

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B052 /22

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: HCC2213562 Provision of Musical Instruments

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman:

Cllr Terry Douris, Executive Member for Education, Libraries & Lifelong Learning

Portfolio (Executive Functions only):

Education, Libraries & Lifelong Learning

Officer Contact: Nick Denham, Head of Participation and Inclusion, Hertfordshire Music Service

Tel: 01438 844556

1. **Decision**

Approving that Hertfordshire County Council can award a contract for the provision of musical instruments to the value of £600,000 over the period July 2022 to June 2025.

June 2022

2. Reasons for the decision

Hertfordshire Music Service (HMS) intends to operate a framework of suppliers who are able to meet agreed requirements for quality, price and after sales care. This is our preferred option, which allows HCC to select suppliers who offer value for money whilst also maintaining an element of choice for families. Competition between selected suppliers enables HCC to take advantage of best prices available.

Currently a framework agreement for instrument purchases (HCC1508493) has been extended through two STAs which are due to end 30th June 2022. This proposal is for a new framework to take effect from 1st July 2022

There are four categories of instrument purchase:

1. HMS offers a purchase scheme for musical instruments (Assisted Instrument Purchase Scheme) which allows parents to choose instruments from an advertised range; the Authority purchases the instrument and is able to claim back the VAT. The instrument is then sold on to the parent at the cost price (plus an administrative charge) allowing them to save the value of the VAT
2. Purchases on behalf of Academies since parents whose children have lessons here can no longer purchase instruments through AIPS net of VAT. The Music Service would become the 'preferred supplier' to the Academy and hence indirectly to the parent. HMS charge VAT on this purchase but the Academy can reclaim this.
3. Our own (Children's Services) internal purchase of instruments on behalf of schools.
4. Our own internal purchases of instruments owned by Hertfordshire Music Service (HMS) for use in Schools and our Music Centres.

This contract is to provide a framework of suppliers to ensure the specification and quality of instruments provided and of after sales service.

Framework Contract with a variety of providers which will give parents flexibility to choose at their convenience whilst at the same time ensuring that we are achieving a quality standard with regard to specification of instrument and after sales service.

Competition between selected suppliers enables HCC to take advantage of the best prices available. Instrument provision for schools by HMS is grant funded – it is possible the available funding to purchase instruments will fluctuate during the period of this framework

HMS considers factors including sustainability, cultural relevance and affordability when identifying the preferred instruments we require for delivering music education activities.

We have internal staff resources within HMS available to deliver both the procurement and the contract. HMS staff will maintain contact with suppliers though the period of the contract. In addition, mini-competitions for instrument procurement are not scheduled at specific times of the year, so we intend that, when additional mini competitions are due to be published on In-Tend, we make the approved providers aware in advance.

Service quality will be maintained through the period of the contract from designated staff within HMS co-ordinating instrument requests, purchases and follow-up customer care; HMS' instrument database will also be transferred to the service's new administration system, SpeedAdmin, which will improve the efficiency of allocating and monitoring instruments with designated pupils and settings.

3. **Alternative options considered and rejected**

1. To remove the scheme entirely. However, this would not fit with policy aims of encouraging students to take up musical instrument tuition. The scheme offers a valuable discount to parents who would otherwise struggle to meet the cost of purchasing instruments.
2. To work with one supplier, however it is felt unlikely that any one provider would be able to meet demand.

There are no changes required to HMS' working practices by renewing this framework.

4. **Consultation** (see *Summary of Requirements below*)

Was any Councillor consulted? Yes

If yes:

- (a) Comments of Executive Member
No comments received
- (b) Comments of other consultees
Not applicable

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

Not applicable

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **Following consultation with the Executive Member, I am proceeding with the proposed decision.**

Signed: Simon Newland

Title: Director of Education

Date: 9/6/2022

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups