

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B...N/A /.....

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: *Contract for the Provision of Workforce Psychological Screening & Support*

Type of Decision: Executive/Non-Executive
(Please delete as applicable)

Key Decision (Executive Functions only): Yes
(Please delete as applicable)

Executive Member/Committee Chairman: Bob Deering

Portfolio (Executive Functions only): Resources & Performance

Officer Contact: Sally Hopper, Director of Human Resources

Tel: 01992 555000

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1. **Decision**

The Health Protection Board agreed to the procurement of a specialist external psychological service to improve workforce Wellbeing and Resilience in Hertfordshire. This contract is to be awarded to the provider, Noreen Tehrani Associates, following a Single Tender Action (STA).

2. **Reasons for the decision**

The provider has been identified as having a unique selling proposition (USP) in that they are able to deliver a high volume of online diagnostic screening to high risk roles. Appropriate support (e.g. trauma) is then put in place as required to improve and support the wellbeing of the workforce. The provider already provides this service to other Public Sector organisations.

3. **Alternative options considered and rejected**

Research did not reveal any other providers that could deliver the volume of online diagnostic screening required in the way Noreen Tehrani Associates can.

4. **Consultation** *(see Summary of Requirements below)*

Was any Councillor consulted? **No** *(delete as applicable)*

If yes:

(a) Comments of Executive Member/Committee Chairman *(delete as applicable)*

(b) Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

(If a Councillor declares a conflict of interest DO NOT PROCEED without

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seeking advice from Democratic Services or Legal Services).

6. **I am proceeding with the proposed decision.** (delete words in square brackets if no requirement to consult the Executive Member/Committee Chairman)

Signed: Sally Hopper

Title: Director of Human Resources

Date: 26th November 2021

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s)

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		Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups