

# **ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO DECISION RECORD**

16 October 2007

The meeting commenced at 9.00 a.m. in the Avondale Centre,  
Dyke House School, Hartlepool

**Present:**

Councillor Hall (Adult and Public Health Services Portfolio Holder)

Officers: Alan Dobby, Assistant Director, Adult and Community Services  
Angela Hunter, Principal Democratic Services Officer

## **54. Proposed Adult Social Care Contract Management System** *(Director of Adult and Community Services)*

**Type of decision**

Non-key.

**Purpose of report**

To provide information relating to a contract management software system and to seek the Portfolio Holder's agreement to waive the standard contract procedure rules for the procurement of the system.

**Issue(s) for consideration by Portfolio Holder**

The Assistant Director of Adult and Community Services presented a report which detailed the background to the monitoring of contract management information. For some time the Department had considered how the quality, cost and overall provision of services could be more effectively managed. It had become clear that an electronic solution that enabled the assessment of how well outcomes were being met was necessary.

The Council currently used OCC's Supporting People System SPOCC for managing contracts and payments procured through an open competitive tendering exercise. They can now also offer CONTROCC a similar system that would enable the management of Adult Social Care contracting activity.

The key benefits of procuring CONTROCC were detailed in the report and it was acknowledged that the two systems could also interface with the Council's Corporate Financial Management System and the Department's client database system, Carefirst.

The financial implications were detailed in the report and the Assistant Director highlighted that OCC have signalled their commitment to developing the system to assist in the delivery and management of individual budgets with Hartlepool Council and have therefore agreed to waive the development costs associated with this. This was estimated to be in the region of £75,000.

The Portfolio Holder sought clarification on whether any other suppliers had been contacted with a view to providing this system. The Assistant Director indicated that other companies were at an earlier stage in the development of the system and that other local authorities were already using the CONTROCC system and this had proved successful.

The Portfolio Holder asked for confirmation that the purchase of this new system contributed to the Best Value agenda with regard to commissioning and purchasing. The Assistant Director confirmed that this new system would provide a more professional and efficient way of operating and it was hoped that the system would be implemented from December 2007.

### **Decision**

It was agreed to waive the Standard Contract Procedure Rules in relation to tendering requirements for the procurement of CONTROCC.

## **55. FUNDING OF CONTRACT MONITORING SYSTEM** (Director of Adult and Community Services/Chief Financial Officer)

### **Type of decision**

Non-key.

### **Purpose of report**

To request approval for change in use of a reserve to fund the cost of a Contract Monitoring System.

### **Issue(s) for consideration by Portfolio Holder**

The report explained the urgent requirement for a Contract Management System for Social care contracted services.

It also set out how £74,000 previously set aside from the Adult and Community Services Budget for bad debts was no longer required for that purpose, and proposed a change in use for the purchase of a Contract Monitoring System.

The Portfolio Holder sought clarification on a number of issues including the use of reserves and licensing and maintenance costs. The Assistant Director responded that the use of reserves for this one-off capital expenditure had been agreed with the Chief Financial Officer and that the licensing/maintenance costs were already included within the departmental budget. The Assistant Director added that the technical aspects of the system would be submitted to the ICT Steering Group and Partnership Board for final approval.

### **Decision**

That the change in use of the reserve for the costs of acquiring a Contract Management System was approved subject to the agreement of the ICT Steering Group and Partnership Board.

## **56. Workforce Training and Development Plan 2007/08** (*Director of Adult and Community Services*)

### **Type of decision**

Non-key.

### **Purpose of report**

To present the Adult and Community Services Workforce Training and Development Plan for 2007-08.

### **Issue(s) for consideration by Portfolio Holder**

This was the first time the department has submitted a Workforce Training and Development Plan for the whole department and it provided a framework for achieving training and development targets. It was recognised that the workforce must be equipped to work to meet objectives and standards, have knowledge of the issues facing the people of Hartlepool and have the personal and occupational skills and qualifications required to provide high quality services. A copy of the plan was attached at appendix 1.

The financial implications were outlined in the report including the use of grant funding in conjunction with the Department Staff Development Budget

to meet the objectives of the Plan.

The Portfolio Holder sought clarification on a number of issues and the Assistant Director confirmed that benchmarking had been carried out with other social care providers and the percentage of expenditure on training was similar nationwide. The training was also provided across the private and voluntary sector depending on delivery of a particular service.

The Portfolio Holder was pleased to note that this plan would help identify succession planning through career progression and help towards recruitment and retention.

### **Decision**

The report was noted and the Workforce Training and Development Plan was endorsed.

**J A BROWN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 22 October 2007**