

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

**Reference Number:**

1986

**Author:**

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**Department:**

Children and Families

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**Subject:**

Upgrade of Careworks RAISE (Youth Offending Team Case Management Information System)

**Total Value:**

£66,901 (Type: Capital and Revenue)

**Decision Being Taken:**

To grant dispensation from Contract Procedure rule 5.1.2, in accordance with Financial Regulation 3.29, to upgrade the infrastructure of the Youth Offending Teams' (YOT) case management information system (Careworks RAISE) and migrate the data to the upgraded system, at a total cost of £66,901 over five years.

**Reasons for the Decision(s)**

The YOT has used the Careworks RAISE system for over 12 years. Careworks is one of only four companies that supply YOTs in England and Wales with a dedicated youth justice information system that allows both routine case management functions, whilst providing the collation of key performance information. The continued functionality of this specialist system is vital to ensure that the ongoing management of YOT cases are managed safely and effectively, and the Youth Justice Board (YJB) makes it a condition of its grant that the YOT submits routine performance reports.

The YOT has been unable to successfully upgrade its Careworks system because of the limitations of the current infrastructure, namely the server systems that it runs on. This has meant that in recent months the YOT has, on occasions, had to manage without a fully functioning system and, at times, it has failed completely. This has created significant risks for the organisation, given that the YOT works with some of the most difficult and dangerous young people in the City.

Furthermore, in the next few months, the YJB is introducing a new assessment and planning process to all YOTs, called AssetPlus, which fundamentally changes the way in which YOT cases are managed. As such, software suppliers, including Careworks, have been working closely with the YJB to redesign their systems to reflect these modifications. The YOT will be required to upgrade its systems in order to ensure it has the capacity to implement these changes. There is a strictly timetabled preparation for the launch of AssetPlus in August 2015. IT has recently been moved from a "red" to a "green" RAG rating as the YJB was reassured that required IT changes/system upgrades would be in place. Funded help from the YJB to support the change will be withdrawn if the YOT is not in a position to secure upgrades in a timely manner.

The actual requirements for the new upgraded system have been fully researched and costed by colleagues in IT. Specific details of the required expenditure over the next five years, which totals £59,701 are contained in the table below:

**Item Description**

**Number Required**

Y1

Y2

Y3

Y4

Y5

**Application Server**

**2**

**11,160.00**

**5,460.00**

**5,460.00**

**5,460.00**

**5,460.00**

**Reporting Server**

**1**

**5,330.00**

**2,630.00**

**2,630.00**

**2,630.00**

**2,630.00**

**SQL Server**

**1**

**8,251.00**

**650.00**

**650.00**

**650.00**

**650.00**

**Totals**

**24,741.00**

**8,740.00**

**8,740.00**

**8,740.00**

**8,740.00**

**Colleagues in IT reached these figures by working with staff from Careworks to find the most appropriately sized servers at the lowest possible cost.**

**Additionally, Careworks require a further £7,200 at the time of the initial upgrade to complete the necessary data migration. This equates to a total first year spend of £31,941 and a total five year spend of £66,901.**

**Other Options Considered:** Not upgrading the Careworks system is not an option. Without it , the ongoing functionality of the YOT case management system would be put at serious risk. There are only 3 other providers in the market who provide a YOT case management system, two of whom are new to the market and relatively untested and the third has had major issues with its system when migrating data from a Careworks system.

**Background Papers:** None

**Published Works:** None

**Affected Wards:** Citywide

**Colleague / Councillor Interests:** None

**Dispensation from Financial Regulations:** Yes

**Consultations:** Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:** The YOT works with all of the young people aged 10-17 who are subject to a Court sentence following a criminal conviction, or who have been made subject to a Youth Conditional Caution having previously admitted breaking the law. This work requires an effective and efficient case management system. Without an upgraded Careworks (and the improved servers in place to support it) it will not be possible to guarantee the successful operation of the YOT.

**Equality:** EIA not required. Reasons: An EIA has not been completed as this decision concerns the continued use of the Careworks system

**Social Value Considerations:** This upgrade to Careworks (and the purchase improved servers) is required to guarantee the successful ongoing operation of the YOT. As such the decision has significant social value.

**Decision Type:** Portfolio Holder

**Subject to Call In:** Yes

Call In Expiry date:

19/05/2015

Advice Sought:

Legal, Finance, Procurement, IT

Legal Advice:

Given the total estimated value of the proposal, dispensation under financial regulation 3.29 is needed from obtaining at least 3 written tenders under the Council's contract procedure rules.

Advice provided by Sarah O'Bradaigh (senior solicitor) on 15/04/2015.

Finance Advice:

It is proposed to upgrade the Youth Offending Team's case management system (Careworks RAISE) and migrate the existing data to the upgraded system.

It is estimated that this will cost £66,901 over five years. This will be funded from Youth Justice Board Grant and therefore no additional expenditure will be incurred by Nottingham City Council.

It is also proposed to continue to use the existing system, which will ensure Value for Money is achieved. This will require dispensation from Contract Procedure rules (5.1.2) in accordance with Financial Regulation 3.29, and is appropriate in these circumstances.

Advice provided by Stephen Lynk (Finance Analyst) on 20/04/2015.

Procurement Advice:

A dispensation from the competition requirements of Contract Procedure Rules is supported on this occasion for operational reasons given that:

- This is relatively low value additional expenditure on the upgrade of an existing system for which we have a contract in place.
- Soft market testing indicates that there are unlikely to be suitable alternatives at present, and this would require potentially costly replacement of the whole system.
- On discussion with the service area, it is understood that this requirement is largely payments to IT services for upgrade the Council's internal servers to support the software rather than additional payments to the software provider

The service area is strongly recommended to carry out a formal competitive procedure for the Management Information System as a whole at the expiry of the current term (or other suitable interval). This will ensure compliance, transparency and value for money going forward.

Advice provided by Dawn Cafferty (Procurement Category Manager) on 22/04/2015.

IT Advice:

The IT Service supports this proposal.

The upgrade in the server infrastructure is required to support the upgrade in the application system that the Service wishes to implement.

Advice provided by Paul J. Burrows (Strategy Manager) on 14/04/2015.

**Signatures**

<b>David Mellen (Portfolio Holder for Children's Services)</b>
<b>SIGNED and Dated: 12/05/2015</b>
<b>Alison Michalska (Corporate Director for Children and Adults)</b>
<b>SIGNED and Dated: 01/05/2015</b>
<b>Theresa Channell (Head of Corporate and Strategic Finance) - Dispensation from Financial Regulations</b>
<b>SIGNED and Dated: 24/04/2015</b>
<b>Chief Financial Officer's Comments:</b>