

# GREATER LONDON AUTHORITY

## REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2137

### Title: Search agency for specialist security & operations roles

#### Executive Summary:

Following retirements and other leavers there are currently three vacancies within the Security & Operations team, requiring specialist security experience and licence qualifications. It is therefore proposed that a search agency specialising in security roles is procured to work with the GLA to recruit to these vacancies and any further vacancies that arise during the term of the contract.

This decision follows on from ADD323, which expired in May 2017.

#### Decision:

That the Head of Facilities Management approves:

1. Expenditure up to a total of £24,000 for two years (up to August 2019) to procure a specialist search agency to assist with the recruitment process for security and operations posts.

#### AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT:

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: Simon Ginter

Position: Head of Facilities Management

Signature:

  
C. HARRIS

Date: 1/8/17

## **PART 1 – NON-CONFIDENTIAL FACTS AND ADVICE**

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

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

1.1 Following resignations and retirements, there are currently 3 vacancies within the unit requiring an external recruitment process;

- 2 x Security Officer
- 1 x Assistant Security & Operations Manager

1.2 The use of a third-party search agency would be to provide dedicated resource to a large-scale campaign with specialist knowledge of the security industry, that is not available in house.

Specifically, the Authority would seek specialist advice and resources to:

- Draft and place an advert to attract a diverse pool of candidates to apply.
- Conduct an initial screening process
- Provide short-list recommendations,
- Design and administer initial assessment exercises (if required), and
- Complete security vetting as part of the on-boarding process.

1.3 The estimated value of the contract is thought to be between £12,000 and £24,000. In line with the GLA contracts code, three organisations will be invited to submit competitive quotations and proposals for the provision of the service.

1.4 The proposals will be evaluated against the following criteria:

- **Value for money** – 40% - prices quoted need to be competitive but realistic for the tasks to be undertaken.
- **Quality**, 60% - comprising:
  - i) Proposed methodology to sourcing and vetting of suitable candidates. Emphasis on quality control, assessment of technical capability and focus on what they will do to fill the vacant posts.
  - ii) Relevant experience and expertise – evidence in support of Supplier's experience and track record in successful delivery of similar projects
  - iii) Suppliers experience of addressing equality requirements in recruitment services and the approach proposed for sourcing suitably diverse pool of applicants for this role.

1.5 The Facilities Management unit are looking to award the contract and commence the recruitment exercise in August 2017. If further opportunities arise within the team over the course of the next 21-months, the FM team propose to work with the selected search agency to fill those vacancies.

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

2.1 The objective is to appoint suitably qualified candidates to the Security & Operations team within the Facilities Management Unit.

- 2.2 The chosen search agency, will work with the GLA HR&OD team and the Facilities Management Unit to ensure an appropriate process is undertaken to attract a diverse candidate pool to apply for this post.

### **3. Equality comments**

- 3.1 The adoption of a Diversity Standard for the GLA group has equality objectives at the heart of its goals, as set out in Section 2 above.
- 3.2 The Diversity Standard will ensure that the GLA group organisations have a common and consistent approach to promoting workforce diversity across the protected characteristics and embedding inclusive workplace cultures.
- 3.3 The Standard will also allow organisations to measure progress through an agreed annual auditing process which will enable better informed decision making on the success of interventions and where best to focus effort.

### **4. Other considerations**

- 4.1 The main risks associated with awarding the contract and the actions to remove or reduce the risk are outlined below;

#### **Risks;**

- a. The selected agency fail to attract suitable candidates to apply
- b. No appointments are made
- c. The appointment process takes too long.

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To mitigate the above risks a number of meetings will be arranged for representatives from the chosen search agency to meet with the key stakeholders, including senior managers from the Facilities Management unit and the Resourcing Manager. The meetings will be used to discuss requirements for the role and the process for advertising and vetting. A timetable will be agreed at the first meeting. Regular update meetings will be scheduled and the agency will have a main point of contact at the GLA, who will be available to quickly resolve any issues or answer questions as they arise.

- 4.2 Links to Mayoral Strategies

N/A

- 4.3 Impact assessments and consultations  
Consultation was not deemed appropriate or necessary in the circumstances.

### **5. Financial comments**

- 5.1 Approval is being sought to procure a specialist search agency to assist with the recruitment process for vacant specialist security posts in the Facilities Management Unit.
- 5.2 The total estimated costs of the contract are up to a maximum of £24,000 over two years and will be funded from the Facilities Management Staffing budget (Resources Directorate) in 2017/18 and 2018/19, subject to the budget approval process.
- 5.3 All appropriate budget adjustments will be made.

## 6. Legal Comments

N/A

## 7. Planned delivery approach and next steps

*Set out how the project will be delivered and complete the outline timetable*

Activity	Timeline
Procurement of contract [for externally delivered projects]	August 2017
Delivery Start Date [for project proposals]	August 2017
Recruitment process commences	September 2017
Candidates in post	October 2017

## 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? NO**

**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:**

Alex McDonald has drafted this report in accordance with GLA procedures and confirms that the Finance and –if relevant– Legal teams have commented on this proposal as required, and this decision reflects their comments.

**Corporate Investment Board:**

The Corporate Investment Board reviewed this proposal on 31 July 2017

**HEAD OF FINANCE AND GOVERNANCE:**

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

**Signature:** T Boneville

**Date:** 31/7/17

ON BEHALF OF HEAD OF  
FINANCE + GOVERNANCE

