



DECISION RECORD

Service Reference Number <i>(Please insert your service generated reference number – this is for your records / audit purposes)</i>	DR/2025/08/EDR
Decision Maker – Alex Codd – Assistant Director of Economic Development and Regeneration	
Delegated Authority Alex Codd, Assistant Director, Economic Development and Regeneration exercising delegated powers pursuant to paragraph 18.1 of Part B of the Council's constitution.	
Decision: <ol style="list-style-type: none"> 1. To authorise Hull Training and Adult Education (HTAE) to purchase under the capital budget (November 2024 Key Decision - Ref – 0066/24) specific engineering equipment to the value of £266,851 (ex-VAT) for the planned continuation and growth of provision. 2. To make a direct award for the purchase of the Fault Finding Machine from US Supplier Spectra Quest as no other supplier available to the value of £56,397 (based on exchange rate at the time of the quote USD \$69,737) 3. To purchase via open tender process 4 x manual lathes, 2 x manual milling machines, 1 x CNC Lathe and 1 x CNC milling machine to the value of £193,703. 	
Reasons for the Decision: <ol style="list-style-type: none"> 1. Hull Training & Adult Education deliver government funded apprenticeships and currently serve over 100 local employers and over 160 young people with a further 50 expected by the end of September 2025. 2. Capital investment is required to ensure that the engineering provision network and equipment is compliant with health and safety legislation and industry specifications and fit for purpose to deliver education and training to learners as per our grant funded allocations and contracts with the Education and Skills Funding Agency.. 3. The lack of usable equipment in the training workshop has significantly limited the scope of training which can be delivered, and this is directly impacting on the skills 	

and achievement of current learners. This also has a knock-on effect on both income and reputation.

Nature of Decision:

Non-Key

(November 2024 Key Decision - Ref – 0066/24)

Exemptions

Is the accompanying formal report (or other documentation where applicable) exempt?
No

Background and Supporting Information:

Hull Training & Adult Education deliver government funded apprenticeships in a variety of engineering disciplines. Engineering and manufacturing is a priority area for the Local Skills Improvement Plan with the sector employing more than 17% of the total workforce in Hull and East Yorkshire, more than double the Great Britain average.

Hull Training & Adult Education are expected to move into the Centre for Learning (previously Trinity School) building in September 2026. The Engineering Centre will move from its current site in Orchard Park and in preparation for this move a PUWER assessment was carried out by an independent consultant on all existing equipment in May 2023. This was arranged by Hull Esteem as the appointed managing agent for the service move. The purpose of the PUWER assessment was to ascertain the suitability and compatibility of all machinery in readiness for the location move. The assessment found that several pieces of equipment were not fit for purpose and due to health & safety reasons had to be taken out of service.

It is now necessary to purchase new items of equipment to allow the engineering centre to continue to deliver industry standard training to apprentices on behalf of local engineering businesses.

Item	Estimated Cost per item	Estimated Total Cost	Comments
4 x Manual Lathes incl commissioning & installation	£18,542	£74,168	Replacement of disposed items
2 x Manual Milling Machines	£17,454	£34,908	Replacement of disposed items
1 x CNC Lathe incl delivery & installation	£38,045	£38,045	Required to accommodate expanding numbers of learners
1 x CNC Milling Machine	£52,450	£52,450	Replacement of disposed item
1 x Fault Finding Machine	\$69,737 USD	£52,790	Replacement of disposed items and to support changes to apprenticeship

			standard requirements to achieve end point assessment.
1 x 2D/3D Printer	£14,490	£14,490	Required for expansion of CAD delivery and changes to apprenticeship requirements.
<p>Total cost 24/25 - £266,851 (EXCLUDING VAT)</p> <p>All quotes received are ex-VAT but inclusive of delivery.</p> <p>Estimated costs are correct at the time of receiving the quotes but are subject to change.</p> <p>Fault Finding machine is from USA supplier so quote received is in US dollars and has been converted to British £'s based on an exchange rate of GBP/USD = 0.756 as of 18/9/24.</p>			
<p>Equalities Impact Information</p> <p>Does the decision have relevance to equality or affect any group with protected characteristics?</p> <ol style="list-style-type: none"> In line with the corporate plan, HTAE supports local economy growth through its training provision to deliver on skills needs of employers. We aim to engage with more learners by creating a productive and innovate training experience within our centres and provide excellent education and training facilities. Our delivery of programmes specifically targeted at those hardest to reach, reducing NEET's within the city and contributing to raising skills levels across the city. The HTAE IT network, security, software and equipment covers five training centres providing education and training to enable local people access to improve their lives and economic success and also aligns to the priority areas for the region as per Local Skills Improvement Plan and City Plan. Learners have access to education and training over five centres to 		<p>NO</p>	

<p>improve their lives, health and wellbeing and economic success in the city.</p> <p>3. Having access to training and education for city residents and employers enables those individuals to be more aware of the need to reduce carbon footprints and the wider impact their choices can have collectively alongside HTAE priorities to continually make every effort to contribute positively to reducing the overall carbon footprint of Hull CC. HTAE are providing skills and training to education individuals and businesses in efficient methods of working to contribute to city targets.</p>	
<p>Contact Officer: Sharon Gamble Head of Service Hull Training and Adult Education</p>	
<p>Chief Officer Comments</p> <p><u>Comments of the Director of Legal Services and Partnerships (Monitoring Officer)</u></p> <p>The decision to provide a direct award to Spectra Quest is noted and supported on the basis that the equipment is unique and would take the longest to arrive due to being imported from the United States. The remaining goods need to be procured due to the value being above the Procurement Threshold for Goods under the Procurement Act 2023. The decision is also compliant with the Council's Contract Procedure Rules.</p> <p><u>Comments of the Director of Finance and Transformation (Section 151 Officer)</u></p> <p>The S151 Officer supports the decision and confirms that funding is available within the approved Capital Programme.</p> <p><u>Comments of the Assistant Director of Organisation Development & Human Resources and compliance with the equality act</u></p> <p>There are no staffing or equality issues arising from this decision.</p> <p><u>Comments of the Portfolio Holder for Cllr Tock Portfolio Holder Children, Young People, Families and Learning and Community Safety</u></p> <p>I support the request for purchase of capital investment resources that will enable the engineering centre to upgrade their equipment and continue to deliver much needed educational provision in the sector of engineering training and apprenticeships.</p> <p><u>Scrutiny Comments</u></p> <p>This decision has not been subject to pre-decision scrutiny. Ref: Sc8681.</p>	

Exceptional Circumstances	
Is the decision record currently exempt from publication at the point of decision?	No
If yes, what date can the decision record be made public?	
Reason the decision record is exempt from publication at the point of decision:	
Signature of Decision Maker:	
Signed:	
Date signed: ... 26/03/2025	
FOR COMPLETION BY THE SCRUTINY OFFICE:	
Date published on CMIS:
Can the decision be called in? <i>(The only decisions that cannot be called in are officer non key decisions. All other decisions are subject to call-in, and will not come into effect for 5 full working days after publication)</i>	Yes/No
Date decision comes into force: <i>(The decision cannot be implemented before this date. The scrutiny office will contact you if the decision is called in during the call-in period.)</i>

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- DECISION RECORDS GUIDANCE
- DECISION MAKING GUIDANCE
- DECISION MAKING PROCESS

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PUBLICATION OF THE DECISION RECORD

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1. A **PDF** version of the completed decision record **including** the decision maker's signature *(the original signed version should be retained for reference within the relevant service area)*
2. An unsigned **Word** version of the completed decision record for completion by the scrutiny office.
3. A copy of the formal report plus any supporting documentation (if applicable).

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