

Notice of Non-Key Executive Decision

Subject Heading:	Occupational Health and Employee Assistance Programme
Decision Maker:	Julie A Harris, Director of HR and OD
Cabinet Member:	Cllr. Ray Morgan, Leader of the Council
SLT Lead:	Julie Harris –Director of HR&OD
Report Author and contact details:	<p>Carmen Valdayo Senior HR Consultant Policy & Reward Carmen.Valdayo@oneSource.co.uk</p> <p>Gail Kyle, Interim Policy & Reward Manager, Strategic HR & OD gail.kyle@havering.gov.uk</p>
Policy context:	PAM Group have provided Occupational Health and the Employee Assistance Programme (EAP) services for the last 3 years, 1 st May 2021 to 30 th April 2024. We are looking for approval to continue with an extension to this service provision for a further 12-month period with effect from 1 st May 2024.
Financial summary:	The estimated cost of the optional additional year is £42,572. Fixed at this rate for the 12-month extension period.
Relevant Overview & Scrutiny Sub Committee:	O & S Board
Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision

Non-key Executive Decision

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

Resources - A well run Council that delivers for People and Place. x

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

- The current framework agreement with PAM Group is for the provision of the Occupational Health Service and Employee Assistance Programme initiated in May 2021, with a 3-year contract term with the option to extend for a further 1 year. The third year is coming to an end on 30th April 2024.
- For the reasons set above and in this report, the Director of HR and OD is recommended to authorise the optional 1- year extension of the existing contract with PAM Group for the supply of the provision of an Occupational Health Service and Employee Assistance Programme, under the ESPO Framework Agreement No. 985_19 for the supply of Occupational Health Services Lot 1 at the price of £42,572, subject to any changes in total employee numbers.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution

3.4. Powers of Second Tier Managers

General powers

(a) To take any steps necessary for proper management and administration for their allocated portfolios.

Contract powers

(a) To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000.

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STATEMENT OF THE REASONS FOR THE DECISION

This report seeks approval from the Director of HR and OD to extend for one year the current contract with PAM Group, to continue to provide Occupational Health Services and an Employee Assistance Programme to employees from 1st May 2024 to 30th April 2025.

Occupational health is a core council responsibility and is integral to enabling the health and wellbeing of our workforce being maintained.

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The purpose of providing an occupational health provision is to support effective management of employee health and wellbeing and reduce sickness absence and to comply with our duty of care to employees.

PAM Group provides an output based solutions service for the provision of a range of Occupational Health Services and will work with the Contracting Authority's Human Resources and Health and Safety Teams to promote and maintain a healthy workforce.

PAM Group provides managers with a solutions based advice service following appointments/assessments as and when required by management in line with the Sickness Absence Policy.

PAM Group also carries out health surveillance and conducts pre-employment health assessments as part of the Council's robust recruitment and selection processes.

PAM Assist, the 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.

OTHER OPTIONS CONSIDERED AND REJECTED

To undertake a new full tender procurement process or a competitive tender exercise using a framework. Both options were considered and rejected due to the current contract in place having the possibility of extension for another year.

Given the timescales available, both options were also rejected to save significant officer time on a full procurement exercise.

PRE-DECISION CONSULTATION

Stakeholders were involved on the Evaluation Panel (2020)

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

Name: Gail Kyle

Designation: Interim Policy & Reward Manager

Signature: *Gail Kyle* Date: 01.03.2024

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Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has the general power of competence under Section 1 of the Localism Act 2011 to do anything an individual may generally do, subject to any statutory limitations.

Additionally, Section 111 of the Local Government Act 1972 allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions, or through its general power of competence.

The proposed is captured within the contract

The Council intends to extend the contract for a period of 1 year and the initial contract allows for such extension .

For the reasons set above, the Council may extend the current contract with PAM Group.

FINANCIAL IMPLICATIONS AND RISKS

The estimated cost of the optional additional year is £42,572. The spend will be funded from A47050-Occupational Health which holds £42,830 of budget specifically to fund this contract. The cost remains in line with the amount charged in the previous three years of the contract.

The contract is based on staff numbers rather than usage/uptake which mitigates against the risk of price fluctuations. Staff number variability over the contract to date has not been significant enough to trigger any pricing changes.

There is a risk that if the Council did not offer staff these services at all levels of sickness and absence would increase.

The risk that a better price could be achieved by going out to tender can be offset against the officer time which will be saved by extending the contract for a further year. A procurement exercise will need to be undertaken over the course of the next year to get a new contract in place.

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

- This contract is managed by Human Resources, there will not be changes/risk on the current HR processes if the current contract is extended. If, however the contract is not extended there would be no Occupational Health and Employee Assistance services to the Council.

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EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

Havering has a diverse community made up of many different groups and individuals. The Council values diversity and believes it essential to understand and include the different contributions, perspectives and experience that people from different backgrounds bring.

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the council, when exercising its functions, to have due regard to:

- I. the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- II. the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- III. Foster good relations between those who have protected characteristics and those who do not.

Note: 'protected characteristics' are: age, gender, race and disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council demonstrates its commitment to the Equality Act in its decision-making processes, the provision, procurement and commissioning of its services, and employment practices concerning its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing of all Havering residents in respect of socio-economics and health determinants.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

N/A

BACKGROUND PAPER

APPENDICES

Non-key Executive Decision

Part C – Record of decision

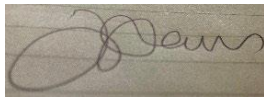
I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed



Name: Julie A Harris Director of HR&OD

Date: 18.03.2024

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____