



Report of: Deputy Chief Digital and Information Officer

Report to: Chief Digital & Information officer

Date: 13th May 2020

Subject: Report to seek approval to commence a mini competition under the Councils Yorkshire & Humber Discovery and Development Services Framework (DN411258) to award a series of call off contracts for the provision of discovery services across multiple council services.

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

1. Main issues

- The council is faced with significant budget challenges both now and in the coming years, it is essential that the council works at speed to identify opportunities for efficiencies and then deliver solutions (digital or otherwise) to enable cashable savings/increased income to be made.
- The council does not have the full set of resource and skills to undertake this discovery work internally and will utilise the skills and experience offered by suppliers on the Councils Yorkshire & Humber Discovery and Development Services Framework.
- The council plans to make recommendations on how to balance the budget to the Executive Board in September 2020.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- This work is required to ensure that council is able to continue delivering essential services despite the significant budget challenges faced both now and in the coming years.

- This is a cross council project which is likely to impact on several outcomes and priorities detailed within the Best Council Plan. It is not possible to outline implications at this stage as specific service areas have not been identified.

3. Resource Implications

- In order to undertake this work and deliver the recommendations to Executive Board by September 2020 the council requires external resource to supplement its internal teams to ensure work progresses as pace.

Recommendations

- The Chief Digital & Information Officer is requested to provide approval to commence a mini competition under the Councils Yorkshire & Humber Discovery and Development Services Framework (DN411258) to procure and award a series of call off contracts for the provision of discovery work across council services.

1. Purpose of this report

- 1.1 The purpose of this report is to seek approval to commence a mini competition under the Councils Yorkshire & Humber Discovery and Development Services Framework (DN411258) to procure and award a series of call off contracts for the provision of discovery work across council services to identify and deliver opportunities for cashable savings and/or increased income generation.

2. Background information

- 2.1 A number of reviews are required by the council into how we might be able to continue to achieve the outcomes for citizens across the city, but potentially through more cost effective methods of delivery. These reviews will help support the council in identifying proposals to deliver a balanced budget in line with our statutory obligations.
- 2.2 Due to the impact of the COVID 19 situation the council has significant budget pressures despite some funding being made available from central government. The council is seeking additional funding to bridge the gap however there is no certainty that additional funding would become available.
- 2.3 To mitigate against the risk of not being able to balance the budget in 20/21 and 21/22 the council is reviewing all options available to reduce the cost base, but at the same time trying to maintain outcomes for the citizens of Leeds.
- 2.4 The Chief Finance Officer has made the Corporate Leadership Team and Members aware of the situation and the range of plans proposed to try to narrow the gap, of which this work will contribute towards.

3. Main issues

- 3.1 The council is faced with significant budget challenges both now and in the coming years, it is essential that the council works at speed to identify opportunities for efficiencies and then deliver solutions (digital or otherwise) to enable cashable savings/increased income to be made.
- 3.2 The council does not have sufficient resource and skills to undertake this discovery work internally and will utilise the skills and experience offered by suppliers on the Councils Yorkshire & Humber Discovery and Development Services Framework.
- 3.3 The council is required to make recommendations on how to balance the budget to the Executive Board in September 2020.
- 3.4 In order to work at pace and quickly identify savings opportunities across the Council the intention is to award a series of call off orders to framework suppliers which successfully meet minimum quality thresholds, this could potentially be up to 11 different framework suppliers working across the Council.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Consultation and Engagement –

4.1.2 Work has been undertaken, led by the Chief Officer Finance, with a range of officers and members on the options open to the council to balance the budget in this and future years. One of the options is to review service delivery methods to determine if these can be delivered at a lower net cost.

4.2 Equality and diversity / cohesion and integration

4.2.1 Equality and Diversity / Cohesion and Integration – At this point the areas where work will be undertaken are unclear, however as each assignment is released individual implications on Equality, Diversity, Cohesion and integration will be considered.

4.3 Council policies and the Best Council Plan

4.3.1 This work is required to ensure the council has robust plans in place to meet its statutory duty to have a balanced budget both now and in the coming years.

4.3.2 This is a cross council project which will impact on several outcomes and priorities detailed within the Best Council Plan. It is not possible to outline implications at this stage as specific service areas have not been identified.

Climate Emergency

4.3.3 No impact envisaged, however when each assignment is released this will be considered.

4.4 Resources, procurement and value for money

4.4.1 In order to deliver this project at pace and quickly identify saving opportunities the council needs to supplement its internal resources and as such is undertaking this mini competition under the Councils Yorkshire & Humber Discovery and Development Services Framework (DN411258).

4.4.2 It is the Councils intention to award up to 11 call off contracts following the mini competition with each call off contract being for a value of up to £40,000.

4.4.3 Framework suppliers will be required to meet a minimum quality threshold in order to be awarded a call off contract.

4.4.4 Funding to support the delivery of the project will come from the finance led Invest to Save fund and has been approved by the Chief Finance Officer.

4.5 Legal implications, access to information, and call-in

4.5.1 The Yorkshire & Humber Discovery and Development Services Framework was procured and awarded by Digital and Information Services in accordance with Public Contract Regulation 2015 and the Councils Contract procedure Rules.

4.5.2 This decision to commence the procurement is a Significant Operational Decision is not eligible for 'call in'.

4.6 Risk management

- 4.6.1 There is a risk to the organisation that if resources are not made available to undertake this work that we would be unable to propose a balance budget to executive board in September 2020.
- 4.6.2 During the period of the contract the suppliers will be managed through both the Head of Change and Head of Business Planning and Risk.
- 4.6.3 There is a risk that council officers will not be available to work alongside the suppliers in the timeframes given and this too will be managed by the Head of Change and Head of Business Planning and Risk with escalation to the Chief Officer Finance.

5. Conclusions

- 5.1 The council will utilise the Yorkshire & Humber Discovery and Development Services Framework to commence a mini competition to procure and award a series of call off contracts for the provision of discovery work across council services.

6. Recommendations

- 6.1 It is recommended that the Chief Digital & Information Officer provide approval to commence a mini competition under the Councils Yorkshire & Humber Discovery and Development Services Framework (DN411258) to procure and award a series of call off contracts for the provision of discovery work across multiple council services.

7. Background documents¹

- 7.1 None.

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.