



**PFCC**  
**POLICE, FIRE AND CRIME**  
**COMMISSIONER FOR ESSEX**

## Decision Sheet

### Essex Police, Fire and Crime Commissioner Fire and Rescue Authority Decision Report

Please ensure all sections below are completed

<b>Report reference number:</b> 134-18
<b>Government security classification</b> (e.g. Not protectively marked/Official - Sensitive):
<b>Title of report:</b> Collaborative PPE Framework Purchase Order for 'Call Off' Contract
<b>Area of County/Stakeholders affected:</b>  Whole of County. Operational personnel. Representative Bodies. Technical Services. Project 2020. HR. L&D. SLT. PFCC. Members of the Public.
<b>Report by :</b> Jayne Moore  <b>Date of report:</b> 22 <sup>nd</sup> August 2018  <b>Enquiries to:</b> Jayne Moore

#### 1. Purpose of report

To justify and approve the expenditure for the initial Purchase Order for the provision and maintenance of firefighting PPE across the Service. The current Firefighting PPE Contract is due to expire on 3<sup>rd</sup> October 2019. Therefore, a new contract needs to be in place on this date to continue to provide our firefighters with fit for purpose firefighting PPE so that we can continue to meet our statutory duty under the Fire & Rescue Services Act 2004. This is to plan and provide arrangements for fighting fires and protecting life and property from fires within the County of Essex. The Organisation is also required to secure the provision of sufficient personnel, services and equipment to deal with all normal circumstances as well as adequate training. This coincides with our Service Strategy to

improve, protect and save the lives of the public living in Essex and those travelling through.

## **2. Recommendations**

The Authority is currently nearing the end of an 8 year contract with Ballyclare Limited to provide a Fully Managed Service for the provision and maintenance of firefighting PPE. Under the PPE Regulations the Organisation has a legal requirement to provide firefighting PPE. The Collaborative PPE Project is a national framework for the supply and maintenance of firefighting PPE and as a Service we have been heavily involved in the tender process and signed the access agreement to it. The contract award occurred in June 2017 and was awarded to Bristol Uniforms. As a service we are now in a position to sign the call off contract. Part of this call off is to complete an order from and raise an initial purchase order which will run from our go live date of 3<sup>rd</sup> October 2019 until 31<sup>st</sup> March 2020. The recommendation is that the Purchase Order is approved to enable the Authority to issue all our firefighters with new improved firefighting and rescue PPE.

## **3. Benefits and Costs of Proposal**

The benefits of signing the 'call off' contract will be that the Authority will have an 8 year contract for a fully managed provision and maintenance of firefighting PPE. This means that all laundry costs, repair and replacement costs, as a result of fair wear and tear, will be met by the monthly contract charge. The contract also includes a 2 hour emergency stock replacement which is accessible at any time, day or night, every day of the year. This means firefighters are able to utilise this stock call out if they have no further serviceable PPE available to them due to contamination or the second issued set being in the laundry process. The above enables the Authority to meet its statutory requirement under the Fire and Rescue Services Act 2004 and those specified within our Service Strategy and IRMP.

By signing up to a fully managed service for our PPE, the Authority are able to pass the risk and cost of repair and replacement to the supplier.

The new Bristol Uniform Contract offers significant savings on the current Ballyclare Limited contract.

This is broken down as follows:

### **Current Ballyclare Limited charge for provision and maintenance of firefighting PPE:**

**£51,303.31 monthly charge**  
**£615,639.72 annual charge**

### **Additional charges to contract:**

#### **Annual Laundry charge:**

The estimation based on current washes to end of July 2018 and prediction in line with difference between July 2017 and October 2017 when invoice was issued:

**£20181.29 estimate for October 2018 (October 2017 invoice was £21272.39)**

#### **New Recruit Charge:**

The Budget allowance for Ballyclares 2018-19 new recruit charge is:

**£258,000**

We estimated a spend of £70,000 for the period between April and July 2018. The actual spend is £72,111.12. It therefore is likely to be over £258,000 by the end of March 2019. This spend is difficult to forecast due to not knowing the exact number of recruits the service will employ. It should also be noted that as the contract nears its end date the cost will increase further due to the limited amount of time available for Ballyclare to recover the cost of the PPE issue to each new recruit.

#### **Ballyclare rescue glove charge:**

We currently issue around 450 per year. These are at a cost of £30.93 per pair.

Total annual cost:

**£13,918.50**

#### **Estimated annual cost for Ballyclare Limited contract 2018-2019**

**£907,739.51**

#### **New Bristol Uniforms charge for provision and maintenance of firefighting PPE:**

**£53,605.48 monthly charge**

**£643,265.80 annual charge**

#### **Additional costs for laundry, Rescue Gloves, New Recruits:**

**£0**

#### **Estimated annual cost for Bristol Uniforms:**

**£643,265.80**

#### **Estimated contract savings:**

**£264,473.71**

#### **4. Background and proposal**

The current Firefighting PPE contract is a regional contract with Kent Fire & Rescue Service as the lead Authority. This commenced on 3<sup>rd</sup> October 2011 and will cease on 3<sup>rd</sup> October 2019. Following a thorough tender process and robust evaluation process at The Fire Service College running from October 2016 to April 2017, the contract was awarded to Bristol Uniforms in June 2017.

As an Authority we need to sign off the call off contract and raise an order form which includes the raising of a purchase order to run from 3<sup>rd</sup> October 2019 to 31<sup>st</sup> March 2020. This needs to be signed off by both the Authority and Bristol Uniforms by the end of September 2018. This will then allow for Bristol Uniforms to programme in the sizing exercise for all our firefighters which is anticipated to commence in November 2018.

**5. Strategic Priorities**

*(Demonstrate how the issue is relevant to the strategic priorities of the Commissioner, as set out in the Fire and Rescue Plan, and/or the Integrated Risk Management Plan)*

In accordance with the Fire and Rescue Services Act 2004 the Organisation has a statutory duty to plan and provide arrangements for fighting fires and protecting life and property from fires within its area. The Organisation is also required to secure the provision of sufficient personnel, services and **equipment** to deal with all normal circumstances, as well as adequate training. This coincides with the Service Strategy and IRMP.

**6. Operational Implications**

*(Outline any operational fire and rescue implications and how Essex County Fire and Rescue Service staff and officers, including unions and staff representative bodies has been engaged or consulted in respect of the operational implications.)*

By providing and maintaining the availability of PPE the Authority is able to provide and maintain the availability of crews and operational fire appliances. Failure to do this would result in limited or no resources being available to the public.

As previously stated the PPE within the contract was selected through a National robust evaluation process in 2016-2017. Representatives from the Fire Brigades Union and Health & Safety Department were involved in this process and have a seat on the Technical PPE National Meeting associated with this contract. In-house we have set up a working group of relevant stakeholders to ensure all aspects associated with the firefighting PPE are explored and dealt with prior to the go live date.

**7. Financial Implications**

By signing the 'call off' contract the Authority will be entering into an 8 year contract. As previously stated the first year costs between October 2019 and September 2020 are estimated to be **£643,265.80**. An annual price increase is written within the contract which will be applied in June. The PPE budget for 2018-19 is £882,300 and 2019-20 projection is currently £660,000.

Where the establishment figure (number of firefighters) has increased or decreased by more than 5% on the anniversary of the start of the contract, the price will be amended to reflect this.

Unlike the current PPE contract, as previously stated there are no additional charges over and above the contract price, except for where items need to be replaced as a result of loss or damage that is not as a result of fair wear and tear.

**8. Legal Implications**

Sharpe Pritchard were appointed by as the legal representative for the tender process and contract award by Kent and Medway Towns Fire Authority as the lead authority for the framework. They addressed any legal issues as they arose and ensured the tender process conformed to all the appropriate requirements

## **9. Staffing and other resource implications**

Providing our current Departmental levels are maintained there should be no implications in terms of staffing. However, there is a working group set up to agree an approach for grey book staff to maintain operational competencies. The result of this decision could have an impact on the Department and the project timelines.

## **10. Equality and Diversity implications**

Throughout the tender process for this framework equality and diversity has been addressed. It has been an Agenda item for all meetings throughout the process. With firefighting PPE it is important that we have both male and female sizes and as a result we have a wide range of sizes in both male and female fit. Bristol Uniforms are carrying out the sizing exercise for all our firefighters and during this process, there will be both male and female sizers available.

The contract also caters for operational personnel who have a preference not to use leather products, whether for cultural reasons or as a lifestyle choice. Bristol Uniforms are able to offer alternative products, which conform to the appropriate BS EN Standards.

## **11. Risks**

If the Purchase Order is not authorised the Authority is faced with the following risks:

- The current contract expires on 3<sup>rd</sup> October 2019 and the organisation would cease to be provided with PPE. This would consequently result in the Service being unable to respond to operational incidents.
- We will miss our sizing slot and may not have the new contract in place in order to go live on 3<sup>rd</sup> October 2019. There is not the option to extend our current contract so any further provision by Ballyclare after this date is likely to be at a highly increased price.
- The Authority will have to carry out its own tender process at a cost to the organisation and may result in a more expensive contract due to the better economies of scale offered with collaborative frameworks.

## **12. Governance Boards**

The PPE contract was discussed at SLT in January 2018. The Business Case and covering SLT paper was agreed at SLT Meeting on Tuesday 21<sup>st</sup> August.

## **13. Background papers**

SLT Business Case attached.

**Decision Process**

**Step 1A - Chief Fire Officer Comments**

(The Chief Fire Officer is asked in their capacity as the Head of Paid Service to comment on the proposal.)

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Sign: .....

**Step 1B – Consultation with representative bodies**

(The Chief Fire Officer is to set out the consultation that has been undertaken with the representative bodies)

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**Step 2 - Statutory Officer Review**

The report will be reviewed by the Essex Police Fire and Crime Commissioner Fire and Rescue Authority's ("the Commissioner") Monitoring Officer and Chief Financial Officer prior to review and sign off by the Commissioner or their Deputy.

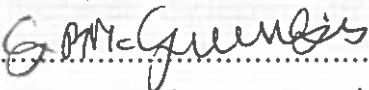
Monitoring Officer

Sign: 

Print: David Lawson

Date: 14 September 2018

Chief Financial Officer

Sign: 

Print: AILEEN McQUINN

Date: 20 September 2018

**Step 3 - Publication**

Is the report for publication?      YES/NO

If 'NO', please give reasons for non-publication (state 'none' if applicable)

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If the report is not for publication, the Monitoring Officer will decide if and how the public can be informed of the decision.

**Step 4 - Redaction**

If the report is for publication, is redaction required:

- 1 Of Decision Sheet YES/NO
- 2 Of Appendix YES/NO

If 'YES', please provide details of required redaction:

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Date redaction carried out: .....

If redaction is required, the Chief Financial Officer or the Monitoring Officer are to sign off that redaction has been completed.

Sign: .....

Print: .....

Date signed: .....

**Step 5 - Decision by the Police, Fire and Crime Commissioner or Deputy Police, Fire and Crime Commissioner**

I agree the recommendations to this report:

Sign: ..... 

Print: .....  
RC. H...

Date signed: ..... 23/9/18

I do not agree the recommendations to this report because:

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Sign: .....

Print: .....

Date signed: .....

