


**CAMBRIDGESHIRE AND PETERBOROUGH POLICE AND CRIME COMMISSIONER  
DECISION RECORD – CPCC 2022-018**

|                         |   |
|-------------------------|---|
| <b>Subject</b>          | <b>Review of Contract Standing Orders (CSOs) and updated S22a Collaboration Agreement</b>   |
| <b>Decision</b>         | To sign the updated S22a and approve the changes to the CSOs.   |
| <b>Decision Summary</b> | <p>Overview<br/>Bedfordshire, Cambridgeshire and Hertfordshire have combined Financial Regulations which are reviewed on an annual basis. Part of these regulations are the 7Force Contract Standing Orders which have also been reviewed and amended as below:</p> <ul style="list-style-type: none"> <li>• Glossary – the addition of definitions for ‘Commercial Executive Board’, ‘Contract’, and ‘Deed’</li> <li>• 3.2 – clarification of how to calculate the value of a contract</li> <li>• 3.8 &amp; 3.12 – simplifying the tables which explains the process and sign-off for contract awards</li> <li>• 3.10 – contract variations which are nil cost or within an agreed tolerance of £100,000 or 10% of the contract value (whichever is lower) can be authorised by 7 Force Commercial Services, subject to confirmation of funding by the relevant delegated financial authority. Where variations are novel, contentious or repercussive the commercial lead shall consult with relevant PCC/PFCC and CC CFOs to obtain authority to progress the change</li> <li>• 3.13 A new paragraph which explains when a contract requires execution as a deed under the PFCC seal</li> <li>• 5.2 – Introduction of a different approach for Single Tender Actions under £50,000 – these are subject to local approval. This brings Single Tender Actions into line with the rest of procurement activity whereby 7 Force Commercial Services manage procurements for contracts over £50,000 but anything below that is managed locally.</li> </ul> <p>The S22a main amendments are:</p> <ul style="list-style-type: none"> <li>• The change of name of the function from 7 Force Procurement to 7 Force Commercial Services to reflect the breadth of activity carried out by the function.</li> <li>• The change of the job title for the head of function to Director of Commercial Services (please note this does not change pay &amp; grading or anything else within the role description)</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• The introduction of the Commercial Executive Board (CEB) to provide operational oversight on commercial and financial matters. The Terms of Reference for CEB are included at Schedule 4.</li><li>• Changes to the Terms of reference for the Strategic Procurement Governance Board (Schedule 3) to provide greater strategic oversight of the performance of the function and to provide strategic direction.</li></ul> <p>The Commissioner has signed the S22a Agreement.</p> |
|--|--|

|                          |   |
|--------------------------|---|
| <b>Contact Officer</b>   | James Haylett, Chief Executive<br>Tel: 0300 333 3456<br>Email: <a href="mailto:cambs-pcc@cambs.police.uk">cambs-pcc@cambs.police.uk</a> |
| <b>Background Papers</b> |   |

|  |                         |
|--|-------------------------|
| <b>Darryl Preston, Police and Crime Commissioner for Cambridgeshire and Peterborough</b>                 |                         |
| I confirm that I have reached the above decision after consideration of the facts above.                 |                         |
| <b>Signature:</b><br> | <b>Date:</b> 24/08/2022 |