

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B040/23

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Award for the provision of Recruitment Advertising and Public Notices Advertising with effect from 1 August 2023

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Bob Deering

Portfolio (Executive Functions only): Resources & Performance

Officer Contact: Sally Hopper,

Tel: 01992 555000

1. Decision

To award a contract for the provision of Recruitment Advertising and Public Notices Advertising. The contract will initially be for 24 months with the option to extend for a further two periods of 12 months until July 2027.

- 1.1 That the Director of Human Resources has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exemption information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.
- 1.2 Subject to 1.1 above, awards the contract for the provision of Recruitment Advertising and Public Notices Advertising as set out in Annex A and approves the signing of the contract.

2. Reasons for the decision

Following the relevant guidance from SPG as well as legal, a decision to procure using the ESPO Framework with one contract to cover both Recruitment Advertising and Statutory Notices was identified as the best option available to the Council.

The supplier specified in Annex A achieved the highest score during the evaluation process of an open and fair procurement procedure. To achieve this score, the supplier outlines how they would deliver the best quality service to The Council, whilst offering the best price and making the most efficient use of budgets.

3. Alternative options considered and rejected

All other bidders who submitted their evaluation documents were considered and rejected after careful evaluation and moderation of their responses. Some bidders scored lower on pricing and quality and so were deemed unsuitable for Contract Award.

4. Consultation *(see Summary of Requirements below)*

Was any Councillor consulted? No

If yes:

- (a) Comments of Executive Member/Committee Chairman *(delete as applicable)*

- (b) Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

None

6. **I am proceeding with the proposed decision.**

Signed: Sally Hopper

Title: Director of Human Resources

Date: 10/05/2023

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor

		Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups