



Hereford & Worcester Fire Authority

Record of an Authority decision delegated to an Officer as required under Regulation 7 of the Openness of Local Government Bodies Regulation 2014

Subject of decision	Direct Award the provision of Fitness Services a period of 3 years from 1 st April 2025
Officer name	Anna Davidson
Job title	Assistant Chief Officer- Director of Prevention
Date decision taken	02/04/2025
Reasons for the decision	The University of Worcester has provided the Authority's Fitness Services since 1 April 2020. This service includes annual fitness assessments, advice and bespoke fitness support for operational staff. The current contract is set to expire on 31 March 2025. Over the term of this contract, the University of Worcester has met performance expectations, delivering a quality fitness assessment service. The University has also recently introduced a bespoke Trainer Journey programme to support operational staff to meet the Service's fitness standards in the new Fitness policy. At least two previous procurement processes for this contract have resulted in only one interested and suitable provider (i.e. the University of Worcester) due to the niche requirements of the contract. There is considerable work associated with re-tendering a contract and in this particular instance, officers think it is unlikely it would result in a new provider coming forward. There is no public sector framework agreement for this specific service that the Service can "call-off" i.e. no option to use pre-agreed primary terms with a provider via a framework. Local discovery work with Fire and Rescue Services in the bordering geographical regions also shows the fitness services provision is either delivered in-house or via the University of Worcester.
Details of decision	The initial term of the contract was for a period of three (3) years from 1st April 2020 which expired on 31st March 2023, which was undertake as an open tender. We have previously exercised the option to extend the contract until 31st March 2024 (Variation 1) and then again until 31st March 2025 (Variation 2), in line with the Contractual Terms and Conditions. We now wish to directly award a new contract for three (3) years for the provision of fitness services with the existing provider; as the aggregate contract value is below the Public Contract Regulations 2015 threshold.

For decisions regarding spend of £25,000 and above

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	This proposal was agreed by the P&R Committee in September 2024. The total contract value £102,000 (3 years) Year 1 1st April 2025-31st March 2026 £ £34,000 Year 2 1st April 2026-31st March 2027 £ £34,000 Year 3 1st April 2027-31st March 2028 £ £34,000
Details of alternative options considered and rejected (if any)	N/A
Any interests declared by a Member or Officer	N/A
Links to relevant background documents or information	• CRMP and core organisational strategies • People Strategy • Core Code of Ethics

Signed:  Date: 03.04.25

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