

## **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:**

EDG/RLD/24/03/2023

**3. Decision Taken:**

1. To award the contract to Peoplesafe (part of Send for Help Ltd).
2. Ask the Legal Team to review the CCS G-Cloud 13 Call Off Contract and finalise the documentation once the procurement process has been concluded (Completed 21/03/2023).
3. Authority to enter into and obtain signatories for the contract to enable completion of the contract.

Background info:

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 was to engage directly with our existing service providers, Peoplesafe Ltd and to procure the service directly from the G-Cloud 13 Framework which is on the GOV.UK Digital Marketplace utilising Nottinghamshire County Council's procurement services (as 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 (2+1+1) was estimated to fall between £25,000 - £50,000).

This has taken place and following a mini-competition between 5 shortlisted suppliers, **as required by the G-Cloud 13 Framework**, the contract has been awarded to the Council's existing service providers, Peoplesafe (part of Send for Help Ltd).

The total contract value for the 4-year term (2 plus 1 + 1 extension option) is £33,274 and will be paid for from the existing specific budget previously set up for this service, G62100 'Lone Worker Management System'.

#### **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.

The Council's Corporate Health & Safety 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 G-Cloud 13 Framework (on the GOV.UK Digital Marketplace) required a mini-competition to be undertaken and the chosen service provider scored highest on the evaluation scoring matrix (out of the five providers shortlisted) based on Technical Merit & Functional Requirement and Value for Money Evaluation.

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

The move to a new / alternative lone worker management system would have attracted 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 have needed to be developed and produced by the Council and a large number of staff would need to have been re-trained on a new system, including procedural, process and hardware training. Existing hardware would have needed 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:

The Council has the power to enter into contracts in order to discharge its functions (Local Government Act 1972, s111 and the Local Government (Contracts) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations [LE 22.03.23]

### FINANCE:

The report states that the total contract value for the 4-year term of £33,274 will be paid for from the existing specific budget previously set up for this service, G62100 'Lone Worker Management System'. As this is within an approved budget, no further action is considered necessary. [CWH 22/3/23]

HR: 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

Executive Director – Governance & Monitoring Officer

Date: 24/03/2023

### 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)

Date:

The completed form should be emailed to the Democratic Services Team:

[democratic.services@ashfield.gov.uk](mailto:democratic.services@ashfield.gov.uk)

They will arrange for it to be published on the Council's web site.

**EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION**

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) [r.dennis@ashfield.gov.uk](mailto:r.dennis@ashfield.gov.uk) or any member of the Democratic Services Team.