

EXECUTIVE DECISION RECORD

A1 Service Area	Community, Open Spaces and Facilities Management
A2 Title	Corporate Health and Safety - Purchase of On-Line Platform
A3 Decision Taken By	Leader/ Chief Officer
A4 Chief Officer	Please print name: Mark Rizk Please sign name: Approval by email 180822
A5 Leader / Deputy Leader	Please print name: Cllr G Allen Please sign name: Approval by email 180822
A6 Date of Decision	19 th August 2022

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

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	<i>(Please tick as appropriate)</i> ✓	
Scrutiny (Audit & Value for Money Council Services) Committee	<input type="checkbox"/>	
Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee	<input type="checkbox"/>	✓

B1 What is the Decision?	To approve the purchase of an on-line platform 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?	<p>To replace the existing platform from Safety Media (contract expires). This provider, in addition to the above also provides access to free counselling sessions for all employees. The decision is to purchase the 12 month option as the 60 month option offered does not contain any provision for East Staffs to give notice.</p> <p>The existing provider proposed significant increased cost (option C in proposal). Market testing has taken place and two further quotes obtained – so we have three quotes. The chosen provider offers a broader service at a lower cost.</p>
B3 What are the contributions to Corporate Priorities?	<p>Statutory compliance.</p> <p>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.</p>
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 cost of this purchase exceeds the current provision for this software within the budget and can be met in 2022/23 by virement of funds under Chief Officer delegated authority and subject to a MTFS growth bid in future years.
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Revenue	2022/23	2023/24	2024/25
Cost of Purchase	8160.00	-	-

Capital	2022/23	2023/24	2024/25

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: Lisa Turner Please sign name: Approval by email 170822
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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?	NA
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?	NA

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 being revised. An equality impact assessment is not required.
B8.4 The equality impact assessment identified the following actions to be carried out: NA

Risk Assessment

B9 What are the Risk Assessment implications: <ul style="list-style-type: none">• 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): <ul style="list-style-type: none">• 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:

This product supports the Council in meeting its various statutory obligations. Legal Services have reviewed and approved the terms of the proposed Contract.

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

Please print name:

Glen McCusker – Interim Solicitor

Please sign name: [Approval by email 170822](#)

Sustainability Implications

B11 What are the Sustainability implications: NA
B11.1 The proposal [would/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: Implementing this policy helps to meet the requirement under legislation.
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: <ol style="list-style-type: none"> 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