

Briefing note

To:	Schools Forum	Author:	Janine White
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Title of Briefing: Update Report – Services in Receipt of Funding

Service Manager:	David Baldwin
Title of Service Provided:	Schools Procurement Officer
Annual Amount Service Receives £	£28,000 Budget Year 17/18
A description of what the service provides to schools because of this funding allocation	<p>The support provided by the Schools Procurement Officer is offered to all schools within the borough of North Tyneside</p> <p>Procurement Support:-</p> <ul style="list-style-type: none"> • General procurement advice • Tendering support (manage the process on behalf of the school) • Analysis of terms and conditions prior to a School signing any contract to help them understand the commitment • Contract advice and support • Contractor advice and support at meetings • Benchmarking on spend areas • Quotation requests undertaken on behalf of schools • Legal advice offered on procurement • Group procurement undertakings • Meeting with current and prospective suppliers / contractors on behalf of schools and disseminating information. <p>Contractor Support:-</p> <ul style="list-style-type: none"> • Collating IR35 declarations and holding a central database • Conformance Questionnaires and CHAS Accreditation Certificates – holding on a central database • General advice and recommendations from suppliers meetings disseminated to Schools <p>GDPR (General Data Protection Regulations) Support:-</p> <ul style="list-style-type: none"> • Standardising systems for Schools including a data mapping template • Encouraging the sharing of good practice through group meetings • Standardising Policies and Contracts • Investigating staff training options with a view to developing a bespoke online module for schools

	<p>CPD for School Business Managers through:-</p> <ul style="list-style-type: none"> • An annual conference which brings internal or external providers / expertise in to train or advise SBM's in areas where further information is required or where my research into changes in legislation that affect Schools can be explained and disseminated. • Half termly regional meetings where training or information is provided, Supplier Meeting information is disseminated, and facilitating the SBMs to reflect on their practice to help them develop professionally. • Any other training requirements as identified e.g. GDPR awareness training provided by a solicitor to Schools. <p>Other Support Provided:-</p> <ul style="list-style-type: none"> • Documentation to support website checklists ensuring compliance with statutory obligations • Documentation to support maintenance checklists for statutory testing obligations • Documentation to support Policy compliance with legal obligations • Health and Safety Inspection support in advance of the inspection • Liaison with NTC departments on behalf of all Schools such as Audit, Health & Safety and Procurement • Promotion of NTC / NEPO contracts to Schools • Single point of contact for liaison to avoid a lot of duplication of work by each School • Maintenance of email support network • Sharing of good practice <p>The service has also allowed for some capacity to support 2 Schools where Business Manager support was / is needed</p>
what schools would/ would not receive if this additional funding was not available (*)	<p>In general all of the above which Schools currently receive, they would no longer get.</p> <p>Procurement Support</p> <p>Schools would be able to ask the Procurement Team for some general advice but they would need to undertake all work themselves including all supplier meetings, tendering, quotation work, compliance questionnaires etc. The Procurement team are governed by the contracts they have in place and would have to recommend these contracts only.</p> <p>Any tenders are required to be processed using the NEPO portal which Schools do not have access to and the Procurement Team do not have the capacity to undertake this work on behalf of Schools. The Schools Procurement Officer is provided with access to this portal to undertake tenders on behalf of the Schools.</p> <p>With Brexit coming, again the Procurement team would be able to provide some advice around changes to procurement legislation if they are requested to do so.</p>

	<p>Contractor Support Schools would need to undertake this work themselves and each hold their own documentation as there will be no central database or updated checks made (compliance questionnaires, IR35 declarations). Again the Schools Procurement Officer has access to the CHAS database to check compliance which Schools would not have access to unless they paid into the service. Schools will need to meet with all suppliers individually to understand market changes, find prospective suppliers and understand market pricing.</p> <p>GDPR The Schools will receive some support from the Local Authority around GDPR if they sign up to the SLA which is restricted to a fixed number of hours support only.</p> <p>CPD There is currently only statutory training for SBM's provided by the Local Authority around health & safety / first aid / fire warden training etc. There is no professional cpd offered to support School Business Managers and hence I have worked to support this through the means highlighted above to help develop their professional capability.</p> <p>Other Support There is support from the health and safety team around statutory documentation and support prior to an inspection which Schools can access.</p> <p>There would no longer be a single point of contact for Schools and there will be a lot of duplication – each School will be doing the same as the others.</p> <p>There will no longer be the support of regional meetings and local groups of Schools getting together to procure jointly, share good practice and support each other, unless each area determines a means to continue this practice. Currently even if Schools can't make a meeting they are still shared into the notes from the meetings to ensure that they receive all the information shared.</p> <p>There will no longer be the capacity to support any Schools through any periods of change e.g. where the Business Manager leaves or has an extended absence.</p>
Note of any statutory provision(s) within the service area.	EU Procurement Law GDPR IR35