

**REPORT TO:** CITY GOVERNANCE COMMITTEE – 12 MAY 2025

**REPORT ON:** SOURCING STRATEGY FOR A FLEXIBLE WORKFORCE MANAGEMENT SYSTEM

**REPORT BY:** EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE

**REPORT NO:** 150 – 2025

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to present a summary of the sourcing strategy as outlined in Section 5 of this report and seek approval to secure supply of a flexible workforce management system.

## **2.0 RECOMMENDATION**

- 2.1 It is recommended that the Committee:
- a. approves the Sourcing Strategy as detailed in Section 5 of this report.
  - b. agree to the direct award of a contract to Teacher Booker Limited via Crown Commercial Services Framework for the supply of a flexible workforce management system.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The contract will be for an initial period of 3 years with the option to extend for one year. If the extension is applied the projected total cost across the 4-year contract would be £90,000. The contract will be funded from the Children and Families Revenue Budget (£67,000) with the balance being funded from Dundee Health and Social Care Partnership Revenue Budget (£23,000).

## **4.0 BACKGROUND**

- 4.1 Dundee City Council requires to award a contract for the provision of a supply booking system which fits the needs of services. The system provided will include full technical support, allow further developments within the current system and ensure a compliant and secure booking system for staff and payroll alike.
- 4.2 There is a need for services to occasionally engage casual workers. The current system has facilitated the secure transfer to digital timesheets and has streamlined payroll processes.
- 4.3 The contract will enable Children & Families Service and the Health and Social Care Partnership to provide a suitable supply booking system for the next 4 years. This system can also be utilised by other settings within the council should this be required in the future.

## **5.0 SOURCING STRATEGY SUMMARY**

- 5.1 This direct award of contract will be from an existing compliant supply Framework (Crown Commercial Services Ref: RM6238). Please refer to the Risk Analysis detailed below.

## **6.0 RISK ANALYSIS**

- 6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge.

| Description of Risk   | Actions to be taken to manage Risk   |
|---|--|
| <b>Commercial Risk</b> – That either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.  | <p>Low risk – direct award is allowed as part of the Framework rules.</p> <p>Dundee City Council entered into contract with Teacher Booker Ltd in 2023 following a Framework mini-competition exercise. Following the successful roll-out of the software product within schools, it has recently been launched for social care. The provider has worked in partnership with Dundee City Council to tailor functionality of the software platform which has realised efficiency for the service areas.</p> <p>There is a need for a further period of contract which will allow full implementation and review, collection of data, and evaluation of future requirements.</p> |
| <b>Technical Risk</b> – This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification  | Low risk – the direct award is to be made from an established and compliant supply Framework. Bidders were required to demonstrate technical competence as part of the establishment of the Framework.   |
| <b>Performance Risk</b> – This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits  | Low risk – a contract management process will continue to be in place as outlined above 'Commercial Risk'.   |
| <b>Contractual Risk</b> – Being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops. | Low risk – DCC are contractually protected via the Framework contract terms and conditions. The contractor shall be proactively managed during the term of contract.   |
| <b>Legal Risk</b> – where a procurement is found unsound in law, through the public procurement rules   | Low risk – this is a compliant route to market.  |

## 7.0 POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

## 8.0 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

## 9.0 BACKGROUND PAPERS

- 9.1 None.

AUDREY MAY  
Executive Director of Children and Families Services

April 2025