



**High Peak
School & Sport
Partnership**

High Peak School and Sport Partnership

Invitation to Quote for options appraisal for future management options for the High Peak School and Sport Partnership

Specification of Requirement

CONTRACTING ORGANISATION: **Buxton Community School/HPSSP Management Group**

ISSUED DATE: 08/05/24

CLOSING DATE: 30/05/24

Contents

1. Introduction	3
2. Background Information.....	3
3. Procurement and Project Delivery Programme	5
4. Specification	5
5. Deliverables and Milestones	6
6. Project Budget	6
7. Project Contact for Clarification Questions	6
8. Further Information.....	7

1. Introduction

This is a brief for a consultant to undertake an options appraisal on the future management options for High Peak School & Sport Partnership (referred to henceforth as HPSSP).

The options appraisal is to be undertaken for Buxton Community School (currently the host of HPSSP) and will be referred to as BCS from here on.

BCS is seeking consultants for a focussed appraisal of the following:

- **Stage 1:** Analyse the 4 options of management (1. Do nothing, 2. Become a Community Interest Company, 3. Become a Charitable Incorporated Organisation or 4. Become part of the Local Authority Trading Company (LATCo) - currently being considered by High Peak Borough Council and identify the pros and cons of each option).
- **Stage 2:** Appraise the range of support services required for each management options and explore whether there is any benefit of sharing essential services with other partners.
- **Stage 3:** Carry out consultation with relevant service users and key partners.
- **Stage 4:** Provide recommendations for the way forward.

2. Background Information

High Peak School Sports Partnership has been established since 2004 and has an excellent reputation for leading Physical Education and School Sport within the High Peak Area of Derbyshire. We provide contracted services and support to 41 primary schools, 4 infant schools and 1 special school in Glossop, New Mills, Chapel and Buxton. Our key focus is to improve confidence and competence of teachers to deliver high quality Physical Education and School Sport. We deliver a variety of CPD courses, young leaders training, competition and bespoke on-site support which impacts on the PE and Sport Premium for primary school objectives, ensuring schools' funding is spent effectively.

We also provide training and support to local secondary schools to develop students as sports leaders and volunteers as part of our employability pathway. We have 7 partner secondary schools that support our competition calendar allowing us to provide a great variety of events across the area.

We believe that PE, School Sport and Physical Activity can change lives by not only improving physical and mental wellbeing but by developing social and personal skills essential to succeeding in future life. Increasingly the SSP is linked to the objectives of the High Peak Health & Wellbeing Partnership

Mission Statement:

We believe active children result in well rounded, happy, healthy and resilient adults.

We want to enhance the lives of the/our children and young people across High Peak through supporting their wellbeing, promoting active travel, reducing inequalities and developing children and young people who are physically literate.

We want to influence positive progress, growth and behaviour change.

Key Aims

1. To inspire all young people to develop a lifelong love for PE, sport and physical activity
 - a. Provide high quality competition, sport and physical activity.
 - b. Educate and inspire young people to lead a healthy active lifestyle.
 - c. Develop a competent and confident school workforce ensuring all young people receive high quality PE, sport and physical activity.

2. To raise aspirations, improve employability skills and provide employment to young people.
 - a. Provide quality leadership and volunteering opportunities to improve employability skills.
 - b. Provide opportunities to target groups to increase engagement and raise aspirations.
 - c. Provide a pathway of employment opportunities within Physical Education, coaching and sports development.

In terms of becoming an organisation in our own right/part of local authority trading company we would aim for the following:

- a. To be a high quality brand and a sustainable organisation:
- b. To work collaboratively with key partners.
- c. To employ a quality workforce that value our aims and engage and inspire our stakeholders and partners.
- d. To provide a high quality experience for all of our stakeholders to sustain and develop current relationships.
- e. To positively promote the impact of HPSSP in the local and wider community in terms of learning and reflection.
- f. To operate effectively and develop new opportunities to grow the organisation.

HPSSP Management Group, along with BCS, feel that this is the optimal time to consider the options available.

Our work is taking us increasing down different routes including working more with the voluntary sector, public health around mental health and wellbeing, social prescribing around tackling inequalities. So being able to be more creative in our offer to young people is extremely appealing and powerful. The systems involved within the education infrastructure can be quite stifling in terms of development.

We would like to be in a position where we can access funding as an independent organisation, this would allow our current offer to look and feel better but allow growth in other areas of work.

3. Procurement and Project Delivery Programme

The proposed procurement and project delivery programme is set out below:

Date	Stage
8 May 2024	Invitation to Quote issued
30 May 2024	Quotation return date
w/c: 3 June 2024	Assessment completed by Management Group
w/c: 24 June 2024	Interview / presentation
w/c: 1 July 2024	Award letter issued
1 July 2024	Contract start date
17 October 2024	Contract end date

4. Specification

- The aim of this options appraisal is to refine and carry out a detailed analysis of the 4 options around the future HPSSP management options.
- The appraisal will need to outline the options being proposed and will include but not necessarily be limited to the following aspects:
 - Governance arrangements including the implications of each option
 - Risk – including operationally, financial, legal, employment and TUPE (2 staff) etc
 - Financial implications:
 - Overheads – back office support and costs - HR, IT, risk management/insurances, pensions, legal, marketing, office accommodation
 - Sharing essential services with other organisations
 - Access to funding
 - Opportunities and limitations

The consultant might wish to consider adding a decision matrix listing the 4 options against each of the above measures by way of an easy comparison too.

References

Please provide relevant references showing experience of the organisation and those working on this project.

Presentation

You will be expected to prepare a 20 minute presentation of your proposal to the HPSSP Management Group and answer question.

5. Deliverables and Milestones

- Project review meetings bi-monthly with Dawn Richardson
- Reporting to HPSSP management group meetings as required
- Consultation with education stakeholders by the end of September 2024.

As part of the evaluation process it is expected that the appointed consultants will engage and seek input from a range of stakeholders and partners including but not limited to;

- Engagement with the cross section list of schools as detailed provided (including how engagement is expected and how SSP will support with this).
- Sport England/Youth Sport Trust
- High Peak SSP Management Group members
- Buxton Community School
- Active Derbyshire
- High Peak Borough Council
- Other relevant SSPs (including those who have alternative management arrangements)
- Derbyshire Public Health
- Community/vol sector reps (list to be provided)

6. Project Budget

Prices must be quoted in the Price Schedule. Prices/rates are to be quoted in £ Sterling strictly net and inclusive of all costs associated with the provision of the Goods/Services/Works required to meet the requirements set out in this specification.

Price(s) submitted must be exclusive of Value Added Tax (VAT). The percentage and amount of VAT shall, if chargeable, be shown on invoices in accordance with prevailing HM Revenue & Customs Regulations.

The maximum budget for this project is £7,000 excluding VAT so we would expect a full breakdown of hours entailed within the submitted costs to ensure a competitive quote.

Prospective suppliers are requested to submit their best commercial offer based on the information provided.

7. Project Contact for Clarification Questions

All clarification questions relating to this Invitation to quote should be submitted to Dawn Richardson, Partnership Development Manager for HPSSP dawn.richardson@buxton.derbyshire.sch.uk or Craig Homer, Strategic Lead for Active Derbyshire and Chair of HPSSP Management Group craig.homer@activederbyshire.org.uk.

8. Further Information

Terms and Conditions

- BCS reserve the right to vary our requirement, by mutual agreement with the successful consultant.
- BCS also reserves the right to terminate the contract, subject to full payment of work which has been satisfactorily completed.
- BCS is under no obligation to accept the lowest submission.

Intellectual Property

The report, presentation and all intellectual property and copyright of all materials prepared under this commission shall rest with BCS.

Invitation to Quote submission and closing date

- The deadline for submission of the invitation to quote is 30 May 2024 on 11.59 pm
- Quotes should be submitted as a single pdf email attachment to:
Name: Dawn Richardson
Email: dawn.richardson@buxton.derbyshire.sch.uk
- Those submitting an Invitation to Quote will be contacted via email w/c 10 June 2024 to arrange interview/presentation date.