

**CLARE MOODY
AVON & SOMERSET POLICE AND CRIME COMMISSIONER**

-and-

**KEVIN SLOCOMBE
CIVES CONSULTING LTD**

CONTRACT

for the purchase of

**TEMPORARY PUBLIC AFFAIRS SUPPORT TO THE PCC &
CHIEF EXECUTIVE OFFICER**

THIS CONTRACT is dated: 14 May 2025

BETWEEN:

1. Clare Moody, The Police and Crime Commissioner for Avon & Somerset who registered office is situated at Police Headquarters, Valley Road, Portishead, Bristol, BS20 8JJ (the “**Authority**” which expression shall include its successors and assignees); and,

2. Kevin Slocombe, Cives Consulting Ltd a company registered in England and Wales with company registration number 15420080 whose registered office is situated at Old Well Main Road, Easter Compton, Bristol. BS35 5RJ (the “**Contractor**”)

(together the “**Parties**”).

1. The challenge to be addressed.

There is an immediate need for additional support and capability to ensure delivery of P&C Plan priorities and objectives which require a public affairs and policy development approach within the current term of office.

2. Scope - the process for addressing the challenge.

Presence in the Office 3 days per week for a 4-month contract. Contract will commence on 14 May 2025.

- To support the Chief Executive, develop effective, consistent working practices between OPCC officers and the PCC, Deputy PCC and national and regional stakeholders.
- To support the Chief Executive, develop an effective public affairs function, developing the existing communications function.
- To support the PCC’s development of key policy positions and support the Chief Executive’s implementation of those policies.
- To develop the interface between the PCC and national and regional stakeholders.

3. Key deliverables to be achieved.

- Identification, development and maintenance of local, regional and national allies and supporters of the PCC’s policies.
- Well-managed, constructive relationships between the PCC and other local, regional and national stakeholders.
- Supporting an OPCC that successfully influences national policy and practice.
- Supporting an OPCC that effects positive change in practices in line with PCC policy within Avon and Somerset, creating exemplars for national practice.

4. Who will deliver the outcome.

The work will be delivered by Cives Consulting, led by Kevin Slocombe.

Cives Consultancy Limited offers high level experience of public relations and public affairs, to a senior executive level.

Cives Consultancy has provided services to the West of England Mayoral Combined Authority and to Norwich City Council.

The service provided to the West of England MCA ran for 7 months and was predicated on ensuring the organisation could function effectively with a new Mayor; ensuring the corporate and political entities of the MCA could work seamlessly, with a clear operating model.

Cives will bring high level public affairs, supporting the senior team with effective co-ordination of the political ambitions of the PCC with the corporate and statutory responsibilities of the office. Cives will work to ensure the elected Police and Crime Commissioner has better relations with the government, a better early understanding of the government's intentions in her areas of responsibility and better connections with local and regional political leaders and partner organisations including local authorities.

Cives will also support the communications and public affairs senior team in increasing the profile of the Police and Crime Commissioner, promoting her voice and improving connectedness with the residents and communities of the Avon and Somerset area. Cives will also support the OPCC leadership team in ensuring the work of the organisation supports the aims and aspirations of the elected commissioner, sharing a better understanding of working effectively in a political environment.

Cives Consulting Ltd is covered by full Professional Indemnity Insurance up to £250,000. This amount reflects that fact that Cives Consultancy does not offer legal or financial advice.

The Contractor shall not assign, sub-contract or in any other way dispose of the Contract or any part of it without prior approval of the PCC.

5. Deliverability and Cost

Cives Consulting has the capacity to deliver the outcomes set out above.

The fee for the work is proposed as £4,167.00 per month plus VAT for 3 days per week, to be paid monthly upon receipt of an invoice to be issued at the end of each month from 30th May 2025. The term is 4 months from 14 May 2025.

The PCC will provide a PO number to cover invoices raised at the end of each month.

6. Notice period

Either side can terminate the contract with 1 days' notice for any reason.

7. Contract Term

The contract shall take effect from 14 May 2025 and is for a 4-month fixed term contract.

8. Conflicts of Interest

The Contractor shall take appropriate steps to ensure that neither the Contractor nor the PCC or any OPCC Staff is placed in a position where there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor and the duties owed to the Authority under the provisions of the Contract. The Contractor will disclose to the PCC full particulars of any such conflict of interest which may arise.

9. Provision on IT equipment.

The OPCC will provide a laptop and mobile device. The contractor acknowledges that access to the OPCC's computer and telephone systems is provided for business purposes. In order that the PCC may protect its legitimate business interests, all of your internet use and email and telephone communications on the OPCC's systems may be monitored and/or recorded by the PCC and that any other correspondence in hard copy or electronic form addressed to you or sent by you at/from the PCC's premises may be opened and/or read by the PCC. You are expected to abide, at all times, with all relevant policies and procedures issued by the OPCC, including updates.

At the end of the contract, you will be required to return all property belonging to the Authority in your possession or under your control and you must not retain copies of any PCCs property in any form.

10. Information Management

The Contractor shall keep confidential and shall use its best endeavours to ensure that you keep confidential any and all information (written electronic or oral) which is learnt or obtained by the Contractor in the provision of the Services and shall restrict disclosure of the same only to those staff who need to know said information in order to provide the Services. This provision shall continue in perpetuity but shall not apply to disclosures which the Contractor is required to make by law or under the provisions or rules of their professional body.

During your contracted service with the OPCC you are expected to process all personal data (whether relating to prospective, current or future employees of the OPCC at any time, the public, suppliers, clients or customers of the PCC or any persons) in accordance with all relevant and current policies and procedures issued by the PCC and with your personal obligation and the PCC's obligations under relevant legislation, in particular the General Data Protection Regulation (GDPR).

The Contractor acknowledges that the PCC is subject to the Freedom of Information Act (FOIA) and the Environmental Information Regulations, and the Contractor shall assist and cooperate with the Authority to enable the PCC to comply with these information disclosure requirements.

11. Confidentiality.

The Contractor shall not during your contracted service (except in the proper performance of your duties) or at any time without limit after the termination of your contract:

- (i) divulge or communicate to any person
- (ii) use for your own purposes or for the purposes of any person other than the PCC
- (iii) through any failure to exercise due care and diligence cause any unauthorised disclosure of

any Confidential Information, provided that these restrictions shall cease to apply to any information which shall become available to the public generally or otherwise than through any breach of this clause by you.

"Confidential Information" means trade secrets or information of a confidential nature which is important to and belongs or relates to it which you may have received or obtained as a result of or in connection with your employment by the PCC.

Nothing in these terms and conditions shall prevent you from making a protected disclosure under the Employment Rights Act 1996.

12. Discrimination

The Contractor shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age within the meaning and scope of the Human Rights Act 1998, the Equality Act 2010 or other relevant or equivalent legislation.

13. Health & Safety

The Contractor shall when working on any site in connection with the Contract comply with all relevant health and safety legislation, codes of practice and any other appropriate standards, policies, procedures and documentation relevant to the Authority (PCC and OPCC).

13. Publicity and Media

The Contractor shall not make any press announcement or publicise the Contract or any part thereof in any way, except with the approval of the PCC.

14. Transparency

The Contractor acknowledges that the PCC is subject to the Elected Local Policing Bodies (Specified Information) Order 2011 and hereby gives its consent for the PCC to publish this Contract when the PCC is required to do so.

15. Complaints

The IPCC has oversight of complaints and other matters relating to a contractor who has entered into a contract with a Police and Crime Commissioner.

Complaints and other matters relating to a Contractor arising under this Contract to which the IPCC Regulations do not apply shall be handled in accordance with the OPCC Complaints Procedure.

16. Vetting.

This role will be vetted to MV + SC vetting clearance.



SIGNED for and on behalf of
THE AVON & SOMERSET POLICE & CRIME COMMISSISONER

Signature *Andy Champness*

Name Andy Champness
Position for and on behalf of the Police & Crime Commissioner
Date 14 May 2025

SIGNED for and on behalf of
CIVES CONSULTING LTD

Signature

Name Kevin Slocombe
Position Consultant
Date