

## ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

**1. Title / Subject Matter:**

Lone Worker Management System Procurement.

The re-procurement of existing lone worker management system services.

**2. Decision Reference No:**

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

DLG/04/08/2022

**3. Decision Taken:**

The Council's existing lone worker management system forms part of the Council's health and safety management system and well-established safety arrangements for the protection of employees who undertake lone working as part of their normal work duties, including higher-risk roles such as out-of-hours lone working.

The decision taken is to engage directly with our existing service providers, Peoplesafe Ltd and to procure the service directly from the G-Cloud 12 Framework which is on the GOV.UK Digital Marketplace.

The service would be paid for from the existing specific budget previously set up for this service, G62100 'Lone Worker Management System'.

It is anticipated that the current annual cost would be reduced further by selecting a four-year term contract.

#### **4. Reasons for the Decision:**

The Peoplesafe lone worker management system has proved an excellent, reliable, user-friendly system and has been well received by teams across the Council since it was originally procured in October 2019.

Some of the positive comments received from users include:

- Ease of use
- Provides a feeling of security as activation goes through to an actual person
- Easy to follow instructions
- Comfortable to wear
- Buttons easy to operate
- Overall, device was user friendly
- No problems experienced using the device
- Appeared to stay charged for a long time

The Council's Risk and Emergency Planning Team have spent a large amount of time and resource embedding the system across the Council including the development and production of training materials specific to the system, training individual employees and also designated officers who then have responsibility for training team members such as new staff, thus providing greater flexibility within individual service areas.

The Risk and Emergency Planning Team have also produced a series of system specific electronic forms to allow quick, efficient collection and processing of lone worker data to aid managers to run the Peoplesafe system effectively in their service areas.

The life-cost of the contract to continue with the existing 105 x lone worker devices and 24/7 third-party emergency monitoring service, based on a four-year contract term is estimated to fall between £25,000 - £50,000 and so would be compliant with ADC Contract Procedure Rules Clause 5.1.3. Nottingham City Council's Procurement team would be duly instructed to proceed with the procurement exercise utilising the G-Cloud 12 Framework.

As previously mentioned, there is an existing Framework in place on the GOV.UK Digital Marketplace which would ensure value for money procurement.

#### **5. Alternative Options Considered / Rejected:**

The move to a new / alternative lone worker management system would attract significant costs in officer time and resource as a completely new system would have to be set up, rolled out and implemented across the Council.

New specific training materials and electronic reporting formats would need to be developed and produced by the Council and a large number of staff would need to be re-trained on a new system, including procedural, process and hardware training.

Existing hardware would need to be collected and returned and new hardware logged and 're-distributed' across the Council, again adding to overall costs.

## 6. Implications

Please ask the respective professional Officers for their assessment of the potential (a) Legal,(b) Financial and (c) Human Resources implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

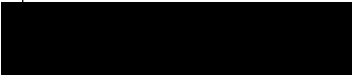
Legal – Procuring through a Framework Agreement as set out in the report is compliant with Contract Procedure Rules and can be authorised by the relevant Director. [RLD 03/08/2022]

Financial – Annual costs will be contained within the existing budget set for 2022/23 and for a further 3 year period. [PH 03/08/2022].

Human Resources – N/A

### Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take

  
Ruth Dennis  
Director of Legal and Governance

Date: 04/08/2022

### Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

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(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date:

### Name / Title of the relevant Committee Chairman consulted (if appropriate)

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(for non Executive/Council side function decisions)