

Notice of Non-key Executive Decision

Subject Heading:	Tender for Occupational Health Contract and Employee Assistant Programme contract
Cabinet Member:	Damian White
SLT Lead:	Ben Plant – Director of HR&OD, OneSource
Report Author and contact details:	Eloh Agbahowe Head of HR Policy and Projects Eloh.Agbahowe@onesource.co.uk
Policy context:	As per the scheme of delegation it will be a non-key officer decision up to £500k which can be made by level 2 officer which would be: “Directors and officers reporting to tier 1 posts (excluding officers in support/clerical roles) including oneSource Directors.
Financial summary:	The duration of the new contract is 4 years plus a 1 year extension option if required. The estimated cost of the 4 year contract is £405,000 (2,596 head count x £24.12 price per head x 4 years = £250,462 plus £154,538 additional spend for services outside of the core contract).

Non-key Executive Decision

Relevant OSC:	O & S Board
Is this decision exempt from being called-in?	The Decision is not subject to Call-In as it is a non-key decision by officer

Non-key Executive Decision

The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input type="checkbox"/>
Places making Havering	<input type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<input checked="" type="checkbox"/>

Part A – Report seeking decision

Recommendations

To undertake a competitive tender exercise to further drive down cost and increase efficiency savings using the ESPO framework.

AUTHORITY UNDER WHICH DECISION IS MADE

SMT Member

As per the scheme of delegation it will be a non-key officer decision up to £500k which can be made by a level 2 officer which would be:

“Directors and officers reporting to tier 1 posts (excluding officers in support/clerical roles) including oneSource Directors.

STATEMENT OF THE REASONS FOR THE DECISION

This report seeks approval to commence the procurement process, for the supply of the provision of an Occupational Health Service and Employee Assistance Programme to the London Borough of Havering.

The existing contract is a 1 year contract, this contract was approved during the Covid-19 pandemic, following the termination of a 4 year framework contract with Medigold. The current contract was put in place because It was not possible to transition to a new supplier due to the impact of Covid -19 pandemic, therefore the procurement process was terminated and a direct award was made to Medigold.

The Council provides its employees with an Occupational Health Service as it is a condition of employment that individuals attend appointments with an Occupational Health specialist as and when required by management in line with the Sickness Absence policy and procedure. The Council have a responsibility to ensure that, health surveillance is carried out for specific job roles, as well as health assessments for night workers. The Council also conducts pre-employment health assessments as part of its robust recruitment and selection processes.

An Employee Assistance Programme provides telephone counselling and advice to employees on a range of issues including, managing change, financial advice, debt management, legal advice, careers advice, and a managers' advice line. The service also provides critical incident stress debriefing following major incidents.

Non-key Executive Decision

The duration of the new contract will be for a period of 4 years plus an option to extend for a further year if required.

OTHER OPTIONS CONSIDERED AND REJECTED

The Procurement team undertook a review exercise to consider procurement routes to market namely Official Journal of European Union (OJEU), Yorkshire Purchasing Organisation (YPO), Crown Commercial Services (CCS), Eastern Shires Purchasing Organisation (ESPO) and Shared Business Services (SBS).

Following a market engagement exercise with suppliers on a selection of frameworks, the ESPO Framework was considered to be the best route to market. Other routes were rejected due to the length of time the procurement exercise would take and suppliers' unwillingness to submit tenders.

PRE-DECISION CONSULTATION

None

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: **Eloh Agbahowe**

Designation: **Head of HR Policy and Projects**

Signature: *Eloh Agbahowe*

Date: 15.09.2020

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

Legal comments are included in Check Point 1

FINANCIAL IMPLICATIONS AND RISKS

The duration of the new contract is 4 years plus a 1 year extension option if required. The estimated cost of the 4 year contract is £405,000 (2,596 head count x £24.12 price per head x 4 years = £250,462 plus £154,538 additional spend for services outside of the core contract).

Finance have confirmed that this funding will be available to continue with an Occupational Health and Employee Assistance Programme provision.

Finance comments are included in Check Point 1

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

N/A

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The proposals contained in this report do not directly relate to our statutory duties on promoting equality and other diversity requirements as all staff have access to the service if required. The Council will always encourage sharing best practice, in line with the Council's policies which help to create better and more inclusive environment for everyone.

The Council will benefit from specific advice and guidance on disability and other health-related issues. The service from the provider will be accessible to all and will meet all staff needs.

BACKGROUND PAPERS

Checkpoint report 1

Non-key Executive Decision

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed



Name: Ben Plant

Cabinet Portfolio held: NA

CMT Member title: N/A

Head of Service title: Director, HR&OD

Other manager title: N/A

Date: 16 September 2020

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____

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