

## Officer Decision Record – Executive Decision

**If Key Decision: Decision Ref. No.**

**B066/24**

***If not a Key Decision write n/a above***

### OFFICER DECISION RECORD <sup>i</sup>

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:** HCC2315471 Award for the Provision of an Occupational Health Provider with effect from 1 April 2025.

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** Yes

**Executive Member/Committee Chairman:** Bob Deering

**Portfolio (Executive Functions only):** Resources & Performance

**Officer Contact:** Sally Hopper

**Tel:** 01992 555000

#### 1. Decision

To award a contract for the provision of an Occupational Health Provider. The contract will initially be for 36 months with the option to extend for a further period or periods up to a total of five (5) years.

- 1.1 That the Director of Human Resources has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exemption 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 contract for the provision of an Occupational Health Provider 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: .....Sallu Hopper.....

Title: .....Director of Human Resources .....

Date: 19/09/2024

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.<sup>ii</sup>

**Summary of Requirements to Inform/Consult Councillors**

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