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

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All reports						
1.	Governance Service receive draft report	Name of GSO	DPR			
		Date	11.10.12			
2.	Governance Service cleared draft report as being constitutionally appropriate	Name of GSO	Paul Frost			
		Date	1.11.12			
3.	Finance clearance obtained (report author to complete)	Name of Fin. officer	Anisa Darr			
		Date	12.10.12			
4.	Staff and other resources issues clearance obtained (report author to complete)	Name of Res. officer	Lesley Meeks			
		Date	1.11.12			
5.	Strategic Procurement clearance obtained (report author to complete)	Name of SPO	Lesley Meeks			
		Date	1.11.12			
6.	Legal clearance obtained from (report author to complete)	Name of Legal officer	Joanna Kromidias			
		Date	29.11.12			
7.	Policy & Partnerships clearance obtained (report author to complete)	Name of P&P officer	Julie Pal			
		Date	12.10.12			
8.	Equalities & Diversity clearance obtained (report author to complete)	Name of officer	Julie Pal			
		Date	12.10.12			
9.	The above process has been checked and verified by Director, Head of Service or Deputy	Name	Kate Kennally			
		Date	29.11.12			
10	b. Signed & dated report, scanned or hard copy received by Governance Service for publishing	Name of GSO	Paul Frost			
		Date	30.11.12			
11	I. Report published by Governance Service to website	Name of GSO	Paul Frost			
		Date	30.11.12			
12. Head of Service informed report is published		Name of GSO	Paul Frost			
		Date	30.11.12			
		l	I NIZA			
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			
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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.

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.

	Sandbanks Hotel	Hotel A	Hotel 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.

7. CONSTITUTIONAL POWERS

- 7.1 Council Constitution, Part 3, Responsibility for Functions paragraph 6.1 enables Chief Officers to take decisions without consultation with the Cabinet Member concerned where it is a decision authorised to be taken by the Chief Officer under the Contract Procedure Rules, it is in respect of operational matters within the Chief Officer's sphere of managerial and professional responsibility and is not significant in terms of budget or policy.
- 7.2 Council Constitution, Part 4, Contract Procedure Rules Table 5-1 sets out the authorisation and acceptance thresholds for new contracts. For contracts of between £25,000 and £74,999 the Director/Assistant Director (or as defined in Scheme of Delegation) may authorise and the Director / Assistant Director may accept the contract where tender/quotation is lowest or where tender/quotation represents value for money and is the best available option for the Council. However, in this case the value is expected to be under £25,000.

8. BACKGROUND INFORMATION

- 8.1 The Barnet Deputy and Assistant Headteachers' Residential Conference is an established part of the professional development programme provided to schools. In the past this event has been planned and offered to schools by the Schools and Learning Team.
- 8.2 In April 2011 as part of the One Barnet initiative, a new traded service was established to drive school improvement within Barnet schools. BPSI is a traded service working within Schools and Learning. BPSI offers a training package to schools; advisory support within schools; and facilitates the exchange of good practice between schools.
- 8.3 A total of 92 schools chose to join the partnership and bought the service via 'buy-back' for the year 2012/13.
- 8.4 BPSI has a Steering Group which includes representative headteachers. The Steering Group work closely with their headteacher colleagues and are responsive to ongoing feedback. This feedback influenced this purchasing decision and will influence future purchasing decisions.

9. LIST OF BACKGROUND PAPERS

9.1 None

10. OFFICER'S DECISION

I authorise the following action

10.1 To use the Sandbanks Hotel, Poole for the Deputy and Assistant Headteachers' Residential Conference in March 2013.

Signed	Director of Adult Social Care & Health and Interim Director of Children's Service
Date	29 November 2012