

DECISIONS DELEGATED TO OFFICERS

Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to forwardplan@oxford.gov.uk

Decision title:	Award of Contract for the Supply of Temporary Staffing
Decision date:	4 th May 2021
Source of delegation: State how the decision was delegated. Was it an express delegation made at a meeting or a general delegation under the Council's Constitution?	On Wednesday 12th August 2020 Cabinet delegated authority to the Chief Executive to award a contract for the supply of Temporary Staffing to the Council (item number 43).
What decision was made? Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether information is exempt / confidential.	The decision is to approve the award of 4 contracts across 2 lots. Lot 1 - Professional and Business Support - Reed Specialist Recruitment Ltd. Lot 2 - Housing, Property and Regulatory Services – Hays Specialist Recruitment Ltd, Opus People Solutions Ltd and Matchtech Group (UK) Ltd.
Purpose: What does the decision deliver or achieve?	The decision looks to deliver a more flexible approach to recruiting temporary staff to the Council and its companies. Having a variety of suppliers will cover a greater range of the market and should help improve the chances of efficiently filling hard to source roles. This decision has the potential to generate savings in the region of £1.5 million pounds over 5 years, based on historical spend and usage.
Reasons: Please provide the reasons for the decision.	The decision was made to support the recommendation to award contracts as detailed above following a compliant open tender process.
Decision made by: Name and title of officer within the senior management structure	Caroline Green, Chief Executive Decision taken in consultation with the Head of Business Improvement, Head of Legal and the Head of Financial Services
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	17 bids were received across the 2 lots and the winning suppliers were the result of a full and detailed evaluation process.
Documents considered: Please attach any new documents relevant to the decision and state if they are exempt	

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Key or Not Key: (see notes below):	Key
Wards significantly affected: If 2+ wards are significantly affected this will need to be treated as a key decision (see notes below)	None
Declared conflict of interest: Please record any declared conflict of interest by any Cabinet Member consulted on the decision which relates to the decision.	None
This form was completed by: Name & title: Date:	Matt Stevenson, Contracts and Procurement Specialist 17 th June 2021

Approval checklist

Delegations made at meetings and the Council's Finance Rules and Contract Rules (Parts 18 and 19 of the Constitution) stipulate who the decision maker must consult with before taking a decision. The table below should be used to record their approval. The relevant Cabinet Member(s) must be consulted on all decisions taken by officers.

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Senior officer(s) e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.	Helen Bishop, Head of Business Improvement	27 th April 2021
Head of Financial Services if required by the delegation / Constitution	Nigel Kennedy, Head of Financial Services	27 th April 2021
Head of Law and Governance if required by the delegation / Constitution	Susan Sale, Head of Law and Governance	30 th April 2021
Cabinet Member(s) approval is required for all decisions	Cllr Chapman briefed by Helen Bishop	
Ward Member(s) – Ward Members should be told in advance about anything which particularly affects their ward and which is potentially controversial but please note that Cabinet Members must be consulted first.		

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This form must be completed and sent to Committee and Member Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in, as the call-in deadline is 2 working days from the decision notice being published. Before completing the form please refer to the notes below

NOTES

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements **apply** to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- under a general delegation (where responsibility is delegated in the Constitution) and the effect of the decision is to:
 - grant a permission or licence;
 - affect the rights of an individual;
 - award a contract or incur expenditure with a value in excess of £10,000;
 - award a contract with a value in excess of £10,000 but less than £1,000,000;
 - acquire or dispose of freeholds or leaseholds with a consideration or premium in excess of £10,000 but less than £500,000;
 - grant to new tenants or dispose of leases with a rental value in excess of £10,000 but less than £125,000 (this excludes assignments, holding over and rent reviews);
 - grant 'project approval' for projects in excess of £10,000 but less than £500,000;
 - make a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order;

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

Officers making such decisions must complete a written statement containing details of the decision taken. A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

Exempt or Confidential information

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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Key or Non Key Decision

A key decision is an executive decision likely to have a significant effect on people living or working in at least two wards; or to incur spending or savings of £500,000 or more.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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