

Internal Decision Record



**Lancashire
Constabulary**
police and communities together

Subject:	Contract for the provision of headwear for the period 1 st March 2013 to 28 th February 2016 with the option to extend until 28 th February 2018.
Author:	Paul Eastham
Sponsor (e.g. Head of Dept):	Ian Cosh
Decision Required:	An agreement to participate in the new contractual arrangements for headwear
Date:	9 th May, 2013

Issue for consideration

Currently, the force utilises the regional contract for headwear which was awarded on behalf of all North West Forces by North Wales Police. The two suppliers on this contract are C.W. Headress and Try and Lilly
This contract expires on 31st August, 2013.

A national contract for the provision of headwear has been arranged by West Midlands Police on behalf of all police forces in the UK. This is one of many current national uniform initiatives. The items supplied under this contract consist of helmets, female bowlers, and male caps for every rank within the service. The same two suppliers currently supply these items to the region. C.W. Headress will supply helmets and Try and Lilly will supply all caps.

This contract started on 1st March,2013 and expires on 28th February, 2016 with an option to extend to 28th February, 2018.

When the regional contract expires on 31st August, 2013 we are proposing to migrate to this national contract.

The estimated usage in Lancashire for the next 5 years will be approximately 5,000 items of headwear, which will cost approximately £107,000.

By utilising this new contract, which was tendered and awarded in compliance with EU requirements, we will be compliant with our standing orders.

Governance Framework Section Reference

Under the Scheme of Governance the Director of Resources has authority to award contracts up to £680,000 in value.

Costs

The potential contract value is estimated to be £107,000 over the full contract period, based on the last 12 months spend on headwear. (£21,400 x 5 years). Some item prices on the new contract will increase (helmets and female bowlers), some item prices will reduce (male caps).

It should be noted that all forces will now purchase the same specification of helmets and caps following this national initiative. The new specifications have been agreed at ACPO level and will increase uniformity across police forces.

In total, based on current spend and issue quantities, the force will see an overall increase in spend of about £1,683 per annum. The cost will be absorbed within exiting budget and it is likely due to reducing staff numbers that the spend is likely to reduce. Any saving arising from the volume reduction will be reflected in budgetary provision going forward.

Risks

There is a risk that the current contract relating to this supply will expire, and we will not have a contract in place.

Consequences

The current contract will expire on 31st August, 2013. There is a currently an implementation phase with the new suppliers nationally. The actual supply of these items under the new contract will commence on 1st September, 2013. Failure to agree to this proposal would leave the Constabulary without a provider.

Consultation

The Clothing Manager has been consulted and is aware of the new supply arrangements

Decision (Outcome and Rationale)

To agree to utilise the contract for the future supply of headwear within the force.

I agree to the award of contract as set out in the report.

Signed by - Sponsor

Signed by - Decision Maker

Name: Tim Ewen

Role: Head of Support Services

Date:

Name: Ian Cosh

Role: Director of Resources

Date: 9th May 2013