

**Officer Decision Record:  
Extension of Consultant Support from Itaspera Ltd**

Record of Decision of the Service Director Regeneration and Culture taken in consultation with the Head of Employment and Skills.

---

Subject

The Contract Compliance Funding and Performance (CCFP) Service and the Adult Skills and Community Learning (ASCL) Service require specialist consultant support and expertise in relation to:

- Implementation of the new Tribal/EBS management information system, predominantly in terms of specialist skills in data migration and SQL report writing expertise
- Ongoing implementation of the Chambury/Totara learner progress tracking system, which has required significant customisation and development
- Management information/data support in preparation for the annual self-assessment processes
- Further development of reporting dashboards to ensure that ASCL have appropriate/fit for purpose performance and progress reporting in order to provide accurate reports internally and to the ASCL Governing Board.

Due to long term absences in CCFP, the Service is significantly under capacity and additional technical support is required to provide temporary specialist backfill.

The proposed restructure of ASCL / CCFP, due for implementation in September/October 2019, will create additional internal capacity. Until this time, if insufficient specialist advice and guidance to support service improvements is not received this could have a detrimental effect on the ESFA contract and the aspiration of the ASCL Service to move from 'good to great' following the successful re inspection in November 2018.

The Itaspera Ltd consultant is the only known provider with the specialist knowledge, experience and expertise in this area to be able to provide the required level of support in terms of ensuring that management information and reporting systems are successfully embedded within curriculum areas in order deliver the ESFA contract, to meet Ofsted inspection requirements and maintain the service's 'good' result.

Authority

Delegated Officer Decision on the basis of Paragraph B1 of the *'Responsibility for Executive Functions-Officer Delegations'* in the Council's constitution states The Chief Executive, Executive Directors and Directors respectively, are authorised to incur expenditure without specific Cabinet or Council approval up to a maximum of £250,000 in any one case where the sum(s) can be provided for within current approved estimates for the service, but only where it is in compliance with general budget and policy framework of the Council, Standing Orders, Financial Regulations and Contract Procedure Rules.

Proposed Decisions to be Taken

- To continue further payments for specialist consultancy costs to Itaspera Ltd

Rationale for Decision

Itaspera Ltd is the only known provider with the specialist knowledge/experience to provide the support, advice and guidance required with regards to post Ofsted inspection requirements and the implementation of the new Adult Skills and Community Learning management information system.

Date of Decision

02/07/19

Elected Member Conflicts of Interest

Signatures:



Service Director: Regeneration  
and Culture

Head of Employment and Skills

*Scan / email the completed form and appendices to the Council Governance Unit and keep the original on the project file*