



Contract and Financial Procedure Matters Report

SUMMARY

- 1.1 This report deals with the following items that require reporting to and approval by Council Cabinet under contract and financial procedure rules:
- bids against the Youth Opportunities Fund and the Youth Capital Fund
 - waiver of contract procedure rules to enter into a contract for the supply of services to schools from the National Association of Professional Teaching Assistants - NAPTA
 - additional funding for extra works under the Learn Derwent capital schemes.
 - allocation of funding from CYP capital reserves for investigative work relating to possible land contamination
 - allocation of funding from the Schools' Access Initiative fund
 - staffing within the Change Management team.
- 1.2 Subject to any issues raised at the meeting, I support the following recommendation.

RECOMMENDATION

- 2.1 To approve bids against the Youth Opportunities Fund and the Youth Capital Fund previously suggested by the Youth Panel.
- 2.2 To approve a waiver of contract procedure rules regarding the supply of services to schools from the National Association of Professional Teaching Assistants – NAPTA.
- 2.3 To approve a total of £93,000 additional funding for extra works under the Learn Derwent capital schemes at Beaufort, Derwent and Roe Farm Primary Schools
- 2.4 To recommend to full Council the allocation of £40,000 from CYP capital reserves for school site investigation work.
- 2.5 To approve the allocation of £33,500 of Schools' Access Initiative funding to Hardwick Primary School, the Specialist Teaching and Psychology Service and Littleover Community School

- 2.6 To transfer £113,000 from the Building on Excellence budget to the Change Management and Performance Team budget within the Resources Department.
- 2.7 To approve the creation within the Change Management and Performance Team of up to two additional Change Manager posts, subject to one being funded by the East Midlands Improvement Partnership, to create a post of Transformational Change Manager to be filled by one of the existing Change Managers and to regrade the post of Project Support Officer as Project Co-ordinator.
- 2.8 To agree that the Budget Scrutiny Accountant post should be funded from 2008/09 from savings achieved from the Transformational Change programme.



DERBY CITY COUNCIL

**COUNCIL CABINET
18 DECEMBER 2007**

Report of the Corporate Director – Resources

Contract and Financial Procedure Matters Report

SUPPORTING INFORMATION

1. Youth Capital Fund

- 1.1 The latest meeting of the Youth Panel took place on 12 November 2007 at Southgate Youth Centre. Twenty young people from across the city met to consider applications for the Youth Capital Fund. The twelve applications received were from a variety of projects working with young people aged 13 to 19. Three of the applications did not meet the criteria for the Youth Capital Fund. The remaining nine applications were recommended by the Youth Panel with a combined total cost of £132,306, and it is proposed that these should be added to the capital programme.
- 1.2 The successful applications included:
- contribution to the refurbishment of a Youth Centre in Derwent
 - new equipment for projects in Abbey, Arboretum, Normanton and Sinfin wards
 - contribution towards a mobile climbing wall for use across Derby.
- 1.3 Further applications will be invited for the unspent balance of the Capital Fund - £49,714 - with preference given to bids from voluntary organisations in areas which have not previously received financial support.

2. Youth Opportunities Fund

- 2.1 The Youth Panel has established a clear set of criteria for considering applications and has been particularly pleased with the increase in the number of applications. They all receive appropriate training for their role and are supported by a team of youth workers. So far this year the Youth Panel has recommended fifty applications for the Youth Opportunities Fund, providing revenue funding for a wide range of projects working with young people across the city. The total amount recommended so far is £88,318, and it is proposed that these should be formally agreed.
- 2.2 Applications which have been successful have included:
- 20 projects providing additional activities for young people during the summer holidays including residential trips
 - new music, dance, video, radio and drama activities

- projects for young people with learning difficulties and/or physical disabilities
- bids for small items of equipment to improve programmes delivered for young people.

3. NAPTA Contract

3.1 The National Association of Professional Teaching Assistants - NAPTA - offers a service which will enable all schools in the city to have access to a Needs Analysis Programme for support staff, in preparation for bringing up to date the expectations of performance management in schools as a right and opportunity for all staff. The maximum total cost of the contract to the Council is £31,650 to be paid from a Training and Development Agency -TDA - grant. Individual schools will be expected to contribute a further £91 per primary school or £195 per secondary and special school when they take up the service.

3.2 A waiver of contract procedure rules is requested because:

- The service is uniquely supplied by Pearson Information. This programme is specifically geared to supporting schools and authority leaders, is used nationally, and includes a comprehensive bank of resources made available to both individual schools and the authority support staff leaders.
- The service already works within the majority of local authorities across the country. It is recommended by the TDA as following best practice in supporting authorities in responding to the training needs of support staff and in highlighting possible candidates for accessing the Higher Level Teaching Assistant training and development scheme

4. Learn Derwent NDC - Derwent, Roe Farm and Beaufort Primaries

4.1 Funding of £1m was approved by Derwent New Deal for Communities for work to enhance community provision at three schools in the Derwent area. Tenders were sought and accepted in July 2007 at a total cost including fees of £917,024, leaving a balance of £82,976 from the original allocation. This will be used for additional work at Roe Farm Primary.

4.2 The programme management group of Derwent Community Team has approved additional funding of up to £100,000 for the three projects to ensure that they are all completed to a high standard. Members of the Learn Derwent group, including head teachers from the three schools, have been asked to identify further work to meet the key targets of raising educational attainment and attendance and to be spent by the end of quarter one 2008/09. It is anticipated that the additional work will be negotiated as part of the original contract.

4.3 The following further additional works have been identified by the Learn Derwent group ...

Beaufort Primary

- Improve reception entrance to provide a secure waiting area for members of the community attending the school for activities. To consider widening door access, push-pad for disabled users - estimated cost £20,000
- Basic furnishing for the new community room - estimated cost £5,000
- Total additional amount including fees £29,000.

Derwent Primary

- Improve Foundation unit waiting area - estimated cost £15,000
- Improvements to main playground. To consider line markings, covered areas, benches - estimated cost £10,000
- Improve two internal courtyard areas - estimated cost £10,000 each
- Total additional amount including fees £52,000.

Roe Farm Primary

- Re-instate playground markings, including netball courts - estimated cost £2,000
- Provide a tarmac footpath and pedestrian gate at bottom corner of school grounds - estimated cost £8,000
- Total additional amount including fees £12,000.

The total cost of additional work is £93,000, to be set against the extra £100,000 funding.

5. School site investigation work

- 5.1 There has been ongoing investigation work at a school site due to possible land contamination. We have been advised by specialist consultants that detailed investigation is necessary to determine whether any remedial work is required to the site. The estimated cost of appointing a consultant to carry out a detailed investigation is £40,000. It is proposed to fund this from CYP capital reserves.
- 5.2 We have the opportunity to bid to the Department for Environment, Food and Rural Affairs - DEFRA - for a grant payment under the Contaminated Land Capital Grants Programme for a 50% (£20,000) contribution towards the costs of the investigation work. The bid is more likely to be successful if the Council match fund by 50%. We would like to proceed with the investigation work as soon as possible but may not hear if the bid has been successful until March 2008.

6. Schools Access Initiative schemes

- 6.1 The Schools' Access Initiative - SAI - provides funding to mainstream schools to make them more accessible to disabled children. It can be used to provide specialist equipment and support capital projects that improve the accessibility of schools.
- 6.2 The Schools' Access Initiative funding to Hardwick Primary School, the Specialist Teaching and Psychology Service and Littleover Community School has been allocated using the criteria specified for the grant.
- 6.3 The proposed allocation of funding and phasing of the schemes is shown in Appendix 2.

7. Change Management Team

- 7.1 The Council is rated as an excellent organisation with a track record of excellent service delivery and strong performance. Nevertheless, standing still is not an option, and there will be a need to reorganise to deliver even better, more efficient services and improve the overall customer experience. It is proposed to introduce a

Transforming Derby programme to manage a fundamental and wide-ranging transformation of the way services are delivered to customers. This will replace the Building on Excellence programme.

- 7.2 If the new programme is to be a success, additional capacity and support needs to be provided to areas being reviewed or undergoing change. It is, therefore, proposed to create an additional Change Manager post career-graded PO2 to PO4, and create a post of Transformational Change Manager post graded PO5 to be filled by one of the existing Change Managers. The post of Project Support Officer would become a Project Co-ordinator and be regarded from SO1 to SO2 to reflect additional responsibilities.
- 7.3 The total cost of these staffing changes is £91,981. This can be funded from the uncommitted Building on Excellence budget of £113,000. The balance would be added to a small operating budget held within the Change Management and Performance Unit to fund corporate initiatives and any small funding requirements arising from the new programme. A further Change Manager post may be created to support the work of the accommodation project subject to funding being allocated from the East Midlands Improvement Partnership.
- 7.4 Also within Corporate Finance is a Budget Scrutiny Accountant post. This has been previously funded from Local Public Service Agreement - LPSA - budgets, which are now ending. It is proposed to retain this post to support the transformational change programme, to be funded from the savings which the programme achieves.

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Background papers:	None
List of appendices:	Appendix 1 – Implications Appendix 2 – Schools Access Initiative

IMPLICATIONS

Financial

1. As outlined in the report.

Legal

2. As outlined in the report.

Personnel

3. As outlined in the report.

Equalities impact

4. None directly arising.

Corporate priorities

5. These recommendations, where relevant, are in line with approved budgets which accord with the Council's corporate priorities.

Appendix 2

Schools Access Initiative Projects 2007-2008

Allocation:	£433,000
Previously Approved Schemes:	£365,535
Funding Available:	£67,465

New Projects:

School	Project	Project Cost	School Contribution	Schools Access Initiative Funding	Ward		Phasing 2007/08	Phasing 2008/09
Hardwick Primary	Additional handrails and tap adaptations for Year 1 pupil with brittle bone disease	£3,500	£0	£3,500		2Q 2007-2008	£3,500	-
Specialist Teaching and Psychology Service	Specialist equipment	£10,000		£10,000		2Q 2007-2008	£10,000	-
Littleover Community	Soundfield system, one in each faculty, for 5 students	£20,000	£0	£20,000		4Q 2007-2008	£10,000	£10,000
Total School's Access Initiative Contribution				£33,500				

Remaining funding for scheme undergoing further feasibility work: £33,965