

**Internal Decision Template**

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| **Subject / Report Title:** | To procure a partner to supplier to design, deliver and analyse a National Wellbeing Survey for the National Police Wellbeing Service. |
| **Sponsor (e.g. Head of Dept.):** | Dr Ian Hesketh – SRO for the National Police Wellbeing Service |
| **Author:** | Neil Collinson – NPWS Capability Delivery Manager/Paul Eastham – Procurement Officer/Mike Whalley – Assistant Accountant. |
| **Decision Required:** | To accept the proposal from Durham University for the design, delivery and analysis of a National Wellbeing Survey. Contract period from 11th August 2022 to 31 March 2023. |
| **Date:** | 11 August 2022 |

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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 intention is to:   * Design the survey in August – September 2022 * Run the survey in October – November 2022. * Complete the analysis December 2022 – January 2023. * Deliver the final report in February 2023.   The advert and specification for the National Wellbeing Survey was sent to the N8 Research Partnership, made up of the following universities in the North of England: Durham, Lancaster, Leeds, Liverpool, Manchester, Newcastle, Sheffield and York in order to satisfy the procurement process requirement of seeking a minimum of three quotes.  Only one response was submitted by the deadline, from Durham University. It was assessed to meet the required quality, expertise and experience to complete the work, and pricing is within the available budget. |

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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.  **Costs**  The work will be **£96,000 (excl. VAT)** to deliver the following:   1. Be accessible to circa. 240,000 officers and police staff. 2. Provide predictive modelling and analysis capability. 3. Model results on a national mean score, not a league table. 4. Be multi-tiered and take no longer than 15 minutes to complete. 5. Produce a report that can includes longitudinal analysis with the previous National Wellbeing Survey Reports.   Fees are exclusive of VAT and inclusive of any 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) |
| There is a risk that if the survey can not be launched mid-October then the baseline data is collected too late in the year to be meaningful.  The major opportunity this work will deliver is the longitudinal analysis from the previous National Wellbeing Survey Reports, which will allow all Home Office forces the opportunity to compare the findings from previous surveys.  This is an opportunity for the programme to utilse a partner with a proven track record of working in a national policing that also has experience delivering national surveys. |

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| **Consequences** (Explain the outcome(s) for the Constabulary of implementing / not implementing this proposal) |
| Lancashire is the Lead Force responsible, along with the College of Policing, for the successful delivery of the NPWS.  The National Wellbeing Survey is a key element of the Capability Assurance pillar of the NPWS Capability Model, specifically it supports the benefits realisation work of the programme.  This will be the second national survey and include questions relating to the COVID-19 pandemic. |

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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 accept the proposal from Durham University for the design, delivery and analysis of a National Wellbeing Survey. Contract period from 11 August 2022 to 31 March 2023.  **CFO:**  Three quotes were sought although only one received. 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.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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: 11 August 2022 | Name: Dan Rogers  Role: CFO  Date: 11/8/22 |