



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

<b>ORIGINATOR: POLICY OFFICER (LH)</b>	<b>DECISION NO.</b> 22-2018
--	-----------------------------

<b>REASON FOR SUBMISSION:</b>	<b>FOR DECISION</b>
-------------------------------	---------------------

<b>SUBMITTED TO:</b>	<b>POLICE AND CRIME COMMISSIONER</b>
----------------------	--------------------------------------

<b>SUBJECT:</b>	<b>AWARD OF GRANT: WAVENEY DOMESTIC VIOLENCE AND ABUSE FORUM COORDINATOR</b>
-----------------	--

**SUMMARY:**

- 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.
- This report seeks approval to award a grant to Waveney Domestic Violence and Abuse Forum for the amount of £20,000 to support victims of domestic violence and abuse.
- The funding will support the Police and Crime Plan objective to ensure the provision of high quality services to victims of domestic violence and abuse.

**RECOMMENDATION:**

- It is recommended that the PCC approves a grant of £20,000 for the period to 31 March 2019 to Waveney Domestic Violence and Abuse Forum to deliver services to victims of domestic violence and abuse.

**APPROVAL BY THE POLICE AND CRIME COMMISSIONER**

Signature *Tina Parnham* Date *9th July 2018*

## **DETAIL OF THE SUBMISSION**

### **1 INTRODUCTION**

- 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. 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 £20,000 for the period to 31 March 2019 to Waveney Domestic Violence and Abuse Forum to ensure continued availability of services to victims of domestic violence and abuse in the Waveney area of Suffolk.

### **2 POLICE AND CRIME PLAN OBJECTIVES**

- 2.1 Following the issue of the Police and Crime Plan 2017-2021 work has been on-going to ensure that the Police and Crime Objectives and the Plan's principal themes will be achieved.
- 2.2 The proposed grant will contribute to the Police and Crime Plan by providing specialist support to victims of domestic violence and abuse.

Objective 2: Caring about victims, communities, the local economy and our people:

- o Ensure that victims receive the services they are entitled to under the Code of Practice for Victims of Crime.

Objective 3: Protecting the most vulnerable people and communities by preventing, reducing and solving crime and anti-social behaviour:

- o Raise awareness of hidden harm so that victims have the confidence to report crimes.
- o Ensure that the most vulnerable victims receive high quality support in accordance with the Code of Practice for Victims of Crime.
- o Monitor the satisfaction of vulnerable victims and address any areas of concern.

### **3 WAVENEY DOMESTIC VIOLENCE AND ABUSE FORUM**

- 3.1 Waveney Domestic Violence and Abuse Forum (WDVAF) is a registered UK Charity providing a holistic service to families affected by domestic abuse. Primarily set up as a forum of members to support individuals and organisations, WDVAF now offers a wide variety of support services, programme and advice for both professionals and clients.
- 3.2 The forum is involved in awareness raising and campaigning, providing specific programmes for victims and perpetrators and advice and guidance for professionals from other statutory and VCS bodies.
- 3.3 The PCC has provided funding to the Waveney Domestic Violence and Abuse Forum since January 2014 to support the Forum's part time co-ordinator who is responsible for the following:
- Co-ordination of service delivery, staff and volunteers.

- Initial point of contact (email, telephone, walk-in), client signposting and support.
  - Awareness raising and campaigning.
  - Forum network meetings providing networking, training, information sharing and professional support to the membership (which had increased to 155 individuals in 2018).
  - Provision of programmes including Caring Dads and Freedom Programme.
- 3.4 The purpose of the grant is to ensure continuity of the WDVAF service in the Waveney area of Suffolk for the period 1 April 2018 to 31 March 2019. The co-ordinator is engaged on an employed part time basis for 25 hours a week in Waveney.
- 3.5 WDVAF have submitted monitoring information to the Office of the Police and Crime Commissioner quarterly during 2017/18 which reports the following:
- A total of 700 calls taken and over 5,600 emails dealt with.
  - Direct support was provided to over 470 victims of domestic abuse.
  - Training was delivered to 317 practitioners and volunteers during the year.
  - 2,800 volunteer hours were delivered during the year.
- 3.6 A grant award of £20,000 from the Police and Crime Commissioner will support Waveney Domestic Violence and Abuse Forum to continue their service to victims of domestic abuse in the Waveney area of Suffolk.

#### **4 OUTPUTS/OUTCOMES**

- 4.1 This grant award is made on the basis of financial and activity data being made quarterly and a final report submitted to the PCC by 18 April 2019.
- 4.2 WDVAF will collect data on use of the service, client satisfaction and outcomes. The following will be measured and reported on:
- Financial update on spend against the grant.
  - Number of victims supported by the service overall (and of those, how many supported via each service e.g. helpline, drop in service, outreach, Freedom Programme etc., via counselling, therapy or in another way)
  - Profile of victims (gender/ethnicity/sexual orientation/age)
  - Extent of geographical provision
  - Number of victims who had not presented to the police at engagement and number supported to report to the police following engagement
  - Numbers of referrals from other agencies, and breakdown by agency, and the number of self-referrals
  - Numbers of referrals and signposting to other agencies, and which agencies
  - Number of safeguarding referrals (women/children).
  - Risk assessment (High – medium – standard)
  - Proportion of clients/victims who have presented previously (i.e. repeat users)
  - Number of volunteer hours delivered each month
  - Details of work with other partners to deliver services including advice to other professionals.
  - Breakdown of type of abuse e.g. physical, emotional, sexual
  - Proportion of non-recent cases
- Number of courses/programmes/sessions to practitioners

- Outcomes at closure (e.g. client no longer wanted support, referred on etc.).
- Client satisfaction with the services and programmes and 'distance travelled' measured through: the Empowerment Star; Entry and Exit surveys covering emotional wellbeing, familial and social relationships, recognising risk, self-esteem and self-confidence; and qualitative case studies.

## **5 FINANCIAL IMPLICATIONS**

5.1 The requested funding from the PCC of £20,000 will contribute to the activities of the charity to support victims and their families and to provide access to appropriate quality services:

Co-ordinator salary, training, travel and expenses	£15,000
--	---------

and a contribution to core activities:

Running costs, including office rental & insurance	£ 3,200
--	---------

Administration	£ 1,500
----------------	---------

Stationery, postage and volunteer training	£ 300
--	-------

## **6 RISKS**

6.1 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 Waveney Domestic Violence and Abuse Forum has previously provided satisfactory monitoring information to the PCC.

6.2 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 5.3).

6.3 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 any other funding received from the OPCC, and outcomes.


6.4 Full conditions of award are contained in Appendix A.

## **7 RECOMMENDATIONS**

7.1 It is recommended that the PCC approves a grant of £20,000 for the period to 31 March 2019 to Waveney Domestic Violence and Abuse Forum to deliver services to victims of domestic violence and abuse.

<b>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</b>	<b>PLEASE STATE 'YES' OR 'NO'</b>
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**

<b>Chief Executive</b>	
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 <i>9 July 2017</i>

## 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 £20,000 to Waveney Domestic Violence and Abuse Forum for the period to 31 March 2019 to deliver practical and emotional support to victims of domestic violence.

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 policies and guidance. The grant recipient must ensure that its services, policies, training, recruitment, vetting and referral processes appropriately safeguard children and vulnerable adults.

### 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 quarterly 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 If the PCC reasonably believes that payment is being made in advance of need, 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 as specified in section 4 of the Decision Paper. A final report will be submitted by 18 April 2019.
- 5.2 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.
- 5.3 The grant recipient must notify the PCC as soon as reasonably practicable if the organisation ceases operation, the project does not proceed 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.

## 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**

Waveney Domestic Violence and Abuse Forum accepts the offer of an award of £20,000 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 Waveney Domestic Violence and Abuse Forum:**

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:	