

RB
Richard Burbidge

020 8489 2923

020 8881 2660

richard.burbidge@haringey.gov.uk

18 May 2007

To: All Members of the Executive
c.c. All Other Persons Receiving Executive Agenda

Dear Councillor,

Procurement Committee - Thursday, 17th May, 2007

I attach a copy of the following reports which were tabled at the above-mentioned meeting:

**4. CORPORATE LEARNING AND DEVELOPMENT PROGRAMME -
AWARD OF CONTRACTS (PAGES 1 - 6)**

(Report of the Assistant Chief Executive – People and Organisational Development): To recommend the award of contracts following mini competitions under the framework agreement.

EXEMPT ITEM

**7. APPOINTMENT OF CONSULTANT FOR THE BSF AND ACHIEVING
EXCELLENCE PROGRAMMES (PAGES 7 - 8)**

(Report of the Assistant Chief Executive – People and Organisational Development): To recommend the award of contracts following mini competitions under the framework agreement.

Yours sincerely

Richard Burbidge
Local Democracy and Member Services

This page is intentionally left blank

HARINGEY COUNCIL

Agenda item: **[No.]**

Procurement Committee

On 17/05/07

Report Title: **ADDENDUM to Corporate learning and development programme: Framework agreements**

Forward Plan reference number (if applicable): **N/A**

Report of: **Stuart Young, Assistant Chief Executive P&OD**

Ward(s) affected: **N/A**

Report for: **Non-Key Decision**

1. Purpose

- 1.1 To seek Member agreement to appoint suppliers to Lot 1 of the Corporate Learning and Development programme.

2. Introduction by Executive Member

- 2.1 Effective learning and development activities for Council employees are critical to the achievement of the Council's aims and objectives. Organisational Development and Learning (OD&L) are responsible for commissioning learning and development, including courses and other activities. The Procurement Committee agreed at its meeting on 17 April 2007 that such activities are supplied through a series of framework agreements. Suppliers have now been chosen, in a mini-competition for Lot 1 of the framework. I fully support the recommendation to agree the suppliers as outlined in this report.

3. Recommendations

- 3.1 That Members agree to appoint suppliers under Lot 1 of the Corporate Learning and Development framework agreements

Report Authorised by: **Stuart Young, Assistant Chief Executive P&OD**

Contact Officer: Karen Rowing, OD&L Manager, tel 0208 489 1093 email karen.rowing@haringey.gov.uk

4. Executive Summary

4.1 At its meeting on 17 April 2007 the Procurement Committee agreed the Corporate Learning and Development framework. Mini-competitions have now been held to identify suppliers to provide short training courses under Lot 1 of the framework.

5. Reasons for any change in policy or for new policy development (if applicable)

5.1 N/A

6. Local Government (Access to Information) Act 1985

6.1 Procurement Committee Report –17 May 2007. The following background papers were consulted in the preparation of this report:

- Report to Procurement Committee – 17 April 2007 : “Corporate learning and development programme: Framework agreements”

6.2 The report contains exempt and non-exempt information. The exempt information is contained in Part B of this report and is not for publication. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972).

- (3) information relating to the business or financial affairs of any particular person including the authority holding that information.

7. Background

7.1 The aim of the Corporate Learning and Development Programme is to make a major contribution to the councils objective to become an excellent authority. It will do this by supporting the development of employees and ensuring that they have the right skills, knowledge and behaviours required to do their jobs, now and in the future.

7.2 The aim of the tender is to identify and implement cost savings through the process used to access learning and development activities across the council. The approach is to introduce framework agreements, covering all learning and development activities, including courses, that are applicable across the council (ie excluding areas such as specialist, technical and professional training). The framework agreements cover five Lots:

- Short courses to support the newly developed Competency Framework, (Lot 1)
- IT training for standard MS office based applications or upgraded equivalents (Lot 2)
- Accreditation of development programmes for which ILM is a component (eg Aiming High, Graduate programme, Leadership programme) (Lot 3)
- Facilitation of workshops and other team based activities based in the directorates (Lot 4)
- The diagnostic, design and delivery of programmes cutting across the organisation (Lot 5)

7.3 Lots 1,4 and 5 are frameworks for multisuppliers and contain a process for call off or mini-competition. Lots 2 and 3 are frameworks for single suppliers and contain a process for call-off.

7.4 Mini-competitions have now been held for the work in Lot 1.

8. Budget

8.1 The anticipated budget for the work delivered under Lot 1, over the four years of the agreements, is £80,000 a year.

8.2 Most centrally provided courses will be paid for out of OD&L budget, which is charged to Directorates in proportion to their headcounts.

8.3 Directorates will pay for services that they order for themselves under the framework agreements.

9. Description of Mini-Competition Process

9.1 The suppliers on the framework were chosen through the tendering process described in the Procurement Committee Report report (17 April 2007) : "Corporate learning and development programme: Framework agreements".

9.2 The suppliers for Lot 1 were sent a statement of requirements for each of the courses they had expressed an interest in providing and were invited to supply detailed proposals for each course.

9.3 The proposals were evaluated according the following criteria:

Fitness for purpose	35%
Suitability for delegates with differing levels of ability and experience	5%
Suitability for delegates with differing learning styles	5%
Suitability for delegates from diverse backgrounds	5%
Ease of transfer of acquired skills/knowledge to workplace	10%

Combined with

Price (already provided in tender) 40%

9.4 The proposals were evaluated on 16 May. The scores and ranking are shown at Appendix 1.

10. Key Benefits and Risks

10.1 Comprehensive learning and development activities are key to excellence. The aim of this mini-competition exercise is to source a range of suppliers who, between them, will provide a range of high-quality learning and development services, across the Council, at competitive rates

10.2 Framework agreements applied across the whole Council will lead to greater consistency in the way that learning and development is sourced, managed and monitored (both for performance and cost).

11. Contract and Performance Management

11.1 Expenditure against the framework agreements will be monitored by OD&L and Corporate procurement

11.2 All suppliers on the frameworks have their own quality management systems

11.3 OD&L will collect and monitor feedback from participants on all courses and other activities provided under the frameworks.

11.4 OD&L will meet regularly with suppliers to discuss their performance

12. Summary and Conclusions

12.1 The report describes the process and results of the mini-competition exercise for Lot 1 of the Corporate Learning and Development programme exercise. The suppliers who have been selected will provide high quality, value for money services for a period two years with the option to extend for two further periods of one year each.

13. Recommendations

13.1 That Members agree to award the agreements for Lot 1 of the Corporate Learning and Development programme to the highest-scoring contractors shown in Appendix 1.

14. Equalities Implications

14.1 This was covered in Report to Procurement Committee – 17 April 2007 :
“Corporate learning and development programme: Framework agreements”

15. Health and Safety Implications

15.1 This was covered in Report to Procurement Committee – 17 April 2007 :
“Corporate learning and development programme: Framework agreements”

16. Sustainability Implications

16.1 This was covered in Report to Procurement Committee – 17 April 2007 :
“Corporate learning and development programme: Framework agreements”

17. Financial Implications

17.1 This was covered in Report to Procurement Committee – 17 April 2007 :
“Corporate learning and development programme: Framework agreements”

18. Comments of the Director of Finance

18.1 The Director of Finance has been involved in this procurement process and has no further comments to add.

19. Comments of the Acting Head of Legal Services

19.1 At its meeting on 17 April 2007, the Procurement Committee gave approval for framework agreements for the provision of corporate learning and development courses.

19.2 The Council's People and Organisational Development Directorate ("the Directorate") now wishes to award Lot 1 contracts under the provisions of the framework agreement (short courses to support the newly developed Competency Framework). Paragraph 9 of this report shows that the Directorate has undertaken a mini-competition for Lot 1.

19.3 The recommendation for awards are made on the basis of most economically advantageous tender in accordance with Contract Standing Order 11.01 (b).

19.4 The Procurement Committee has power under Contract Standing Order 11.03 to approve the awards of contract.

19.5 The Acting Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations in the report.

20. Comments of the Head of Procurement

20.1 Corporate Procurement has been working closely with OD&L in this procurement project.

20.2 The evaluation criteria looked at the balance between quality and price and the selected training providers are being recommended on the basis of offering Value for Money.

20.3 The Head of Procurement therefore supports the recommendations.

This page is intentionally left blank

Document is exempt

This page is intentionally left blank