

*PROCUREMENT AND SERVICE
ADVICE
NEWSLETTER
AUTUMN TERM 2006*



Trade Fair and Extended Schools Seminar – Advance Notice

The annual Trade Fair for schools and the Extended Schools Seminar will once again be held at the Royal Armouries on **Thursday, November 9th 2006**. The Fair opens at 10.30am and will showcase a wide range of goods and services. In addition, there will be two seminars given by the Learning Communities Central Team. Admission to the fair, seminars, refreshments and lunch are all free of charge.

More information will be circulated to schools during September and October

Further information from Sheila Goodwin, Procurement and Service Advice
sheila.goodwin@educationleeds.co.uk or telephone (0113) 2475268

Traded Services Survey

The annual traded services survey for schools will be e-mailed to all schools in the week beginning 9th October. It is your chance to tell us about the services you receive in your school—an opportunity to praise performance and raise concerns.

For further information see
www.leedsadviceforschools.com or telephone Michael Hayes on (0113) 2475268

Guidance Notes for Procuring Security Services and Systems

In light of the Private Security Act 2001, which came into effect on 20th March 2006, Robert Moore, Operations Manager of the Council's Security Services, has compiled guidance notes for procuring security services and systems. The guidance can be found on the Procurement and Service Advice Team's website
www.leedsadviceforschools.com

School Meals Training Strategy

In response to the new food and nutrient based standards, the Leeds School Meals team are developing a sustainable locally agreed strategy which aims to improve the standard of school food and drink.

An important objective identified in the strategy is to provide all those working with children and young people access to accredited training in:

- Nutrition and Health
- Practices in Promoting and Marketing Healthy Catering Services for Children
- Vocational cooking skills – Level 1 (basic) and 2 (Intermediate)

Trainees will range from school cooks and dining room assistants to healthy school link teachers and bursars.

It will be delivered in a modular format using theoretical and practical training methods; participants will have the opportunity to work towards an accredited qualification, building on their current experience.

This is an excellent opportunity to further develop and empower a confident and skilled workforce in healthier food and drink provision and healthy eating practices, impacting on the whole school ethos ranging from breakfast clubs to the curriculum learning outcomes.

For more information about the training programme please contact

Rosie Denison, School Meals Strategy Adviser on 07891 279922 or Liz Messenger, Healthy Eating Adviser on 07891 274471.

Training Courses—The new Supplier and Contract Management System (SCMS)

A new supplier and contract management system is being rolled out across the Yorkshire and Humberside region, this started in mid June; initially available to 10 councils in the region and all 22 by October 2006.

SCMS is designed to replace existing approved lists and databases that councils in the region use **and will be available for schools to use.**

Benefits of the new system include: improved choice, advice and better supplier and contract management information.

In July this year we arranged a series of briefing sessions for both Schools and Education Leeds employees and now we are arranging training sessions on how to use the new supplier and contract management system effectively. The dates are:

Monday, November 6th at 1pm in 1st Floor Training Room, Merrion House
Monday, November 13th at 1 pm in 1st Floor Training Room, Merrion House
Tuesday, November 14th at 9.30am at the Leeds West City Learning Centre

This course will be free of charge

For further information and to book a place contact Sheila Goodwin, Procurement and Service Advice Team sheila.goodwin@educationleeds.co.uk or telephone (0113)2475268

SLAs—2007

In line with school budgets and the recommendation of the Traded Services Forum, SLAs offered to schools in April 2007 will change from one year to three years duration with service improvement plans built in. We see this as a positive move for both schools and service providers. If you require further information please contact the Service Advice Team [telephone \(0113\) 2475268](tel:01132475268)

Connaught—'one stop shop' for property maintenance

As outlined in previous newsletters, a pilot property maintenance arrangement is currently in place with Connaught Plc. Under the arrangement pilot schools can use the 'one-stop-shop' to deliver their maintenance and repair needs. The arrangement is on a pay as you go basis, with no annual charge.

One of the key benefits of using this 'pre-procured' contractor is that for minor works (value likely to be below £5000) schools can utilise Connaught without needing to obtain a range of quotes. This benefits the schools in a number of ways, but principally: a) it reduces the administrative time taken to identify contractors, and b) it enables the contractor to respond more quickly to the schools needs.

We will shortly be holding a workshop to introduce the pilot to interested schools. This is due to take place on 17 October 2006. Please get in touch if you or anyone from your school would be interested in attending, or if you would like more information about joining the pilot.

David Ingham (0113) 2475358 or e-mail david.ingham@educationleeds.co.uk

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