Nottinghamshire Police and Crime Commissioner – Notice of Decision

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DECISION OR INFORMATION:	Decision
DATE RECEIVED:*	07.10.21
REF:* (to be inserted by the OPCC)	2021.100

TITLE:	Provision of temporary strategic comms support

EXECUTIVE SUMMARY:

The PCCs communications contract came to an end on 31st August 2021. In order to enable the Commissioner to have ongoing comms support to enable her to consult and maintain her website an interim arrangement has been put in place for a maximum period of 3 months (1st September 2021 to 30th November 2021).

The Commissioner is required to confirm her approval to award a contract for a maximum period of 3 months to SW1 Media Limited (Millbank Creative).

INFORMATION IN SUPPORT OF DECISION: (eg report or business case)

The PCCs communications contract came to an end on 31st August 2021. In order to enable the Commissioner to have ongoing comms support to enable her to consult and maintain her website an interim arrangement has been put in place for a maximum period of 3 months.

This interim arrangement will allow time to ascertain what future support is required before going out to tender for this communications support.

The contract will be for the monthly provision of:

- Temporary digital communications support for the Commissioner's office;
- Provision of a senior consultant to help devise a social media content strategy and work with the Commissioner's communications officer to ensure a joined-up comms output;
- To provide a daily account manager to ensure content is posted in a timely manner. To provide a graphic designer to create graphical content where required for daily posts
- To write, design, produce and send a monthly e-newsletter detailing the work of the Commissioner, including all graphics
- To include temporary offline communications support as and when required including the writing and distribution of press releases during periods of existing Communications support absence due to leave or illness.

** See guidance on non-public information

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FINANCIAL INFORMATION	
Up to £2,850 revenue funding per month for a maximum of three months (up to total of £8,550).	
Signature: Chief Finance Officer	[redacted]
Date:	12th October 2021

Is any of the supporting information classified as non-public or confidential information?**	Yes	☐	No	☒
If yes, please state under which category from the guidance**				

DECISION:

The Commissioner is required to confirm her approval to award a contract for a maximum period of 3 months to SW1 Media Limited (Millbank Creative) for the provision of temporary strategic comms support.

OFFICER APPROVAL:	
I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.	
Signature: Chief Executive	Kevin Dennis
Date:	22/10/21

DECLARATION:	
I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below: The above request has my approval	
Signature: Nottinghamshire Police & Crime Commissioner	C E Henry
Date:	26/10/21

** See guidance on non-public information