

## Delegated Authority Form (Capital Changes)

**Prior to completing this form please ensure you have fully reviewed the criteria for delegated authority if you meet any of the criteria then a full business case is required.**

<b>Change Title</b>	Boreham Car wash upgrade
<b>Command/Department</b>	Transport Services
<b>Written By</b>	Jason Tyrrell
<b>Year to be Implemented</b>	2023/24

### DELEGATED AUTHORITY CRITERIA

Authority to agree change requests of growth/savings are delegated to:

- Up to £20k – ACCs/ Chief Officer Equivalent
- Up to £50k – DCC
- Over £50K – Not delegated Authority: Full business case and COG APPROVAL ONLY.

Delegated Authority can only be used where:

- **There is no change to the establishment total of any team allocated additional resources through OPFCC approved Force Growth Programme 2020/21 or 2021/22. Such requests MUST be approved by the DCC via Force Growth Programme Board or SCCB/COG.**
- **No Voluntary or compulsory redundancy costs are created**
- There is no reduction in Police Officer numbers
- No estates implications. i.e. Estates board decisions
- All additional costs are fully incorporated in the total costs e.g. Training, IT etc.
- No work transfer into another command as a result of an approved case
- Does not impact the force operating model or PFCC commitments to the public

Delegated Authority – Change Overview (expand box as necessary to cover relevant details).

#### **Specific Change Request:**

We are requesting that the vehicle washing facility at Boreham is upgraded to provide a more reliable function for its users.

We have received feedback from different forums (Chiefs' 6000 conversation tour, local users etc.) that the current system is not providing the cleaning that it should, often leaving vehicles dirtier than before they were washed. This is due to the system being around more than 20+ years old with little investment in terms of its upkeep. The withdrawal of other systems across the force some years ago has put additional pressure on this ageing equipment.

The system uses recycled water, which although good for the environment does not always return good clean water., hence the request for the upgrade which would replace the current filtration system with a modernised robust version.

#### **Rationale/Reason for change/Business Impact:**

The current infrastructure is antiquated and often leaves the vehicles dirtier than before the system was used. This results in vehicles having to be washed multiple times or left looking unprofessional. During the Chief Constables 6,000 conversation tour, the car wash facilities were discussed and it was agreed across the Force that this needed to be change. Current service supplier has provided quote and delivery times for an upgrade to the current system that will ensure the current issues are mitigated.

The upgrade will enable the force to maintain standards with the upkeep of fleet vehicles. This will aid with the compliance of operation standards, corporate risk (Safe to See), as well as maintain a high positive reputational view to the public

**Change being requested:**

Upgrade of existing car wash facility at Boreham to a more robust and reliable system. Full Capital business case attached for wider detail.

**HR Implications:**

N/A

**Finance Implications:**

This proposal requires funding of £25.4k capital, to be obtained from the earmarked small capital projects budget allocation. There are no associated revenue budget consequences.

**Total financial impact (- savings in red)**

£25.4k capital budget requirement

Any IT implications should be confirmed through the raising of IT Service Manager request

(<https://service.hornbill.com/kepsm/service manager/>)

**Finance and HR Tables for recording changes and costing change request:**

Car wash finance  
tables v2.xlsx

**To be Submitted and agreed at the XXXX Savings and Efficiency Board**

<b>NAMES, SIGNATURES &amp; DATES</b>	
<b>HR Partner</b>	N/A
<b>Finance Business Partner</b>	David Stovell
<b>Date</b>	05/05/2023

**1. Delegated Authority Approver Signature:**

<b>ACC/DCC Sign off</b>	<b>DCC Andy Prophet</b>
<b>Comments</b>	If this doesn't need more formal sign off and Debbie has the money identified – I am happy to support.
<b>If growth: note where funded from</b>	Force funded from "Capital Small projects fund"
<b>If savings: please note all savings are retained for corporate savings plan unless stated.</b>	N/A
<b>Date of section completion</b>	23/01/2023 (approval provided by DCC prior to small cost increase (from £23.7k to £25.4k) but statement provided for original approval and noted in comments remains valid)
<b>SCCB date to inform of change.</b>	TBD