

Police and Crime Commissioner for Surrey – Decision Making Record

Report Title – Contract Manager, Victim Support Services

Decision number: 078/2014

Author and Job Role: Katie Kempen, Senior Policy Officer (Victims)

Protective Marking: Part One

Executive Summary:

The Police and Crime Commissioners (PCCs) for Surrey, Sussex and Thames Valley (Founding Members) have collaborated on a framework to deliver victim referral, assessment and non-specialist support services. The Founding Members wish to jointly employ a Contract Manager, hosted by OPCC Sussex, to fulfil administrative and performance management functions for the Founding Members and acting as a single point of contact for other PCC areas which may wish to join the Framework.

Background

PCCs will take on responsibility for commissioning victim referral, assessment and non-specialist support services from 1 April 2015. The Founding Members have collaborated on this work and jointly commissioned a Framework to do so. The Founding Members will share the Victim Assessment and Referral Centre (VARC) and will see many similar contract management issues within their local support services.

A shared Contract Manager post provides an efficient mechanism for the Founding Members to manage the Framework and contract, ensuring that it provides high quality services and value for money.

Recommendations

- The Commissioner supports the creation of a three-year fixed term Contract Manager post in order to effectively manage the Framework in the Founding Member areas.
- That the Commissioner funds one third of the post.

Police and Crime Commissioner Approval

I approve the recommendation(s):

Signature:



Date: 09/12/2014

All decisions must be added to the decision register.

Areas of consideration

Consultation

There has been extensive internal consultation within the OPCCs.

Financial implications

The Contract Manager will cost salary and on costs, to be confirmed following the grading of the job description. The OPCC for Surrey should meet one third of this cost. The costs may be reduced as other PCCs call off on the Founding Member Framework and the Founding Members use a rebate to fund this post.

Legal

The post will be subject to normal HR procedures to comply with relevant employment legislation.

Risks

The creation of the post will significantly mitigate the risks around safe delivery of the £407,976 annual contract.

Equality and diversity

The post will be subject to normal HR procedures to comply with relevant equality and diversity legislation.

Risks to human rights

No risks.