

ORIGINATOR: HEAD OF COMMISSIONING	DECISION NO. 15-2019
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REASON FOR SUBMISSION:	FOR DECISION
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SUBMITTED TO:	POLICE AND CRIME COMMISSIONER
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SUBJECT:	AWARD OF GRANT – WAVENEY DOMESTIC VIOLENCE AND ABUSE FORUM
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SUMMARY:

- In accordance with the provisions in the Anti-social Behaviour, Crime and Policing Act 2014 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. In applying this provision, the PCC will ensure that the services commissioned are 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 survivors of domestic violence and abuse. The funding will help sustain the service Waveney Domestic Violence and Abuse Forum provide for victims of domestic violence and abuse.
- The funding will support delivery of Objectives 2 and 3 in the Police and Crime Plan and a number of associated actions through the delivery of services to victims of domestic violence and abuse.

RECOMMENDATION:

- It is recommended that the PCC approves a grant of £20,000 for the period 1 April 2019 to 31 March 2020 to Waveney Domestic Violence and Abuse Forum to provide support to survivors of domestic violence and abuse.

APPROVAL BY THE POLICE AND CRIME COMMISSIONER

The recommendation set out is agreed.

Signature *Tina Parmanore* **Date** *16th April 2019*

DETAIL OF THE SUBMISSION

1. INTRODUCTION

- 1.1 In accordance with the provisions in the Anti-Social Behaviour, Crime and Policing Act 2014 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.
- 1.2 In applying this provision, the PCC will ensure that the services commissioned are also consistent with the Suffolk Police and Crime Plan 2017 – 2021.
- 1.3 This report seeks approval to award a grant of £20,000 for the period 1 April 2019 to 31 March 2020 to Waveney Domestic Violence and Abuse Forum to provide specialist support to survivors of domestic violence and abuse.

2. POLICE AND CRIME PLAN OBJECTIVES

- 2.1 The proposed grant is intended to contribute to the delivery of the Police and Crime Plan 2017-2021 Objective 2 (Caring about victims, communities, the local economy and our people) and Objective 3 (Protecting the most vulnerable people and communities by preventing, reducing and solving crime and anti-social behaviour).
- 2.2 The proposed grant will provide specialist support to victims of domestic violence and abuse and deliver on the following Police and Crime Plan actions:
- Commissioning services which support victims to cope and recover;
 - Ensuring that the most vulnerable victims receive appropriate high quality support from commissioned victims' services in accordance with the Code of Practice for Victims of Crime;
 - Raising awareness of crime that is hidden from sight, so that our most vulnerable victims have the trust and confidence to report crimes;
 - Work to ensure victims of domestic abuse receive appropriate support from commissioned victims' services in accordance with the Code of Practice for Victims of Crime.

3. WAVENEY DOMESTIC VIOLENCE AND ABUSE FORUM

- 3.1 Waveney Domestic Violence and Abuse Forum (WDVAF) is a charity providing a holistic service to families affected by domestic abuse. The active forum comprises 128 members and, alongside this, WDVAF has developed a wide variety of support services, programmes and advice for both professionals and clients.
- 3.2 WDVAF has two permanent members of staff supported by 8 other professionals providing services and programmes. There are 4 regular volunteers.
- 3.3 The PCC has provided funding to the WDVAF since January 2014 to support the Forum's part time co-ordinator who is responsible for the co-ordination of service delivery, awareness raising, managing staff and volunteers and provides an initial point of contact for clients and forum members.

- 3.4 The organisation seeks to improve the lives of those impacted by domestic violence and abuse by raising awareness, providing advice and guidance, support programmes and through working in partnership with statutory, charitable and other organisations.
- 3.5 WDVAF are involved in delivering a number of services and programmes including:
- Raising awareness through poster campaigns and leaflets, events, providing talks and training;
 - Providing advice and guidance, telephone and face to face;
 - Trauma therapy;
 - Caring Dads programmes;
 - Referral and support service for The Freedom Programme.
- 3.6 WDVAF report consistent demand for the services with direct support provided to nearly 400 women over the past 12 months. Within the same period, WDVAF handled 445 enquiries for their services and made 100 referrals to other organisations.
- 3.7 WDVAF work closely with a variety of organisations to deliver on their awareness raising and support objectives including the local Police DA Team, Probation, MARAC, health and mental health services, schools and colleges, social services, the job centre, citizen's advice, Anglia Care Trust, IDVA service, Surviving United, Suffolk Rape Crisis, Survivors in Transition, local refuge and housing associations.
- 3.8 The requested funding will contribute to the running of forum activities, services and programmes through funding the co-ordinators salary and contributing to other organisation costs. The co-ordinator is employed on a part time basis for 25 hours a week.

4. MONITORING AND OUTCOMES

- 4.1 This grant award is made on the basis of financial and activity information being made available to the PCC quarterly with a final report submitted to the PCC by 15 April 2020.
- 4.2 The PCC requires information to be reported quarterly on the following:
- Narrative update on the service provided, forum activities, challenges and risks.
 - Financial update on spend against budget allocations.
 - 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 (across service functions e.g. advice and guidance, groups, accessing third-party services).
 - Protected characteristics of victims in cases supported: age, gender and other protected characteristics where available.
 - Number of victims who had reported to the police (at the point of engagement with the service) and number supported to report.
 - Number of victims referred on / out of services (by organisation).
 - Proportion of clients/victims who have presented previously (i.e. repeat users).
 - Geographical breakdown of support provided.
 - Type of abuse.
 - Number of victims on waiting lists (if applicable).
 - Measurement of progress against the following outcomes:

- improved health and wellbeing;
 - better able to cope with aspects of everyday life;
 - increased feelings of safety;
 - feel better informed / empowered to act on information.
- Client satisfaction.
 - Number of formal complaints made about the service and any lessons learned.

5. FINANCIAL IMPLICATIONS

- 5.1 Funding of £20,000 is requested from the PCC towards a total running cost of £50,000.

Item	Cost
Co-ordinator salary, travel and expenses	£15,000
Contribution to Administrator's salary	£1,700
Contribution to rent and insurance	£3,000
Stationery, volunteer and postage costs	£300
	£20,000

- 5.2 WDVAF have been successful in securing funding from Lloyds towards provision of Trauma Therapy, advice and guidance provision and core costs.
- 5.3 During 2018-19 2,112 hours of volunteer time has been provided to support the forum work, contributing an estimated value of nearly £17,000.

6. OTHER IMPLICATIONS AND RISKS

- 6.1 There are no major implications or risks associated with this decision paper.
- 6.2 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 history of delivery and ability to deliver. The monitoring arrangements outlined in the conditions of award reflect the fact that WDVAF has successfully delivered previous grant awards.
- 6.3 Should there be any risk to the service being delivered, WDVAF is required to notify the PCC as per the conditions of award.
- 6.4 Full conditions of award can be found in Appendix A.

7. RECOMMENDATIONS

- 7.1 It is recommended that the PCC approves a grant of £20,000 for the period 1 April 2019 to 31 March 2020 to Waveney Domestic Violence and Abuse Forum to provide specialist support to survivors of domestic violence and abuse.

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?	N/A
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
Have all relevant ethical factors been taken into consideration in developing this submission?	Yes

In relation to the above, please ensure that all relevant issues have been highlighted in the 'other implications and risks' section of the submission.

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 PCC.	
Signature: 	Date <i>15 April 2019</i>

APPENDIX A



AWARD OF GRANT TO WAVENEY DOMESTIC VIOLENCE AND ABUSE FORUM

CONDITIONS OF GRANT

1. Police and Crime Commissioner's Grant
 - 1.1 In accordance with the provisions in the Anti-Social Behaviour, Crime and Policing Act 2014 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.
 - 1.2 Commissioning decisions will be made on the basis of the extent to which the initiative is considered to be able to deliver outcomes, and takes account the following:
 - Innovation - an innovative approach;
 - Partnership/collaboration - working with other services;
 - Hard to reach/hear groups – Services aimed at supporting victims from hard to reach/hear groups;
 - Gaps in services – services that will address an unmet need/gap in services.
 - 1.3 The Police and Crime Commissioner for Suffolk will award a grant of £20,000 for the period 1 April 2019 to 31 March 2020 to Waveney Domestic Violence and Abuse Forum to provide specialist support to survivors of domestic violence and abuse.
2. Conditions of Award
 - 2.1 This award is one-off award is made on the basis of delivering the service above. The agreement of this award 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 proposed service (paragraph 1.3 above). In the event that the grant is not used for these purposes the monies must be repaid to the PCC.
 - 2.3 Where the grant is used to provide services for victims of crime those services must be free of charge.
 - 2.4 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.

2.5 The grant recipient must be able to evidence appropriate safeguarding procedures for those using their services and have due regard for the Local Children and Adult Safeguarding Boards' policies and guidance. The grant recipient must ensure that its services, policies, training, recruitment, vetting and referral processes appropriately safeguard children and vulnerable adults.

2.6 The PCC expects the service to work in partnership with other providers and services in particular, Norfolk and Suffolk Victim Care, the IDVA service and Anglia Care Trust (as providers of the DA Outreach service).

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.

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. 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

5 Monitoring and Reporting

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 15 April 2019.

5.2 The PCC may require the attendance of any grant recipient 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 immediately if the organisation ceases to operate, 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 the PCC's Contract Regulations, and will have due regard for 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 comprehensive insurance cover (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 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.

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:	