



**NOTTINGHAMSHIRE
POLICE AND CRIME COMMISSIONER
CONSULTANCY TENDER BRIEF**

**RESTORATIVE PRACTICE STRATEGY
INTO ACTION**

V3 14TH March 2014

1. Tender Brief

1. This document is intended to give independent consultancy organisations/individuals sufficient information to enable them to tender to deliver mapping, a literature review, assessment of likely future demand, development of strategy, action plan, community remedy document and delivery model for the future delivery of restorative practice processes in Nottinghamshire .
 - Following the assessment process and based upon the consultancy tender the Deputy Police and Crime Commissioner, Chief Executive, Commissioning Manager and a senior police officer and the chosen consultancy organisation/individual will jointly produce the final brief and contract.

The intellectual property to all raw data collated throughout the research project and all documents produced by the research project will be owned by the Nottinghamshire Office of the Police and Crime Commissioner (NOPCC) and will be presented to the NOPCC for internal audit processes and compliance with Records Management.

2. Background

- 2.1 The Police and Crime Commissioner, “the Commissioner”, has a wide remit to cut crime and improve community safety in Nottingham and Nottinghamshire. The Nottinghamshire Police and Crime Plan 2013-18 sets out the Commissioner’s intentions to achieve safer communities and improve trust and confidence in high quality policing by reducing crime and antisocial behaviour, ensuring fairer treatment of victims and citizens and demonstrating using public resources wisely. The plan includes a specific commitment to ‘expand the use of restorative justice’.

Restorative justice is a process which gives victims of crime the opportunity to tell offenders about the impact of their crime, to get answers to their questions, and to receive an apology. It holds offenders to account for their actions, helping them to understand the real impact of what they’ve done, and to take responsibility and make amends.

The Commissioner will receive ringfenced funding from Government from April 2014 to deliver restorative justice services. Funding for victims’ support services will follow from October 2014. A new model of victims’ support services, which will include the independent delivery of a high quality restorative justice service, will be delivered from April 2015. It is hoped that partners’ funding for these types of services can be aligned with the Commissioner’s funding.

The Anti-social Behaviour, Crime and Policing Act 2014 received royal assent on the 13th March 2014. Section 93 requires Police and Crime Commissioners to consult with victims and members of the public on a list of actions which are proportionate and meaningful to be offered as part of a community resolution or conditional cautions.

To inform the future delivery of restorative justice, the Commissioner in May 2013 organised a summit to discuss 'Is Restorative Justice Working in Nottinghamshire?' The event was designed to gain a better understanding of current restorative justice practice across Nottinghamshire and to agree a way forward.

- From this event the identified next steps included:
- completing a mapping exercise of restorative practice across Nottingham and Nottinghamshire;
- developing a restorative justice strategy, including defining vision with service and occupational standards; and
- holding restorative justice practitioner events to engage staff in the development of the strategy.

Since this event a mapping exercise has been undertaken of restorative justice practice, which includes a survey of schools to gain a better understanding of their use and knowledge of restorative justice. This exercise has provided the Police and Crime Commissioner with a better understanding of what is 'happening' across Nottinghamshire, but there are still some gaps in knowledge of practice and services. Information on the mapping exercise will be made available to the successful consultancy organisation/individuals.

3. Purpose of the Project

3.1 The Office of the Police and Crime Commissioner is seeking an individual or organisation that would assist the Commissioner with:

- filling the gaps in knowledge of restorative justice practices across Nottinghamshire;
- defining an evidence base of how restorative practice can contribute towards repairing harm to victims and reducing re-offending;
- developing a Nottinghamshire restorative practice strategy, defining common definitions, services and occupational standards for organisations and individuals involved in providing services and delivering restorative practice;
- advising and making recommendations on how generic victim services and restorative practice should best work together to ensure an integrated pathway of support for victims;
- advising on the likely need and future demand for restorative justice services;
- developing a delivery model for the future delivery restorative practice; and

- consult with victims and members of the public on their views on a list of sanctions to be offered as part of community resolution or conditional caution.

4. Results and Deliverables

4.1 It is expected that this project will achieve the following specific results and deliverables:

- **Map Current Provision** – build on the current exercise to map practice in schools, criminal justice organisations such as the police, youth offending teams and voluntary sector organisations, identifying gaps in service and the availability of and training available for restorative practice facilitators
- **Literature Review** – review the existing national and international research on the evidence of how effective restorative practice improves outcomes for victims and reduces offending. This should specifically include an examination of the evidence of delivering restorative practice to reduce incidents of domestic abuse and protecting women and children, and an assessment of the likelihood of restorative practice being able to improve outcomes for victims in these cases.
- **Restorative Practice Strategy** – a draft strategy should be produced which sets out a vision for restorative practice in Nottingham/shire, together with strategic objectives and an action plan for delivery. The strategy should be shaped by victims and offenders and well as front line practitioners and senior managers
- **Analyse Demand** –analyse partner data and interview stakeholder and partners to assess the future demand for restorative practice in Nottingham/shire.
- **Develop a delivery model**– Define a model for the delivery of restorative practice in Nottingham/shire, considering the future delivery of all services, ranging from prevention and out of court disposals to post sentence options. This should include a quality and outcomes framework as well as recommendations for the Commissioner on how generic victim services and restorative practice should best work together to ensure an integrated pathway for victims.
- **Community Remedy document**–a draft community remedy document should be produced based upon consultation with victims of crime and members of the public.

5. Methodology and Approach

5.1 The Commissioner has not specified the detailed methodology and approach for undertaking this project. However, it is expected that the approach will include a combination of interviews with stakeholders, practitioner focus groups and secondary research (desk top literature review of evidence). Your tender

document must clearly set out your methodology and approach to deliver each individual project deliverables.

6. Cost and Budget

- 6.1 Tender document should define the total cost for the project with a breakdown of the number of days allocated to each aspect of the project's deliverables.
- 6.2 This contract will be awarded on a fixed cost basis and consultants will be expected to work within the allocated budget. You should clearly define your assumptions about the resource contributions and expectations from the Office of the Police and Crime Commissioner, such as organising meetings, bookings and paying costs of venues etc.

7. Timescales

- 7.1 The project will start as soon as possible and begin no later than the 1st April 2014 and will need to be completed by end May 2014.

8. The Selection Process

- 8.1 Written signed tenders should be submitted to the Chief Executive, Kevin Dennis, at the Nottinghamshire Office of the Police and Crime Commissioner by 12 noon on Friday 28th March 2014.

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Arnot Hill Park
Arnold
Nottingham
NG5 6LU

- 8.2 Due to the short time frame of this project you **MUST** also submit an electronic copy of your tender to the following email address by 12 (noon) 28th March 2014 kevin.dennis@nottinghamshire.pnn.police.uk
- 8.3 Tenders received after this time and date will not be considered. The email receipt time and date will be used for this purpose.
- 8.4 Selection and assessment of written tenders will take place on 28th March 2014. The successful individual/consultancy organisation will be informed of the outcome by email on 31st March 2014.

Following the selection process, NOPCC and the chosen provider will jointly produce the final specification and contract.

9. Selection Criteria

The Commissioner is looking for experienced researchers and/or consultants who have relevant experience in managing research projects, analysing data both qualitative and quantitative, designing and conducting focus groups and other consultation events, developing strategy and delivery models, and report writing.

The selected researcher(s) must be able to demonstrate credible experience and a strong understanding of restorative practice.

Organisations may work in partnership with others to deliver the work. If this is the case, then detail should be provided of which organisations will deliver which part of the project.

This is an independent piece of work and any individual or organisation intending to submit a tender for this work must be able to demonstrate their ability to be objective and not be involved in any direct delivery of restorative practice to victims and offenders. A statement of your independence should be included in your written tender.

To be considered for this work, you should submit:

- a short statement summarising:
 - your relevant skills and experience
 - your methodology for each aspect of the deliverables required
 - a delivery plan which includes key milestones and the role of any partners
 - a budget for the work including a breakdown of your staffing costs
 - a brief timeline
- an up-to-date copy of your CV and the CVs of any involved in delivering the project
- confirmation of your availability to undertake this project during April and May 2014.

Selection will be based on the closest fit to the selection criteria. However, if you are unable to meet the criteria in its entirety in respect of time frame or budget your submission will still be considered. You should however, explain your reasons.