

Public

**MINUTES** of a meeting of the **CABINET MEMBER FOR COUNCIL SERVICES** held on 27 February 2017 at County Hall, Matlock

**PRESENT**

Cabinet Member – Councillor A Botham

**18/17**      **MINUTES**    **RESOLVED** that the minutes of the meeting held on 16 February 2017 be confirmed as a correct record and signed by the Cabinet Member.

**19/17**      **BUDGET MONITORING MONTH 9 2016-2017** The controllable budget for the Council Services portfolio was approximately £44.6m. As at month 9, the budget was forecasting an underspend of approximately £491k. The position statement at month 9 was attached at Appendix 1 to the report. The key variances were as follows:-

Corporate Finance Division – projected underspend £0.144m  
The key variance related to vacancies within the Division.

SAP system costs – projected underspend £0.316m  
The budget supported the cost of running the SAP system and contributed to software upgrades and developments when required. It was anticipated that the underspend would contribute to upgrades in future years.

Transformation Division – projected underspend £0.228m  
There were a number of vacancies within the Division, and higher than anticipated levels of income from trading with schools had also contributed to the underspend.

HR Division – projected underspend £0.252m  
The key variance related to vacancies within the Division.

County Buildings – projected underspend £0.147m  
The key areas of underspend related to utilities and rates in the buildings on the County Hall complex.

Industrial Development – projected overspend £0.584m  
For the past few years, the Industrial Development portfolio had not achieved its income target due to the number of voids, which also resulted in the Council having to pay non-domestic rates liability payable on the empty units.

#### CRD Centrally held budgets – projected overspend £0.302m

The Department had a number of posts which were created on the basis that they would become self-financing over the medium term. A number of initiatives were under way which would meet the financing objectives for these posts and would result in additional resources being transferred into this heading at the point the impact of the posts had been assessed and realised.

The Department's Earmarked Reserves totalled £83.632m and were listed in Appendix 2 to the report. Budget reductions totalling £3.419m had been identified against a target of £3.366m for this financial year. The savings were set out in Appendix 3 to the report.

**RESOLVED** to note the position on the 2016-17 Revenue Budget.

**20/17      CORONER SERVICE CASE MANAGEMENT SYSTEM** The Derby and Derbyshire Coroner Service used an electronic case management system to administer all the processes required to record and manage all deaths reported to the Coroner. The present system provided by Advanced Legal Solutions Limited had been in place since 1 June 2010 and the current support and maintenance contract was due to expire on 28 February 2018.

The cost of a new system would be in the region of £40,000 to purchase which included licensing, installation and migration of existing data, plus an annual maintenance cost of approximately £5,000. It was proposed to undertake a procurement exercise for a 5 year contract with the option to extend for a further 2 years. The total cost would therefore be in the region of £75,000 (£40,000 plus 7 x £5,000).

**RESOLVED** to (1) approve the procurement of a replacement case management system for the Derby and Derbyshire Coroner Service; and

(2) note that a further report would be submitted following completion of the procurement exercise to seek approval to award the new contract.

**21/17      PROCUREMENT OF THE PENSIONS DATA ANALYSIS AND RETRIEVAL TOOL (DART)** Further to the implementation of the Civica Universal Pensions Manager (UPM) Pensions Administration System in December 2014, and the subsequent migration of Pension Fund records from the previous system, significant data issues had been experienced. The Pensions Team had been working with Civica to resolve numerous issues with the UPM system over the past 2 years, however the data problems persisted. Also, the standard reporting functionality did not meet requirements.

Along with the Derbyshire Pension Fund and six other LGPS Funds in England and Wales, South Yorkshire Pensions Authority (SYPA) migrated its

data to Civica UPM in December 2014, and had faced the same issues. As a standalone Pensions Authority, however, SYPA directly employed a team of pensions specialist IT officers who had developed a solution to the data and reporting issues, known as DART. As an effective data cleansing and reporting tool, specifically designed to work with the Civica UPM system, DART enabled data issues to be identified and allocated for resolution, thereby speeding up the benefit calculation processes, improving the accuracy of performance data and supporting key tasks such as Annual Benefit Statement production and the triennial Fund Valuation exercise.

Approval was sought under Protocol 8 of the Council's Financial Regulations to procure the Data Analysis and Retrieval Tool (DART) for use by the Derbyshire Pension Fund. The proposal to procure DART under a sole supply arrangement had been supported by a business case which had been approved by the Director of Finance and Director of Legal Services.

**RESOLVED** to approve, under Protocol 8 of the Council's Financial Regulations, the procurement of DART for a period of three years.

**22/17      UPGRADE OF WIRELESS NETWORK ACCESS POINTS** In 2007, a corporate wireless solution was installed, which consisted of a number of Wireless Access Points (WAPs) at locations across the Council. The WAPs were connected to wireless controllers, which were hosted in the Data Centres at County Hall and Shand House.

The management of the wireless solution and the control of the WAPs, were carried out through two resilient controllers. Recently, there had been several occasions where the controllers had shut down unexpectedly, and whilst they had always restarted immediately, this may not always be the case. Following investigation with the vendor as to the cause, the fault was found to be due to a recognised error in the software currently installed on the controllers. The vendor had recommended that the software operating the controllers must be upgraded, to avoid any unplanned outage in the future. On planning this upgrade, it had become evident that the older WAPs installed across the Council were not compatible with the recommended updated version of the software. There were 150 WAPs identified as requiring replacement and the cost of replacing and installing the 150 WAPs across the Council was £96,000.

**RESOLVED** to approve the addition of £96,000 to the 2016-17 Capital Programme to replace wireless access points enabling the stabilisation of the Council's wireless network solution.

**23/17      USE OF A NON-DCC FRAMEWORK FOR HARDWARE FOR THE SOCIAL CARE CASE MANAGEMENT SYSTEM** Cabinet had approved

the award of a contract to Servelec Corelogic for a new Adult Care and Children's Services joint case management system and associated services.

Frameworki was the social care case management system used by 2,500 workers across Adult Care and Children's Services, as well as partner organisations, to record interventions and initiate work to ensure compliance with statutory requirements to deliver social care for both adults and children. Frameworki would be replaced by Mosaic which incorporated new and improved functionality. Mosaic would require more computer processing capacity than the current system and therefore, would need a new infrastructure building prior to the subsequent migration.

On the 1 November 2016, Cabinet approved the use of CCS Framework RM3733 Technology Products 2 to procure low value ad hoc requirements not covered under existing contracts. It was proposed that this Framework was also used to procure, by way of further competition, the server and storage required for this upgrade.

**RESOLVED** to approve, under Protocol 2 of the Council's Financial Regulations, the use of CCS Framework RM3733 Technology Products 2 Lot 1 (Hardware) to procure the ICT hardware required to implement the new social care case management system.

**24/17      REFINANCING OF THE DERBYSHIRE SCHOOLS BUILDING SCHOOLS FOR THE FUTURE (BSF) PROGRAMME** The Derbyshire BSF programme financial close and award of contract was considered at Cabinet on 30 June 2009. The programme had been successful in terms of delivering a number of new schools which were all fully operational. As part of the delivery of the programme Equitix Ltd had secured finance from the market, currently the Nationwide Building Society. Given the recent market conditions, Equitix Ltd was seeking to refinance the programme with the aim of making savings against the existing costs, which would be shared between the Council and Equitix. Initial market research in the form of a funding competition indicated that the Council could generate one-off savings in the region of £400,000.

The Council needed to ensure that due diligence and value for money were being achieved and to facilitate this, the Council had been advised to acquire independent legal and financial advisers. It was anticipated that the bulk of the work would be managed by the Council's own legal and financial sections with the appointment of advisers providing assurance and verification of the process. It was likely that the appointment of legal advisers be made from the East Midlands Lawshare Framework. It was anticipated that costs would be around £20,000. Similarly, three quotes would be obtained for the financial advisers, again anticipated costs were less than £20,000.

**RESOLVED** (1) that the Council enters into formal negotiations with Equitix Ltd to procure the refinancing of the Derbyshire BSF programme; and

(2) authority be delegated to the Director of Finance and the Director of Legal Services to appoint financial and legal advisers as required.

**25/17**      **EXCLUSION OF THE PUBLIC** **RESOLVED** to exclude the public from the meeting during the consideration of the remaining items on the agenda to avoid the disclosure of exempt or confidential information.

**SUMMARY OF PROCEEDINGS CONDUCTED AFTER THE PUBLIC WERE EXCLUDED FROM THE MEETING**

1. To receive declarations of interest (if any)
2. To consider the exempt report of the Strategic Director Corporate Resources on lease renewal – Buxton (contains information relating to the financial or business affairs of any particular person (including the Authority holding that information))