

Notice of Non-Key Executive Decision

Subject Heading:	One Year Contract Extension for the Provision of a Client Caseload Information System (CCIS) 15 Billion.
Decision Maker:	Barbara Nicholls, Strategic Director of People
Cabinet Member:	Councillor Oscar Ford, Cabinet Member for Children Social Care
ELT Lead:	Tara Geere, Director of Starting Well
Report Author and contact details:	Clare Jackson, Commissioner e. Clare.jackson@havering.gov.uk
Policy context:	To assist the Council in complying with the statutory duty to make available to young people support that will encourage, enable or assist them to participate in education or training
Financial summary:	The one-year extension of the client caseload information system contract will cost £38,844.00
Relevant Overview & Scrutiny Sub Committee:	People
Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision

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The subject matter of this report deals with the following Council Objectives

People - Supporting our residents to stay safe and well **X**

Place - A great place to live, work and enjoy

Resources - Enabling a resident-focused and resilient Council

Place an X as appropriate

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

For the reasons set out in this report, the Director of Starting Well is recommended to agree to the one-year extension of the Client Caseload Information System Contract with 15 Billion from 1st September 2025 to 31st August 2026.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution

Scheme 3.3.3 - Powers common to all Strategic Directors

1. General

1.1 To take any steps, and take any decisions, necessary for the proper management and administration of their allocated directorate

4. Contracts

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

STATEMENT OF THE REASONS FOR THE DECISION

1.1 In 2019, the Council awarded a five-year contract to 15 Billion for the provision of the client caseload information system (CCIS). The contract commenced on 1st September 2019 and has the provision to extend for up to an additional two years. The contract was already extended by one 12-month period and is currently due to expire on 31st August 2025. Therefore, the Council wishes to extend the contract for an additional 12 months.

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1.2 15 Billion have been managing the CCIS database for the London Borough of Havering (LBH) to fulfil the statutory obligations, as outlined in the Education and Skills Act 2008. There is a statutory duty on local authorities to make available to young people support that will “encourage, enable or assist them to participate in education or training”. Local authorities working with schools, academies and colleges are expected to track and record young people’s participation post-16 on the CCIS to ensure there is reliable data available centrally on young people at risk of being NEET (Not in Employment, Education or Training).

1.3 The CCIS specification was introduced to provide a common standard for databases used by Prospects partnerships. The current arrangements for fulfilling the boroughs statutory duties under the Education and Skills Act 2008 (Section 68) retained in the Education Act 2011 are being provided through commissioned services by 15 Billion.

1.4 The system supports the tracking of young people’s destinations and provide reports to the Department for Education about young people’s characteristics, participation and achievements and present regular reports to the Council regarding its progress towards and the achievement of the Not in Education, Employment or Training (“NEET”) targets.

1.5 Guidance issued by the Department for Education (DfE) states that the tracking of young people’s participation is a key element of the statutory duties placed on authorities. LAs are required to collect information about all young people so that those who are not participating, or are NEET, can be identified and given support to re-engage. 15 Billion provides robust data and information that supports targeted interventions and strategic planning of provision. The current service works in tandem with the Prospects Targeted IAG contract.

1.6 There are many advantages to maintaining the sub-regional database, including:

- Maintaining alignment with the sub-regional provision of CCIS services across London, which has enabled a London wide strategy to be developed in partnership with ALDCS.
- Straightforward integration with the London CCIS Index.
- Economies of scale arising from sharing costs throughout the sub-region.
- The service is established and highly regarded by partners in the borough.
- It is meeting the needs of the LA.

The current 15 Billion contract forms part of an existing sub-regional arrangement between the London Boroughs of: Barking & Dagenham, Bexley, City of London, Greenwich, Lewisham, Newham, Redbridge and Tower Hamlets, to protect data integrity and cross-borough working. It is essential to maintain the integrity of the cluster and this, in turn, helps in maintaining low contract values as resources are shared across the cluster.

1.8 The one-year extension of the contract will cost £38,844. The costs for this service are from their original bid for the contracts and there has been no request for an uplift, on this basis, the value of the contract will remain the same. Once this extension decision has been formally agreed, the Lead Commissioner will write to the supplier and inform them of the extension. The management of the contract will therefore continue

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with regular quarterly reporting and contract meetings between the Council and supplier.

OTHER OPTIONS CONSIDERED AND REJECTED

1. Do nothing:

Failure to secure the extension will substantially affect the continuation of the current service, necessitating the Council to initiate a re-commissioning process. This option has been dismissed due to the satisfactory performance of the existing contract holder in delivering the services and the insufficient time to undertake effective re-commissioning.

2. Retender:

Retendering the contract would not be an option in this instance due to the amount of time and resources required. A previous benchmarking exercise in 2024 indicated that the market was limited. In addition to this, the current provider has the advantage of insight into the local area, i.e. schools and education providers, which is essential to ensuring the best support is delivered.

Given the length of time the contract has been in place, the Council needs assurance that it is still meeting the needs of young people, while gaining value for money. To ensure this is the case, a retender will be explored in the future.

3. Extend for One Year:

Extending the contract by 12 months allows the Council enough time to analyse details and develop a commissioning strategy, considering funding, service requirements, benchmarking, and market testing.

This option is recommended.

PRE-DECISION CONSULTATION

Not applicable.

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NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Clare Jackson

Designation: Commissioner

Signature: *C. Jackson*

Date: 12.06.2025

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has the power to extend the contract for these services under Section 111 of the Local Government Act 1972, which allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

The Council also has a general power of competence under section 1 of the Localism Act 2011 to do anything an individual may generally do, subject to any statutory constraints on the Council's powers. None of the constraints on the Council's s.1 power are engaged by this decision.

The original value of the contract with 15 Billion is £271,908.00, which is above the applicable public procurement threshold for services contracts for the purposes of the Public Contracts Regulations 2015 (PCR), and as such, the contract is caught by the full PCR regime.

The PCR is relevant in this circumstance, as the contract was awarded under these regulations and remains live.

As set out in the contract particulars, the Council has the option to extend the term for an additional two years. Having already extended the contract for 12 months; the Council now seeks to utilise the remaining 12 months of this extension option. The extension of time is permitted under Regulation 72(1)(a) of the PCR, as it was provided for in the initial procurement documents. This also complies with paragraph 19.4 of the Council's Contracts Procedure Rules (CPR).

In line with CPR 19.8, the reasons and authority to vary, modify or extend the contracts must be recorded in writing and loaded onto the Council's preferred e-tendering suite.

For the reasons set out above, the Council may extend the contract.

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FINANCIAL IMPLICATIONS AND RISKS

This decision seeks approval for a 1-year extension to the following existing contract relating to the Client Caseload Information System.

Contract	Provider	Annual cost
Client Caseload Information System	15 Billion	£38,844

There is a full provision for the current contract within the Education Services budget in Starting Well.

The cost of the extension is unchanged from the original contract price that has been in place since September 2019, so there will be no additional budget pressures arising because of the extension.

The service is currently performing well and meeting the Council's statutory obligations in this service area.

The extension will allow for the contract to be fully reviewed and re commissioned with effect from September 2026, to ensure best value is being achieved.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

(i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

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(ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;

(iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

The action undertaken will include monitoring how the service meets the needs of all eligible users, including those from ethnic minority communities and the disabled. The Council will also ensure that potential providers have undertaken equality training and adhere to the Council's Fair to All Policy or their own equivalent.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

Supplier will minimise impact on the environment by:

- a) Eliminating the need for one use plastics
- b) Ensuring that all waste is correctly recycled
- c) Utilising public transport when this fits with Infection Protection Control measures
- d) Employing locally wherever possible to reduce the environmental impact of travelling to work
- e) Employing digital solutions to reduce the need for manual recording and disposable materials.

BACKGROUND PAPERS

None

APPENDICES

None

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed



Name: Barbara Nicholls

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Strategic Director of People

Date: 02.06.2025

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____

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