

**Internal Decision Template**

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| **Subject / Report Title:** | To procure a supplier to become the OK Life Wearable Study Coordinator for the National Police Wellbeing Service to be used to support the delivery of elements of the Wellbeing Portfolio. |
| **Sponsor (e.g. Head of Dept.):** | Dr Ian Hesketh – SRO for the National Police Wellbeing Service |
| **Author:** | Johanna Duckworth – NPWS Communications and 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 the provision of Delivery Managment services via ALM Performance for the period 03 October 2022 to 31 March 2023. |
| **Date:** | 01 March 2023 |

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| **Issue for Consideration** (Requirement for change / Background Information / Considerations / Timescales) |
| **Background Information**  The National Police Wellbeing Service (NPWS) wants to engage a specialist consultancy to supply programme management services to support the delivery of the programme and capability model.  The supplier will provide programme management services at a strategic and corporate level in order to manage the delivery of a complex programme.  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 Programme governance arrangements.  The Wellbeing Portfolio has a requirement for a part-time OK Life Wearables Study Coordinator to act as the interface between a police force, academic institution and a third party provider of wearable technology starting on Monday, 3rd October 2022.  The supplier must have:   * A proven track record of working in a national policing and emergency services environment. * Experience delivering national projects and services.   We are seeking a supplier to support the following activities:   * To ensure the seamless delivery of a pilot and associated study. * Three pilots - under the guidance of the NPWS conduct in person onboarding process, educational sessions around use of biometric data, set up data flow and create a reporting function. * Wearable tech – provide two different product types for a deeper analysis in terms of usage - one wrist based, and the other finger based. This also allows different job types within Forces to benefit from a product that is more suited to day to day activities. * Quantity - 100 items of wearable tech. * Reporting system - both device types to have a back-end data reporting system included which allows for a data analytics function to generate reports on biometric data. Options for API connections, if needed to integrate to existing systems. * Deployment of devices - the aim would be to deliver a min of 15 of each device per month for Q1 2023. Then ongoing education, data management, reporting and operational support.   The change to the SOW is to provide budget to deliver:   * Wearable tech – provide two different product types for a deeper analysis in terms of usage - one wrist based, and the other finger based. This also allows different job types within Forces to benefit from a product that is more suited to day to day activities. * Quantity - 400 items of wearable tech. * A technology platform to manage and coordinate cohorts of uses engaged in the Wearable Physical Wellbeing work. |

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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.   * the budget will be in the region of £362,510 (excl. VAT) including the Reed management fee of 4.5% * in addition, there is a £2000 (excl. VAT) budget available for travel and subsistence as agreed during the course of the engagement. This element does not have/attract a Reed margin   Fees are exclusive of VAT.  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 is an opportunity for the NPWS Programme to utilse a specialist provider to lead on the development and delivery of a Wellbeing related activity.  Opportunity to utilse a partner with a proven track record of working in a national policing and emergency services environment. |

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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 the provision provision of Delivery Managment services via ALM Performance for the period 03 October 2022 to 31 March 2023.  **CFO:** Framework applied and grant funded. 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 – 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:    Date: 01 March 2023 | Name: Dan Rogers  Role: CFO  Signed: Dan Rogers  Date: 16 March 2023 |