



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Wednesday 15 June 2022. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Thursday 16 June 2022 if they are not called-in.

Delegated Decisions

1. Councillor Carlyle - Cabinet Member for Education, Skills and Children and Young People:

1.1. Multiply - Local Investment Plan **(Pages 1 - 8)**

2. Council Officer Decision - Andy Ralphs (Strategic Director of Customer and Corporate Services):

2.1. Award of the Temporary Labour Contract **(Pages 9 - 42)**

EXECUTIVE DECISION

made by a Cabinet Member




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – ESCYP01 22/23

Decision				
1	Title of decision: Multiply – Local Investment Plan			
2	Decision maker (Cabinet member name and portfolio title): Councillor Charlotte Carlyle, Cabinet Member for Education, Skills and Children and Young People			
3	Report author and contact details: Name & Title: Mike Page, Funding and Partnerships Manager Team & Department: Skills and Post 16, Education Participation and Skills Email: michael.page@plymouth.gov.uk Tel: 01752 307805			
4	Decision to be taken: To accept the section 31 grant and to authorise the Chief Executive to submit the Multiply Investment Plan for Plymouth.			
5	Reasons for decision: The Department for Education (DfE) is responsible for the Multiply programme, a national adult numeracy programme delivered in every local authority area: https://www.gov.uk/government/publications/multiply-funding-available-to-improve-numeracy-skills . They have specified that each eligible authority (this includes PCC) must submit a local Investment Plan to deliver the programme by the 30 th June 2022, signed by the Chief Executive.			
6	Alternative options considered and rejected: No alternative options have been considered as this is a mandatory government programme.			
7	Financial implications and risks: There are no financial implications/risks as this is a one-off Section 31 ring fenced grant from the DfE.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new
			X	

				commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the <u>Forward Plan of Key Decisions</u>	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p>Corporate Plan – this contributes towards the 'Unlocking the City's Potential' priority, specifically 'A vibrant economy developing quality jobs and skills'</p> <p>Plymouth Plan – this contributes to two of the policies, specifically 'GRO1 Creating the conditions for economic growth' and 'Delivering skills and talent development'</p>		
10	Please specify any direct environmental implications of the decision (carbon impact)	There are no direct environmental implications		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No		(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)

13b	Which other Cabinet member's portfolio is affected by the decision?	N/A		
13c	Date Cabinet member consulted	N/A		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
15	Which Corporate Management Team member has been consulted?	Name	Alison Botham	
		Job title	Director of Children's Services	
		Date consulted	19 th May 2022 – at DMT	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS08 22/23	
		Finance (mandatory)	djn.22.23.37	
		Legal (mandatory)	MS/38691	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report for publication (<i>mandatory</i>)		
	B	Equalities Impact Assessment (<i>where required</i>)		
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	X	
		Exemption Paragraph Number		

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
Signature				Date of decision	08/06/2022			
Print Name	Cllr Charlotte Carlyle							

MULTIPLY BRIEFING PAPER

EDUCATION PARTICIPATION AND SKILLS



MULTIPLY

- Multiply is a new government-funded programme to help adults across the UK to brush up their numeracy skills and boost their number confidence. It will help people unlock new job opportunities or progress in work, get higher wages, improve their wellbeing and take the next step to higher levels of training. Boosting numeracy abilities can also help with everyday tasks like bills and budgeting, or helping children with homework.
- Multiply will offer adults who do not already have a GCSE grade C/4 or higher in Maths or equivalent, and need to improve their numeracy, free flexible courses that fit around their lives. Courses are expected to be available from this autumn in person or online, at work or at home, and either on a part time or intensive basis. These courses will equip adults across the UK with the numeracy skills they need to fulfil their potential.
- With up to £559 million in funding is available, Multiply has the potential to reach adults across the whole United Kingdom over the next three years, and will support the Levelling Up mission to ensure that by 2030, the number of people successfully completing high-quality skills training will have significantly increased in every area of the United Kingdom.
- All local areas across the United Kingdom will be able to receive funding to deliver Multiply – up to £270 million is available across England, and up to £160 million across Scotland, Wales and Northern Ireland. Plymouth is developing a local area investment plan for meaningful participation that boosts people’s ability to use maths in their daily life, at home and work – and enable adults to achieve formal qualification that can open doors for them.
- **Plymouth has been allocated £1,317,533** and we are able to fund the solutions that meet our local needs. Funding is awarded through DfE approved local authority ‘investment plans’.
- This investment is in addition to help already available for adults to improve maths and numeracy skills, including through the Adult Education Budget in England.
- In addition to providing funding to local areas to deliver innovative solutions to increase adult numeracy levels, a national digital numeracy platform will be launched. This will give people the ability to learn at their own pace, including through access to tutoring.
- A programme of evaluation to test innovative approaches to reducing adult learning barriers and improving adult numeracy (such as through randomised control trials) and build the evidence base on what works will be rolled out.
- Multiply is the first priority of the UK Shared Prosperity Fund, which is offering £2.6 billion in investment to help spread opportunity and level up.

The overall objective of Multiply is to increase the levels of functional numeracy in the adult population across the UK:

- More adults achieving maths qualifications courses (up to, and including, Level 2 – with GCSEs and FSQs as the qualifications of choice in England – or equivalent) and an increase in participation in numeracy courses;
 - Improved labour market outcomes;
 - Increased adult numeracy across the population.

Investment plans are expected to be developed for the full 3-year allocation. However, years 2 and 3 can be ‘more tentative’ to build on growing evidence from delivery:

1. Deliverability – partnership working, engagement, capability, admin support, new activity, benefits / value for money;
2. Evidence of need and demand – data on local adult numeracy levels, current provision (local skills plan and LSIP), why it matters locally;
3. Interventions – menu and avoiding displacement / duplication of existing provision
4. Strategic Fit – to Levelling Up and Skills for Jobs White Papers, local strategies, wider UKSPF;
5. Engaging and Motivating Learners – reducing negative attitudes, raising awareness, engaging with local employers / ‘touch points’, progression routes, further study courses, embedding additional maths modules into vocational courses, IAG.

Key additional issues to the prospectus:

- Payments - funding is provided to local authorities as a Section 31 ring-fenced grant and will be reduced for under-delivery / under-spend;
- Assurance and grant management - local authorities can use a ‘mix of competitions for grant funding’ including: procurement, commissioning, in-house delivery;
- Reporting framework and data collection – use of ESFA ILRs, quarterly narrative reports (using a DfE template), surveys / case studies led by DfE research team;

Fund indicators – indicative outcomes

- increased number of adults achieving maths qualifications up to, and including, Level 2;
- increased number of adults participating in maths qualifications and courses up to, and including, Level 2;
- increased number of adults participating, acquiring and evidencing skills through non-qualification provision, or towards a qualification, including online learning;
- improved labour market outcomes;
- increased adult numeracy (by supporting learners to improve their understanding and use of maths in their daily lives, at home and at work).

Fund indicators – indicative outputs

- Number of adult numeracy courses run in a local area.
- Number of people participating in Multiply funded courses, broken down by ethnicity, sex/gender, age and disability to enable Public Sector Equality Duty monitoring
- Number of people achieving a qualification, broken down by ethnicity, sex/gender, age and disability to enable Public Sector Equality Duty monitoring
- Number of courses developed in collaboration with employers.
- Number of people referred from partners onto upskill courses.
- Number of different cohorts participating in numeracy courses (e.g. learners in prison, parents etc.).

Non-learning spend - local authorities will be permitted to use up to a maximum of 10% of their Multiply funding allocation for administrative expenditure, in order to build the necessary capacity.

Proposed Plymouth Investment Plan

Plymouth has been allocated £1,317,533 until 31st March 2025. This allocation has been calculated by DfE and covers the current and next two financial years. It is a Section 31 ring-fenced grant and local authorities can retain 10% for administration. The balance is allocated to delivery from a 'menu of interventions' set out by DfE.

At this stage, it is intended to retain 50% for OCSW and 40% to be allocated by other providers. Discussions over routes to market, are underway with Strategic Co-operative Commissioning.

Indicative Cost Profile

Cost Heading	Yr 1 (22 to 23)	Yr 2 (23 to 24)	Yr 3 (24 to 25)	Total
Administration	£39,832	£45,960	£45,961	£131,753
OCSW delivery	£199,162	£229,802	£229,802	£658,766
External delivery	£159,330	£183,842	£183,842	£527,014
Total	£398,324	£459,604	£459,605	£1,317,533

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EXECUTIVE DECISION

made by a Council Officer



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER


Executive Decision Reference Number – COD04 22/23

Decision	
1	<p>Title of decision: Award of the Temporary Labour Contract</p>
2	<p>Decision maker (Council Officer name and job title): Andy Ralphs – Strategic Director of Customer & Corporate Services</p>
3	<p>Report author and contact details: Polly Colville – Agency Project Consultant. Email: polly.colville@plymouth.gov.uk / Mobile: 07989 231 412</p>
4a	<p>Decision to be taken: Award the Temporary Labour Contract to the winning bidder.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made: 21173 - 8TH February 2022</p>
5	<p>Reasons for decision: The mini-competition against the Yorkshire Purchasing Organisation's Temporary Agency Resources for Local Authorities framework has been concluded and PCC is ready to award the contract to the successful bidder.</p>
6	<p>Alternative options considered and rejected: A full options appraisal was undertaken where different types of contract models common in the industry were investigated as well as whether to go to full tender directly or whether to call off alternative available frameworks. The model was selected based on the issues common to PCC's hiring community. A full tender was rejected due to time pressures to complete the process before the incumbent contract with Pertemps expires at the end of September. Alternative frameworks were rejected due to the level of communication and service provided by the owning organisation.</p>

7	Financial implications and risks: Temporary staffing will continue to be covered by existing staff budgets and in some instances may exceed staff budgets due to market rate inflation, but will be governed and controlled by internal governance procedures.			
8	Is the decision a Key Decision?	Yes	No	Per the Constitution, a key decision is one which:

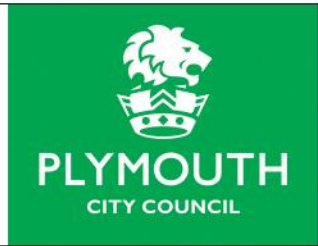
	(please contact Democratic Support for further advice)			in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
		X		in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
				is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	7/1/22		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The temporary labour contract supports the delivery of the entire Corporate Plan as well the Joint Local Plan/Plymouth Plan and ensures that the Council has a suitable workforce with the right skills as well as providing resilience and flexible service delivery. This contract enables the Council to ensure resources are in place where required to cover short term, statutory or specialist requirements and continue to deliver high quality services thereby meeting internal departmental needs and ultimately those of the Council's customers and residents.		
10	Please specify any direct environmental implications of the decision (carbon impact)	The Service Provider's vendor management system will be online which reduces the use of paper. Information technology will be further enhanced through the contract and in doing so will reduce the carbon footprint		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No		(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			

Print Name:				
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
15	Which Corporate Management Team member has been consulted?	Name	Andy Ralphs	
		Job title	Strategic Director of Customer and Corporate Services	
		Date consulted	7.6.22	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS07 22/23	
		Finance (mandatory)	djn.22.23.40	
		Legal (mandatory)	MS/08.06.22/ 37956	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	KK/PS/633/ED/062 2	
Appendices				
17	Ref.	Title of appendix		
	A	21173 – Contract Award Report – Temporary Labour – Part I		
	B	Equalities Impact Assessment Procurement Agency Workers - Final		
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information?	Yes	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		No	publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: 21173 – Contract Award Report – Temporary Labour – Part 2			X				
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Revenue Investment Business Case for Agency Worker Procurement – Final 1.2.22								
Council Officer Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature			Date of decision	08/06/2022				
Print Name	Andy Ralphs, Strategic Director for Customer and Corporate Services							

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**PROCUREMENT GATEWAY 3 -
CONTRACT AWARD REPORT – PART
I**



**21173
Managed Service for
Temporary Agency
Workers**

- 1. INTRODUCTION**
- 2. BACKGROUND**
- 3. PROCUREMENT PROCESS**
- 4. PRE-TENDER SELECTION CRITERIA AND EVALUATION**
- 5. TENDER EVALUATION CRITERIA**
- 6. SUMMARY OF EVALUATION**
- 7. FINANCIAL IMPACT**
- 8. RECOMMENDATIONS**
- 9. APPROVAL**

1. INTRODUCTION

This contract award report is in relation to the procurement of the agency worker managed service provider.

The scope of the requirement includes temporary agency resources for all staffing categories excluding schools staff, includes the procurement of independent consultants and the executive search service for the recruitment of permanent and fixed term chief and senior officers.

Contract Duration: Three (3) years plus another optional one (1) year.

2. BACKGROUND

The Council's current agency worker spend, both on and off contract, is estimated at around £7 million per year and is increasing due to a number of strategies concurrently in process, in support of our transformation programmes as well as the Council's response to the COVID-19 pandemic. The Council wishes to ensure that any new arrangement in place is of suitable quality and is a cost effective provision for contingent resourcing and executive search wherever needed.

The new contract will be a change to the current contract's model with Pertemps who have been incumbent for 16 years, moving from a Master Vendor model (where the provider places workers from their own agency and/or group brands), to a Vendor Neutral model (where the provider does not place any preference to which agency/ies the workers are provided from), to open up the supply base and access the widest possible skillset for the wide range of skills required at PCC.

Temporary agency workers are an important part of the Council's workforce and help to ensure resilient and flexible service delivery. This enables the Council to ensure resources are in place where required to cover short term, statutory or specialist requirements and continue to deliver high quality services thereby meeting internal departmental needs and ultimately those of the Council's customers and residents.

The proposed contract for services has a value in excess of the Government Procurement Agreement (GPA) threshold for services and so the procurement process will need to comply with the Public Contracts Regulations 2015 and the Council's own governance processes on procurement and contracts.

3. PROCUREMENT PROCESS

Following a procurement options appraisal, it was determined that the most suitable route to market to procure this requirement was via a pre-determined EU compliant Framework Agreement. It is proposed that the Council procures a Vendor Neutral Managed Service via entering into a mini competition through the YPO National Framework for Temporary Agency Resources for Local Authorities – 000942.

This framework is a nationally procured framework that was established in accordance with EU procurement regulations that will provide access to the key suppliers already procured for the considerable range of services required. This route will also eliminate the need to make checks on suppliers as this has already been undertaken by the YPO providers before they can subscribe therefore saving the Council time during the process. Finally, it will promote healthy competition resulting in competitive quotes and best value for money.

The Terms and Conditions applicable to this contract are: YPO Framework 000942 – Call-Off Terms and Conditions.

As the contract is governed by a framework, the contract will be for a maximum term of four years (an initial period of three years with the option to extend up to one further year). The proposed contract term is in line with industry standards and provides enough time for the

successful supplier to embed their service and gain a reasonable return on that investment, whilst allowing the Council the agility to react to market changes.

The service will be for the supply of agency workers across all categories of staffing (except Schools) and will include engaging contractors who are both deemed employed and self-employed for the purposes of tax and IR35. The mini-competition process also has included additions to the contract which do not exist within the current contract:

- The Council has included a 'Payroll Only' or 'Referral' service, where the MSP will either directly pay or nominate an agency to pay candidates that are known to officers of the Council and are therefore 'referred'. It is expected that the fee for this will be greatly reduced from a normal agency fee as the 'introduction' aspect of the hiring process is eliminated having been sourced by the Council.
- The Council has included a provision for Statement of Works contracts through the MSP, to deliver time-limited outcomes based contracts for PSCs and consultancy agreements.
- The Council has also included an Executive Search service for Senior and Chief Officers (permanent and fixed term).

4. PRE TENDER SELECTION CRITERIA AND EVALUATION

Award Criteria and Methodology

Evaluation of Tenders

All responses have been assessed against the Evaluation Criteria set out below:

EVALUATION CRITERIA	WEIGHTING
Price	50%
Quality	50%

The rationality of the 50/50 split is as follows:

- As the Council is accessing a National Framework there are both minimum service standards and a capped pricing schedule (for direct call-off contracts) are already procured and available. This adds resilience to the basic service the Council will receive and price the Council will ultimately pay.
- Whilst the fundamental aspects of the service have been prescribed in the Specification, it is a wide-ranging and complex contract which warrants a higher weighting to Quality than many procurement exercises operated by the Council, to ensure PCC achieves the level of service required to fulfil the wide range of temporary resourcing and statutory needs.
- The weighting on Price is to not disincentivise the winning bidder to provide a strong service provision, but also to ensure that PCC's incumbent, already a good value-for-money contract with Pertemps is met and ideally exceeded.

Tenders would not have been accepted that significantly failed to satisfy any specific criterion (such as neutrality), even if it scores relatively well against all other criteria.

A team of ten (10) evaluators were selected from across the organisation to evaluate the quality bid. The team of evaluators were made up of the core HR team that will ultimately be responsible for partnering with the winning bidder and managing the contract as well as at least one evaluator

from each directorate who are in a high using area of temporary agency workers and are familiar with not only how agency worker contracts run, but also of their individual markets.

5. TENDER EVALUATION CRITERIA

PRICE (50%)

Tenderers were asked to complete the Pricing Schedule – Further Competition via YPO 000942 – Return Document.

Tenderers' price scores were calculated based upon the lowest price submitted.

$$\left(\frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Total Tender Sum}} \right) \times \text{Weighting} = \text{Weighted score}$$

The Tenderer with the lowest price has been awarded the full score of 50 [50%], with the remaining Tenderers gaining pro-rata scores in relation to how much higher their prices are when compared to the lowest price.

Table A – Price evaluation model

Example below shows maximum points available = 50 (50%)

Tender	Price	Calculation	Final Score
1	£110,000	110,000/110,000 x 50	50.00
2	£130,000	110,000/130,000 x 50	42.31
3	£150,000	110,000/150,000 x 50	36.67
4	£175,000	110,000/175,000 x 50	31.43

The pricing schedule was made up of the following elements with their individual weighted sections:

Pricing Element	Weighting (%)
Management Fee and Agency Fee (Mark-up)	30%
Payroll Only	10%
Executive Search for Chief & Senior Officers (permanent & fixed term)	5%
Statement of Works	5%

Management Fee & Agency Fee (Mark-up)

- The management fee is the fee that the bidding Provider takes for their services and is a fixed pence mark up so it does not fluctuate with varied pay rates.
- The Agency Fee is the fee that each agency per category takes for the introduction and payrolling of the agency worker. There are 22 categories of staffing that were placed in the

tender for population in which each bidder had to place a rate in which they can procure agencies to.

- The Agency Fee is a fixed pence rate (as opposed to a percentage) therefore allowing the pay rate to fluctuate and the agency fee stays the same. The one exception to this is the 'Interim' category for senior and specialist day-raters in which the market norm is 'set' with a percentage. The Council will need to implement its own due diligence to ensure interim agencies don't push up the pay rate to ensure a bigger agency fee for themselves.
- The Agency fee is a 'mark-up' and not a 'margin' as mark ups are more economically advantageous for the Council.

Payroll Only

- Was tendered as a fixed pence mark up, like the management and agency fee to prevent price fluctuation with individuals' pay rates.
- Was split into two categories: General Staffing and Interim/Specialist/Executive.

Executive Search for Chief & Senior Officers

- Specifically for the permanent and fixed term appointments to compete with the frameworks currently used for this type of recruitment.
- Was tendered as a fixed price for each pay scale band for Head of Service level and upwards.

Statement of Works facility

- For the sake of the bidders the Statement of Works facility was described in the specification as "a document routinely engaged in the field of project management. It is the narrative description of a project's work requirement. It defines project-specific activities, deliverables and timelines for a vendor providing services to the client".
- Tendered for as a %, simply because the price of a statement of works contract is so variable it would have been unsustainable to pin a specific price to this category.

Additionally to 'Management Fee and Agency Fee' section, there has been due diligence added to the award which is factored into the time-line. At the point of award and contained in the award letter, it has been stipulated that the awarded bidder must provide evidence to the Council within 5 working days of the award letter being received, that the priced added to the 'Agency Fee' section is provided in the form of agencies agreeing to the rates stipulated. This is to ensure sustainability of the category and that the bidder is not placing a rate in order to win the tender, that the contracting supply chain would not agree to. If the awarded bidder cannot provide such evidence, the award will be void and will be given to the runner up, who will be asked to provide the same evidence. This is however a small risk, but extra time must be factored into the award process to complete this.

QUALITY (50% weighting) – Quality is split as follows:

Method Statements		Tier 1	Tier 2
Quality		50%	
MS1	Recruitment Service Provision Describe how you will deliver the Service as detailed within the Service Specification and how the hiring of temporary agency workers will operate.		6%
MS2	Recruitment Service Provision		5%

Method Statements		Tier 1	Tier 2
	Detail what support you will provide to Hiring Managers and the relevant HR staff in the delivery of this Contract. This should include process and professional recruitment support.		
MS3	Recruitment Service Provision Explain how you will provide the Executive Search for permanent and fixed term appointments for Chief and Senior officers as part of your service.		4%
MS4	Supply Chain Management How will you manage the partner Agencies to maximise the effectiveness and efficiency of the supply chain including the quality assurance process and measures that will be in place to deliver this Service?		7%
MS5	Supply Chain Management How will you develop and service the Statement of Works facility as described in the Service Specification?		5%
MS6	Technology Provision and Development Provide a system overview of the Vendor Management System detailing how all relevant aspects of the minimum standards in the Specification will be delivered.		8%
MS7	Implementation Provide a plan that sets out the implementation of the Service that will be delivered. This document should include identified risks and mitigation of risk. You must include in your plan key dates and milestones and identify who is responsible for each activity whilst showing a clear timeline for implementation. You should identify where the activity is dependent on the Council.		5%
MS8	Governance and Account Management Provide details of how you will communicate with the Council's Contract Manager/Representative and relevant HR staff with regards to the account management and governance of this Service.		7%
MS9	Social Value Explain how you will deliver added social value over the life of the Contract. Social value can include improvements to the social, environmental and economic wellbeing of residents or a relevant area.		3%

AWARD SCORING RATIONALE

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough

		understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particular relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

The scoring rationale behind the award evaluation criteria is in accordance with the graduated approach set out in the above table. Tenderers must achieve an average score of 3 or more for each scored item. Any scored criteria item receiving an average of less than 3 will result in the Tender being rejected and the Tenderer being disqualified from the process.

Averaged Tenderers scores for each method statement have been multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 50.

Moderation was undertaken due to differences in evaluators' scoring of being more than 1 point away from each other in any particular question. This is to ensure no errors have been made in the evaluation process and all evaluators have a common understanding as to what was required in response to the method statement in question. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

Total Evaluation Methodology (100% of weighting)

To determine the overall total score and corresponding ranking for each Tenderer, it is necessary to add the total weighted price points score with the total weighted non-price points.

6. SUMMARY OF EVALUATION

Three compliant submissions were received.

7. FINANCIAL IMPLICATIONS

See point 6.

8. RECOMMENDATIONS

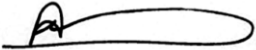
The evaluation of received submissions has been subject to a fair and robust assessment process.

It is recommended by the evaluation panel to award a contract based on quality and price against the Framework's Call-Off Terms & Conditions. The contract is for a period of three years with an option to extend for a further one year period. The anticipated maximum contract duration is therefore four years.

This award is also subject to the outcome of any challenge made during the call-in or mandatory standstill period.

9. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:			
Job Title:			
Additional Comments (Optional):			
Signature:		Date:	
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Andy Ralphs		
Job Title:	Strategic Director for Customer and Corporate Services		
Additional Comments (Optional):			
Signature:		Date:	07/06/2022

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The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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EQUALITY IMPACT ASSESSMENT

Human Resources & Organisational Development



STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?

Procurement of the provision of agency workers, interims, consultants and executive search contract.

Background

The Council's current agency worker spend, both on and off contract, is estimated at around £7 million per year and is increasing. The Council wishes to ensure that any new arrangement in place is of a suitable quality and is cost effective. Temporary agency workers are an important part of the Council's workforce and help to ensure resilient and flexible service delivery. This enables the Council to ensure resources are in place where required to cover short term, statutory or specialist requirements and allows the Council to continue to deliver high quality services to meet the needs of residents.

This equality impact assessment sets out the proposal for the re-procurement of the agency worker contract. A paper is going to Cabinet on Tuesday 8 February which sets out the proposal for the re-procurement of the agency worker contract and seeks approval to procure a new contract prior to the end of the current contract which expires on 30 September 2022.

The proposal is for a new contract for an initial period of three years with the option to extend for up to a further one year, with a total estimated maximum value of £30m approx. The paper recommends that the new contract moves from a master vendor contract to a vendor neutral contract to enable the Council to access the widest possible skillset for the range of roles required at the Council.

Where possible, the evidence section of the EIA has been from the Council's Workforce Report 2020.

Author

Polly Colville, Agency Project Manager

Department and service

Human Resources & Organisational Development

Date of assessment

19th January 2022

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	<p>Our workforce demographics are as follows;</p> <ul style="list-style-type: none"> ▪ 16 – 19 years 0.48 per cent ▪ 20 – 24 years 3.49 per cent ▪ 15 – 29 years 7.21 per cent ▪ 30 – 34 years 7.54 per cent ▪ 35 – 39 years 9.26 per cent ▪ 40 – 44 years 11.2 per cent ▪ 45 – 49 years 13.03 per cent ▪ 50 – 54 17.1 years ▪ 55 – 59 years 16.3 years ▪ 60 – 64 years 10.7 per cent <p>The highest percentage of employees (15.31 per cent) fall within the 50-54 age bracket, while 38.76 per cent of all employees are aged 50 or over.</p> <p>The lowest percentage of employees (1.28 per cent) fall in the 16-19 age bracket.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Human Resources & Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources & Organisational Development Duration of contract</p>
Disability	<p>A total of 113, or 4 per cent, of Council employees have</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if</p>	<p>Human Resources & Organisational Development to monitor data and put in</p>	<p>Human Resources & Organisational Development Duration of contract</p>

	<p>declared themselves as disabled.</p> <p>A large proportion, 42.73 per cent, have not declared their disability status.</p>	<p>unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	
<p>Religion or belief</p>	<p>31.50 per cent of employees state they have no religion.</p> <p>29.62 per cent of employees are Christian (including Church of Scotland/Roman Catholic).</p> <p>33.91 per cent of employees have not declared their religious status.</p> <p>2.36 per cent of employees do not wish to declare this information.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the</p>	<p>As above.</p>	<p>Human Resources & Organisational Development</p> <p>Duration of contract</p>

		<p>authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>		
<p>Sex - including marriage, pregnancy and maternity</p>	<p>The Council has a largely female workforce, with 63.53 per cent recorded as female and 36.47 per cent as male.</p> <p>The directorate with the biggest gender split is Children’s Services, with 85.06 per cent female employees compared to 14.94 per cent male employees.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if societal norms or unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Where a day rate of pay will be used market research is required to ascertain what the market rate is to ensure that applicants are remunerated appropriately.</p> <p>Human Resources & Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources & Organisational Development</p> <p>Duration of contract</p>
<p>Gender reassignment</p>	<p>Our Workforce Profile for 2020 does not currently include this information. Work is ongoing to ensure that the data we collect about our employees is appropriate.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information</p>	<p>Human Resources & Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources & Organisational Development</p> <p>Duration of contract</p>

		<p>(MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>		
<p>Race</p>	<p>83.57 per cent of the Council's workforce have declared themselves to be White British.</p> <p>7.17 per cent of the Council's workforce have not declared their ethnic status.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Human Resources & Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources & Organisational Development Duration of contract</p>

<p>Sexual orientation - including civil partnership</p>	<p>56.06 per cent of employees have declared that they identified as heterosexual, with a total of 2.65 per cent declaring they identify as homosexual, bisexual, or have another sexual orientation.</p> <p>37.47 per cent of employees have not declared their sexual orientation, while 3.77 per cent have refused to provide the information.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Human Resources & Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources & Organisational Development Duration of contract</p>
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STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
<p>Celebrate diversity and ensure that Plymouth is a welcoming city.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>
<p>Pay equality for women, and staff with disabilities in our workforce.</p>	<p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis. This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required. Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Human Resources & Organisational Development Duration of contract</p>

<p>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</p>	<p>The use of agency workers within the Council contributes to meeting the aims of the People Strategy by helping to ensure that the Council has a resilient workforce in place to meet the needs of residents.</p> <p>Human Resources & Organisational Development have developed mandatory equality and diversity training for new joiners to help them understand their equality and diversity responsibilities. The contract may be able to assist by sending relevant training information and links to workers on their start date to assist with their induction. Welcome packs/sheets will be provided agency workers induction which sets out the Council values and code of conduct.</p>	<p>Human Resources & Organisational Development Duration of contract</p>
<p>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</p>	<p>The Council continues to work with its partners to reduce hate crime within the city. Where a victims of our hiring community has become aware of an incident of a victim themselves they will be appropriately supported.</p> <p>The contract provides procedural mechanisms for reporting such issues. There will be an internal policy providing guidance to hiring managers on the appropriate procedure for agency workers raising such issues. This will be supported by the contract terms which will also flow through to the supply chain of agencies.</p>	<p>Human Resources & Organisational Development Duration of contract</p>
<p>Plymouth is a city where people from different backgrounds get along well.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>
<p>Human rights Please refer to guidance</p>	<p>There are relevant clauses in the Yorkshire Purchasing Organisation framework contract to support this which states that suppliers must work in accordance with UK law.</p>	<p>HR and Procurement. The procurement activity and the implementation of the new contract.</p>

STAGE 4: PUBLICATION

Responsible Officer – Kim Brown, Director of Human Resources & Organisational Development Date 19th January 2022

Strategic Director, Service Director or Head of Service

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