

## Operational Decision Record

<b>Publication Date</b> 06/04/2023	<b>Decision Reference Number</b> 4912
<b>Decision Title</b>	
Agreement to extend the Contract Purchase Agreement (CPA) amount for the provider of training in residential childcare	
<b>Decision Value</b>	
Approximately £50,000	
<b>Revenue or Capital Spend?</b>	
Revenue	
<b>Department</b>	
People	
<b>Contact Officer (Name, job title, and contact details)</b>	
Rhiannon Gray, Integrated Workforce Development Consultant Manager, <a href="mailto:rhiannon.gray@nottinghamcity.gov.uk">rhiannon.gray@nottinghamcity.gov.uk</a> , 0115 8764821	
<b>Decision Taken</b>	
To agree the extension the contract purchase agreement of a provider of statutory training after undertaking the tender process. The training is Level 3 Diploma for Residential Childcare (England) and Level 5 Diploma in Leadership and Management for Residential Childcare (England).	
<b>Reasons for Decision and Background Information</b>	
<p>To maintain the delivery of the diplomas which is a statutory requirement for Children's Residential Homes.</p> <ul style="list-style-type: none"> <li>• There is an Ofsted requirement is that colleagues have to have the Level 3 diploma within 2 years of being employed and all registered managers have to have or be working towards Level 5 Diploma;</li> <li>• We undertook a tendering exercise during this financial year and have awarded it to our new provider Tutorcare, to date we've spent approximately £24,994.25 to date since the contract began, but will need to continue to offer the qualification whilst we follow the next steps in the procurement process;</li> <li>• Due to timescales we've anticipated we may need to put on a further 2 cohorts of the Level 3 Diploma in this time.</li> </ul> <p>Total spent to date amounts to approximately £24,994.25 and this would increase the total spend with the provider to approximately £48,200 but this may be less depending on how long it takes to progress through the tendering process.</p>	

**Other Options Considered and why these were rejected**

**Option 1: Do Nothing, no further cohorts undertaken until further advice is sought.** This option is rejected as residential homes will not be able to continue to employ staff members who have not obtained the Level 3 qualification and residential homes may be forced to close. It will also cause a tremendous backlog of delegates that may cause problems for the homes to be able to release all the staff at once to attend college sessions.

**Option 2: Increase the CPA and continue to use the current provider whilst the next steps in the tendering process are taken.** This is the preferred option as this will ensure that staff are able to work towards their qualification whilst we step up the next steps with the procurement team. This will ensure residential homes are able to continue to stay open and that we have the time to follow procurement guidance properly.

**Reasons why this decision is classified as operational**

The reason this decision is classified as operational is this spend is within an agreed budget and has been planned spend across this financial year to arrange for a backlog of candidates to be put through, contract was first agreed on 20<sup>th</sup> May 2022.

It would not require any additional budget, this is to allow us to continue to use the provider whilst we gain further guidance on tender process.

The total value of the decision would fall between £25,000 and £150,000 with the anticipated cost totalling no more than £48,200 with approximately £24,994.25 already spent.

**Additional Information**

The total cost of this decision is estimated to be £48,200. This cost can be afforded within the revenue budgets set in the Children's Integrated Services Training cost centre.

Advice provided by Ruby Barton - Commercial Business Partner 24<sup>th</sup> March 2023

**Decision Maker (Name and Job Title)**

Catherine Underwood - Corporate Director of People

**Scheme of Delegation Reference Number**

1

**Date Decision Taken**

03/04/2023