

Notice of Non-key Executive Decision

Subject Heading:	Procurement of Lone working devices
Decision Maker:	Paul Walker, Interim Director of Housing & Property.
Cabinet Member:	Cllr Paul McGeary, Cabinet Member for Housing & Property
SLT Lead:	Neil Stubbings Strategic Director of Place.
Report Author and contact details:	Mark Riordan, 01708 434626 Mark.Riordan@havering.gov.uk
Policy context:	The procurement of lone working devices is in line with the lone working and risk assessment policies
Financial summary:	The estimated cost of replacing all current devices is expected to be £25k per annum for a 3 year contract.
Relevant Overview & Scrutiny Sub Committee:	Places Overview & Scrutiny Sub Committee.
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

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 detailed in this report the Interim Director of Housing & Property is recommended to agree to:

1. Approve a procurement exercise for the selection of a provider of lone working devices to continue providing support to staff in a number of different services, including social workers and ground operation staff. The proposed contract is for 3 years with an option to extend for a further year.

The Council proposes to Call Off from the NHS Supply Chain Service Framework as this provides the Council with a compliant route to procuring the Lone Working Devices in compliance with the required standards of the Council's Lone Working and Risk Assessment Policy. The procurement process will be managed by the NHS category manager responsible for this framework agreement, who will assess the potential providers against the specifications provided by the Council.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution,
3.3 Scheme of Delegation – functions delegated to officers
Scheme 3.3.3 Powers common to all Strategic Directors

4. Contracts

4.1 To approve commencement of a tendering process for all contracts below a total contract value of £1,000,000.

STATEMENT OF THE REASONS FOR THE DECISION

Lone working devices are, typically a fob style device carried by the user, designed to alert an alarm receiving centre when activated. The centre can then initiate appropriate action such as alerting the emergency services. Following a thorough risk assessment the Council has identified the provision of lone working devices as an effective method of raising the alarm and receiving assistance from the emergency services for a number of staff working in the community.

Non-key Executive Decision

The existing contract, awarded to Skyguard T/A Peoplesafe for the provision of lone working devices, for a term of 4 years, expires on the 30th June 2025.

OTHER OPTIONS CONSIDERED AND REJECTED

1. Do nothing and stop the provision of lone working devices. This was rejected as it would breach our health and safety duty of care to our employees as we have identified the need for these devices through the risk assessment process.

PRE-DECISION CONSULTATION

None.

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

Name: Mark Riordan

Designation: Health & Safety Team Manager

Signature: *Mark Riordan*

Date: 03/12/2024

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council as employer is duty bound to ensure that lone workers are appropriately risk assessed and mitigation steps taken in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Including having an appropriate policy in place, the Council ensures that it arranges appropriate equipment for these staff. The purchase of these devices is in keeping with that duty and policy.

The proposed value of the contract is £75,000 and is below the applicable procurement threshold for a service contract and accordingly the procurement process does not fall within the rigours of the Public Contracts Regulations (PCR) 2015.

The NHS supply chain framework is a PCR compliant framework which as a local authority the Council is permitted to call off from. The proposed call off is therefore PCR compliant. As per the Council's Contract Procedure Rule 20, the NHS category manager will provide tenders to the Council for assessment for a mini competition.

For the reasons set out above, the Council may approve a procurement exercise for the selection of a provider of lone working devices.

FINANCIAL IMPLICATIONS AND RISKS

This report is seeking approval to commence the procurement process and does not contain any financial implications at this stage. A separate report will be produced to award the contract and will provide information on the new pricing structure for the lone working devices.

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

The recommendations made in this report support the Council's strategic approach to remote working but do not give rise to any specific HR risks or implications that would negatively affect either the Council or its workforce.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

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;

Non-key Executive Decision

(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, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex/gender, and sexual orientation.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. Equality aspects of this executive decision are considered in lone working and risk assessment policies. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

None.

BACKGROUND PAPERS

None.

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



Paul Walker
Interim Director of Housing & Property

Date: 22nd January 2025

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 _____