

DELEGATED POWERS REPORT NO.

2039

SUBJECT: Authorisation to use the Sandbanks Hotel, Poole to host the Headteachers' Residential Conference 2013.

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	Paul Frost 15.4.13
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Paul Frost 16.4.13
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Collette Sutton 2.5.13
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Lesley Meeks 18.4.13
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	Lesley Meeks 18.4.13
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Steven Strange 19.4.13
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 16.4.13
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Andrew Nathan 16.4.13
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	Kate Kennally 2.5.13
10. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Name of GSO Date	Paul Frost 2.5.13
11. Report published by Governance Service to website	Name of GSO Date	Paul Frost 9.5.13
12. Head of Service informed report is published	Name of GSO Date	Paul Frost 9.5.13
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
(EXECUTIVE FUNCTION)**

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

Officer taking decision Director for People

Date of decision 02 May 2013

Summary	This report seeks approval to use the Sandbanks Hotel, Poole for the Headteachers' Residential Conference in October 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

Reason for exemption from call-in (if appropriate) Not applicable

Key Decision No

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

Serial No. 2039

1. RELEVANT PREVIOUS DECISIONS

1.1 None

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

2.1 Providing effective professional development opportunities for headteachers supports the Corporate Plan 2013-16 outcome 'To create better life chances for children and young people across the borough'.

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, a contract will be entered into with the hotel.

3.2 The 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 the Council's Public Sector Equality Duty (under section 149 of The Equality Act 2010) to have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- b) advance equality of opportunity between those with a protected characteristic and those without; and
- c) promote good relations between those with a protected characteristic and those without.

The 'protected characteristics' referred to are: age; disability; gender reassignment; pregnancy and maternity; religion or belief; sex; sexual orientation; race. It also covers marriage and civil partnership with regard to eliminating discrimination.

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)	147.60	149.00	166.00

The identity of 'Hotel A' and 'Hotel B' is given in the accompanying exempt report.

- 5.4 The Sandbanks Hotel was the lowest quote and its use for the conference is 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 usually 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 Procurement processes must comply with the European procurement rules and the Treaty obligations of transparency, equality of treatment and non-discrimination, as well as the Council's Contract Procedure Rules.
- 6.2 As the value of this contract is below the current European threshold (£173,934) the Public (Contracts) Regulations 2006 (as amended) do not apply.
- 6.3 In accordance with the Council's Contract Procedure Rules, there will be a need for the parties to execute a formal contract for the provision by the Sandbanks Hotel of the Headteachers' Residential Conference.

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 or professional responsibility and is not significant in terms of budget or policy.
- 7.2 Council Constitution, Part 4, Contract Procedure Rules – paragraph 5.5 (Table 5-1) sets out the authorisation and acceptance thresholds for works, supplies and services. Director/Assistant Director (or as defined in Scheme of Delegation) may authorise and accept tenders/quotations up to £173,933 in value where tender/quotation represents value for money and is the best available option for the Council. In this case the value is expected to be £17,000 (plus VAT) and is within the acceptance thresholds for Director/ Assistant Director.

8. BACKGROUND INFORMATION

- 8.1 The Barnet 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.

- 8.5 Following consideration of the quotations, and feedback from the BPSI Steering Group, it is recommended that the Sandbanks Hotel be used for the Headteachers' Residential Conference.

9. LIST OF BACKGROUND PAPERS

- 9.1 None

10. OFFICER'S DECISION

- 10.1 That, subject to the completion of all necessary legal and other documentation, the quotation from the Sandbanks Hotel, Poole for the Headteachers' Residential Conference in October 2013 be accepted.
- 10.2 That this decision is in line with the Councils decision making framework and is therefore in line with the Councils Contract Procedure rules.
- 10.3 That the exempt information be taken into account.

Signed Director of People

Date 02 May 2013