



RECORD OF DELEGATED DECISION (OFFICER)

CONTRACT AWARD

1. Decision Reference No.	CEX491
2. Name/Title of Officer	Director for Corporate Services
3. Email address of Officer	<u>Dgarton@melton.gov.uk</u>
4. Title / Subject Matter:	Award contract to Macildowie for the executive search and recruitment support for the vacancy of Assistant Director for Resources (Deputy S151)
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<ol style="list-style-type: none">1. To award the contract for an executive search and recruitment support for the post of Assistant Director for Resources to Macildowie.2. To enter into any necessary legal documentation to effect the award.
8. Reasons for Decision:	<p>The current post holder, Assistant Director for Resources, who also holds the deputy section 151 role, has resigned and is due to leave the employment of Melton Borough Council at the end of January 2025.</p> <p>The vacancy created is a professional and specialised role. There is evidence that other local district authorities have also appointed to similar roles recently and have reported experience of limited good quality applications from suitable candidates.</p> <p>As a result it is felt that the council would benefit from support in the executive search for suitable quality candidates for the role. Macildowie have worked with the Resources team on previous appointments so have a good understanding of the needs of the Council. Macildowie have a proven track record of seeking suitable professionals to take part in a fair selection process and will support the process by undertaking a first sift of candidates as well as offering support through the selection process. Using Macildowie for the executive search will also negate any</p>

costs for advertising and psychometric testing as part of the recruitment process.

Macildowie are part of the Local Government Resourcing Partnership (LGRP) Framework where we are able to offer a direct award.

9. Authority / Legal Power:

The Director for Corporate Services is able to take this decision in accordance with part 12.2 of the Officer Scheme of Delegation

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. To complete the recruitment exercise in house and not engage an agency for support – not considered due to the known limited pool of suitable candidates with the quality of skills and experience for this role
2. To engage multiple agencies in the talent search and advertisement of the role – not considered as this “waters” down the commitment from the agencies due to the lack of guaranteed payment for the successful agency and can cause confusion and conflict with the candidates when approached by multiple agencies.
3. To engage an alternative agency from the framework – not considered due to the previous track record and positive relationship built with Macildowie in this field of appointments.

12. Implications:

Legal

The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations

[Legal Approval – 3 December 2024]

Finance

The package offered includes the full service from executive search through to support with the final interview, offer and onboarding. The cost based on a mid point salary of £67,970 will be 15.5% of the salary totalling £10,535 This will be paid in 4 stages with the final payment only payable on the successful completion of the probation period expected to be around 6 months after start date.

The cost will be met from salary saving in the existing budget.

[Director for Corporate Services – 28 November 2024]

HR	<p>The Council's recruitment procedure will be followed in the selection and offer process for the vacancy. This appointment of Macadlowie offers professional support in the search for and identification of good candidates, where it is expected that there will be limited suitably qualified candidates offering a good fit for the council.</p> <p>[HR Approval – 27 November 2024]</p>
Procurement	<p>This contacted can be directly awarded from the LGRP Framework. This contract meets the criteria and the pricing model is below the advertised rate.</p> <p>[Approved by Procurement – 29 November 2024 MF]</p>
Other	<p>The following checks have been carried out in relation to the contract provider:</p> <ul style="list-style-type: none"> - Financial credit checks - Insurance certificates - Health and safety policies
13. Signature of Decision Maker with authority to sign	<p>Email approval received Dawn Garton Director for Corporate Services</p>
14. Consultation with:	<p>N/A</p>
15. Date:	<p>5 December 2024</p>
16. Officer Responsible for Procurement	<p>I confirm compliance with the Contract Procedure Rules Sarah-Jane O'Connor Assistant Director for Organisational Development</p>

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