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Planning

Recruitment Services

Oxford City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-018604

Procurement identifier (OCID): ocids-h6vhtk-050bda ([view related notices](#))

Published 1 May 2025, 5:48pm

Scope

Description

1. Introduction

Oxford City Council (OCC) has ambitious plans to accelerate the delivery of affordable and council-owned housing, improve public services, and lead the way in sustainability and inclusion. We are proud to serve a diverse community and work collaboratively to reduce inequality, improve wellbeing, and respond proactively to the challenges facing our city.

We are a values-led organisation, committed to:

- Delivering service excellence
- Acting with accountability
- Fostering innovation and inclusion
- Communicating with honesty and respect

As part of our ongoing transformation and future workforce planning, we are reviewing our

approach to recruitment agency partnerships and would like to invite providers to engage with us at this early stage.

You can find out more about our work and strategic priorities at: [Oxford City Council Website](#)

2. Strategic Context

Oxford City Council's Strategy 2024-2028 outlines five key priorities:

1. Good, affordable homes
2. A strong, fair economy
3. Thriving communities
4. Zero carbon Oxford
5. A well-run council

Key planned activities include:

- Accelerating the development of affordable housing
- Tackling health inequalities and supporting young people into employment
- Improving the condition and management of 8,000+ council-owned homes
- Continuing to deliver core statutory services such as waste collection, housing, licensing, planning, and regulatory services

Our People Strategy underpins these ambitions, focusing on building a high-performing, inclusive, and agile workforce. It also addresses challenges such as:

- Mental health and wellbeing
- Cost-of-living pressures
- Technological advancement and changing legislation
- Financial constraints and a competitive talent market

Vision: To be a high-performing, agile, and inclusive organisation delivering value for Oxford's citizens.

Mission: To secure the Council's future success by attracting, developing, and retaining a talented, diverse, and committed workforce.

3. Procurement Overview: What We Are Looking For

As part of our upcoming procurement exercise in 2025, we are seeking to refresh and reshape our recruitment agency framework to better reflect the needs of the organisation and the modern labour market. The council's annual agency spend is 2.5 million pounds per year.

In accordance with public procurement regulations we will be launching a new tender for recruitment agency services.

Current Framework Overview

Our current recruitment framework consists of two lots:

- Lot 1: Professional and Business Support
- Lot 2: Housing, Property and Regulatory Services

Work is currently distributed across four agencies, primarily supporting temporary staffing needs.

Future Vision

Going forward, we propose a more tailored and specialist structure, with individual lots aligned by job function rather than service area. This is aimed at:

- Enabling greater flexibility
- Encouraging supplier specialisation
- Supporting hard-to-fill and business-critical roles

Proposed Lots

- ICT & Digital
- Legal Services
- Planning and Regeneration
- Finance

- Regulatory Services & Housing
- Professional and Business Support
- Property & Surveying

We are particularly interested in engaging with specialist agencies that have deep sector knowledge in areas such as surveying, legal, and housing services.

Proposed Framework

The proposed lots may be structured either as a fixed four-year framework or as an open framework. We are keen to hear suppliers' views on these options before finalising the approach, and this will be a key topic of discussion during the Industry Day.

4. Key Objectives for the New Framework

- Increase access to diverse and qualified candidates
- Reduce time-to-hire and recruitment delays
- Address skills shortages in key technical and professional roles
- Improve market responsiveness for permanent hard-to-fill vacancies

5. Market Engagement Timeline

We are inviting suppliers to participate in our upcoming engagement activities to help shape the new framework:

Activity Date

Market Engagement Webinars 20th May @ 14:00 & 22nd May @ 10:00

One-to-One Supplier Sessions W/C 2nd June 2025

"Proposed" Invitation to Tender Published 4th August 2025

Please complete the attached Expression of Interest (EOI) form to select your preferred market engagement session. A confirmation with joining instructions will be shared ahead of the event.

6. Expression of Interest (EOI)

We invite you to register your interest in participating in the engagement process. Please complete and return the attached form indicating:

- Your preferred session date
- Your areas of specialist expertise
- Any topics you would like to see discussed on the day

<https://forms.office.com/e/d1i8bvX9Md>

7. Contact Information

If you have any queries or would like to discuss the upcoming procurement, please contact:

Natasha Davis

Recruitment Consultant

Ndavis@oxford.gov.uk

Commercial tool

Establishes a framework

Total value (estimated)

- £10,000,000 excluding VAT
- £12,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2029

- 4 years

Main procurement category

Services

CPV classifications

- 79600000 - Recruitment services

Contract locations

- UKJ14 - Oxfordshire

Engagement

Engagement deadline

22 May 2025

Engagement process description

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<https://forms.office.com/pages/responsepage.aspx?id=QQ89nyteiE-dQ-k0T5qgLYenVTRKGG9Job1Mv7KYT61UNENBWFNNSThEQ1A1UVY5VjY4VEc3SFFGSy4u&route=shorturl>

or

<https://forms.office.com/e/d1i8bvX9Md>

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If you have any queries or would like to discuss the upcoming procurement, please contact:

Natasha Davis

Recruitment Consultant

Ndavis@oxford.gov.uk

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Publication date of tender notice (estimated)

4 August 2025

Contracting authority

Oxford City Council

- Public Procurement Organisation Number: PJQW-3663-YMYQ

Oxford Town Hall, St Aldates

Oxford

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United Kingdom

Email: Procurement@oxford.gov.uk

Website: <https://www.oxford.gov.uk>

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government