

Leicester
City Council

WARDS AFFECTED: All Wards

FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:

Cabinet

2nd August 2010

**Procurement Requirements for provision of Occupational Health Services to
Leicester City Council**

Report of the Strategic Director for Human Resources

1 PURPOSE OF THE REPORT

1.1 This report is submitted to obtain SMB and Cabinet approval to include the retender of Occupational Health Services (OHS) on the Council's Procurement Plan for 2010/2011. This re-tendering process is being considered on a regional basis with other local authorities as one of the Public Services Board's projects. It is a requirement under the Council's procurement processes that approval by SMB and Cabinet is required before it can be included on the Council's Procurement Plan. This project will also require approval under the Council's new procurement scrutiny process.

The Council is required to have in place a comprehensive range of occupational health services in order to be able to meet its common law and statutory duties of care for the health, safety and welfare of our employees in their working environment and to provide advice and medical assessments in relation to sickness management.

1.2 The Procurement Plan serves two purposes;

- (a) To inform the market of future procurement, to enable potential suppliers to prepare for a future procurement process, and
- (b) To provide members with overview of significant procurement activity, as recommended by the District Auditor in his report on housing contracts.

1.3 The 2010/11 Procurement Plan was approved by Cabinet on 29th March 2010 and listed procurement exercises above the EU thresholds (currently, £156,442 for supplies and services and £3,927,260 for works). Leicester City Council's element of this joint procurement exercise would be approximately £651,000.

2 RECOMMENDATIONS

2.1 Cabinet is recommended to;

- a) **Note the requirement to continue to have in place a comprehensive range of occupational health services and,**
- b) **Approve the addition to the Corporate Procurement Plan as set out in the appendix of this report**

3. REPORT

Work is underway to undertake a potential joint procurement exercise under the auspices of the Public Services Board, with the support of ESPO, and in partnership with Leicestershire County Council and districts.

- 3.1 The City Council had intended to re tender for the Occupational Health Service contract in the year 2009/2010, but in the interests of collaborative working agreed to an extension to the current OHS provider with the County Council. This contract runs until 23rd March 2011. The retender timetable requires agreement on the key criteria and Invitation to Tender documentation by October 2010 in order to meet procurement rules.

4 CONSULTATION

- 4.1 Director of HR Services

5 FINANCIAL, LEGAL AND OTHER IMPLICATIONS

5.1 Financial Implications

No financial implications arise directly from this report but from the procurement plan itself, as assessed in the tender process. See attached addition to the procurement plan.

5.2 Legal Implications

(Beena Adatia, Senior Solicitor/ Team Leader, ext 29 6378)

The purpose of this report is to seek Cabinet's approval to add this procurement activity to the Procurement Plan. As such, the legal implications are that since all the procurement activities are above the EU Public Procurement thresholds, as well as compliance with the Council's Contract Procedure Rules, the relevant law is contained in the Public Contracts Regulations 2006 and the Commissions Interpretative Communication of July 2007. Each procurement will need to follow due process in accordance with our internal and legislative requirements, with advice from the Corporate Procurement Team and Legal Services.

5.3 Climate Change Implications

This report does not contain any significant climate change implications and therefore should not have a detrimental effect on the Council's climate change targets.

Helen Lansdown, Senior Environmental Consultant - Sustainable Procurement

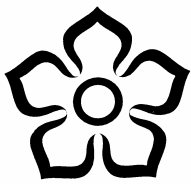
5.4 Other Implications

Other Implications	Yes/No	Paragraph/References Within Supporting information
Equal Opportunities	No	
Policy	No	
Sustainable and Environmental	No	
Crime and Disorder	No	
Human Rights Act	No	
Elderly Persons/People on Low Incomes	No	
Corporate Parenting	No	

6 REPORT AUTHOR

Janice Millman
Deputy Head of Human Resources
39 5081

Key Decision	Yes
Reason	Is significant in terms of its effect on communities living or working in an area comprising more than one ward
Appeared in Forward Plan	Yes
Executive or Council Decision	Executive (Cabinet)



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Appendix

**LEICESTER CITY COUNCIL PROCUREMENT PLAN 2010/2011
FINANCIAL YEAR APRIL 2010 TO MARCH 2011**

Portfolio:	COMMUNITY COHESION AND HUMAN RESOURCES
Division:	Human Resources
Section:	Pay & Workforce Strategy
Name of Contract:	<i>Occupational Health</i>
Description of Contract:	Provision of a comprehensive range of occupational health services.
Expiry Date of existing Contract:	23 March 2010 extended to 23 March 2011 (Original contract extended to 23 March 2011 as joint re-tender process with other partners)
Anticipated start of new Contract:	24/03/2011
Duration of new Contract:	3yrs (+1 +1 years)
Value of new Contract:	£651,000 (£217,000 per annum over 3 years) –in relation to City council only
Lead Officer:	Fiona Skene