

## Record of Officer Decision

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


<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
<b>Director<sup>1</sup></b>	Director of City Development, Martin Farrington	
<b>Contact person:</b>	Martyn Long, Head of Employment and Skills Employment and Skills Service	Telephone number: 07712 214341
<b>Subject<sup>2</sup>:</b>	Procurement of Apprenticeships Managed Learning Environment	
<b>Decision details:</b>	<p>What decision has been taken?<sup>3</sup></p> <p>The Chief Officer Employment and Skills approved:</p> <ul style="list-style-type: none"> <li>The procurement of an Apprenticeships Managed Learning Environment through competitive tender</li> <li>the tender evaluation criteria in accordance with Contract Procedure Rule (CPR) 15.1</li> <li>the waiver of Contract Procedure Rule 15.2 to permit evaluation on 30% price and 70% quality.</li> </ul> <p>A brief statement of the reasons for the decision<sup>4</sup></p> <p>The Council is seeking a specialist integrated apprenticeships Managed Learning Environment (MLE) system to significantly increase efficiencies and capabilities throughout the English apprenticeships lifecycle. This will cover Council apprenticeships recruitment, administration, management, tracking and reporting which will also ensure compliance with Ofsted and ESFA regulations.</p> <p>The MLE system will facilitate better management, administration and quality and compliance of the Council's apprenticeships programme and support apprenticeship programme expansion within the current programme resources.</p> <p>The system costs will be resourced through the employer-provider levy budget and support increased efficiencies through workflow automation and improved compliance functions. Quality assurance compliance is key with costs linked to programme numbers informing the 70% focus on quality criteria and 30% on price in the tender evaluation scheme.</p>	

<sup>1</sup> With delegated authority set out in Constitution

<sup>2</sup> 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

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

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

	Brief details of any alternative options considered and rejected by the officer at the time of making the decision		
<b>Affected wards:</b>	N/A		
<b>Details of consultation undertaken<sup>5</sup>:</b>	Executive Member Learning, Skills and Employment was consulted on 5 August 2020.		
	Ward Councillors		
	Others		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Head of Employment and Skills. Five year contract will commence on September 7 <sup>th</sup> 2020 and run for five years until September 6 <sup>th</sup> 2025 with the option for two extensions of 12 months.		
<b>List of Forthcoming Key Decisions<sup>6</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s)		
	Signature		Date
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Chief Officer Employment and Skills		
	Signature 		Date: 5 August 2020

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

<sup>6</sup> Complete this section for key decisions only

<sup>7</sup> 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.

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