

DELEGATED POWERS REPORT NO.

1762

SUBJECT: Children's Centre Management Information System - Retender

Control sheet

All of the following actions **MUST** be completed at each stage of the process and the signed and dated report **MUST** be passed to the Governance Service for publishing

All reports		
1. Governance Service receive draft report	Name of GSO Date	Andrew Charwood 13/07/2012
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Andrew Charwood 19/07/2012
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Kerry-Anne Smith 20/07/2012
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Not applicable
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	Lesley Meeks 16/07/2012
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Phillipa Dieobi 17/07/2012
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Julie Pal 13/07/2012
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Julie Pal 13/07/2012
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	Jay Mercer 27/07/12
10. Signed & dated report, scanned or hard copy received by Governance Service for publishing	Name of GSO Date	Paul Frost 01/08/12
11. Report published by Governance Service to website	Name of GSO Date	Paul Frost 01/08/12
12. Head of Service informed report is published	Name of GSO Date	Paul Frost 01/08/12
13. Expiry of call-in period	Date	N/A
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	N/A

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)

Subject	Children’s Centre Management Information System (CCMIS); Tender – Early Intervention & Prevention
Officer taking decision	Deputy Director – Safeguarding, Prevention & Partnership – Children’s Services
Date of decision	27 July 2012

Summary	This report seeks authority to invite tenders for the provision of a Children’s Centre Management Information System (CCMIS)
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Officer Contributors Yogita Popat – Data & Analysis Co-ordinator
Zahid Parvez – Business Manager

Status (public or exempt) Public

Wards affected All

Enclosures None

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Serial No. 1762

1. RELEVANT PREVIOUS DECISIONS

- 1.1 DPR no 467, February 2008, Children's Centre Management Information System – agreed the contract provider for Children's Centres database (One eStart system) to be Capita for the financial year period 2008/9 and 2009/10
- 1.2 DPR no 1500 13 December 2011, eStart Database for Children's Centres – agreed the Annual maintenance renewal of the One eStart system for the financial periods 2010/11 – 2012/13.

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

2.1 The Children's Centre Management Information System (CCMIS) will enable Children's Centres to manage the admission processes for families using Barnet children's centres and provides management information. It therefore ensures that the Children's Centres contribute to the priorities outlined in the Children and Young People Plan 2012/13, especially the commitments to:

- intervene early to strengthen families, ensuring the early identification of children and families to enable appropriate preventative interventions through the Common Assessment Framework (CAF);
- ensure every child has a good start to life by providing access to high quality early years provision and support;
- promote access for all children and young people to positive activities;
- reduce economic disadvantage through tackling child poverty.

2.2 Children's Centres contribute to the priorities outlined in the draft Health and Wellbeing Strategy for Barnet 2012 – 15;

- Work in collaboration with partners in the statutory, commercial and third sectors, and with stakeholders in the community, to enhance individual and family self-reliance;
- Narrowing the gap in terms of health and social care outcomes;
- Expand the Family Nurse Partnership initiative to support families who are experiencing significant challenges;
- Supports strategies aligned to the health and well-being related to young children.

2.3 The early intervention work carried out in Children's Centres helps to reduce the need for more intensive support later on, thereby improving life chances for children. This contributes towards the key Corporate Plan (2012/13) priorities 'better services with less money' and 'a successful London suburb'.

3. RISK MANAGEMENT ISSUES

3.1 As part of the tender scope the following risks and mitigating actions have been identified against this project:

Table 1: Risks and mitigating actions:

Risk type and description	Mitigating Action
<p><u>Financial Risk 1</u> Expectations of the project – the lead officer is working on the assumption the project live date is 1 April 2013 as the current contract expires 31 March 2013.</p>	<p>We are aiming to award the contract by November 2012.</p>
<p><u>Financial Risk 2</u> There will be a cost associated with data migration from the current Capita e-start system if Capita are unsuccessful in the tendering process.</p>	<p>The contract value is up to £84,000 and is for three years. The provider will need to manage the service within those constraints.</p>
<p><u>Other Risk 2</u> The number of providers offering this database is limited.</p>	<p>1. We will assess and invite potential suppliers. 2. Trial of new system will be mandatory</p>
<p><u>Other Risk 3</u> Potential the Children’s Centres may not agree to the new system</p>	<p>Identified and engaged with relevant stakeholders.</p>

3.2 There is a requirement for the Council and Children’s Centres to sign up to an information sharing agreement to enable the sharing of data. We are aiming for a completion of this document by August 2012.

3.3 I do not consider the issues involved are likely to raise significant levels of public concern or give rise to policy considerations as the level of services provided to families through Children’s Centre’s will remain the same.

4. EQUALITIES AND DIVERSITY ISSUES

4.1 The Equality Act 2010 requires a public body in the exercise of their functions must have due regard to the need to: (a) eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act; (b) advance equality of opportunity between different groups; and (c) foster good relations between different groups. The Council in implementing an electronic attendance register has considered the potential impact on the protected groups, pursuant to the Equality Act 2010 and is of the view that by introducing such a system will facilitate a better delivery of services for users of Barnet Children’s Centre’s.

4.2 Service users will be able to access services, irrespective of their ethnicity, religion or disability. This will be checked during regular performance monitoring of contracts which measures reach by ethnicity, religion and disability. Where monitoring data identifies hard-to-reach communities are not being sufficiently supported, plans to refocus delivery will be implemented with providers.

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

5.1 Financial:

- 5.1.1 The current system costs £28,000 annually for maintenance and licences for the 13 Children's Centres in Barnet. The funding for the system will be contained within the Early Intervention budget.

Table 1 – Breakdown of three year costs:

	2013-14	2014-15	2015-16	
Development*	£28,000			
Annual Maintenance		£28,000	£28,000	
Total	£28,000	£28,000	£28,000	£84,000
Funded By	Early Intervention Budget	Early Intervention Budget	Early Intervention Budget	Early Intervention Budget

Through contract management we will manage costs to ensure the costs do not exceed the three year contract price. These costs will need to include any data migration and development costs. Any quotes with additional quotes will not be accepted.

The previous DPR authorised the annual maintenance renewal of the One eStart system for the financial periods 2010/11 – 2012/13.

5.2 Performance and Value for Money:

- 5.2.1 Regular performance monitoring of contracts which measures reach by ethnicity, religion and disability will be undertaken. Where monitoring data identifies hard-to-reach communities are not being sufficiently supported, plans to refocus delivery will be implemented with Children's Centre's. The data from the Management Information System will be used to inform Payment by Results targets.

5.3 IT:

- 5.3.1 The tender process for the new system will be conducted in accordance with Council's Contract Procedure Rules.
- 5.3.2 There will be a requirement for data migration from the current system to any new system.
- 5.3.3 The current ICT systems within Children's Centres are suitable for the implementation of the CCMIS.

6. LEGAL ISSUES

- 6.1 The value of the contract falls below the EU procurement threshold for works, set under the Public Contracts Regulations 2006 and for contracts that are under the threshold, contracting authorities (the Council) do not required to follow the full European procurement regime.
- 6.2 However, even when contracts are below the threshold and exempt from the Regulations or are classified as Part B services contracting authorities should comply with the fundamental principles of the TFEU of, equal treatment, fairness and transparency. Rule 6.5 of the Contract Procedure Rules also requires all tender opportunities to be advertised before the contract is awarded.
- 6.3 Any transfer of personal data, from the current system to any new system, must be in compliance with the Data Protection Act 1998 ('DPA') and with the Council's own Data Protection Policy.
- 6.4 A formal written contract will be required for the period 1 April 2013 to 31 March 2016.

7. CONSTITUTIONAL POWERS

- 7.1 Council Constitution, Contract Procedure Rules – Table 5-1 'Authorisation (where not previously Authorised by the Budget and supporting plans and strategies) and Acceptance Thresholds for Works, Supplies and Services' stipulates the level of Directors/Assistant Directors can authorise (based on estimated contract values) the invitation of tender for contracts up to a value of £173,933.
- 7.2 Council Constitution, Contract Procedure Rules – Table 6-1: Barnet tendering and quotation thresholds for works, supplies and services. Provides that for contracts with an estimated value of between £75,000 and £173,933, three or more written competitive quotations should be sought, with a minimum of two returned. Less than two returned requires the competition to be repeated.

8. BACKGROUND INFORMATION

- 8.1 eStart is a web based database that manages the admission processes for families using Barnet children's centres and provides management information. The service is provided by Capita Business Services Limited and the contract runs until March 2013, the system was first introduced into Barnet Children's Centres in 2008.
- 8.2 The contract with Capita Business Services Limited is due for renewal at the end of this financial year (31 March 2013), as such there is a requirement for the Council to tender for a Children's Centres Management information System to be in place by 1 April 2013.
- 8.3 The current system is managed and maintained by the Data & Analysis co-ordinator who will continue to be responsible for ensuring that statutory, council and Children's Centres requirements continue to be met effectively by the system.

8.4 In addition, the Officer will ensure that all appropriate staff are given training on using the system and the procedures agreed by the Council in respect of confidentiality and the handling of personal information/data held in their possession are secure, relevant and fit for all the purposes identified.

9. LIST OF BACKGROUND PAPERS

9.1 None

10. OFFICER'S DECISION

10.1 I authorise the following action:

- The Council to invite tenders for the implementation of a Children's Centre Management Information System to be in place by 1 April 2013.

Signed

Date
