Nottinghamshire Police and Crime Commissioner
Notice of Decision

Nottinghamshire
POLICE & CRIME COMMISSIONER

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For Decision or Information	Decision
Date received*:	14.01.21
Ref*:	2021.002

*to be inserted by Office of PCC

TITLE:
CSI Facilities and ISO 1700 Compliance

EXECUTIVE SUMMARY:

The Forensic Regulator has stipulated that all CSI departments in the country must comply with ISO 1700 no later than March 2021. In order to meet these requirements, standards, processes, procedures, training, competency and anti-contamination measures have all had to be reviewed and updated. This has impacts on all areas including the building facilities which will require changes in order to comply with the current and future demands of ISO accreditation.

Additionally there is an opportunity to collaborate with the Fire Service by co-locating fire investigators, who also need to comply with ISO 1700.

In order to meet the required standards, building works are required at two sites – Sherwood Lodge (HQ) , where the majority of the works are to be undertaken and Radford Road Police Station. Proposed building works include reconfiguring the ground floor area at HQ Printing and Stores block to create 3 new forensic drying rooms and ante rooms, wet room, shower room and dispatch room. Radford Road works are to split the existing forensic drying room in two and create an ante room.

CSI departmental SOPs and risk assessments will be written and reviewed to align with ISO requirements, building flow and to become more process driven.

It is proposed to appoint Henry Brothers Ltd to undertake the required building works. Henry Brothers are the principal contractor for the HQ new build project and associated refurbishment/alteration works within existing buildings on the site. The benefits of using Henry Brothers are several fold – 1. They are already on site at HQ, so from a health and safety point of view it reduces risks because they will be the only principal contractor who will be working on site at any one time. This will ensure that a single contractor takes full health and safety responsibility for the site and that health and safety is properly co-ordinated. 2. From a financial point of view, they already have site set up and personnel on site at HQ. This has enabled them to reduce their tender as many of the site set up and supervision costs are already covered in the HQ new build project tender price. 3. Henry Brothers have agreed to charge for the works based upon the rates included for the much larger HQ project which will enable this project to benefit from the very competitive rates of a larger project which has been competitively tendered and won. Gleeds Cost Consultants have checked the rates and can confirm the rates used are in line with the tendered allowances for the HQ redevelopment works. It is therefore proposed to award the Contract to Henry Brothers Ltd on the basis of a single tender procurement process.

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INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)
Confidential Tender Summary attached.

FINANCIAL INFORMATION
The Contract Sum is set out in the attached Confidential Tender Summary.

Provision has been made for this project in the approved 2020/21 capital programme and the costs are within the budget provision.

Signature: [redacted]
Chief Finance Officer

Date: 14th January 2021

Is any of the supporting information classified as non public or confidential information?**	Yes	X	No	
If yes, please state under which category number from the guidance**	3			

DECISION:
To agree to appoint Henry Brothers Ltd to undertake the proposed building works at Sherwood Lodge and Radford Road Police Station, required to enable ISO 1700 compliance in CSI, on the basis of the attached confidential Tender Summary.

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: Kevin Dennis
Chief Executive

Date: 14/1/21

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 and Crime Commissioner

Date: 14/1/21

** See guidance on non public information