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**Internal Decision Template**

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| **Subject / Report Title:** | To procure a supplier to provide Digital Content professional services to support the delivery of the National Police Wellbeing Service.  to provide Portfolio, Programme & Project Management (P3M) Delivery professional services to the National Police Wellbeing Service. |
| **Sponsor (e.g. Head of Dept.):** | Dr Ian Hesketh – SRO for the National Police Wellbeing Service |
| **Author:** | Johanna Duckworth – NPWS Communications & Engagement Officer / Mike Whalley – Lancashire Procurement Officer |
| **Decision Required:** | To approve the use of the Yorkshire Purchasing Organisation (YPO) Framework 940 – Managing Consultancy & Professional Services in appointing Reed Specialist Recruitment Ltd for Clinical Governance professional services via Awen Creatives Ltd for the period 01 April 2023 to 31 March 2024 with the option to extend to 31 March 2025 dependent upon funding. |
| **Date:** | 29 March 2023 |

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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.   Delivery of the work will be through the existing NPWS governance arrangements. |

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| **Governance Framework Section Reference** |
| **5.        Exemptions from the Requirement to obtain Tenders or Quotations**  5.1.4     Contracts where the PCC has entered into a framework agreement through procurement or places an order from an existing framework agreement procured by central government agencies, other PCCs or other third parties.  However, it should be noted that, in some instances, the framework agreement may include within its terms a requirement for a mini competitive exercise between those suppliers who are party to the framework agreement.  The proposal is in accordance with the above. |

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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.  **The Costs**  By using this sole supplier approach Reed provide a cost per project with an added margin of 4.5% to manage and provide all associated requirements.  With the Reed margin included, the budget will be in the region of £53,868 (excl. VAT) based on a day rate of £350 (excl. VAT) based on a three-day week. This includes a budget of £1,200 (excl. VAT) for travel and subsistence as agreed during the course of the engagement. This includes the Reed margin.  The supplier will provide Digital content professional services to the NPWS Portfolio and apply the following:   * Website administration and maintenance:   + Ensure website and its content is kept up-to-date, user friendly and displays well. In addition, the post holder will review content for accessibility. * Content development and design:   + develop creative content including copy, images and videos for web.   + Analyse site statistics using software programmes, such as Google Analytics, in order to evaluate success and drive further improvements.   + provide advice and support to the Communications and Engagement Team in working with the designated web development company to ensure ad hoc bug fixes are dealt with in a timely manner.   + Support the Communications and Engagement Team to develop website enhancements.   The chosen supplier will work with the NPWS team to continue the successful delivery of the Portfolio.  The NPWS will pay for the entire project. Mike Whalley from 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 is an opportunity for the NPWS to utilse a specialist provider to embed the business and change initititives, and to secure ling-term sustainable funding through delivering critical Police Covenant capability.  Opportunity to utilse a supplier with a proven track record of working in a national policing and emergency services environment that also has experience delivering national, psychological health and wellbeing projects and services to support the Programme SRO and Director. |

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| **Consequences** (Explain the outcome(s) for the Constabulary of implementing / not implementing this proposal) |
| Lancashire is responsible for this element of the programme, along with the College of Policing, for the successful delivery of the NPWS. |

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

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| **Decision (Outcome and Rationale)** |
| To approve the use of the Yorkshire Purchasing Organisation (YPO) Framework 940 – Managing Consultancy & Professional Services in appointing Reed Specialist Recruitment Ltd for Clinical Governance professional services via Awen Creative Ltd for the period 01 April 2023 to 31 March 2024.  Head of FPTS: Funded and appropriate procurement route. |

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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 – route is compliant with contract standing orders** |  |  | | **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  Signed:  C:\Users\marting\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\A68544PX\IH Signature (2).jpg  Date: 29 March 2023 | Name: Dan Rogers  Role: CFO  Signed: Dan Rogers  Date: 6/4/23 |