

EDUCATION SYSTEMS PROGRAMME – AWARD OF CONTRACT FOR THE PROVISION OF AN EDUCATION IT SYSTEM

COUNCILLOR LYNNE AYRES, CABINET MEMBER FOR CHILDREN'S SERVICES AND EDUCATION, SKILLS AND UNIVERSITY

June 2023

Deadline date: 30 June 2023

Cabinet portfolio holder: Responsible Director:	Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and University Chris Baird, Interim Service Director – Education
Is this a Key Decision?	YES Key decision reference: KEY/19DEC22/01
Is this decision eligible for call-in?	YES
Does this Public report have any annex that contains exempt information?	NO
Is this a project and if so has it been registered on Verto/POWA?	YES POWA reference P&C ITDS82

RECOMMENDATIONS

The Cabinet Member is recommended to:

1. Approve Peterborough City Council awarding a contract to CACI Limited for the provision of its Education IT System from 1 July 2023 for a period of 3 years (with the option to extend for a further 12 months). The estimated value of the total 3-year contract period is approximately £787,597 (RPI included, VAT is not included). An additional year would cost £107,832.

1. PURPOSE OF THIS REPORT

- 1.1 This report is for the Cabinet Member for Children's Services and Education, Skills and University to consider exercising delegated authority under paragraph 3.4.8 of Part 3 of the constitution in accordance with the terms of their portfolio at paragraph (g).

2. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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3. BACKGROUND AND KEY ISSUES

- 3.1 Peterborough City Council (PCC) currently uses different systems and processes to meet their statutory obligations for Education which are not integrated. This prevents a single view of the child and appropriate sharing of information within services that can help to safeguard children and young people. The existing IT contract for the current system expires at the end of March 2024 with notice due at the end of October 2023 so this is an ideal time to procure a fully integrated Education system that provides a single view of the child.

The future provision of a single system for Education that integrates with Liquid Logic (the system for Social Care) is being procured for PCC through the Education Systems Programme. This procurement includes the following Education services:

- Admissions and Admissions Appeals
- Alternative education provision
- Attendance
- Chaperones
- Children's centres
- Children in employment
- Children in entertainment
- Children missing education
- Early years and childcare
- Early years providers
- Education, employment and training
- Elective home education
- Family Information Service
- Governors
- Integrated youth services
- Reduced timetables
- Safeguarding
- Schools finance
- School Improvement
- Inclusion
- Sensory impairment
- Virtual schools
- Welfare benefits

Challenges identified with the current systems include:

- The input of census data is a significant administrative task which is frequently behind schedule and a lack of integration means this data is not shared automatically with Admissions or the SEND service.
- Responses to external bodies, such as Ofsted, can be a significant administrative burden
- Significant amounts of key data for Early Years funding is reliant on unsupported Excel macros
- Technical challenges
- Large amounts of manual data entry
- Poor integration of systems (including the DfE eligibility checker), which can cause duplicate entries/transcription errors
- Poor data quality, meaning data cleansing is required
- Lack of timely engagement with children and families in some services
- Management reporting is cumbersome and very time consuming in some services
- A silo effect in many services who would benefit from a single view of the child to better inform decision-making

The proposal is to introduce a new single integrated Education System which addresses current limitations and to migrate existing data to it. This should reduce any need to rekey data, freeing up staff time to improve service in other areas. A key requirement of the new system is two-way communication with parents/carers/young people through a parent portal, with professionals through a professionals' portal and with schools/settings through a provider/school portal. This will improve communication with the community as citizens will be able to 'self-serve' many of their enquiries/requests as well as significantly reduce the administrative burden on staff who will not need to rekey information currently provided via post and email. The use of these portals will be encouraged but those unable or unwilling to access them will continue to be able to interact with Education Services using post, email or telephone.

Procurement Process

A joint procurement was undertaken by Peterborough City Council and Cambridgeshire County Council (CCC). The Procurement lead is CCC, with PCC and CCC legal representatives instructed throughout the process. The joint procurement would culminate in PCC and CCC entering into separate, parallel contracts with the successful contractor.

To aid this exercise, the programme undertook a soft market test to improve understanding of the capabilities and costs of currently available systems and refine requirements in advance of a tendering process.

Working with the procurement team, a procurement plan was produced and recommended the use of the Crown Commercial Service RM1557.13 G-Cloud 13 framework, a framework which provides a large variety of cloud-based services including cloud hosting, cloud software and cloud support within the public sector. A direct award via Lot 2 – cloud software, specifically, was identified as the route to fulfil the Council's requirements. Having long-listed and short-listed potential suppliers, a single potential supplier was identified as meeting the key functional and technical requirements identified by the programme working

with key members of Education Services. The evaluation was conducted in accordance with the G-Cloud 13 customer guides in order to decide which service provision best met the Council's requirements.

The new system will be hosted by the successful provider and the aim is to begin implementation during the Summer of 2023.

Corporate Priorities

As well as ensuring the council discharges its statutory duties, this recommendation links to the following Corporate Priorities for Peterborough City Council:

The Economy & Inclusive Growth

- *Environment*

Carbon Impact Assessment completed. The outcome of this change is likely to have an either neutral or positive carbon impact. Impact cannot be certain or quantified at this early stage, however as the project develops opportunities to benchmark any changes will be monitored.

Below are the key points from the Carbon Impact Assessment approved by the Transport and Environment Team:

- 'The Programme aims to improve the processes and systems supporting the services mentioned above which will include the replacement of the existing systems (Capita One), hosted on physical servers in the councils Datacentres, with a cloud-based solution. This will have a positive effect on the Councils energy utilisation, once Capita One has been decommissioned.
- The Programme aims to improve the processes and systems which support various council services. It will likely include the replacement of existing systems (such as Capita One) currently hosted on physical servers in the council's datacentre, with a cloud-based solution. This will reduce the council's energy usage and therefore carbon emissions.
- Statement on any waste - Decommissioned servers will be recycled.'

Prevention, Independence & Resilience

Effective sharing of information between Education Services, Health and Social Care will support the council's aim to act as a 'corporate parent' for its most vulnerable children and young people as well as providing a single view of the child for all children in Peterborough in order to best support them. Similarly, early intervention for children and young people will support the council's aim to improve attainment in line with the national average.

Sustainable Future City Council

- *How we Work*

By freeing up staff time from manual data entry and admin task, they will be able to provide a higher quality service to Peterborough residents.

- *How we Serve*

The availability of Parent, School and Setting portals as well as traditional means of communication will improve communication with the communities we serve based on their needs rather than our structures. With 24-hour access to information parents and young people will be able to self-serve at a time convenient to them as well as increasing transparency.

Further information on the Council's Priorities can be found here - [Link to Corporate Strategy and Priorities Webpage](#)

4. CONSULTATION

- 4.1 The programme has been initiated by the Director for Education who chairs the Education Systems Programme Board in consultation with the Education management team and representatives of IT and Digital Services, BI, Procurement, Finance and Legal.

5. ANTICIPATED OUTCOMES OR IMPACT

- 5.1 The anticipated outcome is the award of the contract to CACI.

6. REASON FOR THE RECOMMENDATION

- 6.1 PCC currently use different systems and processes to meet their statutory obligations for Education. The move to CACI would put the child record (largely) in a single system across the Education service, reducing the risks around data being in more than one place.

The proposed solution offers advanced technical solutions including two-way digital engagement for schools/providers, professionals and parents.

7. ALTERNATIVE OPTIONS CONSIDERED

- 7.1 Do nothing: this would leave the Education services using existing systems, with the limitations described above. This option has been rejected because:

- The opportunity to have a single view of the child would be missed and the potential for reducing administrative burdens
- An integrated single new system can improve safeguarding through appropriate information sharing

- A new system will remove data duplication and reduce the risk of data protection incidents
- The current contract cannot be extended indefinitely and the current system is not cloud-based, incurring significant additional server-associated costs.
- The net savings from introducing the new system are already built into the MTFS from 24/25 and this saving would be at risk if the new system is not implemented. These savings are based solely on the software itself and do not include the other benefits that will be achieved by the introduction of the new system.

8. IMPLICATIONS

Financial Implications

- 8.1 The proposed contract will run for three years with an option to extend for a further year, with an initial implementation cost of £ 536,850.00 (not including VAT).

The annual charge is expected to increase by the RPI each year from Year 2, assumed to be 7%. This gives a total spend of £787,597 (VAT not included) over the three years of the contract or £895,429 if extended to four years.

The PCC capital/revenue spend is phased as follows:

	Year 1 Onboarding Costs	Year 1 Annual Support & Maintenance (ASM) + Hosting (Pro rata applied)	Year 2 ASM + Hosting	Year 3 ASM + Hosting	Year 4 ASM + Hosting (OPTIONAL)
Funding Stream	Capital	Revenue	Revenue	Revenue	Revenue
Amount	£536,850	£55,785	£94,185	£100,778	£107,832

These costs are funded from existing revenue and approved capital budgets. The onboarding initial implementation costs are to be funded from the approved capital budget. The Year 1 ASM and Hosting charges are a revenue cost but are to be funded from the Transformation reserve allocated to this capital project. Future revenue costs are covered by the existing Education software budget in revenue.

Legal Implications

- 8.2

The Council is an authorised user of the G-Cloud 13 framework, which permits direct award for Lot 2 – Cloud Software.

A G-Cloud 13 call-off contract shall be completed between the parties for the Education IT system provision.

Equalities Implications

- 8.3 Compliance with the Council's framework for Equality Impact Assessment in order to assess effects that this project may have on groups or individuals in respect to the equality categories.

Carbon Impact Assessment

8.4 Carbon Impact Assessment completed and outcome shared within section 3 – Corporate Priorities – Environment.

9. DECLARATIONS / CONFLICTS OF INTEREST & DISPENSATIONS GRANTED

9.1 None.

10. BACKGROUND DOCUMENTS

10.1 None.

11. APPENDICES

11.1 None.