

## RECORD OF INDIVIDUAL EXECUTIVE DECISION MADE BY AN OFFICER

Decision Maker	Decision Type	Date
	Administrative Decision	

**INSERT TITLE OF DECISION HERE - DELETE THIS RED SECTION WHEN DONE<sup>1</sup>**

<b>Exempt/Confidential Report</b> <span style="color: red;">Please delete as appropriate</span>	<b>Yes</b>	<b>No</b>
<b>Key Decision <sup>2</sup></b>		<b>No</b>

### Decision (s) <sup>3</sup>

To authorise a call-off contract to be awarded and entered into with EEQU Limited under Lot 2 (Cloud Software) of the Crown Commercial Service G-Cloud 14 Framework Agreement (RM1557.14) for the supply of a HAF SEND and Wraparound Booking and Data Solution on an annual basis for up to 24 months with a 1-year extension if required

### Reasons for the decision(s)<sup>4</sup>

The HAF programme is funded via grant from the Department for Education. Eligibility of the programme is means tested. The current system for ensuring that eligible children access the programme is no longer fit for use.

We would like to purchase a subscription for the HAF SEND and Wraparound Booking and Data Solution available from Eequ Limited. This is a booking system designed specifically for

<sup>1</sup> A brief title should be inserted here.

<sup>2</sup> If the decision is Key Please use Key Decision Template.

<sup>3</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information. Please include proposed timescales for commencement and / or completion of implementation as appropriate.

<sup>4</sup> Reasons for the decision must be given.



this purpose. The system is used by 19 Local Authorities. Whilst there are other systems available, none would be compatible with the current programme in Oldham. Based on cost comparison and labour time implications we believe the Eequ software would provide greater value for money than the current system.

The current process used does not require a subscription and so this process would be new rather than a replacement. As the Eequ system is unique it is not possible to obtain like for like quotations. This report is necessary to proceed as we are seeking to obtain authority to call off under the Crown Commercial Service G-Cloud 14 Framework Agreement, which is a legally compliant route to market.

Both the current system and the HAF SEND and Wraparound Booking and Data Solution available from Eequ must work in partnership with external organisations throughout Oldham. Some of these organisations have been early adopters of the Eequ system and have given good feedback.

The HAF Team have tried the Eequ system through a neighbouring LA and feel that the programme is ideal to support us to get the best value from the HAF grant.

### **Options/Alternatives considered<sup>5</sup>**

Continuation of the current system. This has proven to be ineffective. The current process is to receive data from Revenues and Benefits around eligible children, we then trim and prepare the data along with a letter template. This is then sent to a printer (Civia) who generate between 14K-16K individual letters, which are posted to the individual addresses. Many letters are returned due to incorrect or outdated address information. Each letter contains an individual "HAF code". This code must be provided to the HAF activity organiser upon booking, to demonstrate eligibility for the provision. Many activity organisers do not actually take the code from the booker, potentially resulting in the resources being used in breach of our agreement with the DfE. Often families discard the letters and so email the council to obtain their code anyway. This is time consuming.

Purchase of other system that can be used for booking HAF places, however they have different features than this one and would not be effective in Oldham, for example, the Evoucher system relies on schools disseminating vouchers to their eligible students, not all schools engage with the programme and the result would be many children missing out.

### **Conflict of Interest declared<sup>6</sup> NONE**

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<sup>5</sup> Options must be given.

<sup>6</sup> If none, please state none. No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here. This may include other elected Members, officers, stakeholders and the local community.

..... *N. Consterline* .....<sup>7</sup>

**(Signature of Deputy Chief Executive/Executive Director/Director)**

**N/A**

**(In consultation with relevant Cabinet Member if required)**

**Decision made pursuant to:**

- a) General delegation under the Council's officer scheme of delegation. Non-contract decisions up to £250k.**

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<sup>7</sup> The signatory must be duly authorised by Executive Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory.