

Notice of Non-key Executive Decision

Subject Heading:	Award of Contract to Vivup for the provision of a discount platform
Decision Maker:	Julie A Harris, Director of Human Resources and Organisational Development
Cabinet Member:	Ray Morgan
SLT Lead:	Julie A Harris, Director of Human Resources and Organisational Development
Report Author and contact details:	Ross Marshall – HR Wellbeing Consultant.
Policy context:	<i>Workforce Strategy</i> “We will continue to review our wellbeing offer and put in place support, activities and other interventions to help alleviate the impact on mental health and emotional wellbeing”.
Financial summary:	Vivup benefits platform is offered at no cost.
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

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

People - Things that matter for residents

Place - A great place to live, work and enjoy

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

For the reasons set out in this report, the Director of Human Resources and Organisational Development is recommended to authorise the award of a 2 year contract to SME HCI Limited and all Group Companies, trading under the name of Vivup company number 55586/51 for the provision of a discount platform at no cost to the Council.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution

3.4. Powers of Second Tier

Contract powers

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

STATEMENT OF THE REASONS FOR THE DECISION

This report seeks approval from the Director of Human Resources and Organisational Development to enter into contract with Vivup for the purposes of providing a discount platform to employees.

Havering's Wellbeing offer is delivered under 4 pillars – Psychological, Psychological, Financial and social.

By making the decision to enter into contract with Vivup we as an employer are supporting the financial offer to employee's by providing and maintaining a discount and cashback platform which assists our employees with financial wellbeing and the cost of living crisis.

Vivup provides a range of discounts and cashbacks on all major retailers and supermarkets. Vivup also enables us to further develop the offer by providing a SmartTech - Home and Electronics salary sacrifice scheme (SmartTech) for household essentials, which enables staff to spread the cost of replacing expensive items in a more manageable way and offer a wider selection for our cycle to work scheme.

A number of other provider of discount platform were spoken to during the process of exploring options and that concluded Vivup was the viable option. Please refer to background papers for further information.

OTHER OPTIONS CONSIDERED AND REJECTED

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Several other discount platform providers had already been consulted with and during that process Vivup become clear option.

Due to time constraints and the financial situation of Havering, Vivup providing the platform free of charge is the most variable option.

Vivup offer the platform to private sector companies and charge them for additional salary sacrifice schemes and apply an additional % fee which is reinvested into the company to enable them to provide the platform free of charge for public sector organisations.

PRE-DECISION CONSULTATION

A full breakdown of the options (including costs) sent to Julie A Harris and discussed with her at a meeting held on the 22 Thursday February 2024.

Those in attendance at that meeting:

Julie A Harris – Head of HR Director of HR and OD

Gail Kyle – Interim Policy and Reward Team Manager

Alison Callan-Day – Learning and Organisational Development

Manager Ross Marshall – HR Wellbeing Consultant.

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

Name: Ross Marshall

Designation: HR Wellbeing Consultant

Signature:



Date: 07.03.2024

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

This report seeks approval to award a contract from the ESPO Framework Agreement (319_23 Staff Benefits). Officers propose to appoint SME HCI Limited and all Group Companies (trading as Vivup).

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.

The Framework (Contract Award Notice 2023/S 000-024767) appears to be compliant with the Public Contracts Regulations 2015. The Framework was awarded on 1 August 2023 and commenced on 7 August 2023. Participating authorities have until 6 August 2025 to call-off from this Framework.

The Council's Contract Procedure Rules confirm that all subsequent purchases under a framework shall (if there are two or more suppliers for those goods or services on the framework), follow the express framework provisions for choosing a supplier.

The Framework affords participating authorities the option to call-off a supplier without further competition. As set out above, officers are satisfied that SME HCI Limited and all Group Companies will offer the best value for the Council.

FINANCIAL IMPLICATIONS AND RISKS

The current contract costs £4,800 per year. The amount quoted for renewal is £26k for a year.

There is no cost to the council for the two year contract with Vivup representing a saving of £4,800 per year. This reduction in cost will contribute to bringing Wellbeing spend back in line with budget rather than delivering a budget saving.

There are no other costs associated with the implementation of Vivup or the transfer of the current arrangement to the new supplier outside of officer time which is already budgeted for within establishment budgets.

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

Administration of Vivup will be provided by the HR Wellbeing Consultant, no change from current set up with current service provider.

Should the decision not be agreed then employee's would have no access to a discount platform.

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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 PAPERS

- Reward and Benefit Platform - Preference and information.

APPENDICES

***Appendix A - Reward and Benefit Platform – Preference and information
Open***

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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.

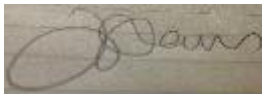
Decision

Proposal agreed

~~Proposal NOT agreed because~~

Details of decision maker

Signed



Name: Julie Harris, Director of HR&OD

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date: 25.03.2024

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 _____

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