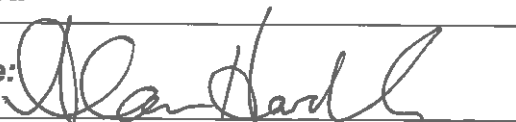


**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION**

REF: 19/2014

DATE: 6 August 2014

SUBJECT	APPOINTMENT OF BAKER TILLY BUSINESS SERVICES LIMITED TO DELIVER VICTIM AND WITNESS BUREAU TRANSITION SUPPORT TO LINCOLNSHIRE OPCC
REPORT BY	CHIEF EXECUTIVE
CONTACT OFFICER	Michelle Howard, Victims, Witnesses and Partnerships Lead Officer, OPCC Tel 01522 947223
EXECUTIVE SUMMARY AND PURPOSE OF REPORT	
<p>To set out the rationale regarding the steps taken to procure consultancy support from Baker Tilly Business Services Limited to enable the delivery of a victim bureau to manage victim referrals and access to general support service for victims of crime.</p> <p>To provide assurance of the steps taken to manage any potential conflict of interest brought about by appointing Baker Tilly Business Services Limited to deliver the victims bureau project, given an existing arrangement for Baker Tilly to provide internal audit services to Lincolnshire Police / Lincolnshire OPCC.</p>	
RECOMMENDATION	<i>To appoint Baker Tilly Business Services Limited to deliver Victim and Witness Bureau transition support to Lincolnshire OPCC</i>

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE	
I hereby approve the recommendation above, having considered the content of this report.	
Signature: 	Date: 06/08/14

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

A1. INTRODUCTION AND BACKGROUND

1. Significant changes to the victims services commissioning process in England and Wales form part of a strategic move to more personalised services for local people and investment in the community and voluntary sector.
2. Ministry of Justice progressing the transfer of responsibility and funding to PCC's to deliver two key areas of services for victims of crime:-

- Specialist Services (not applicable to this request for a decision from the PCC)
 - Referral System and General Support service for victims of crime (from April 2015) referred to within this report as 'victim bureau development'
3. In order to meet the April 2015 delivery date, the project plan for this area of work requires that victim bureau development must start no later than August 2014. Current contractual provision for these services ceases on 31 March 2015.
 4. The Police and Crime Commissioner for Lincolnshire is exploring a collaborative relationship with Leicestershire OPCC to deliver a regional victims bureau to manage victim referrals and access to general support services for victims of crime across Lincolnshire and Leicestershire.
 5. Collaboration with Leicestershire is in line with the progression of a regional criminal justice unit and witness contact unit.
 6. The Police and Crime Commissioner for Leicestershire has an existing contract with Baker Tilly - Baker Tilly appointed to deliver the victims bureau on behalf of the Leicestershire PCC. A service model has been developed (integrating the needs of existing regional collaboration model for witness contact unit) and is progressing towards delivery.
 7. Baker Tilly has the knowledge, skills and existing relationships to progress the Lincolnshire elements of a joint victims bureau as soon as practicably possible to enable delivery and operational model by 1st April 2015. Significant development work already carried out in Leicestershire by Baker Tilly that can be transferred readily to Lincolnshire has significant benefits for Lincolnshire OPCC. An appropriate project manager currently working within the Leicestershire OPCC team with knowledge and experience of the victims bureau needs has been identified and is vetted.
 8. Mitigation against potential conflict of interest (Baker Tilly are internal auditors for the PCC for Lincolnshire and Lincolnshire Chief Constable) has been fully considered and assurance of processes in place to manage this has been received – this information is detailed within Section F of this report (risk management).

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

9. Victims of crime are central to the Police and Crime Plan. The PCC is committed to ensuring that victims of crime are supported, listened to and kept informed of progress in relation to their crime.
10. Additionally, the Police and Crime plan sets out a commitment ensuring that victims see real benefits from the significant changes to the victims commissioning landscape.
11. This is a key programme of work for the Police and Crime Commissioner with specific requirements to ensure delivery by April 2015.

B. FINANCIAL CONSIDERATIONS

Contract and Procurement Regulations require that contracts in excess of £25,000 be let via a competitive process or that the Exceptional Procurement Action (EPA) process be followed. The EPA process was followed for this procurement. A budget of £49,500 has been allocated.

Call off arrangements are included within the proposal but have been separated to ensure that further authorisation from Lincolnshire PCC required before any expenditure above the specified amount would be incurred

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

[This should include the legal powers the PCC has for making the decision]

Grant funding for Victims Services has been provided to PCC's by the MoJ under powers given to the Secretary of State by S56 of the Domestic Violence, Crime and Victims Act 2004 (DCVCA 2004).

As part of this the Ministry of Justice has transferred the responsibility, power, and funding to Police and Crime Commissioners to enable local commissioning of practical and emotional support services for victims of crime. As such, from April 2015, the majority of emotional and practical support services for victims of crime will be commissioned locally by PCCs.

This funding is provided to PCCs in the form of a Victims' Services Grant, which not only replaces the former MoJ general fund for victims and witnesses, but enhances the total funding allocated to victims services.

Services for victims commissioned by the Police and Crime Commissioner must ensure compliance with:

- Code of Practice for Victims and Witnesses (October 2013)
- 'EU Directive on the minimum standards, rights, support and protection of victims of crime' (Articles 8 & 9) [2012/29/EU]

D. PERSONNEL AND EQUALITIES ISSUES

None.

E. REVIEW ARRANGEMENTS

As per the contract with Baker Tilly.

F. RISK MANAGEMENT

Conflicts of interest

The following information has been received from Baker Tilly Business Services Limited:

"In meeting the Lincolnshire Police / OPCC requirements we also recognise that your Internal Audit (IA) services are also provided by Baker Tilly. We take great care to ensure that neither the independence of Internal Audit nor the quality of our risk advisory support is compromised"

Baker Tilly has specified the following measures to manage this:

- *This would be completed by a separate team to the internal audit team and under a separate letter of engagement and separate engagement partner to prevent a conflict to the Internal Audit work.*
- *Mark Jones as Head of Internal Audit is aware of the work proposed and has considered his independence in this. He considers that he is able to provide a Head of Internal Audit Opinion for 2014/15.*
- *We, from an Internal Audit point of view, are not planning to complete any work on the Commissioning Framework in 2014/15.*
- *We would include a statement within the Internal Audit Annual Report on the work completed to ensure transparency*

G. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation of the decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.

Is the publication of this form to be deferred? No

If Yes, for what reason:

Until what date:

Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

Is there a part 2 form? No

If Yes, for what reason:

ORIGINATING OFFICER DECLARATION

	Tick to confirm
Originating Officer: Victims, Witnesses and Partnerships Lead Officer (OPCC) recommends this proposal for the reasons outlined above.	✓
Financial advice: The PCC's Chief Finance Officer has been consulted on this proposal.	✓
Monitoring Officer: The PCC's Monitoring Officer has been consulted on this proposal	✓

OFFICER APPROVAL

Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.

Signature:



Date:

6/8/14

