

# Spring 2010

Commissioning,  
Procurement &  
Business  
Development

Education Leeds 

## Schools Newsletter

[www.leedsadviceforschools.com](http://www.leedsadviceforschools.com)

### The Schools Traded Services - Customer Satisfaction Survey 2009/10

The results of the 2010 Traded Services Survey are now out. Some of the key findings are:

- Financial Services of Education Leeds were the only service to record a score of very good, which is the highest attainable score;
- There were 40 recorded service providers across the service, 38 of which operated at levels of highly satisfactory or above, only two providers, RM Education and Pinnacle psg UK operated at a level of satisfactory or below.

The summary report and further details can be found on the Commissioning, Procurement and Business Development's website [www.leedsadviceforschools.com](http://www.leedsadviceforschools.com).

We would like to thank everyone who took the time to complete a survey.

### The Leeds Schools Management Information Support Framework Contract

The Framework Agreement that Education Leeds/Leeds City Council procured in 2009 on behalf of schools provides a guarantee of best value and the support of LCC contractual terms and conditions in favour of schools.

**Connect –Up** are the only recognised provider of SIMS support under this agreement.

For further information contact the Helpdesk at connect-up on 0113 2631904

Website: [www.connect-up.co.uk/index.php](http://www.connect-up.co.uk/index.php)

### MIS Supplier's Event

On 26th March 2010, Education Leeds' Data Management team will be holding an MIS Supplier's Day event at Space, Hillcrest Primary School, Leeds. The event will commence at 9:30 and will run through to 15:30, with lunch included.

The focus of the event is to enable Leeds' schools to gain a better understanding of their MIS and related information technology and communications systems. The audience will be Administrators, Data Managers, ICT Coordinators, in addition to senior school staff. Invitations are being sent to all Leeds' maintained and independent schools.

The agenda will be finalised shortly but will be covering the following areas:

#### Morning

Current operations and future MIS plans

Professional development activities/ accreditation for non-teaching staff

#### Afternoon

Parental engagement

SMS/ email tools for parental information/ notification.

For further information please contact Liz England on 0113 2477165 or e-mail [Liz.england@educationleeds.co.uk](mailto:Liz.england@educationleeds.co.uk)

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## The New Contract Procedure Rules for Schools

The new contract procedure rules for schools which will come into force on April 1<sup>st</sup> 2010 are now available. The main change is in the low value threshold which has increased from £10,000 to £20,000 before requiring you to advertise schemes on SCMS. The full version is available on Commissioning, Procurement and Business Development's website [www.Leedsadviceforschools.com](http://www.Leedsadviceforschools.com)

### Training

The 2010 Contracts Procedure Rules have some new features and signing up for the free session below is advisable for all bursars, finance officers and others who procure goods and services.

### Course Details

The session will be delivered primarily by Philip Robson, Team Leader, Commissioning, Procurement and Business Development, Iain Dunn, Category Manager, Corporate Procurement and Ian Westlake, Procurement Officer, Commissioning, Procurement and Business Development,

It will cover the details of the revisions to the rules alongside case studies. Also included will be an in depth look at the contracts schools should use, how to access and use them. Finally, we will give an overview of the training that Commissioning, Procurement and Business Development can provide to support you in the implementation of the new contract Procedure Rules.

### Dates

Tuesday, April 27<sup>th</sup> 2010 from 13.30 to 15.00

Tuesday, May 4<sup>th</sup> 2010 from 13.30 to 15.00

Tuesday, June 15<sup>th</sup> 2010 from 13.30 to 15.00

**Location** the Financial Services Meeting Room, 8 Floor East, Merrion House.

**Contact:** Sheila Goodwin, to book your place on either of the dates above:  
[sheila.goodwin@educationleeds.co.uk](mailto:sheila.goodwin@educationleeds.co.uk) Tel: (0113) 2475596

### Traded Services forum

We are interested in recruiting more Headteachers, Bursars, Finance and Premises Managers from schools to the Traded Services Forum.

The Traded Services Forum is set up primarily to advise on decisions to provide or secure services for schools and ensure that the traded services offered comply with the principles of best value. The Forum directs the work of the Commissioning, Procurement and Business Development Team.

The Forum is made up of Headteachers, Bursars, Premises Managers and Governors representing schools; Managers from the Leeds City Council and Education Leeds Traded Services and supported by the Commissioning, Procurement and Business Development Team.

If you are interested in joining the forum or seek further information, please contact Sheila Goodwin 0113 2475596

**Schools Beware....** Of phone calls from Holbeck Police (that's who they say they are) to see if the Head wishes to put an ad in their newsletter saying that the school thanked the police for their help in the community. This is followed up by a call asking for the finance department wanting invoice details for the advertisement the Head had agreed to place... *this is a scam! Thanks to Hazel Millichamp for this.*

Please note – this is what Denzil Francis from Royds School has to say....: ..'we are wondering if you can use your news letter to warn other schools about PDC and affiliated companies. It seem as if anyone can go to their web site insert a school post code and name, in order to view their material - the school can end up being liable for a large subscription charge. We wouldn't want this to happen to other schools' The school had to involve the legal department to solve this one.

### Current Procurements in schools

**Catering:** Chapel Allerton Primary School has procured a new provider for their school meals service and Royds school are in the tendering process to find another provider.

**Cleaning** The following schools are undergoing a tendering process to seek a contractor for their cleaning services:

- Benton Park
- Chapel Allerton Primary School
- Meadowfields Primary School

**Grounds Maintenance** The following schools are undergoing a tendering process to seek a contractor to carryout their ground maintenance contracts:

- Meadowfields Primary School
- Brigshaw
- Otley Prince Henry's

### Corporate Contracts

- Milk this contract is due to be awarded in April
- 13-19 framework agreement will be awarded shortly and will be starting September 2010

### Service Level Agreements

The School Meals Strategy Team in conjunction with the Commissioning, Procurement and Business Development Team have produced guidance for schools to use when negotiating their Service Level Agreement with the Catering Agency. This is now available on the School Meals Strategy Team's website

[www.educationleeds.co.uk/schoolmeals/](http://www.educationleeds.co.uk/schoolmeals/)

### Photocopiers

Schools wanting to change their photocopiers should contact Rachel Lythe at Yorkshire Purchasing Organisation to access the YPO framework contract for photocopiers. As the procurement process has already taken place to select the contractors, best value has been determined, schools can select a provider or seek three quotes - it will save most schools going through the full procurement process. Rachel's telephone number is 01924 834896