



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PROFESSIONAL SERVICES

TOPIC - FRAMEWORK AGREEMENT - APPRENTICESHIP TRAINING CONTRACTS

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Head of Legal Services (Interim), the Chief Executive and the Strategic Director: Resources are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Democratic Services Officer by 5.00pm on 8TH OCTOBER 2018

Contact Officers:

Case Officer: Jamie Cann, Head of Human Resources (interim)

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Democratic Services Officer: Matthew Watson mwatson@winchester.gov.uk

SUMMARY

Approval is sought pursuant to the requirements set out in Council's Contracts Procedure Rules (2.4b) to enter into a framework agreement established by Hampshire County Council for the provision of apprenticeship training contracts.

The Council is committed to extending its apprenticeship programme (Employee Strategy PER304 – entrepreneurial approach, Developing Competence) as a way of building a future workforce that is engaged and motivated, has the right knowledge, skills and behaviours, is cost effective and focussed on delivering the right outcomes for the citizens of Winchester district.

There are no direct resource implications arising from the proposal in this paper.

PROPOSED DECISION

That delegated authority is given to the interim Head of Human Resources in consultation with the Strategic Director (Resources) to enter into a framework agreement established by Hampshire County Council for the provision of apprenticeship training contracts.

REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

In May 2017, the government announced new funding for apprentices by imposing a levy of 0.5% on any organisation with a wage bill of more than £3million. This money can only be spent on apprenticeship training, and is held in a digital account from which unspent funds begin to expire after two years. The Council's levy is around £5,000 a month and in September 2018 there was £65,000 in its levy account.

Recognising that the public sector lagged behind the private sector in the provision of apprenticeships, the government also set a public sector recruitment target of 2.3% of headcount. For the Council this is a total of 11 per year and can comprise a combination of hiring new apprentices and upskilling existing staff.

With the projected investment in the apprentice scheme equating to 11 new apprentices in a year, the anticipated aggregate spend would exceed the £10,000 threshold meaning that the Council would potentially need to undertake a procurement exercise for each contract for training provision as it was awarded.

A viable alternative would be to enter into a procurement framework. This will be an effective and efficient method for the procurement of training providers. By working in partnership with neighbouring local authorities there is scope to benefit from economies of scale, sharing the administrative burden of maintaining an approved supplier list, an opportunity to develop cohorts of apprentices across the partnering local authorities that will benefit from an improved learning experience, and the chance to influence the development of new apprenticeship standards.

The proposed option is also less onerous for potential training providers who are reporting an almost unmanageable workload in relation to responding to calls for procurement as a result of the apprenticeship reforms brought in by the Government in May 2017.

It is therefore proposed that the City Council enters into a framework agreement established by Hampshire County Council.

Signing up to Hampshire County Council's framework agreement means the City Council will have guaranteed access to a number of high quality training providers

covering 95% of the Council's apprenticeship training needs. The framework training providers have all been through a due diligence process (assessed for quality, experience, financial robustness and sustainability); they are all on the government list of approved apprenticeship providers. Price was not evaluated for this framework as the government has capped training costs for apprenticeships depending on the type of apprenticeship and its level. The evaluation of the framework focused on the level of quality and value for money (as promoted by the Education and Skills Funding Agency) that would be achieved for the levy money for each level. There is no charge for using the framework.

There is no obligation to call off the framework agreement, and should the Council require a training provider for a standard not listed on the framework agreement, it is free to undertake its own procurement exercise for that apprenticeship, depending on the value of the contract.

The Council considered and rejected joining a Dynamic Purchasing System (DPS) such as the one established by Portsmouth City Council. However within a DPS, where bids are made, there is still the necessity of running mini-competitions, resulting in the consumption of significant amounts of staff time. Competition with the private sector however means there is no guarantee that there will be a sufficient number of bids from which to choose a training provider.

The Council considered and rejected doing its own procurement for each apprenticeship; the ad hoc nature of apprentice recruitment and the small volumes involved make this a time-consuming exercise, which was not deemed to be a the efficient and effective use of staff resources.

A list of the training providers is attached in Appendix 1.

RESOURCE IMPLICATIONS: There are no direct resource implications resulting from the proposed decision; given the value of spend against existing suppliers, the proposed approach enables the Council to demonstrate transparency and compliance with Contract Procurement Rules.

DATA PROTECTION IMPACT ASSESSMENT *(If none, state "None required")*

None required.

CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION

Senior Officers at the council have been consulted on this draft decision notice prior to member consultation.

FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE

[CLICK AND ENTER TEXT]

Note for Author: please include detail of any representations received (including those of consulted Members). This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected. Include comments on risk management where relevant. These need to be taken into consideration when the Portfolio Holder makes the final decision in consultation with the Case Officer.

DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED

NONE

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

N/A

Approved by: (signature)

Date of Decision

Councillor Stephen Godfrey – Portfolio Holder for Professional Services

APPENDICES:

List of organisations on the HCC framework agreement

PHD834

Appendix 1

Babington Business College Ltd

Basingstoke College of Technology

Eastleigh College

Fareham College

Fareport Training Organisation Ltd

Portsmouth Business School

Portsmouth College

Skills Team

Qube Qualifications & Development Ltd

Southampton Solent University

Sparsholt College

University of Winchester