

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B046 /22

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Next Generation Programme: HCC2213522 Award of a contract for the provision of a Disclosure & Barring Service (DBS) System with effect from 1 April 2023

'The identity of the successful bidder and the value of the contract awarded to them is included in Annex A which will be uploaded following the expiry of the conclusion of the call in period/ call in process//'

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Bob Deering

Portfolio (Executive Functions only): Resources & Performance

Officer Contact: Sally Hopper,

Tel: 01992 555000

1. Decision

To enter into a contract for the provision of a compliant DBS System for the Council, from 1 April 2023. This would allow Hertfordshire County Council to continue to act as an Umbrella Body of the Disclosure and Barring Service (DBS) and manage the processing of criminal record checks for Hertfordshire County Council and organisations in and around Hertfordshire. The contract will initially be for 36 months with the option to extend for a further 12 months until March 2027.

- 1.1 That the Director of Human Resources has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exemption information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.
- 1.2 Subject to 1.1 above, awards the provision of a recruitment software platform as set out in Annex A and approves the signing of the contract.

2. Reasons for the decision

Following the relevant guidance from SPG as well as legal a decision to procure using the GCloud/ Digital Market place was identified as the best option available to the Council.

The supplier specified in Annex A was the only provider that met the Council's requirements on the G Cloud Framework. Being the current supplier means a continuity of service to the Council and no implementation costs.

3. Alternative options considered and rejected

Other procurement exercises were considered and rejected as market research undertaken showed that the majority of local Authorities are using just two suppliers, one of whom being the current supplier for Hertfordshire County Council. Research undertaken on the second supplier identified that the system would not meet all of Hertfordshire County Council's requirements.

4. Consultation *(see Summary of Requirements below)*

Was any Councillor consulted? No

If yes:

- (a) Comments of Executive Member/Committee Chairman *(delete as applicable)*

(b) Comments of other consultees

5. Any conflict of interest declared by a councillor who has been consulted in relation to the decision

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. I am proceeding with the proposed decision.

Signed: ...Sally Hopper.....

Title: Director of Human Resources ...

Date: 7 February 2023

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor

		Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups