

# Nottingham City Council Delegated Decision



Reference Number:	3011
Author:	Gillian Sweeney
Department:	Children and Adults
Contact:	Gillian Sweeney (Job Title: Development Consultant, Email: gillian.sweeney@nottinghamcity.gov.uk, Phone: 01158762773)
Subject:	Moving, Assisting and Hoisting Training Provider
Total Value:	Up to £60,000 (Type: Revenue)
Decision Being Taken:	<p>To approve commencing a procurement process to appoint a provider of mandatory Moving, Assisting and Hoisting training courses for Adult Provision colleagues on a one year contract, starting in April 2018, with the option to extend for a further 2 years subject to performance, limited to a maximum spend of £20,000 per annum which will be funded within the existing allocated budget for Adult Social Care training.</p> <p>To delegate authority to the Director of Adult Social Care to award the contract to the successful provider and utilise the extension period if required..</p>
Reasons for the Decision(s)	<p>Colleagues providing care for citizens across Adult Provision Services are required to attend Moving, Assisting and Hoisting training every 2 years. This is an essential training requirement to ensure that they have a clear understanding of the theory and practice in assisting people to move safely. This requirement is recognised by Skills for Care and the Care Quality Commission and is compliant with the requirements of the Health and Safety at Work Act 1974 and the Health and Social Care Act 2008.</p> <p>See briefing note for further information.</p>
Briefing notes documents:	Briefing note for DDM.docx
Other Options Considered:	The training needs to be delivered by suitably qualified professionals, including both theory and practice, so other options which may be suitable for some other learning such as e-learning, distance learning and cascading to colleagues across teams, are not appropriate.

**Background Papers:**

None

**Published Works:**

Health and Safety at Work Act 1974  
Health and Social Care Act 2008  
Ongoing Learning and Development in Adult Social Care (Skills for Care publication) 2016

**Affected Wards:**

Citywide

**Colleague / Councillor  
Interests:**

None

**Consultations:**

Those not consulted are not directly affected by the decision.

**Crime and Disorder  
Implications:**

None.

**Equality:**

EIA not required. Reasons: Prospective providers will be required in the invitation to quote to address how they will ensure the training is accessible for all staff who need to undertake it.

**Social Value  
Considerations:**

N/A

**Decision Type:**

Portfolio Holder

**Subject to Call In:**

Yes

**Call In Expiry date:**

29/11/2017

**Advice Sought:**

Legal, Finance, Procurement

**Legal Advice:**

On the basis that this report seeks approval to undertake a compliant tender procurement process to identify a suitably qualified provider to deliver the required services which are considered essential training requirements of Adult Provision Services, the proposal raises no legal issues and is supported.

Advice provided by Dionne Claire Screamon (Solicitor) on 24/08/2017.

**Finance Advice:**

The procurement of Moving, Assisting and Hoisting training courses for Adult Provision colleagues up to a maximum value of £20,000 per annum for 3 years will be met from within the current adults training budget included within the Council's Medium Term Financial Plan (MTFP).

A compliant procurement process and the terms of the contract will ensure value for money is obtained.  
Advice provided by Darren Revill (Senior Commercial Business Partner) on 26/09/2017.

**Procurement Advice:**

The procurement team will assist with the tendering exercise to ensure that a fully compliant value for money arrangement is entered into for the provision of these services. Advice provided by Paul Ritchie (Lead Procurement Officer) on 05/10/2017.

**Signatures**

<b>Nick McDonald (PH for Adults and Health)</b>
<b>SIGNED and Dated: 08/11/2017</b>
<b>Helen Jones (Director for Adult Social Services (DASS))</b>
<b>SIGNED and Dated: 21/11/2017</b>