

Deputy Leader

**Venue: Town Hall, Moorgate
Street, Rotherham. S60
2TH**

Date: Monday, 17 March 2014

Time: 8.30 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for Absence.
4. Minutes of the Previous Meeting held on 17th February, 2014 (herewith). (Pages 1 - 5)
5. Renewal of Aqua SQL System Maintenance and Support - Application for Exemption from Standing Orders (report herewith) (Pages 6 - 7)
6. Renewal of Insurance Contracts 2014/15 (report herewith) (Pages 8 - 11)
7. Baseline Personnel Security Standard for Public Service Network Use (report herewith) (Pages 12 - 17)
8. Cabinet Reports and Members' Issues (Directors to report).
9. Exclusion of the Press and Public.
The following item is likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs).
10. Procurement of Annual Software Support and Maintenance from Northgate - NDR Software (Pages 18 - 19)
11. Training of Adult Social Care Workforce (report herewith) (Pages 20 - 24)
12. Date and Time of the Next Meeting - Monday, 14th April, 2014 at 8.30 a.m.

Extra Item:-

13. Renewal of CIPFA Assetmanager.NET Licence and System Maintenance and Support Agreement - Application for Exemption from Standing Orders (report herewith) (Pages 25 - 27)

**DEPUTY LEADER
17th February, 2014**

Present:- Councillor Akhtar (in the Chair); Councillors Sims.

An apology for absence was received from Councillor Gosling.

N44. MINUTES OF THE PREVIOUS MEETING HELD ON 13TH JANUARY, 2014

Consideration was given to the minutes of the previous meeting held on 13th January, 2014.

Resolved:- That the minutes of the meeting held on 13th January, 2014 be approved as a correct record.

N45. SYSTEM OF INSPECTION - TRIPS AND SLIPS ON HOUSING OWNED FOOTPATHS AND WALKWAYS

Further to Minute No. 32 of the meeting of the Deputy Leader held on 16th December, 2013, consideration was given to a report presented by Paul Elliott, Business and Commercial Programme Manager, which provided an overview of options to mitigate costs arising from personal injury insurance claims on footpaths (outside curtilage of the property) managed by the HRA given this was highlighted as an area of high risk by the Council's Insurance Section. Maintenance of the highways infrastructure was likely to be a corporate priority for 2014/15.

Further information was provided on the insurance claims and costs arising from HRA footpaths and a summary of claims received.

Details of the three options were provided along the costs associated with each option.

Further information was also sought on the differentiation of areas of responsibility between the HRA and the General Fund, options appraisal and value for money, potential for savings long term, factoring in of a proactive approach and the requirement for an infrastructure assessment for 2015/16.

Resolved:- (1) That the proposed options to mitigate the costs of insurance claims arising from personal injury due to slips, trips and falls on HRA managed footpaths be noted.

(2) That, in view of the costs involved as opposed to the costs of claims paid, Option 2 be recommended to the Cabinet Member with responsibility as the preferred approach for 2014/15 with the proviso that discussions take place between relevant officers in taking forward this as

part of the recognition of infrastructure assets on the Council's Balance Sheet for the 2015/16 financial year.

N46. CRISIS LOANS

Consideration was given to a report presented by Carole Haywood, Partnerships and Policy Manager, and Clare Burton, Commissioning Officer, which set out details of how the current contract to provide crisis loans to vulnerable people that were Rotherham residents would end on the 31st March, 2014.

It was noted that the Council established the loan budget as part of the "Fund for Change" on the 1st April, 2013 and this provided the opportunity to offer a 'crisis loan' service in conjunction with other initiatives operated by the Council aimed at supporting individuals and families that required financial support.

The "Fund for Change" was established using Local Welfare Provision funding from the Government. This was allocated to local authorities to provide support to people following their abolition of loans and grants through the "discretionary social fund".

LASER Credit Union was currently providing the crisis loan service. Applications for loans were received through the Council's Customer Service Centre who assessed the individual's eligibility for a crisis loan. Those eligible were then referred to LASER to complete the process.

It was proposed that the current contract with LASER Credit Union be extended for a further year, 1st April, 2014 until 31st March, 2015. Having carefully considered the options in relation to providing a crisis loan service, it was felt that extending the existing contract with a contract variation as opposed to commissioning a new service was the better option and, therefore, a request to waive Standing Orders and the reasons for this request were highlighted in the report.

The proposal to extend the contract with LASER with a variation to contract for a further year had been discussed with Legal Services and given the circumstances detailed above; approval had been given to waive Standing Orders.

Further information was provided on the repayment success and arrears and the sustainability of this facility going forward from 1st April, 2015.

Resolved:- That the exemption of the provision of Crisis Loans from Standing Order 47 (contracts valued at more than £50,000 should be commissioned) in line with Standing Order 38 (exemptions) be approved.

(THE CHAIRMAN AUTHORISED CONSIDERATION OF THE FOLLOWING URGENT ITEM IN ORDER FOR THE PROCUREMENT PROCESS TO BE UNDERTAKEN)

N47. E-LEARNING PROVISION FOR CORPORATE TRAINING AND ADULT SOCIAL CARE

Consideration was given to a report presented by Phil Howe, Director of Human Resources, which detailed how the Council had successfully developed its offering of training available as e-learning over the last few years. This had been provided by Learning Pool, and was originally commissioned via the Local Government Association on behalf of participating Councils. The marketplace for e-learning platforms and learning resources had developed significantly in recent years and it was intended to commence a procurement exercise in 2014 for future e-learning provision.

Approval was, therefore, sought for exemption from normal Contract Standing Orders to continue Learning Pool provision during 2014 whilst the procurement exercise was completed.

Further information was provided on the flexible development of packages and the proposals for an Ipad app going forward.

Resolved:- (1) That the contracting of e-learning (both Corporate and Adult Social Care packages) be approved and exempted from Standing Order 47.6.3 for 2014.

(2) That a procurement process be undertaken during 2014 to secure the most appropriate and cost-effective package of e-learning for the whole Council.

N48. CABINET REPORTS AND MEMBERS' ISSUES

Phil Howe, Director of Human Resources, reported on:-

- The resolution of the staffing dispute at Abbey School.
- Potential for industrial action by schools on the 26th March, 2014, over terms and conditions and pensions.
- Approval of one hundred members of staff to leave under voluntary severance with the potential for further reductions following the outcome of reviews in some Directorates.
- National Pay Award and the proposal put forward by Trade Unions for a £1.00 an hour increase across all pay bands. This would be the equivalent of an average pay increase of 8% across the board. Most Councils had only budgeted for a 1% pay award. There was

also the potential for the National Minimum Wage to increase which would need to be factored in to future Council pay structures.

Stuart Booth, Director of Finance, reported on the three reports to be presented to Cabinet on the 26th February, 2014 on the 2014/15 Budget and Council Tax Proposals, Treasury Management and Performance Indicators and the Icelandic Bank investments.

Richard Copley, Corporate ICT Manager, reported on the progress to date with the transfer of circuits to the new suppliers in line with the timetable which should be completed by the August, 2014 deadline.

Jacqueline Collins, Director of Legal and Democratic Services, reported on:-

- Two reports to be presented to Cabinet on the 26th February, 2014 on the obligations to record votes for any budget decisions and the establishment of the Sheffield City Region.
- Attendance at the Procurement/Commissioning Scrutiny Review chaired by Councillor Beck.
- Successful completion of the Law Society Inspection.
- A day's observations by a Crown Court Judge and an assessment to undertake covert surveillance.
- Partial success of a Judicial Review on behalf of two regions and the action to take forward via the appeals procedure.

Resolved:- That the information be noted.

N49. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act (as amended March, 2006 (information relates to finance and business affairs)).

N50. PROCUREMENT OF ANNUAL SOFTWARE SUPPORT AND MAINTENANCE FROM NORTHGATE - MAIN REVENUES AND BENEFITS SYSTEM

Consideration was given to a report presented by Stuart Booth, Director of Finance, which set out that in order to enable the Council to ensure ongoing use and reliability of the Northgate Revenues and Benefits System functionality from 1st April, 2014 to 31st March, 2015, there was a

need to have a Support and Maintenance agreement with the software supplier.

Maintaining the reliability of Northgate was essential in maintaining an excellent customer service in the administration of benefits, ensuring efficient billing of Council Tax and Non Domestic Rates and ensuring that income collection is maximised.

Exemption from Standing Orders for procuring this software support and maintenance was sought as the provision of the document management and workflow software support can only be supplied by Northgate.

Resolved:- That the contract for the purchase of Annual Support and Maintenance for the Northgate Revenues and Benefits System be exempt from the provisions of Standing Order 48.1 (requirement to invite three to six tenders for contracts with a value of £50k or more) and that the purchase be made from Northgate.

N51. PROCUREMENT OF ANNUAL SOFTWARE SUPPORT AND MAINTENANCE FROM NORTHGATE - LHA SOFTWARE

Consideration was given to a report presented by Stuart Booth, Director of Finance, which set out that in order to enable the Council to ensure ongoing use and reliability of the Northgate Revenues and Benefits System functionality from 1st April, 2014 to 31st March, 2015, there was a need to have a Support and Maintenance agreement with the software supplier.

Maintaining the reliability of Northgate was essential in maintaining an excellent customer service in the administration of benefits, ensuring efficient billing of Council Tax and Non Domestic Rates and ensuring that income collection is maximised.

Exemption from Standing Orders for procuring this software support and maintenance was sought as the provision of the document management and workflow software support could only be supplied by Northgate.

Resolved:- That the contract for the purchase of a software licence key be exempt from the provisions of Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with a value of £5k, but less than £20k) and the purchase be made from Northgate.

N52. DATE AND TIME OF THE NEXT MEETING

Resolved:- That the next meeting take place on Monday, 17th March, 2014 at 8.30 a.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Deputy Leader
2.	Date:	17th March 2014
3.	Title:	Renewal of Aqua SQL System Maintenance and Support – Application for Exemption from Standing Orders
4.	Directorate:	Resources

5. Summary

The purpose of this report is to seek Member approval to invoke Standing Order 38, which permits exemption from normal contract standing orders. This is to allow AQUA Birmingham to continue to provide the annual support and maintenance for the AQUA SQL system.

6. Recommendations

It is recommended that:

- (i) The contract for the annual support and maintenance of the AQUA SQL System be exempt from the provisions of standing order 47.6.2, the requirement to invite at least 2 oral or written quotations for contracts with a value of £5,000 but less than £20,000**

7. Proposals and Details

- The AQUA SQL system holds course and learner details for adults enrolled on Skills Funding Agency (SFA) funded projects including Community Learning, the Adult Skills Budget and ESF Co-Financed projects. It supports the Individual Learner Record in compliance with SFA and statutory reporting requirements.
- The AQUA SQL system has been recommended by the SFA as the leading Learner Management Information System (MIS) system, created for recording learner enrolment details, for over 15 years. It produces the Individual Learner Record (ILR), in compliance with the Skills Funding Agency data requirements, ensuring we meet SFA data deadline returns by validating the data against the Learning Aims Reference Service (LARS) and various SFA systems. If another system was used, there would be issues with data compatibility, which would lead to delays in claims being processed or potentially being invalid.
- In addition, in line with SFA requirements, through the Aqua system, the Authority has recently introduced an online facility, Coursefinder, which allows learners to search for courses, enrol and pay on line, using a link with the Civica payment system. If another system was used this facility would not be available.
- The Local Authority holds a perpetual license and renews the annual support and maintenance of that license on an annual basis.
- AQUA SQL is used by over 80 customers including Doncaster, Barnsley and Sheffield Councils and enables us to produce reports using Crystal XI and Business Objects.
- The contractor concerned is the only supplier able to provide quotes, due to the fact that only the system supplier can provide annual support and maintenance for their system.

8. Risks and Uncertainties

Failure to renew the annual support and maintenance will result in the AQUA SQL system running with no support from the supplier and we will be unable to apply any upgrades or fixes to this business critical system. This will have financial and performance management implications leading to financial and reputational risk.

9. Policy and Performance Agenda Implications

Policy and performance issues are discussed in section 9 of this report.

10. Background Papers and Consultation

Consultation has taken place with colleagues in Legal, Finance and Procurement Services, and all have confirmed agreement with the proposals.

Contact Names:

Jon Baggaley, Finance Manager Jonathan.baggaley@rotherham.gov.uk; x54516

ROTHERHAM BOROUGH COUNCIL - REPORT TO DEPUTY LEADER
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1.	Meeting:	Deputy Leader
2.	Date:	17 March 2014
3.	Title:	Renewal of Insurance Contracts 2014/15
4.	Directorate:	Environment & Development Services

5. Summary

This report seeks to inform the Deputy Leader of the outcome of the Insurance Contract renewals for the insurance year commencing 28 February 2014.

In accordance with OJEU Tendering Procedures, the provision of insurances to the Authority was subject to tendering procedures in 2012/13 and, as a consequence, Long Term Agreements with the respective insurers were agreed which took effect from 28 February 2013.

6. Recommendations

The Deputy Leader is asked to:

- **Note the savings achieved for 2014/15 across various insurance policies and claims handling charges**
- **Note the key role that the Council's Risk Management strategy has played in driving down the numbers and costs of claims leading to savings in insurance premiums**

7. Proposals and Details

In accordance with OJEU competition requirements, the provision of insurances to the Authority was subjected to a full tender process due to the expiry of existing arrangements in 2013.

An analysis of the bids received was undertaken by the Council's Insurance Broker, Aon Ltd.

Consequently, on the basis of this analysis, cover for Cross-Class (Major Liability) Risks, Personal Accident, Travel and School Journey Risks and Fidelity Guarantee Risks was awarded to Risk Management Partners (RMP), whilst cover for Property and Contract Works Risks was awarded to Zurich Municipal Insurance (ZMI), to take effect from 28 February 2013.

In accordance with the terms of the contracts, declaration forms must be completed and submitted to insurers at the end of each insurance year, so that performance over the preceding year can be analysed and adjustments made to premiums as appropriate.

Following recent meetings with both RMP and ZMI, at which they presented their renewal terms for the coming year, it was revealed that the authority has realised an overall saving on premiums of £95,394.

Predictably, a large proportion of this (£68,455) is on property and is partly down to the reduction in the size of the property portfolio. However, ZMI also stressed that the authority's excellent claims experience and the fact that we suffered only one loss during 2013/14 (the Museum break-in) also contributed. Similarly, the reduction in the Terrorism premium (£11,400) is largely down to the reduction in the portfolio and staff numbers.

A pleasing saving of £15,410 was also achieved on claims handling charges. Whilst part of this is down to a slight decline in claims numbers, it's also a consequence of the Governance Section handling more property-related liability and motor claims 'in-house' rather than routinely referring to our appointed claims handlers, Gallagher Bassett. This is a policy that we will be aiming to continue in the future.

A summary of the savings is shown at **Appendix A**.

8. Finance

The overall total of the insurance and claims handling contracts for 2014/15 (£1,107,720) has realised a saving of £95,394 on the previous year.

At a time when the insurance market (and economy) is still in a state of flux and many local authorities are reporting increases in premiums, and even the termination of Long Term Agreements by insurers, this should be viewed as an excellent outcome for Rotherham.

9. Risks and Uncertainties

These proposals will contribute to a sustainable Medium Term Financial Strategy.

The Council's Risk Management Strategy and pro-active approach to risk has been key in achieving reductions in claims numbers and thus reducing insurance premium levels.

10. Policy and Performance Agenda Implications

Risk Management is part of Good Governance and is wholly related to the achievement of the objectives in the Council's Corporate Plan

11. Background Papers and Consultation

- Aon Ltd Insurance Renewal Report – 14 February 2014
- Zurich Municipal Insurance Renewal Agreement – 11 February 2014

Contact Names:

Colin Earl, Director of Audit and Asset Management, x22033

Andrew Shaw, Insurance and Risk Manager, x22088

Appendices:

Appendix A Renewals Figures 2014/15

APPENDIX A

RENEWALS FIGURES 2014/15

Company/Policy	2013/14	2014/15	+/-
	£	£	£
Risk Management Partners			
- Cross Class (Liability & Motor)	448,939	449,164	+225
- Officials Indemnity	47,500	47,500	-
- PA/Travel/School Journey	19,453	16,236	-3,217
- Crime – Fidelity Guarantee	40,000	40,000	-
- Terrorism	82,150	70,750	-11,400
- Computer (Mainframe)	3,680	3,680	-
Gallagher Bassett			
- Claims Handling Costs	103,425	88,015	-15,410
Zurich Municipal Insurance			
- Property	415,916	347,461	-68,455
- Engineering	38,648	38,787	+139
- Marine	3,403	6,127	+2,724
Totals	1,203,114	1,107,720	-95,394

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL
REPORT TO DEPUTY LEADER MEETING**

1.	Meeting:	Deputy Leader Meeting
2.	Date:	17th March 2014
3.	Title:	Baseline Personnel Security Standard for Public Service Network Use
4.	Directorate	Resources/Environment and Development Services

5. Summary

To outline the new security checking arrangements required for users of the Public Services Network (PSN) to ensure compliance.

*For the purpose of this report a "user of PSN services" is currently any RMBC computer user who consumes data which originates from PSN.
By the 2015 all RMBC computer users will fall in the category of 'PSN users'. (not including schools)*

6. Recommendations

Deputy Leader meeting is asked to:

- **Agree a funding method for the required disclosure checks (both for retrospective and future checks)**
- **Confirm agreement with proposed approach i.e. focus on employees with less than three year service.**

7. Proposals and Details

7.1 Background

The Public Services Network Code of Connection (PSN CoCo) is a test of a council's information security and data protection maturity. PSN accreditation is administered by the National Technical Authority for Information Assurance and, ultimately, the Cabinet Office. The Council achieved connection to the Public Services Network towards the end of 2013 and were only the fourth council in the country to make the transition from the old Government Connect connection.

PSN provides us with:

- A faster and more secure network
- Access to a range of critical services such as Blue Badge, Revenues and Benefits, Registrars and Elections
- Secure data-sharing between all UK public sector organisations.
- Access to the 'G-Cloud'- this is a secure market place and hosting environment provided by Central Government. It enables any part of the UK public sector to procure hundreds of different cloud based services.

The Council has been approached by the Cabinet Office to act as an exemplar and reference site to assist other councils in achieving PSN compliance.

7.2 Employee checks

Having achieved connection to PSN we are now audited on an annual basis to ensure we are still compliant. Our next compliancy audit is due in September 2014. However, the Cabinet Office has recently tightened the rules around the use of PSN which now makes it harder to achieve compliance/accreditation. They have also adopted a 'zero tolerance' stance for any controls not met. This means that failure to comply with any control will result in disconnection from the PSN network and loss of the services mentioned above.

One of the tightened controls is the security check requirements for employees who will have access to the PSN network.

They have stated that we must:

"...ensure that any user, supplier or 3rd party involved in the consumption or provision of PSN Services receives appropriate security vetting. The vetting standards shall be based on the Baseline Personnel Security Standard (BPSS) or comparable."

The BPSS requires all employees to have undergone:

- An identity check
- A check of Nationality and Immigration status
- Clarification of employment history (for the past three years)
- Verification of Criminal Record (unspent convictions only i.e. Basic Disclosure check)

The Council achieved PSN compliance in 2013 despite having yet to fully adopt BPSS checking as our current processes were considered robust

enough at that time . However, with the recent tightening of compliance criteria for the 2014 audit we must improve the rigour with which we security check employees and ensure we have adhered to all the requirements outlined in the BPSS if we are to be re-accredited to use the PSN.

Due to the large numbers of employees this will involve and the expense and time required to undertake BPSS level of checking, the Cabinet Office have allowed councils to undertake the process on a staged basis.

Stage One – All users of PSN services or data by 2013 (400 employees for RMBC). Although satisfactory for 2013 compliance these employees will now need to be further security checked to ensure we have covered all elements of the BPSS.

Stage Two – All users of PSN email by 2014 (a further 200 employees making 600 RMBC employees in total)

Stage Three – All users of PSN connected network by 2015 (added to those from the previous two stages this makes a total of 4,500 RMBC computer using employees)

Although the staged approach will help councils to achieve the standard required the Cabinet Office is currently being challenged on this requirement by both the Regional Warning Alert Reporting Partnership (i.e. IT security and Information Governance) plus the Regional Employers Group. The challenge concerns the additional costs and resources required to meet the requirement. At present there is no indication that the Cabinet Office will soften their stance on this issue.

7.3 Current position

As mentioned above, for Stage One, we have identified that this will involve 400 current employees, 200 for Stage Two and for Stage Three the remainder of the computer using workforce making a grand total of 4,500 employees who need security checking to BPSS level.

This figure does not include schools because at present time the Schools network is suitably segregated for us not to include them. This situation may change in the future. We have also not included some frontline employees as they currently have no direct access to PSN. However, the introduction of hand held devices and other technology in the future may require this employee group to be included in the full checking process.

The Council already routinely checks new starters to a level which complies with some elements of BPSS.

- Identity checks – we currently identity check all new starters to the Council through verification of specific documents.
- Check of Nationality and Immigration Status – again these checks are undertaken as part of the recruitment process for all new starters.

For the above two points it should be noted that this only became a legal requirement following the introduction of the Immigration, Asylum and Nationality Act 2006. Therefore any employee who started working for

the Council prior to this legislation coming into force will not have been subject to this checking process.

- Clarification of employment history – reference checks are undertaken with previous employers as part of the recruitment process. However this does not necessarily always cover the BPSS specified three year period.
- Verification of criminal record – these are only carried out for specific posts that involve caring for, supervising or being in sole charge of children or adults. These checks are more detailed and therefore more costly as they are undertaken at the Enhanced level. We currently do not undertake any Basic Disclosure Checks.

7.4 Proposed action

Other councils have apparently achieved accreditation by demonstrating that their ID checking processes are robust, even if they do not go as far as a full BPSS check for all employees. Given the recent zero tolerance statement by the Cabinet Office we consider this approach to be 'too risky'. However, we do believe that a 'risk based' approach to this PSN control may be acceptable if we can clearly justify the reasons.

Our recommended approach does meet the BPSS compliance (unlike the other councils mentioned above) but argues that the majority of the Council's workforce have been in our employ for over three years (the employment history check requirement) and are therefore deemed to be 'known and trusted' employees. At the same time we will commit to checking all new employees and those who have been with the Council for less than three years to the BPSS level within the recommended timescales.

Therefore, in order to be able to address the timescales outlined by the Cabinet Office and also to keep the resource requirements (both financial and physical) to a minimum we recommend the following:

- Given the BPSS asks for employment history checks for the last three years, for employees with three years or more continuous service with the Council – due to the amount of time the employee has been known to the Council it is felt that this level of checking is not appropriate and therefore no further checking will be required.
- For employees with less than three years employment with the Council – identity checks and Nationality and Immigration Status will have been undertaken at the recruitment stage. Personal files will be checked to ensure the three year employment history clarification requirement. If the references on file cover the outstanding period after RMBC employment is taken in account then no further action will be required. If the references + RMBC employment doesn't cover the three year period, we shall attempt to contact all previous employers until the time period has been met.
- Verification of Criminal Records (Basic Disclosure) – to be undertaken for all current employees with less than three years continuous service

With effect from the 1st April 2014 our recruitment processes will be amended to ensure all new employees to the Council have the relevant level of checks required for PSN compliance. Working with ICT, HR will update the HR and Payroll system to indicate which posts require the BPSS level of checking to ensure managers are clear which posts are affected. All relevant recruitment documentation (e.g. job profiles, guidance notes etc.) and training materials will also be updated to reflect the new requirements.

Subject to confirmation it is proposed the cost of this check will be charged to the recruiting manager.

8. Finance

Although this new level of security checking will require a good deal of additional officer time the most direct cost implication will be for the Basic Disclosure check. The cost for this is currently £32.50 per check (£25 for the check plus £7.50 admin costs).

If we implement the recommended approach out of the 4,500 employees who will require this level of checking there are currently only around 270 eligible employees with less than three years' service who will require a criminal records check at the Basic Disclosure level. The quantity is quite low as many social care employees have already been checked at the enhanced level. The cost for this element will be approximately £8,700. Currently there is no central fund to cover these costs therefore it is envisaged that it will have to be financed from existing local budgets, for which understandably no provision has been made.

If our recommended approach is not acceptable the costs will be significantly higher. As a quick rough estimate, taking into account social care employees will have already been checked at the enhanced level, there will still be in the region of 3,000 employees requiring the basic check. This will push the cost to around £100,000.

Going forward for new starters, based on the new starter figures for 2013/14 costs for this element would equate to approximately:

- Resources - £910
- NAS - £2,080
- EDS - £812
- CYPS - £845

9. Risks and Uncertainties

Failure to comply with this requirement could eventually result in disconnection from the PSN network and loss of the services outlined in point 7.1. As we are recommending instigating the three years' service cut off point there is a risk that auditors will consider we have not fully met the control.

There may also be employee relations issues to deal with if the Basic Disclosure checks reveal criminal convictions which have:

- Taken place whilst the individual has been in our employ
- Not been declared at the recruitment stage

Although a criminal conviction does not necessarily mean there is an issue, in some instances it might be considered to conflict with the job the employee is currently undertaking.

10. Policy and Performance Agenda

As this is a whole workforce issue it underpins all corporate priorities.

11. Background Papers and Consultation

Baseline Personnel Security Standard

Contact Name:

HR elements - Paul Cosgrove (HR Business Partner) paul.cosgrove@rotherham.gov.uk
01709 334160 and Debby Lamb (Senior HR Officer) debby.lamb@rotherham.gov.uk
01709 823701

ICT elements –Richard Copley (Corporate ICT Manager) richard.copley@rotherham.gov.uk
01709 254525 and Abi Dakin (ICT Compliance and Improvement Specialist)
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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Deputy Leader
2.	Date:	17th March 2014
3.	Title:	Renewal of CIPFA Assetmanager.NET Licence and System Maintenance and Support Agreement – Application for exemption from standing orders
4.	Directorate:	Resources

5. Summary

The purpose of this report is to seek Member approval to invoke Standing Order 38, which permits exemption from normal contract standing orders. This is to allow CIPFA Business Ltd. to provide a three year licence plus annual support and maintenance for the CIPFA Assetmanager.NET system.

6. Recommendations

It is recommended that:

- (i) The licence and contract for the annual support and maintenance of the CIPFA Assetmanager.NET be exempt from the provisions of standing order 47.6.3, the requirement to invite at least 3 written quotations for contracts with a value of £20,000 but less than £50,000**

7. Proposals and Details

- The CIPFA Assetmanager.NET system holds details of the Council's assets, including all land and property assets. The system is used to produce detailed financial information, including year-end accounting entries. It also acts as the authority's core property database, storing essential health and safety information, such as asbestos, building condition and maintenance records, as well as providing a link to floor plans, insurance valuations, maps, surveys and lease details.
- The current licence agreement has now come to an end and a new 3 year licence has been offered by CIPFA Business Ltd, at a cost of £10,600 per annum, together with a software support and maintenance agreement, at a cost of £2,650 per annum.
- CIPFA Assetmanager.NET system has been used by the Council since 2008 to control all financial aspects of the Council's assets and capital spend. It is certified by CIPFA Business Ltd as being compliant with International Financial Reporting Standards and with the CIPFA Code of Practice on Local Authority Accounting. As such it is used to produce year-end capital accounting entries and is an essential tool for the production of the Council's annual Statement of Accounts. As the system is designed and maintained by CIPFA we can operate it with a degree of confidence in its output that we couldn't have with other, generally available, asset registers.
- Following the initial introduction by Finance the system has also been adopted by Asset Management as the authority's core Corporate Asset Management System, giving an efficient, central point of access for officers to numerous items of important property information. This element of the system is used throughout the authority by a wide range of teams, with almost 200 users across the directorates. It has now also been rolled out to the authority's schools, with great success.
- CIPFA's Assetmanager.NET system is used by 85 local authorities including Wakefield District Council and Hull City Council and enables the production of reports for financial and asset management purposes.
- The contractor concerned is the only supplier able to provide quotes, due to the long lead in time that would be required to move to an alternative supplier, which would take the Council beyond the statutory deadline for the closure of accounts, and due to the fact that only the system supplier can provide annual support and maintenance for their system.

8. Risks and Uncertainties

Failure to renew licence and annual support and maintenance contract will result in access to the CIPFA Assetmanager.NET system being withdrawn by the supplier leaving us unable to close down the Authorities accounts and produce the necessary information for the production of the Statement of Accounts. This will have financial and performance management implications leading to financial and reputational risk. Also, without access to

the Council would run the risk of non-compliance with health and safety legislation relating to buildings.

9. Policy and Performance Agenda Implications

Policy and performance issues are discussed in section 7 of this report.

10. Background Papers and Consultation

Consultation has taken place with colleagues in Legal, Finance and Asset Management, and all have confirmed agreement with the proposals.

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