**Data and Digital Solutions Fund Application Form**

## **Project 1b (II): Creating or improving specific data sets: Children who are subject to pre-proceedings.**

## **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 1b (II): Creating or improving specific data sets:** Children who are subject to pre-proceedings. | | | |
| **Project 1b (II): Background** | | | |
| A key challenge for CSC nationally is the backlogs and delays to public law cases in the family court. The statutory requirement of 26-weeks from point of application for an order to case conclusion is far from being met, so more needs to be done to increase timeliness.  A better understanding of practice at the pre-proceedings stage and challenges related to this will both improve local decision making and practice and provide intelligence to enable evidence-based policy making – for the benefit of the system, but most importantly for vulnerable children and families.  Prior work has been conducted in this space during the 2021-22 CSC COVID-19 Recovery Fund data-collection pilot project. We will expect the successful LA partner(s) for this new project to use and build from the work in 21-22. ‘Bronze’, ‘silver’ and ‘gold’ level data indicators have been defined in relation to a child’s journey through pre-proceedings and these indicators will be defined further before the start of this next project. | | | |
| **Specification** | | | |
| The department is seeking one or more LA partners to undertake a research project with a group of LAs, CMS software providers, Cafcass, and data experts to explore the pre-proceedings data landscape, then to submit a report to the department which includes research findings and a set of proposals including:   1. **An assessment of which data indicators outlined in the list of ‘bronze’, ‘silver’, and ‘gold’ indicators would be feasible for reporting on a national basis without further system change including:**  * a clear description of each data indicator, identifying which of the LAs in the identified group could currently produce this data, why, and how they would submit the data if requested * suggestions for any new data indicators that are not already included in the list of ‘bronze’, ‘silver’, and ‘gold’ data sets, together with a rationale for inclusion  1. **A list of the blockers and challenges faced by LAs to collecting, recording, and reporting the ‘bronze’, ‘silver’ and ‘gold’ level data indicators including:**  * evidence of blockers and challenges that have been identified through working with family justice partners, including Cafcass, and a range of LA identifiers such as CMS supplier, size of LA, and data maturity levels * the LA(s) will need to inform the department of the differences in LA data practices (and the resulting challenges) for collecting, recording, and managing data relating to the identified pre-proceeding indicators  1. **A ranked list of the identified blockers and challenges, in priority order of those that must, should, and could be addressed in order to be able to collect the ‘bronze’, ‘silver’, and ‘gold’ data from LAs across England including:**  * a viability assessment against each data point that shows which indicators could be collected and reported nationally if one or more of the blockers were to be addressed  1. **A set of recommended implementable and realistic solutions to overcome blockers and challenges that would enable the collection and reporting of ‘bronze; ‘silver’ and ‘gold’ level data at a national level, including:**  * clarity on which indicators would and would not be feasible for collection and reporting, as a result of implementing the solutions recommended in the report * the rationale for how the recommended solutions would ‘unlock’ the ability to collect and report the data points on a national basis * proposals on how the solutions could be implemented which have been agreed by CMS software providers, Cafcass and data experts. * a case study setting out how this data could be collected and provided by their own LA(s) at the end of the project via the recommended solutions   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 1b (II): 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 in 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 1b (II): Technical questions** (responses to these questions will be assessed using the assessment framework in Annex C). | | **Weightings** | |
| **Capability** | | | |
| How will you achieve elements 1-4 of the specified outputs above? Please explain how you will build on knowledge and learning from the previous COVID-19 Recovery Fund data-collection pilot project and use this to deliver the outputs. Please also explain how you will use your experience of pre-proceedings data collection and digital, data and systems change and innovation. (1500 words**)** | | 20% | |
| [insert response here] | | | |
| Please provide a detailed delivery plan, including:   * clear milestones and deliverables * sequencing and timing of activities, and how you will deliver all outputs in the specification by 15/09/2023 * a high-level risk register, including probability and impact scores and mitigations * 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 and how they will run together with the short project touch base meetings every two to three weeks, and DDSF programme board (see Project governance, methodology and reporting set out in the Prospectus) * details of other LAs you will work with **-** how many andat what level of involvement   (3000 words) | | 20% | |
| [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 backgrounds and agencies with an interest in pre-proceedings data (including, but not limited to LAs, voluntary partners and the charity sector, software providers, and Cafcass).  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.  (1500 words) | | 15% | |
| [insert response here] | | | |
| **Evaluation, 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 (including recommendations for solutions) 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, and strategy for recruiting or engaging research participants.  This should include:   * detail on the lead individuals’ experience, and what qualifies them to oversee and manage the project successfully * 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) | | 10% | |
| [insert response here] | | | |
| **Cost** | | | |
| Please complete the DDSF pricing schedule to provide your proposed costings for this project. | | 30% | |