



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	Renewal of the subscription to West Midlands Talent Acquisition (WMTA) Recruitment Management Service with Tribepad Applicant Tracking System (ATS), without inviting competitive tenders, pursuant to paragraph:- 3.1(e) - <i>supply of goods, materials or services in any other circumstances where the Chief Fire Officer/Chief Executive is satisfied that there are proper service reasons for not tendering and that there would be no financial disadvantage to the Fire Authority as a result of the Authority's Contract Standing Orders.</i> The renewal of the subscription to the WMTA service is for a period of 3 years commencing 01.04.2027.
Officer name	Jonathan Butlin
Job title	Assistant Director - Prevention
Date decision taken	05/08/2026
Reasons for the decision	The Service requires a compliant and effective ATS to support end-to-end recruitment activities. The proven WMTA service meets this need and provides: - Full access to the Tribepad ATS. - Ongoing support and account management. - Access to the WMTribe regional recruitment network. - Unlimited enhanced advertising through WMJobs. - Access to future platform developments, including migration to Tribepad's next-generation ATS platform. - Opportunities for regional collaboration and service development. - The WMTA service offers value for money as HWFA benefits from shared costs across the WME subscriber network of 17 councils/organisations). The total 3-year subscription costs are £57,033 this will be due annually at a cost of £19,011 (+RPI). Compared to the previous 2024-27 subscription, this is a total cost increase of £2,415 (an annual cost increase of £805). - A number of critical recruitment and promotion processes are scheduled for 2027/28 as well as a Wholtime Firefighter recruitment campaign. The Tribepad ATS already contains customised workflows and templates configured specifically to support these. The ATS has proven to be effective to

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	the Service and consistently delivered an efficient, robust and effective service, reducing administration, supporting process compliance and providing significant operational value. Continuity of the existing platform will avoid the need to redesign and retest these processes, mitigating delivery risks associated with planned recruitment activity. • The current ATS offers a user friendly, modern and intuitive platform featuring highly configurable workflows and design; an in-depth reporting suite; self-service candidate portal; accessible across multiple platforms and enhanced for mobile/tablet devices; embedded AI system. This supports process efficiency, candidate engagement and continuous service improvement. • The WME-managed service provides benefits beyond the ATS including access to WMJobs board (unlimited job postings); CV database (unlimited CV downloads); quarterly subscriber network meetings; WME online training portal; Basecamp regional network online forum; fortnightly drop-in support calls. • Capability of the Tribepad ATS to manage high volume recruitment, as demonstrated with the 2025 wholetime Firefighter campaign. • Secure ATS functionality for hiring managers to access the system, utilising paperless approach. • Tribepad continues to win recruitment software industry awards (most recently 'In House Recruitment Award – ATS - Gold 2026'). Trusted by major brands such as Tesco and BBC.
Details of decision	To renew the subscription for 3 years starting from 01.04.2027.
Details of alternative options considered and rejected (if any)	Option 1: Undertake a competitive procurement exercise This was considered and rejected. A desktop market review was undertaken using publicly available pricing and information from suppliers available through the Crown Commercial G-Cloud 14 framework. The assessment concluded that the WMTA service is broadly competitive when considering whole-life costs and the additional benefits including within the service offer particularly: • Enhanced WMJobs advertising. • Participation in the West Midlands recruitment network.

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	• Existing established integrations and workflows. • Avoidance of implementation and data migration costs. • Continuity of service and reduced operational risk. • Access to future Tribepad platform enhancements. Option 2 Enter into a 1 year only agreement with WME. This is not considered viable as the 3-year renewal cost is based on an agreement of the WME subscriber organisations, for the 3-year period, which enables shared costs to be achieved. Option 3 Do nothing. Not recommended as failure to renew or replace the service would result in the loss of the Service's ATS affecting recruitment, onboarding and advertising activities creating operational risk.
Any interests declared by a Member or Officer	None
Links to relevant background documents or information	Wholetime Firefighter Recruitment 2025 Debrief Report (pages 4 &12) Industry Awards & Recognition Tribepad ATS Market and Value for Money Assessment

Signed...  Date: 5th August 2026

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