

# Decision Pathway – Report

**PURPOSE:** [Key decision](#)

**MEETING:** [Cabinet](#)

**DATE:** 05 September 2023

<b>TITLE</b>	<b>Procurement of a Joint Occupational Health Provision and Employee Assistance Programme</b>		
<b>Ward(s)</b>	N/A		
<b>Author:</b> Christina Czarkowski-Crouch	<b>Job title:</b> Head of Health, Safety and Wellbeing		
<b>Cabinet lead:</b> Cllr Craig Cheney- Deputy Mayor/Cabinet Member Finance Governance and Performance	<b>Executive Director lead:</b> Stephen Peacock		
<b>Proposal origin:</b> <a href="#">BCC Staff</a>			
<b>Decision maker:</b> <a href="#">Cabinet Member</a>			
<b>Decision forum:</b> <a href="#">Cabinet</a>			
<b>Purpose of Report:</b> This report seeks permission to procure and award a joint contract for Occupational Health provision and an Employee Assistance Programme when the current contract expires on 30 March 2024.			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>1. Since April 2021, Occupational Health Services and the Employee Assistance Programme Service have been supplied by Health Management Ltd. The service was commissioned on a three-year contract with the option to extend the contract for a further one year through the use of annual extension.</li> <li>2. Health Management Limited was acquired by Medigold Health at the end of March 2023 making this acquisition the largest independent occupational health provider in the UK.</li> <li>3. The current contract ends on 30<sup>th</sup> March 2024, and the Council has an obligation to secure best value and test the market and make further efficiency savings and improvements. We have an option to extend the contract for a one plus one year but would like to test the market for better value for money.</li> <li>4. It is proposed to procure Occupational Health and Employer Assistance Programme services under a single supplier, as is the case at present. This will enable the council to consolidate its offer of wellbeing support holistically whilst at the same time having key performance indicators to secure best value from the contract.</li> <li>5. Due to the value of the contract exceeding the Public Contract Regulations 2015 threshold for services, a compliant tender process is required to award the contract. The Procurement &amp; Contract Management Service will manage the tender process. Routes to market will be considered but is likely to either be an Open Tender process or a Framework Call-off.</li> <li>6. The specification includes a requirement for compliance with the Council’s Equality and Inclusion and Social Value Policies.</li> <li>7. The proposed arrangements will ensure all employees will continue to have access to a comprehensive suite</li> </ol>			

of occupational health and counselling support. This enables them to stay healthy at work; return to work quickly following an illness or injury; and maintain their health and wellbeing. A feature of the specification will be for clear pathways to be provided, so employees and managers can easily understand how services can be accessed.

8. The proposed arrangements will also ensure that we meet our statutory arrangements for health surveillance. This is a legal requirement for us to monitor and make health checks for employees who may be exposed to certain health risks, such as exposure to hand-arm vibration, noise, dust or certain chemicals.

**Cabinet Member / Officer Recommendations:**

**That Cabinet**

1. Approve the procurement of a new Occupational Health and Employee Assistance Programme provision from 1<sup>st</sup> April 2024 for 3 years plus up to 2 years extension at a cost of up to £1.1 million.
2. Authorise the Director: Workforce and Change in consultation with the Deputy Mayor/Cabinet Member Finance Governance and Performance to take all steps necessary to procure and enter into the contract for a Joint Occupational Health Provision and Employee Assistance Programme as outlined in this report.
3. Authorise the Director: Workforce and Change in consultation with the Deputy Mayor/Cabinet Member Finance Governance and Performance to invoke any subsequent extensions/variations specifically defined in the contract awarded.

**Corporate Strategy alignment:**

1. This proposal supports the Corporate Strategy priority of ‘Employer of Choice’ under the Theme of a Development Organisation. “Make sure we have an inclusive, high-performing, and motivated workforce that is representative of the city we serve. Support people to learn, develop in their careers and maximise their wellbeing.”
2. This proposal supports our Workforce Strategy 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 council demonstrates its leadership and commitment to supporting people to be well at work. The proposals complement the work of the Thrive programme and Trauma Awareness and Recovery across the City.

**Consultation Details:**

1. Staff led groups and Trade unions are currently being consulted on the specification and the EQIA

**Background Documents:**

Record of decision taken at Cabinet 4 February 2020: [Agenda Template \(bristol.gov.uk\)](https://www.bristol.gov.uk/agenda-template)

<b>Revenue Cost</b>	<b>up to £1.1 million</b>	<b>Source of Revenue Funding</b>	Health, Safety and Wellbeing revenue account
<b>Capital Cost</b>	<b>£N/A</b>	<b>Source of Capital Funding</b>	
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input checked="" type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

**1. Finance Advice:** The report requests permission to go out to tender for a contract for up to 5 years to the value of £1.1m, with a shorter contract being of lower value.

The existing contract is due to expire 30th March 2024 and whilst a one-year extension is available it is recommended by the service to test the market to ensure best value for money.

The current budget is £0.2m per year and overall annual costs will need to be managed within available budgets.		
<b>Finance Business Partner:</b> Sarah Chodkiewicz, Head of Financial Management (deputy s151 officer) 17 <sup>th</sup> August 2023		
<b>2. Legal Advice:</b> 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.		
<b>Legal Team Leader:</b> Husinara Jones, Team Manager/Solicitor 3 August 2023		
<b>3. Implications on IT:</b> Its imperative that the system meets WCAG 2 Accessibility guidelines. In addition, it is imperative that the system is secure given that it special category data that is highly sensitive personal data. IT would wish for the system to be approved by the Architecture Review Board before entering into service.		
<b>IT Team Leader</b> Paul Day Acting Head of IT Operations 23/08/2024		
<b>4. HR Advice:</b> “Easy access for employees and managers to responsive, timely, efficient and good quality occupational health services is critical to advancing employee health and well-being and the proper management of the Council’s workforce. Where following a procurement process the contract for service provision is awarded to a contractor who is not the current contractor, the implications arising from the Transfer of Undertakings (Protection of Employment) legislation will be handled between the current contractor and the new contractor – though the Council will want to maintain oversight to ensure that affected staff are treated fairly/in line with the law.”		
<b>HR Partner: James Brereton (Head of Human Resources), 31 July 2023</b>		
<b>EDM Sign-off</b>	Stephen Peacock Chief Executive	<b>19/07/2023</b>
<b>Cabinet Member sign-off</b>	<b>Cllr Craig Cheney-</b> Deputy Mayor/Cabinet Member Finance Governance and Performance	<b>31/07/2023</b>
<b>For Key Decisions - Mayor’s Office sign-off</b>	Mayor’s Office	<b>14/08/2023</b>

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

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