

OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 9 th March 2021	Ref No: PUR 443 / LR081
Type of Operational Decision:	
Executive Decision	<input checked="checked" type="checkbox"/> X
Council Decision	<input type="checkbox"/>
Status: For Publication	
Title/Subject matter: Contract for the Provision of an Employee Assistance Programme (EAP) on behalf of employees of the Council, Persona and Schools 1 st June 2020 to 31 st March 2022 with an option to extend for two further twelve month periods. Additional Services to be added to the provision as a variation to the original contract.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	No
(ii) not in conflict with Council Policy	No
(iii) not raising new issues of Policy	No
Equality Analysis [Does this decision change or make policy; change or make procedure or working practice? An Equality Analysis must be completed to assess the impact on equality and the relevance of the Public Sector Equality Duty. This should be signed off by your departmental equality representative and accompany this decision form. Please forward a copy to the Equality email for publication].	No negative impact on equality, and will in fact support the Council in its efforts to support employees with disabilities.

Details of Operational Decision Taken [with reasons]:

In April 2020 The Council became a participant in the AGMA contract for the provision of an Employee Assistance Programme involving Counselling, Cognitive Behaviour Therapy (CBT), a 24/7/365 helpline and an online portal/mobile application to support the welfare of the employees.

The contract was awarded to People Asset Management Ltd and currently provides support to employees of The Council and Persona. In May 2020 a request from the Fostering Service to extend the service to Foster Carers was approved and they are now included in the provision.


An additional request has been received from Six Town Housing to participate in the contract from the 1st April 2021 as their current contract does not provide the level of service that the council's EAP contract covers.

Following consultation with the Council's Head of Strategic Procurement and members of her team we have been advised that the two additions represent a variation to the original contract requirement and as such in accordance with the Council's Contract Procedure Rule 15 require the operational approval through this form of the appropriate Chief Officer of the Council.

It is therefore recommended that approval be granted to add the following number of additional personnel from each service to the provision of the contract:

Six Town Housing -234 employees
Fostering Service – 132 carers

It should also be noted that this variation will not result in any additional expense as any costs will be recharged to the relevant organisation/service.

Decision taken by:	Signature:	Date:
Deputy Chief Executive		10.03.21
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

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 Cabinet 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.**