



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

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| Officer Decision/Mayoral Decision No.: | ODN88-2018 |
| DECISION TITLE: Appointment of HR Consultant to advise on Chief Executive Review / Recruitment | |
| NAME OF OFFICER - Kim Sawyer | |
| DATE OF OFFICER DECISION: 5th December 2018 | |

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| Responsible Director: | Chief Executive |
| Report Author and contact details: | Patrick Arran, Interim Monitoring Officer |
| 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 |
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| Decision taken | Please provide the exact details of the decision taken. The Chief Executive agreed to: (a) Appoint Workfolk Ltd to provide HR consultancy advice relating to the review being carried out by the interim Chief Executives |
| Authorisation (delete as appropriate) | This decision has been taken under: General authorisation: Chapter 17, Para 2 |




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| Background Information | <p>The interim Chief Executives are in the process of carrying out a review of the CPCA and part of this process is the recruitment to the senior staffing structure and establishing a HR function for the CA. There is a need for HR consultancy support for this review which the CA does not have access to otherwise</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 HR consultant at short notice. The organisation has a need to ensure that its HR processes are fit for purpose. 2. The daily rate proposed compare favourably with market rates and provides a benchmark to demonstrate good competition in the market, ensuring that we have some measure of value for money. 3. The Consultant has previously worked with the CA and is a known quantity with organisational knowledge to be able to hit the ground running. Having previously used this company's services, we are again assured some measure of value for money in selecting this company. | |
| Financial Implications | The total cost of the retainer is £6,750 | |
| Consultation | <p>List any relevant consultation undertaken in relation to the decision. For example, portfolio holders, other Chief Officers.</p> <p>Chief Executive</p> <p>Responsible Director/Chief Officer</p> <p>Monitoring Officer</p> <p>S73</p> <p>Portfolio Holder</p> <p>Other</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> |



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| Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category) | N/A |
| Supporting documentation | None |

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| Officer signature | Kim Sawyer, Interim Chief Executive  | Date: 5 th December 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. | | |