

Notice of Non-key Executive Decision

Subject Heading:	Procurement of lone working devices
Decision Maker:	Paul Walker, 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 continuing to provide lone working devices is expected to be £25k per annum for a 3 year contract.
Relevant Overview & Scrutiny Sub Committee:	N/A
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 detailed in this report the Director of Housing & Property is recommended to agree to:

Approve the award of the contract for the provision of lone working devices to Skyguard Ltd T/A Peoplesafe (Company number 04107459). The proposed contract will be for 3 years, commencing on 1st July 2025, with an option to extend for a further year. The value of the contract is £25,000 annually.

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

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions).

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.

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.

A procurement exercise was undertaken using the NHS Supply Chain Service Framework for Technology Enabled Care, Electronic Assistive Technology and Lone Worker Devices (Lot 9- Lone Worker Devices). All approved providers listed under this lot were invited to submit a tender, and Peoplesafe was the sole provider to submit a

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tender response. Following the evaluation and moderation of the tender Peoplesafe was determined to be economically advantageous for the Council.

OTHER OPTIONS CONSIDERED AND REJECTED

1. Do nothing and stop the provision of lone working devices: This option was considered and 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: 28/04/2025

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council as an employer is duty bound to ensure that lone workers are appropriately risk assessed and mitigation steps are 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 must ensure that it arranges appropriate equipment for their staff. The purchase of the lone working devices is in keeping with that duty and policy.

The proposed value of the contract is £75,000 and this is below the applicable procurement threshold for a service contract and accordingly the procurement process does not fall within the rigours of the Procurement Act 2023 (PA 2023)..

However, a call off from an active, fit for purpose framework procured under Regulation 33 of the Public Contracts Regulations 2015 is still a permissible route to procurement. As a local authority, the Council is permitted to call off from the NHS supply chain framework. As set out in the body of this report, officers have followed the express provisions of the framework for calling off a supplier.

For the reasons set out above, the Council may award the contract to Skyguard Ltd T/A Peoplesafe.

FINANCIAL IMPLICATIONS AND RISKS

It is not envisaged that there will be any significant increase in costs in the proposed procurement exercise to retain the provision of lone working devices across the Council. The costs of a serious incident in both legal action and service delivery e.g. sickness absence, could far exceed the cost of the devices.

The services purchase these devices individually via PO on a service needs basis, with small budgetary impact on each service.

Minimal risks or opportunities to come from this procurement exercise, with the previous provider winning the tender. The risks would largely stem from not re-procuring the lone working devices in the event of an emergency.

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.

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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;
- (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

None.

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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

Details of decision maker

Signed



Paul Walker
Interim Director of Housing & Property

Date: 29th May 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 _____