



Subject: Contract Standing Orders

Originator: 7 Force Commercial Services

Decision no. 18/2023

Reason for submission: Approval of Updated Contract Standing Orders

Submitted to: PCC

Summary:

An annual review of the 7 Force Contract Standing Orders has been concluded, having consulted with stakeholders across the region and the proposals endorsed by the Commercial Executive Board and Strategic Procurement Governance Board. In accordance with the s22A Agreement for 7 Force Commercial Services the changes require the approval of all 14 Corporations Sole.

Recommendation:

The PCC approves the revised Contract Standing Orders.

Outcome/approval by: PCC/~~chief executive~~/~~chief finance officer~~
(Delete as appropriate)

The recommendations as outlined above are approved.

Signature: 

Date: 14/07/2023

Detail of the submission

1. Objective:

- 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 Norfolk Office for the PCC have been accommodated. The proposed changes have been considered by the Strategic Procurement Governance Board (attended by the PCC'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. Background:

- 2.1 This is an annual process to ensure the current Contract Standing Orders are fit for purpose.

3. Areas for consideration:

3.1 All areas of the Contract Standing Orders were reviewed by all 14 Corporation soles and agreement reached over several meetings.

4. Other options considered:

4.1 Options were debated and discussed but Norfolk OPCCN was keen to see changes in the Contact Standing orders to help with efficiency of tendering.

5. Strategic aims/objective supported:

5.1 This supports the pillar of sustaining an efficient and effective Constabulary.

6. Financial and other resource implications:

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

7. Carbon Emissions and Other Environmental Implications:

Carbon Emissions

7.1 The estimated impact on our carbon emissions that must be reported under current statute from this proposal is:

Emission Categories:	Increase in tCO ₂	Saving in tCO ₂
Scope 1 – Fuel – Building Heating	0	0
Scope 1 – Fuel – Transport	0	0
Scope 2 – Electricity	0	0

Environmental Implications

7.2 No material implications

or

The estimated impact on our environmental factors from this proposal is xxxxx

8. Other implications and risks:

8.1 Consultation with Gavin Thompson and Stephanie Stearman on behalf of the Norfolk OPCC. No further risks or issues have been raised.

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 – although not directly attributable
Have human resource implications been considered?	Yes – although not directly attributable
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
Have sustainability and environmental factors been considered? (e.g. biodiversity, employee commuting, business travel, waste and recycling, water, air quality, food and catering and estates construction)	Yes
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

Is this report a Confidential Decision?

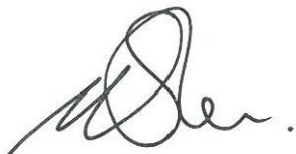
No

If Yes, please state reasons below having referred to the [PCC Decision Making Policy](#)

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: 14/07/2023

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: 14/07/2023

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.*

NOT PROTECTIVELY MARKED