

<b>ITEM No ...9.....</b>
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**REPORT TO:** CITY GOVERNANCE COMMITTEE – 17 FEBRUARY 2025

**REPORT ON:** APPROVAL FOR THE PROCUREMENT OF SCHOOL TRIPS FOR THE PERIOD COVERING 2025 TO 2030

**REPORT BY:** EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE AND CORPORATE SERVICES

**REPORT NO:** 53- 2025

## **1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval to commence the procurement of individual school trips which exceed £50,000, throughout the period 2025-2030.

## **2 RECOMMENDATION**

- 2.1 It is recommended that the Committee:

- approves the commencement of the procurement of individual school trips which exceed £50,000, based on a documented sourcing strategy for each trip being organised throughout the period 2025 to 2030 and;
- delegates authority to the Executive Director of Children and Families Services to approve the procurement sourcing strategy and direct award the purchase (each school trip exceeding £50,000).

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The organisation of and payment of supplier fees for school trips is made by Dundee City Council. However, there are no direct financial implications for the service associated with this report, as all costs are met by parents/carers giving consent for their child to attend any given school trip. Schools may use grant funding to subsidise pupil at risk of missing out in line with cost of the school day.

## **4 BACKGROUND**

- 4.1 The Children & Families Service is seeking approval to allow schools to book school trips with approved school trip suppliers over the limit of £50k. Currently schools can make bookings as direct awards to suppliers who are accredited suppliers for trips/activities (who have been risk assessed by the Children and Families Service), which are to cost under £50k. Approval is being sought to extend this process to trips/activities which are to cost in excess of £50,000.
- 4.2 The availability of school trips where higher costs are involved, which are in the main to foreign countries i.e. ski trips to Europe or Disney Land Trips, offer enhanced pupil experiences and lifelong learning opportunities.

## **5 SOURCING STRATEGY SUMMARY**

- 5.1 This overarching sourcing strategy supports the streamlining of the governance arrangements for the procurement of school trips as outlined in this report.

## **6 RISK ANALYSIS**

- 6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge.

Description of Risk	Actions to be taken to manage Risk
<b>Commercial Risk</b> – That either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	The suppliers are not likely to be registered on public sector tendering portals.  Low risk – the selection of suppliers is based on an assessment of the supplier's unique experience offering and the affordability of the package offered...
<b>Technical Risk</b> – This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	Low risk – Children and Families Services will undertake a risk assessment for each school trip which will include the assessment of supplier suitability.
<b>Performance Risk</b> – This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low risk – each school trip will be risk assessment have an intended experiential outcome which will be evaluated by Children and Families Services. The suppliers must have appropriate accreditation.
<b>Contractual Risk</b> – Being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low risk – The Suppliers will have their own terms and conditions for the supply of services, which are likely to be fairly standard. Children and Families Services should seek legal advice before using a supplier for the first time to check that the Ts and Cs are suitable.
<b>Legal Risk</b> – where a procurement is found unsound in law, through the public procurement rules.	For all school trips, there is low risk of challenge as selection is based on the unique offering and availability of the supplier. The schools should obtain a minimum of 3 quotes.

## 7 POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

## 8 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

## 9 BACKGROUND PAPERS

- 9.1 None.

ROBERT EMMOTT  
Executive Director of Corporate Services

AUDREY MAY  
Executive Director of Children and Families Services

January 2025

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## Appendix 1

<b>SOURCING STRATEGY</b>	School Trips
<b>PROJECT NUMBER</b>	
<b>PROJECT INFORMATION</b>	procurement of individual school trips which exceed £50,000, based on a documented sourcing strategy for each trip being organised throughout the period 2025 to 2030, and;
<b>PROPOSED CONTRACT DURATION</b>	Trips organised throughout the period 2025 to 2030
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>• approves the commencement of the procurement of individual school trips which exceed £50,000, based on a documented sourcing strategy for each trip being organised throughout the period 2025 to 2030, and;</li> <li>• delegates authority to the Executive Director of Children and Families Services to approve the procurement sourcing strategy and direct award the purchase (each school trip exceeding £50,000).</li> </ul>
<b>FINANCIAL IMPLICATIONS</b>	The organisation of and payment of supplier fees for school trips is made by Dundee City Council. However, there are no direct financial implications for the service associated with this report, as all costs are met by parents/carers giving consent for their child to attend any given school trip. Schools may use grant funding to subsidise pupil at risk of missing out in line with cost of the school day.
<b>POLICY IMPLICATIONS</b>	There are no issues
<b>BACKGROUND PAPERS</b>	None