

REPORT TO: Policy and Resources Committee - 12 January 2015

REPORT ON: Provision of Occupational Health Services

REPORT BY: Director of Corporate Services

REPORT NO: 14-2015

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval for the appointment of People Asset Management Limited (PAM) to provide Occupational Health Services to the Council from 1 April 2015 until 31 March 2018, with the option to extend for a further 2 years.

2 RECOMMENDATION

- 2.1 It is recommended that the Policy and Resources Committee approves the appointment of PAM, following a robust procurement process. The appointment of PAM will enable the Council to effectively manage our occupational health responsibilities including providing physiotherapy and counselling services.

3 FINANCIAL IMPLICATIONS

- 3.1 The costs associated with the appointment of PAM will be £235,838 per annum, based upon the provider using Council premises. The cost of the services is £240,500 in 2013/14. Awarding this tender to PAM will represent a small saving to the Council over the period of the contract..

4 MAIN TEXT

- 4.1 The Council has a legal duty and responsibility for the health, safety and welfare of its employees, which cannot be achieved without appointing a competent occupational health provider to assist the Council in discharging those obligations.
- 4.2 An open single stage tendering process was issued in October 2014 and PAM is deemed to meet the specifications of the tendering process and represent the best value for the Council.
- 4.3 The existing occupational health contract involves separate providers for physiotherapy and counseling services. To enable the new Provider to have a holistic overview of all employee welfare matters with a target to promote attendance and reduce sickness absence levels, it is considered necessary to include all services in the new provision. The aim is to aid employees to return to work, or to retain employees at work as part of a prevention strategy.
- 4.4 As part of Dundee City Council's Community Benefits through Procurement policy, this contract has the following Community Benefits offered within the tender submission from PAM:
- offer places to outside employers at the events/workshops being run for Dundee City Council eg smoking cessation, weight management
 - discuss with Dundee City Council a programme of career talks/employability sessions to be undertaken at local schools/community or unemployed groups/colleges
 - allow Further Education students to attend health promotion days

- discuss with Dundee City Council the possibility of offering health care students training placements

5 **POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, and Risk Management. There are no major issues.

6 **CONSULTATIONS**

- 6.1 The Chief Executive, Head of Human Resources and Business Support and the Head of Democratic and Legal Services have been consulted in the preparation of this report.

7 **BACKGROUND PAPERS**

- 7.1 None.

Marjory Stewart

Director of Corporate Services

18 December 2014