

SCHOOLS FORUM**23rd January 2013****REPORT OF THE STRATEGIC DIRECTOR FOR CHILDREN & YOUNGER****Replacement of DSAS with SAP - Update****1. Purpose of the Report**

To update the Forum on the progress and plans going forward to roll-out SAP as a replacement for the DSAS system.

2. Background

The DSAS system, which was developed by the Council over 20 years ago, has met the strategic purpose of maintaining a single method for schools to exchange human resources, payroll, finance and other data with the Council's core business systems. DSAS has been the key platform by which schools have been able to discharge their delegated financial responsibilities and the Council its legal obligation of reflecting spending and income relating to maintained schools in its annual accounts.

Critically, risk of technical failure is increasingly sharp and the cost of keeping pace with changes in law, regulation and policy within DSAS is prohibitive when compared with off-the-shelf systems such as SAP. In 2009 an options analysis concluded that a replacement for DSAS must be found. Given that the Council had invested in SAP, the most effective course of action was to explore the suitability of SAP for schools as soon as it had been implemented in the Council and settled into reliable operation. Initial investigations indicated that all but a few of the existing DSAS functions could be provided by the SAP system, and that alternatives to those lost functions would be relatively simple to achieve. Additional benefits in terms of access to online ordering and invoice processing and more timely and detailed reporting could also be provided through the SAP system.

In addition to replacing core DSAS functions, SAP provides additional functionality in relation to purchasing and paying for goods using SAP OrderPoint, the online ordering system, and electronic invoice management capabilities to provide online scrutiny, approval and processing of invoices. Only one function cannot currently be delivered by SAP namely the provision of an inventory. However a satisfactory alternative is available and work is planned to bring the function into SAP during the course of the roll-out programme.

Following the Council's implementation of SAP in April 2010 and a period of stable operation, attention returned to the project and the original assumptions and findings.

During late 2011 a significant schools' stakeholder consultation, known as the 'SAP Showcase Events', attended by over 250 Derbyshire schools, indicated there was a strong preparedness to proceed with a project to migrate schools to the SAP platform.

In June 2012, following further testing of SAP, Cabinet gave approval for a pilot scheme to test SAP in 16 schools to ensure that it could provide the administrative, finance, payroll and reporting services required. The pilot was required to gain the views of stakeholders, configure and test the SAP functionality and network connectivity in the schools' setting, and to develop the full roll-out project plan and associated training and support resourcing requirements. The nursery, primary, secondary and special schools selected for the pilot provided a good range of urban and rural settings and low, medium and high speed internet connections. A list of the schools involved in the pilot is attached as Appendix 1.

The pilot has been running successfully since October 2012 and all the essential functions are working well. School staff have quickly learned how to use the system, adapt to new ways of working practice and feedback, on the whole, has been very positive. Following the successful outcome of the pilot scheme approval was given by the Council's Cabinet on 27th November 2012 to commence a wider roll-out of SAP to Derbyshire schools.

3. Roll-out Plans

As the risk of DSAS technical failure sharply increases with time a project plan is being devised which will commence the migration to SAP in April 2013 with a likely conclusion by March 2014. Advice, preparatory work, training and technical support during the implementation of SAP and transition from DSAS will be provided as a project deliverable. It is intended that no additional cost will be borne by schools during this phase and up to an agreed handover and implementation sign-off.

A training programme will be developed to ensure all staff affected by the transition acquire appropriate instruction in the use of the system. Classroom style training will be delivered on a modular basis to each school over a 5 day period with staff invited to attend courses, which are relevant to their role. Head Teachers, Bursars and finance administrators will continue to have roles similar to those within DSAS. Additional information and guidance on role allocation will be sent to schools prior to their attendance on the training. The classroom training will be supplemented by additional documentation which the schools will be able to use for reference purposes.

Training courses will be held at geographically dispersed locations throughout the county and schools will, where possible, be able to select when they would like to make the transition to SAP. Every effort will be made to accommodate individual schools and part-time employees although some flexibility will be required.

Education and transitional support during the migration from DSAS to SAP will be provided by a dedicated team of SAP trainers resourced from within Council's existing workforce. Once SAP is in use, any requests from schools for technical or functional support will be directed to the Council's Corporate Service Desk. As at present specific payroll queries will be directed to the Shared Services Centre (HR) and finance queries to the CAYA Schools Support Finance teams.

Schools will access SAP using the Council's Juniper VPN (Virtual Private Network), which has proved capable of delivering secure and reliable access even at the pilot schools with the lowest broadband speeds. All schools will be provided with technical information to ensure that their computers can connect to SAP, but it is expected that some schools will need onsite assistance from the Council's engineers. Any costs associated with this work will be met by the County Council.

Whilst no additional SAP software is required to provide the functions needed in the schools, there is a requirement for user licences. The Council has purchased a user estate required to provide existing DSAS users with access to SAP. If, at a later date, schools wish to increase the number of users it may be possible for schools to purchase additional licences through the Council.

Two other projects have the potential overlap with the SAP rollout and appropriate liaison has taken place with the respective project teams to ensure that schools are not adversely affected by interplay between them. The first covers the changes in the provision of Internet Service Provider from EMBC (East Midlands Broadband Consortium) to EMPSN (East Midlands Public Sector Network), or alternative supplier which is scheduled to be completed by April 2013. It should be noted that Juniper will provide a secure connection to SAP for all schools, provided they adhere to the technical configuration advised by the Council. However, there are 47 schools that have not transferred to EMPSN and their technical support arrangements for connectivity to Juniper are outside of the Council's control.

The second project involves the procurement and deployment of a new Management Information System (MIS) for schools. The tender process is now underway and the present timetable indicates that a roll-out would not begin before November 2013. Care will be taken to ensure that any potential overlap between SAP and the new MIS is avoided at an individual school level.

4. On-going support and further information

Technical support following implementation sign off will be provided by the Council's IT Support Service at an agreed rate per site. Technical support for DSAS is currently funded by the Authority on a per device basis, i.e. the device(s) that DSAS is installed on up to a maximum of two devices (dependant on the school sector), which will continue. The Council reserves the right to charge for any additional technical

assistance provided to restore access to the SAP system where this is deemed appropriate.

Schools will be kept informed of progress via the Schools Extranet where details of course dates will be available from February 2013 along with details of how to book places and regular updates on progress. Once schools have been migrated the project team will be asking for regular feedback to assist them in updating and improving the training and guidance provided. The intention is to form a small working group made up of a range of school types and sizes and this group will inform any future developments in SAP for schools.

5. Financial Considerations

The costs of implementation including licences, staff seconded to the project and schools' back fill costs to attend the training are estimated to be £774,800. This will be funded by a combination of the Council's own IT reserves (£344,000) and residual 2011-12 corporate and CAYA underspends (£130,800) together with a contribution from the 2012-13 centrally retained DSG (£300,000).

There will be additional revenue costs, estimated as £252k in a full year but this will initially be met corporately. It is likely that a charge will have to be levied on schools at some point but the Authority intends to continue to subsidise the cost for 2014-15 and 2015-16. During this time the Authority will look to ensure that the running costs are kept to a minimum so that when the service is fully chargeable in 2016-17 the charges to schools are kept as low as possible.

6. Other Considerations

In preparing this report the relevance of the following factors has been considered: legal, HR, prevention of crime & disorder, equality of opportunity; and environmental, health, property and transport considerations.

7. OFFICER RECOMMENDATION

That the Forum notes the report.

IAN THOMAS

Strategic Director for Children & Younger Adults

List of SAP Pilot Schools

DFE	Name
1016	Flagg Nursery School
2005	Castle View Primary School
2010	Swanwick Primary School
2276/3100	Wirksworth Federation
3006	Bakewell CE Infant School
3033	Elton CE Controlled Primary School
3060	Kirk Ireton CE VC Primary School
4103	Frederick Gent School
4172	John Flamsteed Community School
4192	The Meadows Community School
4194	Newbold Community School
4200	Springwell Community College
4505	Anthony Gell School
7006	Ashgate Croft School
7018	Alfreton Park Community Special School

Appendix 1

Town
Buxton
Matlock
Alfreton
Wirksworth
Bakewell
Matlock
Ashbourne
Sth Normanton
Ripley
Chesterfield
Chesterfield
Chesterfield
Wirksworth
Chesterfield
Alfreton