

**MINUTES OF THE MEETING OF THE PERSONNEL PANEL
HELD AT FOLLATON HOUSE, TOTNES ON MONDAY, 16 FEBRUARY 2009**

MEMBERS

* Cllr M F Saltern - Chairman

* Cllr J A Westacott - Vice-Chairman

ø Cllr R F Croad

* Cllr R J Tucker

ø Cllr T J Hewitt

* Denotes attendance

ø Denotes apology for absence

Officers in attendance:

All Agenda Items: Strategic Director (Resources); Head of Improvement; Personnel Manager; Procurement Officer; and Member Support Services Manager.

PP.27/08 MINUTES

The minutes of the meeting of the Panel held on 11 December 2008 were confirmed as a correct record and signed by the Chairman.

PP.28/08 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting but none were made.

PP.29/08 TEMPORARY WORKER PROVISION 2009-2012

The Panel considered a report which aimed to implement a single contract to replace the current contracting position for Temporary Worker Provision. At present, the South Devon and Dartmoor Partnership authorities used twenty two different suppliers to source temporary workers.

The report concluded that to implement such a contract would consolidate the temporary worker arrangements across the partner authorities. Furthermore, endorsement of the contract would increase purchasing power, optimise service levels, and reduce administrative procedures.

In her presentation, the Procurement Officer made particular reference to:-

- the proposals providing cashable savings to the Council amounting to £15,000 per annum;

- the Council spending £330,000 on temporary worker provision during the last financial year, whilst using over 22 different agencies;
- the exercise not simply being cost driven. The Panel noted that in the tender evaluation exercise, only 40% weighting was applied to cost, with other aspects (e.g. quality of service) also being major contributory scoring factors;
- the preferred supplier. It was noted that Concept Staffing had obtained both the highest overall tender score and the lowest priced tender to specification;
- added benefits of the preferred supplier. Members were informed that Concept Staffing had also built in a number of added benefits with its submission. Such benefits included: providing transport to ensure a worker was on site at the appropriate start time and ensuring an adequate specialist recruit was available where required;
- the intention to consolidate the invoicing process through Human Resources (HR).

In discussion, reference was made to:-

- (a) the potential additional work arising for HR staff. Officers confirmed that the HR service was very keen to maximise the internal staffing capacity of the Council. Therefore, to centralise this process through HR, allowed the service to monitor whether there was both any potential spare capacity in-house and any recurring trends, whilst incurring no additional cost to the Council;
- (b) a monitoring process. The importance of having in place an adequate checking mechanism, before the contract came into effect, was emphasised. In light of it being the current situation that there was no ownership of the process for recruiting temporary workers, a Member felt that a control mechanism (through the HR service) was critical to this process;
- (c) the outcome of the project. In congratulating the lead officers on the delivery and projected outcome of this project, Members welcomed the predicted savings and the resultant reduction in invoice processing arising from this exercise;
- (d) any officers potentially undermining the suggested process. The Strategic Director (Resources) assured the Panel that the Strategic Management Team would ensure that officers complied with the system and it would only be in exceptional circumstances (which were evidenced) that an officer could employ a temporary worker through an alternative method.

It was then:

RESOLVED

That the Panel agree that the contract to deliver agency staff requirements for the next three years (with an option to extend for a further one year period) be awarded to Concept Staffing, on the terms as outlined in the presented report.

(Meeting commenced at 1.00pm and concluded at 1.30pm).

Chairman