

## Managing Temporary and Permanent Recruitment

### How to use HR Additional Services

YPO have created a new framework for temporary and permanent recruitment. Within this framework, there is the capability to add on HR Additional Services.

The framework is divided into 12 lots providing all-encompassing HR requirements. Lots 1-7 of the framework will provide a full temporary recruitment offering on a national basis for all market sectors;

- Lot 1 – Managing Temporary Recruitment for Local Authorities
- Lot 2 – Managing Temporary Recruitment for Central Government
- Lot 3 – Managing Temporary Recruitment for Housing
- Lot 4 – Managing Temporary Recruitment for Higher Education
- Lot 5 – Managing Temporary Recruitment for Emergency Services
- Lot 6 – Managing Temporary Recruitment for NHS
- Lot 7 – Managing Temporary Recruitment for Schools/MAT's
- Lot 8 – Vendor Management System (VMS)
- Lot 9 – Talent Pool Technology
- Lot 10 – Managing Permanent Recruitment
- Lot 11 – Recruitment Process Outsourcing (RPO)
- Lot 12 – Total Talent Management

For information and specific details around each of the lots please go to;  
[https://www.ypo.co.uk/framework/detail/900312#framework\\_documents](https://www.ypo.co.uk/framework/detail/900312#framework_documents)

### Procuring HR Additional Services First

**The lots detailed above are the core services but for every core service you can add additional HR additional services.**

**Your timescales for the core services may vary and you may wish to procure any of the HR additional services first and then add on the core service at a later date.**

**Under each of the lots mentioned above, the framework allows the Contracting Authority to start the call-off procurement process with a HR additional service. This means that the service can be tailored to suit specific needs and requirements.**

**You don't need to be specific about when the core service will be added to your call-off but you should reference and detail it within your framework order form.**

**You can procure this via a direct award or further competition, we would suggest that make it clear in your direct or further competition that you are procuring the HR additional service first**

and then adding on the core service during the lifetime of the call-off. It is likely that providers will want to know at which point you are likely to add in the core service.

The idea of this is to get as much flexibility as possible to contracting authorities when procuring across recruitment and HR type services.

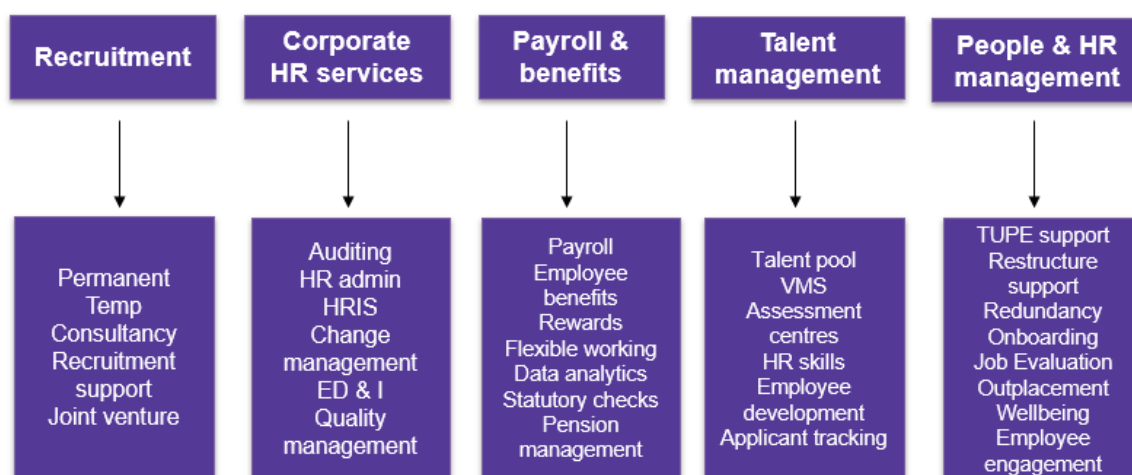
Please contact YPO if you would like support on how this could work for you.

### HR Additional Services

The framework allows the Contracting Authority to add on HR additional services within the requirement. These may be outlined in the initial call off request by the Contracting Authority and be added at any point during the life of the framework.

The aim of adding HR additional services is to allow Contracting Authorities to create a bespoke HR solution if they wish. This allows a Contracting Authority to procure all their HR requirements from a single provider.

YPO have a list of high-level categories that the HR additional services are structured into, these categories are:



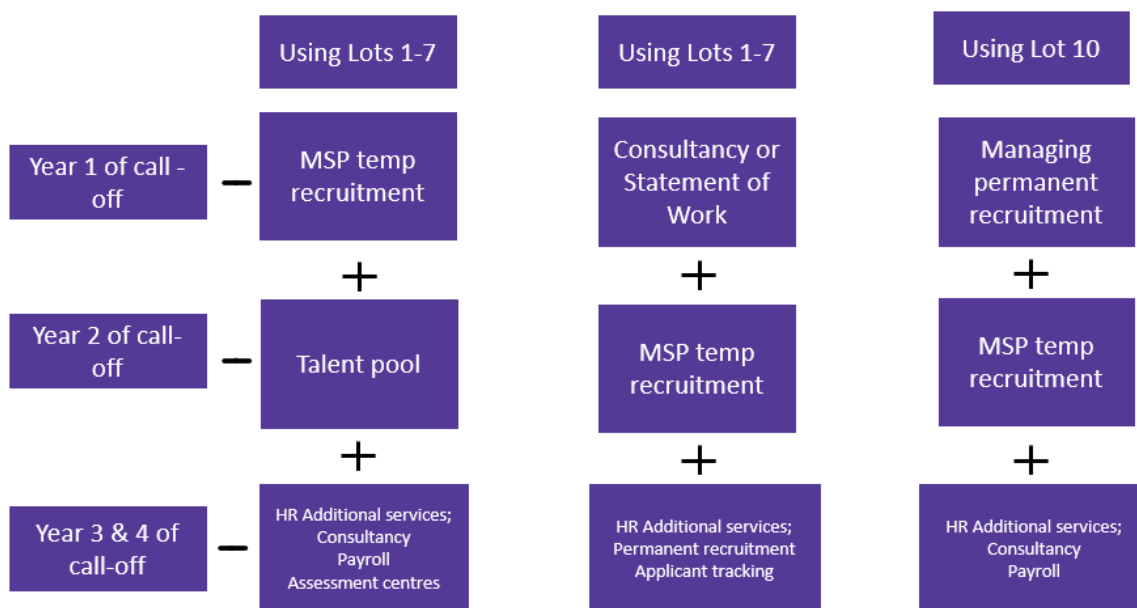
There may be a requirement to start the journey with an HR Additional service, and this can be done under the framework as long as the Contracting Authority procure the core service from the appropriate lot and ensure that it is utilised at some point during the call-off period.

The core services would be temporary recruitment for lots 1-7, vendor management system for lot 8, talent pool technology for lot 9, permanent recruitment for lot 10, recruitment process outsourcing for lot 11 or total talent management lot 12.

The core service would need to be procured at some point over the duration of the call-off, so it is important to start the journey with the relevant lot even if the requirement at the start is a HR Additional Service.

For example, a Contracting Authority may require Consultancy or Statement of Work at the start of the process, but also know that they will require Temporary Recruitment at a later stage. So the call-off would be done using Lots 1-7 but outlining the that the call-off will start with the Consultancy element and the Temporary Recruitment be added during the life of the call-off.

Some examples with timeframes on how the framework could be utilised under Lots 1-7 but this can be flexible to meet the needs of a Contracting Authority;



In order to start the call-off with HR Additional Services, the order form would need to outline the lot being utilised and state the initial requirement being the HR Additional Service required, and that the core element of the service (ie if lot 1-7 temporary recruitment) will be added at some stage during the life of the call-off.

YPO have created a matrix of all HR Additional Services for each provider across all 12 lots, so if you would like to see this information or require any other support on how to use the services then please get in touch [HRsolutions@ypo.co.uk](mailto:HRsolutions@ypo.co.uk)