

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 11 October 2021

Portfolio:	Policy and Resources
Subject:	Agency Staff Recruitment
Report of:	Director of Support Services
Corporate Priorities:	A dynamic, prudent and progressive Council

Purpose:

This report considers the tenders received for the provision of Agency Workers for Fareham Borough Council. The report recommends an award of contract for the Council's Preferred Supplier List for agency services.

Executive summary:

A list of Preferred Suppliers of Agency Workers was last awarded in 2016.

This report provides the Executive with information regarding the tenders received and seeks an award of a new Preferred Supplier contract for a 4-year long term agreement for the provision of agency workers.

Recommendation/Recommended Option:

It is recommended that the Executive agrees to award the contract for the Council's Preferred Supplier List for agency services on our agreed terms to the Agency Worker Suppliers set out in confidential Appendix A to the report as the Agency Worker Suppliers are deemed to be the most suitable to cover the breadth of skills and role requirements within the Council.

Reason:

To establish a range of specialist temporary worker providers to match the range of skills required from time to time to support the Council's operation.

Cost of proposals:

The cost of agency workers in 2020/21 was £487,100. Agency costs continue to be funded from existing revenue budgets.

Appendices: **Confidential Appendix A – Tenders received and Evaluation Scores**

Background papers: **None**

Reference papers: **None**

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Executive Briefing Paper

Date:	11 October 2021
Subject:	Agency Staff Recruitment
Briefing by:	Director of Support Services
Portfolio:	Policy and Resources

INTRODUCTION

1. This report considers the tenders received for the provision of Agency Workers for Fareham Borough Council. The report recommends an award of contract for the Council's Preferred Supplier List for agency services.

BACKGROUND

2. In September 2008 the Council introduced a Preferred Supplier List (PSL) for the engagement of temporary agency workers. The PSL was one of a number of initiatives aimed at reducing the need for and spend on agency workers within the Council.
3. A corporate project in financial year 2006 showed the Council spent in excess of £1M with 40 different agencies. It was found that there was no consistency in agency worker pay rates, terms and conditions, agency charge rates, introduction fees and temporary to permanent fees across the Council.
4. The PSL operates under terms and conditions produced by the Council which any agencies wishing to join the PSL must agree to. The terms and conditions cover employment vetting, quality and service standards, an agreed rate of pay for the workers based on FBC salaries and a consistent fixed margin (charge rate) paid to the Agencies.
5. Since its introduction in 2008, the PSL has provided the Council with a range of agencies to work with, offering the types of temporary workers that we need, e.g. admin; operatives and some technical/professional workers.

TENDER PROCESS AND EVALUATION CRITERIA

6. The current PSL contract ran from 1 October 2016 to 30 September 2020 and was extended for a temporary period in October 2020 to allow for a new tender process to be completed.

7. The tender exercise provided an opportunity to review the existing PSL terms and conditions to confirm their fitness for purpose.
8. The tender for a new Preferred Supplier List was advertised on 18 January 2021 and closed on 9 April 2021. The Council received 52 bid responses from Agency Worker Suppliers. (appendix A, table 1). Each Agency who submitted a bid provided details of the roles that it could provide workers for and agreed to sign up to the terms and conditions set by the Council.
9. Fareham Borough Council has led the procurement process using its e-tendering portal. The specification of requirements, the proposed operation of the PSL and the tender evaluation process (including criteria and weightings) have been established jointly by Procurement and HR.
10. As per the tender document, the quotations received were evaluated in accordance with the criteria listed below:

Award Criteria	Weighting
<p>Cost</p> <p>Organisation's acceptance of the framework agreement job pricing schedule with Charge Rate based on fixed margin of 14% of Agency Worker Pay Rate.</p> <p>Acceptance of the Temp-to Perm (or transfer fee) terms set out for post 8 weeks (no charge).</p> <p>Organisation finders fee (including basis of charge) for appointments made prior to expiry of initial 8 weeks period.</p>	10%
<p>Service</p> <p>Suitability to be demonstrated for Single Point of Contact for Contract, Communication Standards, delivery of Out of Hours response for the Refuse Service and Contract Management</p>	40%
<p>Quality</p> <p>Suitability to be demonstrated on recruitment advertising and selection of suitable candidates, training of contract managers, feedback services for candidates and FBC managers and pre-employment checks</p>	50%
Total	100%

11. The tender submissions were evaluated by an HR Business Partner in accordance with the criteria above. The percentage scores for the tenders received are represented in the confidential appendix A (table 2)

NEXT STEPS

12. Fareham Borough Council will facilitate the intention to award notification and award confirmation.
13. Award notification letters will be sent to all the Agency Worker Suppliers, who have

met our criteria, via the e-tendering portal.

14. An OJEU standstill period of 10 calendar days must be applied before the contract can be implemented. Only once implemented will the contract be able to commence in mid-October 2021

CONCLUSION

15. 52 tenders were received for the PSL for Fareham Borough Council for a 4-year long term agreement. Of those 52 bids, 32 agency worker suppliers were felt to meet the evaluation criteria and are able to provide the range of skills and role requirements needed across all Council services. It is recommended that those agency worker suppliers (appendix A, table 2) be accepted and placed on the PSL for 2021-25.

Enquiries:

For further information on this report please contact Anna Good. (Ext 4429)