

<b>DECISION NO: PCCG-2014-005</b>	
<b><u>OFFICE OF POLICE &amp; CRIME COMMISSIONER</u></b>	
<b>TITLE:</b>	<b>Provision of Temporary Agency Staff</b>
<b>DATE:</b>	<b>21 January 2014</b>
<b>TIMING:</b>	<b>A response is required by 27 January 2014. The existing contract will expire on 31 January 2014.</b>
<b>PURPOSE:</b>	<b>The purpose of this report is to seek approval for a four month extension to the current contract for the Provision of Temporary Agency Workers.</b>
<b>1.</b>	<b><u>RECOMMENDATION</u></b>
1.1	To extend the current contract with Randstad for a four month period from 1 February 2014 to 31 May 2014 inclusive in accordance with paragraph 125 of the Manual of Governance.
<b>2.</b>	<b><u>INTRODUCTION &amp; BACKGROUND</u></b>
2.1	In January 2010, Gwent Police awarded a contract for the Provision of Temporary Agency Staff, for a period of three years with an option to extend for an additional 12 months. The final extension was approved by the Commissioner in January 2013 and is due to expire on 31 January 2014.
2.2	The contract was awarded for the Provision of Temporary Agency Staff to a supplier who could provide the force with temporary Agency staff, both reactive and planned, across the force.
2.3	A framework was awarded by Thames Valley Police in accordance with the European Union (EU) Directives and their own Police Authority's Standing Orders, with the successful suppliers selected based on the Most Economically Advantageous Tender. The Gwent Police contract was awarded following a further competition exercise with all the suppliers under the framework arrangement. The award criteria of the Further Competition process included Rates and Charges (40%), Delivery of Services (20%), Systems (back office) (20%) and Compliance (20%).
2.4	Following benchmarking exercises and research into national frameworks an Eastern Shires Purchasing Organisation framework has been identified that meets the Forces needs and is fully compliant with EU Directives. This extension is required to undertake the further competition with the suppliers on the framework and for the new contract to be implemented. This will now be a collaborative arrangement with South Wales Police and Dyfed Powys Police therefore this additional 4 months extension is to establish the requirements for all forces involved.
<b>3.</b>	<b><u>ISSUES FOR CONSIDERATION</u></b>
3.1	The contract is still required to be utilised by the force. The HR Manager has confirmed she is happy for the extension of the contract to be granted to ensure the force is covered for any future requirements in the interim.

<b>4.</b>	<b><u>NEXT STEPS</u></b>
4.1	On approval of the report, contract extension documents will be issued to the supplier, where they will be signed and returned to the Office of the Police and Crime Commissioner (OPCC).
<b>5.</b>	<b><u>FINANCIAL CONSIDERATIONS</u></b>
5.1	The current payments to Randstad are approximately £40,000 per month and the utilisation of this resource is scrutinised by the Force Resource Board. There are currently 5 agency staff in fleet, 5 firearms, 7 custody, 5 MIT, 2 corporate communications, 1 finance, 1 business support and 1 general administrator.  The percentage commission for Randstad is 10%, however, there are no costs for pension contributions nor for absence which offset the commission costs.
5.2	There is a provision in the current contract to increase the tendered rates, however Randstad have not exercised this clause during the current period, and have indicated that they will not be raising the rates for the extension period.
<b>6.</b>	<b><u>PERSONNEL CONSIDERATIONS</u></b>
6.1	As part of the extension there would be no staffing/personnel implications.
<b>7.</b>	<b><u>LEGAL IMPLICATIONS</u></b>
7.1	This report has been submitted in line with the EU Directives and the Commissioners Manual of Corporate Governance.
7.2	Once approval to extend has been given a Voluntary Ex-Ante Transparency Notice (VEAT) will be published informing the market of the rationale behind the decision. A standstill period of 10 days will then follow prior to awarding the contract.
<b>8.</b>	<b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b>
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
<b>9.</b>	<b><u>RISK</u></b>
9.1	The risk for the OPCC if this contract is not extended would be failure to ensure supply of temporary staff under a formal agreement. This may cause overspend on budgets or staffing issues if alternative temporary staff are too costly.
<b>10.</b>	<b><u>PUBLIC INTEREST</u></b>
10.1	Following approval of this report by the Police and Crime Commissioner, this document will be made available to the Public.

<b>11.</b>	<b><u>CONTACT OFFICER</u></b>
11.1	Joyce Navarro, Senior Procurement Officer.
<b>12.</b>	<b><u>ANNEXES</u></b>
12.1	N/A.

For OPCC use only

<b>Office of the Chief Constable</b>	
I confirm that <b>Provision of Temporary Agency Staff</b> report has been discussed and approved at a Chief Officers' meeting. It is now forwarded to the OPCC for <b>approval</b> .	
<b>Signature:</b> 	
<b>Date: 20 February 2014</b>	
	<b>Tick to confirm (if applicable)</b>
<b>Financial</b> The Chief Finance Officer has been consulted on this proposal.	✓
<b>OPCC (insert name)</b> The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
<b>Legal</b> The legal team have been consulted on this proposal.	✓
<b>Equalities</b> The Equalities Officer has been consulted on this proposal.	N/A
<b>Chief Executive/ Deputy Chief Executive:</b> I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.	
<b>Signature:</b> 	
<b>Date: 20/02/14</b>	
<b>Police and Crime Commissioner for Gwent</b> I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval.	
<b>Signature:</b> 	
<b>Date:</b> 24.2.14 	