

Record of operational decision

Decision title:	Decision to award a contract to Heales Medical for the delivery of Occupational Health Services to Herefordshire Council employees
Date of decision:	12 th February 2024
Decision maker:	Director of HR and OD
Authority for delegated decision:	<p>In accordance with the chief executive's scheme of delegation the Director of HR and OD is responsible for activity in human resources and organisational development and health and safety (reference CS-30 and CS-35)</p> <p>In addition, the council's contract procedure rules makes a Director an authorised signatory for financial awards above £500,001 under the contract procedure rules. This contract falls well within this limit.</p>
Ward:	Countywide
Consultation:	Formal consultation is not required for this activity. The Trade Unions are aware that a procurement exercise was being undertaken following the end of our current contract with Wye Valley Trust and will be informed of the contract award.
Decision made:	To award a contract to Heales Medical for the provision of Occupational Health services. The contract will begin on 1 st April 2024 and will last for up to a period of 5 years.
Reasons for decision:	<p>Our contract with our current provider is due to expire, and a new procurement exercise is necessary to continue to provide Occupational Health services to our employees. The provision of an Occupational Health service promotes employee health and wellbeing, complies with legal and regulatory obligations and supports business efficiency by reducing costs associated with sickness absence.</p> <p>The decision to procure a new contract rather than extend with our current provider was to advance our offering with a requirement of an online portal, which our current provider does not have.</p> <p>On the completion of the procurement exercise which was conducted in line with the council's contract procedure rules, and the Invitation to Tender (ITT) via the e-tendering portal, the Occupational Health Services contract has been awarded to Heales Medical. The contract will take effect from 1st April 2024 and will last up to five years.</p>
Equality Considerations	The provision of Occupational Health Services demonstrates the council's commitment to supporting employees, a number of whom share a protected characteristic under the Equality Act 2010, to remain in employment by effectively managing their disabilities or health conditions.

	This is a key element of the council's status as a Disability Confident Employer
Highlight any associated risks/finance/legal/equality considerations:	The total contract value is estimated to be £119,895 over the maximum contract length (five years). Contract monitoring against agreed KPIs derived from the service specification will be in place throughout the lifetime of the contract.
Details of any alternative options considered and rejected:	The option of not awarding the contract has been considered and rejected as this would not meet our requirement to have an Occupational Health Service in place for 1 st April 2024 to ensure there is no break in service delivery.
Details of any declarations of interest made:	None

Signed

Date: 12.02.24