



CAMBRIDGESHIRE  
& PETERBOROUGH  
COMBINED AUTHORITY

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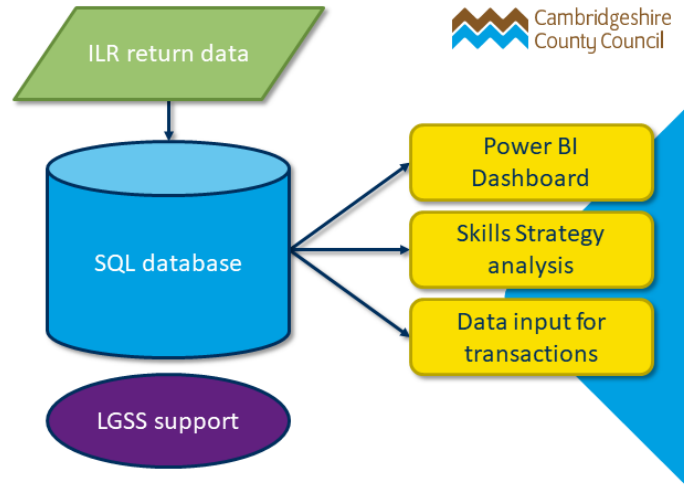
<b>OFFICER DECISION TITLE:</b>  <b>AEB Devolution – Data Processing &amp; Analytical Support</b>
<b>NAME OF OFFICER EXERCISING DELEGATED POWERS:</b> <b>The Chief Executive of the Cambridgeshire and Peterborough Combined Authority</b>
<b>DATE OF OFFICER DECISION: 30/08/2018</b>

Responsible Director:	<i>Kim Sawyer, Deputy Chief Executive</i>
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	No
Does the report have any annex that contains exempt information?	No

Decision taken	<p>The Deputy Chief Executive has agreed to appoint Cambridgeshire County Council Data Team to support the Cambridgeshire and Peterborough Combined Authority (CPCA) to support the Adult Education Budget Devolution Programme. This will be undertaken by completing three core duties as outlined;</p> <ul style="list-style-type: none"><li>A) A dashboard to provide business intelligence on a regular basis to aid performance management of providers</li><li>B) A powerful tool with which we can accommodate complex analytical asks for ad hoc or regular skills strategy development</li><li>C) The Calculations required to execute administrative actions and make payments to providers, allowing maximum flexibility to deviate from national systems</li></ul> <p>The cost of this support is £55,000 for the first year, dropping to £45,000 per year after, and will require a minimum of 2 years support, extending for up to 5 years after an approved business case is agreed at CPCA Executive. The additional £10k in year one is to build a database server and management studio online tool to manage the data.</p>
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	<p>There are no legal implications relating to this contract.</p>
<p>Authorisation (<i>delete as appropriate</i>)</p>	<p>This decision has been taken under delegated authority of the Deputy Chief Executive. The Deputy Chief Executive is delegated authority to take decisions up to £500K subject to any such decisions being reported to the next Board meeting of the Combined Authority.</p>
<p>Background Information</p>	<p>Cambridgeshire and Peterborough Combined Authority (CPCA) will be taking control of the Adult Education Budget (AEB) from 2019-2020. As part of this programme CPCA has entered into a data sharing agreement with the Education and Skills Funding Agency (ESFA) to access Individualised Learner Record (ILR) administrative data submitted by providers. This data will be used to facilitate the administrative functions to be performed by CPCA under its new responsibilities.</p> <p>It should be noted that ESFA has presented Combined Authorities in England with an enhanced service offer to provide funding calculation information for the first year of AEB devolution (2019/20) on the basis that there are no changes to funding rules which would require changes to calculations used for the national system.</p> <p>The support required is undertaken in four component parts;</p> <p><b>1) Data processing:</b></p> <p>Under the data sharing agreement with DfE the combined authority is provided with regular ILR returns. There are 14 returns every year. Twelve are monthly while two are year-end returns: one provisional, one final.</p> <p>Currently the main dataset provided for each return is the Flat File. This is a very large file containing all ILR records for the relevant period. Unlike the cube, this file is not a sub-set and contains the underlying data for all learners, inside and outside of the area. Whether this file will be the format in which the return is delivered on an ongoing basis is yet to be decided. It is proposed that the dedicated analyst attend the delivery mechanism task and finish sub-group of the Data Governance Group in order to keep abreast of these developments.</p>



*Figure 1: Illustration of the proposed analytical support model*

Due to the large size of returns it is expected that the processing of multiple datasets over time will require some server infrastructure to become usefully operable. CCC will design and develop the necessary infrastructure with the help of LGSS, who will be subcontracted by us to provide the technical infrastructure.

This model means we will have significant set-up costs but comparatively low on-going costs. To manage the ongoing administrative work CCC will need to recruit one additional post. To be able to attract the right talent this means CCC will need commitment to this agreement by the CPCA.

## **2) Output i. Power BI Dashboard:**

CCC can utilise the data provided in the ILR to support performance management and intervention functions which will be taken on by the CPCA. There is a great deal of flexibility regarding the metrics that can be provided by the product supplied and it will be designed with reference to CPCA final performance management processes and policies. Examples of the kinds of measures CCC can provide include learner numbers, success rates and destination figures which can all be analysed by funding type, learning aim or geography. The scope for what CCC can extract out of the ILR data is wide and they anticipate being able to accommodate requests.

## **3) Output ii. Skills Strategy analysis and statistics**

As well as AEB devolution, this tool would be useful for the wider



	<p>work concerning development of the skills strategy. This database would be a powerful resource for all non-administrative aspects of CPCA's data need. CCC could produce regular reports and statistical releases as well as more one-off and bespoke work. The specific programme of work would need to be developed in consultation with other customers at the CA, including the Skills AD and the Programme Manager Skills, and would best be formalised after the introduction of the infrastructure.</p> <p><b>4) Output iii. Data inputs for provider payments</b></p> <p>This is the largest and most fundamental component of the offer. CCC will determine the format in which to provide the CPCA the funding calculations for each provider after discussions with the CPCA finance lead. For now CCC have presumed that any eventual solution will retain compatibility with the existing national system, since most providers will continue to interface with ESFA for funding types outside the scope of AEB devolution.</p> <p>One suggestion has been that Combined Authorities provide an Earnings Adjustment Statement which modifies the provider report given by ESFA. Under this system ESFA would continue to report to providers what they earn under national funding rules, less the devolved AEB components which would be reported in an EAS provided by us.</p> <p>Whatever the eventual format under full devolution, CCC are able to independently produce estimates for individual learners under the current funding system by combining ILR data with other provided datasets on Learning aims and geographical funding factors. CCC are confident that we can calculate all manner of secondary metrics from the underlying data in order to support future changes to funding policy.</p> <p>The cost of this support is £55,000 for the first year, dropping to £45,000 per year after, and will require a minimum of 2 years support, extending for up to 5 years after an approved business case is agreed at CPCA Executive.</p>
Other Options Considered	<p>Should the Combined Authority not enlist the support of the CCC Team to provide system controls and data analysis another option would be to secure this support and provision within the CPCA. This will likely be a costly exercise and require between 1 and 3 additional staff to develop, implement and utilise the systems when operational. This is not a credible option given the time in which to develop the systems before control of the AEB is fully devolved in April 2019.</p>



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Consultation	This decision to provide extra resource to AEB preparations was given informal approval at the Cabinet meeting of the Combined Authority on the 11 <sup>th</sup> October 2017. The Programme Manager Skills will provide an updated report to Management Team and Executive during Autumn 2018 when a full business costings case is proposed.
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	None
Supporting documentation	None

<b>Officer signature</b>	Kim Sawyer	<b>Date</b> 30/08/2018
<b><i>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register. If a public report, pass to Democratic Services and we will arrange publication.</i></b>		