

Report on	Regulatory Information and Management System (RIAMS)
Date of Meeting	11 th June 2019
Reporting Officer	Fiona McClements, Head of Environmental Health

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To seek Council approval to continue with the Regulatory and Information Management System (RIAMS) for the Environmental Health Service for Mid Ulster District Council for a further three year period through RH Environmental Ltd.
2.0	Background
2.1	The Environmental Health staff regulate and advise on a significant number of core business areas for MUDC. In order to aid consistency of enforcement and the delivery of the service, significant work has taken place within each core area to put in place best practice processes across the Mid Ulster District Council area. Previously Council agreed that the Environmental Health Service could access the RIAMS system, which is a productivity tool providing software as a service for Regulatory Services. It comes with a comprehensive Public Protection library of regularly updated document resources, provides cloud document management support for Environmental Health staff and local documents with unlimited users and document storage.
3.0	Main Report
3.1	The system helps ensure consistency of approach by Environmental Health staff and provides support both within the office and on site for officers. The local and wider content contained in RIAMS creates consistency Northern Ireland wide and ensures staff are operating under the most up to date legislation.
3.2	RIAMS is fully customizable and documents can be shared with back office applications and public facing websites. These links automatically update without the need of unnecessary administrative or IT time to manage these documents.
3.3	RIAMS allows the sharing of documents, such as agendas, minutes etc. within nominated staff across all eleven councils across a number of regulatory and health and wellbeing core function areas. With all content stored in the cloud it means staff can work in a more supported and flexible way across sites .It is requested that a further 3 year contract is agreed to continue to access the RIAMS system which is valued within the various EH teams. The Food Standards Agency contribute to the financing of this contract on behalf of the eleven Councils. RIAMS usage also contributes towards the continuing professional development (CPD) requirements for EHOs.

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: The annual licence fee for Mid Ulster District Council is £5610 / year based on a 3 year licence excluding VAT. The Food Standards Agency also contribute to each Council's RIAMS licence for food related work. Budget has been included for these costs within the Environmental Health Service Budget.
	Human: N/A
	Risk Management: N/A
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	That members approve the signing of the licence agreements for 3 years at £5,610 for the first year .
6.0	Documents Attached & References
6.1	Appendix 1 – Licence renewal