

DELEGATED POWERS REPORT NO.**SUBJECT: Temporary Project Management Services at Lead Level****Control sheet**

All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to the Governance Service for publishing

All reports		
1. Governance Service receive draft report	Name of GSO Date	Andrew Charlwood 13/07/12
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Andrew Charlwood 13/07/12
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Greg Pike 13/07/12
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Mark Rudd 20/07/12
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	Lesley Meeks 20/07/12
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Robert Prater 13/07/12
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Julie Pal 13/07/12
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Julie Pal 13/07/12
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	John Hooton, AD Strategic Finance 27/07/12
10. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Name of GSO Date	Andrew Charlwood 06/09/12
11. Report published by Governance Service to website	Name of GSO Date	Andrew Charlwood 18/09/12
12. Head of Service informed report is published	Name of GSO Date	Andrew Charlwood 18/09/12
13. Expiry of call-in period	Date	N/A
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	N/A

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)

Subject Temporary Project Management Services at Lead Level

Officer taking decision Deputy Chief Executive

Date of decision 27/07/12

Summary	This report is to provide authorisation to enter into a contract with Stanton House Recruitment Consultancy to provide temporary project management services at lead level for the New Support and Customer Services Organisation (NSCSO) One Barnet project, for a term not exceeding three weeks and contract value not to exceed £20,000.
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Officer Contributors Ed Gowan, Assistant Director Commercial Services
Jennifer Burt, HR Lead

Status (public or exempt) Public

Wards affected None

Enclosures None

Contact for further information: Ed Gowan x4346, Kari Manovitch x7628, Jennifer Burt x7093

Serial No.

1. RELEVANT PREVIOUS DECISIONS

- 1.1. The extension of the Hays HR Services contract for provision of recruitment services was approved at the June 2012 Cabinet Resources Committee. The extension was agreed until September 2012 whilst the re-tender process was carried out by the Council.
- 1.2. Previous decisions on the Hays HR Services contract include:
- 1.3. The Council and Hays HR Services entered into an agreement dated 30 March 2006 for the provision of Temporary and Permanent Workers (“the Master Agreement”).
- 1.4. The Council, Hays HR Services and PSB entered into an agreement dated 21st July 2010 for PSB to access the terms and conditions of the Master Agreement (“the Access Agreement”)
- 1.5. Pursuant to clause 2.2 of the Master Agreement, the Council, PSB and Hays HR Services extended the Access Agreement in July 2012 until the retender of the contract has been completed.

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

The temporary procurement process by the Council of project management services at lead level must ensure that it is reflective of the Council’s priorities below.

2.1. The three priority outcomes set out in the 2012 - 13 Corporate Plan are:

- 2.1.1. Better services with less money
- 2.1.2. Sharing opportunities, sharing responsibilities
- 2.1.3. A successful London suburb

2.2. The corporate change programme has three overarching aims: –

- 2.2.1. A new relationship with citizens
- 2.2.2. A one public sector approach
- 2.2.3. A relentless drive for efficiency

3. RISK MANAGEMENT ISSUES

- 3.1. I do not consider the issues involved are likely to raise significant levels of public concern or give rise to policy considerations.

4. EQUALITIES AND DIVERSITY ISSUES

- 4.1. The Equality Act 2010 requires public bodies and all other organisations to have due regard to the need to:
- 4.2. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- 4.3. advance equality of opportunity between those with a protected characteristic and those without; and
- 4.4. promote good relations between those with a protected characteristic and those without.
- 4.5. The Council expects all organisations in its supply chain to adhere to the above requirements and will ensure that the new process will ensure that due regard will be taken of the council's public equality duty.

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 5.1. Finance – Estimated cost for this piece of work until Hays HR Services are able to complete their set up process is £17,000 - £20,000.
- 5.2. Procurement – Agilisys Limited, the Council's implementation partner previously supplied the Project Lead services for this project. A change of personnel was required and interviews were held with candidates provided by Hays HR Services, there were no suitable candidates supplied. Two specialist organisations were sourced to supply the specific skills needed, one declined and the other with the intention of the agency working with Hays HR Services to provided two candidates. Hays HR Services processes to set up a new supplier are lengthy and until this has taken place the Council will procure the specialist recruitment agency direct. This interim exception to the Hays HR Services contract is being made whilst Hays HR Services go through their preferred supplier set up process. As soon as this is complete all payments will be made as per the Hays HR Services contract.
- 5.3. Value for Money – Candidates with the skill set required were interviewed and the appropriate candidate selected. The contract value is in line with market rate and the previous skills supplied by the Council's implementation partner.
- 5.4. Staffing – This is a time limited piece of work and there will not be a need for a permanent established post.
- 5.5. IT – None
- 5.6. Property – None
- 5.7. Sustainability - None

6. LEGAL ISSUES

- 6.1. Under the European procurement rules, provision of services of this nature (Management Consultancy and Related Services) falls within Part A of Schedule 3 to the Public Contracts Regulations 2006 (“the Regulations”). Where the estimated contract value exceeds the threshold set by the Regulations, compliance with the full European procurement regime is necessary. In this instance the estimated contract value is below the threshold specified in the Regulations.
- 6.2. However, even when contracts are below the threshold and exempt from the Regulations, contracting authorities must comply with the fundamental principles of the Treaty on the Functioning of the European Union such as equal treatment, fairness and transparency.
- 6.3. The Council and Stanton House will execute a written contract that complies with the requirements of the Council’s Contract Procedure Rules.
- 6.4. Rule 6.5 of the Contract Procedure Rules also requires all tender opportunities to be advertised before the contract is awarded. The procurement of the services and the appointment of Stanton House must comply with the Council’s Procurement Code of Practice and Contract Procedure Rules.
- 6.5. It is necessary to ensure that entering into a direct contractual relationship between the Council and Stanton House does not breach the Council’s obligations contained within the Master Agreement or the Access Agreement, referred to in section 1 (Relevant Previous Decisions).

7. CONSTITUTIONAL POWERS

- 7.1. Council’s Constitution, Part 3, Responsibility for Functions – paragraph 6.1 states that Chief Officers can take decisions without consultation with the Cabinet Member concerned where it is a decision authorised to be taken by the Chief Officer under the Contract Procedure Rules or is in respect of operational matters within the Chief Officers sphere of managerial and professional responsibility and is not significant in terms of budget or policy.
- 7.2. Council Constitution, Contract Procedure Rules, Table 5-1 – provides that Directors/Assistant Directors can take accept tenders/quotations for works, supplies and services up to a value of £75,000 where the tender/quotation represents value for money and is the best available option for the Council.
- 7.3. Council Constitution, Contract Procedure Rules, Table 6-1 – provides that reasonable means of selection should be used for supplies and service contracts up to a value of £24,999.
- 7.4. Council’s Constitution, Part 3, Responsibility for Functions – states in paragraph 6.2 that Chief Officers may use whatever means they consider appropriate to discharge the functions allocated to them including engaging and deploying staff.

8. BACKGROUND INFORMATION

- 8.1. This report is to provide authorisation to enter into a contract with Stanton House Recruitment Consultancy to provide temporary project management services at

lead level for the New Support and Customer Services Organisation (NSCSO) One Barnet project, for a term not exceeding three weeks and contract value not to exceed £20,000.

- 8.2. Essential specific project management services are required on a temporary basis.
- 8.3. The contract between the Council and Hays HR Services for the provision of Temporary and Permanent Workers dated 30 March 2006 was engaged with a view to providing candidates for this position however Hays HR Services were not able to find an appropriate candidate to match to the requirements. A specialist provider of these skills was sought and Stanton House Recruitment Consultancy was identified as being able to fulfil the immediate need.
- 8.4. Hays HR Services are undertaking the process to include Stanton House Recruitment Consultancy as a party to the Access Agreement between the Council, Hays HR Services and PSB dated 21 July 2010, thorough which temporary and/or permanent workers are appointed.
- 8.5. Whilst Hays HR Services set up Stanton House Recruitment Consultancy to their contract as a preferred supplier, Hays HR Services have suggested the Council procure the service direct. To do this and for all contracts under £25,000 a DPR must be completed.
- 8.6. Once Hays HR Services have set up the Stanton House Recruitment Consultancy all payments will be made according to the current Hays HR Services contract and will be removed from the Council's supplier and payment systems as directed by Procurement.

9 LIST OF BACKGROUND PAPERS

9.1 *None*

10 OFFICER'S DECISION

- 10.1 I authorise the temporary addition of Stanton House Recruitment Consultancy to the Council's supply chain, up to a value of £20,000, in the knowledge that this relationship will be moved under the Hays HR Services contract at the earliest opportunity.
- 10.2 This report provides authorisation to enter into a contract with Stanton House Recruitment Consultancy to provide temporary project management services at lead level for the New Support and Customer Services Organisation (NSCSO) One Barnet project, for a term not exceeding three weeks and contract value not to exceed £20,000.

Signed



**John Hooton, AD Strategic Finance on behalf of
Andrew Travers, Deputy Chief Executive**

Date

27/7/12
