

# Award Skills Three-year Zero-value Contracts 53813

Date: 24<sup>th</sup> June 2022

Report of: Head of Employment and Skills

Report to: Chief Officer Economy & Culture

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## Brief summary

Leeds City Council Employment and Skills service supports Leeds residents to develop their skills and future employment prospects through a variety of skills and vocational provision, supporting the Council's inclusive growth ambitions. This Significant Operational Decision is a direct consequence of a Key decision taken on 13th May 2022 to procure skills provision and services from pre-approved skills suppliers on the Employment and Skills Dynamic Purchasing System (DPS).

This report seeks authorisation to award three-year zero-value contracts, commencing in July 2022 for three academic years and ending on 31 December 2025, to sixteen successful bidders. Call-off orders will be raised against these contracts up to maximum annual limits set out in "Confidential Appendix 1 53813 Contract Awards" to deliver skills provision and services. The zero-value contracts do not guarantee suppliers work and call off orders will be raised as and when skills provision or services are required by the Council.

## Recommendations

The Chief Officer Culture & Economy is asked to;

- a) Approve the award of three-year zero-value contracts to sixteen successful bidders in the recent skills mini-competition, tender-id 53813, contracts commencing in July 2022 for three academic years and ending on 31 December 2025.
- b) Authorise Council procurement solicitors to sign the awarded contracts.
- c) Limit the maximum annual value of call-off orders raised under these contracts as defined in "CONFIDENTIAL Appendix 1 53813 Contract Awards".
- d) Authorise Head of Employment and Skills to sign call-off orders relating to this tender process under contract-id 53813, subject to available funding and the City Development delegation scheme.

## What is this report about?

- 1 The report seeks authorisation to award three-year zero-value contracts for three academic years to sixteen skills provision and services suppliers commencing in July 2022 and ending on 31 December 2025 up to the maximum annual limits set out in Confidential Appendix 1.

## What impact will this proposal have?

- 2 Leeds City Council's Employment and Skills Service supports Leeds residents to develop their skills and employment prospects through multiple programmes. The awarded contracts will enable Leeds City Council to meet the skills training needs of the City and its residents through an agile and responsive approach to commissioning skills provision and services across all Employment and Skills and Culture and Economy programmes.
- 3 Employment programme vocational training that leads to a sector recognised accreditation will support residents find employment or progress their careers whilst in employment.
- 4 Adult Education Budget (AEB) funded Adult Learning programme delivers many different skills courses to Leeds residents each year. Adult learning re-engages adults, aged 19+, to acquire new skills and knowledge to build communities, and support them to progress into further learning or help them towards employment as per the City's Future Talent plan.

## How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 5 The proposals set out in this report contribute to the Best City Ambition Pillars by supporting economic growth and access to economic opportunities, providing skills programmes and employment support to residents, and building a Child Friendly City by helping families to improve the progression and achievement of children at school. The online learning provided as part of the programme enables residents to learn without the need to travel to training venues which can include bus and car travel supporting the climate emergency in the city

## What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 6 The Deputy Leader of the Council and Executive Member for Economy, Culture and Education was consulted on the proposals set out in the report.
- 7 Consultation took place with Employment and Skills stakeholders and suppliers regarding long term, agile commissioning of skills and employability training. This informed the commissioning approach to hold a mini-competition for non-exclusive contracts between all pre-approved skills suppliers on the Employment and Skills Dynamic Purchasing System.
- 8 Council procurement and finance managers have been consulted to ensure commissioning and financial integrity.

## What are the resource implications?

- 9 Employment and Skills service has several external funding sources and also the nature of some employment and skills activities brings income into the Council. For example, the WYCA AEB funded programme receives an annual grant that requires Council managers, quality officers, tutors, administrative and commissioning resources to be in post to manage our subcontracted provision delivery to leverage their respective specialist expertise and scale. This

requirement to have Council programme resource in place is also a condition of many other UK government and regional funding streams.

- 10 The three-year zero-value contracts enable call off orders to be raised quickly as and when provision or services are required. This provides an agile and responsive approach to enable the Council to meet the needs of our residents in a timely and efficient manner.

### **What are the key risks and how are they being managed?**

- 11 Sufficient resources and learner recruitment are common challenges for subcontracted skills suppliers to meet their targets and these could present risks to the Council meeting its targets. These risks will be mitigated through call-off order initiation checks and robust contract management to verify and monitor that suppliers are meeting the Council's requirements.
- 12 An Equality Impact Assessment (EIA) has been completed. The EIA is attached as Appendix 2. There are no equality implications for the award of contracts to sixteen suppliers.
- 13 A Data Privacy Impact Assessment (DPIA) has been completed and no risks have been identified for these contract awards. The DPIA is attached as Appendix 3.

### **What are the legal implications?**

- 14 The award of contracts on the Employment and Skills Dynamic Purchasing System(DPS), tender id 53813, is a significant operational decision (SOD) as a direct consequence of a key decision taken on 13<sup>th</sup> May 2022. [Link to decision details](#).
- 15 Suppliers were selected from their successful bids submitted in tender id 53813 on the Council's Employment and Skills DPS and will be awarded three-year zero-value contracts. These contracts do not guarantee suppliers work and call-off contracts for services will be raised in line with the academic year demands and in accordance with the Council's Contract Procedure Rules and Financial Procedure Rules.
- 16 The information contained in Confidential Appendix 1 relates to the financial or business affairs of provider organisations and is therefore considered to be commercially sensitive. This information has been obtained through the contract management process which is still subject to negotiation in some areas. It is therefore considered that this element of the report should be treated as exempt under rule 10.4 (3) of the Access to Information Procedure Rules.
- 17 Subject to approval, the awarding of contracts will be undertaken by officers in the Employment and Skills Service in conjunction with Legal Services and Central Procurement.

### **Options, timescales and measuring success**

#### **What other options were considered?**

- 18 Regarding alternatives to commission adult learning provision delivery through subcontracted partners the Council does not have sufficient capacity or qualified teacher resources for 100% internal delivery and the specialist subcontracted partners are best placed to reach and engage low income communities and priority target groups.

#### **How will success be measured?**

- 19 Skills provision success is measured in the following ways:
  - Contribution towards Employment and Skills service targets with progress against those service targets measured and published quarterly.
  - Against funding rules such as AEB where the Council is mandated to provide data returns demonstrating the impact of the programme. This includes but is not limited to

the number of learners, number of learners from disadvantaged communities and priority groups, number of learners progressing into further learning of work and learner feedback.

- Best City Ambition priorities by supporting economic growth and access to economic opportunities, providing skills programmes and employment support to residents and building a Child Friendly City by helping families to improve the progression and achievement of children at school

### **What is the timetable and who will be responsible for implementation?**

20 Contracts to be awarded at the beginning of July, with call off orders raised for skills provision and/or services as and when required during the contract.

### **Appendices**

- Confidential Appendix 1
- Appendix 2 Equality Impact Assessment (EIA)
- Appendix 3 Data Privacy Impact Assessment (DPIA)

### **Background papers**

- N/A