

## Local council support to schools

Please fill in all cells highlighted in blue, adding any additional information in the comment boxes provided. Please use the drop-down boxes where provided. When the year is not specified, please provide the most recent available data.

	Primary	Secondary	Comments
A.1 How many schools are currently maintained by the council?	78	16	Includes Community, VA & VC schools. Does not include special schools May 2012 Census. Does not include Nursery pupils. 1 of the secondary school academies is an all-through school, so if numbers were split by phase, Primary would be 5. Does not include special schools. May 2012 Census. Does not include Nursery pupils. Primary numbers of all-through academy included in secondary numbers.
A.2 How many pupils are registered at these schools?	25495	16675	
A.3 How many academies are currently operating within the council's jurisdiction?	4*	2*	
A.4 How many pupils are registered at these academies?	905	953	

B.1 How large is the council team currently? (FTEs)	0	The Council does not maintain a team for this purpose
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	Percentage	Translated into FTEs and people-days	
C.1 Approximately what percentage of time does the council team spend on supporting schools?	0%	- FTEs, - people-days	
C.2 Of that time, approximately what percentage is spent on helping schools on procurement? (i.e. helping them procure the right materials and services, on the right terms)	0%	- FTEs, - people-days	

	Amount of time spent (people-days)	Percentage of total procurement time	Amount charged to schools (£)	
D.1 Specifically, how does the local authority support school procurement? How much of that support is charged to schools?				
a) Providing central services	0	-		
b) Setting up and running tenders	0	-		
c) Assessing school needs	0	-		
d) Assessing suppliers or potential suppliers	0	-		
e) Benchmarking prices	0	-		
f) Supporting negotiations (of prices, contacts etc.)	0	-		
g) Assisting in dispute resolution	0	-		
h) Other (please describe in comments box)	0	-		
i) Other (please describe in comments box)	0	-		

D.2 Please include in your reply any documents that you make available to schools to support their procurement operations.

D.3 Do you perform formal evaluations of school providers? No

If so, please attach in your reply a sample evaluation for one of your top providers.  
If this is not possible, please detail the evaluation process and criteria:

E.1 How has the level of procurement support to schools changed from 2010/11 to 2011/12? Stayed about the same (please select from the drop-down menu)

E.2 Of the areas described in question D.1, in which ones has the time spent on supporting schools grown or declined from 2010/11 to 2011/12? Which areas have grown the most or declined the most?

	Declined/Grown/Same	Declined most/Grown most
a) Providing central services	Same	
b) Setting up and running tenders	Same	

- c) Assessing school needs
- d) Assessing suppliers or potential suppliers
- e) Benchmarking prices
- f) Supporting negotiations (of prices, contacts etc.)
- g) Assisting in dispute resolution
- h) Other
- i) Other

Same	
Same	
Same	
Same	
Same	
Same	
Same	


E.3 What is the change (or expected change) in the budgeted level of support for 2012/13?

Stayed about the same (please select from the drop-down menu)

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F. How much effort on procurement support enters into the following categories of procurement? How much of that support is charged to schools?

- a) Teaching materials and equipments
- b) ICT hardware and software (excluding curriculum content)
- c) General stationary items
- d) Furniture and storage
- e) Support that enters into other categories
- f) Support that does not can be measured by category

	Amount of time spent (people-days)	Percentage of total procurement time	Amount charged to schools (£)
a) Teaching materials and equipments	0	-	£ -
b) ICT hardware and software (excluding curriculum content)	0	-	£ -
c) General stationary items	0	-	£ -
d) Furniture and storage	0	-	£ -
e) Support that enters into other categories	0	-	£ -
f) Support that does not can be measured by category	0	-	


G. Have you discussed a need for schemes similar to the following concepts to help with procurement decisions? If so, please rate their potential helpfulness on a scale of 1 to 10 (1 = not helpful to 10 = most helpful).

- a) Independent expert assessment of suppliers (i.e. "Which" magazine for schools)
- b) Price benchmarking
- c) The ability to hire a procurement expert by the hour or by the day
- d) Support in forming consortia for buying
- e) A directory of products and suppliers

	Discussed? (Yes/No)	Rating (1-10)
a) Independent expert assessment of suppliers (i.e. "Which" magazine for schools)	No	0
b) Price benchmarking	No	0
c) The ability to hire a procurement expert by the hour or by the day	No	0
d) Support in forming consortia for buying	Yes	10
e) A directory of products and suppliers	Yes	10

See comments below re ESPO
See comments below re ESPO

H. Have you assessed potential savings from implementation of any of the above concepts?

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If so, please attach in your reply any available savings assessments.  
If this is not possible, please outline the assessment conclusions:

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I. Any further comments?

The City Council does not offer a bespoke procurement service for Schools. Schools have access to the services of the Eastern Shires Purchasing Organisation (ESPO). This is an organisation wholly owned by a number of local authorities in the East of England. Under our Scheme for Financing Schools Schools are required to follow the City Council's Financial Regulations in their tendering and procurement activities. Compliance is determined through a rolling audit programme but this is not specifically focused on procurement activities and therefore it is not possible to quantify many responses to the above.