

Sandwell Metropolitan Borough Council

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

Direct Purchase of Getting Things Done

1. **Summary Statement**

- 1.1. An exemption from the Councils Procurement and Contract Procedure rules is being sought for the direct purchase of the Getting Things Done (GTD) licensed product from Next Action Associates Ltd – Certified international partner of David Allen Company without a procurement exercise taking place to obtain a minimum of 3 quotes.
- 1.2. During this financial year it has been recognised that in continuing times of austerity employees across the council would benefit from learning interventions aimed at boosting productivity which would support teams and individuals to do “more with less”. With this in mind Learning and Development have researched the most appropriate learning interventions to meet this brief to enable us to deliver a training programme to officers across Sandwell Council.
- 1.3. Getting Things Done – The Art of Stress Free Productivity is the chosen method of development to increase the skills of managers and employees to adopt a simple, fundamental thought process which they can immediately apply to current work at hand, creating critical enhancements and seamless integration of their own unique personal management systems.
- 1.4. The learning interventions will ensure that individuals have effective organisational skills to ensure higher levels of productivity across the organisation, with the added value of the programme, being to aim to reduce levels of work related stress.
- 1.5. The Procurement Services Manager has been consulted and agrees that the most appropriate route to procure the services

required is directly from Next Associates Limited 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 Councils 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 £40000 to Next Associates Limited for the direct purchase of training for 100 people which will address a number of Training Needs to increase the productivity of employees at different levels of across the organisation in the next 12 months.
- 2.2 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.



Darren Carter
Executive Director of Resources

Date: 30-3-2017

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

Cllr.Trow
Cabinet Member for Core Council Services

Date: 30 MARCH 2017

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



Contact Officers

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3 Procurement Implications

- 3.1 This exemption is required as the Councils Procurement and Contract Procurement 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, from research carried out Getting Things Done appears to be an effective intervention with evaluation data showing that 72% of people that have undertaken this training have on average increased productivity by more than 15% and 71% of respondents felt less stressed after completing the training.

4 Legal and Statutory Implications

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

5 Background Details

- 5.1 The vision for the programme was born out of a need to help managers and employees increase productivity during times of ongoing budget reductions, which can in turn impact the resource available to do the job.
- 5.2 By providing high quality learning interventions aimed at supporting employees during these times of austerity they will see that the council are investing in their future, which will improve their morale and motivation to succeed and further develop.
- 5.3 The Getting Things Done programme will consist of a combination of one and two-day classroom based training sessions around the principals of Getting Things Done which incorporates defining work by considering purpose, vision and goals. The programme will also offer individuals tools and techniques to utilise when workloads are causing an increase in stress and anxiety levels.
- 5.4 Getting Things Done helps individuals who have:
- Insufficient focus on strategic things. Always “busy”, but not as effective as they would like to be.
 - Email overload
 - Unhealthy or unsustainable work-life balance
 - Too much time spent reacting or “fire-fighting.”
 - Not enough focus on the truly important

- Lack of a sense of control at work
- Mental distraction, lack of ability to focus effectively

5.5 Getting Things Done helps managers and teams who have:

- Ineffective meetings, without clear goals and follow-up accountabilities
- Lack of strategic direction and alignment with organizational goals
- Lack of role clarity: who is responsible for what?
- Ineffective delegation
- Managers doing things that they should be delegating
- Ineffective follow-up: too little, too late, or too often

6 Source Documents

None

