

WIRRAL COUNCIL

EMPLOYMENTS AND APPOINTMENTS COMMITTEE

30 JANUARY 2012

SUBJECT:	SENIOR MANAGEMENT RECRUITMENT CONTRACT
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR ADRIAN JONES
KEY DECISION?	YES

1.0 SENIOR MANAGEMENT SUMMARY

- 1.1 The purpose of this report is for The Employment and Appointments Committee to note the award of The Senior Management Recruitment Tender to Penna Plc.
- 1.2 The contract will run from 16 January 2012 to 15 January 2013, with an option to extend for a further year.
- 1.3 Penna Plc is a private company with over 20 years experience in Senior Management Recruitment Contracts in both the private and public sector, including extensive work with a number of Local Authorities.
- 1.4 The spend for the duration of the contract, until 15 January 2013 is dependent on the number of Chief Officer and Head of Service roles that require external advertisement. The estimated spend is attached at Appendix One, and is based on two Director roles: The Director of Regeneration, Housing and Planning, and The Director of Children's Services, and one Head of Service role in The Department of Adult Social Services.

2.0 RECOMMENDATION/S

- 2.1 It is recommended that The Employment and Appointments Committee:
 - (i) Note the award of The Senior Management Recruitment Contract to Penna plc.

3.0 REASON/S FOR RECOMMENDATION/S

- 3.1 The Council sent an invitation for service providers to tender for The Senior Management Recruitment Tender on 26 October 2011. The tender process closed on Monday 21 November, with 10 providers submitting tenders.

- 3.2 All tenders were evaluated on the basis of 40% price, 60% quality to ensure the best value and quality service for the Council.
- 3.2 The evaluation outcome resulted in Penna plc being awarded the contract.

4.0 BACKGROUND

- 4.1 Wirral Council had an Senior Management Recruitment Contract in place from April 2006 to 31 March 2010. This was provided by Gatenby Sanderson.
- 4.2 Since the end of this contract in March 2010, The Council has undergone a significant amount of change, including a number of departmental and service restructures and a review of senior management arrangements. This has resulted in the need for an Senior Management Recruitment Service so that The Council attracts the best possible range of candidates for some of the key senior roles within the organisation.

5.0. THE TENDER PROCESS

- 5.1 In October 2011, Wirral Council commenced a tender process to secure a new provider of Senior Management Recruitment Services due to organisational need and the expiration of the previous contract in March 2010.
- 5.2 The Tender documentation was written by Human Resources (HR) with the support of The Procurement Team to ensure compliance with The Council's Procurement procedures.
- 5.3 The Tender documentation included specific information on the scope of the contract, the technical requirements and the evaluation criteria, including a range of method statements.
- 5.4 The award of the contract has been based on the most economically advantageous tender, taking into consideration the award criteria of 40% price, 60% quality.
- 5.5 The tender submissions were received from ten service providers, all of which were analysed and evaluated against the method statements and award criteria as detailed above.
- 5.6 A preferred provider was identified as an outcome of the procurement process.

6.0 RELEVANT RISKS

- 6.1 The tender exercise has been thorough and took into account the need to consider both cost and quality in the assessment process. In addition the contract is time limited, with the option to extend. This should minimise the risk to the Council. The Senior Management Recruitment Tender will support the Council in ensuring the best possible range of candidates for key senior roles within the organisation.

7.0 OTHER OPTIONS CONSIDERED

- 7.1 Due to the cost of the contract it was necessary to conduct a tender exercise in accordance with Procurement procedures. No other options were considered.

8. CONSULTATION

Consultation was not required for this tender.

9. IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

The service provider has met the Equality requirements specified in the tender documentation.

10. RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 10.1 The financial implications were assessed as part of the award criteria: 40% price.
- 10.2 The estimated cost of the Senior Management Recruitment contract is attached at Appendix One.
- 10.3 All Senior Management Recruitment Services will be supported internally by the Human Resources and Organisational Development Section.

11. LEGAL IMPLICATIONS

The Council will ensure that all relevant employment legislation is complied with in relation to Senior Management Recruitment.

12. EQUALITIES IMPLICATIONS

- 12.1 The specification was devised using the Council procurement template. Issues relating to equality and diversity are covered in terms of the tender process and how the contract will be delivered to ensure both statutory compliance and best practice.
- 12.2 Equality Impact Assessment (EIA)
- (a) Is an EIA required? No
- (b) If 'yes', has one been completed?

13 CARBON REDUCTION IMPLICATIONS

There are no carbon usage implications or other relevant environmental issues arising from this report.

14. PLANNING AND COMMUNITY SAFETY IMPLICATIONS

There are no planning and community safety implications arising from this report.

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EXEMPT APPENDICES

Appendix One: Approximate cost of Senior Management Recruitment Contract.

REFERENCE MATERIAL

There is no reference material for this report.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
The Employment and Appointments Committee	29 September 2011