**Data and Digital Solutions Fund Application Form**

**Project 1a: A standard CSC dataset for LAs.**

## **Application Stage 1 – Contact Details**

**You must complete the application stage 1 table below as part of your bid.**

|  |  |
| --- | --- |
| **Project:** |  |
| **Name of LA:** |  |
| **Are you applying as an individual LA or as part of a group?** |  |
| **If you are applying on behalf of a group, please list the other LAs in your group.**  NB – as lead LA, you will be responsible for the grant funding and reporting requirements that form part of this grant offer. |  |
| **Name of Bidding Officer:** |  |
| **Role of Bidding Officer:** |  |
| **Lead Bidding Officer contact email:** |  |

## **Application Stage 2 – Declaration**

**You must complete the application table 2 below as part of your bid.**

|  |  |
| --- | --- |
| **DECLARATION\* (Please complete in block capitals)**  Signatures must be either be submitted electronically or scanned in. | |
| I confirm that the information given in this application is true and complete; that, if successful, the LA will administer any grant in accordance with the section 14 grant letter supplied by the Department for Education. | |
| **Full name:** |  |
| **Position (Job Title):** |  |
| **Project** |  |
| **Date:** |  |
| **Contact details including email address:** |  |
| **Signature:** | <please provide signature> |
| **Countersigned (by the DCS):** | <please provide signature> |

**Application Stage 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 1a: A standard CSC dataset for LAs.** | | | |
| LA data teams must balance their limited capacity with high demand for data work. One way they address this is by sharing data tools, tasks and methods across professional regional and national networks. However, such economies of scale can only be achieved where datasets are standard across LAs. This limits data collaboration between LAs to standard ‘core’ datasets – most notably the Children in Need (CIN) Census and SSDA903, for children in need and looked after children respectively – and Ofsted’s “Annex A” specification of child-level data to be provided during an inspection. These datasets lack much of the depth and granularity that individual LAs will look to incorporate in bespoke local analysis, including to understand quality of practice.  This leads to a second issue: while it is inevitable that LAs differ in the quality of their data work to some extent, the lack of data visibility across the sector leaves some LAs unaware of what they could do to improve data collection and analysis. The existing standard datasets do not incorporate the breadth and depth of information which more data mature LAs analyse. We believe that this knowledge gap inhibits improvements in analytical practice in the sector and so limiting better outcomes for vulnerable children.  We are therefore looking for a partner to develop a ‘standard CSC dataset that is broader than the previously mentioned core data sets and solutions that would enable the production of this of this data set across all LAs. | | | |
| **Project 1a: Specification** | | | |
| The department is seeking a LA partner, or partners, to undertake two stages of work:  **Stage 1**: Lead a project defining a broader standard dataset for CSC in LAs, and then, subject to successful Stage 1 completion, move to Stage 2.  **Stage 2**: Create solutions for producing that dataset which can be adopted at low or no cost by any safeguarding authority.  We envisage the core components of the solution, which will be provided to the department to be:  **Stage 1**:   * mapping of data that a broad range of LAs are using to understand their services beyond those used ‘core’ data sets * user research across a broad range of LAs to define the data items, data structures and production methods which will best serve the sector drawing, where relevant, from existing research on this topic proposals for how other safeguarding partner information can be incorporated into the standard CSC dataset * documentation explaining the findings of user research, rationale behind the chosen indicators and how they’re intended to be used * a standard CSC dataset specification (including a list of data items and definitions) incorporating multi-year data histories across the range of safeguarding activities performed by councils, significantly expanding on the available standard datasets (e.g. CIN Census and Ofsted’s Annex A) in line with user research outputs * identify where data items in the proposed data set are already included in the CIN Census and SSDS903, Ofsted Annex A and the Regional Improvement and Innovation Alliance quarterly data return   **Stage 2**   * a suite of standard easily adoptable methods for regularly producing the standard CSC dataset from each of the case management systems currently used by safeguarding authorities, either as independently developed, free, open-source products, or as integrated components of those case management systems at no future cost to customers * a framework for maintaining and developing the standard CSC dataset into the future so it will be accepted by as many LAs as possible, and include changes made as a result of the care review and social work practice, keeping the interests of vulnerable children at the heart of all design decisions   The LA partner leading this project will be required to join a regular department convened **data project forum** **for all 1a, 1b and 2a projects** to ensure join up and read across, prevent duplication across 1a, 1b and 2a projects and share any common barriers / issues and means of overcoming them. | | | |
| **Project 1a: Selection Criteria** (all questions must be answered ‘yes’ in order to be considered. | | | |
|  | | | Yes/No |
| 1 | Is your LA rated as good or outstanding overall across all sub-judgements by Ofsted? | |  |
| 2 | Do you agree to the conditions of funding as set out on page 7 of the Prospectus? | |  |
| 3 | Do you understand and agree that the department will own all of the Intellectual Property Rights on all tools/models/systems developed by your LA with its funding or by your contractor on your behalf? | |  |
| 4 | Are you able to confirm the total cost/capital expenditure of your project? | |  |
| **Project 1a: Technical questions** (responses to these questions will be assessed using the assessment framework in Annex C). | | Weighting | |
| **Capability** | | | |
| How will you achieve all the outputs in Stage 1? Please include how you will do the mapping, user research and demonstrate the findings to the department. (1200 words) | | 10% | |
| [insert response here] | | | |
| How will you achieve all the outputs in Stage 2? Please demonstrate in your response your knowledge of LA CMS. (1200 words) | | 10% | |
| [insert response here] | | | |
| Please provide a detailed delivery plan, including:   * clear milestones and deliverables * sequencing and timing of activities, and how you will deliver the outputs in the specification above under Stage 1 by 15/09/2023 and under Stage 2 by15/03/2024 * a high-level risk register, including reference to the challenges in this area of data collection. Please include probability and impact scores and mitigations and contingencies * evidence of how you will start work as soon as possible and begin claiming funding in FY22-23 * details of the governance and management processes that will oversee delivery of the project * details of other LAs you will work with -how many and at what level of involvement   (3000 words) | | 15% | |
| [insert response here] | | | |
| Please provide evidence that you have relationships, or have a viable plan for developing those relationships, with stakeholders from a range of background and agencies with an interest in CSC data (including but not limited to LA children’s services teams and partners, voluntary and charity sector, software providers).  Please set out any existing relationships you have in place with LA representative groups at a regional and national level, including the ADCS, SPI policy committee, the NPIMG and where appropriate the ADCS Resources and Sustainability Policy committee.  (1200 words) | | 15% | |
| [insert response here] | | | |
| **Quality assurance and feasibility** | | | |
| How will you use the regular touch base project meetings, the quarterly DDSF programme board, and the data project forum to ensure that the project approach and any outputs are robust, suitable to the sector and replicable in other LAs? (800 words) | | 5% | |
| [insert response here] | | | |
| **Capacity** | | | |
| Please provide a resource plan, including (where applicable) plans for onboarding core team members, partnering with other LAs or third parties (how many and at what level of involvement). The plan should include:  This should include:   * detail on the lead individuals’ experience, and what qualifies them to oversee and manage the project successfully * strategy for recruiting or engaging research participants and how you will ensure that they are representative and sufficient and will participate * an outline of the core team members’ expertise, seniority and experience in the subject matter * how much of each individual’s time will be spent on the project (e.g. using FTE figures) * if individuals will be working at different points throughout the project e.g. they are not available or allocated to the project from the start, you must outline at what points of the project they will be involved * detail on whether resource included in this bid is included in any other DDSF project bid – and assurance that each project would have sufficient resource if grant funded   (1500 words) | | 15% | |
| [insert response here] | | | |
| **Cost** | | | |
| Please complete the DDSF Pricing Schedule to provide your proposed costings for this project. | | 30% | |