

WIRRAL COUNCIL

AUDIT AND RISK MANAGEMENT COMMITTEE

25 NOVEMBER 2013

SUBJECT:	<i>ORGANISATIONAL FIRST AID AT WORK AND FOOD HYGIENE TRAINING</i>
WARD/S AFFECTED:	<i>ALL</i>
REPORT OF:	<i>ASST CHIEF EXECUTIVE/HEAD OF INFRASTRUCTURE AND UNIVERSAL SERVICES</i>
KEY DECISION?	YES

1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is to inform members in accordance with the “Approved Scheme of Delegation” and the “Contract Procedure Rules” of the use of delegated authority to accept and appoint The Training Company of Sandalwood Road, Bolton, BL5 2RQ to deliver the organisational First Aid at Work, Paediatric First Aid and Food Hygiene Training.

2.0 BACKGROUND AND KEY ISSUES

2.1 The existing contract for delivering organisational First Aid at Work training had expired and as a result the Senior Manager Health, Safety & Resilience was requested to lead to tendering exercise to appoint a new training provider.

2.2 Following discussions with key service areas, it was agreed to include both Paediatric First Aid Training and also Basic Food Hygiene Training within the scope of the tender. This would allow for schools and early learning establishments to use economies of scale and deliver a lower price for this training.

2.3 Due to a number of factors, including the use of different training providers, incorrect financial coding, and lack of historical financial data, it proved difficult to estimate the previous annual expenditure on First Aid at Work, Paediatric First Aid and Food Hygiene training. However, the estimated spend for this training appeared to be somewhere in the region of £100,000 per annum.

2.4 As a result of this estimated spend, the Procurement Team advised that the tender should be an Open Tender process and would require advertisement in the Official Journal of European Union.

2.5 The awarding of this contract is expected to deliver a substantial reduction in the previous annual spend, with fees for training delivered by the new provider appearing being approximately 20% cheaper than the previous provider.

2.6 Whilst it is difficult to estimate annual spend on this training from the new provider, it is predicted to be somewhere in the region of £25,000 per annum. This revised figure takes into account a 20% price reduction from what we are currently paying and a reduction on the number of First Aid training courses required as a result of organisational changes and also the fact that some schools are paying directly for this training.

3.0 RELEVANT RISKS

- 3.1 All employers have a legal obligation to provide a suitable number of trained first aiders in the workplace. The required number of first aiders in any one organisation or premise is based upon a suitable and sufficient risk assessment.
- 3.2 The core syllabus for First Aid at Work Training and Paediatric First Aid training is set by the industry body and the Health and Safety Executive. The Council ensures that its training providers for these courses are registered and approved by the appropriate awarding and governing bodies.

4.0 OTHER OPTIONS CONSIDERED

- 4.1 Not relevant for this report.

5.0 CONSULTATION

- 5.1 Consultation took place internally with relevant internal service areas.

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 6.1 There are no implications arising directly from this report.

7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 7.1 There are no implications arising directly from this report.

8.0 LEGAL IMPLICATIONS

- 8.1 There are no legal implications arising directly from this report.

9.0 EQUALITIES IMPLICATIONS

- 9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) Yes and impact review can be found via the following link:

<http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010-0>

10.0 CARBON REDUCTION IMPLICATIONS

- 10.1 There are no carbon usage implications, nor any other relevant environmental issues arising from this report.

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

- 11.1 Nil.

12.0 RECOMMENDATION/S

- 12.1 That the Audit and Risk Management Committee note the use of delegated authority to accept the tender and appoint The Training Company of Sandalwood Road, Bolton, BL5 2RQ to deliver the organisational First Aid at Work, Paediatric First Aid and Food Hygiene Training for Wirral Council.

13.0 REASON/S FOR RECOMMENDATION/S

13.1 The Corporate Procurement Team advise that tenders that result in an advertisement in the Official Journal of European Union and that are approved using delegated authority should be reported to the Audit & Risk Management Committee.

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APPENDICES

Nil

REFERENCE MATERIAL

Nil

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
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