



## COUNCIL EXECUTIVE

### **PROCUREMENT ARRANGEMENTS – TENDER FOR PUPIL EQUITY FUNDING AND WEST LOTHIAN REGIONAL IMPROVEMENT COLLABORATIVE EXPENDITURE**

#### **REPORT BY HEAD OF CORPORATE SERVICES**

##### **A. PURPOSE OF REPORT**

To seek Council Executive approval to commence tendering procedures for a three year framework with an option to extend for one further year for the provision of goods and services for Pupil Equity Funding & West Lothian Regional Improvement Collaborative expenditure.

##### **B. RECOMMENDATIONS**

It is recommended that the Council Executive approves commencement of procurement for a three year framework and a possible one year extension for the provision of goods and services for Pupil Equity Funding & West Lothian Regional Improvement Collaborative expenditure using the evaluation methodology and award criteria set out in Section D of the report.

The annual value is £2,500,000 per annum.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable, making best use of our resources.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	Our public services are high quality, continually improving, efficient and responsive to local people's needs.
<b>VI Resources - (Financial, Staffing and Property)</b>	The budget for the first year of the framework is £2,500,000 and the total anticipated cost for 4 years is £10,000,000.

<b>VII</b>	<b>Consideration at PDSP / Executive Committee</b>	None
<b>VIII</b>	<b>Other consultations</b>	The specification and evaluation criteria have been developed by Education Services. The Corporate Procurement Unit have been consulted and the Corporate Finance Manager was consulted on budget implications.

## **D TERMS OF REPORT**

### **D.1 Background**

The Proposed Framework will cover Pupil Equity Funding and West Lothian Regional Collaborative procurement. These allocations are additional funding and must be used to implement creative new initiatives to tackle the attainment gap in schools. As a result West Lothian Council's existing education contracts do not cover the types of services schools require to procure using these funding sources. Schools have experienced issues to date in procuring services as they do not have the necessary resources or expertise to fulfill the procurement procedures. This framework will provide schools with a framework of Pupil Equity Fund and Regional Improvement Collaborative related services to help alleviate the procurement administration placed on schools and to ensure compliance with procurement procedures.

### **Regional Improvement Collaboratives**

Six Regional Improvement Collaboratives were established by the Scottish Government in 2018. Regional Improvement Collaboratives will bring together a range of professionals with a relentless focus on supporting teachers and other school staff working with children and young people to improve their wellbeing, attainment and outcomes. The Collaboratives will include sector and curriculum area support including additional support for learning and will provide targeted advice and support in order to drive improvement, making use of all available evidence and data. The Collaboratives will help teachers to access the practical improvement support they need, when they need it.

The Collaboratives will bring a collective focus to driving continuous and systematic improvement, particularly in relation to closing the attainment gap. They will demonstrate, strengthen and support collaborative working, innovation and the sharing of best practice between schools and across our education system.

West Lothian Council is part of the Forth Valley and West Lothian Regional Improvement Collaborative which also covers Falkirk, Stirling and Clackmannanshire.

Headteachers should work in partnership with each other and their local authority, to agree the use of the funding. Schools must take account of the statutory responsibilities of the authority to deliver educational improvement, secure Best Value, and the authority's role as employer. Headteachers can work at an individual school and local community level or collegiately in a wider school cluster and beyond at local authority and regional improvement collaborative level to address common interests.

To achieve these outcomes the council will purchase products and services from third parties and the aim is to have a legally compliant procurement arrangement in place which all council customers will be able to access.

### **Pupil Equity Funding**

The Scottish Government has committed to providing additional funding in the form of Pupil Equity Funding to schools as part of the Scottish Attainment Challenge programme. This funding is allocated directly to schools and is aimed at closing the poverty related attainment gap. West Lothian Council will receive additional Pupil Equity Funding from the Scottish Government on an annual basis until June 2021. The council will be advised regarding the amount of the remaining one-year funding prior to the start of next financial year.

The Council is committing expenditure in line with the government guidance issued. Key principles of Pupil Equity Funding guidance issued by the government include:

- Headteachers must have access to the full amount of the allocated Pupil Equity Funding;
- The Pupil Equity Funding must enable schools to deliver activities, interventions or resources which are clearly additional to those which were already planned.

### **D.2 In House Capability**

The Council does not have an in-house capability to provide this requirement.

### **D.3 Procurement Issues**

The requirement will be advertised in accordance with the European Union Directives. It is proposed that the Open Procedure is used whereby all suppliers expressing an interest in the framework will be invited to tender.

The following award criteria will be applied at the tender stage:

Quality – 70%

Price - 30%

It is proposed that a framework divided into Lots is established whereby those providers who score in excess of 50% will be appointed to the appropriate Lot. The lotting structure is detailed :

- Lot 1 – Activity Based Learning ;
- Lot 2 – Counselling, Therapy, Support and Advice Services ;
- Lot 3 – Creative Engagement ;
- Lot 4 – External Experts ;
- Lot 5 – Pupil Workshops ;
- Lot 6 – Staff Training Courses ;
- Lot 7 – Literacy Interventions ;
- Lot 8 - Numeracy Interventions ;
- Lot 9 – Vocational Training.

#### **D.4 Sustainability Considerations**

In accordance with the Community Benefits in Procurement Procedure approved by the Council Executive on 4 June 2013, bidders will be required to detail any social, economic and environmental benefits which they will provide as part of their offer over the framework period.

For this framework it is proposed to incorporate a generic, non-evaluated Community Benefits clause into the contract documentation. While this element does not form part of the

Quality Scoring criteria, the council will expect the successful service provider to deliver such benefits as part of the framework, and will be monitored as such. The simplified procurement process and lotting structure will assist SME's to bid and as this procurement may be of interest to local organisations there is the potential to reduce travel, transportation and environmental impacts.

#### **D.5 Budget Allocation**

£2,500,000 per annum is available from the Pupil Equity Funding and Regional Improvement Collaborative government funding.

The council was allocated £5,191,400 Pupil Equity Funding in 2019/20 and this amount is reviewed based on census returns on an annual basis. Forth Valley and West Lothian Regional Improvement Collaborative were allocated £899,270 in 2018/19 and the 2019/20 allocation is currently being reviewed but it is expected to be equal to this amount. Based on previous Pupil Equity Funding and Regional Improvement Collaborative expenditure the amount allocated to procurement ranges from 30% - 40% of the total budget with the remainder allocated to staffing costs. The £2,500,000 is based on the top end of this range.

#### **E. CONCLUSION**

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D for the tendering of the framework for Pupil Equity Funding & West Lothian Regional Improvement Collaborative expenditure.

#### **F. BACKGROUND REFERENCES**

Appendices/Attachments: None

Contact Person: Tom Henderson, Category Manager

E mail : [tom.henderson@westlothian.gov.uk](mailto:tom.henderson@westlothian.gov.uk)

**Julie Whitelaw**

**Head of Corporate Services**

Date of meeting: 12 November 2019

