

Record of operational decision

Decision title:	Provision of a cloud-based solution for electronic Personal Education Plans (ePEP), attainment and attendance tracking for children and young people who are Looked After
Date of decision:	05/01/2026
Decision maker:	Service Director - Education Skills and Learning, Children and Young People
Authority for delegated decision:	<p>The Children and Young People's Directorate Scheme of Delegation (November 2020), paragraph 37, states that the Director for children and families; Assistant director education development and skills; Head of learning and achievement; Virtual head teacher are responsible for addressing the significant degree of educational underachievement of looked after children compared to all children; as defined under the Children Act 1989 as amended by section 52 of the Children Act 2004 Section 22(3)a.</p> <p>Contract Procedure Rules state that only Assistant directors or above are authorised to award a contract, in line with Financial Procedure Rules.</p>
Ward:	Countywide
Consultation:	None
Decision made:	Award a contract to Welfare Call for the provision of a cloud-based solution for electronic Personal Education Plans (ePEP), an Analytics Tool and attendance tracking for up to 350 children who are Looked After (CLA) every year. The contract value is £83,506.80 for a two-year contract period from 01 January 2026 to 31 December 2027, with the option to extend for up to 12 months from 01 January 2028 at an additional £41,753.40 for the year (total potential value of up to £125,260.20 for three years).
Reasons for decision:	<p>This procurement has been conducted in line with the high value process as set out in the appropriate Contracts Procedure Rules, and G-Cloud 14 Framework assessment.</p> <p>Welfare Call was selected as the preferred supplier following confirmation of the evaluators' scores, acceptance of required Liability Limits, and completion of the due diligence checks (which included a search on the government's Companies House database, a recent credit report on the organisation, and assessment of fraud).</p> <p>The procurement supports the delivery of public benefit by enabling the council to meet its statutory obligations in relation to the education of children who are Looked After, through the provision of a secure, efficient, and fit-for-purpose digital solution.</p> <p>All contract services are reviewed on an annual basis, with the option to cease the purchase of any services each year if the benefits expected are not fully realised.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>The majority of this contract is core-funded, whereas the Post 16 Attendance Monitoring and Analytics tool are funded through a combination of both grant funding and Pupil Premium. However, the grant funding is allocated on an annual basis and can be withdrawn at any time. If this was to happen an alternative source of funding would need to be discussed and agreed. Costs have been accounted for in the planned budget for this year and next year to 31 December 2026 and forecasted for the following year.</p> <p>The numbers of children who are Looked After and Care Leavers may change over the duration of the contract, however the Virtual School Head will liaise with the Provider on a regular basis to keep child and young person details updated, and to help support fluctuations in numbers. If the number of children and young people exceeds 350 in any contractual year then additional funding would need to be discussed and agreed.</p>
Details of any alternative options	Bring the service in-house – this would not be recommended at this time, as the local authority has not developed the software necessary to perform these functions, nor

considered and rejected:	has the capacity to deliver a manual model. Enact any extension options of current contract – all extension options have been enacted so this option cannot be recommended.
Details of any declarations of interest made:	Not applicable