

## Nottinghamshire Police and Crime Commissioner – Notice of Decision

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<b>DECISION OR INFORMATION:</b>	Decision
<b>DATE RECEIVED:*</b>	02/03/2022
<b>REF:*</b> (to be inserted by the OPCC)	2022.024

<b>TITLE:</b>	Nottinghamshire PCC Communications Work and additional costs
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<b>EXECUTIVE SUMMARY:</b>
<p>There have been a couple of additional requirements in relation to the PCCs Communications work which have required extra costs. The PCC is therefore requested to approve the following additional costs:</p> <ul style="list-style-type: none"> <li>An additional £2,735.95 is required to cover the additional and unforeseen costs associated with the print and distribution of the PCCs precept leaflet. The precept leaflet work was covered in the recent contract with SW1 Media Limited for the Design and print of the new police and Crime Plan and associated leaflets (see decision notice 2021.122).</li> <li>An additional up to £7,274 for the postal distribution of precept leaflets in two geographic areas (which could not be undertaken within the above contract). This work to be undertaken by Better Times Limited.</li> <li>A new contract for up to £7,000 with Better Times Limited for the period 1<sup>st</sup> March 2022 to 30<sup>th</sup> June 2022 to assist with the production of press releases for the PCC.</li> </ul> <p>These additional costs will be funded out of the budget for the Office of the Police and Crime Commissioner.</p>

<b>INFORMATION IN SUPPORT OF DECISION: (eg report or business case)</b>
<p>Decision Notice 2021.122 outlined the award of a contract to SW1 Media Limited for the Design and Print of the new Police and Crime Plan and associated leaflets. Included in this contract was an agreed £10,979.31 for the design and print of 500,000 precept leaflets. As the work has begun the remit in relation to the precept leaflet has changed somewhat in terms of new multiple delivery points and packing requirements; an amended specification in relation to paper grade and an additional 25,000 print run. These changes have meant an additional cost of £2,735.95. A contract variation will be undertaken reflecting this increase in price from £10,979.31 to £13,715.26.</p>

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In addition to the above a further up to £7,274 is required for the postal distribution of the precept leaflets to households in two geographic areas. This work could not be undertaken as part of the above contract and as such will be undertaken by Better Times Limited following receipt of a written quote from them. This complies with Standing Orders which requires one quote for activity under £10,000.

Finally, in relation to Communications work, the PCC has identified a need for additional support in relation to the production of press releases. This is a short term requirement whilst the internal communications team is recruited. Up to £7,000 has therefore been made available to Better Times Limited for the period 1<sup>st</sup> March 2022 to 30<sup>th</sup> June 2022 to support with PCC press releases. This complies with Standing Orders which requires one quote for activity under £10,000.

### FINANCIAL INFORMATION

The funding is revenue and is in budget.

**Signature:**  
**Chief Finance**  
**Officer**



**Date:**

03/03/2022

**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 PCC is requested to approve the following:

- An additional £2,735.95 is required to cover the additional and unforeseen costs associated with the print and distribution of the PCCs precept leaflet. The precept leaflet work was covered in the recent contract with SW1 Media Limited for the Design and print of the new police and Crime Plan and associated leaflets (see decision notice 2021.122).
- An additional up to £7,274 for the postal distribution of precept leaflets in two geographic areas (which could not be undertaken within the above contract). This work to be undertaken by Better Times Limited.
- A new contract for up to £7,000 with Better Times Limited for the period 1<sup>st</sup> March 2022 to 30<sup>th</sup> June 2022 to assist with the production of press releases for the PCC.

These additional costs will be funded out of the budget for the Office of the Police and Crime Commissioner.

\*\* See guidance on non-public information

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### 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**

S. M. Goodell

**Date:**

04/03/2022

### 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**

Caroline Henry

**Date:**

04/03/2022