

## REQUEST FOR DIRECTOR DECISION – DD1106

### Title: HR & OD recruitment system

#### Executive Summary:

This Director Decision seeks approval from the Executive Director of Resources for the procurement by Human Resources and Organisational Development (HR & OD) of the provision of an online recruitment system. The provision of the system will be procured by seeking three or more written quotes, or by call-off from a framework in accordance with the GLA Contracts and Funding Code. The total expenditure required to set up and host the system for the GLA for five years, is estimated to be up to £50,000.

There are currently no specialist IT systems in place within HR & OD outside the core HR data management system. Many organisations now use online systems to streamline their recruitment process and support organisational data analysis. As part of the HR & OD business plan objectives, the HR & OD Team has been tasked with the implementation of an online recruitment system.

#### Decision:

That the Executive Director of Resources approves:

1. Expenditure of up to £50,000 from the existing 2013/14 HR & OD budget for a supplier to set up and host an online recruitment system for the GLA for five years.
2. The procurement of a contract for a supplier to provide an online recruitment system by seeking three or more written quotes or a call off from the framework in accordance with the GLA Contracts and Funding Code. The proposed term of the contract is five years.

#### AUTHORISING DIRECTOR

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.  
It has my approval.

**Name:** Martin Clarke

**Position:** Executive Director of Resources

**Signature:**

**Date:**

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

1.1 There are currently no specialist IT systems in place within HR & OD outside the core HR data management system (Cyborg). This means that the majority of the administrative tasks related to recruitment are carried out manually by HR & OD staff, other GLA staff and external applicants and managers have little insight into their up to date recruitment campaign status. However, there are a wide range of online systems available on the market that have the potential to create efficiencies and savings and improve the experience of current and prospective staff using this service.

1.2 These online systems are hosted by the provider. Therefore, the GLA would not be procuring the system itself (i.e. the software), but access to it, by way of a link from the GLA's website. Details of vacancies will appear on this site; applicants will be able to register on the site, upload their details and apply for the specific vacancies; and during the recruitment to a vacancy, managers and panel members will be able to see applicant details and score them for shortlisting. The costs involved will be to set up and configure the GLA's pages on the provider's site, and then for the provider to host these pages for the five years of the contract.

1.3 A project was set up to consider how recruitment could be improved through moving to an online system and to investigate what systems are available, both from within the GLA Group, on the G-Cloud procurement framework and on the open market.

1.4 We have explored the shared services options available. Transport for London (TfL) and the London Fire Brigade (LFEPA) are the only organisations within the Group to use an online recruitment system. After visiting LFEPA and TfL, initial conclusions are that the present systems available do not offer practicable solutions for a number of reasons, including:

- The systems are significantly tailored to the specific needs of TfL and the LFEPA. They are based on high volume, multi-site recruitment, and have a number of additional steps built in to accommodate specific requirements (such as security checks).
- The LFEPA system cannot be reformatted into the GLA style and it would look as if LFEPA were recruiting on behalf of the GLA.
- The LFEPA system is hosted externally and the licence costs £25,000 per annum. There is likely to be an additional cost to us of extending the licence. Other systems we have seen would be considerably cheaper.

1.5 However, we can invite the current TfL and LFEPA suppliers to submit bids to provide a suitable system to the GLA, making clear within the specification that we would want to explore the option for sharing existing service arrangements.

1.6 Another shared services option is to use the G-Cloud (Government Cloud) procurement framework. This is a national UK public sector joint IT procurement/shared service initiative. All services on the G-Cloud have been procured on behalf of UK public sector organisations following a full OJEU procurement process, which means the GLA can contract directly without the need to carry out its own procurement exercise.

1.7 An additional shared services option would be to invite other members of the GLA Group to use a system procured by the GLA. MOPAC are a strong possibility for this, as the GLA's Recruitment Team are currently running recruitment campaigns for them. Other possibilities could include the LPFA and the LLDC.

## **2. Objectives and expected outcomes**

2.1 The objective is to procure the provision of an online recruitment system that is suited to the GLA's requirements through the most appropriate route. The preferred route would be via GLA shared services. However, as existing systems may not be suitable, we will also consider the options available on the G-Cloud procurement framework and the open market.

2.2 Which system to select will be decided by taking into account the suitability; value for money and comparison with costs of systems available from other routes; and the amount of work and resources required to procure the provision and set up of the system.

2.3 Once procured and set up, the main benefits that an online recruitment system is expected to deliver are:

- A modern and streamlined process, in which applicants can track the progress of their application online.
- Increased return and quality of recruitment performance and equalities data.
- Live access to applications and ability to shortlist online.
- A reduced number of administrative tasks undertaken by the Recruitment Team giving them more time to support & advise managers.
- The Ability to create "talent pools" of internal and external candidates interested in upcoming opportunities.

## **3. Other considerations**

### **3.1 Risk**

The main risk related to the project is that system procured is not compatible with the GLA's computer system. To mitigate this risk a number of actions will be taken:

- A member of the Technology Group, Tom Jackson, is part of the Project Team and will advise on technical issues related to the system.
- The compatibility of the system will be an integral part of the procurement specification.
- Extensive testing of the system will take place before it goes live.

### **3.2 Links to Mayoral strategies and priorities**

The implementation of a new recruitment system is one of the key milestones for developing the HR & OD function in the GLA 2013/14 to 2014/15 business plan.

### **3.3 Impact assessment and consultation**

The new recruitment system will improve access for job applicants to the GLA's vacancies, by allowing the completion of application forms and the tracking of applications online. However, applicants who require assistance with their application, or who have to complete their application offline will still be able to do so, and will still be able to contact the Recruitment Team for assistance.

The requirements for an online recruitment system have been the subject of discussion and consultation within the HR & OD Unit, and have been presented to Directors by Juliette Carter. In addition to consultation, it is planned to set up a user group of internal stakeholders to assist with the systems installation, testing and training.

## **4. Financial comments**

4.1 This DD seeks approval to procure and enter into a contract with a supplier for the set up and configuration of an online performance management system, and then an annual hosting or licence fee. The system will be procured for up to a maximum of five years at a total cost of up to £50,000.

4.2 There contract will be funded from within the existing HR & OD budget for 2013/14.

- 4.3 Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process. All appropriate budget adjustments will be made.

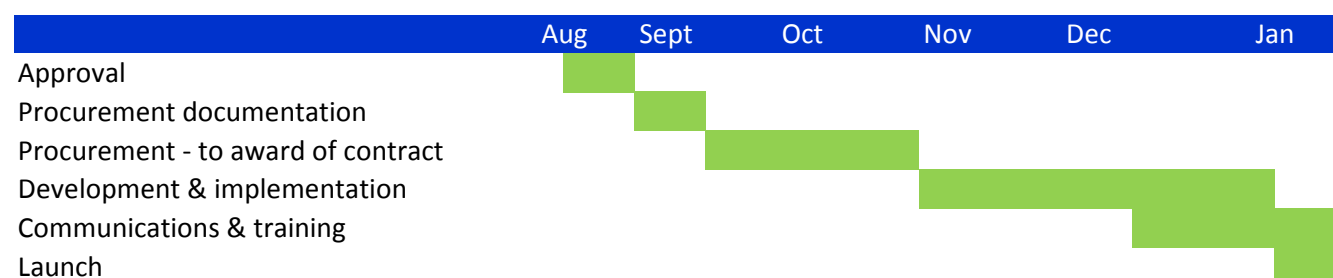
## 5. Legal comments

- 5.1. Sections 1 – 4 of this report indicate that the decisions requested of the Director in accordance with the GLA's Contracts and Funding Code fall within the GLA's statutory powers to do such things considered to further or which are facilitative of, conducive or incidental to the promotion of economic development and wealth creation, social development or the promotion of the improvement of the environment in Greater London; and in formulating the proposals in respect of which a decision is sought officers have complied with the Authority's related statutory duties to:

- pay due regard to the principle that there should be equality of opportunity for all people;
- consider how the proposals will promote the improvement of health of persons, health inequalities between persons and to contribute towards the achievement of sustainable development in the United Kingdom; and
- consult with appropriate bodies.

- 5.2. The services required must be procured by Transport for London Procurement who will determine the detail of the procurement strategy to be adopted in accordance with the GLA's Contracts and Funding Code. Officers must ensure that appropriate contract documentation is put in place and executed by the successful bidder(s) and the GLA before the commencement of the services.

## 6. Planned delivery approach and next steps



## Appendices and supporting papers:

None

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

**Note:** This form (Part 1) will either be published within one working day after approval or on the defer date.

**Part 1 Deferral:****Is the publication of Part 1 of this approval to be deferred? YES**

If YES, for what reason:

The approval being sought is for the procurement of a contract and the amount available for that procurement and publication prior to the event may prevent the GLA from achieving the best value via the tender process. Therefore, it would not be prudent to publish this information in advance of the award of the contract.

**Until what date:** 30 November 2013

**Part 2 Confidentiality:** Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

**Is there a part 2 form? NO**

**ORIGINATING OFFICER DECLARATION:**

Drafting officer to confirm the following (✓)

**Drafting officer:**

Philip Farr has drafted this report in accordance with GLA procedures and confirms that:

✓

**Assistant Director/Head of Service:**

Juliette Carter has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

**Financial and Legal advice:**

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

**EXECUTIVE DIRECTOR, RESOURCES:**

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

**Signature**

**Date**