

Report of Consultant for School Staff Development

Report to Deputy Director – Learning, Skills & Universal Services

Date: 8th September 2014

Subject: Waiver of Contract procedure Rules to award a contract for delivery of Higher Level Teaching Assistant (HLTA) Programme by Leeds Trinity University.



Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. This report seeks to waive contract procedure rule 8 to award a contract without competition to Leeds Trinity University for the delivery of the HLTA Programme.
2. The contract will be for 10 months with the option to extend for two periods of 12 months.
3. The contract value is dependent on the number of delegates. Leeds Trinity University charge LCC Children's Services £480 per delegate. Three cohorts are delivered per year with a maximum of 25 delegates. The maximum cost to Leeds Trinity per cohort is £12,000 and therefore the maximum contract value is £36,000 p.a.
4. The programme is offered on a traded basis to all Leeds schools and is also available to other schools in the region. The programme takes a maximum of 25 delegates per cohort and the charge per delegate is £780 (plus VAT); this includes the venue, materials and refreshments.

Recommendations

The Deputy Director – Learning, Skills & Universal Services is recommended to waive contract procedure rules 8.1 and 8.2 to allow a contract to Leeds Trinity University for the delivery of the HLTA Programme for a period of 10 months with the option to extend for two further twelve month periods. The contract has operated on an implied basis and we are now looking to formalize this arrangement. The contract shall commence on 1 November 2014 and will expire on 31st August 2015.

1 Purpose of this report

- 1.1 To seek approval for the award of a contract to Leeds Trinity University for the delivery of the HLTA Programme for a period of 12 months with the option to extend for two further twelve month periods. The contract shall commence on 1st September 2014 and will expire on 31st August 2015.

2 Background information

- 2.1 Higher Level Teaching Assistants (HLTA's) are heavily utilised within Leeds' schools to support teaching and learning in the classroom.
- 2.2 HLTA status is achieved through learning and development and delegates being able to evidence their learning against the national HLTA standards. The HLTA programme with Leeds Trinity University prepares and supports the assessment process.
- 2.3 The partnership with Leeds Trinity and Children's Services to deliver the HLTA programme has been in place for over 10years. It was originally a national procurement exercise undertaken by the Teaching Development Agency (TDA) and a consortium of colleges and universities bid and were awarded the right to develop, deliver and assess the HLTA programme. Leeds Trinity University was successful in our region. The HLTA status is accredited by the HTLA National Assessment Partnership. This body awards nationally recognised HLTA status. Further details can be found on the Partnership website at www.hlta.org.uk.
- 2.4 Leeds Trinity University and Children's Services (previously Education Leeds) worked in partnership to develop the current programme which is accredited and delivered by the expert tutors at Leeds Trinity University. The programme has run on an implied contract basis for a number of years. We are now looking to formalize this arrangement.
- 2.5 Leeds Trinity University is at present the sole provider of the HLTA Programme in the region. Leeds University also access the programme with Leeds Trinity University as provision for any of their students that wish to undertake the HLTA Status as part of their development.

3 Main issues

3.1 Reason for Contracts Procedure Rules Waiver

- 3.1.1 Leeds Trinity University is the only provider of the programme in the region, and therefore provides accessible provision for Leeds schools.
- 3.1.2 Leeds Trinity University has the relevant qualifications experience and accolade to facilitate assess and support students through the programme.

3.2 Consequences if the proposed action is not approved

- 3.2.1 The programme will not be available for Leeds schools and those in other regions, therefore, HLTA status will not be achieved and school staff will not be skilled to the appropriate level
- 3.2.2 Ofsted has placed significant emphasis on support staff influence in the raising of student attainment in the classroom. Support staff must have the skills to add value to the outcomes of young people and be able to demonstrate this under Ofsted inspection. The HLTA programme equips delegates to do this.

3.3 Advertising

- 3.3.1 This contract opportunity has not been advertised. The contract value is below current EU threshold, so there is no requirement for the contract to be tendered in accordance with the Public Contracts Regulations but there is a requirement to comply with the Council's Contract Procedure Rules.
- 3.3.2 Leeds Trinity University are the only provider in the region delivering the HLTA Programme.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Leeds Children's Services and Leeds Trinity University have had a partnership of delivering this programme for over 10 years.
- 4.1.2 Consultation has taken place with Leeds Trinity University to establish that they can deliver the service required.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The equality, diversity, cohesion and integration screening form is attached as Appendix 1. This form identifies that an impact assessment is not required in this case.

4.3 Council Policies and City Priorities

- 4.3.1 The programme will contribute towards the Children & Young People's plan by ensuring that HLTA's have the necessary skills to have impact that will enable our children & young people to do well at all levels of learning & have the skills for life.
- 4.3.2 The programme impacts on the following Children & Young People's Plan priorities:
 - 3. Improve behaviour, attendance & achievement
 - 4. Increase numbers in employment, education or training
 - 5. Support children to be ready for learning
 - 6. Improve support where there are additional health needs

4.4 Resources and Value for Money

- 4.4.1. The contract value is dependent on the number of delegates. Leeds Trinity University charge LCC Children's Services £480 per delegate. Three cohorts are delivered per year with a maximum of 25 delegates. The maximum cost to Leeds Trinity per cohort is £12,000 and therefore the maximum contract value is £36,000 p.a.
- 4.4.2. The programme is offered on a traded basis to all Leeds schools and is also available to other schools in the region. The programme takes a maximum of 25 delegates per cohort and the charge per delegate is £780 (plus VAT); this includes the venue, materials and refreshments with any remaining income sitting within the school improvement budget.
- 4.4.3. The finance arrangement for this work is contained within the school improvement budget.
- 4.4.4. This report seeks to have the option to extend the contract for two further periods of 12 months. It is intended that the contract value will be negotiated each year. Should the charge from Leeds Trinity University increase; this cost will be passed on to the schools with the overall delegate cost increasing.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The decision is not subject to call in.
- 4.5.2 The decision to waive contract procedure rule 8 is a significant operational decision in line with contract procedure rule 27.
- 4.5.3 In making their final decision, the Deputy Director – Learning, Skills & Universal Services, should be satisfied that the course of action chosen represents Best Value for the council given that this contract opportunity has not been exposed to competition.

4.6 Risk Management

- 4.6.1 The main risk is that if the contract is not awarded there will be no accessible provision of HLTA training available to Leeds Schools.
- 4.6.2 There is a very low risk of the programme resulting in a net cost to LCC. All delegates are charged to attend the programme. The Consultant for School Staff Development responsible for negotiating the costs/income ensures that the charge to delegates more than covers any expense incurred.
- 4.6.3 There is a low risk of challenge from other training providers as Leeds Trinity University are the only providers of this programme in the region.

5 Conclusions

- 5.1 A waiver of Contract Procedure Rule 8 in order to enter into a contract with Leeds Trinity University for the delivery of the HLTA Programme. The programme is offered on a traded basis to Leeds Schools.

6 Recommendations

- 6.1 The Deputy Director – Learning, Skills & Universal Services is recommended to waive contract procedure rules 8.1 and 8.2 to allow a contract to Leeds Trinity University for the delivery of the HLTA Programme for a period of 10 months with the option to extend for two further twelve month periods. The contract has operated on an implied basis and we are now looking to formalize this arrangement. The contract shall commence on 1 November 2014 and will expire on 31st August 2015.

7 Background documents¹

- 7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.