Officer Decision Record Template

Record of Decision of the implementation of Caselines solution. Taken by Service Director, Legal Services – Garry Kirk

Subject - purchase of "Caselines" court bundling software

The Service has been allocated invest to improve funds for the purchase of case management software. One of the most beneficial elements of the electronic case management is the electronic court bundling capability, which will enable the Service to compile and transmit indexed and paginated bundles as an entirely paperless exercise, saving tens of thousands of pounds annually in printing, copying and transport charges, eliminating the need for new paper storage both in Westgate and with Iron Mountain and vastly improving the security of personal data. Case management software can usually be purchased either with or without the court bundling package and the quality and efficiency of the court bundling content within the overall offer varies significantly between providers. The Service had been undertaking a procurement exercise for a case management package and was about to go to tender when the Covid19 emergency brought that process to a halt.

In the current circumstances the courts are not sitting in public but critical Childcare and Adult Social Care cases are continuing to be heard remotely, with judges, advocates and witnesses taking part from home. Paper bundles are useless in these circumstances. Childcare practitioners have attempted to create and send pdf documents electronically as a substitute bundle, but this has not proved to be workable and the local judiciary are insisting that a fit for purpose e-bundling system is acquired. The judiciary have expressed a strong preference for the Caselines system, which has a successful track record in other regions and with which they have some familiarity. Sheffield CC Legal Services are set to acquire this system. Our Social care Law Team Leader has commended the system as being of a high specification and providing every feature necessary to achieve the objective of paperless working. It also includes a redaction tool, which will have a wider benefit of assisting with an increasing number of complex SAR & FOI requests whilst minimising the risk of data breaches.

Caselines can be purchased, installed and virtual training provided within a few days, which will mean that it is almost immediately available to ensure the continuity of the Council's ability to participate in hearings for the safeguarding of vulnerable children and adults and discharge its duty to the court by enabling the judiciary to properly determine such matters. The cost in the current financial year will be no more than £15,787.50, but may be less, depending on the number of copies. A 12-month contract with an option to extend for a further 24 months is recommended. The cost is well within the provision for case management and the option for procurement of the other modules of case management can recommence at the end of the current emergency.

Costs applicable to the solution are as follows…

Pages	Multimedia	Basic cost for first 37,500 pages (consortium split applied)	Additional cost per page in pence	Cost for extra pages plus 25,000	Cost for Pages
62,100	40 hours	£7,500	0.195	£4,797.00	£12,297.00
70,000	70 hours	£7,500	0.195	£6,337.50	£13,837.50
75,000	70 hours	£7,500	0.195	£7,312.50	£14,812.50
80,000	80 hours	£7,500	0.195	£8,287.50	£15,787.50

Therefore, the maximum contract cost over the initial 12 month period, plus optional extensions will be £47,362.50 (3 years x £15,787.50)

Authority

The level of expenditure is within that delegated for approval by Service Directors

Decision Taken

To enter into a one-year contract, with the option to extend for a further 2 x 12-month extensions as per the terms of G-Cloud 11 call off contract for the provision of Caselines court bundling software.

Date of Decision

7th April 2020

Service Director, Legal Services

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