

Cabinet Report / Key Decision**Date: 15th August 2017 Agenda item:**

Title: Recruitment Integrated Package for Schools	
Ward: City - wide	Cabinet lead: Claire Hiscott
Author: Sue Finch & Matthew Roberts	Job title: Resource Manager (TwS) & Procurement and Contracts Service Lead (TwS)

Revenue Cost: Estimated contract cost £614k (4 year contract) Based on 17/18 buyback	Source of Revenue Funding: Contributions from schools (via Trading With Schools Service) Over the potential 4 years of the contract, they would pay the discounted subscription price of £614k, plus £58k to TwS as a management fee, based on the current service practice.
Capital Cost: £ n/a	Source of Capital Funding: n/a
One off <input type="checkbox"/>	Saving <input type="checkbox"/>
Ongoing <input type="checkbox"/>	Income generation <input checked="" type="checkbox"/>

Finance narrative:

This report is seeking to initiate the procurement for a contract for access to an on-line recruitment service by the Authority on behalf of schools. This would provide discounts to schools which would not be available if the subscriptions were entered into separately.

The contract cost will be determined annually on the basis of the number of schools who subscribe, with 144 individual schools having committed to subscriptions to this service for financial year 2017/18 and they will pay the the subscription plus an average 9.5% Council mark up as a contribution to costs of organising and maintaining the contract.

The indicative revenue expenditure of £614k above is based on the 2017/18 agreed take-up being maintained for 4 years (the 3 years of the contract plus the option to extend by one). There is no minimum take-up required, so the numbers of subscribers may vary from year to year. In effect, these figures are indicative, pending the procurement process.

This would be an externally provided service, where the main costs for the Authority are in the procurement exercise and the annual exercise of schools signing up for all services offered by Trading With Schools. The charges to schools for 2017/18 have already been agreed, but in future years some consideration of whether the level of mark-up is sufficient for the actual costs may be necessary.

Finance Officer: David Tully**Summary of issue / proposal:****To authorise the initiation of the procurement process for a new contract.****Summary of proposal & options appraisal:**

- Trading with Schools (TwS) is a department within Education & Skills. It offers a wide range of services to schools (LA maintained schools and academies). TwS acts as a broker for a number of school contracts and this does allow both parties to benefit. TwS is able to negotiate favourable pricing for schools and attract supplier rebates which contribute to the net income of TwS. All schools are seeking financial efficiencies and many schools do not have the capacity or expertise to undertake procurement for larger contracts and so TwS also supports Bristol schools to achieve value for money in the context of budgetary restraint.

- One of the popular services offered by TwS is a contract for a recruitment software package for schools on a brokered arrangement. All schools need to recruit staff and the costs of advertising jobs are high. The package gives schools access to one of leading education recruitment companies for advertising their school staff vacancies. It offers a fully comprehensive end to end process for recruitment of both teaching and non-teaching staff for their settings.
- The recruitment of high quality teaching and non-teaching staff in Bristol schools is a critical element of meeting the Mayoral ambition to give all children the best start in life and reduce inequality in the City. We also aspire to increase the diversity of the school workforce. This contract supports schools to attract national fields for their vacancies.
- The contract was originally brokered by TwS in 2013 and provides value for money for the schools due to the discounts that TwS have been able to negotiate from the scale of this contract.
- Over 140 schools and academies currently purchase this product through TwS on an annual basis. This product is self-financing and TwS levies a mark-up on the price which contributes to the annual net surplus MTFP target for Trading with Schools. Schools sign up for this service as part of their TwS Annual Orders. The net income from this service is forecast to be c£14k in 2017/18.
- A new procurement exercise is now required for this Bristol Schools Recruitment contract as many schools have indicated that they wish to continue with the service offer. Guidant, the Council's provider of agency staff, have confirmed that they are not able to provide this service and at this time do not envisage developing this service offer.
- The contract will be a framework contract for an initial period of 3 years with the option to extend for a further year; (3+1=4yrs). The contract will be open to all Bristol City 'Council's Maintained Schools and Academy Schools.
- The procurement exercise will use an Open tender process and appoint two suppliers to the framework. The council will hold the Framework contract and the schools will enter into call-off contracts for this service.
- The terms and conditions for this contract will be set out to ensure that schools can commit to purchasing a recruitment package on an annual basis at the start of each financial year.
- There is no cost/risk to BCC financially, even if the take up reduces, as the contract does not include any guaranteed volume for this service.
- A Mayoral decision to authorise a procurement exercise is required, as spend by the schools overall value will exceed £500k over the life of the Contract and this contract will be let by Trading with Schools.

Recommendation(s) / steer sought:

- To seek approval and authorisation carry out a procurement exercise and enter into a new contract that will deliver a full Recruitment Package for our Bristol school customers and generate income through a supplier rebate based on volumes.

City Outcome: *What is the proposed outcome for the city and how does this contribute to the Corporate Plan?*

Provides easy access to information about employment opportunities across all Bristol educational settings in the City.

Health Outcome summary: N/A

Sustainability Outcome summary:

I confirm that there are no significant environmental impacts arising from this proposal.

Steve Ransom
Environmental Programme Manager

Equalities Outcome summary:

There is no equalities data available to evaluate the current demographics of the teaching staff to assess any specific need or issues for future recruitment and selection processes. The model agreement to be used for this contract contains a statement on equalities.

As a Bristol City Council maintained school the governing body aspires to have a workforce that reflects the diversity of the city's population. This school will implement recruitment practices which support this aim and give due consideration to positive action, reasonable adjustments and equalities initiatives which can help to address any under representation.

Wanda Knight

Impact / Involvement of partners: *What is the impact on key partners? What engagement have they had? Will follow through and beyond procurement process.*

Consultation carried out: *where has this concept be discussed – partners / Scrutiny etc Consultation will take place with schools and creation of a Stakeholder Group for the procurement process, due to commence in June 2017.*

Legal Issues:

The proposal is for a framework agreement for a period of 3 years with the option to extend this for a further year with the customers being Bristol schools. The framework should be compliant with the Public Contract Regulations 2015 and the customers i.e. the schools being clearly identified when the framework is advertised.

TUPE provisions should be considered and incorporated into contracts where applicable.

Legal Officer: Sinead Willis 15.06.2017

Reputational Issues: None

Policy/Comms Officer: None.

DLT sign-off	SLT sign-off	Cabinet Member sign-off
John Readman 22.6.17	John Readman 26.6.17	Cllr Claire Hiscott Member 21.6.17

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Exempt Information	NO

Appendix A

Further essential background / detail on the proposal including the updated CPG Request to Create a New Contract/Tender including updated procurement timetable.



Revised Request to Create a New Contract

Name of Officer:**Directorate:**

Matthew Roberts TwS Procurement and Contracts Service Lead	People Education & Skills Trading with Schools
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Name of Service Director Authorising Request

Paul Jacobs, Education & Skills

Services, Good or Works supplied under the existing Contract/New service:

Recruitment Integrated Package for Schools

Name of the Supplier (if known)

This will be a new contract for schools with TwS acting as a procurement agent on behalf of schools and is fully funded by the schools.

TwS have a waiver in place and wish to commence a new contract from 1st April 2018.

As part of the condition for agreeing a waiver for this contract, TwS were asked to review the current Guidant contract to establish whether this would be a viable contract for schools to access.

We have consulted with Corporate Procurement Team and we have received confirmation that the BCC contract is for temporary staff only and although LA Maintained Schools could access this contract it is not a suitable alternative for the E-Teach product and services offered.

State whether the request is for Statutory or Discretionary Spend

Income Generation Opportunity/School Funded

Length of contract (years)

New contract proposal 4 years 1st April 2018 to 31st March 2022.
Framework Contract 3yrs + 1yr
(Subject to Cabinet Approval)

Total Value of the Contract (Number of years x annual spend value)

£153.5k per annum x 4 years = £614k.

If a contract extension is being requested what is the value of extension (number of years x annual spend value)

N/A

Length of proposed extension (dates required)

N/A

If requesting a contract extension, please state the reason for this request.

N/A

Describe the consequences to the Council/Citizens/Service Users if this contract or extension is not approved

Trading with Schools currently manages the contract for E Teach Recruitment for School.

TwS trade with BCC schools and if not permitted to tender will have a negative impact upon TWS income generation targets.

The contract was brokered by TwS and provides a value for money service for the schools offering advertisement placements bespoke for a range of school positions and offers the complete recruitment process if required by schools.

The existing contract provides discounts, efficiency savings and support for schools because of economies of scale, if procured independently schools would incur unnecessary additional costs, which in the current climate of reducing formula funding/budget for schools would be unpalatable and has the potential to damage the reputation of our traded service.

This product is self-financing and TwS levies a mark-up on the price, (set by TwS and not the supplier) and secures annual income based on buy back by invoicing schools as part of their TwS Annual Order via the TwS Business Function.

Market engagement will be scheduled as part of tendering process.

Trading With Schools wish to procure a Framework Contract for a minimum of 2 suppliers for the contract that will commence April 1st 2018.

It is envisaged that the contract will be a 3 year contract with the option to extend for an additional 12 months. The overall value means that an EU Tender would be implemented using the 'Open Process' method.

The tender will be carried out and contract managed by Schools Procurement and Contracts Team.

Describe what efficiencies and savings will be achieved within this contract, or extension. Please include details of when and how these efficiencies/savings will be delivered.

Value £ - pending finalisation of tender documents/specification

Income Generation

What are the value of these savings as a percentage

%

Please confirm the inflation arrangements for this contract (Please note the assumption is that all contracts will have zero inflation)

Not known at this stage

Please give the following finance details:

Cost Centre and account code: 14192	Budget Manager: Ali Mannering
Current Budget (£)	School Funded

Please outline whether a business case or commissioning plan exists for this work and what authorisation has already been given at what level.

The contract will be constructed in such a way that schools can commit to purchasing the current recruitment package on an annual basis at the start of each financial year.

New customers are able to join during the year. There is no cost/risk to BCC even if the take up reduces as there is no guaranteed volume for this product/service.

Funding Source e.g. General Fund / Capital / HRA / Specific Grant (conditions to be attached to the request) / Grant / Public Health etc.

Income Generation/School Funded

Service Director:

I confirm that this is essential expenditure and that the efficiencies / savings are the best that could be achieved

Signed:  Date: 11.7.17**Appendix B – Details of consultation carried out - internal and external - No****Appendix C – Summary of any engagement with scrutiny - No****Appendix D – Risk assessment – Yes.****Appendix E – Equalities screening /impact assessment of proposal – No****Appendix F – Eco – impact screening/ impact assessment of proposal – No****Appendix G – Exempt Information – No**