

Preparing for a Leisure Services in-house bid

28 June 2012, Manchester



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Introduction

APSE training is offering a new skills development course to help local authorities who are considering putting together an in-house bid for leisure services and want to demonstrate the value of the in-house service.

This is a practical day designed to provide service managers with the right skills to look at all aspects of preparing an in-house bid and to ensure the value of in-house services is recognised at the very early stages of developing an Options Appraisal, that the right considerations are given weight during tender evaluation and that they are capable of evidencing their success with performance information.

A decade or so ago Council service providers were called upon on a regular basis to tender in competition for the right to provide their services. With the replacement of Compulsory Competitive Tendering (CCT) by Best Value new skills around business planning and performance management came to the fore and for many the in-house bid became a thing of the past.

Although the new government does not seem inclined to resurrect CCT, there is a renewed emphasis on competition, competitiveness and demonstrating value for money. This, along with initiatives such as the community right to challenge, is likely to lead to more and more competitive tendering exercises.

This new course draws on finely honed skills learned under CCT and updated to meet the requirements of a new generation of service managers including:

- Option appraisal processes
- Developing an effective business plan
- Responding effectively to tendering exercises
- Putting forward a competent in-house bid or service improvement plan

Who Will Benefit?

Service managers

- facing the competition requirement for the first time
- who need to refresh their knowledge of the in-house bid
- or anyone who is considering an in-house bid and needs to understand what is involved in preparing for the tender

Duration

1 day event: Start time: **9.30 am** Finish time: **4.30 pm**

Trainer

The sessions will be delivered by Peter Appleton, supported by Jan Kennedy.

Peter Appleton

Peter Appleton is an Associate Consultant from the APSE Best Value Consultancy. Peter is an experienced senior manager with extensive public sector experience in leisure and cultural services and a strong track record of change management, improvement, and service re-design transformation and achievement in a broad range of sectors.

Whilst specialising in the Leisure and Cultural Services sector, covering Arts, Events, Heritage, Libraries, Parks, Play, Sport and Tourism, Peter has also worked on and effectively delivered a number of broader corporate and cross cutting projects, service inspections, organisational re-engineering and knowledge transfer projects utilising his corporate management knowledge and experience to good effect.

APSE Solutions

APSE Solutions offers a full range of consultancy services to member and non member authorities through its own principal consultant, Andy Mudd, as well as through arrangements with a growing pool of associates with support from senior consultant, Gayle Gibson.

APSE associate consultants are carefully selected for their experience, expertise and compatibility with the values of APSE and its member authorities.

We provide expert help with reviews, reorganisations, business planning, feasibility studies, option appraisal and procurement

Jan Kennedy

Jan Kennedy is the Principal Trainer for APSE and has responsibility for APSE training. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme. Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education.

Jan holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT. Jan is also qualified in level A and level B psychometric testing.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Leadership, Supervisory skills (across service sectors), Managing Change, Negotiation Skills, Time Management, Marketing, and Service Level Agreements. Jan works in partnership with Hull University to deliver training modules to lunchtime supervisors. Jan also co-delivers on the current Master Classes on Health and Safety Issues.

Jan can be contacted at e-mail address at: jkennedy@apse.org.uk or by telephoning her on either 0161-772-1810(Office) or 07764-252-107 (Mobile)

What's included?

Course fees include delegates' documentation and course material including case studies, suggested practices and appropriate toolkits and templates, lunch and refreshments. Please note that the fee does not include hotel accommodation. Hotel information is available from the APSE secretariat on request.

Course Outline – Preparing for a Leisure services in-house bid

9.15 -9.30

Registration

Domestics, Objectives and Ice Breaker

Public policy reform agenda

- An overview of the changing reform agenda

Options appraisal and business planning

- Influencing options appraisal
- Evidence based approach
- Impact assessment across the council or service
- Workforce and social considerations
- Service Improvement Planning and service redesign

11.00 -11.15

Morning Break

Business planning and business development

- Using data effectively
- Population statistics, business growth assumptions
- CEC charges and Suppliers
- Understanding labour costs and productivity

Procurement

- A snapshot of the Procurement stages
 - Scope of the tender and PQQ
 - ITT and tender submission
 - Evaluation and contract award

12.30 – 13.30

Lunch Break

Putting together an effective tender

- A practical session including:
 - Key elements
 - Technical skills and Special expertise
 - Capacity/ Workforce and qualifications
 - Health and safety
 - Innovation in delivery
 - Pricing and costing bids against the tender
 - Method statements
 - Outcomes (and difference between input/output based specs)

14.45 – 15.00

Afternoon Break

Tender exercise (continued)

16.15 – 16.30

Evaluations, Certificates and Close

For official use:

Del No:

Date:

Database: Y / N

Confirmation: Y / N

Preparing for a Leisure services in-house bid- booking form

Contact name: _____ Employer: _____

Address: _____

Post code: _____ Telephone: _____

Email: _____

Delegate name	Job title	Email address

Please state if delegates have any special requirements (dietary/access/information in alternate formats):

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Booking information: APSE will take bookings up to 24 hrs prior to the course, subject to availability. You are however advised to book early to secure your place and avoid disappointment.

Please note: places on the sessions will be strictly limited to a first come first served basis. Provisional reservations for places are not accepted on this form.

APSE members: per delegate: £219+vat
£189+vat for 3 more delegates

Non members: per delegate £384 + VAT

Please quote your purchase order number (if appropriate):

Booking confirmation: APSE issues a written confirmation letter to the 'contact name' for all delegate bookings received. We **will not** send confirmation to each delegate named on the booking form, unless this has been requested in writing. Should the 'contact name' not receive a confirmation letter by post within 10 working days of sending the booking form, then please contact APSE on telephone: 0161 772 1810.

Cancellation charges: Reservation is a contract. Substitution of delegates is acceptable any time in writing by post, email to jclough@apse.org.uk or fax to 0161 772 1811. Cancellations must be made in writing at least 10 working days before the event and will incur a £75 administration fee. No refunds can be given for cancellations received less than 10 working days before the event or for non-attendance. Booking transfers will only be acceptable, if there is availability on another date for the same course, and will incur a £75 administration fee. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. APSE regrets we cannot accept any liability for associated transport or hotel costs in the event of course cancellations made by us. The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

Please return completed form to:

APSE – 2nd Floor Washbrook House, Lancastrian Office Centre, Talbot Road,
Old Trafford, Manchester, M32 0FP.

Tel 0161 772 1810 – Fax 0161 772 1811 - Email: jclough@apse.org.uk - Web: www.apse.org.uk



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