

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Deputy Director Children and Families		
Contact person:	Daniel Hardy	Telephone number: 07891 275 540	
Subject²:	Client Management System for Children's Residential Services, including Adel Beck SCH		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>In line with Contract Procedure Rule (CPR) 18, the Deputy Director Social Care approved the award of a contract to ClearCare Solutions Ltd for the procurement of a new information management system to be used in children's residential homes (including Adel Beck) for an initial period of three (3) years from 15th March 2024 to 14th March 2027, with the option to extend for a further period of up to twenty-four (12 + 12) months (subject to further approval) for a maximum of five (5) years in total.</p> <p>The total cost of the contract for the initial 3 (three) year period is £79,200.</p> <p>Any extensions taken after the initial period will be at the standard annual rate of £26,400. Therefore, the total cost of the contract for the initial three years plus the two extensions will be £132,000.</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>Following a review of the tender from Clear Care by colleagues from within the service it has been deemed to meet their needs and provide a comprehensive system that will drive efficiencies across all residential homes and provide leaders</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.


	<p>and managers access to management information, enabling more efficient monitoring and reporting to external stakeholders.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>The current system used to manage children’s social care was investigated as a possible solution to the issue, however following an extensive review it was deemed not to be suitable.</p> <p>A procurement exercise tender took place but only one company responded to the invitation to tender.</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>The new client information system will be implemented in the first half of 2024. Roll-out will be phased with a small number of homes going-live in phase 1, and further homes added in the following phases.</p>
List of Forthcoming Key Decisions⁷	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval
	<p>Signature _____ Date _____</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council’s use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council’s land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ¹⁰ Farrah Khan – Deputy Director Social Care	
	Signature 	Date 5/3/24

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.