

# Black Sluice Internal Drainage Board

## Policy No: 41

### Public Sector Co-Operation Agreement Policy

Review Dates:

Original Issue	9 <sup>th</sup> April 2014
Board Approved	14 <sup>th</sup> June 2017
Due for Review	Audit & Risk Committee 26 <sup>th</sup> April 2017

#### INTRODUCTION

Following a request the Board will investigate the opportunity of entering into a Public Sector Co-Operation Agreement (PSCA) with other Authorities. To complete relevant works within their normal scope of works on a commercial recharge basis.

PSCA will be agreed using the following options based around the flood risk management functions of the parties made pursuant to section 13 of the Flood and Water Management Act 2010.

1. Rechargeable day works
2. Schedule of rates
3. Fixed price/lump sum (all risk)

#### POLICY

A PSCA will be prepared and presented for acceptance following a review of the current operational works programme. If there is scope for the PSCA works to be completed without affecting the programme an agreement may be entered into.

Quotations within the options above will be prepared using the current year's job costing rechargeable spreadsheets for labour, plant, stock and other cost items in line with the specific request. The job costing spreadsheet will have an annual review of labour and plant rates by the Finance Manager and a quarterly review of stock rates by the Operations Manager, other cost items will be included at market rates.

Where a fixed price/lump sum is requested the works will be assessed against a programme of events with the relevant resources identified and included, all event risks should be included. A second officer opinion will be sourced and the quotation and programme assessed with any adjustments agreed.

A 5% addition will apply to all quotations to assist in the overhead recover.

PSCA will be forwarded to the clients in letter format for acceptance.

The signed agreement must be returned and orders provided prior to the commencement of any works.

A unique rechargeable cost centre will be raised for each PSCA.

Works will be invoiced to include for VAT at the end of every month following the full evaluation of allocated costs for day works.