



Report Author: Laura Halstead
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<p>OFFICER DECISION TITLE:</p> <p>Recruitment support for Interim Head of Communications</p>
<p>NAME OF OFFICER EXERCISING DELEGATED POWERS:</p> <p>The Chief Executive of the Cambridgeshire & Peterborough Combined Authority</p>
<p>DATE OF OFFICER DECISION: 19th June 2018</p>


Responsible Director:	<i>Martin Whiteley, Chief Executive</i>
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	No
Does the report have any annex that contains exempt information?	No

Decision taken	<p>The Chief Executive has agreed to procure the services of specialist recruitment agency, Brand Recruitment, to identify a suitable Interim Head of Communications for the CA.</p> <p>There are no legal implications relating to this contract.</p>
Authorisation <i>(delete as appropriate)</i>	<p>This decision has been taken under delegated authority of the Chief Executive. The Chief Executive is delegated authority to take decisions up to £500K subject to any such decisions being reported to the next Board meeting of the Combined Authority.</p> <p>The decision is under £10,000.</p>
Background Information	<p>The current Head of Communications is due to go on maternity leave at the end of June, and interim cover is required at the CA. The role requires an individual who is available to start swiftly and cover a period of nine months (allowing for some handover at either end).</p> <p>Brand Recruitment is an award-winning recruitment agency who specialise in creative recruitment and are based in Cambridge.</p>



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	<p>They are able to support the swift recruitment of a suitably experienced Interim Head of Communications.</p> <p>We negotiated the fee down from 25% of salary costs to 17% (+VAT).</p> <p>Total estimated cost for Interim Head of Communications role - £10,200 plus VAT</p>
Alternative options considered.	<p>Brand Recruitment is the leading recruitment firm for this type of role in the local area, and with the discounted fee they are competitive with other recruitment agencies.</p> <p>We have been offered the discounted fee based on Brand being the single provider for this work.</p> <p>The fees are comparable to other specialist recruitment agency fees the CA has recently been quoted. Therefore, Brand were selected to expedite the recruitment process.</p>
Consultation	Kim Sawyer, Legal Counsel.
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	None
Supporting documentation	None

Officer signature		Date 22/6/18
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>		