

Operational Decision Record

Publication Date 15/08/22	Decision Reference Number 4693
Decision Title	
Procurement of Recruitment Agency Support –Property Transformation	
Decision Value	
£100k	
Revenue or Capital Spend?	
Revenue	
Department	
Strategic Assets & Property	
Contact Officer (Name, job title, and contact details)	
Steve Sprason, Interim Head of Property, steve.sprason@nottinghamcity.gov.uk	
Decision Taken	
Approval to the appointment of an external recruitment agency, to be selected through a competitive process, to support permanent recruitment to the newly approved Strategic Assets & Property structure.	
Reasons for Decision and Background Information	
<p>The Council does not have sufficient capacity in either its HR or Property functions to mount and maintain a recruitment campaign of this size. Additionally it is felt that an external resource is needed to assist in promoting the Council as an employee of choice in what is a very crowded market for property professionals and which form the lion's share of vacant posts to be recruited to. Through use of an Agency's networks and contacts it is expected that they will have a much greater reach in being able to locate potentially suitable candidates. The option also has a strong spend to save element in that the sooner we can bring in permanent staff the quicker we can start to mitigate the costs of employing interim resource.</p> <p>Procurement colleagues have confirmed that providing contract value is below £100k, procurement can be progressed by way of the obtaining of three quotes (advice was provided by Steve Oakley on 29/07/22)</p>	
Other Options Considered and why these were rejected	
<ol style="list-style-type: none">1) Use of existing internal provision-sufficient capacity does not exist.2) Bring in additional recruitment resource-it would be problematic to source suitable temporary resource and would not offer required levels of resilience.	

Reasons why this decision is classified as operational

Recruitment can be regarded as a business as usual activity for which existing budget is available

Additional Information

You should consider:

- obtaining and recording advice if necessary from legal, finance or other colleagues
- informing relevant ward councillors if a decision particularly affects their ward
- whether an EIA, DPIA, Carbon Impact assessment or consultation exercise is required for this decision
- for capital spend, confirmation that the decision has been through the appropriate capital approval processes
- referring to any related previous decisions
- risks of the decision and any mitigation of those risks
- if the decision is approving capital spend, please include confirmation that the Chief Finance Officer has agreed to it.

Finance Advice

Delegated Decision 4642 signed on 31/05/22 secured approval for the Review and Restructure of Strategic Assets & Property. There are a significant number of posts to fill from what is currently a very competitive market for property professionals. Use of an agency is expected by the department to expedite the recruitment process, allowing Property to move as soon as possible to a permanent establishment, therefore saving on the current need for interim agency staff. Full and stable staffing should enable the Property team to maximise income by ensuring that rent reviews, lease renewals and property disposals are carried out in a timely manner.

This decision therefore seeks approval to move forward with an external recruitment agency, with the cost expected to be within £100k. This can be funded via £25k Transformation funding and £75k from additional Property fee income expected this year.

Advice provided by Sarah Baker – Senior Commercial Business Partner – Strategic Assets & Property

Decision Maker (Name and Job Title)

Sajeeda Rose, Corporate Director for Growth and City Development

**Scheme of Delegation Reference Number**

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Date Decision Taken

10th August 2022
