

## INTERIM MEASURES RESOURCES

**EXECUTIVE MEMBER:** Councillor A Holliday, Cllr C Giel  
**LEAD OFFICER:** Mr S Smith  
**REPORT AUTHOR:** Mr C A Lloyd

### **Summary and Recommendation:**

Executive is asked to consider this report and agree to:

The suspension of Contract standing Orders 5, 6 and 8, in respect of advertising, ad hoc tender lists and acceptance for a period of 12 months for interim resource measures as requested in detail under 2 of this report.

## **1. INTRODUCTION**

- 1.1. Executive approved at its meeting on 8 April 2008 to use of reserves, and more particularly, to enable interim appointments to be made in order to maintain critical work and support to the Development Directorate.
- 1.2. It is also fair to say that interim appointments have been/are also required in other Service Units across the Council to enable Council services to function at the necessary levels.
- 1.3. These recruitment needs are essentially required to address current staffing shortfall over the short term whilst permanent recruitment can be organised as well as meeting particular short term demands for additional capacity, and obtaining permanent appointees can in some instances take up to six months to complete. A number of the posts relate to critical service areas and are at management level.

## **2. ARGUMENT**

- 2.1. Temporary staff is often recruited on a short term basis to provide necessary support to continue services, the recruitment process for permanent staff is dependent on the advertisement being successful, if this is not the case the period extends, candidates at management level now often have to give three months notice. Inevitably what is intended as a short stop gap measure becomes extended and the cost enters the level covered by the Council's Contract Standing Orders.
- 2.2. The Contract Standing Orders cover all spend above £10,000 and require competition, with formal contracts at the level above £50,000 with OJEU regulations to apply above approx £133,000.
- 2.3. Strict compliance with CSO's requires:

- 2.3.1. Placing of advertisements for expressions of interest (17 – 24 days)
  - 2.3.2. Technical and financial vetting of applicants (7 – 14 days)
  - 2.3.3. Selection of up to six for a list (1 day)
  - 2.3.4. Exec approval of the list (28 – 42 days)
  - 2.3.5. Prepare contracts invite quotations or tenders (14 – 28 days)
  - 2.3.6. Selection and approval, potential exec agreement (14 – 42 days).
- 2.4. This demonstrates minimum to maximum times of 11 to 21 calendar weeks, which does make it relatively impractical to adhere to the CSO's.
- 2.5. It is appreciated that controls are required, and the following safeguards would assist:
- 2.6. The Council standard written Agreement and Brief for Consultants should be used as a basis for recruitment of temporary staff, in preference to Standard Recruitment Agency contracts, which could also be used if acceptable.
- 2.7. Managers have been aware for some time that obtaining temporary staff through networking can avoid the on-cost of recruitment agencies and have been consulting colleagues in other authorities to identify suitable candidates and obtain references. Alternative prices are obtained for comparison. Assistance is also available from our partners Westlakes Renaissance, NWDA, CIPFA and neighbouring authorities.
- 2.8. In order to place a control on the appointments it is recommended that the Head of Service for each unit be required to confirm agreement in writing and provide a copy of same to HR. Details of the contract documents should be provided (the written brief, job profile, terms and conditions of employment)

### **3. CONCLUSIONS**

- 3.1. Executive is asked to consider if it is prepared to agree to obtaining temporary staff in the short term to overcome the current immediate needs to staff up, on the basis set out in this report, and to agree to waive CSO's 5, 6 and 8 for a period of 12 months.

### **4. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)**

- 4.1. The streamlining of obtaining provision of external resources in the short term will fill the temporary gaps to enable continuation of services.

## **5 PROJECT AND RISK MANAGEMENT**

- 5.1 Project management techniques will be employed.

## 6 IMPACT ON CORPORATE PLAN

6.1 Supports provision of management expertise required in the short term to support delivery of services.

**List of Appendices:** None

**List of Background Documents:** None.

**List of Consultees:** Corporate Team, H R Manager.

### **CHECKLIST FOR DEALING WITH KEY ISSUES**

Please confirm against the issue if the key issues below have been addressed . This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	No effect
Impact on Sustainability	Supports
Impact on Rural Proofing	No effect
Health and Safety Implications	Supports
Impact on Equality and Diversity Issues	No effect
Children and Young Persons Implications	No effect
Human Rights Act Implications	Supports

Please say if this report will require the making of a Key Decision    NO