

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B011/24

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: Proposed award of contract for the provision of a Digital Triage Tool

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Morris Bright

Portfolio (Executive Functions only): Public Health & Community Safety

Officer Contact: Sarah Perman

Tel: 01992 588335

March 2024

1. Decision

- 1.1 To award Access UK Limited – Access Elemental, a 3-year contract (with the option to extend for a further 12 months) from 1 April 2024 – 31 March 2027, to develop a digital triage tool that assesses Hertfordshire residents' holistic health and wellbeing needs and signposts to relevant support services and/or self-help resources. Health and wellbeing needs means health behaviours (smoking, physical activity/ inactivity, drug use, alcohol intake, weight management and diet quality) and the wider determinants of health (e.g., financial issues, housing issues, relationships, loneliness, employment, carers), sleep and emotional wellbeing.
- 1.2 The Digital Triage Tool will identify residents who require second stage telephone triage to guide them towards health coaching support as appropriate.

2. Reasons for the decision

- 2.1 The contract was procured through a Framework Agreement via Crown Commercial Services.
- 2.2 G-Cloud 13 is an on-line catalogue that helps public sector customers to buy commoditised cloud-based solutions through an agreement that is compliant and regularly refreshed allowing suppliers to provide customers with up-to-date innovative solutions.
- 2.3 The online catalogue ensures that all service information is available up front to enable the commissioner to evaluate services based upon best fit and/or price.
- 2.4 A direct award was initiated following the buying process.

3. Alternative options considered and rejected

An open procurement process was considered however, it was felt that a Framework Agreement was the best route due to the following reasons:

- scalable services: pay for what we use, and increase or reduce what we need easily
- quick and easy route to market
- reduced costs and total cost of ownership compared to running own procurement service in house

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? No.

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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

N/A

6. Following consultation with the Executive Member/Committee Chairman, I am proceeding with the proposed decision.

Signed: Sarah Perman

Title: Director of Public Health

Date: 6 March 2023

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

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General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) 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