1. **Background To New Role**

1.1 Barking & Dagenham’s Ambition 2020 Programme is seeking to make major changes to the organisation to deliver the vision for the borough and to be financially sustainable against cuts in public spending. The A2020 documents set out an ambitious approach to provision of excellent services in the borough, set out in the following:

‘The Council of the future will need to excel at ***five things***:

• **Providing consistently outstanding customer service** – we need to improve how customers get access to information and services and find innovative ways to enhance the customer experience and build trust whilst reducing demand and therefore cost.

• **Shaping a place that people choose to live in** – That means creating and maintaining areas that are attractive and affordable. That includes excellent schools, a safe and clean environment, culture and leisure facilities, and heritage.

• **Being commercially minded and financially self-sufficient** – Making our Council commercially astute, with the capability to innovate and to maximise income, and a constant drive to improve our efficiency and productivity.

• **Building public engagement, greater responsibility and civic pride** – this includes a focus on clean streets and enforcement, holding private sector landlords to account for the condition of property they own, and running a wide and varied Council events programme promoting a sense of community and attracting people to the borough.

• **Reducing service demand** – A coordinated approach to reducing demand through early and effective intervention including key services such as social care, housing and integrated health.’

1.2 The development of a property, asset and infrastructure management entity – My Place - within the Council is part of A2020 and key to delivering the 5 elements above.

1.3 My Place will be the Council’s landlord managing agent, managing all existing building and land assets and related contracts on its behalf. Its aim is to ***provide excellent property and infrastructure management services at a competitive price.***

1.4 My Place will be a ‘one stop shop’ for both internal and external clients and customers for buildings and land related activities for assets that the Council already owns. It will also offer services for properties built through Be First and owned by Reside. In the future, My Place may grow to be the managing agent for other property owners in the borough.

1.5 My Place will focus on property and land related activities, provide customer access for property and place related services, and ensure good service delivery across all service areas. It will not carry out place shaping for the borough, nor will it deal with ‘people-related’ issues (such as domestic violence, welfare support) but will focus on ‘property-related’ functions (such as graffiti and fly-tipping removal).

1.6 My Place will deliver a customer focussed approach for all service requests, where online service request or delivery is always best, and services are accessible to all.

1. **Proposed New Role**
   1. The role of Managing Director: My Place is being created at LBBD. This role will report to the Strategic Director Customer, Commercial and Service Delivery.
   2. The JD and PS for this role are attached. We are looking to recruit an experienced property and asset manager who can complete the delivery of My Place as a new entity; drive the delivery of excellent services at a competitive price through both My Place and its sub-contractors and embed the right commercial, property and contract management skills to make My Place a success.
   3. We think it is possible that this individual has a private sector background and experience, and are therefore keen to ensure that this role is made available to candidates across all sectors.

**3. Recruitment Procurement**

3.1 We wish to engage an external provider to support the recruitment process for this role. The post is to be advertised externally and we will require full search and selection support.

**4. Core Requirements**

4.1 The following is intended to be an indication of the council’s minimum requirements; potential providers are invited to propose additional services to complement this core activity.

* Develop the specification for the ideal candidate, based on the job description and person specification provided
* Recruitment campaign/ executive search/ coordination of advertising through the council’s existing provider
* Assessment and selection, including response management, long list interviews, assessment centre, interview support
* Potential first interview with an industry expert
* Administration, including reference checks
* Overall project management and communication
* Support to members during the appointment process

**5. Indicative Timescale**

5.1 It is envisaged that the contract will commence immediately upon engagement – that being the week of 12th December, starting with a meeting with key stakeholders to explore the attributes of the ideal candidate and shape the advertising brief.

5.2 The outline timetable for the process, subject to advice from the successful supplier, is as follows:

|  |  |
| --- | --- |
| Member JNC Salary & Conditions Panel agree role | 30th November |
| Recruitment agency bidding process and selection | 1st Dec to 8th Dec |
| *Following timetable is indicative and may be subject to change* | |
| Meeting with key stakeholders about role | w/c 12th Dec |
| External advertisement of role | 2nd Jan – 29th Jan |
|  |  |
| Agency long list | w/c 30 Jan |
| Assessment Centre | w/c 6th Feb |
| Council interviews to select shortlist | w/c 13th Feb |
| JNC appointment panel interviews | w/c 20th Feb |

**6. Selection Criteria**

* Understanding the brief and the market
* Sector coverage/ access and profile with potential candidates
* Demonstrable track record of successful appointments
* Organisational capacity/ quality of their team
* Methodologies and timescales – will you deliver what we want in the time we want it?
* Quality of overall proposal/presentation
* Cost

**7. Evaluation**

Bidders are asked to provide direct Yes or No responses to the following questions. Failure to respond to these questions is pass or fail:

|  |  |
| --- | --- |
| **Question** | **Yes or NO** |
| Has your organisation been convicted of fraud, bribery or corruption? |  |
| Do you have an equal opportunities policy (if yes, please attach it) |  |
| Do you have a 3-year mean average turnover which is equal to or exceeds £100K? |  |

Bids will be evaluated against the above selection criteria with scores weighted at Quality – 40%; Cost – 60%. The table below set out how these scores will be evaluated and weighted.

**Quality evaluation table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Selection criteria** | **Evaluation** | **Score** | **Weighting** |
| Understanding the brief and the market | From bidder submission | 0 to 5,  0 = poor  5 = excellent | 7% |
| Sector coverage/ access and profile with potential candidates | From bidder submission | 0 to 5,  0 = poor  5 = excellent | 7% |
| Demonstrable track record of successful appointments | From bidder submission | 0 to 5,  0 = poor  5 = excellent | 7% |
| Organisational capacity/ quality of their team | From bidder submission | 0 to 5,  0 = poor  5 = excellent | 7% |
| Methodologies and timescales – will you deliver what we want in the time we want it? | From bidder submission | 0 to 5,  0 = poor  5 = excellent | 7% |
| Quality of overall proposal/presentation | From bidder submission | 0 to 5,  0 = poor  5 = excellent | 5% |
| Cost | From bidder submission | (A/B) x C = X\* | 60% |

\*Where:

A = the lowest submitted price for all Tenders

B = the total price submitted by Tenderer

C = the weighting for price (60)

X = the score for price.

The successful bidder will be the one with the highest overall score, after weighting.

It should be noted that bids which appear to be unduly low in terms of either providing or resourcing.

**8. BRAVO e-Tendering Portal**

The Council is using the electronic tendering tool BRAVO. Bids should be made through this portal using the following link:

<https://lbbd.bravosolution.co.uk/web/login.shtml>

If you have any problems using this portal, please contact the BRAVO dedicated helpdesk on:  
0800 368 4850 (Mon – Fri 9am – 6pm)

[help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

**9. Submission deadline**

Bids should be submitted to the BRAVO portal by noon on Thursday 8th December 2016.