

DELEGATED POWERS REPORT NO.

1874

SUBJECT:

Control sheet

**All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to the Governance Service for publishing**

All reports		
1. Governance Service receive draft report	Name of GSO Date	DPR 11.10.12
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Paul Frost 1.11.12
3. Finance clearance obtained ( <i>report author to complete</i> )	Name of Fin. officer Date	Anisa Darr 12.10.12
4. Staff and other resources issues clearance obtained ( <i>report author to complete</i> )	Name of Res. officer Date	Lesley Meeks 1.11.12
5. Strategic Procurement clearance obtained ( <i>report author to complete</i> )	Name of SPO Date	Lesley Meeks 1.11.12
6. Legal clearance obtained from ( <i>report author to complete</i> )	Name of Legal officer Date	Joanna Kromidias 29.11.12
7. Policy & Partnerships clearance obtained ( <i>report author to complete</i> )	Name of P&P officer Date	Julie Pal 12.10.12
8. Equalities & Diversity clearance obtained ( <i>report author to complete</i> )	Name of officer Date	Julie Pal 12.10.12
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	Kate Kennally 29.11.12
10. Signed & dated report, scanned or hard copy received by Governance Service for publishing	Name of GSO Date	Paul Frost 30.11.12
11. Report published by Governance Service to website	Name of GSO Date	Paul Frost 30.11.12
12. Head of Service informed report is published	Name of GSO Date	Paul Frost 30.11.12
13. Expiry of call-in period	Date	N/A
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	N/A

**ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)**

**Subject** **Authorisation to use the Sandbanks Hotel, Poole to host the Deputy and Assistant Headteachers' Residential Conference 2013.**

**Officer taking decision** Director of Adult Social Care & Health and Interim Director of Children's Service

**Date of decision** 29 November 2012

Summary	This report seeks approval to use the Sandbanks Hotel, Poole for the Deputy and Assistant Headteachers' Residential Conference in March 2013.
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Officer Contributors Richard Griggs – Barnet Partnership for School Improvement Manager

Status (public or exempt) Public (with separate exempt report)

Wards affected Not applicable

Enclosures None

Contact for further information: Richard Griggs – Barnet Partnership for School Improvement (BPSI) Manager – 020 8359 6334

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## **1. RELEVANT PREVIOUS DECISIONS**

1.1 None

## **2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

2.1 Providing effective professional development opportunities for deputy and assistant headteachers supports the Corporate Plan 2011/12 priority of 'a successful London suburb' and the Children and Young People Plan 2010/11 – 2012/13 priority of 'enjoy and achieve'.

## **3. RISK MANAGEMENT ISSUES**

3.1 Where contractual arrangements are not in place, there is an increased risk of inadequate service provision or legal proceedings in the event of a dispute over the terms of the agreement or even cancellation. Therefore, the hotel's terms and conditions will be used and signed.

3.2 The Deputy and assistant Headteachers' Conference is a well established part of the development provision. If the conference did not take place this would reduce the professional development provided to senior staff in schools and reduce the opportunities to share good practice.

## **4. EQUALITIES AND DIVERSITY ISSUES**

4.1 As part of the procurement process due regard was given to our Public Sector Equality Duty (under section 149 of The Equality Act 2010). Sandbanks Hotel as a venue provides disabled and wheelchair accessible rooms throughout the hotel.

4.2 The provision of the conference supports the developmental needs of headteachers who will be actively pursuing the equalities and diversity agenda in their schools.

## **5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)**

### **Finance**

5.1 Approximately 60 participants are anticipated to attend the conference. Expenditure for the conference (including hotel, speakers and other costs) is estimated at £17,000 (+ vat). The cost of the conference is recouped by selling places to schools.

5.2 Payment for the provision of the hotel for the conference will be through the Barnet Partnership for School Improvement (BPSI) budget. This is a traded service provided to schools.

## Procurement

- 5.3 Three hotels were approached and asked to provide quotes based on their 24 hour residential conference rate.

	<b>Sandbanks Hotel</b>	<b>Hotel A</b>	<b>Hotel B</b>
	£	£	£
Per Person 24 hour residential conference rate (inc. VAT)	146.40	251.50	199.00

*One hotel didn't provide a fully inclusive 24 hour residential rate therefore a comparable rate was acquired by making a calculation of the required costs (hire of rooms, catering, accommodation etc) and dividing the costs based on the expected numbers attending (approx 60).*

- 5.4 The Sandbanks Hotel was the lowest quote and was supported by BPSI's Steering Group. This group consists of 10 Headteachers (at least 2 from each Network to ensure as many phases and types of schools as possible are represented); Assistant Director of Schools and Learning; Learning Network Inspector and Manager of BPSI.

## Performance and Value for Money

- 5.5 Sandbanks Hotel provides good conference facilities with natural light that is conducive to an effective learning environment. Evaluative comments from previous conferences have been complimentary with regard to the hotel service, food and accommodation.

## Staffing, IT and Property

- 5.6 There are no Staffing, IT or Property implications.

## Sustainability

- 5.7 As mentioned in paragraph 5.2, the conference provides income generation for BPSI's budget. This supports the school improvement function of BPSI and further supports the Council's effective relationship with schools.

## 6. LEGAL ISSUES

- 6.1 The Council's legal team to review the contractual terms and conditions of the Sandbanks Hotel.

