



EXECUTIVE DECISION RECORD
Officer

REF No: 028.23

A1 Service Area	Community, Open Spaces and Facilities Management
A2 Title	Corporate Health and Safety - Purchase of On-Line Platform
A3 Decision Taken By	Chief Officer
A4 Chief Officer	Please print name: Mark Rizk Please sign name: Approval by email 10/8/23
A5 Leader / Deputy Leader consulted?	Please print name: Cllr M Fitzpatrick Please sign name: Approval by email 11/8/23
A6 Date of Decision	11 August 2023

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A

Conflict of Interest

Are there any conflicts of interest to declare? No

(If "Yes" please contact the Chief Executive before making the Decision. A note of dispensation should be attached).



Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to? *(Please tick as appropriate)*

Scrutiny (Value for Money Council) Committee

Scrutiny (Regeneration Development and Market Hall) Committee

Scrutiny (Health and Wellbeing) Committee ✓

Scrutiny (Climate Change and Environment) Committee

B1 What is the Decision?	To approve the contract extension for the on-line platform 'xCenta Essentials' from pib Risk Management to deal with incident reporting and investigation, risk assessment and e-learning training courses.
B2 What are the reasons for the Decision?	The market was extensively tested last year to find a replacement product for the existing platform from Safety Media - because that contract was due to expire. The replacement product was initially procured for 12 months so we could be assured that it would meet our needs. It has performed as expected and thus gives confidence in taking up the contract extension to 5 years.
B2 Alternative options considered and rejected?	Returning to the marketplace to seek proposals from other suppliers. This was rejected because there is a very limited supplier base which was explored only 12 months ago and the PIB product offered the best value and best fit to meet our needs.
B3 What are the contributions to Corporate Priorities?	Statutory compliance. East Staffordshire Borough Council is committed to providing and maintaining a healthy and safe place of work for all its employees, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by the work of the Council) are exposed to the lowest practicable level of risk.
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?	The main financial issues arising from this decision are as follows:
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Revenue	2023/24	2024/25	2025/26
Expenditure already provided within existing MTFS budget	£8,975	£9,335	£9,801

Capital	2023/24	2024/25	2025/26
N/A			

The finance section has been approved by the following member of the Financial Management Unit:

Please print name: Anya Murray

Please sign name:
Approval by email 6 August 2023

Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B6.2 Has it got the appropriate approvals under those provisions?	
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits): This product does not have an effect on equalities but does bring positive health and safety benefits.
B8.2 Negative (Threats): None
B8.3 The subject of this decision is a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 The equality impact assessment identified the following actions to be carried out: NA

B8 What are the Equalities implications:

Risk Assessment

B9 What are the Risk Assessment implications:

- Improved health and safety of employees, elected members, contractors and members of the public.
- Reduction in time lost through accidents and ill health.
- Organisational - to making adequate resources available for health and safety. .
- Developing suitable procedures and safe systems.
- Delegation of specific responsibilities to others.
- Monitoring the effectiveness of others in carrying out their responsibilities.
- Monitoring health and safety standards within the workplace and feeding concerns up through the organisation.
- Compliance with health and safety legislation, HSE approved codes of practice, guidance and industry best practice.

B9.1 Positive (Opportunities/Benefits):

- Reduction in time lost through accidents and ill health.
- Improved wellbeing support for employees
- Health and safety management compliance

B9.2 Negative (Threats): None

B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:

B10.1 This product supports the Council in meeting its various statutory obligations.

Legal Services have reviewed and approved the terms of the proposed Contract extension.

This section has been approved by the following member of the Legal Team

Please print name: Glen McCusker – Locum Solicitor

B10 What are the Legal Considerations:

Please sign name: Approval by email 25/7/23

Sustainability Implications

B11 What are the Sustainability implications: NA

B11.1 The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).

B11.2 Positive (Opportunities/Benefits):NA

B11.3 Negative (Threats):NA

Health & Safety Implications

B12 What are the Health & Safety implications:

B12.1 NA

B12.2 NA

B12.3 NA

B12.3.1 Positive (Benefits): The policy provides a statement of intent for the management of Health and Safety with in the Council.

B12.3.2 Negative (Threats): None

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

- 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
- 2. CAPITAL – Any capital project with a value in excess of £150,000**
- 3. A decision which significantly affects communities living or working in an area comprising two or more wards.**

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk