Nottinghamshire County Council

Finance Committee

Monday, 21 March 2022 at 10:30

County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

Notes

(1)   Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.

(2)   Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

(3)   Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Peter Barker (Tel. 0115 977 4416) or a colleague in Democratic Services prior to the meeting.

(4)   Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

(5)   This agenda and its associated reports are available to view online via an online calendar - http://www.nottinghamshire.gov.uk/dms/Meetings.aspx

Nottinghamshire County Council

minutes

Meeting	FINANCE COMMITTEE
Date	7 February 2022 (commencing at 10.30am)

Membership
Persons absent are marked with an 'A'

COUNCILLORS

Richard Jackson (Chair)
Roger Jackson (Vice Chair)

Reg Adair	Bruce Laughton
Andre Camilleri	Mike Pringle
John Clarke MBE	Mike Quigley MBE
Jim Creamer	Lee Waters
Tom Hollis - Apologies	

OFFICERS IN ATTENDANCE

Pete Barker	Democratic Services Officer
Lynn Brammer	Category Manager
Kaj Ghattaora	Group Manager, Procurement
Paul Martin	Head of Technology and Digital
Nigel Stevenson	Service Director, Finance, Infrastructure & Improvement

1. <u>MINUTES OF THE LAST MEETING HELD ON 10 JANUARY 2021</u>

The minutes of the meeting, having been circulated to all Members, were taken as read and were confirmed, and were signed by the Chair.

2. <u>APOLOGIES FOR ABSENCE</u>

Apologies were received from Councillor Hollis (other reasons).

3. <u>DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS</u>

There were no declarations of interest.

4. <u>BUDGET REPORT 2022-23</u>

RESOLVED: 2022/006

That a report be prepared for County Council on 24 February 2022 based on the budget proposals as set out in the report, including the proposed Council Tax and Adult Social Care

Precept increases and the establishment of a £15m earmarked reserve to fund works associated with the highways review and the environment strategy.

5. FINANCIAL MONITORING REPORT PERIOD 9 2021-22

RESOLVED: 2022/007

That the contents of the report be noted.

6. CHILDRENS SERVICES – COLLABORATIVE COMMISSIONING AND CONTRACTING

RESOLVED: 2022/008

That progress reports be brought quarterly to future meetings of the relevant forum.

7. CYBER SECURITY ASSURANCE Q2 2021-22

Paul Martin confirmed that the Constitutional Comments for the report were as follows:

'The Recommendations fall within the delegation of the Finance Committee by virtue of its terms of reference. [ELP 1/2/22]'

RESOLVED: 2022/009

That the contents of the report be noted.

8. WORK PROGRAMME

RESOLVED: 2022/010

That regular reports on Cyber Security be brought to future meetings of the relevant forum.

9. EXCLUSION OF THE PUBLIC

RESOLVED: 2022/011

That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in Section 12A of the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10. CYBER SECURITY ASSURANCE Q2 2021-22

RESOLVED: 2022/12

That the contents of the report be noted.

The meeting closed at 11.17am

CHAIR

2

Report to Finance Committee

21 March 2022

Agenda Item: 4

REPORT OF THE SERVICE DIRECTOR – FINANCE, INFRASTRUCTURE AND IMPROVEMENT

FINANCIAL MONITORING REPORT: PERIOD 10 2021/22

Purpose of the Report

1. To provide a summary of the Committee revenue budgets for 2021/22.

2. To request approval of additional Contingency allocations.

3. To provide a summary of capital programme expenditure to date, year-end forecasts and approve variations to the capital programme.

4. To inform Members of the Council's Balance Sheet transactions.

Information
Background

5. The Council approved the 2021/22 budget at its meeting on 25 February 2021. As with previous financial years, progress updates will be closely monitored and reported to management and Committee each month.

6. It is important to note that this Financial Monitoring report has been put together at a time when the Council is continuing to respond to the consequences of COVID19. Central Government has recognised that although there are good reasons to be optimistic about overcoming the virus it also acknowledged that many of the challenges posed by COVID19 will not go away immediately. As such, the Council has been awarded a £16.1m COVID19 grant in 2021/22 to help fund the on-going challenges associated with the virus.

7. It is also important to note that considerable uncertainty does still remain regarding the longer-term implications of recovering from the pandemic both from an expenditure and income perspective. Information continues to be developed regarding significant areas of the Authority's budget including Home to School Transport, Looked After Children (LAC) and Adult Social Care and Health Services.

8. Departments continue to identify and monitor both additional costs arising from the COVID19 crisis as well as lost income. Where costs have been incurred but may need to be shared with other organisations, sufficient documentation will be maintained to evidence the recharge at a future date.

Summary Revenue Position

9. The table below summarises the revenue budgets for each Committee for the current financial year. An underspend of £2.6m is currently predicted against the revised budget estimate following allocation of COVID19 grant to mitigate pandemic cost pressures. In-year issues associated with the COVID19 pandemic continues to make forecasting a challenge for budget holders. However, as a consequence of the significant levels of uncertainty and financial challenges facing the Council over the medium term, the key message to effectively manage budgets and, wherever possible, deliver in-year savings is being reinforced.

Table 1 – Summary Revenue Position

Forecast Variance as at Period 9 £'000	Committee	Revised Annual Budget £'000	Actual to Period 10 £'000	Year-End Forecast £'000	Latest Forecast Variance £'000
1,729	Children & Young People	153,839	122,875	154,915	1,076
(2,926)	Adult Social Care & Public Health	218,640	142,195	213,744	(4,896)
(197)	Transport & Environment	112,935	86,357	113,101	166
(336)	Communities	18,596	15,192	18,141	(455)
(718)	Economic Development & Asset Management	21,977	15,562	21,191	(786)
(269)	Policy	3,078	4,176	2,827	(251)
174	Finance	15,969	14,538	16,174	205
271	Governance & Ethics	7,724	6,423	7,977	253
(652)	Personnel	18,308	16,966	17,482	(826)
(2,924)	**Net Committee (under)/overspend**	**571,066**	**424,284**	**565,552**	**(5,514)**
-	Central items	(36,382)	(80,159)	(36,382)	-
-	Schools Expenditure	1,339	-	1,339	-
823	Contribution to/(from) Traders	1,192	1,267	1,673	481
(2,101)	**Forecast prior to use of reserves**	**537,215**	**345,392**	**532,182**	**(5,033)**
-	Transfer to / (from) Corporate Reserves	(1,871)	-	(1,871)	-
1,955	Transfer to / (from) Departmental Reserves	(5,027)	1,166	(2,617)	2,410
-	Transfer to / (from) General Fund	-	-	-	-
(146)	**Net County Council Budget Requirement**	**530,317**	**346,558**	**527,694**	**(2,623)**

Committee and Central Items

COVID19 Pressures

10. The Ministry of Housing, Communities and Local Government requires all local authorities to submit a monthly DELTA data collection return. This return is designed to help departments across central government to understand the impact of the COVID19 pandemic on local authority finances.

11. Nottinghamshire County Council's DELTA18 return was submitted on 28 January 2022 and forecast additional COVID19 pressures totalled £65.1m. It is proposed that these costs will be funded from a combination of specific and general COVID19 grants received from Central Government.

Committee Variations

Children & Young People's (£1.1m overspend)

12. The underlying overspend is £1.1m after planned use of grant reserves and initial funding for additional costs related to COVID19. This is a decrease of £0.6m from last month predominantly due to a reduction in the number of agency staff and in the number of looked after children (LAC).

13. The Youth Families & Social Work Division is forecasting a net underspend of £0.8m with small variations across a range of budgets.

14. The Commissioning and Resources Division is forecasting an overspend of £2.2m, which relates to a forecast overspend on external LAC placement costs and the additional costs of children transferred from Minster View offset by a reduction in Children's Centre costs and other budgets.

15. Education, Learning & Skills Division is forecasting an underspend of £0.3m due to additional Covid funding of increased costs for Education, Health and Care Plans for children who have special education needs.

Adult Social Care & Public Health (£4.9m underspend)

16. The Adult Social Care and Public Health Department budget is currently forecasting an underspend of £4.9m which is an increase of £2.0m from last month. The increase in underspending is due to reduced forecasts in Daycare and Predicted Needs costs, increased staffing vacancies and increased income.

17. The overall position is due to an underspend on Direct & Provider Services (£0.9m), an underspend in Living Well and Aging Well (£0.9m) mainly due to reductions in staffing and care package forecasts in Ageing Well and a net underspend across other budgets (£1.8m), due to savings across non staffing budgets and increased income.

18. Public Health is underspending by £1.3m, which is offset by reserves movements. This is due to staff working on COVID agendas and lower service take ups due to COVID.

19. Staff turnover and difficulties in recruiting to vacant post are a risk to service delivery and further mitigations are being reviewed to identify any actions that can be taken to improve the situation.

Economic Development & Asset Management (£0.8m underspend)

20. The £0.8m forecast underspend comprises underspends within Facilities Management (£0.2m), Property & Estates (£0.3m), Investment & Growth (£0.1m) and savings across a range of other budgets (£0.2m), mainly due to staff vacancies and small savings on other budgets such as travel.

Personnel (£0.8m underspend)

21. The £0.8m forecast underspend comprises an overspend within Corporate HR (£0.1m) due to reduced income, an underspend in Business Support (£0.5m) due to staff vacancies an

underspend on Apprentices / Trainees (£0.2m) due to delays in recruitment as a result of the COVID19 pandemic and a small net underspend (£0.2m) across a range of other budgets.

Central Items

22. Central Items primarily consists of interest on cash balances and borrowing, together with various grants, contingency and capital charges.

23. Central Items includes a base contingency budget of £4.0m to cover redundancy costs, slippage of savings and other unforeseen events. Also, in 2021/22 further demand and inflationary pressures have been identified that have a degree of uncertainty with regard to likelihood, value and profiling. As such, an additional provision of £8.6m has been made within the contingency to fund these pressures should they arise. The Finance Committee or the Section 151 Officer are required to approve the release of contingency funds.

24. There has already been a call on the 2021/22 contingency budget from requests that have been previously approved by Finance Committee or the Section 151 Officer totalling £1.8m.

25. In addition, a report was taken to the Economic Development and Asset Management Committee in January requesting contingency funding of £62,500 towards the Local Enterprise Partnership match funding.

26. Table 1 assumes that the remaining contingency budget will be utilised in full for future requests.

Main areas of risk to the forecast

27. As well as the implications arising from the COVID19 emergency the usual budget monitoring process will continue to take place throughout the year to identify all major variations to budget. Progress updates will be closely monitored and reported to management and to Committee on a monthly basis.

28. The approved 2021/22 budget was set against a background of assumptions and on-going risks, specifically with regard to the demand for Council services in the areas of Children and Adult Social Care where safeguarding takes priority. In Children's Social Care specifically, early indications suggest that significant pressures are continuing to be experienced in relation to the Children's Social Work staffing budget. This is due to the need to employ agency staff as well as the rise in costs associated with Looked After Children external placements due to accommodation issues and sustained high numbers. In addition, the average weekly cost of placements are rising due to complexity of need, market conditions, inflation and limited capacity within the Authority's own internal residential and foster care provision. These high-risk areas will continue to be monitored closely during the year through the robust monthly budget management process and reported back to Committee. Within Adult Social Care difficulties are being experienced in recruitment and retention, particularly when many sectors are experiencing similar issues, with some starting to increase salaries and offer bonuses (sign on and retention). The position will continue to be closely monitored

Balance Sheet
General Fund Balance

29. Members approved the 2020/21 closing General Fund Balance of £32.1m at Full Council on 22 July 2021. The 2021/22 budget assumes no utilisation of the General Fund and so the closing balance is forecast to be £32.1m at the end of the current financial year. This is 5.7% of the budget requirement.

Capital Programme

30. Table 2 summarises changes in the gross Capital Programme for 2021/22 since approval of the original Programme in the Budget Report (Council 25/02/21):

<p align="center"><u>Table 2 – Revised Capital Programme for 2021/22</u></p>

	2021/22	
	£'000	£'000
Approved per Council (Budget Report 2021/22)		108,523
Variations funded from County Council Allocations :		
Net slippage from 2020/21 and financing adjustments	(22,672)	
		(22,672)
Variations funded from other sources :		
Net variation from 2020/21 and financing adjustments	26,173	
		26,173
Revised Gross Capital Programme		**112,024**

31. Table 3 shows actual capital expenditure to date against the forecast outturn at Period 10.

Table 3 – Capital Expenditure and Forecasts as at Period 10

Committee	Revised Capital Programme £'000	Actual Expenditure to Period 9 £'000	Forecast Outturn £'000	Expected Variance £'000
Children & Young People's	19,894	13,366	19,844	(50)
Adult Social Care & Public Health	971	405	971	-
Transport & Environment	57,903	40,282	57,051	(852)
Communities	2,064	740	1,864	(200)
Economic Devt & Asset Mngt	20,958	11,606	19,673	(1,285)
Finance	10,083	7,528	9,126	(957)
Personnel	151	82	161	10
Contingency	-	-	-	-
Total	**112,024**	**74,009**	**108,690**	**(3,334)**

Transport & Environment

32. In the Transport and Environment Committee, an underspend of £0.9m has been identified. This is mainly as a result of the Energy Saving Scheme now forecasting an underspend of £0.8m as expenditure is re-profiled into the next financial year.

It is proposed that the Transport and Environment Committee capital programme is varied to reflect the £0.8m re-profiling identified against the Energy Saving Scheme budget.

33. Also, on the 7 March 2022, the Department for Transport announced the 2022-25 Highways Maintenance Block and Integrated Transport Block funding allocations. It was confirmed that Nottinghamshire's annual funding allocations for this period are in line with 2021/22 allocations and also with the allocations approved as part of the Annual Budget Report 2022/23.

Economic Development & Asset Management

34. In the Economic Development and Asset Management Committee capital programme a forecast underspend of £1.3m has been identified. This is mainly as a result of forecast underspends against the Social Housing Decarbonisation Fund (£0.6m) and the Investing in Nottinghamshire programme (£0.5m) as works identified against these two programmes have been re-profiled into the next financial year.

It is proposed that the Economic Development and Asset Management Committee capital programme is varied to reflect the £0.6m re-profiling identified against the Social Housing Decarbonisation Fund and the £0.5m re-profiling identified against the Investing in Nottinghamshire programme.

Finance

35. In the Finance Committee capital programme a forecast underspend of £1.0m has been identified. This is mainly as a result of slippage identified against the Microsoft Enterprise Agreement budget as discussions over licence conversions continue.

   It is proposed that the Finance Committee capital programme is varied to reflect the £1.0m slippage identified against the Microsoft Enterprise Agreement budget.

Financing the Approved Capital Programme

36. Table 4 summarises the financing of the overall approved Capital Programme for 2021/22

<u>**Table 4 – Financing of the Approved Capital Programme for 2021/22**</u>

Committee	Capital Allocations £'000	Grants & Contributions £'000	Revenue £'000	Reserves £'000	Gross Programme £'000
Children & Young People's	6,481	12,854	509	50	19,894
Adult Social Care & Public Health	43	881	16	31	971
Transport & Environment	14,284	38,038	234	5,347	57,903
Communities	2,028	-	20	16	2,064
Economic Devt & Asset Mngt	8,923	10,539	646	850	20,958
Finance	7,892	2,000	-	191	10,083
Personnel	151	-	-	-	151
Contingency	-	-	-	-	-
Total	**39,802**	**64,312**	**1,425**	**6,485**	**112,024**

37. It is anticipated that the level of capital allocations used in 2021/22 will decrease by £25.6m from the forecast in the Budget Report 2021/22 (Council 25/02/2021). This decrease is primarily a consequence of:

   - £22.7m of net slippage from 2020/21 to 2021/22 and financing adjustments funded by capital allocations.
   - Net slippage in 2021/22 of £2.9m of capital expenditure funded by capital allocation identified as part of the departmental capital monitoring exercise.

Prudential Indicator Monitoring

38. Performance against the Council's Prudential Indicators is regularly monitored to ensure that external debt remains within both the operational boundary and the authorised limit.

Capital Receipts Monitoring

39. Anticipated capital receipts are regularly reviewed. Forecasts are currently based on estimated sales values of identified properties and prudently assume a slippage factor based upon a review of risk associated with each property.

40. The chart below shows the budgeted and forecast capital receipts for the four years to 2024/25.

Budgeted and Forecast Capital Receipts (£m)
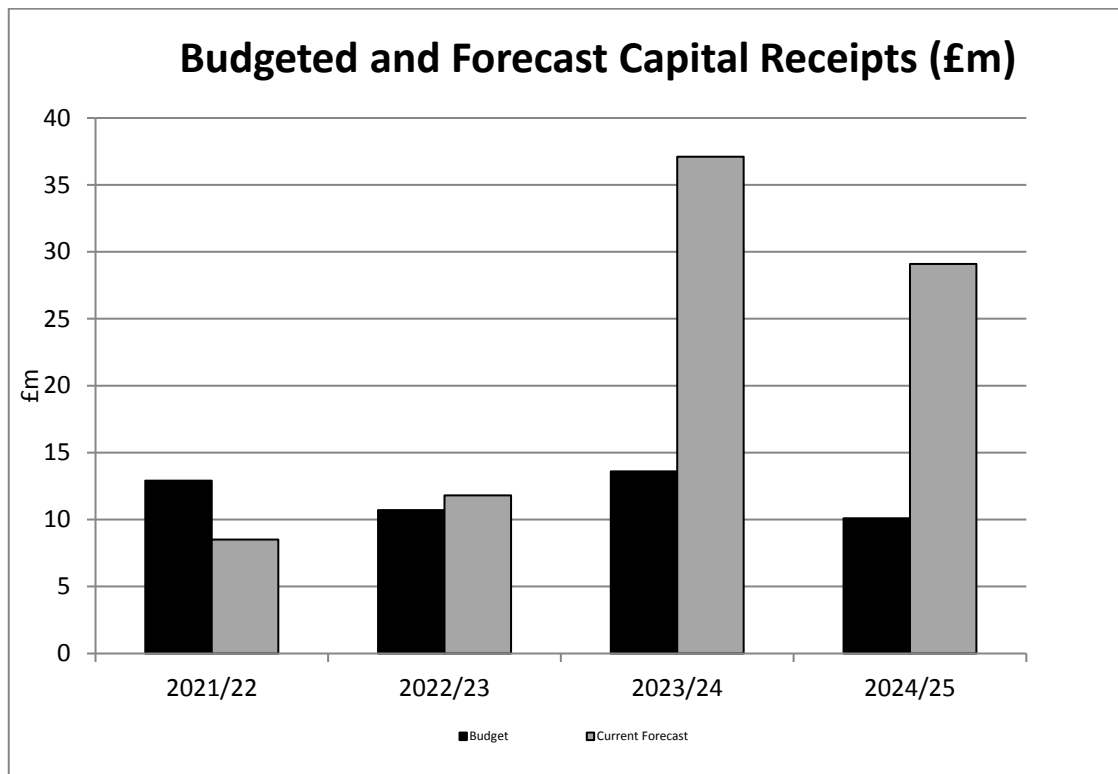
41. The dark bars in the chart show the budgeted capital receipts included in the Budget Report 2021/22 (Council 25/02/2021). These capital receipts budgets prudently incorporated slippage, giving a degree of "protection" from the risk of non-delivery.

42. The capital receipt forecast for 2021/22 is £8.5m. As at the end of Period 10, £5.9m of capital receipts have been received. Following review of the capital receipts, forecasts have increased significantly in the final two years of the MTFS as a result of favourable market conditions.

43. The number and size of large, anticipated receipts increase the risk that income from property sales will be below the revised forecasts over the next three years. Although the forecasts incorporate an element of slippage, a delay in receiving just two or three large receipts could result in sales being lower than the forecast. Having said that, the property team are confident that the forecast capital receipts position will be achieved.

44. Current Council policy (Budget Report 2021/22) is to use the first tranche of capital receipts to fund in-year transformation costs. Any capital receipts in excess of this will be set against the principal of previous years' borrowing. This reduces the amount of Minimum Revenue Provision (MRP) to be set aside each year. It is important to regularly monitor capital receipt forecasts and their effect on the overall revenue impact of the Capital Programme.

Treasury Management

45. Daily cash management aims for a closing nil balance across the Council's pooled bank accounts with any surplus cash invested in accordance with the approved Treasury Management Policy. Cash flow is monitored by the Senior Accountant (Pensions & Treasury Management) with the overall position reviewed quarterly by the Treasury Management Group (TMG).

46. The cash forecast chart below shows the current estimated cash flow position for the financial year 2021/22. Cash inflows are typically higher at the start of the year due to the front-loading receipt of Central Government grants, and the payment profile of precepts. Cash outflows, in particular capital expenditure, tend to increase later in the year, and the chart below reflects this. Also, expected borrowing in support of capital expenditure is not included in the forecast. The chart thereby helps highlight the points in the year when such borrowing will be necessary, and it is monitored daily so that treasury management staff can act comfortably in advance of the cash being required, the aim being to maintain adequate but not excessive liquidity.
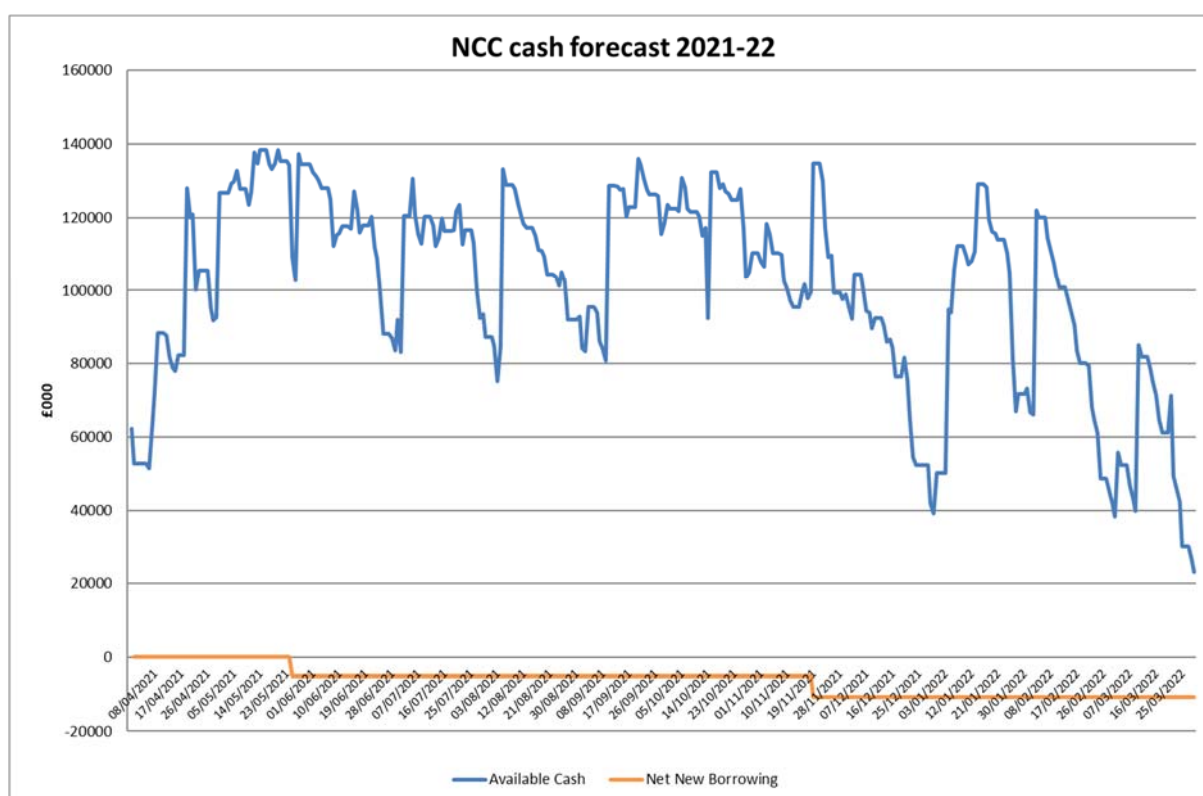

47. The chart above gives the following information:

Available cash	Surplus cash (invested in call accounts or money market funds) or a shortfall of cash indicating a need to borrow.
Net new borrowing	New loans taken during the year net of principal repayments on existing borrowing.
Bank	That element of surplus cash held in the Council's Barclays Bank account.

48. The Treasury Management Strategy for 2021/22 identified a need to borrow approximately £70m over the course of the year to (a) fund the capital programme, (b) replenish internal balances and to (c) replace maturing debt. However, this figure has reduced due to slippage and higher than expected cash balances have meant that all remaining borrowing can be deferred until 2022/23.

49. PWLB interest rates continue to be monitored closely to allow changes - or potential changes - in rates to feed into decisions on new borrowing. The Council remains able to take advantage of the PWLB "certainty rate" which is 0.2% below the standard rates. The chart below shows the movement in standard PWLB maturity rates over the course of 2021/22 so far.
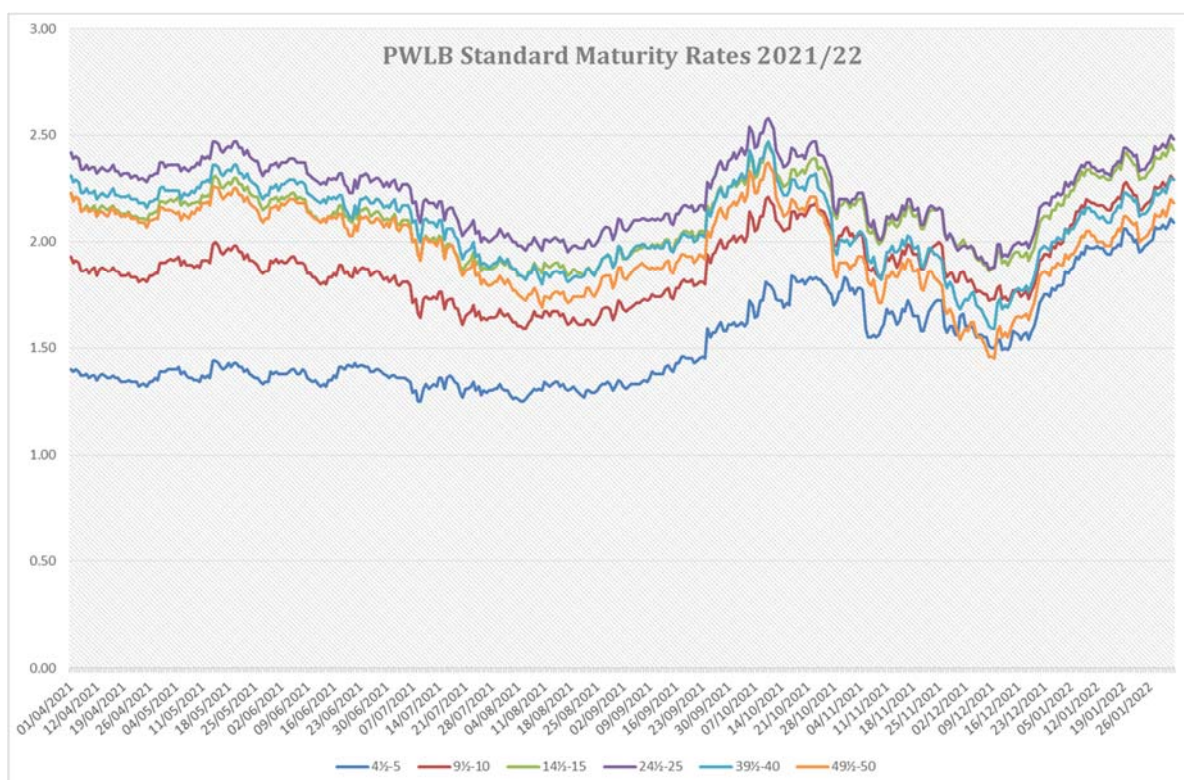
50. Borrowing decisions will take account of a number of factors including:
   - expected movements in interest rates
   - current maturity profile
   - the impact on revenue budgets and the medium- term financial strategy
   - the treasury management prudential indicators.

51. The maturity profile of the Council's debt portfolio is shown in the chart below. The PWLB loans are reasonably well distributed and have a maximum duration of 50 years. When deciding on the lengths of future loans the Council will factor in any gaps in its maturity profile, with a view to minimising interest rate risk, but will consider this alongside other financial factors.

52. Long-term borrowing was also obtained from the market some years ago in the form of 'Lender's Options, Borrower's Options' loans (LOBOs). These loans are treated as fixed rate loans (on the basis that, if the lender ever opts to increase the rate, the Council will repay the loan) and were all taken at rates lower than the prevailing PWLB rate at the time. However,

LOBOs could actually mature at various points before then, exposing the Council to some refinancing risk.

53. The 'other' loans shown in the chart consists of fixed-term loans from Barclays Bank.

Debt Maturity Profile
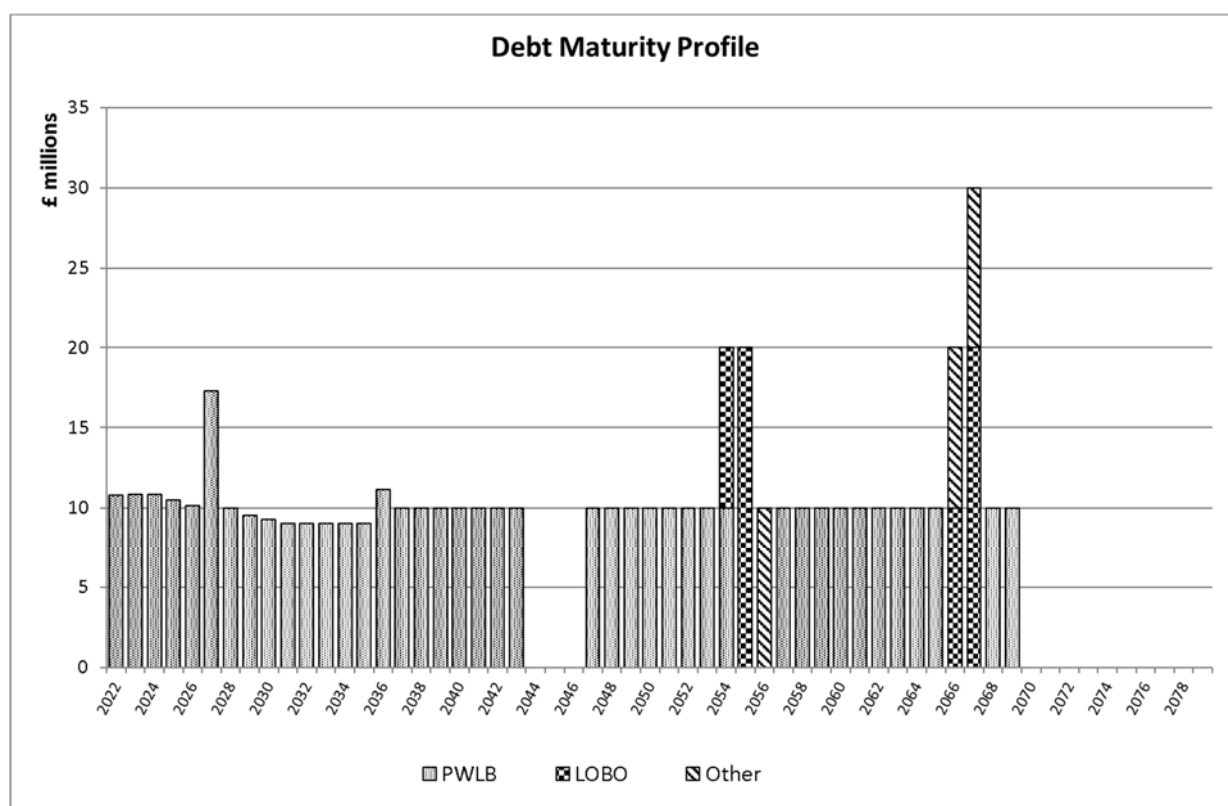
54. The investment activity for 2021/22 to date is summarised in the chart and table below. Outstanding investment balances totalled approximately £92m at the start of the year and approximately £152m at the end of January.

	Total B/F £ 000's	Raised £ 000's	Repaid £ 000's	Outstanding £ 000's
INSIGHT MMF	3,100	146,700	(129,800)	20,000
LLOYDS BANK	10,000	30,000	(20,000)	20,000
LBW	-	70,000	(50,000)	20,000
GOLDMAN SACHS	-	30,000	(10,000)	20,000
LGIM MMF	2,000	154,350	(156,350)	-
BLACK ROCK	17,100	48,900	(53,450)	12,550
NATIONWIDE BS	-	20,000	(20,000)	-
BANK OF SCOTLAND	-	10,000	-	10,000
JP MORGAN	-	60,000	(60,000)	-
FEDERATED	20,000	-	(750)	19,250
LOCAL AUTHORITY	20,000	20,000	(30,000)	10,000
ABERDEEN STANDARD	20,000	-	-	20,000
Total	92,200	589,950	(530,350)	151,800

Investment Activity (£k) 01-Apr-21 to 31-Jan-22
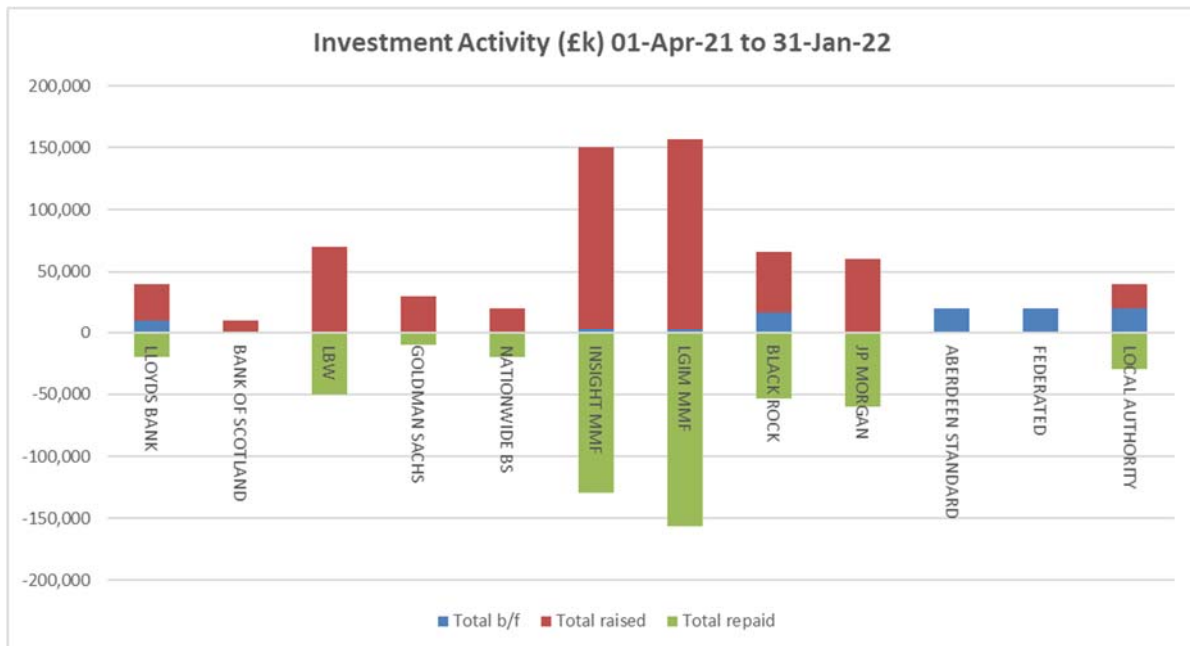
55. As part of the Council's risk management processes all counterparty ratings are regularly monitored and lending restrictions changed accordingly.

Statutory and Policy Implications

56. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATIONS

1)   To comment on the revenue budget expenditure to date and year-end forecasts.

2)   To approve additional contingency requests.

3)   To comment on the capital programme expenditure to date, year-end forecasts and approve capital variations.

4)   To comment on the Council's Balance Sheet transactions.

Nigel Stevenson Service Director – Finance, Infrastructure and Improvement

For any enquiries about this report please contact:
Keith Palframan - Group Manager, Financial Services
Tamsin Rabbitts - Senior Accountant, Pensions and Treasury Management

Constitutional Comments (KK 03/03/2022)

57. The proposals in this report are within the remit of the Finance Committee.

Financial Comments (GB 21/02/2022)

58. The financial implications are stated within the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

NOTTINGHAMSHIRE SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) PROGRAMME - LATEST ESTIMATED COST

Purpose of the Report

1. To seek approval of the Latest Estimated Cost (LEC) of the Special Educational Needs and disabilities (SEND) Programme and seek approval for the 3 projects noted below to proceed to the construction phase based on these estimated costs.

Information

2. In September 2021 Policy Committee approved the SEND Place Planning Strategy for 2021-2026, establishing a plan and work programme for creating 375 additional SEND school places over the next 6 years.

3. The first three projects on the programme have now completed detailed design and Latest estimated Costs are ready for consideration before proceeding to the Construction Phase.

4. King Edward Primary, Mansfield. This comprises the creation of a specialist satellite centre to create 24 places for October/ November 2022. The work involves the remodelling of a 2-classroom separate building on site and addition of calm rooms, remodelling inside the main building, significant external play area works to the main playground, creating a calm play area at the back of the separate building, providing external canopies for shelter and shade, creating a forest area on the playing field, and works to the car park.

5. Derrymount School, Daybrook. This involves creating 20 places for November 2022 by construction of a 2-classroom modular build with calm rooms, plus associated external and car park works.

6. Newark Orchard School. This involves expansion of the recently completed new school by construction of a 2-storey extension to the main building, which was planned into the original design, giving 3 additional classroom spaces plus associated play area and external works. This will provide 30 places for October/ November 2022.

7. Latest Estimated Costs are;

Site	Cost
King Edward Primary	£695,380
Derrymount Special School	£1,152,490
Newark Orchard School	£1,465,810
Total	£3,313,680

Value for Money Assessment

8. Obtaining useful value for money benchmarking for SEND provision is challenging as there are fewer projects across the country to compare with but also because the cost can vary significantly between the different types of SEND provision.

9. All the projects for this programme have been benchmarked against similar projects previously completed. In the case of the extension at Newark Orchard School this has been compared against the previously completed new build project and the ESFA's latest national benchmarking data. It should be noted that the ESFA's national benchmarking data has improved of late as they now have a larger sample of projects. This ensures that the information contained within this data is more representative and reliable, which is contra to previous versions of the national benchmarking data.

10. A table has been provided below to show the comparisons between these three projects and the comparators we have chosen.

Value for Money - SEND Programme

Description	Comparators		22/23 SEND Programme		
	EBDOG National Benchmarking	Orchard New Build	Orchard Expansion Project	King Edward	Derrymount
Net Build Cost	2,473.00	8,443,000.00	622,925.00	262,015.00	617,840.00
Inflation	247.30	1,266,450.00	0.00	0.00	0.00
Total	**2,720.30**	**9,709,450.00**	**622,925.00**	**262,015.00**	**617,840.00**
Gross Internal Floor Area M2	NA	4,044.00	257.00	230.00	238.00
Cost per M2	**2,720.30**	**2,400.95**	**2,423.83**	**1,139.20**	**2,595.97**

11. In summary both the Orchard Expansion and Derrymount projects compare favourably against the comparators chosen.

12. In relation to King Edward the M2 rate is far lower than the benchmark, this is due to this project being an internal refurbishment only with no new build element. Despite this the project compares favourably against other refurbishment projects which have been completed over the course of the last 12 months.

Latest Estimated Costs

13. The latest estimated cost of the building works on the school projects discussed in this report are set out below and the fees shown are for all professions involved in the project.

14. The professions involved in these projects reflect all stages of RIBA 0-7 and associated professional services.

2

15. Please note that Professional fees include all feasibility costs including site surveys and associated statutory fees, as well as Arc Partnership fees.

<u>Latest Estimated Cost – New SEND School Places</u>

<u>Outturn Prices</u>)

	£
Building Works	2,877,598
Professional fees	301,082
Furniture & equipment	135,000
Total	**3,313,680**

Anticipated cash flow

	2021/22 £	2022/23 £	2023/24 £	**Total** £
Building Works	40,000	. 2,837,598	-	2,877,598
Professional Fees	199,656	99,125	2,300	301,082
F&E	-	135,000	-	135,000
Totals	239,656	3,071,724	2,300	**3,313,680**

Other Options Considered

16. The County Council has a statutory duty to provide an educational placement according to the type of provision (i.e. Specialist or mainstream) named in a child's or young person's Education, Health & Care Plan.

Reasons for Recommendation

17. The Council is committed to providing good schools with sufficient places for all Nottinghamshire children. These expansion projects are a key element of delivering this commitment.

Statutory and Policy Implications

18. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

19. in May 2021, the DfE announced the High Needs Provision Capital Allocations for 2021-2022 for local authorities. The allocation for Nottinghamshire is £5.316m.

20. £2m of the Higher Needs Capital Allocation will be required to contribute to the Yeoman Park rebuild project for the provision of the additional spaces the remaining £3.3M is sufficient to fund the projects as set out in this report.

21. Section 106 developer contributions for the provision of additional school places arising from recent housing developments in the vicinity of the project. Schools may be able to contribute to these projects. Circa £350K may be available and, subject to approval from the relevant District/Borough councils, will be used to backfill against funds expended, thus providing additional funds to provide further SEND provision.

RECOMMENDATION

That the Latest Estimated Costs for the Special Educational Needs and Disabilities Programme be approved and that approval also be given for the projects to proceed to the construction phase based on these estimated costs.

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: Phil Berrill, Team Manager, Property Commissioning, T: 0115 9774641, E: phil.berrill@nottscc.gov.uk

Constitutional Comments (KK 21/02/2022)

22. The proposal in the report is within the remit of the Finance Committee.

Financial Comments (GB 21/02/2022)

23. It is proposed that the £3.3m cost of the works identified in this report will be funded from the High Needs Provision Capital allocation which is already approved within the Children and Young People's capital programme.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Nottinghamshire Special Educational Needs and Disabilities (SEND) Place Planning Strategy 2021-2026 - Report to Policy committee on 2 Sep 2021

Electoral Division(s) and Member(s) Affected

- All

Report to Finance Committee

21 March 2022

Agenda Item: 6

REPORT OF THE HEAD OF TECHNOLOGY AND DIGITAL, CHIEF EXECUTIVE'S DEPARTMENT

ICT OPERATIONAL PERFORMANCE QUARTER 3 2021-22

Purpose of the Report

1. To provide the Finance Committee with the quarter 3 progress update on operational performance measures for ICT Services, and to bring to the attention of the Committee a potential issue with Technical Debt that the council will need to address over the coming months.

Information

Performance Update

2. To provide a balanced assessment of performance, ICT Services measure four groups of indicators that cover business activities, customers, staff and finance. Information regarding performance metrics for quarter 3 of 2021-22 is provided in **Appendix A** to this report.

Business Activity Indicator

3. The business activity indicators measure some of the key day to day operational performance areas, with the two most significant being systems availability and incident resolution. The focus is to ensure that business critical systems are operational during business hours and that any incidents are resolved speedily and within Service Level Agreement (SLA).

4. Availability of ICT services has been high this quarter with performance above the target at 99.85%.

5. The percentage of mobile devices within the ICT client estate has increased within quarter 3 with mobile devices representing just under 87% of the entire client estate. This shows the positive contribution that ICT has made to underpin activities listed in Chief Executive's departmental strategy and specific commitments outlined in the Council Plan.

6. The CERP Device Replacement programme has contributed with over 400 new mobile devices received within quarter 3 and in stock to replace older devices with expiring support agreements. This increase is projected to level out and eventually decrease as the old unsupported devices are replaced and subsequently recycled.

7. The impact of Change upon services provided from the operational infrastructure is a key measure for ensuring quality of process for handling and managing changes successfully. This quarter there were 211 technical changes completed, with 10 having impact upon service provision (classed as failed Changes). The complexity of the current Change Schedule is very high and resulted in a reduced success rate of 95.48% against the 98.00% target. The Backout Plans for all failed changes were initiated and service restored successfully.

Customer Indicator

8. The primary access channel into ICT Services is the Customer Support team which receives and handles incidents, service requests and enquiries from all areas of the business. The efficiency and effectiveness of this function is crucial for the user perception of the whole range of services provided. Daily customer satisfaction feedback is collected from corporate and school users of Customer Support and is measured against a target score of 4.5 (score 1-poor, 5-excellent). The combined quarter 3 performance is above target at 4.88 displaying generally positive satisfaction of ICT applications and services.

Staff Indicator

9. Training activity for ICT Services staff is crucial to ensuring that the relevant and required skills are available, with training delivery continuing to be above the target level as we introduce and transition to new technologies, service models including the move to Cloud-based delivered services and new ways of working.

Financial Indicator

10. The annual revenue spending is near forecast for the quarter 3 period and reporting over the 82% target at 83%. The majority of costs relate to the annual maintenance agreements and the deficit due to a slower than expected rollout by our new Wide Area Network supplier.

11. The profile of capital spend is largely as expected with 63% apportioned to the Microsoft Enterprise Agreement renewal, 50% for the resources required to transition to our new Wide Area Network provider and any residual spending related to the CERP replacement program.

Technical Debt

12. We have identified the current position regarding technical debt and have put a plan together to address the most significant areas of concern. This still leaves a substantial amount of work that will be required over the next 2-3 years and this will be prioritised alongside the work required to support the council's priorities from the council plan.

13. Ensuring the Council is kept safe from cyber attacks and that it is compliant with cyber essentials will by default take priority because of the risk of service outage and the consequence of that in critical business areas.

Other Options Considered

14. No other options have been considered in this report.

Reason/s for Recommendation/s

15. To provide continual assurance of ICT's Operational performance against an agreed set of understandable and measurable criteria.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That members consider the opportunities arising from this progress report and agree to receive a further report for the next quarter.

Paul Martin
Head of Technology & Digital, Finance, Infrastructure and Improvement

For any enquiries about this report please contact:

Paul Martin on 0115 977 5722

Constitutional Comments (LPW - 01/02/22)

The recommendations fall within the remit of the Finance Committee by virtue of its terms of reference.

Financial Comments (RWK 28/02/2022)

There are no specific financial implications arising directly from the report.

Background Papers and Published Documents

- None

Electoral Division(s) and Member(s) Affected

- All

Nottinghamshire County Council

ICT OPERATIONAL PERFORMANCE Quarter 3 2021 - 2022

Status	Indicators
✕	Below target by more than 10%
—	Below target by up to 10%
✓	On or above target
⬤	No reported data or no target

Business Activity Indicators	Performance 2020-2021	Performance 2021-2022					Comments
	Q4 Actual	Q1 Actual	Q2 Actual	Q3 Actual	Q3 Target	Q3 Status	
Average Availability of Business Critical Services (B001)	99.55%	99.92%	99.85%	99.85%	99.80%	✓	There were no Major Incidents raised this quarter having impacted availability. Overall performance was impacted by minor outages against BMS, Cash Tranche, Central Scan and Capture, Commvault, Cryptshare, Democratic Services, Homecare, Hybrid Mail, Microsoft 365, Registrars, Timemaster and Total Mobile

Percentage of Incidents Resolved within SLA (B009)	90.74%	92.88%	89.05%	87.52%	92.00%	▬	This quarter a total of 6053 incidents were closed with 4349 within the assigned Service Level Agreement displaying a drop from the previous quarter and under the 92% target.
							This is due primarily to low resource across ICT but particularly within Customer Support with ongoing difficulties in recruiting skilled and experience analysts.
							Other factors are the continuing adapting to the new ICT structure with more responsibilities absorbed into existing teams and major projects such as the CERP Device Rollout, SCCM and Windows 10 upgrades generating larger than expected ticket volumes saturating an already stretched function.
							We anticipate this trend to continue for the next quarter as we complete these ongoing projects, attempt further recruitment, and make provisions to better manage workloads.
Percentage of Successful Changes (B032)	97.67%	99.18%	96.62%	95.48%	98.00%	▬	This quarter there were 211 changes completed successfully with 10 failures resulting in back out to prevent performance deuteriation or service availability issues.
							These failures related to the Data Centre relocation project, migration of Trapeze to a SaaS solution, patching of the M2 Print service, configuration changes to the F5 Load Balancer, Pure Storage and certificate management servers.
							All failed changes were successfully rolled back and any impact to services restored quickly.

Percentage of Mobile Devices Within the ICT Estate (B062)	83.42%	85.17%	85.13%	86.98%	75.00%	✓	Laptop and tablet computer devices now account for just under 87% of our computer estate. At the end of Financial Quarter 3 2021 - 2022 there were 8459 supported desktop, laptop and tablet devices within the estate with 7358 considered "Mobile Devices". The CERP Device Replacement program is temporarily increasing the overall quantity of Mobile Devices within the estate with over 400 brand new Laptop and Tablet devices received within this quarter. This increase is projected to level out and eventually decrease as old unsupported devices are replaced and recycled.

Customer Activity Indicators	Performance 2020-2021	Performance 2021-2022					Comments
	Q4 Actual	Q1 Actual	Q2 Actual	Q3 Actual	Q3 Target	Q3 Status	
Average Customer Satisfaction Score (Corporate) (C001A01)	4.77	4.81	4.79	4.81	4.50	✓	Consistent performance is being maintained through ensuring and promoting high standards across all teams. The continued use of additional quality assurance processes, including a customer feedback loop, has further aided performance. We're seeing continues high performance for Customer Satisfaction with several factors are believed to be influencing the trend. These include the stability of the team, increased knowledge regarding the services we support and the maturity of the Quality Assurance process in place to improve the overall customer journey.

Average Customer Satisfaction Score (Schools) (C002A01)	4.94	4.89	4.92	4.94	4.50	✓	The dedicated Schools team continue to achieve high levels of customer satisfaction with continued positive feedback received from customers.
Percentage of 1st Call Resolutions (C010)	73.77%	75.71%	67.10%	68.31%	50.00%	✓	The Customer Support team answered 10,062 customer calls with a further 112 from our VIPs. In addition, 3,997 emails were received, and 310 webchats completed. During the quarter there were 4829 potential first time fixes and 3299 were fixed first time. A reduction on the amazing performance reported in past quarters although still well above the 50% target.
Average Call Duration (C011)	00:05:56	00:06:27	00:06:23	00:06:39	00:06:00	✗	There were 10,174 customer calls received with a total duration of 1116 hours or 47 days. The duration is measured from the engineer point of view and only includes time that the engineer spends talking to the customer. Due to the large numbers of customers working from home, more time is being apportioned to the duration of telephone calls to provide higher levels of direct assistance around home working. This has resulted in an ongoing failure to meet this target through providing higher levels of care.
Percentage of Calls Dropped (C014)	5.49%	9.87%	7.14%	6.83%	10.00%	✓	The percentage of calls abandoned is based on receiving a total of 10,174 customer calls with 690 not reaching the Customer Support teams, 11 being calls received from VIPs. From the total abandoned calls experienced, 519 were waiting for over 30 seconds, 308 over 1 minutes and 130 for over 2 minutes.

Staff Activity Indicators	Performance 2020-2021	Performance 2021-2022					Comments
	Q4 Actual	Q1 Actual	Q2 Actual	Q3 Actual	Q3 Target	Q3 Status	
Average Number of Training Days Per Full Time Employee (S004)	5.37	1.53	2.38	3.40	2.25	✓	The annual target is 3 days formal training for each member of staff and incorporates attending training courses, gaining internal knowledge transfer/coaching across ICT and 'Computer Based Training' for people studying/exams for various technology disciplines. The training score for this period calculates to 3.40 against the 2.25 target. The score equates to a quarterly total of 50 days across ICT with the biggest single area being Core ICT with just over 29 days of training completed.

Finance Activity Indicators	Performance 2020-2021	Performance 2021-2022					Comments
	Q4 Actual	Q1 Actual	Q2 Actual	Q3 Actual	Q3 Target	Q3 Status	
Percentage of Expenditure against Revenue (F001)	104%	16.00%	36.00%	83.00%	82.00%	▬	Expenditure below target. This is principally due to costs for annual Support & Maintenance contracts being renewed later in the year and WAN costs being delayed by a slow installation rollout by new supplier.

Percentage of Expenditure against Capital (F002)	85.00%	55.00%	105%	90.00%	75.00%	✕	Capital spend is largely as expected at this time of year, with the Enterprise Agreement renewal taking place at this time. • EA – 63% commitment to this programme. • WAN – 50% commitment for this programme of work, with contractors now in place in addition to the MLL site works. • CERP – Orders now placed for first stage of replacement programme and funding to be brought forward from future years due to need to order goods because of shortages and long lead times.
Percentage of Income Recovery (F003)	125%	4.00%	39.00%	46.00%	75.00%	✕	Although income is profiled equally throughout the year the majority is represented by internal charges which are not realised until Quarter 4. ASDM income is charged quarterly in arrears and currently delayed due to discussions on contract value amounts.

Nottinghamshire County Council

Report to Finance Committee

21 March 2022

Agenda Item: 7

REPORT OF HEAD OF TECHNOLOGY & DIGITAL, CHIEF EXECUTIVE'S DEPARTMENT

ICT STRATEGY ANNUAL WORKPLAN 2022-2023

Purpose of the Report

1. To provide the Finance Committee with the progress update regarding the annual workplan for 2022-2023.

Information

2. The ICT Strategy was brought to the committee for approval on 22 November 2021. The recommendation approved the delivery of an annual workplan.

3. The annual workplan will divide into three categories.

   - Those we have confidence about regarding the scope and delivery objectives, shown on the workplan with a C.

   - Those that are in the early discovery phase and options are being collected, shown with an amber ED.

   - Other initiatives that are anticipated in the timeframe under discussion. These are indicated at the end of the list in the section Future Works.

4. ICT maintain this workplan in consultation with the departments and jointly developed the initial list of priority work. A regular cycle of service and strategic meetings is in place to ensure that it continues to reflect emerging requests, product changes, and adjusting priorities.

5. There are three types of work activity driving ICT priorities; the statutory and immediate obligations, urgent and remedial works to maintain current services, and thirdly those driven by department service plans and imperatives.

6. The workplan is aligned to the seven themes within the ICT Strategy, supporting the ambitions within the Council's Business Plan. This report covers those where delivery is lead within ICT and which ICT are accountable for. It should be noted that there are other works that ICT are involved in, such as the Better Care Fund, where accountabilities sit elsewhere and will therefore be reported separately. It is not appropriate for this report to include those external programme deliverables.

7. The workplan is cognisant of the fact that not all departmental business plans are finalised, and the pending employment of a new director for Transformation - which may influence the contents of the workplan.

8. This report is the inaugural annual workplan. Any variation to the plan's deliverables will be brokered along with the stakeholders and reported to Members through appropriate Cabinet process.

9. Appendix A outlines the major projects planned for the period. It is a high-level overview; each project activity has an executive board and detailed report circulation. There are some elements that benefit from specific comment:

   • There has been a prolonged period of stasis with the COVID response prioritising stability of service. The impact has been many applications receiving fewer updates. These have accumulated and are an example of the Technical Debt mentioned in the ICT Strategy paper.

   • The work to migrate systems to a cloud hosting platform (often referred to as Software as a Service or SaaS) is ongoing. This is the Council's default option when considering application refreshes. It is also a driving factor for the sustainability to reduce technical debt.

   • Additional activity will be required in relation to Cloud Services (see Infrastructure Technical Debt) to address the revenue consequences of moving to Cloud services.

   • Cloud and remote working models provide opportunities to reduce the ICT Environmental Impact. The deployment and adoption activity is recognised (including accessibility) as key alongside automated delivery tools such as smart lockers and reception technologies.

   • Cloud Services in the home care settings are also utilising the same advantages through initiatives like the Technology Enabled Care and Community Hub, connecting those with needs to the providers from both voluntary and professional care agencies using smart and real time monitoring.

10. In determining the workplan, ICT adopted an approach which was transparent and open with contribution from nominated departmental representatives.

Other Options Considered

11. The use of an internally derived assessment risked appearing insular and without appropriate consideration to business outcomes and the Council plan.

12. A First-Come-First-Served approach was discounted as it did not adequately reflect contract procurement cycles and other measures of urgency.

13. A pro-rata allocation of resources according to an arbitrary factor (such as department size) was discounted as it did not recognise the relative priority of requests.

Reasons for Recommendations

14. The proposal will support transparency and accountability for the contents of the workplan and its alignment with the Council Plan.

15. Having a bi-annual review will enable the Authority to monitor the progress of delivery against the approved workplan.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability, and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1) That the ICT Annual Workplan as outlined in this report be approved.

2) That the ICT Annual Workplan is reviewed on a 6 monthly basis to monitor progress.

Paul Martin
Head of Technology & Digital, Finance, Infrastructure and Improvement

For any enquiries about this report please contact:
Paul Martin on 0115 977 5722

Constitutional Comments (CEH 01.03.2022)

17. The recommendations fall within the remit of Finance Committee under its terms of reference.

Financial Comments (SES 01/03/2022)

18. There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

Action Plan categories	Qtr1 2022/23	Qtr2 2022/23	Qtr3 2022/23	Qtr4 2022/23
Application Technical Debt				
Roadmaps for Business Critical Systems including upgrade paths				
BMS		C		
Confirm				C
Identify apps underpinning highways services				
Mosaic	C			
Move more functionality (the brokerage) into the core "supported" Mosaic product		C		
Simplify the product (reducing database size)		ED		
Civil Parking (Chipside) upgrade		C		
Migration from Capita One to Synergy Schools and Young people's system including Youth Justice.	ED			C
Retire expired systems (eg Exchange)			ED	
Application rationalisation				
Discovery		C		
Removal/retain/redevelop decisions			C	
Plan for Removal in 23/24				C
Migrate applications (Azure)				ED
Tools review (including proactive monitoring, development, integration, service catalogue/CMDB)			ED	
Refresh of Civica UPM environment	C			
Browser removal (NCC)		C		
SCCM consolidation	C			
Infrastructure Technical Debt				
Cost profiling			ED	
Implementation of the Power Platform - Note: a key tool in the data-led decision making and reporting. Preparation is underway to help inform the business case.		ED		

Delivery of business case			ED	
Delivery plan for the next year				C
Win10 Update required for Cyber Essentials	C			
Win8.1 Upgrade to Win10 as EOL			C	
Win11 development and rollout				ED
Patching of servers (and underpinning infrastructure)				
Catch up on compliance patching following Covid		C		
Patch automation of servers (where possible) otherwise remain manual		C		
Azure Active Directory implementation				
Define business case for AAD implementation				ED
Design and creation of new AAD environment				
Identify users, devices and policies required				
Limited implementation of Windows AutoPilot facility				ED
Cyber Essentials Accreditation		C		
PSN Accreditation			C	
Enterprise technology roadmap (high level architecture)	C			
Backup review and replacement				
StorSimple replacement with AzureFiles		C		
Productionise AVS		C		
Infrastructure Knowledge transfer		C		
Infrastructure Equipment Replacement (annual programme)				
Physical server hardware and storage review incl inventory	C			
LAN refresh project (Extreme) - Phase 1 Sites			C	
F5 firewall replacement		C		
Checkpoint to Palo Alto replacement			C	
Day Services Infrastructure Improvements			C	

Reducing ICT's Environmental Impact

Item	Q1	Q2	Q3	Q4
Hybrid meeting rooms	C			
Upgrade hybrid mail solution	C			
BYOD for Smartphones	ED			
Virtual desktop options				ED
Define the carbon measurement and baseline current usage for ICT equipment				ED
Offer GovWifi solution				C
Improve staff's digital literacy			C	
Smart locker installation - CH Pilot		ED		
Digital reception technology				ED

Accessible Services

Item	Q1	Q2	Q3	Q4
Adding Arbour to the supported MIS products available to Schools.	C			
Use technology to support greater independence (IoT, Alexa, etc) - Technology Enabled Care (TEC)				
Define business case			ED	
Further development of the Community Hub	ED			
Improving residents access programme				
Maximise independent living		ED		
Communication channels - use of Chatbots, online chat, MyNotts App and website		ED		
Complaints and Information platform		ED		
Public meeting accessibility			ED	
Demand Request Transport Bus System.	ED			
Wifi into day centre services, supporting service user accessibility and staff roaming use	ED			

Cloud Based Technology

Item	Q1	Q2	Q3	Q4
Complaints system move to SaaS	C			
DRT (Direct Request Transport) Pilot	ED			
Delivery of telephony programme (using MS Teams)				
Procurement	C			
Implement Rostrvm replacement		C		
Instigate the deployment of Teams Telephony across organisation - Phase 1			C	
Decommission Legacy Skype for Business/Lync technology/Lantec systems for Priority Groups				C
Peoplesafe lone worker system	ED			

	Qtr1	Qtr2	Qtr3	Qtr4
Data Centre Decommissioning	C			
Transparency & Governance				
ICT Annual Action Plan	C			
Council Chamber / Rufford Suite etc. Digital Meetings		C		
Data Integration				
Review data models whilst creating a single data model				ED
Data quality review and governance model creation				ED
Creation of the NCC technical data principles	C			
Increase (data) integration facilities for eg Mosaic				
Market research supporting integration platforms	ED			
Create a capture once, use many times model		ED		
Develop plan for the use of Social Care portals		ED		
Supporting commercial and partnership integration				
Capability to host key systems for NCC and partners (eco system)		ED		
Technical adoption and integration between NCC and partner systems				
Manage licensing and costs	C			
Supporting early/proactive interventions for longer independent living				
Delivery of Healthy Families programme				
Transform specialist community health services				
Implement Future in Mind plan				
Adults charging reform (Adults Social Care white paper) Note: Needing to begin groundwork now in readiness for October 2023 implementation date				
Adults Quality Framework (Adults Social Care White Paper) Note: Work underway for April 2022 and implementation April 2023				
Discharge to assess				
Implement Young People's Health Strategy				
Community Asset Based Planning and Local Area Coordination				
Adults Simplifying Processes				
Mater data Management				
Total Delivery Commitments	Qtr1	Qtr2	Qtr3	Qtr4
Confident	18	11	8	6
Early Discovery	8	9	6	9

FUTURE INITIATIVES ICT ARE AWARE OF:

Adults Social Care Reform
Integration
Strategic Safeguarding
Childrens Centres project
Systems and Implementation
Mosaic Portal
Group Working
Fostering Review
Disability Funding grant
young peoples Centres
School Swimming system
Virtual School
Mosaic Integration
Clayfields Ward Monitoring System
Mosaic upgrades
Data Management and Information Sharing

Broadband improvement programme (reducing inequality for citizens inc 5G)				
Adult Social Care Reform (Social Care White Paper)-Themes - Digitisation of workforce, Data standards, TEC, Housing , cyber security, Digital social care records.				
Health and Social Care Bill (Integration White Paper) - Data strategy, TEC, Digital learning offer				
DAIT /Integrated Care Boards work programme - DAIT Sub Group - System Capacity and Flow work programme including - Digital exemplar care homes, 24-hr proactive care monitoring service , Care@home DAIT sub Group - Patient Facing Digital Solution - Digital & Social Inclusion ,Remote consultations in care homes, Use of virtual assistants to manage health conditions				
Support hard to support groups digitally (incl supporting adults and children's mental health)				
Review current offerings regarding looked after children				
Replicate the DfE programme to alternative cohorts.				
Utilise smart technology to support learning (eg Brain in Hand)				
Joint Service Needs assessments (supporting virtual friendship groups by using TEC, IoT)				
Register of contacts/signposing to support Strategic Commissioning				
Digital online interview and hearing panel coordination - fostering team				
Improve (school) transport solutions				
Digital signs/Nextbus connectivity				
School transport and buspass system				
Coproduction archtitecture for external collaboration - to include shared lives platform				
Liberty Protections Safeguards Note: anticipated this financial year				
Replacement of Committee Management System				
Pilot the delivery of a document management and retention system				
Modernisation of property 'Deaf Alert' systems				
Development of new incident reporting system				

Nottinghamshire County Council

Report to Finance Committee

21 March 2022

Agenda Item: 8

REPORT OF THE SERVICE DIRECTOR – FINANCE, INFRASTRUCTURE & IMPROVEMENT AND SECTION 151 OFFICER

PERSONAL PROTECTIVE EQUIPMENT (PPE) – RESOURCE IN RESPONSE TO COVID-19 (CORONAVIRUS)

Purpose of the Report

1. To provide Members with an update on the provision of Personal Protective Equipment (PPE) in response to COVID-19 (Coronavirus).

2. To establish the resource required to manage and deliver the three-month transition/ decommissioning period between April 2022-June 2022.

Information

3. The County Council continues to provide PPE to social care, health, education, and other settings in response to the COVID-19 pandemic, in line with Government guidance. The PPE Team have now dealt with over 7000 requests and distributed over 2.5million items across the County since March 2020.

4. In April 2020 Central Government set up the national PPE Portal to supply PPE for external providers, CQC regulated providers have been able to access this since September 2020. In July 2021 the Council also transitioned to place orders directly from the national PPE Portal rather than through the central DHSC team. This has gone smoothly, and all core items of PPE have been available through this new ordering system with no disruption to the supply of our PPE.

5. Due to the launch of the national PPE Portal, the County Council are also no longer distributing PPE to LRF Partners (Nottingham City Council, CCG, and the District Councils) as they have been ordering directly via the national PPE Portal. This distribution channel works well, and the PPE Portal has been able to meet all their core PPE requirements.

6. In January 2022, the DHSC confirmed that post March 2022, all the users of PPE that the County Council currently distributes to will be eligible to order free PPE from the national PPE Portal. In preparation for this, the Council has piloted the START service to order from the national PPE Portal and the H&S Team have audited the received stock, with neither reporting any issues.

7. The demand for PPE from all sectors has stabilised, with orders remaining consistent for several months and reflecting the usage that we would expect in line with current PPE guidance. There is also sufficient supply of PPE through the national PPE Portal and good availability from commercial suppliers in the market.

8. In February 2021, Personnel Committee approved the establishment of staffing resource to support the Council's ongoing requirements to fulfil PPE provision. This resource was established until March 2022, on the basis that from April 2022 PPE support could be stepped down and there would be a return to routine supply arrangements.

9. Following the publication of the Living with Covid strategy, we are now in the position to step down the Council's centralised PPE operation without any disruption in supply for our service users who will all be able to continue receiving free PPE directly through the national PPE Portal until March 2023[1]. We would recommend a three- month transition period to ensure effective decommissioning and transition can take place.

10. The PPE team have been providing logistical support for the Community Testing Programme since January 2021. This includes ordering of lateral flow testing kits (LFTs) and associated PPE from the DHSC, and receipt, storage, and distribution of all items at the central warehouse. However, with the recent publication of the Covid -19 Response: Living with Covid- 19 paper the government has confirmed that it will no longer provide free universal community testing and therefore the requirement for us to continue to support this activity will cease.

Resources

11. The three-month transition/de-commissioning phase between April – June 2022 will include:

   a. supporting our internal teams, DP recipient's, PA's, and unpaid carers in moving to the national PPE Portal
   b. managing and overseeing the distribution of excess stock and decommissioning of the warehouse site itself.

12. The following resourcing is proposed to support this transition phase:

Table 1: Proposed Resource

Area	FTE	Indicative Costs (3 months)
Project Management and associated administrative support	1.4	£16,600
Operational warehouse and delivery staff	2	£14,200
Total Costs		£30,800

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[1] Or until Infection Prevention Control (IPC) guidance is withdrawn or significantly amended

2

13. In addition to staffing costs there will be additional costs relating to the warehouse facility and the storage and distribution of PPE items. These costs are estimated at £26,000 for the 3-month period.

14. Additionally, over this three-month period there will continue to be a requirement for indirect staffing support from colleagues in Public Health, Procurement, Health and Safety, Quality and Market Management, and Communications. This is not costed above and will be met from existing role capacity.

15. As a contingency we will retain a four-week stockpile of core PPE items and ensure that the required systems, processes, and resources planning that have been developed to support PPE activity, whilst making dormant, can be stepped back up at short notice if required. These resources will be retained centrally by Emergency Planning.

16. The transition/decommissioning phase has been planned over a three- month period. However, following the publication of the Living with Covid strategy and considering any future updates in guidance, this timescale can be reviewed and if all tasks are completed, decommissioning may complete earlier.

Governance and Reporting

17. Governance of PPE will continue through Risk Safety and Emergency Management Board (RSEMB) with reports by exception/as required to Corporate Leadership Team.

18. In February 2022 the Tactical Coordinating Group (TCG) approved our recommendation to stand down the Logistics Cell NCC lead function. A debrief will be produced on key learning from the cell and key actions for next time, should we ever need to stand up the logistics cell again in the future.

Other Options Considered

19. Other options considered included continuing 'as is' supplying PPE to internal services, DP recipients, PA's, and unpaid carers through existing operation at Huthwaite utilising the existing stores of NCC PPE.   This is not a favourable option because PPE will be available free of charge through the national PPE Portal for all users.

Reasons for Recommendations

20. Although demand and supply for PPE has now stabilized, the need for PPE is still a requirement from central government for health and social care settings. The national PPE Portal has been established for more than one year, and user feedback has been positive with PPE needs being consistently met through this route. Transitioning internal services and DPs', PA's, and unpaid carers to order to the national PPE portal ensures that they will continue to access free PPE until at least March 2023.

Statutory and Policy Implications

21. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability, and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

22. The cost of the staffing resource for a 3-month period is outlined in Table 1. There will also be costs relating to the warehouse facility and the storage and distribution of PPE items estimated at £26,000. The total cost for the 3-month decommissioning of the current operation is therefore estimated to be £56,800. These costs will be met from the Contain Outbreak Management Funds.

Implications for Service Users

23. All County Council PPE service users will be transitioning over to the national DSC PPE portal between March and May 2022. This transition will be closely coordinated and supported by the PPE team including colleagues from Transformation and Change, Health and Safety, Public Health, Covid Response Service and Procurement.

RECOMMENDATIONS

It is recommended that Members agree to:

1)   A three-month transition period between April – June 2022 to support the effective transition and decommissioning of the current operation.

2)   The extension of the posts listed in Table 1 until 30th June 2022.

Nigel Stevenson
Service Director – Finance, Infrastructure, and Improvement
Chief Executive's Department

For any enquiries about this report please contact:
Kaj Ghattaora, Group Manager Procurement, kaj.ghattaora@nottscc.gov.uk or 0115 9773267

Constitutional Comments (EP 28/02/2022)

The recommendations fall within the remit of Finance Committee by virtue of its terms of reference.

Financial Comments [RWK 03/03/2022]

The report sets out proposals for the decommissioning of the current operation to distribute PPE items over a 3-month period at an estimated cost of £56,800. This cost will be funded from the Contain Outbreak Management Fund and there will therefore be no net additional cost to the County Council.

HR Comments [MS 02/03/2022]

Any HR implications are contained in the body of the report

Background Papers and Published Documents

- None

Electoral Division(s) and Member(s) Affected

- All

REPORT OF SERVICE DIRECTOR FOR FINANCE, INFRASTRUCTURE & IMPROVEMENT AND SECTION 151 OFFICER

PROCUREMENT STAFFING UPDATE - D2N2 COLLABORATIVE COMMISSIONING - D2N2 CONTRACTS OFFICER

Purpose of the Report

1. For a member decision on the hosting of a post within Corporate Procurement on behalf of D2N2 (Derby City, Derbyshire County, Nottingham City Council)

Information

2. **Background:** Derbyshire County Council, Derby City Council, Nottingham City Council and Nottinghamshire County Council ('the Councils') have jointly commissioned a framework that supports the commissioning of residential and foster care placements for children in care. A report was presented to Members in February 2022 that discussed the framework, its current usage and number of Providers who successfully applied to join it.

3. At the time the procurement exercise was undertaken, D2N2 agreed that there was a need for a central Contracts Officer role which the partners agreed to fund. The post has been held at Nottingham City Council since April 2020. The current post holder has now secured another position and Nottingham City Council have taken the decision not to host this post any longer.

4. The D2N2 Board were asked by Nottingham City Council to consider hosting the post within a partner Local Authority once the current post holder had left the position. Nottinghamshire offered to host the post which would sit within Corporate Procurement, under the Line Management of the Category Manager, Children and Family Services who maintains oversight of the Children in Care Framework.

5. The D2N2 Board members approved this decision in January 2022 as they recognised there was still a need for this role, and the Board agreeing to continue to fund this post, for the life of the framework.

6. A job description has drafted and sent through to the Job Evaluation Team for grading. The post has been graded at a Band B. Following member approval, a recruitment exercise will be undertaken, whereby a secondment opportunity will be put out to Nottinghamshire County Council staff, and the D2N2 Contracts Officer post be filled by April 2022.

7. The post will be offered as a secondment opportunity due to the nature of the framework only being in place until January 2024, with the possibility of extending for 2 years after that initial term.

8. The recruitment process will follow all HR processes and procedures to secure this position.

Financial Implications

9. The current costs of a Band B post including on-costs are approximately £49,000. D2N2 has a Memorandum of Understanding signed by all parties confirming that they will fund the salary costs.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1)   Members to approve the hosting of the D2N2 Contracts Officer post within Corporate Procurement

Nigel Stevenson
Service Director – Service Director for Finance, Infrastructure & Improvement and Section 151 Officer

For any enquiries about this report please contact:
Lynn Brammer, Category Manager-Children and Family Services.

Constitutional Comments (KK 23/02/2022

11. The proposal in this report is within the remit of the Finance Committee.

Financial Comments (SES 23/02/2022)

12. The financial implications are set out in paragraph 9 of the report.

13. The current costs of a Band B post including on-costs are approximately £49,000. D2N2 has a Memorandum of Understanding signed by all parties confirming that they will fund the salary costs.

HR Comments (MBS 25/02/2022)

14. The agreement has been subject to the authority's JE and HR procedures

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- D2N2 Collaborative Commissioning Committee Report, February 2022, Finance Committee

Electoral Division(s) and Member(s) Affected

- All

3

Nottinghamshire County Council

UPDATE REPORT OF SERVICE DIRECTOR FOR FINANCE, INFRASTRUCTURE & IMPROVEMENT AND SECTION 151 OFFICER

PLACE – SMART TICKETING PLATFORM

Purpose of the Report

1. To provide Members with an update on the smart ticketing platform procurement and contracts awarded

Background

2. Nottinghamshire County Council originally went out to tender for a smart ticketing platform in 2005. A contract has been in place since then and was due to come to an end in April 2021.

3. The smart ticketing platform allows eligible people to apply for a concessionary travel pass to travel on buses and trams after 9:30am for free. The system is currently used by around 170,000 people per year.

4. As well as producing cards for the concessionary travel scheme the supplier also produces school travel passes and staff ID cards. Around 60,000 cards are produced per annum.

5. Since the original procurement new suppliers have entered the market and systems have more functionalities including stronger security to protect data.

Procurement

6. In 2019 Corporate Procurement started work with Transport to go out to tender.

7. A decision was made to establish a framework agreement that would be available to other Contracting Authorities. The reasons for this were:

   a. Income potential with a rebate of 0.5% based on value of Call Off contracts transacted under the Framework by other contracting authorities.

   b. Secure commercial value and quality of service delivery, whilst undertaking a fair and transparent procurement process.

c. A flexible and scalable solution that supports changing service requirements over time, such as the introduction of commercial cards.

d. Set catalogue pricing for additional service provision.

8. Whilst the framework agreement is in place for 4 years, call off contracts can be for a 5 year initial term with an optional extension of 5 years. This was essential due to the time and investment needed in implementing any new system.

9. The framework was split into 2 Lots:

a. Lot 1 - Managed Service for:

i) ITSO Host Operator Processing System (HOPS) and Asset Management System (AMS)

ii) Card and Customer Management System (CMS)

iii) Customer facing internet Portal

b. Lot 2 – Card production (includes staff cards as well as concessionary travel)

10. An Invitation to Tender was issued in October 2019 and in November 2019 we received the following number of bids:

Lot 1 – 3 bids
Lot 2 – 5 bids

11. The bids were all a similar level as far as quality was concerned but pricing differed significantly.

12. Contracts were awarded to:

a. Unicard for Lot 1

b. EUClid for Lot 2

13. The savings delivered for Lot 1 reduced the annual cost of the system by 50% including implementation costs. The price of cards went down by around 15p per card

14. Catalogue pricing is now in place for any enhancements that may be required in the future

15. The system has been delivered on time and within the costs in the supplier's bids

Other Contracting Authorities

16. Whilst no other contracting authorities have used the framework so far there have been several enquiries over the last few months and the supplier is actively marketing it.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That Members consider the need for further updates and at what frequency.

Nigel Stevenson
Service Director – Service Director for Finance, Infrastructure & Improvement and Section 151 Officer

For any enquiries about this report please contact:
Lorraine Dennis, Category Manager-Place and Chief Executives

Constitutional Comments (KK 11/02/2022)

The proposal in this report is within the remit of the Finance Committee.

Financial Comments (KRP 11/2/22)

This report provides an update on the procurement process. As noted in the report this delivered savings compared to the previous contract costs.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

Nottinghamshire County Council

REPORT OF THE SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND EMPLOYEES

WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2022.

Information

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.

3. The attached work programme has been drafted in consultation with the Chair and Vice-Chairs, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

4. As part of the transparency introduced by the revised committee arrangements from 2012, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

5. The meeting dates and agenda items are subject to review in light of the ongoing COVID-19 pandemic.

Other Options Considered

6. None.

Reason/s for Recommendation/s

7. To assist the committee in preparing its work programme.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required

RECOMMENDATION/S

That the Committee considers whether any amendments are required to the Work Programme.

Marjorie Toward
Customers, Governance and Employees

For any enquiries about this report please contact: Pete Barker, x74416

Constitutional Comments (HD)

9. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (NS)

10. There are no direct financial implications arising from the contents of this report. Any future reports to Committee on operational activities and officer working groups, will contain relevant financial information and comments.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

FINANCE COMMITTEE – WORK PROGRAMME

Report Title	Brief summary of agenda item	Lead Officer	Report Author
9 May 2022			
Monthly Budget & Capital Monitoring Report 2022/23	Budget Capital Monitoring, Capital Receipts, Capital Variations	Nigel Stevenson	Glen Bicknell
IiN Programme LEC		Derek Higton	Phil Berrill/Mick Allen
SBIP Programme 22/23 LEC		Derek Higton	Phil Berrill/Mick Allen
Social Housing Demonstrator Project LEC		Derek Higton	Phil Berrill/Mick Allen