

ORIGINATOR: OPCCN Website Team

DECISION NO. 2020/ 12

REASON FOR SUBMISSION: For Decision

SUBMITTED TO: Police and Crime Commissioner (PCC)/Chief Executive

SUBJECT: New Office of the Police and Crime Commissioner Website

SUMMARY:

The Office of the Police and Crime Commissioner for Norfolk (OPCCN) has sought to commission the design, build and maintenance of a new website as the existing OPCCN website no longer fulfils the requirements of the office/PCC.

The role of the OPCCN is varied and constantly evolving with many strands and a large amount of information which must be shared with the general public.

The OPCCN's new website will provide residents/partners with easy access to information about the office and the role of the PCC, decisions which have been made and latest news in an accessible way.

The OPCCN's new website will also allow for new areas of the website to be added when needed.

A total of £14,970 excluding VAT (£17,964 Inc) will be provided to Bigfork, to develop and implement the new OPCCN website.

Ongoing annual hosting and support costs of £1,616 excluding VAT will be incurred (based on a three -year support contract).

Bigfork are a Norfolk-based marketing and web design company.

RECOMMENDATION:

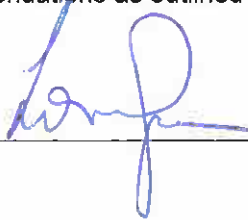
It is recommended that the PCC for Norfolk supports the allocation of funding to Bigfork to

develop and implement the new OPCCN website.

OUTCOME/APPROVAL BY: ~~PCC/CHIEF EXECUTIVE/CHIEF FINANCE OFFICER~~
(Delete as appropriate)

The recommendations as outlined above are approved.

Signature



Date

27/02/2020

DETAIL OF THE SUBMISSION

1. OBJECTIVE:

1.1 To approve funding to develop and implement a new OPCCN website.

2. BACKGROUND:

2.1 The Office of the Police and Crime Commissioner for Norfolk (OPCCN) has sought to commission the design, build and maintenance of a new website as the existing OPCCN website no longer fulfils the requirements of the office/PCC.

2.2 On advice from Norfolk Constabulary's procurement team, the OPCCN invited four local companies to put forward their proposals based upon the specification for the new website created by the OPCCN website team. Of these four companies, three companies expressed an interest and pitched their ideas and proposals to the website team and a member of Norfolk Constabulary's procurement team during January 2020.

2.3 Following the three proposal/pitch meetings, Bigfork appointed as provider for the website.

3 AREAS FOR CONSIDERATION:

3.1 Bigfork will create a new website ensuring:

- The new design is professional, engaging and friendly
- Design works well across all devices e.g. smartphones, tablets, laptops, desktop PCs
- Functionality caters to the existing and future needs of the organisation
- Content which showcases both the work of the PCC and that of the OPCCN
- Compliance with transparency and accessibility requirements
- Improved structure, navigation and search facilities to ensure content can easily be found
- Consideration of the different user journeys for different audiences
- Easy to access news and updates
- A document library that can be easily searched and filtered.

3.2 Reassurance has been sought that Bigfork can work to the required 12-week timeline. A project plan has been supplied.

3.3 Reassurances have been sought that Bigfork can meet all elements of the OPCCN specification.

3.4 The OPCCN's newly developed branding and logo will be incorporated within the web design.

4 OTHER OPTIONS CONSIDERED:

4.1 Not funding the project. This option has been rejected due to the necessity to have an OPCCN website fit for purpose.

5 STRATEGIC AIMS/OBJECTIVE SUPPORTED:

5.1 The OPCCN is required to publish information under the Freedom of Information Act 2000.

6 FINANCIAL AND OTHER RESOURCE IMPLICATIONS:

6.1 A total of £14,970 excluding VAT (£17,964 Inc) will be provided to Bigfork, to develop and implement the new OPCCN website.

6.2 Ongoing annual hosting and support costs of £1,616 excluding VAT will be incurred (based on a three -year support contract).

7 OTHER IMPLICATIONS AND RISKS:

7.1 None

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	No
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

Have human resource implications been considered?	Yes
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 – Surveys
Has communications advice been sought on areas of likely media interest and how they might be managed?	Yes
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to the PCC).

Chief Executive

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

Signature:




Date 26.2.2020

Chief Finance Officer (Section 151 Officer)

I certify that:

- a) ~~there are no financial consequences as a result of this decision,~~
OR
- b) the costs identified in this report can be met from existing revenue or capital budgets,
OR
- c) ~~the costs identified in this report can be financed from reserves~~
AND
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

Signature: 

Date: 26.2.2020

PUBLIC ACCESS TO INFORMATION: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*

