



Hereford & Worcester Fire Authority

Record of an Authority decision delegated to an Officer as required under Regulation 7 of the Openness of Local Government Bodies Regulation 2014

Subject of decision	To procure a below threshold contract for an online compliance library to Skillcast. The contract is a continuation from the 12 month contract taken out on 31.12.2024 and will continue for the next 12 months until 31.12.2026.
Officer name	Jon Butlin
Job title	Assistant Director / Area Commander – Prevention
Date decision taken	27/11/2025
Reasons for the decision	The Service currently utilises a suite of compliance eLearning SCORM packages that cover mandatory and legally compliant training in the areas of : Health and Safety, Ethics and Employment law , Data Protection and Cybersecurity. These are assigned on the Learning Management System (LMS) and assurance reported to council audit processes and for the HMICFRS inspectorate. The eLearning library has met service delivery expectations while providing the Authority with standardised and repeatable training. The continuation into a second 12 month contract allows for training to be completed over a two year period, including refresher training, in a familiar format that maximises the availability of training time, particularly for on-call staff.
Details of decision	The contract renewal is a 12 month contract for 700 users to access up to 158 eLearning packages. Contract Value £7,714 +VAT / £8,533.20 inc VAT
Details of alternative options considered and rejected (if any)	Compliance libraries are more efficient use of our resources compared to creating these materials in house because of the assurance that they are maintained to be legally compliant and up-to-date. This also allows the Digital Learning Team to focus on creating operational-focussed learning materials that are specific to the FRS sector. There continues to be significant development in understanding the most efficient way to train using digital technologies. Skillcast was chosen for as the only provider of compliance training which delivered microlearning in packages that took 5 minutes or less to complete. This allows us to spread the training load across the yearly planner. We recognise that a review and full procurement process is required in 2026 to ensure that we benefit from the increased focus on microlearning in the compliance learning sector.
Any interests declared by a Member or Officer	N/A

For decisions regarding spend of £100,000 and above

To be completed by Information Governance & Committee Services
Log No

Links to relevant background documents or information	N/A



Signed...

Date...1st December 2025

For decisions regarding spend of £100,000 and above

To be completed by Information Governance & Committee Services
Log No