

**ORIGINATOR:** Gary Cummins, Supplier Relationship Manager, 7F Commercial

**DECISION NO.** 06 /2023

**REASON FOR SUBMISSION: FOR DECISION**

**SUBMITTED TO: POLICE AND CRIME COMMISSIONER**

**SUBJECT: Norfolk and Suffolk Victim Care Service**

**SUMMARY:**

1. This paper seeks approval from the Police and Crime Commissioner for the extension of the Norfolk and Suffolk Victim Care Service contract with Victim Support – 2-year cost £1,274,919
2. This contract commenced in April 2020 for a period of 3 years with the option to extend for two years

**RECOMMENDATION:**

It is recommended that the Police and Crime Commissioner grants approval to extend the contract with Victim Support for a period of 2 years as outlined in this report

**OUTCOME/APPROVAL BY:** PCC/CHIEF EXECUTIVE/CHIEF FINANCE OFFICER (Delete as appropriate)

*The recommendations as outlined above are approved.*

**Signature**



**Date 01/03/23**

## **DETAIL OF THE SUBMISSION**

### **1. OBJECTIVE:**

- 1.1 Since 2015, Police and Crime Commissioners have been responsible for commissioning victim assessment referral services for their force areas, utilising grant funding from the Ministry of Justice (MoJ).
- 1.2 The availability of an assessment and referral service is an entitlement set out in the Victims Code of Practice.
- 1.3 Victim Support are currently contracted to deliver the Norfolk and Suffolk Victim Care Services
- 1.4 This extension of this contract for a 2-year period will allow continuity of these critical services within Norfolk and Suffolk, ensuring the Office of the Police and Crime Commissioners can meet their commissioning responsibilities whilst leveraging fixed costs during the period.

### **2. BACKGROUND:**

- 2.1 In April 2018, the PCCs for Norfolk and Suffolk launched Norfolk and Suffolk Victim Care, which is the victim assessment, support and referral service for victims of crime in both counties. The service is currently managed by Victim Support, in partnership with the Offices of the Police and Crime Commissioners for Norfolk and Suffolk.
- 2.2 The Victims of Crime Care Service for the populations of Norfolk and Suffolk contract with Victim Support was originally commissioned in April 2020 for a period of 3 years. This contract will expire on 31/03/2023.
- 2.3 Victim Support have recently undertaken a management restructure to ensure optimised delivery of the Norfolk and Suffolk Victim Care Service contract going forward. This has ensured a focus on efficiency, both operationally and financially.
- 2.4 Clause 48 of the current contract allows for an extension period of 2 years – taken either as a 2 x 1 year -or- 1 x 2-year periods.
- 2.5 The Commissioning leads, Liz Hollingworth and Gavin Thompson, have indicated support for a 2-year extension option with Victim Support.

### **3. AREAS FOR CONSIDERATION:**

- 3.1 This report recommends that a 2-year period is executed:
  - a) To leverage the availability of fixed costs for the 2-year period to mitigate further market pressures in Year 2;

b) Minimal risk to OPCCs as Ministry of Justice Funding has been confirmed through to March 2025 to underpin the cost of this service.

3.2 The Cost of the proposed 2-year extension is £1,274,919 (funded 50/50 by Norfolk & Suffolk)

3.3 Execution of this extension includes the attachment of a service action plan to ensure optimisation of service delivery during the 2-year period (in alignment with the new Victim Support management structure.)

#### 4. OTHER OPTIONS CONSIDERED:

4.1 Continuation with the incumbent supplier has been agreed as the preferred route with the commissioning leads. For that reason, alternative routes to market have not been explored in detail.

4.2 The requested price increase is below expectation in relation to current market pressures – scrutiny of this renewal case has taken pace in line with Inflationary pressure analysis undertaken by 7 Force Commercial.

#### 5. STRATEGIC AIMS/OBJECTIVE SUPPORTED:

5.1 The extension of the current contract supports the Police and Crime Commissioners responsibility for commissioning victim assessment referral services to ensure availability of an assessment and referral service (as set out in the Victims Code of Practice.)

#### 6. FINANCIAL AND OTHER RESOURCE IMPLICATIONS:

6.1 The original 3-year contract value was £1,889,946 – jointly funded by Norfolk and Suffolk on a 50/50 basis. The cost of the 2 yr. extension period will be £1,274,919 – funded on the same basis.

	NORFOLK	SUFFOLK	TOTAL	INCREASE (£)	INCREASE (%)
Y1	£316,301.50	£316,301.50	£632,603.00	£2,621.00	0.42%
Y2	£321,158.00	£321,158.00	£642,316.00	£12,334.00	1.96%
<b>TOTAL 2 YEARS</b>	£637,459.50	£637,459.50	£1,274,919.00	£14,955.00	1.19%

6.2 The requested increases are lower than expected due to efficiency created in the management restructure finalised by Victim Support in 2023 to 'right-size' the operating model for service delivery.

- 6.3 The cost for the delivery of this service is met by Ministry of Justice Victim Service funding. MOJ Victim Services funding has been confirmed until 31.3.2025 so will cover the period of this extension.

## **7. OTHER IMPLICATIONS AND RISKS:**

- 7.1 Consultation with Liz Hollingworth on behalf of the Suffolk OPCC and Gavin Thompson on behalf of the Norfolk OPCC. No further risks or issues have been raised.

**ORIGINATOR CHECKLIST (MUST BE COMPLETED)**

**PLEASE  
STATE 'YES'  
OR 'NO'**

Has legal advice been sought on this submission?

**N/A**

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**

**Is this report a Confidential Decision?**

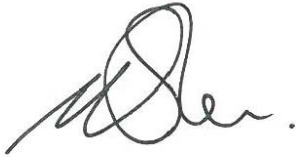
**NO**

If Yes, please state reasons below having referred to the [PCC Decision Making Policy](#)

**APPROVAL TO SUBMIT TO THE DECISION-MAKER** (this approval is required only for submissions to the PCC).

**Chief Executive**


I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC.

**Signature:**  **Date:** 01/03/23

**Chief Finance Officer (Section 151 Officer)**

I certify that:

- a) there are no financial consequences as a result of this decision,  
OR
- b) the costs identified in this report can be met from existing revenue or capital budgets,  
OR
- c) the costs identified in this report can be financed from reserves  
AND
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

**Signature:**  **Date:** 01/03/23

**PUBLIC ACCESS TO INFORMATION:** *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*