

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 09 March 2021

TITLE	Commissioning HR Recruitment Advertising and Public Notices Supplier		
Ward(s)	N/A		
Author: Mark Williams	Job title: Head of Human Resources		
Cabinet lead: Craig Cheney	Executive Director lead: Mike Jackson		
Proposal origin: <i>BCC Staff</i>			
Decision maker: Cabinet Member Decision forum: <i>Cabinet</i>			
Purpose of Report: <ol style="list-style-type: none">To seek approval to commission a provider for HR recruitment advertising and Public Notices using the Eastern Shires Procurement Organisation (ESPO) framework and authorise the Director of Workforce and Change to make the contract award.			
Evidence Base: <ol style="list-style-type: none">Since February 2018, the Council has engaged TMP Worldwide to provide recruitment advertising services and Public Notice placements. Annual expenditure in the region is circa £0.5M though this has reduced in 2020/21 due to a reduction in employee turnover. Over the past three years, the contract has delivered significant cost efficiencies for BCC. This has been achieved through having strong collaborative and partnership working with the current supplier.The current contract expires on 4 July 2021 and the Council has an obligation to secure Best Value and test the market and make further efficiency savings and improvements where possible.It is proposed the service will be tendered via ESPO. This is a compliant procurement route. A new updated framework has been in place since December 2020. The ESPO framework offers an efficient, coherent and competitive route to procuring a HR recruitment advertising and Public Notices contract. All of the suppliers on the ESPO framework have been selected for their ability to provide customers with a comprehensive range of services that combine quality and value. This will enable BCC to make a commercially informed decision.The key features of the specification that will be used to commission a supplier remain unchanged. For example, the requirement to have an agency who places recruitment advertising and Public Notices on behalf of BCC. The new tender specification will also include a requirement to demonstrate a thorough understanding of diversity in recruitment advertising. This will lead to BCC attracting and recruiting candidates from all communities. This will support our objective to have a workforce that reflects the communities we serve at all levels of the organisation.			

Cabinet Member Recommendations:

That Cabinet:

1. Approves the commissioning of a HR recruitment advertising and Public Notices contract using the Eastern Shires Procurement Organisation framework from 5th July 2021 for up to 4 years at a cost of £500k per annum.
2. Authorises the Director of Workforce and Change to award a contract to a HR recruitment advertising and Public Notices provider to supply services under the ESPO framework for up to four years with effect from July 2021 in consultation with the Deputy Mayor – Finance, Governance and Performance and the Director of Finance (Section 151 Officer).

Corporate Strategy alignment:

1. The proposal aligns with our objective to make sure we attract an inclusive, high-performing and healthy and motivated workforce.

City Benefits:

1. All bidders must be able to demonstrate how they will deliver social value and meet the requirements of the Council's social value policy. Tenders will be evaluated based on 50% quality, 20% social value and 30% on price. This will lead to BCC attracting and recruiting a more diverse workforce.
2. That BCC will meet its legislative obligations through its placement of Public Notices.
3. All bidders must be employer branding and social media experts to enable BCC to continue to promote itself to a local audience as a great place to work through a diverse range of channels.
4. The length of the contract and extension provisions could lead to efficiency savings to the Council.
5. The successful bidder will be required to comply with the Council's Advertising and Sponsorship Policy.

Consultation Details:

1. Members of the Human Resources Committee were advised of the proposal at their meeting on 17 December 2020 as part of a report on the work officers were undertaking in respect to recruitment in the organisation.

Background Documents:

Link to the ESPO 3A Recruitment Advertising and public Notices

<https://www.espo.org/Frameworks/People-Professional-Services/3A-20-Advertising-Solutions>

Revenue Cost	£0.5m per annum up to £2m maximum over a 4 year contract period.	Source of Revenue Funding	BCC wide
Capital Cost	N/A	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:**1. Finance Advice:**

The new contract would be for a period of up to 4 years (including extensions). The contract value would be for 0.5m p.a. (reflecting maximum annual spend since 18/19) and up to £2m pro rata across 4 years. The revenue expenditure

will be incurred across BCC by the service initiating the requirement for recruitment advertising. It is the responsibility of the budget manager to ensure they continue to manage the cost of recruitment advertising spend within their approved total budget authority.

Finance Business Partner: Jemma Prince, 25 January 2021

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. The use of the ESPO Framework complies with this requirement. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Leader/Solicitor, 21 January 2021

3. Implications on IT: No anticipated impact on IT Services

IT Team Leader: Simon Oliver, Director Digital Transformation 20 January 2021

4. HR Advice: No HR implications evident

HR Partner: James Brereton, 29 January 2021

EDM Sign-off	Mike Jackson	27 January 2021
Cabinet Member sign-off	Craig Cheney	1 February 2021
For Key Decisions - Mayor's Office sign-off	Mayor's Office	15 February 2021

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO