

BOLSOVER / NORTH EAST DERBYSHIRE DISTRICT COUNCIL

**RECORD OF DECISION TAKEN BY THE
Joint Chief Executive**

7 September 2016

Engagement of a Consultant to assist and have oversight of the Job Evaluation exercise for the HR, Payroll and Health & Safety restructure

Authority for decision	Decision	Reasons	Alternative options considered and rejected	Conflicts of interest and any dispensation
<p>From the Council's Delegation Scheme in the Constitution:</p> <p>9.1 To exercise within approved budgets all matters of day to day administration and operational management of the services and functions for which they are responsible.</p> <p>9.16 To commission goods, services and works within approved budgets.</p> <p>10.25 Delegated to the Chief Executive Officer: (i) To determine all staffing matters.</p>	<p>The appointment of an external consultant (Gauge Job Evaluation Specialist) to undertake, along with the out-going Senior HR Adviser and the Trade Union JE analysts at both BDC and NEDDC the job evaluation exercise for the proposed new structure for the HR, Payroll and H&S Service.</p> <p>The consultant charges £500 per day for JE services and it is anticipated that 4 days will be required to undertake as a minimum all HR positions and the two other Manager positions.</p>	<p>The trained HR Job Evaluation analysts are not able to evaluate jobs which they will potentially be applying for or slotted in to and therefore external support is required to ensure fairness and transparency and to avoid any perceptions of bias..</p> <p>Suitable specialist skills in the Gauge Job Evaluation system are available at Barnsley MBC who are prepared to undertake the work and have already undertaken an external review of the job evaluation exercise within Environmental Health and</p>	<p>The option to have HR analysts conduct the job evaluation exercise is not deemed appropriate given that they are directly affected.</p> <p>The option to use senior managers that may have been trained in the use of gauge some time ago is also not deemed appropriate given that re-training would be required which would take more time than is available in terms of implementing the new structure and only applies on the BDC side.</p>	<p>None.</p>

<p>4.8.4. Exemptions from the requirement to tender contracts: - (d) in the Council's Procurement Rules in that the services are required so urgently as to preclude the invitation of tenders.</p>	<p>The cost will be met from the current HR & Payroll budget which has underspends due to vacant posts.</p>	<p>therefore have a good understanding of the Council's JE help text and application of the scheme locally. At a cost of £500 per day, Officers consider this represents good value for money.</p> <p>Officers are of the view that it is not appropriate to seek competitive tenders in this instance.</p>		
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Please complete the following where relevant:

Key Decision?	Confidential/ Exempt (if yes, please state paragraph)?	Do General Exception or Special Urgency Rules apply to this decision?	Consultation has taken place with the Section 151 & Monitoring Officer?	The Leader, Deputy Leader or relevant Portfolio Member have been consulted?
Yes/No	Yes/No (Paragraph*)	Yes/No	Yes/No	Yes/No

Authorising Signature: 

Job title: Chief Executive

To be completed by PA to Director of Transformation:

Unique Reference Number: BDC - .. DD/117/16/SB
 NEDDC - . DD/115/16/SB.....

Date decision may be implemented following call in (if necessary):

Circulation to:

- Councillors
- Chief Executive
- Monitoring Officer



Section 151 Officer
Scrutiny Officer
Internal Audit

