

Record of Officer Decision

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Director of City Development, Martin Farrington	
Contact person:	Martyn Long, Head of Employment and Skills Employment and Skills Service	Telephone number: 07712 214341
Subject²:	Apprenticeship Managed Learning Environment (MLE) Provider Contract 2020-25	
Decision details:	<p>What decision has been taken?³</p> <p>The Chief Officer Employment and Skills agreed:</p> <p style="margin-left: 40px;">(a) To award an initial five year contract to Smart Apprentice Ltd, commencing on 1st November 2020 and running through to 31st October 2025. The initial value of the contract will be £156,019.50 plus an optional further two years at £31,383 per year, bringing the total contract value to £218,784.50</p> <p style="margin-left: 40px;">(b) The Head of Employment and Skills will be responsible for the implementation of the recommendations set out in this report.</p>	
	<p>A brief statement of the reasons for the decision⁴</p> <p>The Apprenticeships Levy amounts to 0.5% of the Council's pay bill and equates to circa £2.6m per year. Taken at source by HMRC and returned with an additional 10% top-up into a digital account, the Levy pays for approved apprenticeship training and assessment. The programme is managed nationally by the Education and Skills Funding Agency (ESFA).</p> <p>All public sector organisations are required to ensure that 2.3% of their workforce are apprentices. The Council target equates to around 330 new apprenticeships per year, plus another 150-200 for maintained schools and is applied both to new joiners and to upskill existing staff where there is a demonstrable business need. Levy funds are available for up to 2 years after they are initially raised.</p> <p>A managed learning environment (MLE) combining the virtual learning environment with a management information systems that contributes to learning and learning management is key to effective and efficient management of the programme to meet government targets and quality requirements and reporting to ESFA.</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.

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

	<p>In August 2020, a mini-competition (DN490767) was published to all applicable 'Managed Learning Environment' providers registered on the Employment and Skills Dynamic Purchasing System (DPS) Category 4 Supply and Maintenance of MIS Systems and Category 5 Professional Services and Support. 3 bids were received and evaluated against the published methodology and criteria.</p>	
	<p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>N/A</p>	
Affected wards:	N/A	
Details of consultation undertaken⁵:	Executive Member for Learning, Skills and Employment July and September 2020	
	Ward Councillors: none	
	<p>Others: Leeds City Council Apprenticeships Board</p> <p>HR Workforce Development Team</p> <p>Central Procurement Officer</p> <p>Service Finance Officer</p>	
Implementation	<p>Officer accountable, and proposed timescales for implementation.</p> <p>Head of Employment and Skills, Employment and Skills Service.</p> <p>Following contract award, implementation is anticipated to take 6 weeks in total.</p> <p>The initial five year contract (value of £156,019.50) will commence on 1st November 2020 and run for an initial five years until 31st October 2025, with an optional further two years at £31,383 per year, bringing the total contract value to £218,784.50.</p> <p>This contract will be awarded to Smart Apprentice Ltd.</p>	
List of Forthcoming Key Decisions⁶	Date Added to List:-	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s)	
	Signature	Date

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

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:		
Approval of Decision	Authorised decision maker ⁸ Sue Wynne, Chief Officer Employment and Skills		
	Signature 	Date 29 September 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.