

Notice of Non-Key Executive Decision

Subject Heading:	Direct Award of contract to Client Caseload Information System (CCIS) 15 Billion Inspire for a period of four years
Decision Maker:	Trevor Cook, Assistant Director of Education
Cabinet Member:	Kevin Gill, Cabinet Member for Children's 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:	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
Financial summary:	The four-year contract will cost a total of £170,000
Relevant Overview & Scrutiny Sub Committee:	People
Is this decision exempt from being called-in?	Yes

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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

The Assistant Director of Education is recommended to approve the direct award of a four-year contract for the Client Caseload Information System (CCIS) to 15 Billion Inspire 02462697 for the period 1 September 2026 to 31 August 2030 with a total contract value of £170,000.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3.3.3

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.)

The above powers are the subject of a sub-delegation from the Director of Children's Services to the Assistant

Director of Education, and is subject to a financial limit of £500,000, as notified to the Monitoring Officer on 7 August 2025.

STATEMENT OF THE REASONS FOR THE DECISION

The decision is to request a direct award to 15 Billion Inspire to deliver the Client Caseload Information System (CCIS). The CCIS enables the Council to meet its statutory duties under Section 68 of the Education and Skills Act 2008 by tracking participation of young people aged 16-18 and identifying those at risk of becoming Not in Education, Employment or Training (NEET).

The current service works in tandem with the Council's Targeted Information Advice and Guidance contract which is delivered by Shaw Trust.

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).

The current 15 Billion contract forms part of an existing sub-regional arrangement between eight other the London Boroughs. Advantages of this include Economies of scale arising from sharing costs throughout the sub-region.

Benchmarking indicates that several other Local Authorities deliver this service internally through Data Analysts, Tracking Officers, and administrative staff. Although Havering considered this option, it was not deemed cost effective.

As part of the comparison work, another provider was considered at a higher cost however, 15 Billion Inspire remained the best value option due to its proven delivery, and ability to meet statutory CCIS requirements. Benchmarking confirmed that 15 Billion Inspire delivers the strongest value and service quality for the CCIS element of the contract, making a direct award appropriate.

The four-year direct award will cost £170,000. The cost for this service has increased from £38,844 per year to £42,500 per year. The increase reflects the following:

- Inflationary cost rises for the former and upcoming contract period (impacting on going provider service costs)
- Rising operational 'on costs' such as payroll, Insurance, pension, premises etc
- Inspire is a 'London Living Wage' employer so is impacted by LLW annual increases

A waiver has been obtained in accordance with the Council's Contract Procurement Rules.

It should be noted that current annual contract price has remained unchanged at £38,844 since 2019.

Once this decision has been formally agreed, the Lead Commissioner will write to the supplier to confirm the Council's intention to directly award the contract and proceed to enter into the contract documentation. The contract will be managed

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

OTHER OPTIONS CONSIDERED AND REJECTED

Option 1: Do nothing:

Failure to award the proposed contract will substantially affect the continuation of the current service. Without a contract in place, the Council would be at risk of losing access to the Client Caseload Information System (CCIS), which is required to support the tracking of young people aged 16-18 and to identify those who are not in education, employment or training, or who are at risk of becoming NEET. This would create a significant risk to the Council's ability to meet its statutory duties, maintain accurate participation data, and provide timely information to support targeted intervention. It would also disrupt the existing working arrangements with schools, academies, colleges and the Targeted Information Advice and Guidance service, reducing the Council's ability to monitor outcomes and respond to young people's needs effectively. For these reasons, doing nothing is not considered a viable option.

Option 2: Undertake a full procurement and recommission exercise:

In considering the future delivery of the Client Caseload Information System (CCIS) service, the option of recommissioning the contract was thoroughly evaluated. Recent benchmarking exercises have indicated that the marketplace is limited.

Furthermore, the current provider, 15 Billion Inspire, possesses significant local knowledge and expertise, which has contributed to effective service delivery and compliance with statutory duties. Based on these findings, 15 Billion Inspire has demonstrated the best overall value and compliance in comparison to other potential providers. Their proven track record and understanding of local needs make them the preferred choice for continuing the service. As a result, the option to recommission the contract has been dismissed in favour of a direct award to the current provider.

PRE-DECISION CONSULTATION

Engagement with several stakeholders has been undertaken to prepare this report. This includes supplies, Legal and Finance.

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

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Name: Clare Jackson

Designation: Commissioner

Signature:

Date:

Part B - Assessment of implications and risks

DRAFT LEGAL IMPLICATIONS AND RISKS

The Council's statutory duties to provide this service are already set in the body of this report.

This Report seeks approval to directly award a contract to [15 Billion Inspire] without undertaking a competitive process. As the value of the proposed contract is below the threshold for services contracts, the proposal in this report will comply with relevant law.

Furthermore, the Council's Contracts Procedure Rules require each procurement with an estimated value of £100,000 or above to be subject to a Mini Tender exercise seeking at least five tenders. Officers have therefore obtained a waiver of this Contract Procedure Rule in accordance with the procedure set out in CPR37.2.

FINANCIAL IMPLICATIONS AND RISKS

The four-year direct award will cost £170,000 in total and annual payments of £42,500 per annum. The cost for this service has increased from £39,280 budgeted per year to £42,500 per year. This recognises the significant inflationary pressures since the last award over a number of years including general inflation and changes in for instance National Insurance costs.

The award with a flat annual fee basis, also gives some protection going forward to further general price increases over the length of the contract. Based on a review of the market, the potential alternatives would be more expensive and may require a different and a less favourable approach to future inflation.

The likelihood of considerable disruption and cost in a significant provider handover and change in a short timeframe should also be noted. This new direct award exceeds the current budget set prior to this award, though it is only a relatively small amount of £3,220 per annum. This will therefore be identified as a pressure in budget monitoring for this year (and will be only 7/12ths of this amount as a part year affect from 1st September and a small relative variance across the overall Living

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Well net budget) as necessary and the service management has confirmed that measures to mitigate this small overspend in year and going forward are being worked on and subject to separate process and approvals.

This should therefore not be an issue going forward and the budget will be brought into balance. As this contract award is necessary in meeting the council's statutory duties the cost cannot be avoided and given the value obtained it is not possible to provide further reductions via alternatives. It is also not possible to delay award for this statutory need and the need for continuity.

The direct award detailed in the report is therefore the preferred way forward and the one that gives best value.

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;
- (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.

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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: Trevor Cook

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Assistant Director of Education

Date :

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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