

FOI number: **HBC\_FOI\_20200018**  
Date FOI Received: **10/01/2020**  
Department: **Human Resources**  
Title: **First Aid training arrangements**  
Description: **Information on the procurement of First Aid training and number of people trained.**

**Request: (As Redacted sent by requestor)**

I am writing to you today regarding the procurement of First Aid Training services within the council/ This could be namely 'First Aid at Work', 'Emergency First Aid at Work', 'Paediatric First Aid', 'Emergency Paediatric First Aid', or other related training that distinctly includes the phrase 'First Aid'.

1. Was the provision of the above training the subject of a framework or contract process?
2. Could you provide a list of Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages\*
3. Contract values of each framework/contract (& any sub lots), year to date
4. Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?
5. Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?
6. Who is the senior officer (outside of procurement) responsible for this contract?
7. Could you advise what the local authority pay for the following training at the council: 'First Aid at Work', 'Emergency First Aid at Work', 'Paediatric First Aid', 'Emergency Paediatric First Aid', or other related training that distinctly includes the phrase 'First Aid'. I understand that this can be paid for on the basis of a per person cost, or a per course cost. Could you please denote which of these is appropriate to the current rate paid.
8. How many individuals were trained and how many training courses delivered for the following courses: 'First Aid at Work', 'Emergency First Aid at Work', 'Paediatric First Aid', 'Emergency Paediatric First Aid', or other related training that distinctly includes the phrase 'First Aid'.
9. If this training has been the subject of a procurement process can you please provide me with a copy of the successful / winning tender.

\*For clarity, the details of the successful and unsuccessful suppliers are kept in the strictest confidence. These details are used only to contact and support suppliers regarding their bidding activity for the relevant contracts.

**Response: (Response as Redacted sent by service)**

Please find our response below:

1. Was the provision of the above training the subject of a framework or contract process?  
No
2. Could you provide a list of Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages\* N/A
3. Contract values of each framework/contract (& any sub lots), year to date N/A
4. Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension? N/A
5. Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed? N/A
6. Who is the senior officer (outside of procurement) responsible for this contract? Managed by HR/H&S
7. Could you advise what the local authority pay for the following training at the council: 'First Aid at Work', 'Emergency First Aid at Work', 'Paediatric First Aid', 'Emergency Paediatric First Aid', or other related training that distinctly includes the phrase 'First Aid'. I understand that this can be paid for on the basis of a per person cost, or a per course cost. Could you please denote which of these is appropriate to the current rate paid. St John Ambulance charges are - First Aid at Work £372, Emergency first aid £174 (all costs per person) No paediatric training is undertaken.
8. How many individuals were trained and how many training courses delivered for the following courses: 'First Aid at Work', 'Emergency First Aid at Work', 'Paediatric First Aid', 'Emergency Paediatric First Aid', or other related training that distinctly includes the phrase 'First Aid'. We have 17 people trained to First Aid at Work level and 6 to Emergency First Aid level.
9. If this training has been the subject of a procurement process can you please provide me with a copy of the successful / winning tender. N/A

\*For clarity, the details of the successful and unsuccessful suppliers are kept in the strictest confidence. These details are used only to contact and support suppliers regarding their bidding activity for the relevant contracts.

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Access-to-Information.aspx>

The Information Commissioner oversees the application of the Freedom of Information Act.  
You may contact the Information Commissioner at:

Information Commissioners Office

Wycliffe House, Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 01625 545700

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards

Information Services