

Decision Notice

Decision Taken Between Meetings

Decision No:	DPH01
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Subject:	AWARD OF CONTRACT FOR RECRUITMENT TO DOVER PORT HEALTH AUTHORITY
Notification Date:	6 September 2021
Implementation Date:	6 September 2021
Decision taken by:	Councillor Derek Murphy, Portfolio Holder for Social Housing and Port Health
Authority:	Paragraph 12 (General Responsibilities Delegated to all Members of the Executive) of Section 3C of Part 3 (Responsibility for Functions) of the Constitution
Decision Type:	Executive Key Decision
Call-In to Apply?	No (<i>The Chairman of the Council has agreed to suspend call-in for the reasons set out in paragraph 3.2</i>)
Classification:	Unrestricted – but the accompanying report is RESTRICTED and NOT FOR PUBLICATION by reason that it contains information which is exempt by virtue of the provisions of paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part 1 of Schedule 12A of the Local Government Act 1972

Reason for the Decision:	To address the need for rapid recruitment to the Dover Port Health Authority, permission is sought to use external agencies to fill vacancies.
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Decision:	That the Public Protection and Port Health Service, in liaison with the Council's Procurement and HR Departments, award a 12-month contract to Matrix SCM for the recruitment of Port Health vacancies.
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1. **Consideration and Alternatives** (*if applicable*)

See attached report.

2. **Any Conflicts of Interest Declared?**

2.1 None.

3. **Supporting Information** (*as applicable*)

3.1 The Department for Environment, Food and Rural Affairs (DEFRA) has instructed Dover Port Health Authority (DPHA) to recruit an additional 140 Port Health staff, ideally by 1 October, but no later than 1 January 2022. This figure is in addition to their original staff number of 102, taking the total anticipated Port Health staff numbers to 242 (this figure includes veterinary surgeons, Finance, HR, legal and IT support etc.)

The DPHA was on target to recruit the original staff numbers by 1 January 2021. However, recruiting professional posts has been extremely challenging and, whilst our recruitment remains live, this additional uplift of 140 (especially to professional posts) will not be achievable within the remaining time frames.

Therefore, to overcome this, we seek to use an external agency, funded by DEFRA, to recruit the remaining staff required. Permission is sought to directly appoint an external recruitment agency to fill the posts. This approach has been successfully used by other Port Health Authorities and money has been awarded by DEFRA to cover this.

The department has worked and continues to work closely with Procurement, Finance, Legal & HR to ensure recruitment is compliant and effective. The need and use of a recruitment agency in such unprecedented circumstances is recognised and supported.

The intention is to use the Framework approach. A procurement Framework is an agreement put in place with a provider or range of providers that enables buyers to place orders for services without running lengthy full tendering exercises, i.e. a direct award can be made. They are based on large volume situations, e.g. recruitment on this scale.

- 3.2 The Chairman of the Council has agreed to suspend call-in given the tight timescales involved and the urgent need to recruit staff. The decision will enable enhanced recruitment to proceed rapidly to aid in ensuring that the DPHA meets its statutory functions.