

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

N/A

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Provision of an Employee Assistance Programme, with effect from 1 April 2025

Type of Decision: Executive

Key Decision (Executive Functions only): No

Executive Member/Committee Chairman: Bob Deering

Portfolio (Executive Functions only): Resources & Performance

Officer Contact: Scott Crudgington, Executive Director of Resources

Tel: (01992) 555601

1. Decision

To enter into a contract for the provision of an Employee Assistance Programme from 1 April 2025. The contract will be for an initial period of three years with the option to extend for a further five periods of one year each. Therefore, the maximum duration of this contract could be eight years.

- 1.1 That the Executive Director of Resources has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

- 1.2 Subject to 1.1 above, awards the provision of an Employee Assistance Programme as set out in Annex A and approves the signing of the contract.

2. Reasons for the decision

Based on guidance from SPG and Legal advice, the Council determined that procuring through the ESPO framework was the best available option.

The supplier specified in Annex A achieved the highest score in an open and fair procurement procedure. The supplier demonstrated how they would provide the highest quality service to the Council, offer the best price and make the most efficient use of budgets.

3. Alternative options considered and rejected

All other bidders who submitted their evaluation documents were carefully considered and subsequently rejected after careful evaluation and moderation of their responses. Some bidders scored lower on pricing and quality making them unsuitable for the Contract Award.

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? No

If yes:

- (a) Comments of Executive Member/Committee Chairman (*delete as applicable*)
- (b) Comments of other consultees

5. Any conflict of interest declared by a councillor who has been consulted in relation to the decision

N/A

6. I am proceeding with the proposed decision.

Signed: Scott Crudington

Title: Deputy Chief Executive & Executive Director (Resources)

Date: 17/02/2025

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups