

NORTH SOMERSET COUNCIL

DECISION OF THE EXECUTIVE MEMBER FOR HUMAN RESOURCES
AND ASSET MANAGEMENT, CAPITOL PROGRAMME AND
TRANSFORMATION PROJECT WITH ADVICE FROM THE SECTION 151
OFFICER OF THE COUNCIL AND HEAD OF PERFORMANCE
IMPROVEMENT AND HR
CORPORATE SERVICES DIRECTORATE

**DECISION NO: CSD143****KEY DECISION: No**

SUBJECT: It is proposed to implement a Dynamic Purchasing System to procure apprenticeship training, as and when required, from approved providers included on the national apprenticeship scheme list.

BACKGROUND: The cost of purchasing apprenticeship training programmes could potentially amount to £910,000 over the next four years, paid by apprenticeship levy funds held by HMRC. We need to ensure that we are compliant with procurement legislation for this level of spend and one way of doing this is to use a Dynamic Purchasing System (DPS).

Providers of apprenticeship programmes have already gone through a process of accreditation, the Register of Apprenticeship Training Providers (RoATP), held by the Apprenticeship Service. However, to be compliant with current procurement legislation, the establishment of a DPS will allow us to choose the most suitable apprenticeship provider from the register to meet our particular requirements for individual apprenticeships. The benefits of using a DPS, in comparison to a standard framework, is that the DPS is open during the term of the DPS for new providers to join and therefore be considered. The proposed key tasks and dates to implement the DPS are:

Commissioning plan - March 2018
Procurement plan - March 2018
Tender documentation - March 2018
Tender advertised - 2 to 16 April 2018
Evaluation - 17 to 25 April 2018
Contract Decision - May 2018

DECISION: It is requested that the commissioning plan be approved to proceed. The plan is for a Dynamic Purchasing System for the procurement of apprenticeships from a list of nationally approved training providers.

Reasons: Apprenticeship Levy funds can only be used to pay for apprenticeship training delivered through approved Apprenticeship Standards and by registered providers.


If the council is unable to secure an approved provider for identified training and development needs, the funds paid to HMRC will be lost. A DPS provides an EU compliant, flexible framework agreement.

The value of this procurement is above the 'Light Touch' EU threshold and, as such, we will publish in the Official journal of the European Union (OJEU). However the OJEU and the tender will stipulate that only those providers who sit on the Register of Apprenticeship Training Providers (RoATP) will be able to apply to join the DPS.

Other Alternatives Considered: Some local authorities have not gone down the route of a DPS and have simply purchased apprenticeships from training providers on the approved list. However, advice from both the Education Skills Funding Agency and the Apprenticeship Service on the procurement processes are clear that all public sector bodies must follow the procurement regulations.

Financial Implications: The DPS will be established for a period of 4 years and will cover the reclamation of approximately £910,000 paid into the Apprenticeship Levy over that time period. There are no additional costs to establishing a DPS.

The council's Apprenticeship Levy payment for 2017 is, on average, £23,000 per month (of which £8,500 relates to schools contributions). As more schools become academies this figure is likely to reduce during the length of the DPS. The levy can only be used for funding apprenticeship training delivered by approved providers. Each monthly levy payment must be committed within 24 months of being paid to HMRC or it is lost to the employer and retained by HMRC.

Signed: 
 Councillor David Pasley
 Executive Member for Human Resources and Asset
 Management, Capital Programme and Transformation
 Project

Dated: 13/3/18

Signed: 
 Malcolm Coe
 Section 151 Officer, North Somerset Council

Dated: 13.3.18

Signed: 
 Paul Morris
 Head of Performance Improvement and HR

Dated: 13.3.18