

Chief Officer List of Decisions: November 2021 to end March 2022

**Executive Director of Resources (S151)**

TITLE / DECISION	DATE OF DECISION	DECISION TAKER	REASON
<p><b>E-Recruitment Solutions two-year contract to Vacancy Filler</b></p>	<p>23/11/2021</p>	<p>Executive Director of Resources (S151)</p>	<p>The current Recruitment service is managed through the Customer and Support Group (CSG) Contract between London Borough of Barnet and Capita and is included within the contract as part of the HR contract. This contract commenced in September 2013 and is due to end in August 2023.</p> <p>The strategic elements of HR were returned to the council in April 2019, and the capacity of the HR/OD service has been increased since then. This has included addressing a deficit in strategic recruitment/talent that was not included in either the service provided by Capita or the service elements returned to the council.</p> <p>Fundamental to the service is the provision of an e-recruitment system, or an applicant tracking system (ATS), which is currently provided by Vacancy Filler. This system is a third-party product that is licensed to Capita for use by the council. Both Capita and the system provider have expressed a desire for the system to be provided directly to the council following the expiry of current licence agreements in January 2022.</p> <p>All recruitment services are expected to return to Barnet Council by 24th January 2022. To ensure the smooth transition, Barnet Council must procure a recruitment e-solution to ensure the recruitment and selection services can continue to function as usual.</p> <p>Due to the short timeframe, Barnet intends to direct award a two-year (+1 option to extend) contract to Vacancy Filler to supply in</p>

		<p>accordance with Contract Procedure Rules Single Tender Action 6.1 authorisation has been sought and granted.</p> <p><b>Vacancy Filler Overview</b>  Vacancy Filler is a digital application tracking system that allows employers to attract, compare, onboard and hire talent that's designed to help the organisation to evaluate candidates based on their skills and experience. Vacancy Filler is able to provide end to end solutions including career microsites, ATS, CMS, onboarding and candidate engagement solutions.</p> <p>Vacancy Filler offers employers an end-to-end digital solution in which Barnet Council is not currently utilising. This includes, Talent Attraction solutions, Candidate management systems and Engaging onboarding solutions.</p> <p>If the Council does continue to use Vacancy Filler as its e-recruitment digital solution, it would also benefit from the following services:</p> <ul style="list-style-type: none"> <li>• Front Facing Career microsite- 5-page career microsite- include job board and job alerts- New</li> <li>• Improved Application Tracking System- Unlimited job listings and improved candidate journey</li> <li>• Candidate Management System/Tracking to managing onboarding- New</li> <li>• Connect- Candidate onboarding system- New</li> </ul> <p>Advantages of purchasing Vacancy Filler as Barnet e-recruitment solution:</p> <ul style="list-style-type: none"> <li>• Direct control resulting in greater oversight and strategic control of recruitment function.</li> <li>• Clarity of data- better understanding of workforce that could be used to help inform council strategy.</li> </ul>
--	--	--

		<ul style="list-style-type: none"> <li>• Recruitment has evolved since start of contract and is no longer only an administrative function. A more joined up approach to optimise capacity.</li> <li>• The opportunity to increase talent reach including the use of social media which has transformed recruitment practices and the current delivery model does not allow the opportunities from this to be realised.</li> <li>• Ability to be agile and react to market changes, adjusting functionality and provide continuous service improvements.</li> <li>• Ability to negotiate new contract that will fulfil LBB requirements and satisfy recruitment managers.</li> <li>• Ability to introduce additional solutions to improve the recruitment function including external recruitment marketing and permanent agency solutions</li> </ul> <p>Financially Viable – Financial Context</p> <p>The cost of the e-recruitment system is estimated to be £34,000 for 2021/22.</p> <p>With the end of the 10-year Capita contract, it is only logical to assume that council recruitment will increase from September 2023 which will result in an increase to the overage charge.</p> <p>After discussions with Vacancy Filler, a proposal has been submitted to the council. This proposal provides a number of improvements to the experience for both recruiting managers and Job seekers.</p> <p>The proposal is for a 2-year contract, an average annual cost of £37,625. This is slightly more than the annual estimated cost of £34,000. While this is slightly more expensive, the new proposal provides a fit-for-purpose system that will improve both candidate and recruiting manager experience.</p> <p>Total Cost Summary:</p>
--	--	---

			<p>Initial Set-up/improvement costs-£8,450  Vacancy Filler Annual Subscription- £33,400  Average cost per year- £37,625</p> <p><u>Decision Summary</u></p> <p>Consideration has been given to alternative recruitment e-solutions, and a benchmarking comparisons have been undertaken. This exercise has confirmed that Vacancy Filler provides the best option for the Council to take forward providing all elements of requirement for recruitment e-solution and addresses the immediate requirement for provision from January 2022.</p> <p>Vacancy Filler can deliver on all the priorities over the next 2 years. Where other solutions are theoretically cheaper, any savings would be outweighed by the costs and risks associated with transitioning to a new system in a very short period of time.. In particular, regard must be had to the impact of implementing new software that all recruiting managers across the organisation are required to use and be familiar with.</p>
<b>Accountancy Officer – Finance Business Partnering</b>	11/02/2022	Director of Resources (Section 151 Officer)	<p>To create a new Accountancy Officer post within the Finance Business Partnering service.</p> <p>The new post will assist the Growth and Corporate Services and Assurance Business Partnering area with:</p> <ul style="list-style-type: none"> <li>• Monthly and annual recharges,</li> <li>• Updating revenue and capital monitoring spreadsheets</li> <li>• Using the Integra Finance system</li> <li>• Processing information using Microsoft excel and word</li> <li>• Updating Salary forecasting templates</li> <li>• Processing journals and budget virements</li> </ul>

			<ul style="list-style-type: none"> <li>Assisting colleagues with all year-end processes</li> </ul> <p>The post will be Grade G in line with similar duties and responsibilities under the unified reward grading</p> <p>The post is being funded from the resources budget.</p>
<b>CORPORATE GRANTS PROGRAMME, 2021/22 – GRANT APPLICATIONS</b>	21/03/2022	Director of Resources & Section 151 Officer	<p><i>That, subject to the council's Standard Conditions of Grant and, in the case of Belifted Now CIC, BritSom and the Parish Church Council of St Mary's, East Barnet, the special conditions shown in those assessments:</i></p> <p><i>(i) a start-up grant of £9,900 be awarded to Belifted Now Community Interest Company</i></p> <p><i>(ii) a start-up grant of £10,000 be awarded to BritSom</i></p> <p><i>(iii) a one-off grant of £5,000 be awarded to North London Hospice</i></p> <p><i>(iv) a one-off grant of £5,000 be awarded to the Parish Church Council of St Mary's, East Barnet.</i></p>

*I have the required powers to make the decisions documented above or have delegated authority to the recorded Officer. I am satisfied that all relevant advice has been sought in taking the above decision in order to ensure that the decision making framework of the organisation including the Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations are applied. I also confirm that a full audit trail will be retained on file and available on request by the relevant authority.*

---

**Signed**

A handwritten signature in black ink, appearing to be 'James' followed by a stylized surname.

**Date**

---

**25 May 2022**

---