



Hereford & Worcester Fire Authority

Record of an Authority decision delegated to an Officer as required under Regulation 7 of the Openness of Local Government Bodies Regulation 2014

Subject of decision	West Midlands Employers (WME) Subscription Agreement
Officer name	AC Jon Butlin
Job title	Assistant Director Prevention
Date decision taken	06.12.23
Reasons for the decision	Procurement carried out in consultation with HWFRS and the procurement rules WME have been followed.
Details of decision	To progress with subscription agreement from 01.04.24 as per para. 3.1(k) in standing orders which provides an exception where 'procurement is carried out in consultation with another organisation and the procurement rules of that other organisation have been followed, subject to the approval of Head of Legal Services'
Details of alternative options considered and rejected (if any)	No alternative options considered.
Any interests declared by a Member or Officer	No.
Links to relevant background documents or information	Since 2008 Councils and Local Authority organisations in the West Midlands have collaborated to launch and establish WM Employers, which includes the WMJobs jobs board and an applicant tracking system (ATS). HWFRS has been a subscribing member since 2011. In 2022 WME were asked by subscribing organisations to procure an improved ATS solution, that is the best in the current marketplace in order to aid further transformation of recruitment practices and enhance the candidate experience. Following a thorough and robust procurement process, WME identified Tribepad as their preferred ATS supplier to be commissioned from 1st April 2024. WME has fully funded and led the procurement process on behalf of its member organisations with an investment of £50,000 and the appointment of 4C Associates, a specialist procurement organisation, to deliver this as a full, open, procurement process. This gives authorities assurance a fully compliant procurement process has been undertaken by WME.

	WME consulted with existing service users (which included resourcing staff from HWFRS) to inform their process, specification for the procurement process and evaluation stage. Pricing As a Level 1 organisation, HWFRS have the services of WME at the lowest available price. The costs (exc VAT) are £16,902 per annum. This is an increased service cost to our current package with WME (2023/24 cost was £8,895), however it is worth noting: - WME froze any price increases for the 2023/24 invoice year due to the ongoing procurement process (therefore a cost increase would have been due anyway, if we had remained with WME and Talentlink as the ATS). - HWFRS will be receiving a vastly superior platform with Tribepad, which includes more features and functionality than currently available in Talentlink. - WME will form a strategic partnership with Tribepad enabling an enhanced wraparound service to candidate resourcing, pre-employment and onboarding. - The open market has been thoroughly tested through their procurement process and we have been given best value pricing, based on the collective buying power of the WME subscribing organisations. People Strategy 2023-2025 Remaining as a WME subscriber and utilising the features of the Tribepad platform will also support the delivery of our People Strategy objectives for 2023-24 specifically: - <i>Evolve and modernise our resourcing approach:</i> The Tribepad ATS system will enhance our capability to be paperless, enable hiring managers to shortlist electronically, allow key KPI/metrics to
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	be reported on, utilise electronic contracts and docusign. - <i>Evolve our onboarding approach for new starters:</i> Utilising the pre-employment and onboarding features within the Tribepad ATS system will allow for automated actions such reference checks, scheduled and regular communications between the Service and our candidates during pre-employment – in the form of a HWFRS branded candidate access page.
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Signed

Date 6th December 2023