



# Commercial Strategy 2023-2026

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Police and Crime Commissioner for Lincolnshire

Chief Constable, Lincolnshire Police

## **Commercial Mission Statement**

To provide a pro-active commercial lifecycle service to Lincolnshire Police (Force) and the Office of the Police and Crime Commissioner for Lincolnshire (OPCC) in an efficient and effective manner which responds to change internally and externally. To work with the OPCC/Force to inform, plan and where applicable provide direct support for contracts let for commissioning and other goods, works and services.

## **Procurement and Contract Management Services**

The Force/OPCC uses diverse purchasing methods to satisfy its requirements. These vary from using large “call-off” regional and national arrangements to more bespoke local arrangements which are often more time consuming to implement and manage. One of our key roles is to ensure that the commercial and legal interests of the Force/OPCC are addressed and offer the best available protection to the Force/OPCC.

We are committed to providing an effective and supportive Procurement and Contract Management service to all our internal stakeholders and will continue to ensure value for money is obtained through collaboration with other Forces and Public Sector organisations both regionally and nationally. We will also ensure that all contracts are allocated appropriate resources to ensure they are contract managed in the most effective way.

## **Vision**

To enable the delivery of effective and efficient police services and provide support for victims in Lincolnshire by procuring and managing contracts which provide high quality services and value for money.

## **Strategic Commercial Aims**

- To deliver a Procurement service that meets the requirements of all our internal customers whilst adhering to OPCC/Force Financial Regulations and UK Procurement Legislation.
- To ensure all fixed term Contracts are appropriately reviewed and managed.
- To ensure that the Commercial and Contract Management Department has a professional and supportive image which reflects the standards and values of Lincolnshire Police.
- To ensure that purchases and contracts are undertaken by the most cost-effective route possible taking into account operational and user requirements.
- To support Regional and National collaborative Procurement.
- To ensure wherever possible and practical, that Sustainability issues are considered and that whole life costs including disposal/recycling are considered when procuring Goods and Services.
- To ensure that Ethical Procurement issues are considered where applicable.
- To ensure compliance with the East Midlands Procurement Diversity Guide.

## **Scope of the Commercial Strategy**

The Commercial Strategy will:

- Continue the commitment to regional and national collaborative arrangements
- Provide effective and timely guidance within the Force/OPCC on all Procurement and Contract Management matters
- Highlight the need to purchase from wherever possible and practical renewable sources of materials, considering whole life costs and sustainable and environmental issues.
- Ensure that all Force/OPCC contracts let by the Commercial and Contract Management Department meet the requirements of all relevant Corporate Social Responsibility and Diversity legislation and the East Midlands Police Forces Procurement Diversity Guide.
- Ensure that appropriate Contract Management procedures are implemented across the Force/OPCC.

## **Commercial Objectives for 2023 – 2026**

There are 6 key elements to the Lincolnshire Police Commercial Strategy:

1. The development and implementation of a systematic approach to continuous improvement
2. Standardisation of products and services to minimise the effect of variations in supply
3. A sustained reduction in unnecessary expenditure and wastage
4. To support where applicable the Police and Crime Plan
5. Training for budget holders regarding their involvement in the procurement and contract management process
6. To support Regional and National Police Procurement opportunities and ensure that all opportunities to use collaborative contracts are considered at the start of any Procurement process.

### **1. The development and implementation of a systematic approach to continuous improvement.**

- Consultation with internal budget holders to ensure efficiency savings are identified and achieved where possible; and existing supply arrangements for goods and services still meet the requirements of the organisation.
- Working with Regional Forces, Home Office and other public bodies to ensure that collaborative opportunities are identified and exploited and ensure the ongoing participation in any national or other benchmarking activity.
- Regular refresher training relating to the UK Public Procurement Regulations, support and attendance where appropriate at regional or national developed Procurement training.

- The use of Electronic tendering and other e-solutions is to be continued and developed.
- The provision of training and assistance to departments on the electronic ordering system and ordering process as well as regarding contract management processes and requirements.
- Real time update of the Contracts Registers and associated allocation of resources to undertake the re-tendering and contract management of contracts.

## **2. Standardisation of products and services to minimise the effect of variations in supply.**

- To continue to improve the economies of scale through collaboration.
- To ensure that local contracts offer economies of scale through longer term contracts that achieve both reduced costs and improved supplier relationships without compromising quality, delivery and operational effectiveness.
- To share specifications with other Forces and request copies of their specifications where appropriate.
- To work with all Force departments to assess opportunities for collaborative specifications, products and services.

## **3. A sustained reduction in unnecessary expenditure and wastage.**

- To provide advice and guidance to internal budget holders on 'good procurement and contract management housekeeping' i.e. maintaining an Audit trail to ensure compliance with Financial, Contract and Procurement Regulations.
- To ensure budget holders/approvers challenge the request (the difference between 'want' and 'need').
- To explore the potential for further future 'goods' contracts to have an on-line ordering facility.
- To ensure that Procurement and Contract Management processes are undertaken without unnecessary bureaucracy and that practices will be reviewed based on the principle of continual improvement in order to reduce the overall cost of Procurement and improve Contract Management.

## **4. To support where applicable the Police and Crime Plan.**

- To work with the OPCC and Force to develop a pipeline of contracting opportunities.
- To support the OPCC with Procurement and Contract Management of commissioning projects.
- To provide advice and guidance on contracting issues and brief the OPCC of forthcoming Force Procurements and options available.

## **5. Procurement and Contract Management Training for budget holders.**

- To continue to offer and provide procurement and contract management training as required by budget holders.
- The further development of the commercial website as a 'guidance and information' site to assist budget holders with their procurements and contracts.
- To undertake annual procurement and contract management audits to identify both good practice and any emerging training issues.

## **6. Support Regional and National Procurement activities.**

- Ensure that all opportunities to use collaborative contracts are considered at the start of any procurement process.
- Where possible, collaborate with other Police Forces and public bodies to maximise economies of scale, share knowledge and reduce administration.
- The Commercial and Contract Management Department will, where appropriate, participate with the initiatives of the National Commercial Board, Home Office Commercial Directorate, National Police Procurement Executive and BlueLight Commercial, in developing Police procurement.
- The Commercial and Contract Management Department will continue to foster strong relationships with neighbouring forces in order to share best practice, training opportunities and collaboration opportunities.

## **Commercial department Compliance and Reporting**

To ensure that the Commercial and Contract Management Department are working in accordance with this Commercial Strategy it is envisaged that the following Compliance and Reporting process will take place at regular intervals during the period 2023 – 2026.

### **1. Annual Commercial Business Plan**

This will be submitted annually and will set the specific targets and objectives of the Commercial and Contract Management Department during the next 12 months, the process to achieve the target and the effect the target has on overall corporate responsibility. A mid-year review report will be submitted to JIAC in October each year highlighting progress against the Plan in the previous two quarters.

### **2. Annual Governance Report**

On an annual basis the Commercial and Contract Management Department will submit a procurement and contract management update to be included in the Financial Governance Report. This will include information highlighting major contracts placed on behalf of the Force, collaborative contracts entered into, savings achieved and compliance issues completed. It will also report on compliance with the Commercial Strategy 2023-2026.