

# Operational Decision Record

Publication Date: 31/03/23	Decision Reference Number: 4907
<b>Decision Title:</b> Imosphere – Online Self-Assessment	
<b>Decision Value:</b> £129,398.25 (cost for 3 years including licence discount)	
<b>Revenue or Capital Spend?</b> Revenue	
<b>Department:</b> People's - Adult Social Care	
<b>Contact Officer:</b> Oliver Bolam, Head of Mental Health and Whole Life Disability. Oliver.Bolam@nottinghamcity.gov.uk	
<b>Decision Taken:</b> To approve the purchase of Imosphere (Online Self-Assessment package)	
<b>Reasons for Decision and Background Information:</b> <ul style="list-style-type: none"><li>• The Imosphere (online assessment) is a software package that operates within the existing Liquid Logic application system creating additional functionality, including: an online assessment; indicative personal budget; outcome focussed care and support plan; strength based review / re-assessment.</li><li>• The online assessment, outcome focussed care plan and strength based review / re-assessment are key components of the strengths based review transformation programme of work and the Council's Digital by Default strategy.</li><li>• Imosphere has a built in Resource Allocation System (RAS) which provides an accurate indicative personal budget. This will enable improved financial monitoring and reporting options. Allocating a personal budget is also a legal requirement of the Care Act 2014</li><li>• As well as supporting the strength based review programme Imosphere will encourage and support social care practitioners to further develop the prevention agenda by focussing activity on a citizens strengths.</li><li>• Imosphere increases efficiency by: creating an online self-assessment option for citizens, reducing officer time; information captured online pulls through into Liquid Logic avoiding the need to re-enter information.</li><li>• Imosphere has been successfully implemented by a number of other local authorities, it is easy to install as part of the overall Liquid Logic contract and can be operationally employed at pace.</li></ul>	
<b>Other Options Considered and why these were rejected</b>	
An option to develop an online self-assessment package in house was considered and rejected for the following reasons: <ul style="list-style-type: none"><li>• Imosphere is fully compatible with Liquid Logic and offers interoperability which would not necessarily have been possible to recreate with a stand-alone package.</li></ul>	

- Imosphere has been tested operationally by a number of other local authorities who have reported positive results.
- Imosphere can be implemented easily and employed operationally at a pace which supports the delivery of the strength based review programme.
- In house Information Technology capacity is challenged at the moment which means it would not be possible to create something in as timely a manner as required.

### **Reasons why this decision is classified as operational**

Developing a strengths based on line assessment and financial assessment are key components / enablers of the Adult Social Care transformation programme. Imosphere will be implemented operationally within Adult Social Care.

### **Financial Advice**

For reasons outlined by the report author, this decision seeks approval for the total expenditure of **£0.129m** for the Imosphere contract over the total contract duration of 3 years.

The profiling of this contract expenditure across financial years is as follows:

Year 1 - 2023/24 - £0.051m (implementation + license costs)

Year 2 - 2024/25 - £0.039m (license costs + support and maintenance costs)

Year 3 - 2025/26 - £0.039m (license costs + support and maintenance costs)

The contract is to be funded in full from funding incorporated within the MTFP. For 2023/24, the £0.051m costs will be funded from the Digital Fund identified to support Transformation programmes and for 2024/25+ the ongoing costs are to be funded from recurrent funding built in to the Adults MTFP as part of the 2023/24 budget process.

The contract will need to be managed as appropriate ensuring that it continues to provide best value for the Council. Financial regulations and specific procurement rules will need to be considered/adhered to.

Any changes to that outlined in this decision will be subject to a separate decision via the appropriate approval route. If costs increase in future years or if there are any additional developments costs required to support delivery, this will need to be considered by the service with appropriate funding identified ensuring that no budget pressure arises as a result of this decision.

Budgets will need to be realigned once any decision is approved to support robust budget monitoring by the service.

**Hayley Mason**

**Strategic Finance Business Partner (Adults and Public Health)**

**20 March 2023**

**Ceri Walters**

**Transformation Programme Lead – Finance**

**20 March 2023**

**IT Comments:**

As stated above the option to develop equivalent functionality in house would provide timescale challenges as the development and testing time for this work would be significant even if resources were readily available. The cost attached to that development and future modifications would also be significant. In addition it would not be possible for an in-house developed solution to be embedded within LiquidLogic in the same way – it would have to be a standalone system sharing data via integration making the user experience less seamless. Based on information provided as part of the preliminary work on this project we do not believe there is any additional infrastructure requirement for this solution as it will share this with the existing LiquidLogic estate. As such IT involvement with the implementation is understood to be relatively minimal based on the information to hand.

The IT Service will support the implementation of Imosphere on the usual basis as chargeable project work

**Dave Foster**  
**Corporate Systems Manager**  
**15-3-23**

**Information Compliance Comments**

A Data Protection Impact Assessment (DPIA) is being completed in regard to the implementation of Imosphere. The completed DPIA will be signed off by the Data Protection Officer.

**Theresa Pollard**  
**Deputy Data Protection Officer | Solicitor**  
**Legal Services – Information Compliance**  
**23-3-23**

**Procurement**

Procurement Team have been involved in the procurement of this system. The Imosphere software will be procured as a variation to the Liquid Logic contract. We have reviewed the clauses in the Public Contract Regulations 2015 'Modification of Contracts During their Terms' and I am content that this variation meets the requirements set out in the Regulations. Therefore, I have no procurement concerns.

**Louise Dobson**  
**Lead Procurement Officer**  
**23.03.2023.**

**Legal Comments**

The proposals contained in this report raise no significant legal issues.

The relevant subsection of the Public Contract Regulations 2015 have been identified and it has been agreed that the purchase of the self-assessment package is permissible under Section 72(1)(b) of the same. This subsection permits variations where additional works, services or supplies have become necessary. I am satisfied that the cost of the additional services are within the scope of the sub-section (up to 50% of the original contract price).

Care will need to be taken to ensure that Imosphere are held, contractually, to the same standards as LiquidLogic via the sub-contract. Imosphere will also need to be added to the framework Key Subcontractor list, although this is a matter to be resolved by LiquidLogic, Imosphere and Crown Commercial Service as the owner of the framework.

A variation letter will be required as per the associated framework. As part of this, the Council will need to put together an Impact Assessment detailing the cost and impact of the proposed variation. Legal can help with the format of the Impact Assessment and the drafting of the variation letter.

**Olivia Watkinson**  
**Solicitor - Contracts - Legal Services**  
**23-3-23**

- **It is recommended that you seek and include finance advice where your decision has financial implications.**

You should also consider:

- obtaining and recording advice if necessary from legal, finance or other colleagues
- informing relevant ward councillors if a decision particularly affects their ward
- whether an EIA, DPIA, Carbon Impact assessment or consultation exercise is required for this decision
- for capital spend, confirmation that the decision has been through the appropriate capital approval processes
- referring to any related previous decisions
- risks of the decision and any mitigation of those risks
- if the decision is approving capital spend, please include confirmation that the Chief Finance Officer has agreed to it.

**Decision Maker (Name and Job Title)**

Catherine Underwood – Corporate Director for People



**Scheme of Delegation Reference Number**

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**Date Decision Taken**

30.03.23