



Suffolk Police and Crime Commissioner

Making Suffolk a safer place to live, work, travel and invest

ORIGINATOR: POLICY OFFICER (VS)

DECISION NO. 17-2018

REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: POLICE AND CRIME COMMISSIONER

SUBJECT: SUFFOLK RAPE CRISIS

SUMMARY:

1. The Police and Crime Commissioner can commission services that:
a) secure, or contribute to securing, crime and disorder reduction in Suffolk;
b) are intended to help victims or witnesses of, or other persons affected by, offences and anti-social behaviour.
This is in accordance with the provisions in the Anti-Social Behaviour, Crime and Policing Act 2014. In applying this provision, the PCC will ensure that the services commissioned are also consistent with the Suffolk Police and Crime Plan 2017 – 2021.
2. This report seeks approval to award a Victim Services Grant to Suffolk Rape Crisis for the amount of £60,000 to support victims of rape, child sexual abuse and sexual violence.
3. The funding will support the Police and Crime Plan objective to ensure the provision of high quality services to victims of sexual abuse.

RECOMMENDATION:

1. It is recommended that the PCC approves a grant of £60,000 for the period 1 April 2018 to 31 March 2019 to Suffolk Rape Crisis to deliver a service to victims of rape, child sexual abuse and sexual violence in Suffolk.

APPROVAL BY THE POLICE AND CRIME COMMISSIONER

Signature

Tini Parramore

Date

*30th May
2018*

DETAIL OF THE SUBMISSION

1 INTRODUCTION

- 1.1 The Police and Crime Commissioner can commission services that:
- secure, or contribute to securing, crime and disorder reduction in Suffolk;
 - are intended to help victims or witnesses of, or other persons affected by, offences and anti-social behaviour.
- This is in accordance with the provisions in the Anti-Social Behaviour, Crime and Policing Act 2014. In applying this provision, the PCC will ensure that the services commissioned are also consistent with the Suffolk Police and Crime Plan 2017–2021.
- 1.2 This report recommends that the PCC approves a grant of £60,000 for the period 1 April 2018 to 31 March 2019 to Suffolk Rape Crisis to deliver a service to victims of rape, child sexual abuse and sexual violence in Suffolk.

2 POLICE AND CRIME PLAN OBJECTIVES

- 2.1 A key theme within the Police and Crime Plan 2017-2021 is ensuring the provision of high quality services to victims of sexual abuse. The proposed grant will contribute to the Police and Crime Plan by funding service delivery costs to support the provision of specialist support to victims of sexual abuse.

3 SUFFOLK RAPE CRISIS

- 3.1 Suffolk Rape Crisis (SRC) was formed in response to a lack of sexual violence services in the county. The overall aim of the service is to enable women and girls who have suffered sexual violence to access specialist counselling and practical support in order to support them to cope.
- 3.2 The objectives of SRC are:
- To assist women and girls to overcome the trauma of rape, childhood sexual abuse and sexual violence;
 - To empower women and girls to recover and take back their lives.
- 3.3 SRC advises its helpline, staffed by volunteers, is open two evenings a week and this funding will support that to continue and develop. SRC will ensure counselling staff are fully qualified. The service has advised that its counsellors are qualified, with years of experience in the field of sexual violence, and are registered with either BACP (British Association for Counselling and Psychotherapy) or UKCP (UK Council for Psychotherapy). The service also advises it holds the Rape Crisis National Service Standards Kite Mark by complying with 79 standards including PQASSO¹.
- 3.4 Many survivors of sexual violence need long term, dedicated support and counselling. SRC receives referrals from a range of statutory and voluntary agencies (e.g. Suffolk and Norfolk NHS Mental Health Services, CAMHS, IDVA service, ISVAs/Sexual Assault and Referral Centre (SARC), Constabulary and Social Care). The service also receives self-referrals.

¹ PQASSO is the leading quality standard developed for the voluntary sector, by the sector. It is intended to support voluntary organisations to work more effectively and efficiently.

4 DEMAND AND DELIVERY

4.1 SRC has seen a significant increase in demand for the service, both within the counselling service (64%) and helpline (10%) and the service continues to grow and develop to meet this demand.

4.2 This funding will contribute to SRC achieving the following outcomes:

1. Suffolk Rape Crisis is better able to meet the needs of women and girls who experience rape and sexual violence in Suffolk
2. Women and girls who have experience rape and sexual violence in Suffolk feel more confident, and are better able to look after themselves physically and emotionally
3. Women and girls who have experienced rape and sexual violence in Suffolk have better relationships

4.3 The funding will contribute directly to the delivery of the counselling service and helpline service as well as providing funding for core activities as indicated below.

Counselling

4.4 In relation to counselling, victims of sexual abuse will be offered access to 25 weekly 1 hour sessions of counselling from SRC's team of sessional counsellors. They will be able to access this support from one of its counselling hubs which are based in Ipswich, Lowestoft and Bury St Edmunds.

4.5 If victims are unable, or would find it difficult, to access these sites due to rurality issues or because of a protected characteristic, then reasonable adjustments will be provided using the 'accessibility fund'. This will cover travel costs, room hire and other expenses which will allow a more diverse group of survivors to access support.

Helpline

4.6 The volunteer-led helpline will continue to deliver 4 hours of helpline support per week over 2 evenings. Callers will be able to access 40 minutes of information, signposting and support.

Service development and core activities

4.7 The funding will continue to support a proportion of the core costs of SRC, as demonstrated in the budget below.

4.8 The contribution to the Director salary will enable:

- The review and development of internal policies and procedures
- Increased fundraising capacity to expand and develop a more holistic service
- Leadership and line management of the staff team
- The continuation and expansion of partnership working both with specialist sexual violence services and the wider VAWG and voluntary sectors.
- The development of the service to ensure that it is better meeting the needs of women and girls from diverse communities throughout Suffolk.

- 4.9 The grant will support organisational core costs thereby enabling the service to continue to develop and deliver its counselling, help-line and drop-in services. The grant award of £60,000 from the Police and Crime Commissioner will fund:

	Cost
Counselling Coordinator Salary (80%)	19,077.58
Director Salary (40%)	11,263.00
Counselling Provision	13,000.00
Accessibility Fund	2,000.00
Rent and Rates (40%)	6,427.50
staff travel costs	600.00
printing and stationary	200.00
postage, stationary and books	300.00
Staff training	600.00
IT and database	1,000.00
Telephones	1,631.92
Repairs and renewals	600.00
Photocopier	900.00
Printed resources	200.00
Volunteer Training	400.00
Volunteer Expenses (e.g. travel)	1,800.00
Total	£60,000.00

5 OUTPUTS/OUTCOMES

- 5.1 This grant award is made on the basis of financial and activity data being made available quarterly on 16 July 2018, 15 October 2018, 14 January 2019 and a final report submitted to the PCC by 16 April 2019. The following outputs and outcomes will be measured and reported on:

Quarterly Outputs:

- Financial update on spend against budget allocations above
- Narrative update on the Counselling Co-ordinator role
- Narrative update on the Director role (linked to activity indicated at 4.8)
- Narrative update on progress of the organisation, any challenges and risks
- Number of victims referred to the service and through which route i.e. agency referral (provide breakdown by agency) and self-referral
- Number of individual victims who received a service from Suffolk Rape Crisis over the quarter (across all service functions), and of those, the number of victims who had reported to the police (at the point of engagement with the service)
- Proportion of clients/victims who have presented previously (i.e. repeat users)
- Geographical breakdown of support provided
- Number of victims on waiting lists
- Number of people receiving the counselling service each month (number existing clients and number of new clients)
- Counselling hours delivered
- Number of helpline sessions delivered each month
- Number of volunteer hours delivered each month

Outcomes (quarterly):

- Client satisfaction with the help-line service and the counselling service
- Survivors 'distance travelled' across the following areas to indicate how the service has helped the victim to cope and recover (reported by the number of returns showing an improvement / no change / deterioration since the previous assessment) in relation to:
 - Improved health and wellbeing
 - Better able to cope with aspects of everyday life
 - Increased feelings of safety
 - Better informed / empowered to act on information
- Number of formal complaints made about the service and any lessons learned.

Annual Outputs

If information is required by the MoJ at the six-month point we would ask that the provider share that data with us (where possible)

- Profile of victims supported (age/ethnicity/gender/disability/sexual orientation and religion)
- Presenting experience at first contact
- Numbers of referrals onto other agencies, and which agencies
- Total number of cases over the year where support was provided in a single incidence vs as part of ongoing support

6 FINANCIAL IMPLICATIONS

- 6.1 Full conditions of award are contained in Appendix A.

7 RISKS

- 7.1 An assessment of risk in delivery of the service has been undertaken. This assessment has considered the value of the grant sought, the duration of delivery and the grant recipient's history of delivery and ability to deliver. The monitoring arrangements outlined in the conditions of award reflect the fact that Suffolk Rape Crisis has previously provided satisfactory monitoring information to the PCC.
- 7.2 The PCC is aware that Suffolk Rape Crisis is has undergone some recent changes to staffing and trustees. Potential risks to service delivery and organisation resilience, brought about by significant change, are accepted by the PCC but should any risk to the service being delivered arise, the grant recipient is required to notify the PCC as per the conditions of award (paragraph 5.4).
- 7.3 This is a one off award for the period stated. Any future applications for funding will be considered in the light of the outcomes of this grant award, and of the level of funding received from the OPCC, and outcomes delivered by funding to Suffolk Rape Crisis from the national Rape Fund.

8 RECOMMENDATIONS

- 8.1 It is recommended that the PCC approves a grant of £60,000 for the period 1 April 2018 to 31 March 2019 to Suffolk Rape Crisis to continue to deliver an effective service to rape and sexual abuse victims in Suffolk.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	YES
Has the PCC's Chief Finance Officer been consulted?	YES
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	YES
Have human resource implications been considered?	YES
Is the recommendation consistent with the objectives in the Police and Crime Plan?	YES
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	YES
Has communications advice been sought on areas of likely media interest and how they might be managed?	YES
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	YES
Have all relevant ethical factors been taken into consideration in developing this submission?	YES

APPROVAL TO SUBMIT TO THE DECISION-MAKER

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature:



Date 30 May 2018

VICTIMS' SERVICES GRANT 2018/19**CONDITIONS OF AWARD****1. Victims' Services Grant**

1.1 The Police and Crime Commissioner can commission services that:

- a) secure, or contribute to securing, crime and disorder reduction in Suffolk;
- b) are intended to help victims or witnesses of, or other persons affected by, offences and anti-social behaviour.

This is in accordance with the provisions in the Anti-Social Behaviour, Crime and Policing Act 2014.

1.2 The PCC's victims commissioning approach will prioritise grant applications which:

- (a) fulfil the requirement to provide services for victims who are entitled to enhanced services, and
- (b) address gaps in service provision.

1.3 Commissioning decisions will be made on the basis of those which are considered to have the greatest likelihood of delivering the best possible outcome, in terms of helping victims to cope and recover from their experience and take into account the following:

- Innovation - an innovative approach to delivering victims' services;
- Working in partnership/collaboration - working in partnership or collaboration with one or more additional victims' services providers;
- Hard to reach/hear groups – services that are aimed at supporting victims from hard to reach/hear groups;
- Gaps in services – services that will address an unmet need/gap in services.

1.4 The Police and Crime Commissioner for Suffolk will award a grant of up to £60,000 to Suffolk Rape Crisis for the period 1 April 2018 to 31 March 2019 to deliver practical and emotional support to victims of rape and serious sexual offences.

2. Conditions of Award

2.1 This award is a one-off award and is made on the basis of delivering the service above (including supporting capacity and capability building, future sustainability of the service and innovation in delivery of the service). The agreement of this award is based on the service a) supporting increased demands and b) improving its sustainability and does not place any ongoing responsibility on the PCC to fund the service beyond the period of this grant.

- 2.2 The award is also made on the basis that the grant recipient uses the grant for the service (as defined at paragraph 1.4 above). In the event that the grant is not used for these purposes the monies must be repaid to the PCC.
- 2.3 The grant must be used to provide services which are free of charge to victims of crime who are entitled to enhanced services.
- 2.4 The grant recipient must comply with the conditions placed upon the PCC by the MoJ grant agreement which includes strict criteria regarding use of the grant and monitoring requirements.
- 2.5 The following costs are not Eligible Expenditure: Payments that support activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.
- 2.6 The grant recipient must be able to evidence appropriate safeguarding procedures for those using their services and have due regard for the Local Children Safeguarding Board and local Safeguarding Adult Board policies and guidance. The grant recipient must ensure that its services, policies, training, recruitment, vetting and referral processes appropriately safeguard children and vulnerable adults.
- 2.7 The grant recipient will, in relation to the service being commissioned, ensure that any data processing that is carried out to deliver the service meets the requirements of the General Data Protection Regulation (GDPR) or other relevant data protection legislation, and further ensure that the rights of the data subject are delivered.
- 2.8 The grant recipient will be expected to evidence their compliance as appropriate with the GDPR and such other relevant legislation if asked to do so by the PCC.

3. Bureaucracy

- 3.1 The grant recipient must be able to demonstrate that they are managing the grant in an efficient and effective manner, and are actively seeking to minimise bureaucracy and streamline processes in order to deliver the best possible outcomes.

4. Transfer of funds

- 4.1 Payment will be made following the receipt of an invoice/payment request and must be accompanied by the appropriate monitoring information.
- 4.2 The grant recipient will invoice the PCC for the grant after which transfer of funds will be arranged within 21 working days of receipt of the invoice.
- 4.3 The PCC will not pay in advance of need being determined. If the PCC reasonably believes that payment is being made in advance of need being determined, the PCC may change the timing and/or the amount of any payments.
- 4.4 In order for any payment to be released, the PCC will require the grant recipient to:

- have accepted these conditions by signing and returning a copy of this Conditions of Award agreement,
- have provided a communications plan and agreed publicity for this decision;
- have provided appropriate bank details, and
- be in compliance of the terms of award (including the MoJ conditions where appropriate).

5 Monitoring

5.1 The grant recipient will report quarterly on the specified output and outcome measures and on financial expenditure. A final report will be submitted by 16 April 2019.

5.2 We would expect the following output and outcomes to be measured quarterly:

Quarterly Outputs:

- Financial update on spend against budget allocations above
- Narrative update on the Counselling Co-ordinator role
- Narrative update on the Director role (linked to activity indicated at 4.8)
- Narrative update on progress of the organisation, any challenges and risks
- Number of victims referred to the service and through which route i.e. agency referral (provide breakdown by agency) and self-referral
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Outcomes (quarterly):

- Client satisfaction with the help-line service and the counselling service
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 - Improved health and wellbeing
 - Better able to cope with aspects of everyday life
 - Increased feelings of safety
 - Better informed / empowered to act on information
- Number of formal complaints made about the service and any lessons learned.

Annual Outputs

In addition, SRC will provide the following information annually. *If information is required by the MoJ at the six-month point we would ask that the provider share that data with us (where possible):*

- Profile of victims supported (age/ethnicity/gender/disability/sexual orientation and religion)
- Presenting experience at first contact (nature of abuse/violence)
- Numbers of referrals onto other agencies, and which agencies
- Total number of cases over the year where support was provided in a single incidence vs as part of ongoing support

5.3 The PCC may require attendance at a public meeting of the PCC's Accountability and Performance Panel, on dates as determined by the PCC's Chief Executive. If this is the case the Chief Executive will advise the recipient.

5.4 The grant recipient must notify the PCC as soon as reasonably practicable if the organisation ceases operation, or the service does not proceed in the way intended or if an underspend is forecast. Any underspend must be returned to the PCC.

6. Commissioning Principles

6.1 In the circumstances where the grant recipient commissions services from other bodies applications must be assessed (by the grant recipient) with good practice commissioning principles in mind (e.g. guidance on commissioning issued by the Association of Policing and Crime Chief Executives), and having due regard to equality, diversity and human rights issues.

7. Publicity and Marketing

7.1 By accepting the award from the PCC the grant recipient makes a commitment to acknowledge the PCC's support publicly and must acknowledge their funding from the PCC in all their promotional work. Any recipients of funding via the grant recipient must display the PCC's logo in all publicity for the life of the initiative. Logo artwork can be provided upon request. Any exceptions must be agreed with the PCC.

7.2 The grant recipient will liaise with the PCC's Communications Manager to agree a communications plan, including publicising this funding decision.

8. Access to Information

8.1 The PCC expects reasonable access to any records and information held by the grant recipient for purposes associated with the award.

8.2 The PCC reserves the right to withhold all or any payments of the award if the PCC has reasonably requested information/documentation from the grant recipient and this has not been received by the PCC in the timescales reasonably required.

8.3 The PCC expects the grant recipient to be flexible regarding any changes to outcomes recording required by the Ministry of Justice.

9. Miscellaneous

9.1 The award may not be used to support or promote religious activity. This will not include inter-faith activity.

9.2 The grant recipient must ensure that all reasonable steps have been taken to ensure that it and anyone acting on its behalf complies with any applicable law for the time being in force (so far as binding on the recipient).

9.3 The grant recipient, and its employees, shall be careful not to be subject to conflicts of interest.

9.4 The grant recipient shall ensure that third party recipients have adequate insurance coverage (including but not limited to public liability insurance) in place and shall provide evidence of such insurance to the PCC on request.

9.5 The PCC accepts no liability to the grant recipient or third party recipients for any costs, claims, damage or losses, however they are incurred, except for to the extent that they arise from personal injury or death which is caused by the PCC's negligence.

9.6 The grant recipient agrees to indemnify the PCC for any costs, claims, damages or losses which arise as a result of negligence by the grant recipient or out of any breach by grant recipient of any of the conditions of award.

9.7 The grant recipient will, in relation to the service being commissioned, ensure that any data processing that is carried out to deliver the service meets the requirements of the General Data Protection Regulation (GDPR) or other relevant data protection legislation, and further ensure that the rights of the data subject are delivered.

9.8 The grant recipient will be expected to evidence their compliance as appropriate with the GDPR and such other relevant legislation if asked to do so by the PCC.

10. Termination

10.1 This agreement may be terminated by either party giving the other at least three months' notice in writing.

ACCEPTANCE OF VICTIMS SERVICES GRANT

Suffolk Rape Crisis accepts the offer of an award of £60,000 and agrees to comply with the terms and conditions of the Grant on which the offer is made (including the MoJ conditions in their grant agreement).

On behalf of Suffolk Rape Crisis:

Signature	
Name:	
Position:	
Date:	

Bank details for grant payment:

Bank name:	
Branch name:	
Sort Code:	
Account name:	
Account number:	
Address:	
Postcode:	

Signed on behalf of the Police and Crime Commissioner for Suffolk:

Signature	
Name:	
Position:	
Date:	