

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4182
Author:	Jasmin Howell
Department:	Children and Adults
Contact:	Jasmin Howell (Job Title: Service Manager, Email: jasmin.howell@nottinghamcity.gov.uk , Phone: 0115 8764726)
Subject:	Commissioning a provider to collect daily attendance and exclusion data and provide an electronic PEP in respect to school age children in care
Total Value:	£150,000 (Type: Revenue)
Decision Being Taken:	<p>1)To approve the expenditure associated with procuring a provider through the CCS G-Cloud Framework to collect daily attendance and exclusion data for all Children in Care of statutory school age and to provide an electronic portal for populating Personal Education Plans for all statutory school age children in care termly. The contract is to commence from 1st May 2021 for 2 years with the option to extend for a further 12 months until 30th April 2024.</p> <p>2)To delegate authority to the Director of Education to approve the outcome of the tender and award the contract.</p> <p>3)To delegate authority to the Head of the Virtual School to sign the contract arising from the tender process once the tender outcome is agreed.</p>
Reasons for the Decision(s)	<p>The Virtual School has a statutory duty to collect, monitor and track the attendance, progress and attainment of all the authority's statutory school age children in care. The Virtual School has previously commissioned an organisation to collect this data on our behalf and provide reporting in respect to this. The current contract is due to end on the 30th April 2020 we therefore need to go out to tender for continuation of this service. There is no capacity within the Virtual School team to carry out this function; a particular challenge with this is that our children in care are being educated in settings in and out of area and across the country.</p> <p>Advice regarding this commissioned service was previously sought from Nottingham City Council's Data Protection Officer (Naomi Matthews) and a DPIA was developed for the current contract, this will be tweaked and updated for any new contract awarded.</p>

Other Options Considered: Take no action - if we do not commission this service we will not receive attendance, exclusion, attainment or progress data for our CiC who are being educated in schools out of area or who are being educated in schools/provisions other than maintained schools in area (we can receive data and information from city maintained schools, however, a large majority of our children in care are not being educated in city maintained schools). This would drastically limit the ability of the Virtual School to fulfil its statutory duties to monitor, track and report on the educational experience and outcomes of all our CiC- we would only be able to fulfil this duty for CiC being educated in City schools which use the SIMS attendance module and make their information available through B2B, which is less than 50% of our cohort, it

Background Papers: None

Published Works: None

Affected Wards: Citywide

Colleague / Councillor Interests: None

Consultations:
Date: 02/11/2020
Chief Finance Officer:Ceri Walters
Discussed and agreed at Portfolio Holder Briefing.

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications: This request or decisions relating to it will not have any impact in respect to the reduction, combatting or increasing of crime and disorder. This request or decisions relating to it will not have any impact or effect in the prevention of criminal or anti-social behaviour. This request will not set or enforce any rules to regulate behaviour.

Equality: EIA not required. Reasons: No individual/service within the City Council is negatively impacted by this provision as no team provides this service or information.

Social Value Considerations: None.

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 19/04/2021

Advice Sought: Legal, Finance, Procurement

Legal Advice: This report seeks authority to award a contract via the G-Cloud framework. This a compliant framework for the purposes of awarding a contract in accordance with the City Council's procurement duties. Provided the contract is awarded in accordance with the G-Cloud framework rules this report does not raise any significant legal issues. As the portal will process the personal data of children in care (including sensitive personal information) the report author should discuss the proposals with the City Council's Data Protection Team as soon as possible and prepare a DPIA if applicable. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 07/01/2021.

Finance Advice: Funding for the proposed contract in this report has been earmarked within the Pupil Premium Plus Grant. This funding is allocated to the Local Authority by the Education and Skills Funding Agency each financial year.

The Pupil Premium Plus Grant for the financial Year will be £1.126m, this is based on the number of looked after children (LAC) pupils recorded as being looked after for at least one day as recorded in the March 2020 children looked-after data return (SSDA903) and aged 4 to 15 at 31 August 2019, this will be adjusted in December 2021 to reflect the LAC pupils recorded as being looked after for at least one day as recorded in the March 2021 children looked-after data return (SSDA903) and aged 4 to 15 at 31 August 2020.

The proposed cost of the contract is £0.150m and is to be spread equally over three financial year 2021/22 to 2023/24. Advice provided by Julia Elizabeth Holmes (Finance Analyst) on 09/03/2021.

Procurement Advice: Use of third party frameworks such as those offered by crown commercial services is permitted under clause 3.1.1.3 of the contract procedure rules. On this basis there are no procurement concerns with this approach Advice provided by Mabs Karim (Procurement Officer) on 18/01/2021.

Signatures

David Mellen (Leader/ PH Regeneration, Schools, Communications)
SIGNED and Dated: 09/04/2021

Catherine Underwood (Corporate Director for People)
SIGNED and Dated: 31/03/2021