

**Internal Decision Template**

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| **Subject / Report Title:** | To procure a venue for a National Police Wellbeing Service – Occupational Health National Network Event |
| **Sponsor (e.g. Head of Dept.):** | Dr Ian Hesketh – SRO for the National Police Wellbeing Service |
| **Author:** | Chris Forshaw – NPWS Co-Ordinator, Mike Whalley – Lancashire Procurement Officer for NPWS |
| **Decision Required:** | Appointment of Stratford Manor as a venue for the OH event for the National Wellbeing Service to be held in March 2023 |
| **Date:** | **12th September 2022** |

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| **Issue for Consideration** (Requirement for change / Background Information / Considerations / Timescales) |
| **Background Information**  The NPWS Programme consists of a series of coordinated activities, planned events and related measures in pursuit of delivering the “Common Goal for Police Wellbeing” vision and associated change and benefits across the policing landscape to Forces, Officers and Staff.  The NPWS has developed a sustainable Capability Model based on an experiential cycle of four phases that enable the delivery of the two strategic themes:   1. Psychological Health & Wellbeing; 2. Specialist Support.   The overarching outcome is to deliver the vision and associated change and benefits of a holistic approach to wellbeing supporting Forces to sustainably grow and manage their workforce.  The model has four phases:   1. Scan & Develop – evidence-based research and future capability development; 2. Delivery – six, core live services and associated offers 3. Assure & Evaluate - benefits realisation and supporting Business Case activities. 4. Communicate & Engage - critical activities to support the cultural change and embed wellbeing as daily business within forces and for individuals.   As part of the live service delivery an Occupational Health National Network Event is planned for March 2023. This event is for clinicians from Home Office Force and non-Home Office Forces to attend  The event is aimed at the Occupational Health National Network. It is a 2-day event on the 8th and 9th March 2023 for 80 attendees.  Based on the costings and the facilities available at each venue details of the top 3 venues are shown in this report. The costings shown are excluding potential extras, which are yet to be agreed e.g. staging or additional audio-visual equipment.    **Crewe Hall**  This has been costed at £239 per delegate, for 80 delegates this would equate to **£19,120**  **Conference Facilities:** A conference room is available with natural light which is located on the ground floor.  **Location:** Crewe. Located 2.2 miles from Crewe Railway Station and 29 miles from Manchester Airport. It is also close to junction 16 of the M6, and car parking is available free of charge.  **Stratford Manor**  This has been costed at £197 per delegate, for 80 delegates this would equate to **£15,760**  **Conference Facilities:** The conference room which is available has natural light and is situated on the ground floor.  **Location:** Stratford Upon Avon. Located 6 miles from Strafford Upon Avon Train Station and 21 miles from Birmingham International Airport. Parking is free of charge.  **Chesford Grange**  This has been costed at £200 per delegate, for 80 delegates this would equate to **£16,000**  **Conference Facilities:** There is a suitable conference room, although the room capacity is limited  **Location:** Kenilworth. Located 3 miles from Warwick Train Station and 13 miles from Birmingham International Airport. It is approximately 21 miles from Birmingham City Centre. Parking is free of charge. |

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| **Governance Framework Section Reference** |
| 1          Contracts below £100,000  The PCC's Chief Executive and Chief Finance Officer (CFO) and the Chief Constable's CFO may enter into contracts  2.1.1      which do not exceed £10,000, without the need to seek written quotations or tenders, provided that they can demonstrate that value for money is being achieved;  2.1.2      **between £10,000 and £100,000 in value, provided that a reasonable number of (not less than three) written competitive quotations or tenders for each contract have been received (unless the contract is one caught under Standing Order 6.1 in which case tenders and quotations will not be required.)**  If it proves impossible to comply with the requirements set out at 2.1.1 and 2.1.2 set out above the PCC's Chief Executive and CFO and the Chief Constable's CFO may each in their own right agree to waive these provisions provided that the reasons for doing so are lawful and recorded in writing. |

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| **Costs** (Outline resource implications of implementing this proposal – e.g. staff training, accommodations, etc.) |
| Please identify the full life costs of the proposal and the source of funding to be applied to meet this cost? What are the implementation costs involved (consider how this will be done and who / what resources you will need to implementation this change.  This is a one-off event with a one-off costing. Based on the research carried out on suitable venues, including costings, location and accessibility the top 3 options have been detailed earlier in the report and cost summaries are detailed below.   |  |  |  |  | | --- | --- | --- | --- | | **Venue** | **Cost Per Head** | **Cost for 80 Attendees** | **Preferred Option** | | **Crewe Hall** | £239 | **£19,120** |  | | **Stratford Manor** | £197 | **£15,760** | This is the preferred option due to cost, location and facilities | | **Chesford Grange** | £200 | **£16,000** |  |   ***The above costs include:***  2 Day conference rates including, main room hire, overnight accommodation and all meals for the 2 days. Standard AV provision, including projector, screen and WIFI.  ***The costs exclude:***  Incidental expenses which may occur.  The NPWS Programme will pay for the entire project. Mike Whalley in Lancashire Finance Dept can confirm the money is available. |

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| **Risks & Opportunities** (Explain the risks & opportunities to the Constabulary of implementing / not implementing this proposal) |
| This event is an opportunity to bring together the Occupational Health Network to share best practice, receive national updates from key guest speakers and to network with home office and non-home office forces. |

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| **Consequences** (Explain the outcome(s) for the Constabulary of implementing / not implementing this proposal) |
| Lancashire is responsible, along with the College of Policing, for the successful delivery of the NPWS and is committed to delivering an Occupational Health national networking event in 2022/2023. |

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| **Benefits** |
| This event is an essential area of business and ultimately will impact on the wellbeing, performance, morale, retention and recruitment of officers. |

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| **Decision (Outcome and Rationale)** |
| Appointment of Stratford Manor as a venue for the OH event for the National Wellbeing Service to be held in March 2023  CFO Rationale:  Appropriate process undertaken and funding in place. Approved. |

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| **Departmental Consultation & Impact** |
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| **Legal implications** – Please summarise any legal advice obtained, and if you have not obtained advice then please confirm why not. |
| **Please note any legal considerations:**  Legal advice has not been sought and is not required. |

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| Departmental Engagement. Please consult departments directly and note their feedback below. |
| Please confirm that the enabling departments have been consulted with. There is an expectation that you will have consulted with either the SMT or the Department Head. Please confirm who you consulted with, when and note their responses in the space provided. If you have not consulted with a department listed below please explain why.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Dept** | **Please click in the box** |  | **Add notes on SMT / department head / departmental**  **feedback below** |  |  | | **Estates** | No |  | N/a |  |  | | **FCR** | No |  | N/a |  |  | | **FRU** | No |  | N/a |  |  | | **Futures** | No |  | N/a |  |  | | **HR** | No |  | N/a |  |  | | **ICT** | No |  | N/a |  |  | | **L&D** | No |  | N/a |  |  | | **Legal** | No |  | N/a |  |  | | **NHPT** | No |  | N/a |  |  | | **PPU** | No |  | N/a |  |  | | **PSD** | No |  | N/a |  |  | | **TAC Ops** | No |  | N/a |  |  | | **Vetting** | No |  | N/a |  |  | | **Finance** | Yes |  | **Money is available through the NWPS Programme – Mike Whalley aware** |  |  | | **Procurement** | Yes |  | **Procurement consulted by Mike Whalley – process confirmed** |  |  | | **CJ** | No |  | N/a | | **Data Prot.** | No |  | N/a | |

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| **Additional Notes** |
| **Any further general information or any extra detail on departmental feedback.**  **None** |

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| **Signed by - Sponsor Signed by - Decision Maker** | |
| Name: Dr Ian Hesketh  Role: NPWS SRO  Date: 12 September 2022 | Name: Dan Rogers  Role: Chief Finance Officer  Date: 16/9/22 |