**Data and Digital Solutions Fund Application Form**

## **Project 3a: Information and data sharing agreement template.**

## **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:**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Project 3a: Information and data sharing agreement template.** | | | |
| Lack of appropriate and timely sharing of information between safeguarding partners is regularly cited as a theme in national and local reviews of practice, with almost half of local child safeguarding practice reviews (LCSPRs) citing issues related to information sharing [(Dickens et al, 2021)](https://ueaeprints.uea.ac.uk/id/eprint/82101/1/Annual_review_of_LCSPRs_and_rapid_reviews.pdf). It is recognised there can be a number of agencies working with a child or family, and that they can each hold information that needs to be shared with the others to enable this, we know that many LA) have drawn up information sharing agreements (or a suite of agreements) with their local partner agencies; to detail the information to be shared, the method for sharing and the legal basis for this.  As discussed in the independent review of children’s social care, ‘legislation and guidance allow for information to be shared for the purposes of safeguarding. Despite this, practitioners perceive it as a barrier and find organisational information sharing agreements confusing’ [(MacAlister, 2022)](https://childrenssocialcare.independent-review.uk/wp-content/uploads/2022/05/The-independent-review-of-childrens-social-care-Final-report.pdf). The Review made recommendations to the department related to Information Sharing Agreements, this included the use of model templates. | | | |
| **Project 3a: Specification** | | | |
| The department is looking for a partner LA (or consortium of LAs), who has successfully developed a local data and information sharing agreement (or suite of agreements) that has enabled better information sharing locally.  Specifically, the department is looking for the partner LA to deliver a model data and information sharing agreement template (or suite of model templates) that can be made freely available to all LAs as a downloadable document. The template(s) must be able to support other LAs to produce and implement their own information sharing agreement/s for the purposes of multi-agency safeguarding of children.   * a report setting out the process undertaken locally to implement their internal information sharing agreement/s and the impact it/they have had on information sharing. This report will be made freely available to LAs to provide a case study on the creation, implementation and impact of an information sharing agreement locally. the report should include (as a minimum): * the process undertaken to produce and implement an information sharing agreement, including the experts involved (i.e. information governance) * the partners involved and how agencies engaged and collaborated in the process * the evidence base used to develop the information sharing agreement (this may include case studies) * any challenges faced and how they were overcome during the production and implementation of the agreement * (a summary of) the content of the local agreement, including the types of information shared, methods for sharing and legal basis for sharing * the benefits realised by the information sharing agreement (referencing relevant broader improvement work in data and/or multi-agency working, if appropriate), this may include case studies * views of practitioners on the usefulness of the information sharing agreement * any challenges that remain for any safeguarding partner in relation to information sharing * annex including the various templates which comprise the information sharing agreement | | | |
| **Project 3a: 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 3a: Technical questions** (responses to these questions will be assessed using the assessment framework in Annex C). | | **Weightings** | |
| **Capability** | | | |
| How will you achieve the outputs set out in the project 3a specification above? Please explain how you will use your own experience of developing information sharing agreement(s). Please also explain how you will use their expertise to add value to your project.  (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 the outputs in the project 3a specification above by 1 April 2023 * 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 (if applicable) - how many and at what level of involvement * 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   (3000 words) | | 15% | |
| [insert response here] | | | |
| **Evaluation, quality assurance and feasibility** | | | |
| What, if any, impacts are you expecting to see in the short, medium and long term and how will you know if these have been achieved?  (800 words) | | 5% | |
| [insert response here] | | | |
| Please describe how you will test and adapt your project (this might include an independent evaluation).  (800 words) | | 5% | |
| [insert response here] | | | |
| What are the project aims, and how will you know if they have been met?  (800 words) | | 5% | |
| [insert response here] | | | |
| How will you know if the project is replicable in other areas and is suitable to the sector?  (1200 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:   * 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 * how you will ensure information governance colleagues will be involved in the project, at what points 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% | |