

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> Over £1,000,000	<input type="checkbox"/> Below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> Below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	Tracey Piper		Telephone number: 0113 37 85835
Subject²:	Request for the waiver of Contract Procedure Rules 8.1 and 8.2 to make a direct appointment to Hays Specialist Recruitment Limited under Lot 10 of the YPO Managing Temporary and Permanent Recruitment 942Framework to carry out the search and selection for 'hard to fill' posts for the period commencing 1st July 2021 to 30th June 2022 and at an estimated contract value of up to £50,000 within the Asset Management and Regeneration Service.		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Officer of Asset Management and Regeneration is recommended to:</p> <p>a) Authorise the waiving of Contract Procedure Rules number 8.1 and 8.2 – Intermediate Value Procurements and make a direct appointment from the YPO framework, Managing Temporary and Permanent Recruitment 000942 Framework, to appoint Hays Specialist Recruitment Limited, to carry out the search and selection of senior officers for the Asset Management and Regeneration 'hard to fill' vacancies on the following basis;</p> <p style="margin-left: 20px;">a. The cost of successful placement of a candidate is a minimum of 14% of annual remuneration and a maximum of 20% of annual remuneration. The PO4 posts will be 16% of annual remuneration and the PO6 post will be 18% of annual remuneration. Hays will also charge £1,100 per day for any additional services as required.</p> <p style="margin-left: 20px;">b. If the applicant leaves between 0-3 weeks a 100% refund will be granted. Between 3-5 weeks it will be an 80% to 50% refund, 5-8 weeks it will be 50% to 30% refund and between 8-10 weeks it will be 30% to 0% refund.</p> <p style="margin-left: 20px;">c. The start date of the contract is 1st July 2021 for a duration of 1 years up to a maximum spend of £50,000.</p>		


¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>As a matter of urgency, the Asset Management and Regeneration Service needs to support the government drive to support the COVID 19 economic recovery by Building Back Better and to do this we need professionals with place making skill sets to help us secure the funding and deliver the projects within very tight timescales being set by government.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Other options considered where:</p> <p>a) Option 1 – bids were sought from all three of the Council’s Executive Search and Selection framework suppliers which were procured through a competitive process in the open market. None of these suppliers have the placemaking specialism to support us; two suppliers confirmed they would not bid on that basis and the third advised that they would not be able to support this work.</p> <p>b) Option 2 – Procurement on the Open Market – The Council is undertaking a further competition under the YPO 942 framework Managing Temporary and Permanent Recruitment for the provision of agency staff and recruitment services however this is not due to commence until later in the summer.</p> <p>c) Option 3 – Frameworks with Recruitment Services were analysed and 3 external frameworks were identified procured by ESPO, Crown Commercial Services and YPO. YPO provided the best value for money out of the three frameworks reviewed for the grades that we require but it is the second highest of all suppliers on the framework but is still required to appoint as they have the proven track record of appointing Place Making Skills posts.</p> <p>d) Option 4 - The need to do nothing option was considered and rejected because the Council’s internal Asset Management and Regeneration service require imminent resources to ensure that they are able to meet the current and future workload requirements within timescales set by government and unfortunately carrying out our own recruitment has been unsuccessful as shown in March 2021 when the PO4 post in the Station Development team was externally advertised and unfortunately no applications demonstrated the skills, knowledge and experience to be shortlisted for the post</p>
Affected wards:	None
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>N/A</p> <p>Ward Councillors</p> <p>N/A</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

	<p>Others</p> <p>There has been engagement with the Chief Officer of Asset Management and Regeneration, The category Manager within Procurement and Human Resources.</p> <p>Further consultation was held with all three of our Executive Search and Selection framework suppliers which were procured through a competitive process in the open market. None of these suppliers have the place making specialism to support our requirements and advised that they would not bid for or have the skill set to deliver this work.</p>	
Implementation	Officer accountable, and proposed timescales for implementation Angela Barnicle. To be implemented as soon as possible.	
List of Forthcoming Key Decisions⁵	Date Added to List:-	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ⁸	
	Signature 	Date 30 June 2021

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.