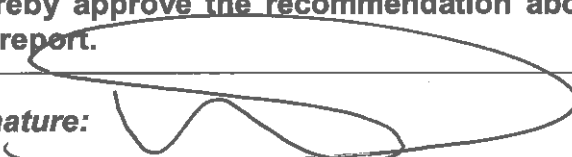


**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION**

REF: 022 / 2016
DATE: 1 December 2016

SUBJECT		COMMUNICATIONS AND MEDIA SERVICES SUPPORT
REPORT BY	POLICE AND CRIME COMMISSIONER	
CONTACT OFFICER	Malcolm Burch, Chief Executive Tel 01522 947192	
EXECUTIVE SUMMARY AND PURPOSE OF REPORT		
To approve the award of a contract to Grubb Street Media for the provision of communications and media services support to the Police and Crime Commissioner.		
RECOMMENDATION	<i>That Grubb Street Media Limited be awarded the contract for the provision of communications and media services support to the PCC for an initial 6 month period commencing 1 December 2016.</i>	

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE	
I hereby approve the recommendation above, having considered the content of this report.	
Signature: 	Date: 1/12/16

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

1. The Police and Crime Commissioner for Lincolnshire (PCC) has a requirement to procure communications and media services to support him with communicating and engaging with the public of Lincolnshire and key partners and stakeholders.
2. Provision of the following services is required:
 - All aspects of press and media handling including an out of hours support
 - Provide communication advice and media handling support to Police and Crime Commissioner
 - Act as the first point of contact for external media enquiries
 - Build and use all forms of new media to promote the Commissioner and Deputy Commissioner's responsibilities

- Attendance at meetings with the office of the Police and Crime Commissioner, Lincolnshire Police and other partner organisations as required
 - Liaison and weekly contact with Lincolnshire Police Communications Department
 - Publicise and support the OPCC community engagement activities
 - Developing and annually reviewing the media protocol with Lincolnshire Police and other partnership agencies
 - Developing and reviewing the communication and engagement strategy
 - Co-ordination of media campaigns
 - Ensure all marketing and branding activity conforms to an agreed standard
 - Editing and production of Police and Crime Plan and annual report
3. It is envisaged that this support will be delivered within no more than 8 Work Days per month. "Work Day" will comprise 8 hours of performance of the services whether accrued on one day or over a number of days. Where the services are performed by multiple individuals, a Work Day may consist of a mix of hours accrued by those individuals provided that the Work Day comprises 8 hours performance in total.

Grubb Street Media Limited

4. Following a competitive tendering process, the Police and Crime Commissioner has decided to award an initial 6 month contract to Grubb Street Media Limited commencing 1 December 2016, with an option to extend the term of the contract by a further 6 months.

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

None.

B. FINANCIAL CONSIDERATIONS

Provision for the cost of communication and media services will be contained within the PCC's existing budget following re-structuring of the OPCC. The indicative budget for these services is £16,800 excluding travel and other authorised expenses.

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

[This should include the legal powers the PCC has for making the decision]

The contract was awarded in accordance with Contract and Procurement Regulations.

D. PERSONNEL AND EQUALITIES ISSUES

The PCC requires contractors to have policies in place to demonstrate their commitment to equal opportunities in respect of sex, age, race, disability, sexual orientation, religion and belief.

E. REVIEW ARRANGEMENTS

A contract review will be undertaken in 6 months.

F. RISK MANAGEMENT

Any identified risks will be reported through the PCC's Risk Register process.

G. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation of the decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.

Is the publication of this form to be deferred? No

If Yes, for what reason:




Until what date:

Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

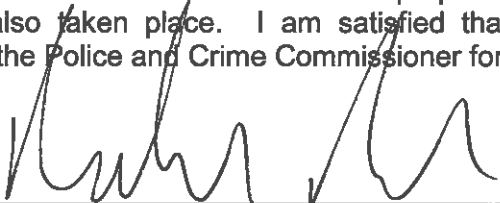
Is there a part 2 form? No

If Yes, for what reason:

ORIGINATING OFFICER DECLARATION

	Initial to confirm
Originating Officer: Malcolm Burch, Chief Executive, recommends this proposal for the reasons outlined above.	
Financial advice: The PCC's Chief Finance Officer has been consulted on this proposal.	
Monitoring Officer: The PCC's Monitoring Officer has been consulted on this proposal	

OFFICER APPROVAL

<p>Chief Executive</p> <p>I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.</p> <p>Signature: </p> <p>Date: 1/12/16</p>
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