

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I116748</b>
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1. **TITLE:** Occupational Health Provider Procurement

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To agree to procurement commencing for the selection of an occupational health provider to directly follow on from the termination of the current contract, which terminates on 30 June 2024. The new contract will be effective from 1 July 2024.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the proposed re-procurement of an occupational health contract for the provision of occupational health service for staff who work for the council in any capacity, including schools is approved.
- ii. following the completion of the procurement process, the contract award be delegated to the Executive Director: Resources in consultation with the Executive Member, Finance and Business Change.

7. **REASON FOR DECISION**

The Council currently spends approximately £80,000 a year on its current occupational health service, which provides a variety of services, such as; preemployment screening, sickness referrals, ill-health retirement, management guidance and advice as well as health surveillance such as; statutory hearing tests, night worker assessments as well as immunisation, disablement advice, home visits, emergency planning advice, health related risk assessments, training and advice services, and health promotions when required. The provision of these services supports managers with staff absence management and employees early return to work which has a positive impact on sickness absence levels.

8. **ALTERNATIVE OPTIONS CONSIDERED**

- i. Consideration has been given to securing a provider to supply both occupational health and counselling services, which was the approach undertaken the last time the service was procured. However, as there were no bids at that time to provide both services, separate procurements are being undertaken on this occasion.
- ii. If we were no longer to provide an occupational health service then this would be considered to have a negative impact on managing staff absence and would likely have an adverse impact on the level of days lost to sickness absence.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Resources

10. **DECLARED CONFLICTS OF INTEREST:** None

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
17 October 2023	24 October 2023