

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision <input type="checkbox"/> Significant Operational Decision	
Director¹	Martin Farrington	
Contact person:	Jane Hopkins, Head of Employment and Skills	Telephone number: 07891 278708
Subject²:	Adult Learning call-off contract awards for provision in academic year 2020/21	
Decision details:	<p>What decision has been taken?³</p> <p>The Chief Officer Employment and Skills approved:-</p> <p>a) The proposed funding allocations for external delivery of the Council's Adult Learning Programme to the total value of £1.6M for the 2020/21 academic year, and award one year contracts starting on 1 August 2020 to 15 providers as set out in Confidential Appendix 1.</p> <p>b) The recommended maximum funding allocation variations set out in the Confidential Appendix 1 allowing individual provider allocations to be varied in accordance with Contract Procedure Rules, enabling effective programme management to maximise delivery outcomes.</p> <p>c) The proposed funding allocation up to the total value of £10k and a two year contract award for continued hosting, maintenance and updates to the Adult Learning Course Finder and Employment and Skills websites, to incorporate the new branding, Accessibility Audit findings and an on-line enrolment function.</p> <p>d) That this decision is exempted from call-in to avoid delays to the award of contracts at the start of the new academic year to avoid adversely impacting the viability of providers at this time and the Council's ability to provide a broad and balanced programme offer to learners</p> <p>The Head of Employment and Skills will be responsible for the implementation of the recommendations set out in this report.</p>	

¹ With delegated authority set out in Constitution

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list


³ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

	<p>A brief statement of the reasons for the decision⁴</p> <p>The Best Council Plan 2020 to 2025, sets out the Council's ambition for Leeds to have a strong economy and to be a compassionate city, tackling poverty and reducing inequalities. Supporting residents into learning and work is an important contributor to this ambition</p> <p>On 23 July 2020, the Council received confirmation of the annual funding allocation of £2.2 million from the Education and Skills Funding Agency (ESFA) under the Adult Education Budget (AEB), for the delivery of Adult Learning in the academic year 2020/21 from 1 August 2020 to 31 July 2021. The terms and conditions of funding were accepted on 30 July 2020.</p> <p>This decision is to award up to £1.6m of the ESFA AEB funding for academic year 2020/21 to 15 successful bidders to ensure the Adult Learning programme delivers according to Council priorities and a broad and balanced programme of Adult Learning across the City, specifically targeting residents living in the 20% most deprived neighbourhoods on the Indices of Multiple Deprivation.</p> <p>This decision includes allocating £10k of funding and a two year contract award for continued hosting, maintenance and updates to the Leeds Adult Course Finder and the Employment and Skills websites.</p> <p>Due to the annual recurring nature of this adult education funding the required programme managers, quality officers, tutors and administrative resources are already in post for delivery in academic year 2020/21.</p> <p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision : N/A</p>
Affected wards:	N/A
Details of consultation undertaken⁵:	<p>Executive Member for Learning, Skills and Employment</p> <p>Ward Councillors none</p> <p>Others: Procurement Legal Officer, Service Finance Officer and Leeds City Council Adult Learning Trust Board</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Jane Hopkins, Head of Employment and Skills responsible for the Adult Learning delivery programme.</p> <p>Provider contracts will commence on August 1st 2020 and end 31st July 2021.</p>
List of Forthcoming Key Decisions⁶	<p>Date Added to List:-12 June 2020</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>If Special Urgency Relevant Scrutiny Chair(s)</p>

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁶ Complete this section for key decisions only

	Signature		Date
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: To avoid further delays to the award of contracts prior to the commencement of the new academic year on 1 August to avoid adversely impacting the viability of providers and the provision of a broad and balanced programme offer to learners.		
Approval of Decision	Authorised decision maker ⁸ Sue Wynne, Chief Officer Employment and Skills		
	Signature 		Date 3 August 2020

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.