

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution [Part 4e - Overview and Scrutiny Procedure Rules](#))

Subject: To approve the framework for the supply of agency workers

Staff contact: Mags Mahoney

Cabinet Member: Councillor Jeannette Thomas **Portfolio:** Resources and Performance

1. **Decision**

That the Strategic Director agrees to the award of the Framework for the Provision of Agency Workers in line with the preferred suppliers list set out in appendix A, to commence from 1 September 2025. The framework contract will be based upon the terms and conditions issued by the Council.

2. **Reasons for the decision**

The use of the framework contract for the supply of administrative roles, Environmental Operations roles, Customer Service Roles and HGV Drivers, means that agency workers can be used to fill short term operation needs to ensure service continuity to cover sickness absence and leave teams such as Refuse and Recycling and Street Scene services which require minimum staffing levels.

3. **Alternative options considered and rejected ²**

A procurement process to Re-let this framework agreement was commenced in late 2024 and has now concluded. Details of the scoring criteria were included in the Cabinet Report in February 2025; this scoring has been applied and the successful suppliers identified. Details of successful supplier can be found in Appendix 1

4. **Consultation**

(a) **Comments of Cabinet Member ^{3 4}**

The Portfolio Holder for Resources and Performance has been consulted and approves the recommended course of action.

(b) **Comments of other consultees ⁵**

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5. **Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.**

Signed: Strategic Director (CF)..

Title: Strategic Director..... Date: 11/08/2025

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC SERVICES FOR PUBLICATION**

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Cabinet Member consulted. If a Cabinet Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.