

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 checked="" 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	The Director of Strategy and Resources		
Contact person:	Libby Megson	Telephone number: 0113 3789323	
Subject²:	Recruitment Job Board Procurement		
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>To waive CPR 8.2 for Intermediate value procurements and award a contract to LinkedIn in the sum of £15,500 for 12 months, with a 12 month extension. The contract shall commence on the 1st June 2023 and expire on the [31st May 2024]</p> <p>To waive CPR 8.2 in respect of Intermediate value procurements and award a contract to Indeed in the sum of £18,000 for 6 months, with a 6 month extension. The contract shall commence on the [1st June 2023] and expire on the [30th Nov 2023]</p> <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>This decision seeks to waive procurement rules, following in-depth research into appropriate job boards that can instantly boost the Council's presence across wider talent pools, to fill vacancies faster and decrease cost and time spent on failed recruitment attempts. Finances have been agreed through a recent business case to support recruitment and workforce capacity. Procurement and procurement Legal have been consulted on this process and the report has been cleared by them.</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>A previous report to HRLT showed that we have completed a competitive analysis of the market by obtaining more than 3 quotes, essentially reviewing the job board market. These quotes including those from Broadbean (who further link to Total jobs and Monster), Blue Octopus, LinkedIn and Indeed. It has been agreed that at this time, LinkedIn and Indeed provide the best value for money with the greatest market spread.</p> <p>This process was not conducted as per CPRs 8.2 due to the pressing need to have something in place in a short timescale, to improve successful recruitment outcomes, to enable organisational capacity to deliver our priorities.</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ N/A
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Libby Megson, Rebecca Tiernan - Implementation will take immediate effect following sign off</p>
	Date Added to List:-

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

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

List of Forthcoming Key Decisions⁷	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 report⁸	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 ⁹ 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 ¹⁰ Chief Officer, HR Andrew Dodman	
	Signature 	Date 01/06/2023

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.