

	Insert name and date of meeting in this box. Executive 10th July, 2019	Agenda Item No. <h1 style="text-align: center;">13</h1>
Title:	New contract terms for Internal Health and Safety IT system - AssessNet	
For further information about this report please contact	Ian Carden 01926 456716 ian.carden@warwickdc.gov.uk ; Pete Cutts, Safer Communities Manager Tel: 01926 456021 Email: pete.cutts@warwickdc.gov.uk	
Wards of the District directly affected		
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No If yes state why	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	N/A	

Contrary to the policy framework:	No																
Contrary to the budgetary framework:	No																
Key Decision?	No																
Included within the Forward Plan? (If yes include reference number)	Yes																
Equality Impact Assessment Undertaken	No (If No state why below)																
N/A																	
Officer/Councillor Approval																	
Officer Approval	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Date</th> <th style="width: 70%;">Name</th> </tr> </thead> <tbody> <tr> <td>5th June 2019</td> <td>Chris Elliott, Andrew Jones</td> </tr> <tr> <td>4th June 2019</td> <td>Marianne Rolfe</td> </tr> <tr> <td>17th June 2019</td> <td>Chris Elliott, Andrew Jones, Bill Hunt</td> </tr> <tr> <td>18th June 2019</td> <td>Mike Snow</td> </tr> <tr> <td>18th June 2019</td> <td>Andrew Jones</td> </tr> <tr> <td>5th June 2019</td> <td>Mike Snow, Rebecca Reading</td> </tr> <tr> <td>19th June 2019</td> <td>Councillor Judy Falp</td> </tr> </tbody> </table>	Date	Name	5 th June 2019	Chris Elliott, Andrew Jones	4 th June 2019	Marianne Rolfe	17 th June 2019	Chris Elliott, Andrew Jones, Bill Hunt	18 th June 2019	Mike Snow	18 th June 2019	Andrew Jones	5 th June 2019	Mike Snow, Rebecca Reading	19 th June 2019	Councillor Judy Falp
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Head of Service																	
CMT																	
Section 151 Officer																	
Monitoring Officer																	
Finance																	
Portfolio Holder(s)																	
Consultation & Community Engagement																	
Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.																	
N/A																	
Final Decision?	Yes/No																
Suggested next steps (if not final decision please set out below)																	
N/A																	

1. Summary

- 1.1 AssessNet have increased their contract price and are bringing out an enhanced system this means there will be additional costs of £11,240 plus vat per annum. This report sets out the options.

2. Recommendation

- 2.1 To approve additional funds of £11,240 plus vat in order to secure the licence for the AssessNet software system, funded from the Contingency Budget for 2019/20 and included in the Medium Term Financial Strategy for future years.

3. Reasons for the Recommendation

AssessNet – Current Contract and Usage

- 3.1 AssessNet provides a recording system with easy access to all staff that helps us manage our Health and safety obligations as an employer. The cost per annum of the current contract is £8,475 this is constructed of £5,480 and the portal system at a cost of £2,995.
- 3.2 AssessNet has been used by the Council since 2009 and this has developed into a system now used by all departments that includes all of the modules in bullet points listed below (except Training Manager). This is very important as all of our documents are in one place and not held across a number of services.
- 3.3 This system can be accessed from anywhere with Wi-Fi connection, so in the event of a system or building failure documents can be accessed via a login.
- 3.4 The Portal system is used across all departments to log accident, near misses and any verbal/physical assaults reports which then gives a unique incident number.
- 3.5 AssessNet also enables users to do Display Screen Equipment (DSE) assessments which includes on line training and the user to complete their own specific assessment.
- 3.6 The Council use the Fire Risk Assessment module to complete the PAS79 FRA on all of our corporate buildings so we are compliant with the Fire Regulations 2005.
- 3.7 With the new system which they are still developing and improving, there are new features which are time savers, e.g. on auditing it is possible to complete an audit without Wi-Fi and walk into the office and it will automatically download instead of having to do a paper copy and then transfer it.

- Accident & incident Management
- Risk Assessment
- Audits
- Inspections
- Fire Risk Assessment
- COSHH
- DSE
- Portal
- Method Statement
- Permit to Work
- *Training Manager*
- Logbook & Checklist

- 3.8 The *Training Manager* has been added in so that we can track the training records for all of the staff again in one place this can also be used by the HR department for any training not just for Health and Safety.

Procurement

- 3.9 Due to the current accumulative spend level for the original contract exceeding the threshold of £25,000, soft market testing was required to evaluate the market and identify potential suppliers with an aim to procuring a replacement contract. Assessnet (the incumbent supplier) was identified as still being the most competitive and suitable provider. As a result a decision was made to direct award the contract through a compliant government framework.
- 3.10 The framework allowed for a maximum charge of £7,495 per annum per module. A total of 12 modules are now required, equating to £89,940 per annum. As per the requirements of the framework, a clarification request was issued to provide a revised total based on procuring multiple modules. A revised annual cost of £19,715 was provided.
- 3.11 As per the stipulations of the framework, a contract award of 2 years can be made with an optional extension of 24 months then being available.

4. Policy Framework

Fit for the Future (FFF)

- 4.1 The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.
- 4.2 The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. Risk management and record keeping is an integral part of the strategy and cuts across all strands.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The system enables monitoring and assessment of risks and routine checks to be made upon all of the Councils risks.	The system enables monitoring and assessment of risks and routine checks to be made upon all of the Councils risks.	The system enables monitoring and assessment of risks and routine checks to be made upon all of the Councils risks.
Internal		

Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
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Supporting Strategies

- 4.3 The Council has a statutory duty placed upon it by the Health and Safety at Work etc. Act 1974 and the associated regulations to ensure the Health, Safety and Welfare of its employees and other persons affected by its undertakings.

Changes to Existing Policies

- 4.4 No changes to existing policies

- 4.5 **Impact Assessments** – N/A

5. Budgetary Framework

- 5.1 AssessNet has been used since 2009 and there has been no increase in the basic contract costs during that time. The cost per annum has been £5,480 until the portal system was added at a cost of £2,995 four years ago. Total annual amount of £8,475.
- 5.2 The system cost per annum is rising to £19,715 which is an increase of £11,240 per annum. It is recommended that this is funded from the Contingency Budget for 2019/20 (current unallocated balance £92,000) and included in the Medium Term Financial Strategy for future years.
- 5.3 The contract is 2+1+1 with a three month notice period. The increase over four years is £44,960. The contract value will £78,860 over four years. The contract will be paid on a yearly basis by invoice.

6. Risks

- 6.1 This system has been used for 10 years to help all staff manage risks and keep records in order to improve safety of all staff including Councillors, residents and contractors. Regular and efficient management of these risks reduces the likelihood and severity of any accidents saving money and improving services.
- 6.2 If there is inadequate/no demonstrable management of Health and Safety risks then the Council could be prosecuted which could relate to fines, prohibition or improvement notices or imprisonment.

7. Alternative Option(s) considered

- 7.1 We could choose not to utilise a software system and use manual systems for example spreadsheets but this would take extra time and without regular prompts would inevitably create some gaps and risks would increase.
- 7.2 We could find another supplier but all functions would no longer be in one place, costs would increase including additional training. Transferring the already existing documents onto a new system would also take a great deal of time.