

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**POLICY AND RESOURCES CABINET BOARD**

**SEPTEMBER 2017**

**REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES**

**Matter for Decision**

**WARD(S) AFFECTED: All**

**AWARD OF CONTRACT FOR MANAGED SERVICE FOR THE PROVISION OF AGENCY WORKERS**

**PURPOSE OF REPORT**

- 1 To seek approval to make an award to and enter into contract with Comensura Ltd (“Comensura”) for the Provision of a Managed Service for the supply of agency staff (the “contract”) for the period of 1<sup>st</sup> January 2018 to 7<sup>th</sup> October 2018 with the option to extend for up to 12 months.

**EXECUTIVE SUMMARY**

- 2 The report seeks authorisation to make an award to and enter into the contract with Comensura Ltd for the Provision of a Managed Service for the supply of agency staff.

**BACKGROUND**

- 3 The Authority currently has an agreement in place with Comensura to provide a vendor neutral managed service for agency staff.
- 4 A vendor neutral provider manages the supply chain of recruitment agencies on behalf of the Authority, but does not supply the staff themselves. The purpose of such a service is to improve control over the supply market, maintain safeguarding requirements and provide visibility of spend in relation to agency staff.
- 5 The current agreement with Comensura was accessed through the national framework agreement for the provision

of managed services for temporary agency resources “MSTAR” and is due to expire on the 31<sup>st</sup> December 2017.

- 6 The Neutral Vendor Service provider model has worked well since it commenced in April 2014 and provides the best value supply model.
- 7 In April 2015, the National Procurement Service (the “NPS”) established a Framework for the Managed Service for the Provision of Agency Workers (the “NPS Framework”).
- 8 The NPS Framework offers two lots for corporate staff:  
  
Lot 1 – Master Vendor Model  
Lot 2 – Neutral Vendor Model
- 9 The NPS Framework allows for call off contracts to be made via method of either Direct Award or Further Competition exercise.
- 10 The NPS Framework expires on the 7<sup>th</sup> April 2018, with the option to extend. Any contract awarded under the NPS Framework must not extend beyond a 6 month period after the expiry date of the Framework.
- 11 In order to make a Direct Award, the NPS Framework requires customers to evidence a best value supply model and supplier.
- 12 The NPS provides two analysis templates in order to assess the commercial responses and apply the framework technical scores. Usage data was requested from Comensura for the 12 month period of July 16 – June 17. A comparison was made against lots 1 and 2 and Comensura was ranked in first place, demonstrating that they are the best value supplier. (See ‘Direct Award Analysis’ attached and referenced under ‘Background Papers’ in paragraph 25 below.)
- 13 It is proposed that the Authority access the NPS Framework and utilise the option to directly award the Contract to our existing provider, Comensura. This option would offer a seamless transition for service users to the new Contract, avoid the system and training costs associated with a change of provider and at the same time provide savings for the Authority. (See ‘Savings Analysis’ attached and

referenced under 'Background Papers' in paragraph 26 below.)

### **FINANCIAL IMPACT**

- 14 The authority's usage of agency workers has significantly reduced over the duration of the contract.
- 15 The spend on agency workers during September 2013/14 was £2,380,863.16. However, the spend on agency workers for the period September 2016 to date is £1,107,853.60.

### **EQUALITY IMPACT ASSESSMENT**

- 16 There is no requirement for an equality impact assessment on this proposal.

### **WORKFORCE IMPACTS**

- 17 As part of the Workforce Strategy Agreement in 2013, the Authority gave a commitment to reduce the over-reliance on agency workers by services. As the usage has reduced by half, the Council has delivered on this Agreement. However, it is inevitable that certain areas will always have a requirement for agency workers to continue to provide essential services to citizens of the County Borough.

### **LEGAL IMPACTS**

- 18 The Authority will be utilising an EU/UK compliant framework undertaken by the NPS for the purposes of entering into the Contract with Comensura. The Authority will enter into a call off agreement with Comensura under the NPS Framework to govern the relationship between the Authority and Comensura for the duration of the arrangements.

### **RISK MANAGEMENT**

- 19 This report seeks to minimise the risk to the Authority by ensuring continuity of service of a Vendor Managed Service for the provision of agency workers.

### **CONSULTATION**

- 20 There is no requirement under the Constitution for external consultation on this item.

## **RECOMMENDATION**

- 21 It is recommended that the Authority utilise the direct award provisions in the NPS Framework to enter into contract with Comensura to re-appoint Comensura as the managed service provider for agency staff from 1<sup>st</sup> January 2018 to 7<sup>th</sup> April 2018 with the option to extend the arrangements for up to a further 12 months.

## **FOR DECISION.**

## **REASONS FOR PROPOSED DECISION**

- 22 To ensure continuity of service of a Vendor Managed Service for the provision of agency workers.

## **IMPLEMENTATION OF DECISION**

- 23 The decision is proposed for implementation after the three day call in period.

## **APPENDICES**

- 24 None

## **LIST OF BACKGROUND PAPERS**

- 25 Direct Award analysis  
26 Savings Analysis

## **OFFICER CONTACT**

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