

**Report of Senior HR Adviser**

**Report to Chief Officer HR**

**Date: 7<sup>th</sup> October 2019**

**Subject: Approval to procure the provision of Executive Search & Selection**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Summary

### 1. Main issues

- This report seeks approval to procure a framework for the provision of Executive Search & Selection services. The current framework expires on 31st January 2020
- The current budget to undertake this work is estimated to be in the region of £60,000 per year.

### 2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- It is essential that Leeds City Council is able to source a wide range of candidates through national executive search and selection exercises to ensure that the best candidates are appointed to senior leadership posts to support the delivery of the Best Council Plan.

### 3. Resource Implications

- The procurement of a new framework for Executive Search and Selection services is essential to enable the council to access a wide range of candidates for senior leadership posts.

## **Recommendations**

- a) In accordance with CPR 3.1.8 the Chief Officer HR is requested to approve a tender exercise to procure Executive Search and Selection services under CPR10 'Contracts that are subject to the Public Contracts Regulations'.

### **1. Purpose of this report**

- 1.1 The purpose of this report is to seek approval to carry out the procurement of a framework for the provision of Executive Search & Selection services for 3 years with a further 12 months extensions subject to a review.
- 1.2 To confirm and record that there is no internal service provider.

### **2. Background information**

- 2.1 Services under the current framework are provided by 3 suppliers: Proventure, Gatenby Sanderson, and Penna Plc.
- 2.2 The framework was 'extended' under waiver and is due to expire on 31<sup>st</sup> January 2020.
- 2.3 The budget provision is for an annual spend in the region of £60,000 per annum.

### **3. Main issues**

- 3.1 As the current framework expires on 31<sup>st</sup> January 2020 the service would like to take the opportunity to undertake a further procurement exercise to award a new framework. Therefore in line with CPR 3.1.8 a Delegated Decision is required to approve the proposed procurement route. There are no other existing arrangements and frameworks in place within LCC which offer a suitable solution.
- 3.2 Rationale for the procurement is that using a specialist agency to source the best candidates through national executive search and selection exercises, and utilising appropriate technical experts provides the best candidates for senior posts that are often difficult to attract without the support of these specialised services who can guide the Council in favourable recruitment practices for such roles. It is recognised that there is not this particular level of expertise with in the Council.
- 3.3 If the procurement of a new framework is not approved the Council does not have the in-house expertise or capability to source these candidates and we not be able to readily access a wide range of services such as:
- Advice and support on the executive recruitment and selection process and the current market.
  - Full design and placement of specialist advertising including the development of microsites
  - Provide progress reports and relevant information on perspective candidates.
  - Targeted search and selection to ensure a diverse talent pool of suitable candidates.
- 3.4 The procurement of a new framework should enable the effective and proactive recruitment to executive posts in the most expeditious and effective way.

## **4. Corporate considerations**

### **4.1 Consultation and engagement**

4.1.1 Previously a full tender exercise via the councils system was carried out in December 2015 using the open procedure that made it accessible to any potential tenderer.

### **4.2 Equality and diversity / cohesion and integration**

4.2.1 An equality impact assessment screening has been carried out and due regard for equality, diversity and cohesion has been considered with no negative impacts being identified. The contract will ensure that any issues arising are addressed appropriately.

4.2.2 The tenderers will be individually asked to respond to questions in relation to Diversity and Inclusion and would only be recommended for award of contract if they met the minimum quality threshold in this regard.

### **4.3 Council policies and the Best Council Plan**

4.3.1 Entering into this tender arrangement will allow the opportunity to attract the most talented individuals through national recruitment to senior roles in the Council, further supporting the Best City and Best Council plans.

#### Climate Emergency

4.3.2 This proposal does not impact on the climate emergency agenda.

### **4.4 Resources, procurement and value for money**

4.4.1 A competitive tendering exercise in accordance with the Public Contracts Procedure rules should ensure that only those providers that deliver the best value for money will be included on the framework.

4.4.2 As and when a requirement arises under the framework, it will be subjected to further competition to ensure the most competitive provider is selected on each occasion.

### **4.5 Legal implications, access to information, and call-in**

4.5.1 Due to the aggregate estimated framework value this is a significant operational decision as defined under article 13 of the consultation, and requires publication but is not subject to call-in under the Scrutiny Board Procedure Rules.

### **4.6 Risk management**

4.6.1 A risk register will be in place and maintained throughout the process. Regular review meetings will be held with the supplier.

## **5. Conclusions**

5.1 The provision of Executive Search & Selection services are still required by the Council and is an essential part of the recruitment of senior management.

## **6. Recommendations**

6.1 In accordance with CPR 3.1.8 the Chief Officer HR is requested to approve a tender exercise to procure Executive Search and Selection services under CPR10 'Contracts that are subject to the Public Contracts Regulations'.

## **7. Background documents<sup>1</sup>**

7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.