



# THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

## DECISION RECORD FORM

**REQUEST:** For PCC approval.

**Title:** Procurement Report for the Police Constable Degree Apprenticeship Programme (PCDA)

**Executive Summary:**

In April 2017, the Government introduced the Apprenticeship Levy for all organisations who had a Pay As You Earn payroll of £3 million or more, set at 0.5% of the payroll. The aim of the Levy was to encourage employers to invest in their staff, as employers have the ability to claim back the levy in order to invest in apprenticeships or develop their existing employees.

The College of Policing at the same time, commenced a programme to professionalise the Police Service and introduced a programme where new recruits moved from the traditional in-house training to a 3 year degree course for new recruits.

The Police and Crime Commissioner and Cleveland Police have until September 2020 to phase out their current Initial Police Learning and Development Programme (IPLDP) and introduce the Police Degree Apprenticeship Scheme (PCDA).

The Yorkshire Purchasing Organisation (YPO) on behalf of Public Sector Organisations have put in place an Apprenticeship scheme framework. This framework is Public Procurement Regulations compliant and includes a Lot for the Police Degree Apprenticeship Scheme.

The Framework allows for a Further Competition or a Direct Award for providers of the PDCA.

Following a paper evaluation of potential providers, a Direct Award under the Framework for the Police Degree Apprenticeship Scheme is the recommended option.

The appendix to this decision record form contains full details of the procurement process and outcome.

**Decision:**

The PCC is asked to note the Procurement process and methods used to appoint a supplier and approve the recommendations put forward by the Evaluation Team to award the Police Degree Apprenticeship Scheme to University of Teesside.

**OPCC Lead Officer:** Michael Porter

**Contractor Details (if applicable):** University of Teesside

**Implications:**

Has consideration been taken of the following:	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

(If yes please provide further details below)

## Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC's Chief Finance Officer where the decision has financial implications)

The cost of the apprenticeship is £8,000 per annum per student or £24,000 per student over the 3 year programme.

The contract will be set at a minimum student level of 30 per annum, however it has the flexibility to increase the numbers with no maximum student numbers set.

It is anticipated that in Year 1 of the contract approximately 30- 58 students will be trained via this route, therefore based on the 58 figure the cost of the contract in Year 1 will be £464,000.00.

In Years 2 and 3 of the contract numbers are unknown as workforce planning varies based on number of leavers and future targets and funding for Police Officer increases, however this is estimated to be 100 recruits per year.

The below table provides details of the costs of the contract based on the above numbers:

Year	Cost per Annum per Student	Estimated Number of Students	Cost per annum
Year 1	£8000	58	£464,000
Year 2	£8000	58+100	£1,264,000
Year 3	£8000	58+100+100	£2,064,000
<b>Total Cost</b>			<b>£3,792,000</b>

The contract is expected to be primarily funded by the Apprenticeship Levy which the University will apply to draw down on the Forces behalf to fund the PCDA.

The University will sub-contract back to the Force elements of the programme delivery. The revenue back to the Force is £800 per student per annum, based on the above the revenue back to the PCC/Force will be:

Year	Cost per Annum per Student	Estimated Number of Students	Cost per annum
Year 1	£800	58	£46,400
Year 2	£800	58+100	£126,400
Year 3	£800	58+100+100	£206,400
<b>Total Cost</b>			<b>£379,200</b>

The Force pay around £400-£450k per annum into the Apprenticeship Levy 'Fund' and once these payments have been used the University, on behalf of the Force, will need to 'drawdown' against other payments into the Fund. This can currently be done to a maximum value of 95% of the costs over and above the level that has been paid into the Fund by the Force.

If the costs do reach the £2m quoted within the procurement documentation then there could be a requirement for the Force to pay a 'top – up' levy of upto £80k. This will be kept under

review as part of the financial plans of the Force.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

Having read this report and having considered such information as has been provided at the time of being asked to express this view, the Chief Executive is satisfied that this report does not ask the PCC to make a decision which would (or would be likely to) give rise to a contravention of the law.

Equality and Diversity Implications

There are no Diversity and Equality implications associated with the award of this contract.

Human Rights Implications

There are no Human Rights implications associated with the award of this contract.

Sustainability Implications

There are no sustainability implications associated with the award of this contract.

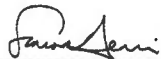
Risk Management Implications

There is a risk that that if the decision to award the contract is delayed this will impact on the advertisement and recruitment to fill the positions for Septembers recruitment campaign.

**OFFICER APPROVAL**

**Monitoring Officer**

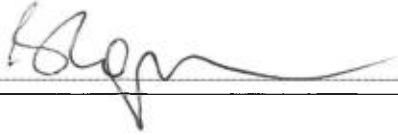
I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed 

Date 29/01/2020

**Police and Crime Commissioner:**

The above request HAS my approval.

Signed 

Date

29/1/20