

## Officer Decision Record – Executive Decision

**If Key Decision: Decision Ref. No.**

**B106 /24**

***If not a Key Decision write n/a above***

### OFFICER DECISION RECORD <sup>i</sup>

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:** HCC2416097 Proposed Award for the Provision of an Apprenticeship Levy Training Provider Framework to allow HCC to Utilise the Apprenticeship Levy Funds.

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** Yes

**Executive Member/Committee Chairman:** Richard Roberts (Leader of the Council)

**Portfolio (Executive Functions only):** Resources & Performance

**Officer Contact:** Scott Crudginton, Deputy Chief Executive & Executive Director (Resources)

**Tel:** (01992) 555601

#### 1. Decision

To procure a new Apprenticeship Levy Training Provider Framework. The framework will initially be for 24 months with the option to extend for a further period or periods up to a total of two (2) years.

1.1 That the Deputy Chief Executive & Executive Director (Resources) has determined that Annex A to this Decision Record should not be

disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

- 1.2 Subject to 1.1 above, awards the contract for the provision of a new Apprenticeship Levy Training Provider Framework as set out in Annex A and approves the signing of the contract.

## 2. **Reasons for the decision**

Following guidance from SPG and legal advice, the Council concluded that establishing an in-house framework was the optimal choice. This approach grants the Council greater control over terms and conditions, enabling customisation and more flexibility in incorporating new standards and providers.

The seventy-eight (78) training providers specified in Annex A, have fulfilled the mandatory requirements of the framework. They have demonstrated that they would provide the highest quality service to the Council.

## 3. **Alternative options considered and rejected**

After consulting with Legal and SPG on various procurement options, we concluded that the best choice was an in-house managed framework due to its straightforward evaluation process and prequalification criteria.

Some training providers were excluded because they did not meet the necessary prequalification criteria, which meant they were unsuitable for the contract award.

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

**Was any Councillor consulted?            No**

**If yes:**

(a) Comments of Executive Member/Committee Chairman (*delete as applicable*)

(b) Comments of other consultees

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

N/A

**6. I am proceeding with the proposed decision.**

Signed: ...Scott Crudginton.....

Title: ...Deputy Chief Executive & Executive Director (Resources).....

Date: 16/05/2025

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.<sup>ii</sup>

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**Summary of Requirements to Inform/Consult Councillors**

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