

DECISION NUMBER: PCCG-2017-008

OFFICE OF POLICE AND CRIME COMMISSIONER

TITLE: Manual of Corporate Governance Annual Review

DATE: 21st March 2017

TIMING: Annual

PURPOSE: For Approval

1.	<u>RECOMMENDATION</u>
1.1	That the Commissioner and the Chief Constable consider and approve the proposed amendments to the Manual of Corporate Governance (MoCG) and provide any comments as appropriate.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	A review of the MoCG is undertaken on an annual basis by the joint Strategic Planning Group (SPG). No changes to the MoCG were identified during this review period. Since the discussions at SPG, it has been requested that increases to the contract value threshold table are made in order to bring the levels in line with South Wales Police (SWP).
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	Amendments to Manual of Corporate Governance <u>Part 3e Standing Orders Relating to Contracts</u> Historically Gwent Police (GP) and SWP have had different contract value thresholds however with the implementation of the new Business World (BW) Finance system (part of the Fully Integrated Resource Management System (FIRMS)) there is an opportunity to align thresholds.
3.2	Current GP thresholds: Up to £5,000 – value for money (VFM) needs to be demonstrated; £5,000 – £15,000 – 3 quotations need to be sought; £15,001 – £250,000 – tender process to be followed; and Over £250,000 – tender process to be followed. SWP thresholds: Up to £10,000 – VFM needs to be demonstrated; £10,001 - £40,000 – at least 3 quotations need to be sought; £40,001 - £250,000 – tender process to be followed; and Over £250,000 – tender process to be followed.
3.3	It should also be noted that under the Staying Ahead 8 review the Procurement department has reduced staffing levels from three to two Senior Procurement Officers. The increase in threshold will also support the department's reduction in staff and enable a focus to be placed on more strategic contracts and stronger contract management.

3.4	<p><u>Joint Audit Committee Operating Principles and Terms of Reference</u></p> <p>The JAC discussed and agreed that the following changes be made to their Terms of Reference (ToR):</p> <ul style="list-style-type: none"> • Office of the Police and Crime Commissioner to OPCC where appropriate; • Police and Crime Commissioner to PCC where appropriate; and • Under 'Internal Control and Governance Environment' addition of the words 'by officers' to the end of the following sentence: <i>'Consider and comment upon any reports from external organisations that are considered to be of relevance <u>by officers</u>'.</i> • Merging of the JAC recruitment eligibility criteria into the Operating Principles and ToR document. • Internal Audit Include a distinction between the 'core' Internal Audit function (currently provided by TIAA who perform the majority of the audits) and the 'shared' internal audit function (currently provided by Torfaen County Borough Council for all IT related functions).
3.5	<p>The Joint Audit Committee considered the report highlighting all proposed changes to the MoCG at their meeting on 9th March 2017 and recommend that the Commissioner and the Chief Constable approve the amendments.</p>
4.	<p><u>NEXT STEPS</u></p>
4.1	<p>Once approval has been received from the Commissioner and Chief Constable, the amended MoCG will be published to the OPCC website.</p>
4.2	<p>Joint Legal Services will be notified of the decision and asked to amend Part 3e, Standing Orders Relating to Contracts.</p>
4.3	<p>Procurement presentations will be undertaken to notify staff of the amended thresholds.</p>
4.4	<p>A copy of the updated MoCG will be circulated to appropriate senior officers of the OPCC and the force.</p>
5.	<p><u>FINANCIAL CONSIDERATIONS</u> There are no financial considerations as a result of this report.</p>
6.	<p><u>PERSONNEL CONSIDERATIONS</u> There are no personnel considerations as a result of this report.</p>
7.	<p><u>LEGAL IMPLICATIONS</u> The Joint Legal Services department has been involved in the review of the MoCG, ensuring that any legal implications that have arisen have been resolved during the review process.</p>
8.	<p><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u> This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.</p>

	Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.
9.	<u>RISK</u> Any risks identified during the review of the MoCG will be negated with the approval of the amended document.
10.	<u>PUBLIC INTEREST</u> This document can be made available to the public.
11.	<u>CONTACT OFFICER</u> Joanne Regan, Information Officer.
12.	<u>ANNEXES</u> None.

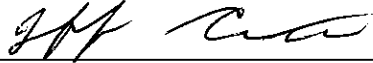
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Police and Crime Commissioner for Gwent

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

Signature:



Date:

21/3/17