



## **Subject: Joint Project – East of England Probation Service/OPCCNHG V Training for ex-offenders – extension to include Forklift Qualification Training**

**Originator:** Stephanie Stearman

**Decision no.** 50/2024

**Reason for submission:** For Decision

**Submitted to:** Sarah Taylor – Police and Crime Commissioner for Norfolk (PCQ)

### **Summary:**

1. This Decision Notice seeks approval by the PCC to extend the joint initiative with the East of England Probation Service (EEPS) to deliver HGV training programme for ex-offenders to include forklift truck qualification training.
2. Under a Memorandum of Understanding arrangement with the EEPS the Office of the Police and Crime Commissioner (OPCCN) will act a Lead Commissioner of a service to support Ex Offenders by way of training that leads to employment and supports breaking the cycle of offending.
3. The service currently provides HGV Training Class 2 to ex-offenders, for 6-7 ex-offenders based in Norfolk. The extension of the service to include forklift trucking training means that up to 12 ex-offenders based in Norfolk may benefit.
4. The EEPS will support this extension with additional funding of £6000 bringing their total contribution up to £26,000. The OPCCN will contribute an additional £500 bringing the total up to £3500 towards the project.
5. The extension of the project to include forklift training will mean that the project is more accessible to people with caring responsibilities and other commitments as the training course is shorter. It will also allow the project to be of benefit to more people as it is cheaper to provide.
6. The OPCCN will manage the procurement process, however the management of the project and clients will continue to sit with the EEPS.

## Recommendation:

The PCC supports this decision to extend the provision within the existing joint initiative with the East of England Probation Service to provide qualification training to ex-offenders in Norfolk, with the OPCCN to act as Lead Commissioner and provide an additional £500 contribution to allow the extension of the project to include the provision of forklift truck training.

**Outcome/approval by:** PCC

*The recommendations as outlined above are approved.*

A handwritten signature in black ink, appearing to read "Saylor". The signature is written in a cursive style with a period at the end.

**Signature:**

**Date:** 02/10/2024

## Detail of the submission

### 1. Objective:

- 1.1 The project is to provide HGV training class 2 to 6-7 ex-offenders with based in Norfolk, to be extended to provide forklift truck qualification to up to 5 additional ex-offenders.
- 1.2 The training will support the candidates to become qualified HGV or forklift truck drivers – note there is a recognised ongoing shortage of qualified HGV and forklift drivers following covid restrictions, so there are employment opportunities for newly qualified drivers.
- 1.3 The aim is to achieve a 100% pass rate. Therefore, the project allows for test re-takes to ensure that each candidate has the best chance of success.
- 1.4 The training will be delivered at locations in Norfolk. Transport will be provided to ensure that candidates are able to attend all training sessions.
- 1.5 The aim is to prevent re-offending by supporting ex-offenders to achieve the above qualifications to gain employment and break the cycle of re-offending.

### 2. Background:

- 2.1 The EEPSS service ran a successful pilot to test the outcomes of a scheme to provide HGV driver training to ex-offenders in Suffolk. The project to extend this into Norfolk was started in April 2024 and is currently running to end March 2025.
- 2.2 It has been identified that some candidates are unable to commit to the timescales required to complete the HGV training. A new initiative to introduce forklift training into the project will mean that candidates who would otherwise be unable to take part will be able to benefit as the forklift training takes less time to complete.
- 2.3 This project supports the Police, Crime and Community Safety Plan 2022-24 in meeting its priority to prevent re-offending, working in partnership to ensure offenders are managed effectively in the community and reducing the revolving door of crime.
- 2.4 It has been identified that the time commitment required to deliver the new outcomes means that the contract period will need to be extended to run from 1<sup>st</sup> March 2024 to 31<sup>st</sup> July 2025

### **3. Areas for consideration:**

- 3.1 The management of the project will sit with EEPS who will rigorously select candidates for the project. Each candidate will complete a medical and go through a full risk assessment process.
- 3.2 Each ex-offender will be allocated a Peer Mentor who will provide practical and motivational support throughout the process. The progress of each candidate and their wellbeing will be monitored by EEPS.
- 3.3 Three quotes from training providers had been obtained at the start of the project and a preferred provider agreed with the EEPS. The addition of forklift truck training into the project deliverables has been agreed as a single tender action – to be awarded to the existing HGV training provider as they have the skills and knowledge needed to provide effective support to this group of candidates.
- 3.4 The training will continue to be provided by DMP training based in Bury St Edmunds. This provider delivered the Suffolk pilot and achieved positive outcomes.
- 3.5 All training will be provided at Norfolk locations – the provider is providing free transport to the locations to ensure that candidates can attend. This is an added value from the provider.

### **4. Other options considered:**

- 4.1 Not to support the extension of the project – this was rejected as this would limit the access to the service and a number of Norfolk ex-offenders would be unable to benefit from the scheme.

### **5. Strategic aims/objective supported:**

- 5.1 The PCC has a statutory obligation to set out Police and Crime objectives through the Police, Crime and Community Safety Plan 2022-2024. The PCC's six priorities fall into the following categories each with detailed objectives in the plan:

- Sustain Norfolk Constabulary
- Visible and Trusted Policing
- Tackling Crime
- Prevent Offending
- Support Victims
- Safe and Stronger Communities

5.2 This Grant will support two of these pillars: Preventing Offending and Safe and Stronger Communities

## 6. Financial and other resource implications:

6.1 The total Value of the project is £29500 (twenty nine thousand five hundred pounds)

6.2 £23000 was committed to the project previously (as per decision notice 16/2024). Additional funding is to be put into the project as follows:

- a. An additional contribution of £6000 from EEPS.
- b. An additional contribution of £500 from OPCCN.

6.3 The financial split across the funding period is as follows:

<b>FUNDING</b>	<b>2024/25 1<sup>st</sup> April 24- 31<sup>st</sup> July 25</b>
EEPS original contribution	£20000
EEPS additional contribution	£6000
OPCCN original contribution	£3000
OPCCN additional contribution	£500
<b>TOTAL PROJECT FUNDING</b>	<b>£29500</b>

6.4 The funding of this Grant Award will be paid from the OPCCN Commissioning Budget.

## 7. Carbon Emissions and Other Environmental Implications:

### Carbon Emissions

7.1 The estimated impact on our carbon emissions that must be reported under current statute from this proposal is:

Emission Categories:	Increase in tCO <sub>2</sub>	Saving in tCO <sub>2</sub>
Scope 1 – Fuel – Building Heating	0	0

Scope 1 – Fuel – Transport	0	0
Scope 2 – Electricity	0	0

## **Environmental Implications**

7.2 No material implications.

## **8. Other implications and risks:**

8.1 There are no foreseen major implications or risks associated with this decision at this time.

Originator checklist (must be completed)	Please state 'yes' or 'no'
Has legal advice been sought on this submission?	<b>NO</b>
Has the PCC's Chief Finance Officer been consulted?	<b>YES</b>
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	<b>YES</b>
Have human resource implications been considered?	<b>YES</b>
Is the recommendation consistent with the objectives in the Police and Crime Plan?	<b>YES</b>
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	<b>YES</b>
Has communications advice been sought on areas of likely media interest and how they might be managed?	<b>YES</b>
Have sustainability and environmental factors been considered? (e.g. biodiversity, employee commuting, business travel, waste and recycling, water, air quality, food and catering and estates construction)	<b>YES</b>
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	<b>YES</b>

**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:** 01/10/2024

### 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:** 20/09/2024

**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.*