

Executive Decision Report

Decision maker and date of Leadership Team meeting, Lead Member meeting or (in the case of individual Lead Member decisions) the earliest date the decision will be taken	Leadership Team – 26 February 2018 Forward Plan reference: 05200/18/K/AB Leadership Team Portfolio: Lead Member for Corporate Services	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
Report title (decision subject)	ACCESS THE LGRP FRAMEWORK	
Reporting officer	Director for HR and OD, Debbie Morris	
Key decision	Yes	
Access to information classification	This report is currently part exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information	

1. EXECUTIVE SUMMARY

- 1.1. This report provides the rationale for approval for the council to have the ability to access the LGRP Framework. The aim of the framework is to provide a route to market and help support public sector organisations, to access and procure recruiting and resourcing services in an efficient and effective manner.
- 1.2. Following an OJEU procurement process, London Borough of Waltham Forest in conjunction with YPO (Yorkshire Purchasing Organisation) awarded the LGRP (Local Government Resourcing Partnership) Framework with the following Lots:
 - Lot 1 Executive Search Permanent (roles over £70K) & Interim Recruitment (all roles), 8 suppliers
 - Lot 2 Permanent Recruitment (roles between £30 - £70K), 8 suppliers
 - Lot 3 HR Consultancy, 8 suppliers

Lot 4 HR Marketing Solutions, 3 suppliers

- 1.3. The Framework is valid from 3rd October 2017 until 2 October 2019 (with an option to extend for a further 2 years on yearly intervals).
- 1.4. The Framework is open to all local authorities and provides a simple and competitive route to procure.
- 1.5. Each time the Framework is accessed, it is regarded as a fresh procurement and therefore an individual contract is awarded each time.
- 1.6. Because each individual call off is an individual contract, it is reasonable to provide for long term use of the Framework over the lifetime of the Framework ie the full 4-year period.
- 1.7. At present, suppliers for interim and executive search are accessed under the ESPO (Eastern Shires Purchasing Organisation) Framework which framework expires on 30 April 2018. Details of any potential new ESPO Framework are unclear at this point. There is a need to have access to approved suppliers in place.
- 1.8. Award of contracts is as set out in the Council's Contract Regulations.

2. RECOMMENDATIONS

- 2.1 That for the duration of the LGRP Framework (namely, 3rd October 2017 – 2nd October 2021), the Framework be utilised and accessed to secure services under the following Lots

- Lot 1 Executive Search Permanent (roles over £70K) & Interim Recruitment (all roles)
- Lot 2 Permanent Recruitment (roles between £30 - £70K)
- Lot 3 HR Consultancy
- Lot 4 HR Marketing Solutions

- 2.2 That the calling-off of any individual contracts under Lots 1,2,3, or 4 of the LGRP Framework is done in the manner prescribed by the Framework and in accordance with the Council's Contract Regulations and internal processes in place

3. REASONS FOR DECISION

- 3.1 Access to the LGRP Framework will enable utilisation of quality assured resources to help deliver business or service delivery continuity or the emergence of a strategic project.
- 3.2 Under the Council's Contract Regulations, it is appropriate to procure the contracts under the Lots referenced in paragraph 1.2 from the LGRP Framework.

3.3 The Council could choose to enter into its own contracting arrangements including individual contract awards for each assignment, establishing its own preferred supplier list or entering into other arrangements with local authorities. However, it is considered financially efficient to join existing frameworks where all due diligence and market testing has already been completed and the margins are pre-determined.

4. BACKGROUND

4.1. There is current demand to obtain interims and support on executive search for permanent recruitment.

4.2. It is intended that Lots 1 and 2 will be the focus of use for the Council. Lots 3 and 4 come as part of the Framework and simply provide a viable option to be used as necessary in the future.

5. PROPOSAL AND ISSUES

5.1 Under the terms of the LGRP Framework:

- A direct award or further competition can be carried out on all lots of the Framework.
- A direct award can be placed with any provider on the Framework and at the decision of the contracting authority, where that provider most meets needs in terms of quality and price
- A further competition must be sent out to all providers on a lot, and not only a sub-group. The providers on the lot have then the ability to bid for the services that you require.
- Authorities can utilise the Framework just once to meet their requirements and there is no access fee.
- There is no commitment to use the LGRP Framework as the sole route for the services provided under the Framework.

5.2 The LGRP Framework offers a wide range of services under each of the 4 Lots.
(See Appendix 1)

5.3 There are sufficient suppliers listed on each lot to provide viable competition and / or match requirements.
(See Appendix 2)

5.4 Rates for each supplier are listed against the services provided.
(See Appendix 3)

5.5 On each and every occasion where there is a need to access services under a lot, this will be determined and funded by the relevant service departments who will also award the individual contracts in the manner prescribed by the LGRP Framework, the Council's Contract Standing Orders and internal processes in place.

6. OPTIONS AND ANALYSIS

- 6.1 The LGRP Framework has been designed by local government for local government and is based on the council's collective buying power.
- 6.2. The LGRP Framework is a simple and competitive route to procure. All suppliers on the framework have been pre-selected via competitive OJEU compliant process for the ability to provide a comprehensive range of services that incorporates both quality and value for money. All suppliers included on the Framework have already been assessed during the LGRP procurement process for their financial stability, track record, experience and technical and professional ability.
- 6.3. ESPO Framework, provides an alternate route to market for executive and interim recruitment. However, this framework expires on 30 April 2018. Details of any potential new ESPO Framework are unclear at this point

7. CONSULTATION

- 7.1 Consultation has been undertaken with representatives of the Finance, Legal and Procurement departments on the use of the Framework and the terms and conditions of any proposed individual contracts. Use of the LGRP Framework is based on their pre-agreed terms and conditions of individual contracts.

8. EQUALITY IMPLICATIONS

- 8.1. Both the LGRP framework agreement and call off terms and conditions include non- discrimination provisions and require the providers to take all reasonable steps to secure observance by anyone engaged in the performance of the contract.

9. LEGAL IMPLICATIONS

- 9.1. This report approves the Council accessing the LGRP framework as and when required by service departments. Accessing the Framework places no obligation on the Council to call-off any services from it.
- 9.2. The Council is permitted to access this Framework and, provided service departments follow the procedures set out in the Framework, calling off services from it will be in compliance with EU procurement rules.
- 9.3. Legal services will work with HR to provide guidance to service departments wishing to call-off from the Framework.
- 9.4. Any individual call-offs by service departments will need to be approved in accordance with the Council's contract standing orders.

9.5 Implications verified/completed by: Cath Tempest, Senior Solicitor

10. FINANCIAL AND RESOURCES IMPLICATIONS

10.1 The Group Finance Manger has been consulted and is satisfied that individual services each have a budget within their area for recruitment, with the relevant budget holder being responsible for its overall management and appropriate use. Spend is demand led, and may be difficult to predict, but should be incurred in line with the Framework requirements as detailed in this report to ensure value for money is achieved for the Council.

10.2. Financial implications verified by Jacqueline McIntosh, Group Finance Manager

11 PROCUREMENT IMPLICATIONS

11.1 RBKC's Contract Regulation 2.18 provides that Directors can authorise the signing of access agreements relating to public sector framework agreements which the Council can lawfully use (as is the case here). Call-off contracts must be awarded in accordance with the terms of the related framework agreement and should be dealt with in accordance with RBKC's Contract Regulation 2.28.

11.2. Procurement Implications verified by Roger van Goethem, Procurement and Commercial Manager

Debbie Morris
Director of HR and OD

Local Government Act 1972 (as amended) – Background papers used in the preparation of this report

None

Formal clearance requirements for all key decision reports

Cleared by Finance

JMc

Cleared by Director of Legal Services

CT

Cleared by Communications & Community Engagement

NT

LIST OF APPENDICES

Appendix 1 **Range of services offered per lot**

Lot 1

Executive and Interim Recruitment –

(i) search and selection of executive recruitment for permanent roles over £70K per annum

Services include review of the role profile, identification, and approaches to targeted individuals in relevant sectors, response management of all applications whether received from targeted search or recruitment advertising, assessment of applications to provide a longlist, provide suggested interview questions, arrange, or recommend forms of assessment tests

(ii) All interim placements

Interim is defined as an individual covering an established post for a term that is supplied through a third-party agency. Services include providing suitable CVs plus a summary report demonstrating clearly how each CV submitted meets requirements and showing the candidate's availability plus the candidates' actual day rate and any anticipated expenses, with a rationale based on market intelligence for the day rate commanded

Lot 2

Permanent Recruitment - search and selection of permanent roles between £30k and £70K per annum

Services include review of the role profile, identification, and approaches to targeted individuals in relevant sectors, response management of all applications whether received from targeted search or recruitment advertising, assessment of applications to provide a longlist, provide suggested interview questions, arrange, or recommend forms of assessment tests

Lot 3

HR Consultancy

Portfolio of services includes: Organisational Design, Workforce delivery models, Organisation Development, Employer Branding, Recruitment Website Design, Talent Pool Management, Social Media Consultancy

Lot 4

Marketing Solutions

Covers a variety of services for campaigns and recruitment advertising

Appendix 2**List of suppliers per lot on the LGRP Framework**

Lot	Suppliers
1 Executive Permanent Recruitment (Roles more than £70K) and Interim Recruitment	<i>Allen Lane, Gatenby Sanderson, Hammond Clarke, Hays, Morgan Law, Osborne Thomas, Penna, Solace</i>
2 Permanent Recruitment (roles between £30-£70K)	<i>Allen Lane, Hays, Morgan Law, Osborne Thomas, Penna, Reed, Service Care Solutions, TMP Worldwide</i>
3 HR Consultancy	<i>Buckinghamshire County Council, Gatenby Sanderson, Korn Ferry, Organisation Development, Osborne Thomas, Penna, Reed, TMP Worldwide</i>
4 HR Marketing Solutions	<i>Havas People, Penna, TMP.Worlwide</i>

LGRP Pricing Information**Appendix 3 – exempt information**