

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3858
Author:	Josie Guynan
Department:	Strategy and Resources
Contact:	Josie Guynan (Job Title: HR Consultant, Email: josie.guynan@nottinghamcity.gov.uk, Phone: 63748)
Subject:	Apprenticeship tender
Total Value:	Maximum of £375,000 over 3 years (c£125,000 per annum) (Type: Revenue)
Decision Being Taken:	To go out to tender for a three year contract to provide a recruitment and support service for black, asian and minority ethnic (BAME) apprentices; and delegate authority to the Director of HR and Customer to award the contract to the preferred bidder and to sign the contract.
Reasons for the Decision(s)	The Council currently has an Service Level Agreement with PATRA. The Council has reviewed its need to recruit apprentices from the BAME community and wants to run a tender process to secure a provider that meets the needs of the Council. This new approach will support our plans to achieve a diverse workforce and will enable us to target all those groups at risk of discrimination and disadvantage in Nottingham City area.
Other Options Considered:	To continue with current approach which has been unsuccessful to date and is not best value. This has been deemed not appropriate as it will not achieve the Council's aims in terms of spending the levy funding or recruiting the required numbers of apprentices. The risk of not fully utilising the levy means that the Government claw back that which is underspent.
Background Papers:	None

Published Works:	None
Affected Wards:	Citywide
Colleague / Councillor Interests:	None.
Consultations:	Date: 11/09/2019 Other:Cllr Eunice Campbell-Clark and Cllr Neghat Khan have both been engaged and involved in the tender development. Agreement was given by both councilors to proceed Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	None.
Equality:	Please login to the system to view the EIA document: EIA_Apprenticeships Tender_Nov 2019.docx
Social Value Considerations:	Social value considerations have been included as a quality question and weighted accordingly.
Relates to staffing:	Yes
Relates to Council Property Assets:	Yes
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	27/04/2020
Advice Sought:	Legal, Finance, Procurement, Human Resources, Equality and Diversity, Property

Legal Advice: There are no significant legal concerns arising from the report. Legal advice has been provided in respect of the specification and Council's requirements to ensure that there is compliance with equalities legislation. Advice has also been provided in respect of the current contractual arrangements which will be terminated with a new contract being awarded to the successful bidder following completion of the tender process.

Advice provided by Naomi Vass (Senior Solicitor) on 28/01/2020.

Finance Advice: This decision seeks approval to undertake a procurement process and award the contract up to the value of £0.375m over a 3 year period for the recruitment of apprentices from the BAME community. This equates to an expected contract value of £0.125m per annum.

There is existing MTFP base budget for the current contract so no financial pressure is expected from this decision. The tender process will achieve value for money and seek to achieve a saving against the current contract price, which will contribute towards the 2020/21 Employability saving.

As part of this tender the service should look into alternative delivery options including whether this contract is deemed fully necessary, how best to achieve Council Plan and Manifesto pledges and how to maximise Apprenticeship Levy funding.

Advice provided by Philip Gretton (Finance Analyst) on 18/02/2020.

Property Advice: There are no significant property implications arising from this decision and Property Services fully supports the aims of the proposal. Any services wishing to recruit significant numbers of apprentices should consult with Property at the earliest opportunity.

Advice provided by Jason Tyler (Property Business Partner) on 08/01/2020 Advice provided by Jason Tyler (Strategic Assets & Property Business Partner) on 08/01/2020.

Procurement Advice: The report author has already engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules. A tender will be conducted in order to ensure best value for the Council and the citizens it represents. On this basis there no are procurement concerns with this approach. Advice provided by Mabs Karim (Procurement Officer) on 08/01/2020.

Equality and Diversity Advice: The Equality Impact Assessment has been reviewed and quality assured. It has been approved and there are no outstanding issues to be addressed. Advice provided by Sally Edwards (Equality Dversity & Inclusion Lead) on 07/01/2020.

HR Advice: There is recognition that currently the council are not achieving targets set within its Manifesto pledge, so other alternatives have to be considered to enable this to be achieved. Due to the importance of the success of this, along with the potential repercussions if this is not achieved, then HR are supportive of the current proposal. Advice provided by Ian Passey (HR Consultant) on 10/01/2020.

Signatures

Eunice Campbell-Clark (Portfolio Holder Health, HR and Equalities)
SIGNED and Dated: 17/04/2020
Candida Brudenell (Corporate Director for Strategy and Resources)
SIGNED and Dated: 06/04/2020

Equality Impact Assessment Form

[screeintip-sectionA](#)

1. Document Control

1. Control Details

Title:	Apprenticeships Tender for new supplier to support in the recruitment and
Author (assigned to Pentana):	Sally Edwards
Director:	Richard Henderson
Department:	HR and Customer
Service Area:	Equality and Employability
Contact details:	sally.edwards@nottinghamcity.gov.uk
Strategic Budget EIA: Y/N	N
Exempt from publication Y/N	Y

2. Document Amendment Record

Version	Author	Date	Approved

3. Contributors/Reviewers

Name	Position	Date

4. Glossary of Terms

Term	Description

[screentip-sectionB](#)

2. Assessment

1. Brief description of proposal / policy / service being assessed

The council want to procure a supplier to support in the delivery of its apprenticeships agenda. The supplier will be required to design and effectively implement creative ideas to attract and support individuals from all backgrounds from within the Nottingham City area to be 'work ready' and in a position to apply for an apprenticeship with the council. The supplier will need a solid understanding of the challenges being faced in Nottingham City and have a strong track record in community engagement and involvement. The council has a target of recruiting 100 new entry level apprentices every year and the supplier will be required to help us achieve this. The supplier will also support the council with raising awareness about apprenticeships, both internally and externally. The council currently has an SLA with PATRA to provide a similar, but not the same, service and this tender will effectively replace this current arrangement. There is a reduction in the amount of spend being attributed to this service – from £200,000 per annum to c£125,000 per annum.

[screentip-sectionC](#)

2. Information used to analyse the effects on equality:

NCC workforce data (specifically workforce diversity and under-represented groups)
 NCC apprenticeship data (numbers and demographics)
 Nottingham City population data

3. Impacts and Actions:

<u>screentip-sectionD</u>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, <u>looked after children</u> , cohesion/ good relations, <u>vulnerable children/ adults</u>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Please underline the group(s) /issue more adversely affected or which benefits.</i>		

<p style="text-align: right;"><u>screeintip-sectionE</u></p> <p>How different groups could be affected (Summary of impacts)</p>	<p style="text-align: right;"><u>screeintip-sectionF</u></p> <p>Details of actions to reduce negative or increase positive impact (or why action isn't possible)</p>
<p>Provide details for impacts / benefits on people in different protected groups.</p> <p>The council is committed to increasing workforce diversity through its apprenticeships programme.</p> <p>The evidence shows that the workforce is currently under-represented by BAME, Disabled and LGBT individuals and whilst the tender is about attracting people from all backgrounds and supporting them through the recruitment process to become an apprentice with NCC, it will target those groups that are particularly at risk of discrimination and disadvantage. This includes individuals who are care leavers, ex-offenders and people who are current not in employment, education or training (NEET) as well as those mentioned earlier.</p>	<p>1 Actions will need to be uploaded on Pentana.</p> <p>Continue on separate sheet if needed (click and type to delete this note)</p> <p>The tender will require the supplier to have substantial knowledge and experience of accessing communities at risk of discrimination and disadvantage. They will need to show how they will engage with groups and individuals to encourage interest in the council's apprenticeship programme. They will also need to evidence that they have an in-depth understanding of Nottingham City and its communities – this has been given the most weighting in the tender.</p>

--	--

4. Outcome(s) of equality impact assessment:

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

5. Arrangements for future monitoring of equality impact of this proposal / policy / service:

Active performance monitoring of the contract will take place to ensure that all performance indicators are achieved. This will be reported to the Apprenticeship Steering Group on a quarterly basis.

6. Approved by (manager signature) and Date sent to equality team for publishing:

<p>Approving Manager: The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.</p>	<p>Date sent for scrutiny: Send document or Link to: equalityanddiversityteam@nottinghamcity.gov.uk</p>
<p>SRO Approval:</p>	<p>Date of final approval:</p>

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.