

## Cabinet (Resources) Panel

17 January 2024

<b>Report title</b>	Procurement – Award of Contracts for Works, Goods and Services	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Louise Miles Resources	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	Yes	
<b>Wards affected</b>	All Wards	
<b>Accountable Director</b>	James Howse, Interim Director of Finance	
<b>Originating service</b>	Procurement	
<b>Accountable employee</b>	John Thompson	Head of Procurement
	Tel	01902 554503
	Email	John.thompson@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Directorate Leadership Team	

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### Recommendations for decision:

The Cabinet (Resources) Panel is recommended to:

1. Delegate authority to the Cabinet Member for Jobs, Skills and Education, in consultation with the Deputy Director of Education, to approve the award of a contract for the Managed Client Caseload System when the evaluation process is complete.
2. Delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Public Health, to approve the award of a contract for Our People Project when the evaluation process is complete.

**1.0 Councillor Jacqui Coogan – Cabinet Member for Jobs, Skills, and Education**  
**1.1 Delegated Authority to Award a Contract – Managed Client Caseload System**

<b>Ref no:</b>	<b>CWC23097</b>
Council Plan aim	More local people into good jobs and training
Originating service	Skills
Accountable officer	Niginder Kaur, Connexions Team Leader (01902) 558469
Leadership Team approval	30 November 2023
Accountable Lead Cabinet Member	Cllr Jacqui Coogan, Cabinet Member for Jobs, Skills, and Education (01902) 553345
Date Lead Cabinet Member briefed	13 December 2023
Procurement advisor	Sheena Douglas, Procurement Buyer (01902) 553406

**1.2 Background**

- 1.3 This procurement is for access to a service for the provision of a Client Caseload Information System (CCIS) and tracking that must be operational on 1 April 2024 or as otherwise agreed. The supplier will provide a tracking service that conforms to the statutory responsibility to report to the Department for Education (DfE) on young people's post-16 activities. In addition, the supplier will also be required to trial an enhanced tracking service in the first year of this contract to those young people who are aged 19+.
- 1.4 CCIS is a local database that provides Local Authorities with the information they need to support young people to engage in education and training; to identify those who are not participating and to plan services that meet young people's needs. It enables local authorities to provide management information to the DfE through the National Client Caseload Information System (NCCIS).

<b>Proposed Contract Award</b>	
Contract duration	3 years and 6 months (1.5 + 2)
Contract Commencement date	1 April 2024

Annual value	£99,000 + 5% inflationary rise per year
Total value	£369,500

## 1.5 Procurement Process

- 1.6 The procurement procedure will be an Open tender procedure in accordance with the Public Contract Regulations 2015 and the Council's Contract Procedure Rules. This route to market also offers opportunities for local suppliers to submit bids supporting the Wolverhampton Pound.
- 1.7 The evaluation scoring criteria will be Price 40%, Quality (including Social Value and Equalities) 60%. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.
- 1.8 The evaluation team will comprise of:

Name	Job Title
Niginder Kaur	Connexions Team Leader
Joseph Burley	Skills Systems Development Manager
Sue Lindup	Skills and Employability Manager

## 1.9 Evaluation of alternative options

- 1.10 **Option 1** – Do nothing. The current contract for CCIS will expire and we will be unable to continue to monitor and track our young people's destinations in the city. We would not be able to meet the requirement to make our annual statutory returns to DfE.
- 1.11 **Option 2** – Monitor the Cohort of Young People within CWC. CWC does not hold a CCIS monitoring system and if CWC were to decide to commission such a service internally, it would take several months/years to plan and develop the system before it could be used efficiently. An in-house system would be costly to develop and to administer.

## 1.12 Reason for decisions

- 1.13 To ensure value for money is achieved, the service will be procured externally as there are providers on the market who have the expertise and systems already in place to deliver the service required by CWC. The provider will be responsible for full

implementation, management, maintenance, training, data migration, cleansing and report production.

#### 1.14 Financial implications

- 1.15 The total amount of funding allocated to this project is £369,500 over a full term of three years and six months.
- 1.16 The funding is generated from the Skills, Connexions revenue budget which is a combined revenue and traded service budget.
- 1.17 In addition, up to £27,000 has been allocated from the Commonwealth Games Legacy funding to trial an enhanced tracking system for young people aged up to 19 years in Year 1.

Financial Year	Year 1 April 2024- March 2025 (£)	Year 2 April 2025- March 2026 (£)	Year 3 April 2026- March 2027 (£)	Year 4 April 2027- Sept 2027 (£)	Total (£)
Skills/Connexions	72,000	104,000	109,000	57,500	342,500
Commonwealth Games Funding	27,000				27,000
Total	99,000	104,000	109,000	57,500	369,500

- 1.18 Funding for the trial enhanced tracking service for 19+ will be reviewed at the end of year 1 to identify if the continuation of this part of the contract is feasible to be continued as part of the overall CCIS service in Year 2, 3, 4. This will involve discussions with schools and the provider to identify if a traded service to schools is feasible.
- 1.19 It is also proposed to build in a break clause for the statutory part of the contract after 18 months to ensure that the contract continues to meet our needs and that the revenue from the Connexions budget is available to cover the additional costs.

#### 1.20 Legal implications

- 1.21 The procurement will be above threshold procedure in accordance with the Public Contract Regulations 2015 and Council's Contract Procedure Rules.

#### 1.22 Equalities implications

- 1.23 The equality impact assessment (EIA) has been completed by the Equality Diversity and Inclusion (EDI) team in relation to the procurement of a Managed Client Caseload System used by Connexions to manage data related to their responsibilities. The purposes of processing this data include assessing, tracking and monitoring of young

people, meeting statutory reporting requirements to the DfE, sharing and exchanging of information between City of Wolverhampton Schools and CWC.

#### **1.24 All other implications**

- 1.25 The purpose of the data processing is to comply with Statutory responsibilities of tracking and monitoring young people who are not in employment, education, or training.
- 1.26 The nature of the processing will be collection, recording, organisation, structuring, storage, adaptation and alteration, retrieval, use, disclosure by transmission, dissemination, restriction, alignment and combination, erasure and destruction of data.
- 1.27 The purposes of processing include assessing, tracking and monitoring of young people, meeting reporting requirements to the Department of Education, sharing and exchanging of information between City of Wolverhampton Schools and CWC.

#### **1.28 Recommendation**

- 1.29 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Jobs, Skills and Education, in consultation with the Deputy Director of Education, to approve the award of a contract for the Managed Client Caseload System when the evaluation process is complete.

## 2.0 Councillor Jasbir Jaspal – Cabinet Member for Adults and Wellbeing

### 2.1 Delegated Authority to Award the Our People Project Contract

<b>Ref no: CWC23198</b>	
Council Plan aim	Healthy, Inclusive Communities
Originating service	Homelessness & Migration
Accountable officer	Satvinder Goraya – Lead Officer New Communities and Housing
Leadership Team approval	Public Health Leadership Team 25 July 2023
Accountable Lead Cabinet Member	Cllr Jasbir Jaspal – Cabinet Member for Adults and Wellbeing
Date Lead Cabinet Member briefed	27 July 2023
Procurement advisor	Adebimpe Winjobi – Procurement Manager

### 2.2 Background

2.3 International migration and displacement and its rising unknown risks have increased pressures on resources and support systems across CWC since 2021.

2.4 In response to these CWC has recognised the need to implement a service to mitigate risk and provide priority access to support, advice and guidance for new, transient, and migrant cohorts living in or arriving at Wolverhampton.

<b>Proposed Contract Award</b>	
Contract duration	Three years (1+1+1)
Contract Commencement date	1 April 2024
Annual value	£200,000
Total value	£600,000

### 2.5 Procurement Process

2.6 The intended procurement procedure will be an open, above threshold Light Touch Regime procedure in accordance with Public Contract Regulations 2015 and Council's Contracts Procedure Rules. This route to market has been decided because the Council

is committed to demonstrating that the services it procures represent good value for money which have been sourced using open, transparent, and equitable processes. This route to market also offers opportunities for local suppliers to submit bids supporting the Wolverhampton Pound.

2.7 The evaluation scoring balance will focus primarily on the quality of services - Quality 70%, 5% Social Value, 5% Equality Diversity & Inclusion, and 20% Price. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.

2.8 The evaluation team will comprise.

<b>Name</b>	<b>Job Title</b>
Satvinder Goraya	Lead Officer – New Communities & Housing Officer
Anthony Walker	Head of Homelessness & Migration
Clare Reardon	Principal Public Health Specialist
Leah Arnold	Service Manager

## **2.9 Evaluation of alternative options**

2.10 In-house service delivery was considered, however there were several factors that led to the conclusion that this was not a viable option. The mobilisation period would be a lengthy process due to the need to employ new skilled staff and ensure that they were able to provide the specialist intervention and immigration support that has been identified. Furthermore, the legal requirement of the local authority to become Office of the Immigration Services Commissioner (OISC) registered to meet elements within the service would require additional exploration and would cause further delays in the service commencement. The total cost of developing this new service area would not be commercially viable.

2.11 Utilising existing services to meet the need and demand was evaluated but was not considered a suitable approach due to the diverse and complex needs of the service user cohort. Lessons learned from previous projects and the consultation conducted across departments highlighted that there was a need for a specialist service provision due to additional complexities of immigration that the cohort face. Where services will endeavour to support the cohort, it is recognised that not all services have the infrastructure or skills to offer the intervention required to mitigate against risk.

2.12 The option to utilise a framework has been discounted as there are no framework's available for this type of service requirement.

## **2.13 Reason for decisions**

2.14 The proposed service will align the different elements that are currently separately commissioned to support those from new, transient, and migrant household living in or arriving to Wolverhampton. This will provide a more streamlined pathway for beneficiaries of the service and will allow support to be increased or decreased for an individual in response to changing needs, ensuring the best possible outcome. This will also support value for money by combining current services.

2.15 The elements within this contract directly support the Council Plan:

- Healthy, inclusive communities and Fulfilled lives for all with quality care for those that need it: Health Navigation to reduce health inequalities faced by new, transient, and migrant household living in or arriving to Wolverhampton. Ensuring access to provision and services in a timely, and equitable manner.
- More local people into good jobs and training: The Our People aims to bring new opportunity for local delivery and recruitment of local people, offering 3-year minimum stability.
- Strong families where children grow up well and well and achieve their full potential: Education and Family Navigation ensuring household can thrive as resident of the city. Providing household with information, support and assistance, empowering household to feel fully informed on their right and entitlement; gaining access to opportunity that can lead to safe and prosperous families.

## **2.16 Financial implications**

2.17 The contract costs will be charged to the existing approved Homelessness and New Communities budgets which are within the Public Health directorate and will be fully funded from grants received from the Home Office between the periods of 2024-2027.

## **2.18 Legal implications**

2.19 The intended procurement procedure will be an open, above threshold Light Touch Regime procedure in accordance with Public Contract Regulations 2015 and Council's Contracts Procedure Rules.

## **2.20 Equalities implications**

2.21 A full equality impact assessment has been undertaken for the services under the contract which ensures that people experiencing multiple disadvantages can access services and receive the best possible support.

## **2.22 All other implications**

2.23 There are no other implications associated with this report.

## **2.24 Recommendation**

2.25 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Public Health, to approve the award of a contract for Our People Project when the evaluation process is complete.



### **3.0 Financial implications**

3.1 All financial implications are included within the relevant section of the report.  
[RP/03012024/H]

### **4.0 Legal implications**

4.1 All legal implications are included within the relevant section of the report.  
[SZ/04012024/P]

### **5.0 Equalities implications**

5.1 The relevance to equalities and progress in terms of equality analysis will vary for each proposal included in this report. Accountable officers have and will ensure that evidence is collected and used to demonstrate compliance with CWC's legal obligations under the Equality Act 2010.

### **6.0 All other implications**

6.1 All other implications are included within the relevant section of the report.

### **7.0 Schedule of background papers**

7.1 All background papers are included within the relevant section of the report.