



OFFICER DECISION RECORD

This form should be used to record Executive decisions taken by Officers

Type of Decision:	Urgent Operational Decision		
Decision Maker:	Graham Farrant, Chief Executive		
Service Area:	Economic Development, Planning and Destination	Date:	20 March 2024
Contact Name:	Michelle Dempster	Tel No:	01202 128583
E-mail:	michelle.dempster@bcpcouncil.gov.uk		
Subject:	HR Support Pilots Project		
Decision taken: BCP's acceptance of a grant of up to £180,000 (plus vat) for the supply of 'Labour Market Participation Trials' to the Secretary of State for the Department for Business and Trade. The trials will be a pilot project to provide BCP based businesses with HR support predominantly around recruitment and retention.			
Reasons for the decision: Due to the size of the grant award, a decision is required by the Chief Executive Officer of BCP Council to accept and proceed with this project.			
Consultations undertaken: Graham Farrant – CEO Adam Richens / Nicola Webb / Marta Patsalis – Finance Nigel Channer / Rachel Meek / Janie Berry – Legal Chris Shephard – Operations			
Finance and Resourcing Implications: The overall maximum fees payable under this agreement are £180,000 exclusive of VAT as follows: Fixed fee relating to administrative services - £75,000 excluding VAT charged according to the Payment Milestones set out below.			

In addition to the above, there shall be discretionary fees due from the Main Contractor to the Sub-contractor relating to:

- Marketing products and services up to a maximum of £9,000 excluding VAT and
- HR consultancy services chargeable at a rate of £400 per day / part thereof (subject to maximum of £96,000 excluding VAT for these services).

Marketing and HR consultancy costs will be paid monthly in arrears.

Payment Milestones for administrative services -

Milestone	Amount (excl. VAT)
Upon signing the contract (20%)	£15,000
Upon ensuring half the minimum target number of treatment SMEs (75) have received HR consultancy alongside at least half the target number of control SMEs recruited (75) (50%)	£37,500
Upon ensuring the minimum target number of treatment SMEs (150) have received HR consultancy alongside at least the target number of control SMEs recruited (150) (30%)	£22,500

Summary Budget

3rd party consultancy: £96k

Project administration: £75k

3rd party marketing: £9k

Total grant income: £180k

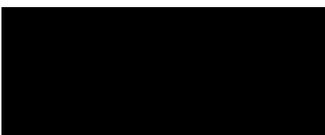
VAT

Charging VAT on income will allow the Council to reclaim any VAT incurred on expenditure associated with this project. In terms of IR35, the contract with Behavioural Insights Ltd is for a complete service and as long as we won't interview individual HR consultants and they won't be named on invoices sent to the Council the agreement will be outside the scope of IR35.

Name: Nicola Webb

Date: 22 March 2024

Signature (on behalf of Chief Finance Officer):



Nicola Webb, Assistant Chief Finance Officer

Legal Implications:

This operational decision is taken by the Chief Executive using the Urgency powers delegated to him in Part 3 of the Constitution and set out below.

“Urgency (delegation 68)

In any case that they consider to be urgent, to undertake all action for the purposes of discharging any function and/or delivering any service (including power to authorise the seeking of an injunction / progressing an action for contempt), provided that:

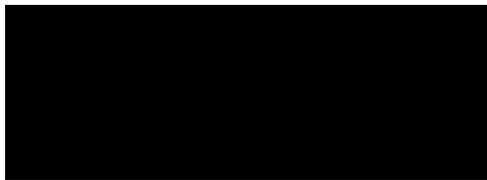
- (a) there is prior consultation with the Monitoring Officer;
- (b) there is consultation with such Executive Member or Chair of an appropriate Committee as they consider is appropriate in the time available; and,
- (c) to the extent it will incur expenditure from working balances and/or reserves, there is the prior approval of the Section 151 Officer.

This decision, if made, will be retrospectively reported to the next meeting of Cabinet.

Name: Janie Berry

Date: 26 March 2024

Signature (of Monitoring Officer):



Risk Assessment:

At this stage there are no notable risks of accepting the grant and delivering the project. Legal and Finance have reviewed the contracts and have not raised any concerns.

Name:

Date:

Signature: (of Officer Completing Assessment)

Impact Assessments:

There are no equality issues identified in accepting these funds and delivering this project.

Information for publication

- It is in the public’s interest for this decision to be published

Background Papers			
None			
Any declaration of interest by the Officer responsible for the decision		Nature of Interest	
No			
Note: No Officer having a personal financial interest in any matter should take a decision on that matter. Other interests of a non-disqualifying matter should be recorded here.			
Any conflict of interest declared by a Cabinet Member who is consulted by the Officer taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
No			
Decision taken by: (print name and designation)			
Signature: Graham Farrant, Chief Executive			
			
Date of Decision: 2 April 2024			
Date Decision Effective: 2 April 2024			
Date of Publication of record of Major Operational decision: As shown on web site			

Note: A record of this decision should be kept by the Service Area within which the decision falls.

* delete as appropriate