

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 12 th April 2019	PUR413	
Type of Operational Decision:		
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>	
Status: For Publication		
Title/Subject matter: Contract for the Provision of an Occupational Health Nurse Adviser for Council Employees 1 st May 2019 to 30 th April 2021 with an option to extend for a further two 12 month periods		
Budget/Strategy/Policy/Compliance – Is the decision:		
(i) within an Approved Budget	Yes	
(ii) not in conflict with Council Policy	Yes	
(iii) not raising new issues of Policy	Yes	
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]		
Details of Operational Decision Taken <i>[with reasons]:</i> An opportunity for an Invitation to Tender was placed on the Council procurement portal, The Chest in accordance with Contract Procedure Rule 4.1 15 organisations expressed an interest with one organisation submitting bids by the required closing date. Following evaluation and scoring of the submitted tender it is recommended that: JWJ Occupational Health Ltd, 21 Grange Close, Oswaldtwistle, Accrington BB5 3TN are accepted as the organisation providing best overall value to the Council. See attached note for details		
Decision taken by:	Signature:	Date:
Assistant Director (HR & OD) – Department for Resources and Regulation		17.4.19

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Executive Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**