


London Borough of Hammersmith & Fulham CABINET 5 MARCH 2018		
PROCUREMENT STRATEGY TO ACCESS THE LGRP FRAMEWORK		
Report of the Cabinet Member for Finance: Councillor Max Schmid		
Open report A separate report on the exempt part of the Cabinet agenda provides financial information.		
Classification: For decision Key Decision: Yes		
Consultation: Legal, Finance and Procurement		
Wards Affected: ALL		
Accountable Director: Mark Grimley, interim Director for Human Resources and Organisational Development		
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1. EXECUTIVE SUMMARY

- 1.1. This report provides the rationale for approval for the council to have the ability to access the LGRP Framework (Local Government Resourcing Partnership)
The aim of the framework is to provide a route to market and help support public sector organisations to access and procure recruiting and resourcing services in an efficient and effective manner.
- 1.2. Following a compliant OJEU procurement process, London Borough of Waltham Forest in conjunction with YPO (Yorkshire Purchasing Organisation) awarded a number of suppliers under the following Lots of the LGRP Framework
 - 1.2.1. Lot 1 Executive Search Permanent (roles over £70K)
& Interim Recruitment (all roles), 8 suppliers
 - 1.2.2. Lot 2 Permanent Recruitment (roles between £30 - £70K), 8 suppliers

- 1.2.3. Lot 3 HR Consultancy, 8 suppliers
- 1.2.4. Lot 4 HR Marketing Solutions, 3 suppliers
- 1.3. The Framework is valid from 3rd October 2017 until 2 October 2019 (with an option to extend for a further 2 years on yearly intervals).
- 1.4. The Framework is open to all local authorities and provides a simple and competitive route to procure.
- 1.5. Each time the Framework is accessed, it is regarded as a fresh procurement and therefore an individual contract is awarded each time.
- 1.6. Because each individual call off is an individual contract, it is reasonable to provide for long term use of the Framework over the lifetime of the Framework i.e. the full 4-year period.
- 1.7. At present, suppliers for interim and executive search are accessed under the ESPO (Eastern Shires Purchasing Organisation) Framework which expires on 30 April 2018. (See Cabinet Report dated 16th January 2017) Details of any potential new ESPO Framework are unclear at this point. There is a need to have access to approved suppliers in place.
- 1.8. Award of contracts is as set out in the Council's Contract Standing Orders

2. RECOMMENDATIONS

- 2.1 That for the duration of the LGRP Framework (namely, 3rd October 2017 – 2 October 2021), the Framework be utilised and accessed to secure services under the following Lots
 - 2.1.1 Lot 1 Executive Search Permanent (roles over £70K) & Interim Recruitment (all roles)
 - 2.1.2 Lot 2 Permanent Recruitment (roles between £30 - £70K)
 - 2.1.3 Lot 3 HR Consultancy
 - 2.1.4 Lot 4 HR Marketing Solutions
- 2.2 That the calling off of any individual contracts under Lots 1,2,3, or 4 of the LGRP Framework be done in the manner prescribed by the Framework and in accordance with the Council's Contract Standing Orders and internal processes in place.

3. REASONS FOR DECISION

- 3.1. Access to the LGRP Framework will enable utilisation of quality assured resources to help deliver business or service delivery continuity or the emergence of a strategic project.
- 3.2. Under the Council's Contract Standing Orders, it is appropriate to procure the contracts under the Lots referenced in paragraph 1.2 from the LGRP Framework.

- 3.3 The Council could choose to enter into its own contracting arrangements including individual contract awards for each assignment, establishing its own preferred supplier list or entering into other arrangements with local authorities. However, it is considered financially efficient to join existing frameworks where all due diligence and market testing has already been completed and the margins are pre-determined.

4. PROPOSAL AND ISSUES

- 4.1 Under the terms of the LGRP Framework, once you have identified which services / which Lot you require, you will be able to approach the suppliers on the Lot in one of 2 ways: either by carrying out a further competition or through direct award.
- 4.2 Further competition is where all the suppliers on the Lot have the opportunity to bid for the services you require. You are unable to approach a sub-group of the suppliers on the Lot. A direct award gives you the ability to award a contract directly to a supplier on the Lot without having to undertake a further competition provided you can demonstrate that the supplier meets your needs the most in terms of quality and price
- 4.3 Authorities can utilise the Framework just once to meet their requirements and there is no access fee.
- 4.4 There is no commitment to use the LGRP Framework as the sole route for the services provided under the Framework.
- 4.5 The LGRP Framework offers a wide range of services under each of the 4 lots (*See Appendix 1*).
- 4.6 There are sufficient suppliers listed on each lot to provide viable competition and / or match requirements. (*See Appendix 2*).
- 4.7 Rates for each supplier are listed against the services provided. (*See Appendix 3, contained in the exempt Cabinet agenda*).
- 4.8 On each and every occasion where there is a need to access services under a lot, this will be determined and funded by the relevant service departments who will also award the individual contracts in the manner prescribed by the LGRP Framework, the Council's Contract Standing Orders and internal processes in place.
- 4.9 It is intended that Lots 1 and 2 will be the main focus of use for the Council. Lots 3 and 4 come as part of the Framework and simply provide a viable option to be used as necessary in the future.

5. OPTIONS AND ANALYSIS OF OPTIONS

- 5.1 The LGRP Framework has been designed by local government for local government and is based on the council's collective buying power.

- 5.2 The LGRP Framework is a simple and competitive route to procure. All suppliers on the framework have been pre-selected via competitive OJEU compliant process for the ability to provide a comprehensive range of services that incorporates both quality and value for money. All suppliers included on the Framework have already been assessed during the LGRP procurement process for their financial stability, track record, experience and technical and professional ability.
- 5.3 ESPO Framework, provides an alternate route to market for executive and interim recruitment. However, this framework expires on 30 April 2018. Details of any potential new ESPO Framework are unclear at this point.
- 5.4 The council already has a contract for the provision of agency workers with Pertemps but this is only in place for roles up to a salary equivalent of PO9 or below.

6. CONSULTATION

- 6.1. In accordance with s8(3) of the Council's Contract Standing Orders, Procurement has been consulted on the use of the Framework.
- 6.2. In accordance with s8(3) of the Council's Contract Standing Orders, Legal has been consulted on the terms and conditions of any proposed individual contracts. Use of the LGRP Framework is based on their pre-agreed terms and conditions of individual contracts.

7. EQUALITY IMPLICATIONS

- 7.1. There are no negative implications for protected groups by the Council accessing the LGRP Framework. Equality and Diversity was covered in the tender qualification for the LGRP Framework. This was confirmed by Lizzy Grayson, Buyer, YPO.
- 7.2. Both the LGRP framework agreement, and call off terms and conditions include non- discrimination provisions and require the supplier to take all reasonable steps to secure observance by anyone engaged in the performance of the contract.
- 7.3. Implications verified by Peter Smith, Head of Policy and Strategy, tel. 020 8753 2206.

8. LEGAL IMPLICATIONS

- 8.1. This report approves the Council accessing the LGRP framework as and when required by service departments. Accessing the Framework places no obligation on the Council to call-off any services from it.
- 8.2. The Council is permitted to access this Framework and, provided service departments follow the procedures set out in the Framework, calling off services from it will be in compliance with EU procurement rules.

- 8.3. Legal services will work with HR to provide guidance to service departments wishing to call-off from the Framework.
- 8.4. Any individual call-offs by service departments will need to be approved in accordance with the Council's contract standing orders.
- 8.5. Implications verified/completed by: Cath Tempest, Senior Solicitor, tel. 02087532774

9. FINANCIAL IMPLICATIONS

- 9.1. Expenditure for resourcing and recruitment costs is managed by departments. This includes ensuring there is adequate budget provision.
- 9.2. Implications verified/completed by: Danielle Wragg, Finance Business Partner, tel. 0208 753 4287

10. COMMERCIAL IMPLICATIONS

- 10.1 The Framework Agreement is compliant with all statutory regulations. A OJEU contract notice and a OJEU contract award notice has been placed on Tenders Electronics Daily (TED).
- 10.2 The procurement process for a new contract under the framework, including award, is laid down in the Council's Contract Standing Orders (CSOs), and approval should be sought for each award, individually, from the relevant Director/Cabinet Member/Cabinet.
- 10.3. It is advised to undertake further competition for each potential contract unless it can be clearly demonstrated that 1 particular supplier best meets the Council's need for the contract in question.
- 10.4. A contract entry must be entered in the contracts register and all documentation explaining the thought process behind the award should be attached as evidence.
- 10.5. Implications verified/completed by: Andra Ulianov, Procurement Consultant, tel. 02087532284.

11. IT IMPLICATIONS

- 11.1. There are no technical implications for the council, as providers will be using their own IT systems, platforms, hardware and software, and will not interact directly with the council's IT infrastructure. However, there may be information implications. IT advise that the mandatory privacy impact assessments are undertaken by the department to accurately assess whether information sharing agreements and privacy notices need to be implemented. This will ensure compliance with current data protection legislation and the GDPR (General Data Protection Regulation).

11.2. Implications verified by: Veronica Barella, interim Chief Information officer, tel. 020 8753 2927.

12 BUSINESS IMPLICATIONS

12.1 As this framework includes services which will promote employment opportunities, the suppliers will work proactively with the Economic Development Team to identify employment opportunities for local residents and supply opportunities for local businesses.

12.2 Implications verified/completed by: Albena Karameros, Economic Development Team, tel. 020 7938 8583.

13 RISK MANAGEMENT

13.1 Access to the framework would provide additional resilience to the Council in accessing, procuring, recruiting and resourcing services in an efficient and effective manner in mitigation of Corporate Risks 6 Business Resilience and 19 Recruitment and Retention.

13.2 Implications verified/completed by: Michael Sloniowski, Risk Manager, tel. 020 8753 2587.

LOCAL GOVERNMENT ACT 2000 **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

No.	Description of Background Papers	Name and contact details of responsible officer	Department/ Location	
1	None			

LIST OF APPENDICES

Appendix 1 - Range of services offered per lot

Appendix 2 - List of suppliers per lot

Appendix 3 –LGRP Pricing Information for all 4 lots (contained in the exempt Cabinet agenda).

Appendix 1

Range of services offered per lot

Lot 1

Executive and Interim Recruitment –

(i) search and selection of executive recruitment for permanent roles over £70K per annum

Services include review of the role profile, identification, and approaches to targeted individuals in relevant sectors, response management of all applications whether received from targeted search or recruitment advertising, assessment of applications to provide a longlist, provide suggested interview questions, arrange, or recommend forms of assessment tests

(ii) All interim placements

Interim is defined as an individual covering an established post for a term that is supplied through a third-party agency. Services include providing suitable CVs plus a summary report demonstrating clearly how each CV submitted meets requirements and showing the candidate's availability plus the candidates' actual day rate and any anticipated expenses, with a rationale based on market intelligence for the day rate commanded

Lot 2

Permanent Recruitment - search and selection of permanent roles between £30k and £70K per annum

Services include review of the role profile, identification, and approaches to targeted individuals in relevant sectors, response management of all applications whether received from targeted search or recruitment advertising, assessment of applications to provide a longlist, provide suggested interview questions, arrange, or recommend forms of assessment tests

Lot 3

HR Consultancy

Portfolio of services includes: Organisational Design, Workforce delivery models, Organisation Development, Employer Branding, Recruitment Website Design, Talent Pool Management, Social Media Consultancy

Lot 4

Marketing Solutions

Covers a variety of services for campaigns and recruitment advertising

Appendix 2
List of suppliers per lot

Lot	<i>Suppliers</i>
1 Executive Permanent Recruitment (Roles more than £70K) and Interim Recruitment	<i>Allen Lane, Gatenby Sanderson, Hammond Clarke, Hays, Morgan Law, Osborne Thomas, Penna, Solace</i>
2 Permanent Recruitment (roles between £30-£70K)	<i>Allen Lane, Hays, Morgan Law, Osborne Thomas, Penna, Reed, Service Care Solutions, TMP Worldwide</i>
3 HR Consultancy	<i>Buckinghamshire County Council, Gatenby Sanderson, Korn Ferry, Organisation Development, Osborne Thomas, Penna, Reed, TMP Worldwide</i>
4 HR Marketing Solutions	<i>Havas People, Penna, TMP.Worlwide</i>