

CUMBRIAN SCHOOLS FORUM – CONTRACT MONITORING GROUP

Notes of the meeting of the Contract Monitoring Group held on Wednesday, 4 May 2005 at Rhedeg Discovery Centre, Penrith.

Present: Mr R Alston, (Foundation Secondary), Mr R Rogers (Eden Primary), Mr A Rutter (Teacher Associations), Mr A Hodge (LEA), and Mrs N Shiels (LEA).

At a number of meetings of the Schools' Forum and the Schools' Budget Working Group concerns had been expressed about services provided to schools, in particular those that were provided by Capita. There had been several discussions about the possibility of establishing a group that could oversee issues relating to the Capita contract and the meeting of the Schools' Forum held on 20 April 2005 had agreed that a Monitoring Group should be established. The purpose of this meeting was to agree the membership and terms of reference for this group.

Action

1. Membership

Membership of the Contract Monitoring Group: -

- 3 Schools' Forum Members suggested Chair and Vice-Chair of Forum and Chair of Schools' Budget Working Group
- CCC Member
- Anton Hodge/David Johnston
- Relevant CCC Officer (eg. Property and Transport Unit (formerly Client Services and Property Unit) representative)
- Relevant Capita Officer
- Co-Opted Members, as appropriate (eg. School Bursar)

2. Schedule of Meetings

It was agreed that there should be a series of meetings, each of which would deal with specific issues. Schools would be notified when a meeting was to take place and which issues had been identified for consideration at the meeting. An e-mail address or single point of contact would be given to schools who would be invited to forward valid concerns related to the specific agenda that had been identified.

The Contract Monitoring Group would meet once each term and would cover all services once per year. The first official meeting of the group would be held on 11 July 2005 at (venue to be confirmed).

3. Terms of Reference

The Contract Monitoring Group would: -

- collate comments from schools by establishing a system to collect comments and look for patterns
- invite appropriate officers to discuss resolution of issues raised
- receive updates from service providers on improvements and performance measures
- consider procurement of services and the basis of the establishment of the client relationship

Services to be included in this process would include: -

- Capita Contract – HR, payroll, finance and personnel admin
- Capita ICT – SIMS
- Capita/CCC – Property/buildings
- Learning Support Services
- Music Service
- Library Services
- Cleaning and Catering
- Grounds Maintenance
- Insurance
- School Standards and Improvement
- Governor Support Services

4. General Issues

The Contract Monitoring Group would not be responsible for monitoring the day to day operation of contracts, it would be the responsibility of each school to monitor any contracts with suppliers. The group would have a broader overview looking at underlying principles and possibly investigating instances of monopolies or cartels. By collecting data related to concerns it should be possible to look for patterns and build up an evidence base related to concerns.

5. Communications with Schools

Schools would receive: -

- the agreed Terms of Reference of the Contract Monitoring Group
- a reminder that they were responsible for dealing with day to day operational issues associated with any contract whilst the group would deal with patterns of performance, client issues and procurement
- a single point of contact or e-mail address for them to use to forward valid concerns relating to the specific business of each meeting.

6. Date of Next Meeting

The next meeting of the Contract Monitoring Group would be held on Wednesday, 22 June 2005 at ????. The meeting would be at
The meeting would be Capita themed and would include an update on contract issues as well as issues relating to buildings and SIMS.

P&R/NJS
17 May 2005