

**REPORT TO:** Executive Board Sub Committee  
**DATE:** 4<sup>th</sup> March 2010  
**REPORTING OFFICER:** Strategic Director – Health & Community  
**SUBJECT:** E-Learning Procurement  
**WARD(S)** Borough-wide

**1.0 PURPOSE OF THE REPORT**

1.1 To inform the Executive Board Sub Committee of the decision to procure E-Learning Products from the sole respondent to the tender

**2.0 RECOMMENDATION:**

**That the Executive Board Sub Committee note the contents of the report.**

**3.0 SUPPORTING INFORMATION**

3.1 E-Learning can be defined as a learning & development tool that can be accessed via the Internet using a personal computer or laptop. It will allow all colleagues to increase their knowledge, in areas such as Safeguarding Vulnerable Adults etc, without the need to travel to training venues, therefore, reducing travel expenses, time away from the workplace and allow access to staff working unsociable hours. The courses can be completed in one, can be taken in smaller manageable sizes and can be accessed from work, home and/or libraries.

3.2 Halton Borough Council's (HBC) Health & Community (H&C) Directorate wishes to have the facility to purchase, under a Framework Contract, an E-Learning Provision. The provision must be accessible via the Internet and cover specific subject matter for staff working within the Health & Social Care Sector. It must be available to the Health & Community Directorate employees, contracted providers and partner organisations utilising unlimited user licences.

3.3 The period of contract is 01 April 2010 - 31 March 2013. There will be an option, exercisable by the Council at its complete discretion, to extend from 1 April 2013 - 31 March 2015 subject to satisfactory performance and agreement by the Council.

3.4 The tender pack and detailed service specification was drawn up in conjunction with the Corporate IT team and the Operational Director

for the H&C Directorate approved 4 potential providers. The invitation to tender was placed on HBC's Procurement Website and a further 6 providers expressed an interest. Following the closing date, 1 completed tender was returned, 4 declined the tender return and no other communication was received from the other 5 providers. The completed tender meets all the service specification and is within the allocated budget.

#### 4.0 **POLICY IMPLICATIONS**

4.1 The tendering process and subsequent report to Executive Board Sub-Committee is compliant with Procurement Procedures.

#### 5.0 **OTHER IMPLICATIONS**

5.1 The cost of the contract over a 3-year period is;

1st year	£39,000
2nd year	£20,000
3rd year	£20,000
Total	£79,000

5.2 Funding will be through the Adult Social Care Workforce Grant and the income generated through the Training Strategy Implementation Fund.

5.3 As delegates will not be required to travel to and spend working days at a separate training venue, this will create efficiencies which can be off set against any future growth identified.

#### 6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

##### 6.1 **Children & Young People in Halton**

None identified

##### 6.2 **Employment, Learning & Skills in Halton**

The E-learning development tool will benefit staff members at all levels across the Council. The learning & development tool will enable staff to undertake training in order to enhance their professional skill base with no impact on their current role.

##### 6.3 **A Healthy Halton**

Competent and well-trained staff will have the ability to provide high quality services, to vulnerable adults, and are able to recognise and encourage a healthy lifestyle.

##### 6.4 **A Safer Halton**

None identified

6.5 **Halton's Urban Renewal**

None identified

7.0 **RISK ANALYSIS**

7.1 None identified.

8.0 **EQUALITY & DIVERSITY ISSUES**

8.1 It is essential that the Council addresses equality issues, in particular those regarding race, gender, sexuality, age and disability when considering its training policies.

9.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

There are no background documents under the meaning of this Act.