

RESOURCES DIRECTORATE

DELEGATED DECISIONS

(Please note signatures/audit trails are held for all decisions. Signatures in these papers have been redacted before publication for security purposes)

Delegated Power Record

Are the details of the decision to be public or confidential?

Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

Reference	RES-24-014
Corporate Plan Priority	Investing for the long-term
Delegation Title	Adult's & Children's Social Care Systems Support & Maintenance Contract
Delegated Power Number	452 - To implement an optional extension under existing contract terms
Date of Exercise	29/02/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Phil Winstanley

Type of Decision (Key/Executive/Non-Executive)	Executive (Non-Key)
FOR KEY DECISIONS ONLY	
Delegated Power Forward Plan Ref	N/A
Date Decision Published in Forward Plan	
Urgency (For Key Decisions not included in Forward Plan only)	Not Applicable

Background to decision:

The Council's current contract for Adults' & Children's Social Care Systems Support & Maintenance Contract (System-C) with Liquidogic commenced on 1 April 2019 and expires on 31 March 2024 with the option of 2 x 12 month's extension periods.

The System-C is a case management system used to support both Children's Social Care in its role to safeguard children within the Borough, including additional modules and also to support Adult's Social Care in its role to provide services to and safeguard adults within the Borough.

Each year the Council pays for the support and maintenance in order that these systems are kept up to date with statutory legislative changes and to ensure that any problems encountered are fixed by the software supplier. To ensure that the maintenance and support continues for the full system, , it is proposed to extend the current contract for a period of 12 months which is available under the contract from 1 April 2024 to 31 March 2025.

Decision Considerations:

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The Council requires a fully supported maintained system to be in place that meets the needs of the Council and is compliant with statutory requirements and OFSTED and CQC recommendations for Childrens' Social Care and Adult's Social Care.

Full details of decision:

Approval is requested to extend the current System C Adults' & Children's Social Care Systems Support & Maintenance contract with Liquidogic Ltd for a period 12 months which is available under the contract from 1 April 2024 to 31 March 2025.

Financial detail:

12 month extension value: 01/04/2024 – 31/03/2025 - £138,872.29

Total contract value: 01/04/2029 – 31/03/2025 (inc. 12 month extension period) - £712,155.47

To be funded by IT Budget 10338/R4535 – £133,000 and Operational budget 10435/R4980 = £5,872.29 (Adults - £81,612.18, Childrens - £55,305.59, Shared cross cutting Items - £1,954.52)

Delivering Social Value:

These systems are integral to the delivery of our statutory obligations within Children's and Adult's Social Care, contributing to the wellbeing of Children, Young People and Adults in the Borough.

Reasons for Decision:

Extending the contract for support and maintenance of the case management system will ensure the Council is compliant with statutory requirements and OFSTED and CQC recommendations for Childrens' Social Care and Adult's Social Care. The option to extend is available under the contract.

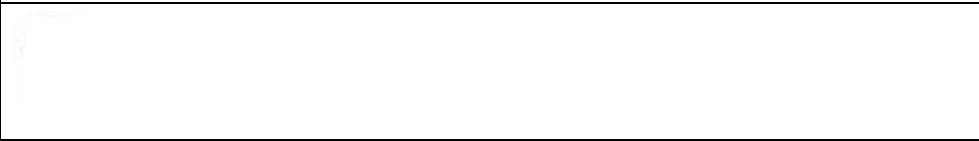

Details of alternative options considered (if any) and reasons for rejection:

1. Do nothing – the Council requires a fully supported and maintained case management system to support Children's and Adult's Social Care that is compliant with statutory requirements alongside CQC and OFSTED recommendations.
2. Undertake a competitive procurement exercise - Rejected given the investment made by the Council in the development of the current System-C product, this option has been rejected as this would present a significant risk to service disruption because of the change management programme required to move to an alternative system. Significant internal resources and associated system and service re-development costs would be likely. There will also be a significant costs and service impact associated with a retraining programme required to skill-up some required 800+ users of the systems and the migration of the data from the various systems.

Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:

This must be left blank. Business Support will seek this information from the Cabinet Member.


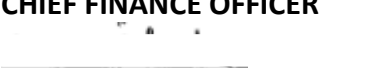


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<p>Details of any dispensation granted in respect of any conflict of interest: This must be left blank. Business Support will seek this information from the Cabinet Member.</p>		
<p>Background Papers: Delegated Powers: RES-19-028, ADCOM-21-107, RES-22-130</p>		
<p>Officer Name (Print)</p>	<p>Michael Readman</p>	
<p>Officer Signature</p>		
<p>Submission date</p>	<p>26/02/2024</p>	
<p>Procurement Approval</p>		<p>The request complies with the Council's Contract Procedure Rules</p>

Delegated Power Record

Reference	RES-24-014
Delegated Power Forward Plan Reference	
Corporate Plan Priority	Investing for the long-term
Delegation Title	Adults' & Children's Social Care Systems Support & Maintenance Contract
Delegated Power Number	452 - To implement an optional extension under existing contract terms
Date of Exercise	29/02/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Phil Winstanley

Signatures

CABINET MEMBER FOR RESOURCES 	Date 29/02/2024
CHIEF FINANCE OFFICER 	Date 28/02/2024
CHIEF LEGAL OFFICER 	Date 27/02/2024
MANAGING DIRECTOR 	Date 27/02/2024

Call-In (Key Decisions Only)

Date Decision will become effective	
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Delegated Power Record

Are the details of the decision to be public or confidential?

Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

Reference	RES-24-016
Corporate Plan Priority	Investing for the long-term
Delegation Title	Archive Document Storage & Retrieval Service
Delegated Power Number	452 - In accordance with the Council's Contract Procedure Rules 9.11: To implement an optional extension under existing contract terms
Date of Exercise	14/03/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Vikki Smith

Type of Decision (Key/Executive/Non-Executive)	Executive (Non-Key)
FOR KEY DECISIONS ONLY	
Delegated Power Forward Plan Ref	N/A
Date Decision Published in Forward Plan	
Urgency (For Key Decisions not included in Forward Plan only)	Not Applicable

Background to decision:

The current contract initial period with Restore Plc for Archive Document Storage & Retrieval Service ended on 31 December 2023 and although there was an option to extend for a period of up to 12 months, it was intended to award a new contract for a period of 3 years and an award Delegated Power (RES-23-076) was approved for this to start on 01/01/2024.

Due to a requirement for digital scanning for some documents going forward as the Council's Multifunction devices are not capable of the high resolution required for some old documents, the new contract did not go ahead as digital scanning was not included within Lot 1 of the Crown Commercial Services (CCS) RM6175 Records Information Management, Digital Solutions and Associated Services Framework.

The Council do still require an archiving service going forward as it assists the Council in the discharge of its data protection and records management responsibilities which originate legislation, particularly in heavily regulated services. As the new contract did not go ahead, the current contract naturally entered into the optional extension period of the current contract by

Delegated Power Record

default. The issues have now been resolved and as such it is requested that a 6 month extension period to the current contract be approved retrospectively from 1 January 2024 to 30 June 2024. It is then intended to enter in to a new contract from 1 July 2024 which will include digital scanning as an option.

As the use of electronic system and the digitisation of records progresses in Council services, the need to archived documents will reduce – although some will always be required to be held in hard copy until a change in relevant legislation and ways of working.

In order to reduce costs going forward processes are being put in place to condense the days of the week when boxes can be retrieved to RCBC locations, this will reduce the repeated costs of transport, also new approval processes will be instigated internally for movement of any boxes (retrievals/refiles/add new).

Decision Considerations:

Contract Procedure Rules.

The Council operates a Records Retention and Disposal Policy which mandates the management of archived records in line with a Retention and Disposal Scheme. This Scheme ensures that the Council is appropriately disposing of records that it no longer has a business need to retain.

Full details of decision:

Approval is requested to extend the current contract with Restore Plc for and Archiving Document Storage & Retrieval Service.

The extension period will be for a period of 6 months from 1 January 2024 to 30 June 2024.

Financial detail:

Based on benchmarking of current 12 month activity on the contract, the estimated cost for the extension period of six months from 1 January 2024 to 30 June 2024 is £31,250.

The total cost of the contract including the six month extension period from 1 January 2023 to 30 June 2024 is £93,750 which includes the cost of disposal of boxes being retrieved from or destroyed on-site at Restore due to the ongoing process to reduce and ultimately eliminate all paper records from the secure storage facility.

This may fluctuate depending on activity usage and destructions.

To be funded from cost code 10190. The contract provides services that are used corporately across the Council and the costs are charged against individual Assistant Directors budgets. There are no capital costs associated with this contract.

Delivering Social Value:

Restore have document storage facilities located in the Borough of Redcar and Cleveland, maintaining jobs within the Borough and minimising the vehicle miles covered in the provision of the service. Restore have signed up to the Council's Social Value Charter.

Reasons for Decision:

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This service assists the Council in the discharge of its data protection and records management responsibilities which originate legislation, particularly in heavily regulated services. The retention of specific types of records, in some cases for lengthy periods of time or indefinitely and the management of those documents must meet stringent environmental and security standards. In addition, the accurate, secure, and timely retrieval of those records to support service provision is also an important requirement of the service.

Extending the contract with Restore Plc under the current Crown Commercial Services Framework provides the Council with stability in terms of cost as pricing will remain the same. Restore provide a quality service and were appointed to the CCS framework after a full PCR tender process was carried out.

Details of alternative options considered (if any) and reasons for rejection:

1. Provision of the service in-house – This was rejected following consideration of the capital and annual revenue costs and risks associated with providing such a service in-house as opposed to via a private provider with the relevant expertise.
3. Competitive Procurement Process – Rejected at present, procurement options will be considered during the six month extension period with the aim of awarding a new contract from 1 July 2024.

Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:

This must be left blank. Business Support will seek this information from the Cabinet Member.

Details of any dispensation granted in respect of any conflict of interest:

This must be left blank. Business Support will seek this information from the Cabinet Member.

Background Papers:

RES-22-187, RES-23-076

Officer Name (Print)	Eileen Chapman
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Officer Signature	
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Submission date	06/03/2024
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Procurement Approval		Decision complies with the Council’s Contract Procedure Rules
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Delegated Power Record

Reference	RES-24-016
Delegated Power Forward Plan Reference	
Corporate Plan Priority	Investing for the long-term
Delegation Title	Archive Document Storage & Retrieval Service
Delegated Power Number	452 - In accordance with the Council's Contract Procedure Rules 9.11: To implement an optional extension under existing contract terms
Date of Exercise	14/03/2024
Cabinet Member	CLlr Christopher Massey
Assistant Director	Vikki Smith

Signatures

CABINET MEMBER FOR RESOURCES	Date 14/03/2024
CHIEF FINANCE OFFICER	Date 14/03/2024
CHIEF LEGAL OFFICER	Date 06/03/2024
MANAGING DIRECTOR	Date 06/03/2024

Call-In (Key Decisions Only)

Date Decision will become effective	
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Delegated Power Record

Are the details of the decision to be public or confidential?

Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

Reference	RES-24-019
Corporate Plan Priority	A Strong and Sustainable Council
Delegation Title	Election and Electoral Registration Printing
Delegated Power Number	450 – Award a Contract
Date of Exercise	22/03/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Steve Newton

Type of Decision (Key/Executive/Non-Executive)	Executive (Non-Key)
FOR KEY DECISIONS ONLY	
Delegated Power Forward Plan Ref	N/A
Date Decision Published in Forward Plan	
Urgency (For Key Decisions not included in Forward Plan only)	Not Applicable

Background to decision:

Redcar and Cleveland Borough Council has a requirement for Election and Electoral Registration printing.

The North East Procurement Organisation (NEPO) Election and Electoral Registration Print Framework is available for any members of NEPO to utilise, throughout the period of the Framework from 1 December 2021 – 30 November 2025. Redcar and Cleveland Borough Council are full members of NEPO, and the framework consists of three suppliers:

Civica Election Services Limited, Adare SEC Ltd and Print Image Network Limited

A direct award option is available under the framework.

Decision Considerations:

Contract Procedure Rules.

Full details of decision:

Delegated Power Record

Approval is requested to participate in the NEPO Election and Electoral Registration Print Framework and directly award a call off contract to Adare SEC Ltd to provide Election and Electoral Registration printing services for a period of 12 months from 1 June 2024 until 31 May 2025.

Financial detail:

Approximate value for the twelve-month period is £200,000.

Please note the number of Elections and therefore cost of printing is subject to demand.

Electoral Registration Cost Centre – 10209

Elections Cost Centre - 10189

Delivering Social Value:

NEPO incorporated the National TOMs Framework into the Invitation to Tender to support the evaluation of Tenderers social value offering. Framework suppliers are contractually committed to delivering social value in ratio to the total contract spend they receive throughout the term of the Framework Agreement. Adare SEC Ltd committed to the delivery of employability support and the promotion of skills within the northeast region under the following measures: Employability support for people over 24 and Employability support for young people. NEPO will contract manage the identification of spend and the delivery of the social value commitment under the Framework Agreement.

Reasons for Decision:

Adare SEC Ltd provide a comprehensive, value for money Election and Electoral Registration Print service. Statutory requirement.

Details of alternative options considered (if any) and reasons for rejection:

Do nothing – Not an option as Public Contract Regulations (PCR) 2015 apply.

Providing as an in-house service – Not an option as capacity and resources not available.

Procure from an alternative framework – Not an option as Redcar and Cleveland are full members of NEPO and were instrumental in developing the NEPO framework.

Carry out a PCR Tender process – No requirement to do this as the NEPO framework is available.

Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:

This must be left blank. Business Support will seek this information from the Cabinet Member.

Details of any dispensation granted in respect of any conflict of interest:

This must be left blank. Business Support will seek this information from the Cabinet Member.

Background Papers:

State where any additional papers may be held, any background information (if applicable)





Delegated Power Record

Officer Name (Print)	Ali Haver	
Officer Signature		
Submission date	21 March 2024	
Procurement Approval		Request complies with the Council's Contract Procedure Rules

Delegated Power Record

Reference	RES-24-019
Delegated Power Forward Plan Reference	
Corporate Plan Priority	A Strong and Sustainable Council
Delegation Title	Election and Electoral Registration Printing
Delegated Power Number	450 – Award a Contract
Date of Exercise	22/03/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Steve Newton

Signatures

CABINET MEMBER FOR RESOURCES 	Date 22/03/2024
CHIEF FINANCE OFFICER 	Date 21/03/2024
CHIEF LEGAL OFFICER 	Date 22/03/2024
MANAGING DIRECTOR 	Date 22/03/2024

Call-In (Key Decisions Only)

Date Decision will become effective	
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Delegated Power Record

Are the details of the decision to be public or confidential?

Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

Reference	RES-24-020
Corporate Plan Priority	A Strong and Sustainable Council
Delegation Title	Legal Services for Litigation in Relation to Insurance Claims
Delegated Power Number	452 - In accordance with the Council's Contract Procedure Rules 9.11: To implement an optional extension under existing contract terms
Date of Exercise	04/04/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Vikki Smith

Type of Decision (Key/Executive/Non-Executive)	Executive (Non-Key)
FOR KEY DECISIONS ONLY	
Delegated Power Forward Plan Ref	N/A
Date Decision Published in Forward Plan	
Urgency (For Key Decisions not included in Forward Plan only)	Not Applicable

Background to decision:

Redcar and Cleveland Borough Council awarded a contract to DAC Beechcroft via the NEPO513 Legal Services Framework, commencing 1 October 2023 for a period of six months with an option to extend for 1 x 12 months.

The litigation work primarily involves civil claims brought against the Council, for allegations of negligence (common law), breach of statutory duty and breach of contract. The work and claims against the Council are tied in with the Council's Insurance Programme, since the insurers may have an interest in the final outcome/settlement of the claim.


As the initial contract ends on 31 March 2024 and the Council do still require the service provided by DAC Beechcroft, it is proposed to enter into the optional 12 month extension period from 1 April 2024 to 31 March 2025.

Decision Considerations:

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<p>Contract Procedure Rules. The Council still requires this service provision to continue. DAC Beechcroft have a proven track record of successfully defending the Council's claims.</p>	
<p>Full details of decision:</p> <p>Approval is requested to extend the current contract with DAC Beechcroft for Litigation Services in Relation to Insurance Claims.</p> <p>The 12 month extension period will be from 1 April 2024 to 31 March 2025.</p>	
<p>Financial detail:</p> <p>The expected cost of the full contract (inc. extension period) from 1 October 2023 to 31 March 2025 is circa £75,000 (average £50,000 p.a.) depending on levels of call off.</p> <p>Funded as part of the annual insurance recharge across all directorates.</p>	
<p>Delivering Social Value:</p> <p>Provision of the Litigation Service in relation to third party insurance claims safeguards public funding and protects employees and the general public.</p>	
<p>Reasons for Decision:</p> <p>There is a continuing need for the service, DAC Beechcroft have a proven track record of successfully defending the Council's claims.</p>	
<p>Details of alternative options considered (if any) and reasons for rejection:</p> <p>Do nothing is not an option as there is a requirement for the current service. Quotation process rejected as the existing contract meets requirements and has an extension option available.</p>	
<p>Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:</p> <p>This must be left blank. Business Support will seek this information from the Cabinet Member.</p>	
<p>Details of any dispensation granted in respect of any conflict of interest:</p> <p>This must be left blank. Business Support will seek this information from the Cabinet Member.</p>	
<p>Background Papers:</p> <p>State where any additional papers may be held, any background information (if applicable)</p>	
Officer Name (Print)	Lewis Gamble-Thompson
Officer Signature	—
Submission date	4 April 2024

Delegated Power Record

Procurement Approval		Request complies with the Council's Contract Procedure Rules
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Reference	RES-24-020
Delegated Power Forward Plan Reference	
Corporate Plan Priority	A Strong and Sustainable Council
Delegation Title	Legal Services for Litigation in Relation to Insurance Claims
Delegated Power Number	452 - In accordance with the Council's Contract Procedure Rules 9.11: To implement an optional extension under existing contract terms
Date of Exercise	04/04/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Vikki Smith

Signatures

CABINET MEMBER FOR RESOURCES 	Date 04/04/2024
CHIEF FINANCE OFFICER 	Date 04/04/2024
CHIEF LEGAL OFFICER	Date 04/04/2024
MANAGING DIRECTOR	Date 04/04/2024

Call-In (Key Decisions Only)

Date Decision will become effective	
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