



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	Proposal for a direct award to procure an accreditation Service without inviting competitive tenders, pursuant to paragraph:- · 3.1a(i) - goods, materials or services are of a unique or specialised nature; and · 3.1a(ii) - the supply of goods, materials or services are similar to or compatible with an existing provision so as to render only one source of supply appropriate. of the Authority's Contract Standing Orders. For Level 3 Fire Safety Certificate course to be delivered in house by HWFRS staff. The contract is expected to start November 2025 for a period of 5 years with the option to extend for 24 months in 12 month increments.
Officer name	George Marshall
Job title	Area Commander, Head of Protection
Date decision taken	13/11/2025
Reasons for the decision	There is a Service requirement to train Wholetime operational Supervisory Managers to Level 3 Fire Safety Certificate standard to deliver fire safety inspections of commercial premises. There are limited current number of accredited training providers, and the Service have used Xact and the Fire Service College, who arrange courses on specific blocks of days. However, due to operational commitments and the varying duty systems worked by operational staff, the Service have been unable to effectively fill course modules and complete units. The Service require the flexibility to arrange courses around the needs of their operational staff to ensure value for money is achieved and the availability of appliances is maintained. In addition, current course cost £23,499 for up to 16 delegates i.e. £1,468 per person. This cost is effectively increased when the Service are not able to fill all places. However, an accredited in-house course

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	could be delivered at times to suit more staff, and the cost would be per delegate as opposed to per course. The cost of the proposed course is £1025 per person, which offers considerable savings.
Details of decision	The proposed supplier is HMFS Consultants. They require training to be delivered by an experienced Fire Safety Inspector, qualified to at least Level 4 Fire Safety (Diploma) standard. HMFS Consultants would then provide quality assurance of training delivery. <u>Delivery Approach</u> Delivery Model - Training to be delivered by HWFRS Assessment - To be marked and assessed by HMFS Consultants Quality Assurance - Managed by HMFS Consultants Training Materials - Developed and owned by HMFS Consultants, tailored to HWFRS Learning Management System (LMS) - Provided by HMFS Consultants with access for specified HWFRS staff Ongoing Support - Ad hoc support from HMFS Consultants as needed <u>Costs of proposal</u> £1025 per candidate: (inclusive of Awarding Body Reg & Cert Costs) The price is based on the 19 candidates indicated by the Service for contract year 2026 i.e. £19,475 in 2026. The contract should include an option to add new candidates in 2027, based on the same price, plus RPI. <u>Payment structure:</u> 50% at course start 30% at the end of the delivery for week 2 of the training 20% on certification. This further protects the Service in case candidates do not pass the course, drop out or leave the Service prior to completion. <u>Assessment attempts:</u>

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	Candidates would have 3 attempts to complete their assessment work, however, HMFS Consultants are prepared to be flexible to take into account individual candidate circumstances and learning needs. <u>Ownership of the training material:</u> Ownership of training materials will remain the IP of HMFS Consultants.
Details of alternative options considered and rejected (if any)	In order for our current training provider (The Fire Service College) to accredit an in-house course, they required our instructor to become an Associate Instructor, possess a teaching qualification and be shadowed for 6 months, which is not achievable with our current staffing model.
Any interests declared by a Member or Officer	None
Links to relevant background documents or information	Contracts for the current delivery of Level 3 Fire Safety certificate courses by The Fire Service College are available.

Signed.....  Date.....13/11/25.....

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