

**Internal Decision Template**

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| **Subject / Report Title:** | To procure a partner to deliver a “Nutritional Wellbeing Roadmap” to the National Police Wellbeing Service. |
| **Sponsor (e.g. Head of Dept.):** | Dr Ian Hesketh – SRO for the National Police Wellbeing Service |
| **Author:** | Neil Collinson – Mike Whalley – Assistant Accountant. |
| **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 delivery of a “Nutritional Wellbeing Roadmap” by Nutrivival Limited by the 31 March 2022. |
| **Date:** | 07 March 2022 |

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| **Issue for Consideration** (Requirement for change / Background Information / Considerations / Timescales) |
| **Background Information**  Building workforce capability is intrinsic to growing well. The wellbeing of the organisation, and its individuals, is at the very heart of it.  The National Police Wellbeing Service (NPWS) consists of a series of coordinated activities, planned events and related measures to deliver the “Common Goal for Police Wellbeing” vision, associated change and benefits of a holistic approach to psychological health & wellbeing supporting Forces to sustainably grow and manage their workforce.  Through an iterative Capability Model the two strategic themes of Psychological Health & Wellbeing and Specialist Support are delivered through four phases:   * 1. Scan & Develop (evidence-based research, capability development and an Expert Reference Group),   2. Delivery (six, core live services and associated offers),   3. Assure & Evaluate (benefits realisation and performance management)   4. Communicate & Engage (website, social media, press, stakeholder engagement).   The NPWS Programme is intrinsically linked to, and mutually supportive of the Police Covenant and aims to deliver three key organisational benefits; improved performance and effectiveness, improved morale and improved retention.  Delivery of the work will be through the existing NPWS Programme 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 work will be in the region of **£13,167 (excl. VAT)** based on delivering a Nutritional Wellbeing Roadmap to include the following:   * 1. Identified organisational perceived need or objective with what it is that police officers and staff want from a nutrition programme   2. Police service wants to improve morale, energy, weight/diabetes risk   3. A collaborative and analytical approach will create a toolkit capable of providing quality, effective material to achieve the target vision.   Fees are exclusive of VAT and expenses.  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 to design comms and engagement material to support the Live Services, offers and other core initiatives.  Approach is to have a part-time, specialist available to support the core team in order to focus effort on specific technical areas relating to digital content production. |

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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. |

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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 of a “Nutritional Wellbeing Roadmap” by Nutrivival Limited by the 31 March 2022.  **CFO:**  Framework and budget 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 – 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  Date: 07 March 2022 | Name: Dan Rogers  Role: CFO  Date: 16/3/22 |