

ORIGINATOR: CHIEF EXECUTIVE

DECISION NUMBER: 21 - 2023

REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: POLICE AND CRIME COMMISSIONER

SUBJECT: CORPORATE GOVERNANCE – SCHEME OF GOVERNANCE AND
CONSENT – CONTRACT STANDING ORDERS

SUMMARY:

- 1 The Scheme of Governance and Consent requires amendment to accommodate a review of Contract Standing Orders undertaken at 7Force level.
- 2 Approval is now sought to the revised Contract Standing Orders and thereby the Scheme of Governance and Consent.

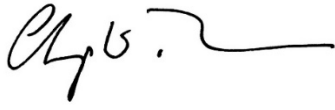
RECOMMENDATION:

The PCC is recommended to:

- 1 Approve the proposed changes to the 7Force Contract Standing Orders.

APPROVAL BY: PCC

The recommendation set out above is agreed.

A handwritten signature in black ink, appearing to be 'PCC' followed by a stylized flourish.

Signature

Date 30 June 2023

DETAIL OF THE SUBMISSION

1. INTRODUCTION:

- 1.1 The Police and Crime Commissioner (PCC) has adopted a number of key corporate governance documents that help contribute to the good governance of the two corporations sole that operate in policing locally, namely the PCC and the Chief Constable. These corporate governance documents include a Scheme of Governance and Consent (the Scheme).
- 1.2 The Scheme has a number of constituent parts, one of which is the Contract Standing Orders. These Contract Standing Orders, common across the seven police areas, and introduced by the Seven Force Collaboration Agreement for Procurement in 2019, are reviewed on a regular basis.
- 1.3 It is now proposed following such a review to adopt revised Contract Standing Orders. Observations by the Suffolk Office for the PCC have been accommodated. The proposed changes have been considered by the Strategic Procurement Governance Board (attended by the PCC, PCC Chief Executive and Chief Constable's Chief Finance Officer).
- 1.4 The proposed changes to the Contract Standing Orders require the approval of the 14 Corporation sole within the 7Force Collaboration.
- 1.5 The changes are highlighted in the summary attached as Appendix 1.

2. FINANCIAL IMPLICATIONS:

- 2.1 There are no direct financial implications arising from consideration of the paper.

3. OTHER IMPLICATIONS AND RISKS:

- 3.1 There are no other material implications or risks associated with consideration of this paper.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	YES – Originator is a solicitor and the PCC's Monitoring Officer
Has the PCC's Chief Finance Officer been consulted?	YES
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	YES – although not directly applicable
Have human resource implications been considered?	YES – although not directly applicable
Is the recommendation consistent with the objectives in the Police and Crime Plan?	YES
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	YES
Has communications advice been sought on areas of likely media interest and how they might be managed?	NO – no media interest expected
Have all relevant ethical factors been taken into consideration in developing this submission?	YES


In relation to the above, please ensure that all relevant issues have been highlighted in the 'other implications and risks' section of the submission.

APPROVAL TO SUBMIT TO THE DECISION-MAKER

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:



Date

30 June 23

Highlights of proposed changes to Contract Standing Orders.

1. Minor cosmetic changes to ensure consistency of terms in accordance with glossary and procurement legislation
2. In line with Compound inflation thresholds have been raised from £50k to £60k and £5k to £6k. – to be reviewed every 3 years by CEB.
3. Alignment of Norfolk and Suffolk with the other 5 forces in regards to Quote Thresholds.
4. Changing the award of contract delegation at quote level i.e. below 50k to the relevant delegated authority within Forces rather than 7FCS.
5. Requiring the customer lead for contracts which require Decision reports/Notices to be responsible for producing these reports and taking them through local decision making processes.
6. Alignment of the financial tolerance levels associated with contract variations to the existing scheme of delegation for contract wards i.e. variations up to £250k or 10%, whichever is lower can be authorised by the relevant delegated authority within 7 Force Commercial services, subject to confirmation of funding.
7. Section 8 Form of contract has been simplified to reflect that all procurements over £50k are managed by 7FCS and will have the appropriate standard terms which protect the policing bodies. Key elements including warranties, parent guarantees etc.
8. CSOs currently are silent on Concession Contracts – this is now included
9. Transparency – a new clause to ensure that all contracts are published in accordance with legal obligations.