

**Internal Decision Template**

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| **Subject / Report Title:** | To procure a venue for a National Police Wellbeing Service – Police Covenant Mental Health Peer Support Symposium  |
| **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:** | To authorise the procurement of an appropriate venue for a National Network Event in October 2022 for NPWS Police Covenant Mental Health Peer Support Symposium |
| **Date:** | **16th 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 a Police Covenant Mental Health Peer Support Symposium Event is planned for October 2022. This event is for Home Office Force and non-Home Office Forces to attend and is aimed at the OK Award Winners, the OK Peer Support Network and guests from the Home Office, College of Policing and NPCC. It is a 2-day event on the 18th & 19th October 2022, for 60 attendees.This event was requested at short notice by Andy Rhodes NPWS Service Director who asked that a meeting, which was due to be held at Chesford Grange, a venue which was holding a credit from a previous event, was repurposed for this event. Authority was given by Andy Rhodes and Guy Martin to repurpose the event.**Chesford Grange**This has been costed at £197 per delegate, for 60 delegates this would equate to **£11820****Conference Facilities:** There is a suitable conference room available which has natural light**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. **Additional Costs:** Members of the NPWS Team and the NPWS Board are required to stay the night prior to the event. This has been costed at £129 per person DBB. Currently 9 rooms are required and this would equate to **£1161**Additional AV has been requested – staging, sound system and microphones. This has been costed at **£614**The hotel is holding a credit of **£3777.35** which is being offset against the cost of the event.  |

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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 contracts2.1.1 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.This is a one-off event with a one-off costing.

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| **Venue** | **Cost Per Head** | **Cost for Attendees** |
| **Conference Rate** | £197 | **£11,820 (60 attendees)** |
| **Pre Event**  | £129 | **£1,161 (9 people)** |
| **Enhanced AV** | NA | **£614** |
| **Credit Held** | NA | **£3777.35** |
|  |  | **£9817.65** |

***The above costs, which are VAT inclusive, includes:***2 Day conference rates including, main room hire, overnight accommodation and all meals for the 2 days. AV provision, including projector, screen, staging and sound system.***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 OK Award Winners and the OK Peer Support Network and to provide an update on the Police Covenant, It is also an opportunity to share best practice, receive national updates from key guest speakers and to network. |

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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 Police Covenant Mental Health Peer Support networking event in conjunction with the Home Office in 2022. |

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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 Chesford Grange Hotel as a venue for the National Police Wellbeing Service – Police Covenant Mental Health Peer Support Symposium to be held in October 2023CFO Rationale:Exemption applied to utilise existing credit 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.

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| **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 HeskethRole: NPWS SRODate: 16 September 2022 | Name: Dan RogersRole: CFODate: 16/9/22 |