

# OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:

2017/11/PH/FluVac

## Box 1

**DIRECTORATE:** Adult Health & Wellbeing  
**Contact Name:** Dr Victor Joseph

**DATE:** 08 September 2017  
**Tel. No.:** 01302 734911

**Subject Matter:** Seasonal Flu vaccination for Frontline Staff: DMBC, St Leger Homes, and Doncaster Children Trust

## Box 2

### DECISION TAKEN:

To commission seasonal Flu vaccination for frontline staff of Doncaster Council, Doncaster Children Trust, and St Leger Homes from a community pharmacy in Doncaster.

## Box 3

### REASON FOR THE DECISION:

#### Give relevant background information

Flu is a **viral** infection, and it occurs in the **winter months** (Dec-March). It is highly **contagious**. It causes fevers, headaches, muscle aches, extreme tiredness and cold like symptoms. It can be **nasty** & take up to a week to recover. In some groups (like the elderly and tiny babies) it can sometimes cause **complications like pneumonia** and even death.

Doncaster Council, as an employer, is expected by the Government (Department of Health, NHS England as outlined in annual flu letter<sup>1</sup>) to provide flu vaccination to its frontline staff:

*“Frontline health and social care workers should be provided with flu vaccination by their employer. This should form part of the organisations’ policy for the prevention of transmission of infection (flu) to help protect patients, residents, and service users as well as staff and their families. This includes staff in all NHS trusts, general practices, care homes, and domiciliary care.*

Public Health Team in the Council is offering to commission FREE seasonal Flu vaccination to frontline staff of the Council, St Leger Homes and Doncaster Children

<sup>1</sup> [https://nhs-digital.citizenspace.com/rocr/r01193-17a/supporting\\_documents/R01193annual\\_flu\\_letter\\_2017to2018.pdf](https://nhs-digital.citizenspace.com/rocr/r01193-17a/supporting_documents/R01193annual_flu_letter_2017to2018.pdf)

Trust. Staff who have a pre-existing health condition that puts them at risk, then Flu vaccination is available through the NHS; and for pregnant women, they are reminded that they should discuss Flu vaccination with their GP or midwife.

**The objectives of the Flu vaccination are to:**

- Reduce transmission of Flu to vulnerable clients
- Reduce sickness absences
- Increase the resilience of our services over the winter period
- Help reduce winter pressures on health and social care

**MYTH: “The Flu vaccine gave me flu!”**

- The flu virus inside **the vaccine is dead- It cannot give you the flu.** It helps the body recognise and prepare itself for the real thing.

**MYTH: “The Flu vaccine didn’t work!”**

- **It takes 10-14 days to fully work.** It won’t protect you before then
- It won’t stop you getting sick from **other illnesses** like a bacterial chest infection
- If you’re very unlucky and get flu despite a vaccine, your flu will be milder and clear quickly

**Box 4**

**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

**If other options were considered, please specify and give reasons for recommended option**

1. Not to commission Flu vaccination for Council staff. This option was considered, and rejected as not being an appropriate course of action because it will not protect our workforce and residents of Doncaster from infection.
2. Option 1: Provision of Flu vaccination in-house through Occupation Health Department of Doncaster Council. This was the option used in the past year. Due to capacity issues the Occupational Health is unable to provide this option this year.
3. Option 2: To commission Flu vaccination provision by a community pharmacy in Doncaster. This option was used in the past where arrangement was made for staff to go and get Flu vaccination from local pharmacy. Invitation is issued for provision of the service, and a suitable provider will be chosen that will provide value for money (cost-effective) service. This option is recommended. The reason for this in light of the fact that in-house provision of the service is not possible, the alternative is to procure the service from community pharmacy in Doncaster at competitive price per vaccination given. This will be delivered within an allocated budget of up to £10,000.

**Box 5****LEGAL IMPLICATIONS:**

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.

The Services should be procured in accordance with Contract Procedure Rules and Legal Services should be consulted at the earliest opportunity to provide the contractual documentation.

**Name: \_Paula Coleman\_\_\_\_\_ Signature: \_\_\_\_\_By e-mail\_ Date:8.09.17\_\_\_\_\_**  
**Signature of Assistant Director of Legal and Democratic Services (or representative)**

**Box 6****FINANCIAL IMPLICATIONS:****FINANCIAL IMPLICATIONS:**

This ODR is to commission seasonal Flu vaccinations for frontline staff of Doncaster Council, Doncaster Children Trust, and St Leger Homes from a community pharmacy in Doncaster.

Over the last 2 financial years 2015/16 and 2016/17 the cost of the flu vaccinations has been approximately £2k and £3k respectively.

The Public Health department have a specific Seasonal Flu budget. This budget has been approved as part of the budget setting process. For this current financial year 2017/18 the budget has been reduced from £10k per annum to £5k per annum to reflect the cost of the service. If the current budget of £5k is insufficient then the cost will be met from within the existing Public health service and budget will be found from existing discretionary spend budgets.

**Name: \_Nick Cameron\_ Signature: \_ Date: 11.9.2017**  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 7****HUMAN RESOURCE IMPLICATIONS:**

There are no apparent HR implications within this particular ODR as clearly the existing in house Occupational Health Nursing staff team is not sufficient resources to carry out the vaccinations for the qualifying DMBC, St Leger as well as the Doncaster Children's Trust Frontline staff.

**Name:** \_Bill Thompson Senior HR & OD Officer\_\_\_\_\_ **Signature:** Bill Thompson\_\_\_\_\_ **Date:** 08/09/2017\_\_\_\_\_

**Signature on behalf of the Assistant Director Human Resources  
Communications & Executive Office (or representative)**

**Box 8****PROCUREMENT IMPLICATIONS:**

**If the decision to provide the vaccinations is taken, a compliant procurement process in line with the value of the contract must be undertaken, which at £10k requires 3 written quotes.**

**Name:** Daniel Charlesworth **Signature:** **Date:** 8<sup>th</sup> September 2017  
**Signature of Assistant Director of Finance & Performance  
(or representative)**

**Box 9****ICT IMPLICATIONS:**

There are no ICT or Technical implications in implementing the options considered within this ODR. If ICT or technology requirements are identified through implementing the options, a business case should be submitted to the ICT Governance Board for consideration in relation to data and network security as well as compliance incoming GDPR regulations.

**Name:** Dan Parry **Signature:** **Date:** 08.09.17  
**Signature of Assistant Director of Customer Services and ICT  
(or representative)**

**Box 10****ASSET IMPLICATIONS:**

**ASSET IMPLICATIONS:**

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets.

**Name:** Gillian Fairbrother (Assets Manager, Project Co-ordinator)

**Signature:** By email                      **Date:** 19<sup>th</sup> September, 2017

**Signature of Assistant Director of Trading Services and Assets  
(or representative)**

**Box 11****RISK IMPLICATIONS:**

**To be completed by the report author**

Not providing Flu vaccination to frontline staff risks the Council's business continuity, not protecting its workforce and the people of Doncaster from potential flu infection during winter season, and thus impacting on the health and social care service in the area.

**(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)**

**Box 12****EQUALITY IMPLICATIONS:**

**To be completed by the report author**

No impact on equality.

The wider national Flu vaccination programme addresses group of people likely to be impacted on equality: e.g. age (elderly, children), pregnant women, etc.

**Name:** Dr Victor Joseph

**Signature:**

**Date:** 08 September 2017  
**(Report author)**

**Box 13****CONSULTATION**

**Officers**

**(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)**

**Members**

**Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.**

**Please list any comments from Members below:**

Discussion had taken place between staff in Public Health team and their counterpart in Occupational Health in reaching a decision that the in-house option was not going to take place this year. Flu vaccination is part of "Plan on a Page" work programme between Public Health Team and the Directorate of Finance and Corporate Service and this had been reviewed at Directorate meeting.

**Box 14**

**INFORMATION NOT FOR PUBLICATION:**

**None identified**

**Name: \_Claire Hewitt Signature: \_\_\_\_\_ Date: 19/09/2017  
Signature of FOI Lead Officer for service area where ODR originates**

**Box 15**

**Signed:** Rupert Suckling \_\_\_\_\_  
**Director/Assistant Director**

**Date:** 19/09/2017

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Additional Signature of Chief Financial Officer or nominated representative for Capital decisions.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Mayor or relevant Cabinet Member consulted on the above decision (if required).**

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**