

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 February 2020

TITLE	Procurement of a Joint Occupational Health Provision and Employee Assistance Programme		
Ward(s)	N/A		
Author: John Walsh	Job title: Director of Workforce and Change		
Cabinet lead: Craig Cheney	Executive Director lead: Mike Jackson		
Proposal origin: <i>BCC Staff</i>			
Decision maker: Cabinet Member			
Decision forum: <i>Cabinet</i>			
Purpose of Report: To seek approval from Cabinet to procure a joint contract for Occupational Health (OH) provision and Employee Assistance Programme (EAP) from December 2020 for up to 5 years.			
Evidence Base:			
<ol style="list-style-type: none"> 1. Since January 2017, Occupational Health Services to the Council have been supplied by Avon Partnership Occupational Health Service. The service was commissioned on a 3 year contract with the option to extend the contract for a further two years through the use of annual extensions. The Council has exercised the right to extend the contract for one year (to 31 December 2020). 2. The Employee Assistance Programme service is supplied by Vita Health Group and the contract ends on 31 January 2021. 3. As both contracts are due to expire at a similar time we are seeking to procure a service whereby our OH and EAP responsibility and provision is under one supplier. This will improve efficiency and effectiveness and should secure better value for money for the Council. It will also enable us to consolidate our offer of wellbeing support holistically whilst at the same time having key performance indicators (KPIs) to secure best value from the contract. 4. It is proposed the service will be tendered via the ESPO system. This is compliant with EU procurement law. All of the suppliers on the ESPO framework have been selected for their ability to provide customers with a comprehensive range of services that combine quality and value. The procurement approach complies with both the Council's Procurement Regulations and the Public Contract Procurement Regulations 2015. 5. All bidders must be able to demonstrate how they will deliver social value and meet the requirements of the Council's social value policy. Tenders will be evaluated on the basis of 50% quality, 20% social value and 30% on price. 6. The specification includes a requirement that there must be compliance with the Council's Equalities and Diversity Policies. 7. The proposed arrangements will ensure all employees will have access to a comprehensive suite of 			

Occupational Health and Counselling support, which is provided to enable them to stay at work, return to work quickly following an illness or injury and maintain and secure their health and wellbeing. Where employees have sickness absence, it is essential to ensure that employees are helped to return to work, taking a holistic view of employees' health and wellbeing to enable them to carry on working. A feature of the specification will be that clear pathways will be provided so employees and managers can easily understand how services can be accessed.

Cabinet Member Recommendations:

That Cabinet

1. Approve the procurement of a new OH and EAP provision for 3 years plus up to 2 years extension at a cost of £1.825m.
2. Authorise the Executive Director Resources in consultation with the Deputy Mayor/Cabinet Member Finance Governance and Performance to take all steps necessary to procure and award the contract.

Corporate Strategy alignment:

This proposal supports our Organisational Improvement Plan priority in relation to employee health and wellbeing.

City Benefits:

The proposed arrangements are part of our support to our workforce to enable employees to remain healthy at work and continue to be self-sufficient and able to contribute to the life and work of the City.

It is essential that the City Council demonstrates its leadership and commitment to supporting people to be well at work. The proposals complement the work of the Thrive programme across the City.

Consultation Details:

The City Council's Trade Unions and the Disabled Employees Group have been advised of the proposals and will be involved in developing the tender specification for the service before the commissioning process commences.

Background Documents: https://www.espo.org/Frameworks/ProfessionalServices_1

Revenue Cost	£365,000 per annum	Source of Revenue Funding	Revenue
Capital Cost	£ Not applicable	Source of Capital Funding	
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice:

It is proposed to utilise the appropriate ESPO Framework for the re-procurement of managed service provider for OH&EAP provision, as the existing contracts are due to expire in Dec 2020 and Jan 2021 respectively. This will be a competitive process involving those who are listed on the framework, and following review, is deemed by officers the most cost-effective route to the provision of appropriately skilled resources. Tender arrangements will be designed to maximise social value outcomes. The revenue cost is within the current budget

Finance Business Partner: Kevin Lock, 12th November 2019

2. Legal Advice:

The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements. The use of compliant term contracts or frameworks will meet this requirement. Otherwise compliant procurement processes must be followed.

Equalities

The Public Sector Equality duty requires the decision maker to consider the need to promote equality for persons with “protected characteristics” and to have due regard to the need to i) eliminate discrimination, harassment, and victimisation; ii) advance equality of opportunity; and iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

The Equalities Impact Check/Assessment is designed to assess whether there are any barriers in place that may prevent people with a protected characteristic using a service or benefiting from a policy. The decision maker must take into consideration the information in the check/assessment before taking the decision.

A decision can be made where there is a negative impact if it is clear that it is necessary, it is not possible to reduce or remove the negative impact by looking at alternatives and the means by which the aim of the decision is being implemented is both necessary and appropriate.

Legal Team Leader: Husinara Jones - 24th January 2020

3. Implications on IT: None

IT Team Leader: Simon Oliver 11th November 2019

4. HR Advice

In order to comply with its obligations under employment and health and safety legislation it is essential that the Council has prompt access to high-quality medical advice, employee health monitoring and immunisation services. TUPE Regulations are likely to apply where this is a service provision change from one supplier to another.

HR Partner: James Brereton – 5th December 2019

EDM Sign-off	Mike Jackson	18 December 2019
Cabinet Member sign-off	Councillor Craig Cheney	9 December 2019
For Key Decisions - Mayor's Office sign-off	Mayor's Office	6 January 2020

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of	YES
Appendix F – Eco-impact screening/ impact assessment of	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO