DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx)

Subject: Provision of Apprenticeship Levy Training Provider Framework (Please use the same title as provided in the Forward Plan)	
Staff Contact: Caroline Butler	Executive Member: David Williams
Tel: 01707 292749	Portfolio: Resources, Property & the Economy

1. Decision

In order to use the Hertfordshire County Council's (HCC) Apprenticeship Levy digital account to pay for Apprenticeship qualifications, HCC is required to procure a Framework Agreement of external Training Providers who are specifically accredited to RoATP (the Government's approved Register of Approved Training Providers) and are able to deliver quality apprenticeships across a variety of areas throughout Hertfordshire.

The Council followed Regulations 74 – 77 of the Public Contract Regulations 2015 (The Light Touch Regime) under which the Council has flexibility as to the process or procedure to be used when purchasing certain services (of which apprenticeship training is one). In this instance the Council is proposing to establish a multi provider Framework Agreement that will set out the terms and conditions for making specific purchases (Call-Offs).

This Framework Agreement will give opportunities to Training Providers to bid for one-off contracts and larger contracts however the Council will also reserve the right to direct award should any one Training Provider meet the needs of the suitability assessment identified in the Call-Off Ordering Procedure of the Framework Agreement.

The Council intends for this Framework Agreement to be flexible and continue to meet the needs of the Council as new requirements or apprenticeship standards are provided by Government and therefore reserves the right to alter the Specification at any time and add any new requirements or apprenticeship standards as they become available and request pricing for those requirements or apprenticeship standards as appropriate. The Council also reserves the right to open up the Framework Agreement (by issue of a PIN Notice) as and when new apprenticeship standards are approved from government to new/ existing providers throughout the Framework Term.

The Services required under the Framework Agreement have been split in to the following Lots, and Training Providers bid for one, some or all of the Lots

Lot number	Lot Title
Lot 1	Business, Leadership and Management
Lot 2	Finance

DECISION RECORD

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that <u>all</u> officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.

