can recover costs associated with monitoring Section 106 agreements. See document here: [S106 Report.pdf](#)
- 5.3 It is from these implemented costs where the ongoing funding for this Exacom software will be funded to replenish the earmarked reserves. Detailed below are the monitoring costs received to date (these figures will of course increase as more developments commence):

| Planning Reference | Location                                     | Received          |
|--------------------|--|-------------------|
| S08/1231           | Poplar Farm                                  | £6,696.00         |
| S12/0864           | Empingham Road and Tinwell Road Stamford     | £6,100.00         |
| S16/2816           | Land at rectory Farm Grantham                | £10,494.19        |
| S16/2819           | Land at rectory Farm Grantham                | £10,494.19        |
| S22/1240           | Land at 10B Elsea Park                       | £4,000.00         |
| S22/0683           | Land off Priory Road Stamford                | £9,550.00         |
| S22/1718           | Land to the North of Uffington Road Stamford | £1,096.52         |
| S23/1240           | Somerby Hill Grantham                        | £15,000.00        |
| S23/2175           | Low Road Barrowby                            | £15,000.00        |
|                    |  | <b>£78,430.90</b> |

- 5.4 A quotation has been provided to support/install the Exacom software package which is an online application and will be delivered as bespoke software specific to SKDC. The 4-year subscription includes initial installation of software, training and regular updates. See breakdown below:

| Description of Service           | Unit Price | Total over 4 year term | Payment due       |
|----------------------------------|------------|------------------------|-------------------|
| S106 & Project Modules (Year 1)  | £19,500    | £19,500                | In the first year |
| Public Facing Module (Year 1)    | £9,750     | £9,750                 | In the first year |
| Idox/Exacom Integration (Year 1) | £6,673     | £6,673                 | In the first year |
| Installation & Configuration     | £1,100     | £1,100                 | In the first year |
| Year 2,3 & 4 S&M (S106&Project)  | £7,897     | £23,690                | On anniversary    |
| Year 2,3 & 4 S&M (PFM)           | £3,159     | £9,476                 | On anniversary    |
| Year 2,3 & 4 S&M (Integration)   | £1,158     | £3,475                 | On anniversary    |
| Total Contract Value (4 Years):  |            | <b>£73,664</b>         |                   |

- 5.5 Assuming a cumulative CPI uplift of 3% per annum would mean a total cost of approx. £74,000. To provide a sufficient inflationary buffer for a potential higher cumulative CPI, this decision is seeking approval for expenditure of £75,000.
- 5.6 These costs also include a whole training package provided by Exacom. The package also includes on-going access to Exacom's online training library of videos allowing for refresher training or assisting on training new colleagues.

## **6. Reason for decision(s)**

- 6.1 The reason for the decision to use Exacom is that the software package will streamline the S106 monitoring process and keep it consistent with each agreement. It will aid in recording monies collected, project allocation, financial and non-financial report generation, identifying monies for spend and will help SKDC to efficiently manage and monitor records relating to its s106 Agreements.

Signed by: Emma Whittaker

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