



## Nottinghamshire Police and Crime Commissioner – Notice of Decision

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<b>DECISION OR INFORMATION:</b>	Decision
<b>DATE RECEIVED:*</b>	27/07/2023
<b>REF:*</b> (to be inserted by the OPCC)	2023.077

<b>TITLE:</b>	Approval of the amended Contract Standing Orders
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### EXECUTIVE SUMMARY:

Following the initial decision in December 2021 (Ref: DR2021.130) to temporarily amend Contract Standing Orders (CSOs) to increase the threshold to which procurements could be managed by practitioners from £25,000 to £50,000 to help address a backlog of procurement requests by increasing localised procurement and redirecting the limited available specialist resource to manage higher value and more complex procurement.

Subsequent decisions (Ref: DR2022.054) and (Ref: DR2023.003) were taken to extend the original decision up to 30<sup>th</sup> June 2023 to allow for the new organisational in-house Commercial and Contract Management service review to be undertaken and to support the recruitment and establishment of the new Commercial & Contract Management Team following on from the service review.

As part of the establishment of the Commercial & Contract Management Team, a review of CSOs was required with a focus on bringing it up to date whilst also considering roles and responsibilities at specific thresholds to ensure the Force maximises its practitioner resources effectively to secure value for money for the Force.

The key changes are as follows;

- All contracts over £25,000 will revert back to being led by the Commercial and Contract Management Team.
- All contracts above £25,000 but below Public Contract Regulations (PCR's) tender threshold for Goods and Services where a suitable framework is not available, as a minimum, will seek four quotes (two local suppliers, where appropriate).
- All contracts for Works and Social and Other Specific Services (under the Light Touch Regime) that are above the Goods and Services PCR thresholds but below the PCR's thresholds for Works and Social and Other Specific Services where a suitable framework is not available, as a minimum, will seek five quotes (three local suppliers, where appropriate).

## Nottinghamshire Police and Crime Commissioner – Notice of Decision

- Exemptions up to £25k to be signed off by the Head of Commercial and Contract Management for CC procurement.

Having undertaken a comprehensive review of the Contract Standing Orders, it is proposed the amended CSOs 2023 are approved and rolled out across the Force and OPCC.

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

As part of the review, a high-level analysis was undertaken giving consideration to what over 20 Forces across England and Wales were doing, specifically focusing on spend thresholds (minimum requirements) and exemptions.

Consultation (in the form of a workshop) to understand the views and needs of our internal stakeholders across Force have also been undertaken to help inform the changes to the CSO's.

The approach of securing formal quotations helps to ensure resources applied to procurement activity is proportionate whilst ensuring competition (including local) and securing value for money.

The review has been led by the Head of Commercial & Contract Management, supported and accepted by both the Chief Finance Officers of the PCC and Force, as well as Head of Finance and East Midlands Police Legal Services.

In addition, the revised CSOs were taken to the Joint Independent Audit Committee with no concerns raised or actions required.

### FINANCIAL INFORMATION

No specific financial information in addition to what is included in the attached CSOs.

**Signature:**  
Chief Finance  
Officer

**REDACTED**

**Date:**

07.09.23

**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:

To approve the amended CSOs 2023, allowing activities to be undertaken to roll out and embed the changes promptly.

\*\* See guidance on non-public information

## Nottinghamshire Police and Crime Commissioner – Notice of Decision

### 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:**  
**Deputy Monitoring  
officer**



**Date:**

11.09.23

### 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**



**Date:**

18.09.23