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| REPORT TO: | FINANCE & MANAGEMENT COMMITTEE | AGENDA ITEM: 9 |
| DATE OF MEETING: | 4 th SEPTEMBER, 2003 | CATEGORY: DELEGATED |
| REPORT FROM: | DEPUTY CHIEF EXECUTIVE | OPEN |
| MEMBERS' CONTACT POINT: | PAUL EVANS (EXTN. 5764) | DOC:s:\cent_serv\committee reports\finance and management\4 sept 2003\contract-supplyoftemporarystaff.doc |
| SUBJECT: | CONTRACT FOR THE SUPPLY OF TEMPORARY STAFF | REF: PE |
| WARD(S) AFFECTED: | ALL | TERMS OF REFERENCE: FM05 |

1.0 Recommendations

- 1.1 That Members approve the procurement arrangements outlined and the selection of the tenders which are suitable.

2.0 Purpose of Report

- 2.1 To outline the tendering process and to seek approval for the selection of suitable tenders.

3.0 Executive Summary

- 3.1 Tenders are being sought in accordance with the Council's Standing Orders and Financial Regulations.
- 3.2 It is proposed to select suitable tenders for the supply of temporary staff.

4.0 Detail

- 4.1 The Technical Services Division employs temporary staff from recruitment agencies in order to maintain service levels during periods of holiday, sickness and work peaks. A number of suppliers are used in order to meet demand on an "as required" basis.
- 4.2 Open tenders, therefore, are being sought for suppliers in accordance with the Council's Standing Orders and Financial Regulations.

4.3 Tenderers are required to submit their prices to the Council together with the following information:

- Details of the rates they pay to staff
- Financial references
- Company history
- References from other organisations to whom they supply staff
- Recruitment and selection procedure
- Health and Safety policy and procedure
- Training procedure
- Details of contacts and availability outside normal working hours

4.4 Tenderers must satisfy all the above criteria to be considered suitable.

5.0 Financial Implications

5.1 Costs of temporary staff are allowed for in the budget.

6.0 Community Implications

6.1 The engagement of suitable temporary staff will help to maintain reliable services.

7.0 Conclusions

7.1 The recruitment of temporary staff is necessary to maintain levels of service during holidays, sickness and work peaks.

7.2 The tendering process accords with the Council's Standing Orders and Financial Regulations.

7.3 The selection of suitable tenders is based on price and quality.

8.0 Background Papers

8.1 None.