



**Notice of a public
Decision Session - Executive Member for Finance and Performance**

To: Councillor Ayre (Executive Member)

Date: Monday, 14 December 2020

Time: 10.00 am

Venue: Remote Meeting

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00pm on Wednesday 16 December 2020.**

*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any items that are called in will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5:00pm on Thursday 10 December 2020.**

1. Declarations of Interest

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

- 2. Minutes** (Pages 1 - 4)
To approve and sign the minutes of the Decision Session held on 12 November 2020.

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. The deadline for registering at this meeting is at 5.00pm on Thursday 10 December 2020.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

Webcasting of Remote Public Meetings

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

- 4. Reprourement of Education Case Management System** (Pages 5 - 10)

This report presents proposals to renew or replace any core ICT systems in the council with a whole life contract value of over £250k. These have been defined as non-key routine procurements as per the council's contract procedure rules and expenditure will fall within existing capital and revenue budget provisions.

5. Urgent Business

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Angela Bielby

Telephone: (01904) 552599

Email: a.bielby@york.gov.uk

For more information about any of the following, please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

☎ (01904) 551550

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City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Finance and Performance
Date	12 November 2020
Present	Councillors Ayre (Executive Member for Finance and Performance) and Waller (Executive Member Executive Member for Economy and Strategic Planning for agenda item Lockdown and Tier 3 – Additional Restrictions Grant (ARG))

36. Declarations of Interest

The Executive Members confirmed they had no personal interests not included on the Register of Interests, nor any prejudicial or disclosable pecuniary interests, to declare in the business on the agenda.

37. Public Participation

It was reported that there had been two registrations to speak on Agenda Item 3 - Lockdown and Tier 3 – Additional Restrictions Grant (ARG) at the session under the Council's Public Participation Scheme.

Martin Spencer welcomed the focus of the grant on all York based businesses. He noted it was good that all businesses that have premises in York would now be eligible - as this would cover the many local traders who trade in York but do not live in York. He expressed concern that a number of businesses that did not qualify for assistance under Tier 3 restrictions and noted that many local retail and hospitality businesses have struggled severely with turnover dropping massively during Tier 2 restrictions. He stressed the importance of working together and offered support from business.

Kevin Tuohy spoke about support for traders at the Shambles market who had lost trade at a time of year when they would be making a surplus to last the rest of the year. He noted that the market could help the way forward in igniting footfall in York. He asked whether local traders on Shambles market could get financial assistance for such as rents from CYC through the equivalent of the local restrictions business grant.

38. Lockdown and Tier 3 – Additional Restrictions Grant (ARG)

This item was considered in consultation with Cllr Waller (Executive Member Executive Member for Economy and Strategic Planning

The Executive Members considered a report providing recommendations on how the Additional Restrictions Grant (ARG) discretionary fund, provided as part of the Government's COVID-19 support, could be used. This followed the report presented at the previous Decision Session on 5 November 2020 on the Local Restriction Grants (LRG) for Tier 2 Sector and Lockdown to support York businesses.

The Head of Economic Growth outlined the report detailing the businesses eligible for the grant and the support available for businesses in the supply chain. He also detailed the method by which the grants would be allocated and distributed. The Executive Member for Economy and Strategic Planning thanked officers for preparing the report and for work undertaken to engage and support businesses. He noted that the council as well as other local authorities had been lobbying the government, and as a result, changes had been made. He noted the importance of working with partners such as York BID, Make it York and the Institute of Directors and acknowledged the comments made by those organisations. He noted that many businesses would be supported by the grant. The Executive Member for Finance and Performance welcomed the grant, adding that the allocation of a preliminary budget of £200k to fund future reopening events was vital in taking reopening forward. It was then;

Resolved:

- (i) That the Chief Operating Officer be recommended to make an emergency decision to:
 - Implement a discretionary grants scheme providing support to the businesses outlined and at the levels indicated in paragraphs 19 and 20 to run until March 2022.
 - Instruct the Head of Economic Growth to develop more detailed proposals for a business support voucher scheme for consideration at a subsequent Executive Member Decision Session
 - Allocate a preliminary budget of £200k to fund future reopening events
 - Keep the allocations under review as the pandemic progresses, bring update reports back to Executive Member Decision Sessions should the budget need to be adapted.

- (ii) That should any element of this scheme be changed by subsequent government, delegation for the decision under this scheme be given to the Chief Finance Officer (s151) in consultation with the Executive Member Finance and Performance/Executive Member Economy & Strategic Planning, with changes approved retrospectively in public at the next available Executive Member decision session.

Reason: To support to York businesses which are affected by the Lockdown and Tier 3 restrictions but not eligible for Local Restrictions Grant (Closed) funding.

Cllr N Ayre, Executive Member

[The meeting started at 10.00 am and finished at 10.32 am].

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Executive Member for Finance & Performance

14 December 2020

Report of Head of Business Intelligence

Approval of ICT procurements with a whole life contract value of over £250k

Summary

- 1) The report will present the proposals to renew or replace any core ICT systems in the council with a whole life contract value of over £250k. These have been defined as non-key routine procurements as per the council's contract procedure rules and expenditure will fall within existing capital and revenue budget provisions.

Recommendations

- 2) The Executive Member is asked to approve:
 - A single contract for re-procurement of the main education case management system in order to secure capital savings and avoid increases in revenue costs for the next 5 years (Annex A);

Reason: To ensure that councillors consider routine procurement decisions over £250k in value in line with procurement regulations and the public have the opportunity to see transparent decision-making in operation relating to major procurements.

Background

- 3) The contract procedure rules state:

“7.7 - Where the aggregate contract value (including any extension) is between £250,000 and less than £500,000 then the decision to enter the contract requires the approval of an Executive Member or the Executive unless the procurement is treated as Routine as defined in clause 7.9.

7.8 - Where the aggregate contract value (including any extension) is £500,000 or more the decision will be regarded as a Key Decision unless the Chief Finance Officer acting in consultation with the Monitoring Officer has approved the procurement as Routine.

7.9 - A Routine procurement is any arrangement that represents a low commercial and legal risk to the Council and relates to procurement of goods, services or works with a clearly defined specification and that clearly relate to the routine day to day operation of the Council. Routine procurements will be limited to items such as utilities, insurance or stationery. Where Officers consider a procurement process may be Routine, they are required to liaise with Commercial Procurement who will advise on the relevant paperwork to be submitted to the Chief Finance Officer. Authorisation to treat a procurement as Routine must be sought before the procurement process commences. A Director may enter a Contract where the procurement has been treated as Routine. An updated register of routine procurement must be presented regularly to the Executive Member for Finance and Performance.”

- 4) It has been agreed for transparency that that whilst the procurements in the annexes have been agreed as routine by the Monitoring Officer and the Acting Section 151 Officer (Chief Finance Officer), and approved by the relevant Chief Officer, each decision will be approved by the Executive Member for Finance and Performance rather than presented in a register.
- 5) Whilst in some cases the procurement route will be indicated in the annex, as a general rule the most appropriate procurement route will be used in line with professional procurement advice, as determined at the time the council is ready to issue the related specification.

Consultations

- 6) The council's officer ICT Board, Directorate Management Team and statutory officers have been consulted in the formation of the recommended decisions in this report.

Options/Analysis

- 7) Any options and analysis considered will be contained within the annexes.

Council Plan

- 8) Outcomes achieved by the activities covered in this report help to deliver all services across the council, but particularly support the Council Plan 2019 -

23 priority of An Open and Effective Council in supporting the delivery of digital services.

Implications

- 9)
- a. **Financial:** The procurements will fall within existing capital and revenue budget provisions.
 - b. **Human Resources (HR):** None
 - c. **Equalities:** None
 - d. **Legal:** The procurement exercise will be undertaken in accordance with the Council's Contract Procedure Rules and the Council's Financial Standing Orders.
 - e. **Crime and Disorder:** None
 - f. **Information Technology (ICT):** As covered in the Annexes
 - g. **Property:** None
 - h. **Other:** None

Risk Management

- 9) The controls and evidence in this report mitigate/minimise risks associated with the impacts of:
- Availability of core systems that the council relies upon on a day to day services;
 - Availability of core systems that residents relies upon on a day to day services;
 - Compliance with government security requirements such as the Public Service Network (PSN) requirements, which allows council officers to access government systems as part of their work;
 - Compliance with Data Protection/GDPR regulations;
 - Avoids price increases in the medium term;
 - Future-proofing core platforms that digital services rely upon.

Contact Details Author:

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Head of Business
Intelligence
Tel No. 01904 555749

Chief Officers Responsible for the report:

Pauline Stuchfield
Assistant Director - Customer & Digital Services
Tel No. 01904 551706

Report Approved



Date 30/11/2020

Specialist Implications Officer(s)

Financial: Debbie Mitchell, Chief Finance Officer
Legal: Janie Berry, Director of Governance

Wards Affected: *List wards or tick box to indicate all*

All



Annexes:

Annex A - Education Case Management System Procurement

List of abbreviations used in this report:

CYC	City of York Council
PSN	Public Services Network
ICT	Information & Communications Technology
GDPR	European General Data Protection Regulation
k	Thousand

Education Case Management System Procurement

Introduction / Background:

The council currently has a “modular” case management system which provides a variety of internal and external functions across the entire education and early-years portfolio, covering aspects such as, but not limited to; Admissions, Free School Meals, Early years, 2 year old funding, school census, NCMP, School Transport, Behaviour and Attendance, Yr6/7 transfers etc.

This system is described as modular as all the modules connect via central spine, the child’s record. This system has been in place within the Council for the last nineteen years, and has long-standing and complex integrated data links to a large number of other corporate systems such as Children’s Social Care, External websites, SingleView and Finance.

The usage of the system has grown significantly in the last nineteen years as more services have moved to electronic records, alongside the need to have a variety of customer facing portals, and therefore the current agreement with the company is made up of approximately 25 small agreements surrounding the main licensing agreement for the system on the child’s record.

The main licensing agreement is coming to an end of its term and is now available to be purchased through a government framework which was not previously available. Due to future changes in business practice, three additional modules are required to support activities in SEN, as part of the work required within the Council’s statement of action, in SEN transport, and in admissions. Internal discussion and agreement on approach and need has taken place with the following which considered all current usage;

- Individual Heads of service and budget holders
- Assistant Director for Education – Maxine Squire
- Directorate management team
- SEND improvement board
- Internal ICT board
- Interim Director of people services
- CYC Procurement (to agree DAS framework)

Bringing the various contracts together in to a single agreement enables the Council to; have a sizable reduction in capital costs over the course of the five year

agreement (approx. £45k), provides access to 3 new modules (which avoids cost of approximately £30k start-up costs and £5-10k per annum), and provides greater oversight and understanding of financial and contractual relationships with the provider. A single contract helps de-risk key elements of a fundamental system for the council which is being used across a wide range of customer facing systems and would have significant detrimental impacts to residents, vulnerability and business continuity if unavailable. A single contract will allow the council to continue to develop a single technical and data approach around Education data which will continue to reduce and avoid costs in the future.

The council currently pays approximately £98k per annum for the various licences, all of which have slightly different time periods to run, and on current %RPI increases will rise to £118k per annum within five years. The discounted price, to recommence at approximately year-end, is between £97-100k for 5 years paid from ICT and Education budgets at a total cost of **£493,502**.

There is a framework in place for procuring the contract in this way and if approved the award will be made to Servelec Ltd.