

East Herts Council – Key Decision Record

Record of executive decision made by an individual under Regulation 13 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision Title: Proposed extension of Matrix Contract: Procurement for agency staff

Reference Number: KD26/03

Taken by: Sara Saunders, Director for Place

Decision

To extend the Matrix contract until October 2026.

Date of Decision

27 March 2026

Reason(s) for decision

Matrix is a hiring solution that helps East Herts manage temporary staff. The Council has used Matrix since October 2022, and an extension to the current contract is required to October 2026 in order to allow for a new system to be procured.

Due to staff changes in the HR Team during 2025, it was considered that extending the contract to October 2026 is the most sensible option allowing the team to focus on re-procurement.

It is not ideal for the for the Council to operate without an appropriate system to help manage temporary staff solutions.

Details of alternative options considered and rejected

Option 1 - To extend the existing contract to October 2026 in order to allow for a new system to be procured. .

Option 2 – Allow the contract to expire and have a period without a system before a new one is procured.

Due to the staff changes in 2025 it was not possible to enter a full procurement process prior to October 2025.

Does the decision or report contain exempt information?

No.

State nature of any declaration of conflict of interest made by any Executive Member who is consulted by the Member taking the decision

None.

State, in respect of any declared conflict of interest, whether any dispensation has been granted

Not applicable.

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