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Understanding THE LEGAL FRAMEWORK for COMMISSIONING PRIMARY HEALTHCARE and SOCIAL SERVICES

LONDON - 24 MARCH 2010

NB This seminar will *only be held in London*, no out of London venues SORRY!

This one-day seminar is designed for all those who need to develop a practical understanding of the legal framework for commissioning primary healthcare and social services, as well as providing best practice advice for commissioners when dealing with providers. No previous experience will be assumed. The presenter will explain the legal obligations that have to be followed, including the EU Public Procurement Regime and the important part played by 'concepts' such as equal treatment, transparency and non-discrimination. The seminar will be run as an interactive day with plenty of opportunities for questions and discussion. A detailed workbook will be provided to each delegate.

PROGRAMME (1 DAY)

STRATEGIC PLANNING

- Commissioning or Procurement or Purchasing?
- The choice agenda ● The focus on end-users
- Learning from providers - how much contact can we have?
- The impact and role of the 'NHS Contract'

SPECIFICATIONS AND ADVERTISING

- Pre-procurement issues
- Sub-contracting and consortia bids
- Output based specifications
- Drafting specifications to allow for innovation and 'added value'
- Advertising - important Do's and Don'ts

SHORT-LISTING AND TENDER EVALUATION

- The key differences between qualification and evaluation
- The Pre-Qualification Questionnaire (PQQ)
- Ensuring that the PQQ is proportionate
- Invitations to tender (ITTs)
- TUPE Regulations ● Code of Practice on Workforce Matters
- Equality Bill ● Tender Evaluation - getting it right!

THE CONTRACT - PRE and POST AWARD

- Developing suitable contract and payment terms
- De-briefs and standstills - are these necessary?
- The contract award notice
- Contract management and review

Presented by: John Bennett, Solicitor and Consultant to Eversheds, Associate Consultant, ETC and regular presenter of this seminar

John Bennett is a regular and highly respected presenter for ETC and generally acknowledged to be one of the leading specialist advisors on the legal and practical aspects of procurement, tendering, commissioning and contracting in the public sector. He has written/co-written many of the leading works on procurement, tendering, commissioning, contracting and competition in the public sector, is a regular contributor to *Public Finance* magazine, as well as being legal advisor to a large number of public sector organisations.

0945 Registration, 1000 Start, 1630 Close
Venue: Park Inn Hotel, Southampton Row, London WC1
Fee per delegate: £270.00 plus £47.25 VAT Total £317.25

Run out of budget?
 You can attend in March and ETC will invoice in April
Budget to spend? ETC can help - please ask for details

FAX BOOKING LINE 0113 298 2088
e-mail mail@publicsecta.com
www.publicsecta.com
<i>ETC is one of the leading providers of short course training to the public sector in the UK, Ireland & Europe, with a fifteen year plus track record of delivering practical, detailed and focused training that will help you to 'do your job better'</i>

This seminar can also be run In-House for £1,495 plus VAT, 'ALL IN', anywhere on mainland UK. Maximum 15 delegates from the organisation booking the in-house seminar. Please contact ETC to discuss possible dates.



ETC, PO Box 999, Leeds LS16 0AA
 Telephone **0113 230 6170**

BOOKING FORM	COMMISSIONING PRIMARY HEALTHCARE AND SOCIAL SERVICES	24 March 2010 - London
ORGANISATION _____	① First Name _____ Surname _____	
ADDRESS _____	Job Title _____	
_____	② First Name _____ Surname _____	
POSTCODE _____	Job Title _____	

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