

Cabinet – 18 December 2019

Tender for Recruitment Executive Search and Selection Services

Portfolio: Councillor Bird, Leader of the Council

Related portfolios: Personnel & Business Support

Service: Human Resources

Wards: All

Key decision: No

Forward plan: Yes

1. Aim

To provide the Council with direct access to specialist Executive Search and Selection services for Interim and Permanent senior recruitment.

2. Summary

- 2.1 This report seeks delegated authority from Cabinet to the Executive Director, Resources and Transformation to award a contract for services to one or more providers to partner Walsall Council for Permanent and Interim Executive Search and Selection support. This will enable greater levels of effective recruitment, which in turn builds efficiency.
- 2.2 Recruitment support from a consultancy is necessary for senior recruitment to carry out national search services in order to identify appropriately qualified and experienced temporary and permanent senior staff for consideration.
- 2.3 Accepting that some use of external support for (particularly senior level) recruitment is always likely to be required, as part of the planned restructure and realignment of skills and processes within the HR function, a revised resourcing model will be developed, which will encompass employer brand, etc., and which will sit alongside organisational culture development, developing retention strategies, talent and succession planning and strategic workforce plans in order to support an on-going reduction in costly recruitment and/or agency provision at lower levels. The redefinition activities within HR are expected to be launched spring 2020.

3. Recommendations

- 3.1 That Cabinet delegate authority to award a contract for services, following the completion of a compliant procurement tender process, for all Lots (as detailed in 4.5 of this report) to the Executive Director, Resources and Transformation.

4. Report detail

- 4.1 The Council has an ongoing requirement to access Executive Search and Selection Services when recruiting to its most senior roles.
- 4.2 A Recruitment Consultancy is engaged to carry out a national “search” of the market to identify a range of suitably qualified, experienced and skilled candidates for consideration by the Council.
- 4.3 To access these services currently the Council are required to run a procurement process considering “best value” to identify an appropriate provider. The process takes time and has an impact on resources.
- 4.4 Delays in the process have a detrimental effect on the Councils ability to secure the services of key workers placing the Council potentially at risk of being unable to cover vital services, its statutory responsibilities and to support the delivery of its strategic objectives.
- 4.5 In order to minimise delays the Council initiated a procurement process to identify appropriate providers and offered four tender opportunities (Lots) out to the market via the ESPO framework, these were:
- Lot 1: The provision of Interim Executive Search and Selection services for senior roles specialising in Education, Social Care and Public Health.
 - Lot 2: The provision of Permanent Executive Search and Selection services for senior roles specialising in Education, Social Care and Public Health.
 - Lot 3: The provision of Interim Executive Search and Selection services for senior roles specialising in Business Support, Commercial, Finance, HR, ICT, Legal, Media and Marketing.
 - Lot 4: The provision of Permanent Executive Search and Selection services for senior roles specialising in Business Support, Commercial, Finance, HR, ICT, Legal, Media and Marketing.
- 4.6 Procuring the services of providers in this way ensures the Council achieve best value and are better able to respond to its future recruitment needs and secure key senior staff.
- 4.7 The current work on the Walsall Proud Programme and Senior Management review of tiers 1-4 may lead to an increase in the level of recruitment support required for Interims and Permanent roles over the next 12-18 months across all directorates.
- 4.8 The services are required to be in place by January 2020 to align to the Walsall Proud Programme and Senior Management review and, as such, it was felt the matter could not wait until the Cabinet meeting planned for February 2020
- 4.9 Due to the timeline and the requirement for the service to be in place by January 2020 Cabinet are asked to delegate authority to the Executive Director Resources and Transformation to make the contract awards.

- 4.10 The proposals set out in this report will have a positive impact on the overall priorities and strategic objectives of the Council as set out in the current Corporate Plan and the Walsall Proud Programme.

Council Corporate Plan priorities

Internal Focus: All council services are efficient and resilient

Risk management

Risks associated with the tender and contract award process are mitigated by completing a fully compliant procurement process.

Financial implications

Future spend is difficult to predict accurately as the Councils requirements for Executive Search and Selection support is unknown.

Legal implications

Legal Services has considered this paper and there are no issues arising. All Interim and Permanent appointments made through the provider will be in accordance with current employment law, legal advice, the Councils Constitution and recruitment and selection "best practice".

Procurement Implications/Social Value

Procurement have been fully engaged in the process to ensure compliance and have provided advice and guidance throughout. A question has been included in the Invitation to Tender (ITT) relating to Social Value and responses will be evaluated in line with Procurement requirements.

Property implications

None

Health and wellbeing implications

None

Staffing implications

The purpose of the contract is to provide the Council with access to Executive Search and Selection Services for Interim and/or Permanent recruitment support. This ensures the Council are able to access and engage with suitable temporary senior staff and/or an appropriate pool of suitable candidates for consideration for permanent employment. This compliments the Councils current corporate "in house" recruitment and selection services.

Reducing Inequalities

Officers ensured the tender documentation included information relating to reducing inequality. The tenders stated that all bidders must comply with the "Disability Confident Scheme" and that they must make reasonable adjustments to the selection process as required. Furthermore, two questions were included in the ITT Invitation to Tender documentation, one linking the tender opportunity to the Councils Social Value Charter and one enquiring on the bidders approach to diversity and Inclusion.

Consultation

CMT established the requirements. Procurement, Legal and Finance were consulted during the process.

5. Decide

Whether to delegate responsibility for making the contract awards as recommended in this paper and also as described in item 4.5 to the Executive Director, Resources and Transformation.

6. Respond

If the necessary delegations, as recommended in this report are agreed by Cabinet, the contracts will be awarded in line with the procurement timeline set out in the tender documentation, a contract award notice will be issued by Procurement and an agreed communication will be made public following engagement with the Councils Communications Team.

7. Review

The contract term for each "lot" is three years with an option to review and extend by a further year at the end of the initial contract period.

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James Walsh
Executive Director
10 December 2019



Councillor Bird
Leader
10 December 2019