



EXECUTIVE MEMBER DECISION

REPORT OF:	Executive Member for Children's Young People and Education
LEAD OFFICERS:	Director of Children's Services and Education
DATE:	14 October 2019

PORTFOLIO/S AFFECTED: Children's Young People and Education

WARD/S AFFECTED: All

NB: *The Services for Schools management system is used Council wide for advertising and trading services. As such all Council portfolios will be affected by this proposal.*

SUBJECT:
Services for Schools management information system.

1. EXECUTIVE SUMMARY

To seek approval from the Executive Member to increase the annual contribution from provider/suppliers for hosting, managing and coordinating the Services for Schools management information system/service.

2. RECOMMENDATIONS

That the Executive Member: approves an increase of 0.7% (from 0.8% to 1.5%) for the provider/suppliers annual contribution for hosting, managing and coordinating the Services for Schools management information system/service from April 2020.

3. BACKGROUND

Blackburn with Darwen's Services for Schools website (www.bwdservicesforschools.co.uk) was established in 2013, and is a platform for schools and other learning establishments to purchase all their services from one place at the click of a button.

The system is used to set up and manage all service level agreements between schools and providers.

The website can also be used as a standalone advertising portal. The charge for using this function alone is £250.00 per year. We have a small number of charities/3rd sector organisations using the website for advertising purposes only for whom a discounted rate is offered.

In addition, the website acts as an information platform for the sharing of important information, updates, and good practice with schools.

Income to support service delivery is generated by:

- Suppliers/providers contributing a % (currently 0.8%) of the annual income that they have generated through the sale of their services; and/or
- A annual fixed charge for the purposes of advertising only (currently £250.00)

4. KEY ISSUES & RISKS

Over the last three years, the amount of money generated from the annual contribution of 0.8% from the service providers has not covered the cost of hosting the website.

The current fees for hosting the website are £14,445.00, which includes £13,945.00 for the annual license fee and £950.00 for the annual managed portal fee.

The income generated from service providers over the previous 3 years has totalled:

- 2016-2017 - £9,798.35
- 2017-2018 - £10,028.98
- 2018-2019 - £11,435.61

The Services for Schools Website is currently used by 46 service providers/suppliers (Appendix A) for advertising their SLAs, services and/or training. There is a small risk that providers may not want to pay an increased charge and choose not to advertise their SLAs via the Services for Schools Website.

Suppliers/providers may pass the value of the increased charges to the purchaser e.g. schools.

5. POLICY IMPLICATIONS

None.

6. FINANCIAL IMPLICATIONS

Based on the income generated by suppliers/providers in 2018/19, increasing the annual contribution to 1.5% would generate an income of £21,000.00. This figure would cover the annual fees for hosting the website and also contribute to:

- managing and coordinating the system
- undertaking the required tasks to support the operational delivery of traded services
- specialist training on the system as and when required.

Council Service Providers will be informed of the increase of the annual contribution to 1.5% in November 2019 when reviewing their SLA service specifications and fees for the next financial year.

7. LEGAL IMPLICATIONS

None.

8. RESOURCE IMPLICATIONS

All existing arrangements for the co-ordination, promotion and administration of SLAs on the Services for Schools Website would remain in place. No further resources would be required.

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

Current providers/suppliers will be consulted with on the proposed increase commencing December 2019.

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:	Mary Bolton – 01254 666461 Cathy Salt – 01254 666756
DATE:	14.10.19
BACKGROUND PAPER:	Appendix A: List of current providers suppliers that use the Services for Schools management system