



## Commercial Plan 2023/24

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Police and Crime Commissioner for Lincolnshire

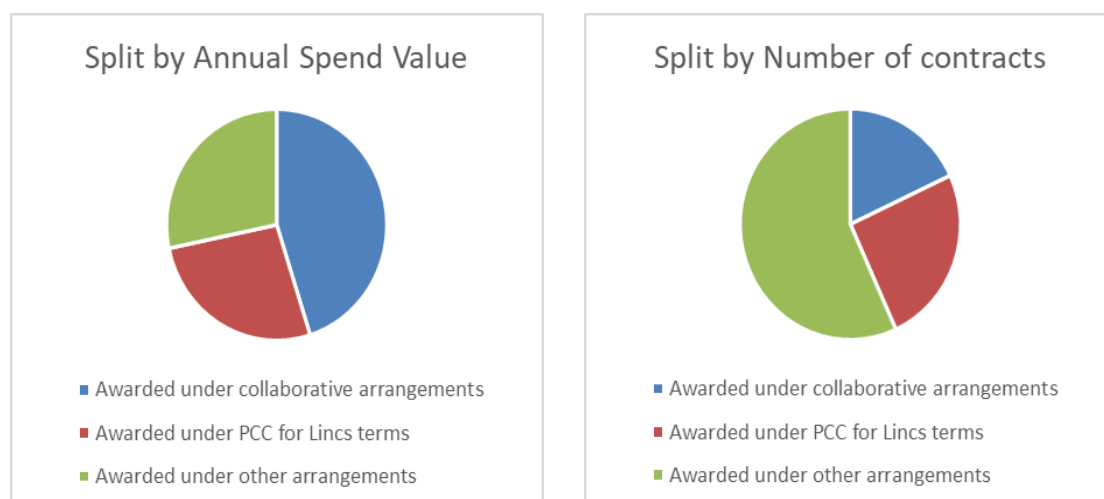
Chief Constable, Lincolnshire Police

## **Background**

1. The Police and Crime Commissioner (PCC) and the Chief Constable are required to undertake procurement and contract management actions on a day-to-day basis. In general, most of these decisions will be for purchases of a relatively minor basis and will be dealt with under delegated purchasing by individual departments. However, there are occasions where the obligations being taken on by the PCC or the Force will be significant both in terms of the financial commitment and/or the timescales of the contract being entered into. In these circumstances the Commercial and Contract Management Department (CCM) will manage the whole contract lifecycle process to ensure both compliance to legal and statutory requirements and advise on suitable timescales and routes to market.
2. CCM will keep a register of all contracts currently in place, which they will manage on a day-to-day basis and ensure that where renewal actions are required that these are identified, planned and actioned on a timely basis. Furthermore, they will ensure that the processes that are followed are undertaken in accordance with the relevant rules and standards connected with police procurement in the public sector.
3. CCM will proactively seek out best value procurement routes for all Contract renewals and alternatives to exceptional purchase actions (EPAs) where available. For ongoing annual requirements where there are no suitable alternatives to EPA, the CCM will seek to extend the contracts for a longer-term period.
4. CCM will review and categorise all fixed term Contracts with a total value above £25,000 to determine where formal contract management processes are required to be undertaken and what these processes will include.

## **Current performance**

5. The schedule attached at Appendix A lists fixed term contracts for the PCC and Lincolnshire Police with values above £25k and planned action on the expiry of these contracts.
6. A summary of PCC/Lincolnshire Police's current overall spend identified in the above Appendix is shown below:
  - Currently 155 live Contracts above £25k with an estimated total value of £54,074,237 (estimated annual value of £22,336,848)
  - 28% (43) of contracts listed have an annual value above £100,000 and constitute 78% of annual spend
  - 18% (28) of contracts listed were awarded under other police/public collaborative/framework arrangements and constitute 45% of annual spend
  - 25% (39) of contracts listed were awarded under the PCC for Lincolnshire terms/arrangements and constitute 27% of annual spend.



## Priorities for 2023/24

5. The main emphasis of work in 2023/24 will be:

- **Major new Contract Work for 2023/24.** The following major procurements are due to be undertaken during the Financial Year 2023/24:
  - Banking Services. Budget annual value is £10k. Local tender process and framework options to be researched. No further detail known at this time.
  - ERP Solution. Budget value could be up to £1million. A project has been set up to oversee this over threshold procurement process, which will include either one solution or provision of separate integrated modules. No further detail known at this time.
  - A16 Burwell average speed camera system. Budget value is £150k (funded from LRSP Safety Camera Business Case funds). Possible use of any suitable framework or local tender process to be completed.
  - Fleet Management System upgrade. Budget value is approximately £120k. Possible use of Crown Commercial Services GCloud 13 framework. No further detail known at this time.
  - Replacement lift for Skegness. Budget value is approximately £50k. Possible use of any suitable framework or local tender process to be completed.
  - Replacement of call recording software in the FCR (Redbox). Budget value is approximately £387k over 5 years. No further details known at this time.
  - Infrastructure (servers). Budget value is approximately £800k. To be procured under framework. No further details known at this time.
  - ICT equipment – laptops and peripherals. Budget value between £484k and £584k. Will require mini-competition process under suitable framework to be undertaken to put longer term

arrangement in place. Devices need to be deployed in June 2023. No further detail known at this time.

- Fleet Capital budget. Budget value is likely to be £1,487,500 – includes the replacement of 62 vehicles and a new underwater search command vehicle. All purchases will be awarded either under the BLC National Contract or under any available framework arrangements where possible. Where there are supply issues under these, we may be required to undertake local tender processes.
- Building Works Capital budget. Budget is likely to be £552,000. Includes:
  - Boiler replacement force wide – budget of £50k – to be procured under framework or via local tender process
  - Refurbishment of forensic medical examination rooms at Spring Lodge – budget of £100k – to be procured under framework or via local tender process
  - Grantham Roof and rainwater management – budget of £300k – to be procured under framework or via local tender process
  - LED lighting at various locations – budget of £112k - to be procured under framework or via local tender process
  - Vehicle charging points – budget of £70k – to be procured under framework or via local tender process.
- **Continued review of expiring fixed term contracts** to ensure that these are dealt with in a timely and effective manner. CCM will notify user departments of expiry all contracts. The renewal of any contracts below £25k will be undertaken by individual departments with advice from CCM as requested.

For contracts above £25k, CCM in liaison with the relevant user department will identify and investigate all available procurement options/routes to ensure the best value option/route is utilised. There are 70 PCC/Lincolnshire Police Contracts that will expire during 2023-24 with a total value of £15.853m (annual value of £9.926m).
- **Review of the Commercial Risk Assessment** will be undertaken on an ongoing basis throughout the year as required. This should ensure all risks associated with procurement and contract management are identified as early as possible and reduced as much as possible. CCM shall report to the PCC and the Force any non-compliance with Regulations.
- **Updating the PCC and the Force on any updates and amendments regarding procurement/contractual requirements** as these are received and any implications that these will have on current processes. This will include any amendments to existing or new legislation/regulations which have an impact on the procurement policies and processes. This will ensure compliance to the relevant procurement rules and standards and reduce the risk of non-delivery on current large Contracts.

- **Updating the PCC and the Force on the work streams currently being undertaken by the Bluelight Commercial Organisation** as these are received and any implications that this will have on current processes. This will ensure the PCC and the Force are collaborating and using national arrangements as much as possible and, hopefully, ensuring better value is achieved on national requirements.
- **Undertake 6 monthly reviews of PO spend (April and October)** to see if formal contracts need to be put in place with any suppliers with high value spend. This should ensure compliance to the PCC and Chief Constable Contract and Procurement Regulations and could provide better value for money procurement arrangements.

**The following additional specific work will be commenced in the relevant quarters below:**

**Quarter 1 23/24:**

- **Continue to review the procurement and contract management processes and procedures undertaken by the Commercial and Contract Management Department and user departments** to ensure they are fit for purpose and in line with best practice. This will involve ensuring the whole commercial lifecycle and the UN Sustainable Development Goals are embedded into these processes.
- **Review of PCC/CC Contract and Procurement Regulations** to ensure they are up to date and fit for purpose, and will include a review of the approval limits.

**Quarter 2 23/24:**

- **Review and update all policies and guidance documents for the Commercial and Contract Management Department and user departments** to ensure they are in line with the outcome of the quarter 1 review. Provide training and support to user departments on any changes that affect them as required.

**Quarter 3 23/24:**

- **Creation of a potential supplier rationalisation and classification process** to reduce the number of suppliers being used as well as reducing the number of new supplier set ups required.
- **Review of transactional procurement** to see where improvements and efficiencies can be made such as self-service requisitioning, self approval, sourcing such as from additional catalogues.

**Quarters 3 and 4 23/24:**

- **Potentially commence work on any changes to processes and policies required to comply with the new UK Public Procurement Regulations.** This is dependent on when the government finalises the new Regulations and when compliance to these is expected (currently estimated to go live from Spring 2024). This will also include undertaking any training required to all relevant staff.

## **Management and performance**

6. Key performance targets and measures will include:

- Percentage of spending via national and regional frameworks or contracts
- Percentage of spending via local tender processes
- Savings achieved on major contracts
- Efficiencies achieved via procurement and contract management processes
- Percentage of purchase orders that are retrospective.

The Commercial Plan progress will be reported to the Joint Independent Audit Committee (JIAC) on a half yearly basis.