

## **AWARD OF SOCIAL CARE MOVEMENT AND HANDLING TRAINING CONTRACT**

### **SUMMARY**

- 1.1 The Council has an obligation under Health and Safety legislation and National Minimum Standards for Care to provide training to its staff in the movement and handling of Service Users. An external specialist company currently provides this training. The contract for this training has expired so it is essential that a new contract be awarded as soon as is possible. Current training is being provided in the short term on a spot-purchasing basis.
- 1.2 The Workforce Learning and Development section has completed a full tendering exercise and had made the decision that the preferred provider is Handling, Movement and Ergonomics Limited. This is also the current provider. The cost of this contract is £50,000 per year over a four-year plus one-year period. The total contract value is £250,000 over five years.
- 1.3 Subject to any issues raised at the meeting, I support the following recommendation.

### **RECOMMENDATIONS**

2. To approve the award of a contract to Handling, Movement and Ergonomics Limited to provide Movement and Handling Training to the Council's social care workforce on the basis of a 4 + 1 years contract at £50,000 per year.

### **REASON FOR RECOMMENDATIONS**

- 3.1 The Council is required to provide training in moving and handling for its social care staff. This contract is designed to develop and sustain the moving and handling competency of social care workers in residential, day and home care settings both through providing direct training and through the development of training and development systems. The contract needs to cover a number of years to enable the development of tailored services and to enable the provider to secure and dedicate resources and to provide stable, long-term provision.
- 3.2 The training comprises a two-day basic moving and handling course and a one-day course for staff working with equipment, as well as specialist programmes for other groups, for example managers and OTs. Our current providers have worked extensively to meet the wider strategic moving and handling training and development needs of the workforce. The contract holder will continue to work closely with our Health and Safety Officer, to ensure that the department meets standards as required by legislation.



DERBY CITY COUNCIL

**COUNCIL CABINET  
14 MARCH 2006**

Cabinet Member for Adult Services

**AWARD OF SOCIAL CARE MOVEMENT AND HANDLING  
TRAINING CONTRACT**

**SUPPORTING INFORMATION**

- 4.1 Tenders were received from eight companies, the annual value of these ranging from £31,605 to £80,964. One company gave no financial information and was ruled out. The remaining seven tenderers were shortlisted for interview according to criteria which took into account the skills, qualifications, experience and cost.
- 4.2 Three companies were selected for interview and an interview panel comprising representation from Workforce Learning and Development Section, operations and our Health and Safety Officer was convened on 12 October 2005.
- 4.3 The interview comprised three parts:
- A 15 minute presentation from one of their training programmes on assisting a person to stand
  - A 15 minute presentation on how you would help a local authority to deliver their moving and handling training
  - Answers to a series of verbal questions from the interview panel.
- 4.4 Following the interviews the panel took the view that the bid from HME, our current provider, represented the best value, even though it was not the lowest. This was because HSE have much greater experience than the next, and lowest, tenderer in providing the type, extent and level of training/service required. The required service also that includes supporting the Health and Safety Officer and developing policies and procedures.
- 4.5 Experience in moving and handling within a social care setting was a critical deciding factor. HME have extensive experience in providing training and support to our settings, in providing support to managers and in policy/procedure development.

**OTHER OPTIONS CONSIDERED**

- 5 These were covered by considering a range of potential providers within the tender process.

For more information contact:  
Background papers:  
List of appendices:

Tim Harrison, Head of Workforce Learning and Development  
None  
Appendix 1 Implications

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| <b>IMPLICATIONS</b> |
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**Financial**

1. This contract will replace an existing service currently charged to the Workforce Learning and Development Section's adult training budget. This budget is £58k for 2005/06 and is to be rolled forward at this level in the base budget for 2006/07 onwards.

**Legal**

2. Under Contracts Procedures Rule C24.2 Cabinet approval is required for the award of this tender as it is not the lowest tender and the cost is more than £5000 or 5% [whichever is the higher], greater than the cost of the lowest tender. The recommended tender is considered to be the most economically advantageous based on the published award criteria.

**Personnel**

3. It is essential that this training is promoted in order to protect staff and enable the Department to meet its Health and Safety responsibilities.

**Equalities Impact**

4. It is essential that staff are suitably trained in order to ensure the safety of vulnerable service users.

**Corporate Themes and Priorities**

5. This performance report accords with the Council's objectives of **healthy, safe and independent communities** and furthers the priority of **modernising social care**.