

Public Document Pack

Executive Member Decisions

Friday, 17th August, 2018

Time Not Specified

AGENDA

1. **Award of Contract for Replacement Legal Case Management System**
Award of Contract for Replacement Legal Case Management System EMD 2 - 10
Award of Contract for Replacement Legal Case Management System EIA
Award of Contract for Replacement Legal Case Management System EMD PART 2

2. **Town Centre Security**
Town Centre Security EMD 11 - 29
Town Centre Security EMD PART 2
Town Centre Security Briefing note PART 2

Date Published: Date Not Specified
Harry Catherall, Chief Executive

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Resources
LEAD OFFICERS:	Director of HR, Legal and Corporate Services
DATE:	31/05/2018

PORTFOLIO/S AFFECTED:	Resources
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WARD/S AFFECTED:	All
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SUBJECT: Award of contract for replacement legal case management system
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1. EXECUTIVE SUMMARY

To advise the Executive Member of the activity undertaken in relation to a new contract to provide a legal case management system to the Council.

2. RECOMMENDATIONS

That the Executive Member:

Approves the award of the contract for a replacement legal case management system to the highest scoring bidder for a period of 5 years, with the Council having the option to extend for a further period of up to 5 years.

3. BACKGROUND

The Legal Services Department currently use a Case Management System provided by Lexis Nexis. Visual Files was introduced to the Council in 2010 to replace the aged SolCase system, also provided by Lexis Nexis in 1997. A decision was taken not to transfer all of the old cases in to Visual Files in 2010; therefore we currently run both systems and pay licenses for each. This implementation is intended to remove SolCase completely and reduce the annual revenue costs associated to running a legal case management system.

A business case was produced which was presented to management board where it was approved to progress. From market research there were 3 main systems that were used none of which supplied through the standard frameworks, this left the option to proceed with an OJEU open procedure.

The invitation to tender (ITT) asked each bidder to respond to 159 questions regarding the functionality and operation of their system(s) with responses being invited for both on premise and Cloud based solutions (i.e. systems to be hosted either on Council premises or to be hosted by the supplier, or their named partner, and accessed via a secure internet connection meeting the UK Government mandated security requirements).

The bids were evaluated by a panel which consisted of 4 main panel members and a further 4 members who were experts in particular fields. A total of 3 responses were received with the scores outlined in the table below;

	Bidder A	Bidder B	Bidder C
General Requirements (2%)	0.9	1.5	1
Legal Requirements (45%)	29.05	33.99	24.49
Non-Functional requirements (20%)	14.42	14.85	12.24
References (3%)	2	2	2
Total cost of ownership (30%)	23.47	30	0
Total Score	69.84	82.34	39.74

It is therefore recommended that the Council awards the contract to Bidder B who had the highest overall score in both quality and price.

4. KEY ISSUES & RISKS

- The support from LexisNexis is limited
- It is considered that the annual maintenance costs are high when compared to other market offers
- Currently the business support spend time manipulating documents outside of the case management system and then manually collating court bundles, this may continue to some extent but the delivery of the court bundles will be electronic therefore resulting in savings on stationery, printing and courier services.
- A system administrator is included who will be provided full system training as part of the implementation. Implementing a new solution would involve in-depth training for all users and the appointment of a system administrator/super user will ensure that there will be ongoing development of workflow and appropriate office-based training available to users.
- Management Information is necessary to enable the business to focus on their performance against service levels and legislative targets. There are some Management Reports available in Visual Files but the system is no longer fit for purpose. Legal case management systems tend to need replacing approximately every 10 years

5. POLICY IMPLICATIONS

The new legal system will be pivotal to managing the legal case management workload of the organisation going forward and as such is intrinsic to delivering the Council's Corporate Priorities. Specifically, the new system will support the delivery of the Council's Corporate Plan objective;

Delivering high quality services – a well-managed authority which is fit for the future; efficient and effective; and continuing to use the best possible business models to deliver excellent services

6. FINANCIAL IMPLICATIONS

A capital budget for the scheme of £168k was previously approved and included in the report to Finance Council funded through ICT earmarked reserves.

7. LEGAL IMPLICATIONS

The procurement process outlined above, using an OJEU open tender process, complies with the Council's Contract Procurement Procedure Rules and EU procurement law.

Advice has been, and will continue to be taken as appropriate from the Legal Services and Procurement teams to ensure compliance with procurement rules and law.

As part of the procurement process, the final contract will be in a form approved by Legal Services.

8. RESOURCE IMPLICATIONS

There will be an impact on legal and ITM&G Team resources for the implementation which will be factored into existing work plans.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

Initial consultation has occurred with service users and further consultations will follow over the forthcoming months as part of the system implementation.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION: 1

CONTACT OFFICER: Peter Hughes

DATE:	31/05/2018
BACKGROUND PAPER:	None

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Legal Services - resources	Date the activity will be implemented	01/09/2018
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Brief description of activity	Implementation of a new legal case management IT system to replace existing system.
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR = 0	TOTAL	AGAINST = 6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Peter Hughes
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No checked by Nafisha Master
Date	31/05/2018

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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EXECUTIVE MEMBER DECISION



REPORT OF: Executive Member for Resources

LEAD OFFICERS: Deputy Chief Executive

DATE: 14 August 2018

PORTFOLIO/S AFFECTED: Resources

WARD/S AFFECTED: Blackburn Central

SUBJECT: Blackburn town centre security

1. EXECUTIVE SUMMARY

Blackburn town centre has been the subject of a security survey which has made certain recommendations. This decision paper will inform the Executive Member of the proposed means of making Blackburn town centre even safer from security threats.

2. RECOMMENDATIONS

That the Executive Member:

- 2.1 Notes the security report included in the Part 2 report.
- 2.2 Approves a budget for the capital costs of this project, and
- 2.3 Approves a budget for the ongoing revenue costs of this project.

3. BACKGROUND

In December 2017 Blackburn with Darwen Council requested that a relevant adviser from the Lancashire Constabulary undertake a security survey of Blackburn town centre. This was undertaken and the findings are outlined in the associated Part 2 report.

4. KEY ISSUES & RISKS

The key issues and risks associated with this project are summarised in the Part 2 report.

5. POLICY IMPLICATIONS

The security review supports the Council's work with local partners to create safer communities.

6. FINANCIAL IMPLICATIONS

The approximate costs of this project are set out in the Part 2 reports and will be subject to the Council's tender process.

7. LEGAL IMPLICATIONS

All local authorities have a legal duty to prevent people being drawn into terrorism under the Counter Terrorism and Security Act 2015. We work with local partners to protect the public, prevent crime and promote strong, integrated communities.

The procurement of the works in this project will be subject to the Council's Contracts and Procurement Procedure Rules as set out in our Constitution.

8. RESOURCE IMPLICATIONS

CCTV Control room staff – access control will be monitored and responded to (primarily out of TRO [Traffic Regulation Order] hours) by existing CCTV control room staff provided from the CCTV Hub.

The maintenance and service costs will require ongoing revenue commitment of circa £6 – 13k per annum rising by an estimated 4% per annum.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

10. CONSULTATIONS

Consultation has been carried out with the Council's Executive Team, Town Centre Manager, Highways and Community Safety Team.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	2
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CONTACT OFFICER:	Peter Wareing
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DATE:	12 th July 2018
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BACKGROUND PAPER:	Briefing note: Blackburn town centre security v6.
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