

**ORIGINATOR:** Stephanie Stearman

**DECISION NO.** 2019/63

**REASON FOR SUBMISSION:** For Decision

**SUBMITTED TO:** Police and Crime Commissioner of Norfolk

**SUBJECT:** The Daisy Project – Development Grant

**SUMMARY:**

The Daisy Programme is a registered charity supporting men and women living with or who have been affected by Domestic Abuse within the Breckland District of Norfolk.

The Daisy Programme offer free support and help through a variety of platforms including the Freedom Programme, My Confidence Courses, 1-2-1's and drop in Support Groups for survivors of Domestic Abuse. Support for men and women survivors of domestic abuse in Breckland through referral mechanism working with clients aged 16 and above and who are assessed as standard risk.

It is the aim through support that survivors will gain control of their lives by improving their confidence and self-esteem that will in turn enable them to make positive life choices for the future.

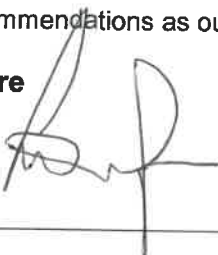
The purpose of this Grant is to enable the Daisy Programme's Project Manager to focus on development of the Daisy Programme and sustainability.

**RECOMMENDATION:** It is recommended that the Police and Crime Commissioner for Norfolk supports the allocation of funding to the Daisy Project in the Breckland District.

**OUTCOME/APPROVAL BY:** Police and Crime Commissioner for Norfolk – Lorne Green

The recommendations as outlined above are approved.

**Signature**



**Date**

18/01/19



## **DETAIL OF THE SUBMISSION**

### **1. OBJECTIVE:**

- 1.1 In the PCC's Police and Crime Plan 2016 he had identified supporting victims and reducing vulnerability as one of his seven strategic aims. Work has been ongoing to support this strategic aim and ensure that provision is of high-quality services are available to victims of domestic abuse.
- 1.2 The Daisy Programme is an independent charity based in Breckland. Established in 2015 it continues to receive an increasing number of domestic abuse related referrals. The provision of service is aimed at victims/survivors of domestic abuse people that are not considered high risk, which is limited within the Breckland District of the County.
- 1.3 The nature of this specialist support, available following referral from other agencies including General Practitioners, Children's Services, other acute service providers or by self-referral is an essential intervention for those vulnerable victims who have taken the step to disclose domestic abuse.
- 1.4 The proposed Grant will contribute to the Police and Crime Plan by funding a development programme to enable the Daisy Programme to continue to deliver specialist support to victims of domestic violence and abuse and to assist with the Daisy Programme's sustainability.
- 1.5 A copy of the Grant Agreement for the Daisy Programme, providing intended outputs, outcomes and activities is attached with this document.

### **2. BACKGROUND:**

- 2.1 The Daisy Programme is a registered charity supporting men and women living with or who have been affected by Domestic Abuse within the Breckland District of Norfolk. Demand for services provided by the Daisy Programme for Standard of Medium risk victims has grown exponentially. This has put strain on the Daisy Programmes services and there is now need to develop the organisation.
- 2.2 The purpose of this grant is to enable the Daisy Programme's Project Manager to focus on the Daisy Project's:
  - Organisational development (this could include examples such as: organisational strategies, policies, training, recruiting, referral pathways, etc.)
  - Future Sustainability, including governance (this could include an example such as: multi agency funding bids developing partnerships)
- 2.3 To do this, an award of £11,666 has been agreed by the Police and Crime Commissioner of Norfolk that will enable staffing levels to be increased by 2 x Part time posts that will support the Daisy Programmes Project Manager so that the above purpose of this grant can be delivered and reported on.

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

- 3.1 As a service operation in operating specialist domestic abuse support services to adults, children and young people in the Breckland District of the County, the Daisy Programme is required to:

- Employ 1 x Part time (22 hours) Fundraising and Marketing Officer - £14,482 – pro rata
- Employ 1 x Part time (13 hours) Administrator - £5,419 – pro rata

### **3.2 Outcomes**

#### **Fundraising and Marketing Officer (Quantitative Measures)**

- Secure a sustainable grant to recruit an additional Support Worker for 1 year minimum, up to 3 years. £12,376
- Secure a sustainable grant for a Community Engagement Officer £16,500 pa
- Secure a sustainable grant to continue the post of Fundraising & Marketing Officer for 3 years - £43,446.00
- Raise ticket sales for the Breckland Lottery from 56 currently to 120 during the Grant period
- Maintain a team of 6 fundraising volunteers to assist at events
- Oversee, organise and ensure smooth and seamless delivery of fundraising events, network events and activities on behalf of Daisy Programme

### **3.3 Fundraising and Marketing Officer –Outputs**

- Raise the profile of the Daisy Programme within the Breckland District/County through a variety of platforms (please provide examples)
- Chair fundraising meetings
- Regular meetings with the Project Manager to identify gaps in funding, address and plan future applications and opportunities
- Research fundraising opportunities and write grant applications to charitable trusts or statutory bodies Build relationships with major donors or companies with a view to regular donations.
- Manage information and record the profile and fundraising activity of donors on a database
- Account handling: ensuring major donors or companies are happy with their donation scheme (such as a charity of the year partnership) and are kept informed of progress and milestones.
- Attend appropriate meetings such as DA Forum and other appropriate meetings pertinent to funding opportunities
- Review/secure fundraising opportunities for the growth of the organisation via Funding Central, Norfolk Community Foundation and other suitable mediums for grants

### **3.4 Administration Officer (Quantitative Measures)**

- Contact referrals within 3 days of referral and assess immediate needs
- Contact referrer within 2 days of receiving a new referral to confirm receipt, and contact client to arrange an initial visit with Project Manager/volunteers

### **3.5 Outputs**

- Provide support to Finance Trustee for annual return of the Charity Commission
- On a quarterly basis attend and take minutes for Board of Trustee meetings
- Manage the Daisy Programme budget, reporting anomalies/concerns to Project Manager on a regular basis
- Manage the Daisy Programme inbox, allocate incoming emails for action or for info, create client files and maintain them
- Provide speaker and client stories for DA Forum

- Manage on-line diaries, arrange and confirm meetings for Project Manager
- Organise, attend and take minutes at the Daisy Programmes DA Forum
- Organise, book and publicise forthcoming Freedom Programme/My Confidence courses training through the calendar
- Collate feedback and evaluations from clients who attended Freedom Programme/ Confidence courses and feedback to Daisy Programme team and relevant partners
- Maintain databases through Microsoft Excel
- Assist Project Manager with effective administrative support

#### **4. OTHER OPTIONS CONSIDERED:**

- 4.1 Not to provide funding – this would leave the charity vulnerable as funds are required to sustain the organisation. Without sustainability victims/survivors without support and put at risk and victims/survivors who wish to seek support without service in the Breckland District for standard and medium risk support. This option was rejected.

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

- 5.1 Delivery of services which support standard and medium risk clients including children/young people and adults are delivered in accordance with the following national and local plans/strategies and practices:

- Police and Crime Commissioners Police and Crime Plan 2016-2020
- The National Practice for Victims of Crime (brought in 16<sup>th</sup> November 2015 by the Domestic Violence, Crime and Victims Act 2004 (Victim's Code of Practice) Order 2015/1817
- The Victim's Directive 2012/29/EU of the European Parliament and of the Council of 25 October 2012 establishing minimum standards on the rights, support and protection of victims of crime.
- Home Office – Violence against Women and Girls Strategy

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

- 6.1 Grant Cost: up to £11,666 for a period of seven months – 1<sup>st</sup> January 2020-31<sup>st</sup> July 2020
- 6.2 This award of this grant mitigates the risk of greatly reduced services for victims of domestic abuse (adults, children and young people) to the most vulnerable of victims in the Breckland District of Norfolk.

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

- 7.1 There are no risks flowing from the consideration of this report
- 7.2 An assessment of risk of delivery of the Daisy Programme and service has been undertaken. This assessment has considered the value of the grant sought, the grant recipient's history of delivery and their ability to deliver as well as impact on clients supported by the Charity.
- 7.3 The monitoring arrangements of this grant offer are highlighted within the Grant Agreement attached to this Decision Notice. Should there be any risk to the service being delivered then the grant recipient is required to notify the PCC immediately.

<b>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</b>	<b>PLEASE STATE 'YES' OR 'NO'</b>
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>
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	<b>YES</b>

**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

13-11-19

**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: 13.11.2019

**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.*







## Grant Variation Form No 1

<b>Provider</b> The Daisy Programme	<b>Decision Notice No:</b>
<b>Title:</b> Development/Capacity Building of the Daisy Programme	<b>Agreement Period:</b> 1 <sup>st</sup> January 2020-31 <sup>st</sup> July 2020

The Office of the Police and Crime Commissioner for Norfolk, currently funds the Daisy Programme. The Daisy Programme is a registered charity supporting men and women living with or who have been affected by Domestic Abuse within the Breckland District of Norfolk.

The Daisy Programme offer free support and help through a variety of platforms including the Freedom Programme, My Confidence Courses, 1-2-1's and drop in Support Groups for survivors of Domestic Abuse. Support for men and women survivors of domestic abuse in Breckland through referral mechanism working with clients aged 16 and above and who are assessed as standard risk.

It is the aim through support that survivors will gain control of their lives by improving their confidence and self-esteem that will in turn enable them to make positive life choices for the future.

The purpose of this grant is to enable the Daisy Programme's Project Manager to focus on the Daisy Project's:

- Organisational development (this could include examples such as: organisational strategies, polices, training, recruiting, referral pathways, etc.)
- Future Sustainability, including governance (this could including an example such as: multi agency funding bids developing partnerships)

To do this, an award of £11,666 has been agreed by the Police and Crime Commissioner of Norfolk that will enable staffing levels to be continued with existing 2 x Part time posts that will support the Daisy Programme's Project Manager so that the above purpose of this grant variation can be extended, delivered and reported on.

The following revised costing will now apply for the duration of the above agreement period:

<b>TOTAL GRANT FOR 2020/21</b>	<b>£11,666</b>
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Payments will be made quarterly in advance and subject to the Pandora Project delivering service as outlined below in the breakdown of variation through quarterly grant monitoring reports and meetings.

### Breakdown of Variation:

	<b>AMOUNT</b>
<b>Outcomes</b>	
<b>Fundraising and Marketing Officer (Quantitative Measures)</b>	
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year minimum, up to 3 years. £12,376

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- Raise ticket sales for the Breckland Lottery from 56 currently to 120 during the Grant period
- Recruit a team of 6 fundraising volunteers to assist at events
- Increase Twitter followers and Facebook followers by 50% during the grant period, from Twitter 221 to 331 and Facebook (measures to be confirmed + baseline data)
- Oversee, organise and ensure smooth and seamless delivery of fundraising events, network events and activities on behalf of Daisy Programme

#### **Fundraising and Marketing Officer –Outputs**

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#### **Outputs**

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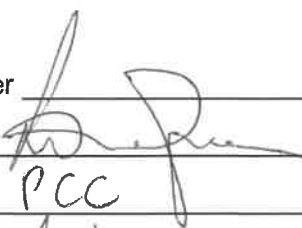
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<b>Monitoring:</b> <table border="1" style="width: 100%;"> <thead> <tr> <th>MONITORING PERIOD</th> <th>REPORT TO BE SENT TO OPCCN</th> </tr> </thead> <tbody> <tr> <td>January 20-March 2020</td> <td>April 2020</td> </tr> <tr> <td>April 20-July 2020</td> <td>August 2020</td> </tr> </tbody> </table>		MONITORING PERIOD	REPORT TO BE SENT TO OPCCN	January 20-March 2020	April 2020	April 20-July 2020	August 2020	
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January 20-March 2020	April 2020							
April 20-July 2020	August 2020							
<b>Total Funding</b>		£11,666						

Signed for and on behalf of the Commissioner

Name

Position

Date

  
 PCC  
 18/11/19

Signed for and on behalf of the Provider

Name

Position

Date

Daisy Programme  
 Leigh Taylor.  
 Project Manager  
 3rd Oct 2019.

