

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 1st April 2025
REPORT OF EXECUTIVE DIRECTOR (FINANCE & TRANSFORMATION)

AWARD OF CONTRACTS FOR AGENCIES TO PROVIDE TEMPORARY STAFFING UNDER THREE LOTS

1 Executive Summary

- 1.1 The Council occasionally requires additional resources to help deliver services and has issued tenders for Lot 1 - General staffing, Lot 2 - Environmental Health staff, Lot 3 - Property Services staff (predominately housing)
- 1.2 All three contracts will commence on 1st June 2025 for three years with the option to extend for a further 1 year. Therefore the maximum duration of these contract could be 4 years.

2 Recommendation

- 2.1 That Cabinet agrees to award the following contracts.
- (a) General Staffing (lot 1) to Reed Specialist Recruitment Limited; and
- (b) Environmental Health Staffing (lot 2) to 4 Recruitment Services Limited; and
- (c) Property Services Staffing (lot 3) to Reed Specialist Recruitment Limited

3 Explanation

- 3.1 The procurement of these contracts was divided into 3 lots in order to provide for a more tailored service. A more diversified arrangement of contracts should also help ensure that off contract agency staff appointments are required less frequently.
- 3.2 Following an advert, 5 bids were received for lot 1; 1 bid was received for lot 2; and 5 bids were received for lot 3. All bids were evaluated against the agreed award criteria of 70% price and 30% quality.
- 3.3 Reed Specialist Recruitment Limited scored highest against the evaluation criteria for lot 1; 4 Recruitment Services Limited scored highest against the evaluation criteria for lot 2; and Reed Specialist Recruitment Limited scored highest against the evaluation criteria for lot 3. Details of all the scores are included in the Part 2 report.

Implications

4 Legal Implications

- 4.1 The procurement has been undertaken in accordance with the Public Contracts Regulations 2015 and the Council's Contract Standing Orders.

- 4.2 Under the Council's Contract Standing Orders, the award of these contracts is an Executive function given the values. Contracts with a value of more than £1 million must be approved by the Council's Executive.
- 4.3 The contracts are based on the Council's standard service contract subject to any amendments that may be needed to complete the same for execution.
- 4.4 The contracts also embed key performance indicators as set out in the contract specifications to measure performance.

5 Financial Implications

- 5.1 Further details of the bids are provided in the part 2 report.
- 5.2 Spend can vary each year dependant on the level of vacant roles and types of vacancy arising. Generally the council spends over £1m on agency staff per annum. These arrangements are used to cover posts in the short to medium term whilst posts are recruited to, and where there are challenges in filling vacant roles. As such the spend is managed within existing staffing budgets.
- 5.3 Each contact has a different pricing model, but on-costs are within the expected ranges and do not vary significantly from the current contract.

6 Risk Management Implications

- 6.1 As with any procurement of this nature there is a risk of challenge from unsuccessful tenderers.

7 Security and Terrorism Implication(s)

- 7.1 None directly associated with this recommendation.

8 Procurement Implication(s)

- 8.1 Contract award for all lots is subject to call-in by the Council's Overview and Scrutiny Committee.

9 Climate Change Implication(s)

- 9.1 No direct implications.

10 Human Resources Implication(s)

- 10.1 None directly associated with this recommendation.

11 Health and Wellbeing Implication(s)

- 11.1 None directly associated with this recommendation.

12 Communication and Engagement Implication(s)

- 12.1 None directly associated with this recommendation.

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the Council's Corporate Priority 'Run an Effective Council.

14 Equality and Diversity

14.1 An Equality Impact assessment was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author	Sharon Harte-Andrews
Title	Human Resources & Organisational Development Manager
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