

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

**Reference Number:**

1997

**Author:**

Lisa Ward

**Department:**

Children and Families

**Contact:**

Nick Lee

(Job Title: Head of Access and Learning, Email: [nicholas.lee@nottinghamcity.gov.uk](mailto:nicholas.lee@nottinghamcity.gov.uk), Phone: 01158764618)

**Subject:**

Approval to fix and maintain the Schools/LA Capita ONE data link via the In-House Traded 'Schools IT' Service

**Total Value:**

£35,800 (revenue) (Type: Revenue)

**Decision Being Taken:**

The majority of Nottingham City schools and academies provide data relating to their pupils to the LA on a daily basis via a software link called 'B2B'. For approximately 20% of schools this link has not functioned for between 3-18 months. This paper proposes a decision to allocate £35,800 of funding currently held in the Education Directorate (due to an underspend last year) to the Schools IT in-house traded service. On behalf of the Education Directorate the Schools IT Service will repair the broken B2B software links and ensure all active links are upgraded to the latest software version (B2B v4).

**Reasons for the Decision(s)**

Capita One is the Council's Education Management System, one of the modules of the system enables data to be transferred from schools' systems directly into the Capita One system. The Council has invested in purchasing this module in order for reporting and management of school attendance to take place. The department is currently migrating to the latest version of this module and requires a resource to complete this work. Over time, a number of the connections between the schools' systems and Capita One have broken and there has been no IT resource to resolve these broken links. In order to achieve the full benefits of the system, these links need to be fixed and maintained going forward and support is needed to migrate the 120 schools onto the new version of the module. This funding will enable the Schools IT Service to allocate a number of staff that currently provide sold services to schools to this project, and will cover the costs of these staff and where required any backfill to free up their time.

The programme of work is expected to take twelve months and will result in: all currently broken links made active; all existing links upgraded to version 4; technical support documentation produced by Schools IT; support and maintenance of the links during the 12month period; scoping of the work required to implement a 2-way B2B solution; an assessment of the likely on-going support requirements post-implementation (which will need to be funded via a separate Delegated Decision).

Nottingham City Council's Children and Adults IT Strategy Board has identified that not fixing the links presents a potential safeguarding risk to vulnerable pupils in the city and impedes the department's ability to make informed decisions and undertake strategic planning based on timely, accurate information.

**Other Options Considered:**

Other Option 1 - Capita One developer to carry out the link fixing and upgrade work on a per hour/day-rate basis. Resolving all of the issues outlined, based on 2hrs per school, results in a similar cost profile. However this is a riskier and potentially more costly approach as does not include any funding for issues that may be experienced that will require longer than 2hrs per school and does not include 12months of support and maintenance. This solution is also less flexible/resilient as it does not bring skills and support into the council and will be reliant on chargeable 3rd party-support. Using the Schools IT Service provides a known fixed cost for the 12 month period.

Other Option 2 - Do nothing. This is not an option as the B2B module is a key component of the Capita One system. Without data flowing into the system from schools and academies the functionality of the system and the local authority's ability to use it to deliver services and make strategic decisions regarding schools and academies is severely compromised.

**Background Papers:**

B2B Options Appraisal (attached)

**Unpublished background papers:**

B2B Options Appraisal - Requested By C&A IT Strategy Board.doc

**Published Works:**

None.

**Affected Wards:**

Citywide

**Colleague / Councillor Interests:**

None.

<b>Consultations:</b>	<b>Consultation is not required, this decision is required for continued usage of the Education Management System.</b>
<b>Crime and Disorder Implications:</b>	<b>None</b>
<b>Equality:</b>	<b>EIA not required. Reasons: This decision does not relate to new or changing policies, services or functions.</b>
<b>Decision Type:</b>	<b>Portfolio Holder</b>
<b>Subject to Call In:</b>	<b>Yes</b>
<b>Call In Expiry date:</b>	<b>27/05/2015</b>
<b>Advice Sought:</b>	<b>Legal, Finance, Human Resources</b>
<b>Legal Advice:</b>	<b>Legal Observations (employment law)</b> <b>Under Section 7 of the Local Government and Housing Act 1989, any appointment to the proposed posts should be made on merit.</b> <b>John Bernard-Carlin</b> <b>Team Leader</b> <b>Housing, Employment &amp; Education Team (Legal Services))</b> <b>Advice provided by John Bernard-Carlin (Team Leader) on 25/09/2014.</b>

**Finance Advice:**

The work to fix and maintain the Schools/LA Capita One data link will be undertaken by the Schools IT team, who are part of the Resources Department's Information and Communications Technology service.

This team fully recover all the costs of the service by recharging to clients. It is estimated that the time taken to carry out this work will equate to £38,500, which will be recharged to the Education Strategy Directorate within the Childrens and Adults department.

This cost can be funded by underspends identified in the 2014/15 School Improvement budget. If the work is not completed in 2014/15, a request for a carry forward of this provision will be required as part of the 2014/15 closedown process.

It is considered that the proposal set out in the report will provide value for money by securing ongoing resources to maintain system support and service continuity

Steve Lynk - Finance Analyst  
 0115 8763726  
 steve.lynk@nottinghamcity.gov.uk

26th February 2015

Advice provided by Stephen Lynk (Finance Analyst) on 26/02/2015.

**HR Advice:**

There are no immediate people implications following a revision of the resource requirements for the programme of works.

The proposal is now to use existing resource within the DAISI team and there will no longer be a need to recruit.

Subject to a full analysis of the nature and scope of the work required, there may be an impact on existing duties and responsibilities within the DAISI Team to consider in the longer term. This should be done in line with the Councils Job Evaluation processes and further advice should be sought from HR when required.

Advice provided by Shaune Loughlin (HR Business Partner) on 12/12/2014. Advice provided by Shaune Loughlin (HR Business Partner) on 12/12/2014.

**Signatures**

Jon Collins (Leader & PH Strategic Regeneration & Development)
SIGNED and Dated: 13/05/2015
Alison Michalska (Corporate Director for Children and Adults)
SIGNED and Dated: 07/05/2015