



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Officer Decision/Mayoral Decision No.:	ODN No 86-2018
DECISION TITLE: Appointment of Recruitment Consultant for Chief Executive	
NAME OF OFFICER Kim Sawyer	
DATE OF OFFICER DECISION: 12 th November 2018	

Responsible Director/Mayor:	Chief Executive
Report Author and contact details:	Kim Sawyer
Is it a key decision?	NO
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	NO
KEY DECISIONS ONLY	
Insert forward plan ref number	N/A
Date when Mayor intend to make decision.	N/A
Date report published on the website	N/A
Implementation Date	N/A
Does the report have any annex that contains exempt information?	N/A

Decision taken	Please provide the exact details of the decision taken. The Chief Executive agreed to: (a) Appoint Green Park to provide recruitment consultancy advice relating to the recruitment of a new Chief Executive
Authorisation (delete as appropriate)	This decision has been taken under: General authorisation: Chapter 17, Para 2




Background Information	<p>The Combined Authority is in the process of recruiting a new Chief Executive with the proposed process being considered by the Employment Committee on the 14th of November 2018. It is usual with recruitments at this level to retain employment consultants to source candidates, advise on assessment and to work with the employer to produce a short list of candidates for assessment by the Authority.</p> <p>On this occasion, the Authority will utilise a single supplier exemption for the reasons set out below.</p>	
Alternative options considered.	<p>No alternative options were considered on this occasion and a single supplier exemption has been applied for the following reasons:</p> <ol style="list-style-type: none"> 1. Firstly, the requirement to appoint a recruitment advisor at short notice. The organisation needs stability at this level and ensuring that we could appoint a recruitment agent directly would enable us to cut several weeks from the process. 2. In addition we have used recruitment agents previously and quotes are comparable. This provides a benchmark to demonstrate that there is good competition in the market, ensuring that we have some measure of value for money. 3. Finally Green Park have a good reputation and have been used previously to provide these services at a high level of service. Therefore, we are again assured some measure of value for money in selecting this company. 	
Financial Implications	The total cost of the retainer is £19,000 plus VAT	
Consultation	List any relevant consultation undertaken in relation to the decision. For example, portfolio holders, other Chief Officers.	N/A
	Chief Executive	N/A
	Responsible Director/Chief Officer	N/A
	Monitoring Officer	N/A
	S73	N/A



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	Portfolio Holder	N/A
	Other	N/A
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	N/A	
Supporting documentation	The written proposal prepared by Green Park will be considered by the Employment Committee and will be available as part of those papers at the meeting on the 14 th November 2018.	

Officer signature	Kim Sawyer, Interim Chief Executive 	Date 07/12/2018
Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register. If a public report, pass to Democratic Services and we will arrange publication.		