

OFFICER DECISION RECORD (ODR2)

This form records an officer decision and is published in accordance with the Openness of Local Government Bodies Regulations 2014

Date of Decision	13 November 2023
Decision Taker (including Job Title)	Alex Thompson – Director of Finance and Customer Services
Specific Delegation	Agreement is given for the Contract for Agency staff to be treated as business as usual. The contract is above £1m but is classed as routine expenditure, therefore it was delegated to the Director of Finance and Customer Services at Finance sub-committee 7 th September 2023 and the decision was also ratified at Corporate Leadership Team on 20 th September 2023.
Brief Description of Decision	<p>To award a call-off contract from YPO Framework 'Managing Temporary and Permanent Recruitment' - Lot 1 YPO Reference Number: 942) to Comensura Ltd.</p> <p>For the period 1st April 2024 to 31st March 2025 with 2 x 12-month options to extend.</p> <p>Internal Ref: 24 015, C1418</p>
Reasons for the Decision and alternatives considered	<p>The decision to make a direct award to the current provider on the current framework was to allow for cost savings by avoiding increased charges and to provide the flexibility to review current agency worker procurement arrangements annually if deemed necessary.</p> <p>Two alternative options were considered including a) An alternative model and full procurement of a new provider on a new framework; and b) The same model and full procurement of a new, or current, provider on a new framework.</p> <p>The two alternative options were rejected due to the increased costs and the time and resources (indirect costs) of conducting a full procurement exercise. Making a direct award to the current</p>

OFFICIAL

OFFICIAL

	provider will mean that there is no change to the agency margin charges, therefore there will be no impact on the council's Medium Term Financial Strategy.
Member consultation and interests declared.	No members were consulted, finance sub-committee approved the proposal at its meeting on the 7 th of September 2023.
Significant Decision	Yes
Legal Implications	<p>I am satisfied that the recommended decision is supportable.</p> <p>Bhavna Thakrar – (Locum) Lawyer – Contracts & Procurement Team 20/04/20223</p>
Financial Implications	<p>Costs for agency staff are attributed to each Service/department budget as required. In some instances, insufficient budget exists to meet the full cost of the staff being paid from those budgets with agency costs contributing to overspends being reported by some services. Making a direct award will avoid a full re procurement exercise and additional costs both in terms of resourcing the procurement process and the subsequent increase in the prices charged by the MSP and agencies under a new framework/contract.</p> <p>Expenditure on Agency Staff is currently circa £14.85 million per annum; therefore, this contract has the potential of costing £44.6 million over three years if spend continues at current rates.</p> <p>Spend on agency staff has increased from £10m in 2021/22 to £14.85m in 2022/23.</p> <p>Work is underway to reduce reliance and therefore spend on agency workers and this work will be ongoing. If that process is successful, it is anticipated that the overall cost of the contract will reduce over the three years.</p> <p>Steve Reading Finance Manager, Accountancy, Finance. 25/10/23</p>
Confidential/Exempt Information	N/A

Background Papers	Please refer to Corporate Leadership Team Briefing paper of 20 th September 2023.
--------------------------	--



Signed

Dated 13th November 2023

Alex Thompson – Director of Finance and Customer Services