

## Record of operational decision

<b>Decision title:</b>	Capita Schools Information Management System (SIMS) - Annual Maintenance Renewal
<b>Date of decision:</b>	06 March 2020
<b>Decision maker:</b>	Assistant Director Corporate Support
<b>Authority for delegated decision:</b>	Herefordshire Council's Constitution ( <a href="#">19 May 2017</a> ) Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions. Chief Executive Scheme of Delegation to Officers (January 2020), point 75 ICT Commissioning and Strategy to Assistant Director Corporate Support.
<b>Ward:</b>	Countywide
<b>Consultation:</b>	N/A
<b>Decision made:</b>	Renew the annual maintenance agreement with Capita for the Schools Information System (SIMS) licences for a 12 month period commencing on 1 <sup>st</sup> April 2020 (expiry 31 <sup>st</sup> March 2021) at a cost of £69,576.21.
<b>Reasons for decision:</b>	<p>The Council holds perpetual rights to SIMS licences and renewing the support ensures that the system is adequately updated, maintained and ensures availability of any system upgrades. This allows the schools to continue to meet DfE statutory regulations in respect of managing their pupil data.</p> <p>Support and maintenance for this product can only be obtained directly through Capita Business Services Ltd, the proprietor of the software.</p> <p>The decision to renew the annual maintenance agreement with Capita for a further 12 month period is in accordance with the waiver produced and signed off in April 2019 authorising the current contractual agreement to expire on 31st March 2021.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	To not maintain the SIMS software may lead to the system becoming unstable subsequently affecting the accuracy, security and integrity of the data that it holds and information generated by schools. The impact would result in DfE statutory obligations not being met.
<b>Details of any alternative options considered and rejected:</b>	<p><b>Option 1 - To not maintain SIMS – <u>Not recommended</u></b> This is not recommended as it may lead to the system becoming unstable subsequently affecting the accuracy, security and integrity of the data that it holds and information generated by schools.</p> <p><b>Option 2 - Herefordshire Council to novate licenses held in perpetuity to the Local Authority Controlled schools. – <u>Not recommended</u></b> By novating the licenses, the schools would be able to purchase annual maintenance directly from Capita or choose to purchase support from Herefordshire Council / Hoople School Support Team. This is not recommended based upon two factors:</p> <p>a) Discounted rates of support and module management awarded to Herefordshire Council on a bulk AM purchase basis would not apply. Research has shown that comparative purchase of AM by an LA controlled school versus an Academy school differ by as much as £7000 - this would not be viable for an LA controlled school to afford.</p> <p>b) The current contract with Capita specifies that if the LA controlled</p>

	schools continue to purchase SIMS Annual Maintenance then they also purchase Hoople Support for the software. This provides a valued income stream.
<b>Details of any declarations of interest made:</b>	None

Signed..... Date: 10 March 2020