

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Policy and Resources
<b>Date:</b>	29 September 2016
<b>Title:</b>	Corporate Procurement Approvals
<b>Reference:</b>	7759
<b>Report From:</b>	Director of Corporate Resources – Corporate Services

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#### 1. Executive Summary

This report seeks approval to spend for the following projects:

- 1.1 Learning and Development Managed Service Provider: term up to 6 years; overall value of HCC spend is up to £6,000,000 over the term.
- 1.2 Hantsfile Replacement: term 5 years; overall value is up to £1,450,000 over the term.

#### 2. Learning & Development Managed Service Provider Approval to Spend

##### Contextual information

- 2.1. The purpose of this project is to deliver a solution to enable HR commissioning of external trainers for Hampshire County Council (HCC)/Hampshire Fire and Rescue Service (HFRS) and Hampshire Constabulary (HC) through the use of a Call Off agreement under an existing Eastern Shires Purchasing Organisation (ESPO) framework agreement. This will allow an efficient and effective route to market, optimising value and providing transparency and availability of management and spend information.
- 2.2. MMG and LGRB sponsored the project to procure a framework Call Off contract utilising the ESPO framework 383 Managed Training Services to meet the generic Learning and Development (L&D) requirements.
- 2.3. This paper seeks approval to spend to the value of £6,000,000 in terms of utilising the framework using existing departmental budgets allocated for L&D expenditure, consolidated through a specific HCC managed service provider.
- 2.4. Subject to approval, next steps are contract signature with Premier Partnership Ltd (who are the sole supplier under the ESPO framework) via

the Head of Legal Services, and to roll out training and communication regarding the use of and availability of the managed service provider.

- 2.5. To date 37 Authorities signed up via the ESPO Framework and they hold a 1,400 strong network of training providers and associates to draw skills and expertise from. Key benefits for HCC participating are value based through scale, collaborative learning and a wide ranging choice of suppliers experienced within the public sector and local government, as well as the benefits and importance of such training for staff.
- 2.6. This project, and request, is in respect of the generic L&D external training requirements only. (A dynamic purchasing system (DPS) is being procured for specialist training requirements).

### **Finance**

- 2.7. Please refer to Appendix 1.

### **Performance**

- 2.8. Performance levels are defined within the Framework terms and conditions, and suppliers will be required to meet those service levels. Contract management of the managed service provider (Premier Partnership) will be undertaken.

## **3. Hantsfile Replacement**

### **Contextual Information**

- 3.1. HantsFile is the corporate electronic document and records management solution, enabling the council to exercise central control over its digital information and remain compliant with data protection and retention obligations.
- 3.2. A project has been internally approved to replace the existing HantsFile solution with new software to better support the council's digital agenda and modern working practices.
- 3.3. This paper seeks approval to spend to the value of £1,450,000 against the IT Reserves budget.
- 3.4. Approval has already been given against the indicative budget for the project and on-going support and maintenance costs
- 3.5. The spend requested in this report covers the annual licencing of the software relating to the replacement of Hantsfile and also the professional services required to design and implement the new system and to facilitate the migration of data.
- 3.6. Maintenance and support for the current HantsFile software version used by HCC reaches "end of life" (ie out of normal support) on 30 September 2016. This version can be supported for up to 12 months to 30 September 2017. HCC has to implement a replacement solution by this date.

**Finance**

- 3.7. Please refer to Appendix 1.

**Performance**

- 3.8. Performance levels are defined within the ITT and suppliers will be required to meet those levels in order to be successful in the tender process

**4. Other Key Issues**

- 4.1. None

**5. Future direction**

- 5.1. To continue to consolidate spend through compliant procurement routes driving value, quality and efficiency, and to provide accurate data across the Council for future opportunities.
- 5.2. The effectiveness of all IT software deployed by the Council is reviewed regularly.

**6. Recommendation(s)**

- 6.1. That approval is sought to spend against the ESPO framework (383 Managed Training Services) utilising the existing departmental budgets: term up to 6 years; overall value up to £6,000,000 over the term.
- 6.2. That approval is sought to spend against the planned IT Reserves project budget for the replacement software and associated professional services for Hantsfile: term 5 years; overall value up to £1,450,000 over the term.

**CORPORATE OR LEGAL INFORMATION:****Links to the Corporate Strategy**

<b>Hampshire safer and more secure for all:</b>	No
<b>Maximising well-being:</b>	No
<b>Enhancing our quality of place:</b>	No
<b>OR</b>	
<b>This proposal does not link to the Corporate Strategy but, nevertheless, requires a decision because:</b>	
Whilst this proposal does not link directly to the Corporate Strategy, the frameworks referred to and the software package will be used by front-line staff, implementing the Corporate Strategy.	

**Other Significant Links**

<b>Direct links to specific legislation or Government Directives</b>	
<u>Public Notices</u> There are numbers of regulatory requirements around certain Public Notices relating to the Marketing and Advertising Services Framework.	<u>Date</u> Various

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

<u>Document</u>	<u>Location</u>
None	

## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

### **1.2. Equalities Impact Assessment:**

1.3. The proposals will have no impact on groups with protected characteristics.

### **2. Impact on Crime and Disorder:**

2.1. No impact.

### **3. Climate Change:**

- a) How does what is being proposed impact on our carbon footprint / energy consumption? No impact.
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? No impact.

### **Finance: Learning & Development Managed Service Provider Approval to Spend**

- Budget provision already exists within departmental financial plans.
- No additional funding is required in respect of this procurement.
- Spend data can be improved, however, the current view is that spend for generic L&D training may range from @£500,000 pa to a maximum of £1,000,000 pa. Contract term is 4 plus 2 years and approval is sought for a contract spend of up to £6,000,000, however, the anticipation is that the overall contract spend will be less than this value.
- Purchase order spend by department 01/12/14 – 31/11/15

<b>Purchase Order Spend 01/11/14 – 31/10/15</b>	<b>Sub-category Generic Learning &amp; Development Spend/pa</b>
Adults	£32,000
Children's	£30,000
Corporate Services	£280,000
CCBS	£26,000
ETE	£82,000
<b>TOTALS</b>	<b>£450,000</b>

### **Finance: Hantsfile Replacement Approval to Spend**

- Budget provision has been made for the software licence contract in IT financial plans.
- Software and professional services expenditure forecast:

<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>Total</b>
£350,000	£350,000	£250,000	£250,000	£250,000	<b>£1,450,000</b>