

POLICE & CRIME COMMISSIONER FOR LEICESTERSHIRE JOINT AUDIT, RISK & ASSURANCE PANEL

PAPER MARKED

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Report of	OFFICE OF POLICE AND CRIME COMMISSIONER
Subject	INTERNAL AUDIT TENDER UPDATE
Date	FRIDAY 19 DECEMBER 2014 – 13.00PM
Author :	CHIEF FINANCE OFFICER

Not for publication
by virtue of
Paragraphs 3
Schedule 12A, Local
Government Act
1972

Purpose of Report

1. This report updates the JARAP on the arrangements being progressed for tendering for Internal Audit Services to commence in April 2015 and to seek JARAP representation for Leicestershire to take part in the evaluation process.

Recommendation

2. The Panel are recommended to discuss the report, and nominate a JARAP member to take part in the process.

Internal Audit Contract

3. Baker Tilley Internal Audit currently covers Bedfordshire, Northamptonshire, Leicestershire, Nottinghamshire, Lincolnshire and Derbyshire.
4. The contract was due to expire on the 31/3/14, however, in September 2013, the contract including Leicestershire was extended for one year to align with other regional forces/OPCC contracts and enable the services to be tendered for the East Midlands for commencement in April 2015.
5. The opportunity for working with other OPCC/forces was explored, however, other forces/OPCCs are progressing any internal audit tendering separately or within their own collaborative groups (for example in the case of Bedfordshire with Cambridgeshire and Hertfordshire).
6. Regional CFOs and FDs have met and agreed for an East Midlands tendering process to be taken forward, for which Nottinghamshire is the lead CFO and who will utilise the EMSCU regional procurement team.
7. The two opportunities presented to CFO's were to award a contract under the ESPO framework or to seek open procurement. The majority CFOs preference was to undertake open procurement, given the limited suppliers available on the ESPO Framework, to ensure appropriate value for money.

8. It is important to note that timescales are tight under this option, and key timelines provided by Nottinghamshire are as follows:

Stage:	Completion date:
Procurement Strategy	05/12/14 (CFOs considered 03/12/14)
Pre-Qualification (PQQ) Document /advert prepared and issued	15/12/14
Final Specification complete	12/1/15
PQQ Responses received	19/1/15
PQQ Responses evaluated	23/1/15
Invitation to tender ITT document drafted and issued	26/1/15
ITT Responses received	06/3/15
ITT Responses evaluated	13/3/15
Tender Award Report/Decision notice for sign off	20/3/15
Notification of Award	20/3/15
Complete Contracts (allowing for a 10 day debriefing period to unsuccessful suppliers)	31/3/15

Key: stages highlighted in purple will take place on this date: provisional venue: Laics, time TBC

9. A JARAP member to work with the OPCC Chief Finance Officer and the CC Finance Director for Leicestershire is sought, together with CFO and Audit representatives from Nottinghamshire, Northamptonshire, Derbyshire and Lincolnshire to form part of the evaluation panel.
10. The Panel are advised that the existing auditors work is completed on conclusion of the 2014/15 Internal Audit Plan. This includes the Internal Audit Annual report which is usually issued in May, together with issuing final reports. However, CFOs and FDs have also been asked to consider any contingency or extension requirements if there is pressure on the dates and this is being considered.

List of Appendices

None

Background Papers

None

Person to Contact

Helen King, Chief Finance Officer - Tel 0116 229 8980

Email: helen.king@leicestershire.pnn.police.uk