

DECISION RECORD ¹

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 award for a COVID Accreditation Scheme

Staff Contact: Andrew Butler

Executive Member: Tim Hutchings

Tel: 01707 292541

Portfolio: Public Health and Prevention

1. **Decision**

To award a contract to operate a COVID accreditation scheme within Hertfordshire.

2. **Reasons for the decision**

The award of a contract to operate a COVID accreditation scheme, which Trading Standards are organising on behalf of the Health Protection Board, must be in place as soon as possible as most non-essential retailers / businesses will be reopening from 12 April 2021; therefore it is essential to start proceedings imminently in order to support safe environments for customers and staff.

3. **Alternative options considered and rejected ²**

Given the urgency to roll out the scheme there is insufficient time to operate a standard procurement process which would take a minimum of nine weeks to complete.

A further option considered was for local Environmental Health Officers (EHOs) to audit and operate a similar scheme. This option is not possible due to a shortage of qualified EHOs in the county alongside the current workload pressures related to COVID-19 (including support for track and trace work).

4. **Consultation**

(a) Comments of Executive Member ^{3 4}

Email response received from Executive Member – “Happy to support this on the basis that as restrictions are lifted the cooperation of the business community in promoting good practice will become ever more important. In a similar vein the need to support business recovery is self-evident and therefore any scheme that increases protects the public and adds to its confidence should be welcomed.”

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5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed:

Title: Director of Public Health Date: 30th March 2021

6. Copies of agreed document to:

- All consultees
- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- Hard & electronic copy (for public inspection both at County Hall and on www.hertfordshire.gov.uk) Democratic Services - Room 213 County Hall.

¹ for guidance see Chief Legal Officer's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted