

**Internal Decision Template**

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| **Subject / Report Title:** | The refurbishment of National Police Wellbeing Service Van BX68 DSO |
| **Sponsor (e.g. Head of Dept.):** | Dr Ian Hesketh – SRO for the National Police Wellbeing Service |
| **Author:** | Colin Lewis – NPWS Outreach Coordinator, Mike Whalley – Lancashire Procurement Officer for NPWS |
| **Decision Required:** | To authorise approval to use VCS Ltd for the refurbishment of a National Police Welbeing Service, Wellbeing Van.  **To waive provision 2.1.2 of Standing Orders Relating to Contracts.** |
| **Date:** | **21st 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.   The NPWS Wellbeing Fleet services all territorial UK Police Forces and a number of national agencies. The vehicles travel across the country on a rolling deployment basis and are subject to high levels of footfall and wear. They are utilsed by OH partners, Wellbeing Teams and operational staff.  A refurbishment programme was scheduled to begin this financial year and funding has been secured and set aside by the NPWS Programme Manager, Guy Martin.  The first selected vehicle is BX68 DSO – the oldest wellbeing outreach van.  **Procurement Process**  Wellbeing were advised by the previous Lancashire Fleet Manager, John Heussi to use VCS Ltd for the work and this was confirmed with current Fleet Manager Tony Deus. Tony has since advised that he was not sure that VCS were actually an approved supplier.  Procurement Dept have therefore been consulted and they advise that there is currently a tender process ongoing for such vehicle refurbishments/conversions, and that there is not currently a contract in place for this service.  There is a national vehicle conversion contract (which the company chosen for this refurbishment are on) however the process to use it is complicated and involves requesting quotes from all the suppliers on the framework, many of which are located nationally.  Therefore, with the approval and assistance of Fleet, we are currently carrying out a tender exercise to have our own contract in place with hopefully a number of local suppliers. Once that is in place which will be circa Feb/March 23, then any further conversions.refurbs will be done via that new contractual arrangement.  For the immediate future any further conversions/refurbs must be carried out using the 3 quote process, with Fleet providing the instance in identifying suppliers who could be approached.  **Approval Requested**  In this specific instance, as the work has already been completed by VCS Ltd and the vehicle has now been refurbished and is once again operational within the fleet, it is requested that a waiver is approved in this instance due to the cost being over the £10k value. |

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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.** |
| **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.     |  |  | | --- | --- | | **Description** | **Cost** | | **Refurbishment of Wellbeing Outreach Van** | **£11,525** | |  | **£11,525 (Exc 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 refurbishment has updated and refreshed a wellbeing outreach van, replacing damaged or worn components and installing more effective equipment eg heating system and mechanical step access. The vehicle is smarter, cleaner and able to present a more professional image of the NPWS. |

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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 a Wellbeing Outreach Service in 2022/23. |

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| **Benefits** |
| The NPWS Outreach Service is an essential area of business and impacts on the wellbeing, performance, morale, retention and recruitment of officers across the UK. The service facilitates mass healthcare interventions and supports police forces with major events and spontaneous incidents. |

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| **Decision (Outcome and Rationale)** |
| To authorise approval to use VCS Ltd for the refurbishment of a National Police Welbeing Service, Wellbeing Van.  **To waive provision 2.1.2 of Standing Orders Relating to Contracts.** |

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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 apptoved by Mike Whalley – process confirmed via a waiver**  **Due To the reasons outlined in the report** |  |  | | **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: 21 September 2022 | Name: Dan Rogers  Role: CFO  Date: |