

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B.047/21 /.....

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

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 *(If a Key Decision please use the same title as provided in the Forward Plan)*

Type of Decision: Executive/Non-Executive
(Please delete as applicable)

Key Decision (Executive Functions only): Yes/No
(Please delete as applicable)

Executive Member/Committee Chairman: Bob Deering

Portfolio (Executive Functions only): Resources and Performance

Officer Contact: Richard Hall, Head of Resources and Development

Tel: 01992 588891

April 2020

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 into 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
Lot 3	Technology
Lot 4	Legal
Lot 5	Health and Community Services
Lot 6	Children's Services
Lot 7	Environment and Property
Lot 8	Community Protection
Lot 9	Schools
Lot 10	Libraries

The outcome of the tender for the provision of apprenticeship levy training provider framework is now complete with 45 training providers bidding for 87 current qualifications.

Human Resources intends to award the contract for services to the preferred suppliers set out in Annex A of this decision record and approve the signing of the contracts.

2. Reasons for the decision

A full procurement process has been undertaken

3. Alternative options considered and rejected

N/A

4. Consultation *(see Summary of Requirements below)*

Was any Councillor consulted? Yes

If yes:

(a) Comments of Executive Member

As you may know, I'm a big believer in apprenticeships so I'm particularly grateful to you for keeping me informed. If I say it all looks fine to me.

(b) Comments of other consultees

NA

5. Any conflict of interest declared by a councillor who has been consulted in relation to the decision

N/A

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **[Following consultation with the Executive Member] I am proceeding with the proposed decision.** *(delete words in square brackets if no requirement to consult the Executive Member/Committee Chairman)*

Signed: Richard Hall

Title: Head of Resources and Development

Date: Wednesday 28th July 2021

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups

April 2020