# Sandwell Metropolitan Borough Council

## Action To Be Taken Under Delegated Powers
## Exemption from Procurement and Contract Procedure Rules

## Direct Purchase of development and support for the Lean E-learning package from Artemis.

### 1. Summary Statement

1.1. An exemption from the Councils Procurement and Contract Procedure rules is being sought for the direct purchase of an added component of Artemis without a procurement exercise taking place to obtain a minimum of 3 quotations.

1.2. During April 2015 the Council entered into a collaboration agreement for the provision of Artemis, an E-learning computer programme that consists of E-learning packages which are continually improved and added to. The collaboration agreement between Stoke City Council, Swindon Borough Council and Sandwell Council for the provision of Artemis is due to be renewed on 31$^{st}$ December 2017.

1.3. Artemis is used council wide as a training method for many of the mandatory training required of all Council staff. An Artemis add-on is now required to replace the current E-learning package that is used to support the Council in its use of Lean technique to develop and continue service improvement.

1.4. The add on to the existing Artemis package will not exceed £12,000 which includes development and all future maintenance costs. Artemis offers in house technical support.

1.5. The Procurement Services Manager has been consulted and agrees that the most appropriate route to procure the services required is directly from Artemis via exemption.

1.6. In accordance with the Council's Procurement and Contract Procedure Rules (Rule 15), an exemption from any Rule may be endorsed by the most senior Chief Officer, independent from the initial decision making process, confirming the Chief Officer is

> satisfied that the exemption is justified by special circumstances. The report must be approved by the Council's Section 151 Officer and the Cabinet Member for Core Resources.

## 2    Recommendation

2.1 That the Interim Section 151 Officer approves the expenditure in the sum of £12,000 to Artemis for the direct purchase of the development of a new Lean E-learning package including on-going maintenance costs.

2.1 That any necessary exemptions be made to the Council's Procurement & Contract Procedure Rules to enable the course of action referred to in 2.1 above to proceed.

In accordance with the Council's Procurement and Contract Procedure Rules, I intend to take the action(s) recommended above.

I do/do not have an interest to declare in this matter

Darren Carter
**Interim Director of Resources**
Date: 8-12-2016

I do/do not have an interest to declare in this matter

Jan Britton
**Chief Executive**
Date: 12-12-16.

I do/do not have an interest to declare in this matter

Steve Trow

Cllr.Trow
**Cabinet Member for Core Council Services**
Date: 8 December 2016

## Contact Officers

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## 3    Procurement Implications

This exemption is required as the Councils Procurement and Contract Procedure Rules (Rule 8) cannot be met. This Rule requires the opportunity to be advertised via the Councils E-tendering portal, Intend, so that a minimum of 3 quotations can be obtained. However, the Council has entered into a collaboration agreement with other Local Authorities so that Artemis can be used for all E-learning activities although there is no contracted expenditure for the development of modules.

## 4    Legal and Statutory Implications

There are no legal or Statutory Implications relating to the approval of this exemption report.

## 5    Background Details

5.1    The vision for Artemis was born out of a need to provide a children's workforce induction programme for partners in the West Midlands region. Six West Midlands local authorities joined together in procuring an E-Learning development supplier, which was partly funded by Improvement and Efficiency West Midlands (IEWM), to deliver an innovative learning and development tool. Stoke-on-Trent City Council as Lead Authority entered in to a contract with Active Mind Solutions Limited (AMS) dated 28 April 2009 and the Artemis Board was established. The contract has been extended to 31$^{st}$ December 2017.

5.2    The Artemis Board members, Stoke City Council, Swindon Borough Council and Sandwell Council agreed to enter in to a Collaboration Agreement to formalise current arrangements. The funding from IEWM is no longer received and funding for Artemis is obtained from subscriptions and licences provided to the Members and other organisations.

5.3    The current E-learning package that is used to support the Council in its use of Lean technique is not fit for purpose because the current Lean E-learning package is now out of support and pages with activities or videos no longer work as they should. Information is dated, not interactive and if passwords are forgotten they cannot be reset meaning that

individuals can't complete the learning. This will be replaced with the new Artemis module which will offer an interactive, up-to-date approach to learning about Lean tools and continuous improvement. It will provide lessons, practice and best practice guidance on implementing Lean principles into everyday working practice. This will help enable those who complete the module to have a common understanding and language across the council. The module will support the organisations aims of saving money, maximising income and transforming the way we do things, through the following learning outcomes:

1. To create and sustain an environment where innovation is the norm.
2. Be familiar with a range of problem solving techniques.
3. Be able to use a range of practical applications to embed a culture of continuous improvement.
4. Use a range of problem solving techniques appropriately.
5. Develop innovative approaches to problem solving.
6. Understand the importance of everyone in the process of continuous improvement.
7. Understand the importance of team work in continuous improvement.
8. Demonstrate understanding of a range of practical applications in continuous improvement.

## 6    Source Documents

None