



NOTTINGHAMSHIRE

POLICE AND CRIME COMMISSIONER

Invitation to Tender

For the service provision of 'The **VOICE' survey and Police**

Budget and Precept Participatory Groups

for

Nottinghamshire

July 2014

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1. Tendering Brief

- 1.1 The Nottinghamshire Police and Crime Commissioner (the Commissioner) is responsible for the totality of policing for Nottinghamshire. The Commissioner has pledged to put individuals at the heart of working with partners across the police, community safety, criminal justice and victim's services to address crime issues facing residents and businesses.
- 1.2 The Commissioner is inviting Tenders for the supply of services in respect of conducting social research across Nottinghamshire on the following two areas of business:
 - A. Priority Plus Areas which will include telephone / face-to-face interviews.
 - B. Nottinghamshire Police budget and precept participatory groups (one Women's group, one group with members from Black, Minority, Ethnic and Refugee communities, one group with Nottingham City residents and three groups with County residents).
- 1.3 The social researcher should make reasonable adjustments to facilitating resident sampling, collating and analysing the data and producing a technical report. The sample size needs to be split proportionally across all the Priority Plus Areas by Ward level. The Police budget and precept focus groups must be designed using quota sampling to ensure the groups are representative for age and gender in relation to 2011 census data, with a separate findings report to be produced.
- 1.4 The aim of the Priority Plus Area survey and any supporting face to face interviews are to widen the understanding of the potential and support for residents to identify those local needs, including existing and emergent needs, and ideas to improve safety and quality of life in their neighbourhoods. This piece of work will also compliment the City and County's Annual Surveys used by the Commissioner as part of the Police and Crime Needs Assessment, by providing a 'deep dive' into the issues that matter and are of concern to residents within the Priority Plus Areas.
- 1.5 The Police budget and precept participatory group's aims are to produce qualitative findings to support the 2015/16 Police budget setting process and to inform the refreshing of the Commissioner's Police and Crime Plan. This will include drawing relevant comparisons and verbatim comments and highlighting any significant differences in opinion.
- 1.6 The successful supplier will be responsible for designing the Priority Plus Area questionnaire, which may need some minor amendment, and the recruitment, design and facilitation of the Police budget participatory groups, subject to the NOPCC requirements; this will require liaising closely with the Programme, Research and Information Manager, Karen Sleigh.
- 1.7 The Nottinghamshire Office of Police and Crime Commissioner (NOPCC) encourages tenders to be submitted for the NOPCC Panel Assessment based on a paper sifting of tenders, with successful tenders being invited to attend a selection process interview.

- 1.8 Following the selection process, based on the tenders, the Commissioner, Chief Executive, Programme, Research and Information Manager and the chosen supplier will jointly produce the Final Brief, Project Plan and contract.

2. Purpose of project

- 2.1 The Commissioner's vision is to give victims and citizens a bigger **VOICE** in policing to achieve a safer Nottingham and Nottinghamshire.
- 2.2 This document is an Invitation to Tender for parties with the capacity to provide the Commissioner with bespoke pieces of social research.
- 2.3 The social research will directly provide up-to-date information about the Nottinghamshire Partnership Priority Plus Areas, contributing to the Safer Nottinghamshire Partnership Review and the Police Crime and Needs Assessment covering Nottingham and Nottinghamshire. The key focus will be on providing an indication of perceptions of local areas, community safety, community cohesion, local decision making, anti-social behaviour and crime.
- 2.4 Making communities safer requires a multi-agency approach, and this piece of research will contribute to understanding problem areas to help prioritise activities and ensure effective use of combined resources.
- 2.5 The Police budget focus groups will gather views on the level of police precept and value for money. Potential Police business areas where savings and efficiencies could be made are to be identified and discussed and key findings and verified recommendations are to be provided to NOPCC.

3. Objectives of the project

- 3.1 The aim of 'The **VOICE**' survey is to produce for the Commissioner, key findings on the perceptions of crime and quality of life from people living in Priority Plus Areas. This will help the Partnership Review identify key findings needing to be broken down by local Ward level, which can be both aggregated up to Districts and up to a Nottinghamshire wide level, as well as contributing to the Nottinghamshire Police and Crime Needs Assessment and providing feedback on the Police budget, precept and priority policing information for inclusion in the annual refresh of the Commissioner's Police and Crime Plan.
- 3.2 The objectives are to set out the research to answer the following:
- To consult with people in regards to the quality of life and community safety issues that they are most concerned about, gaining a sound understanding of what is needed for people to feel safe, their ability to influence decisions and opportunities to volunteer views in their communities in Priority Plus Areas,
 - To measure and where possible benchmark residents' perceptions of their local areas in Priority Plus Areas, compared with national and local services.

- To assess community satisfaction and confidence in services provided to keep their area safe in Priority Plus Areas.
 - To provide a measure of community engagement and involvement in local neighbourhoods in Priority Plus Areas.
 - To provide a comprehensive report for public view on the survey findings.
 - To conduct participatory groups on the Nottinghamshire Policing budget and precept using six focused groups (one Women's group, one with members from Black, Minority, Ethnic and Refugee communities, one with Nottingham City residents, three with County residents).
 - To provide a comprehensive report for public view on the participatory group findings.
- 3.3 The Commissioner recognises that the expertise for helping to fully understand and deal with problems at a local level, most importantly involves local people and those involved in frontline working for better impact and better use of information and resources. An understanding of the factors that drive people to feel less or more secure in Partnership Plus Areas will start to identify the types of action that may be appropriate.
- 3.4 The outcomes for the research will provide a wider qualitative information base on neighbourhood solutions for the Partnership Priority Plus Review and the Nottinghamshire Police and Crime Needs Assessment 2014.
- 3.5 This survey will identify key outcomes of:
- **Quality of life:** those things which make somewhere a good place to live.
 - **Support for the neighbourhood:** being involved and proud to live in a neighbourhood.
 - **Confidence in the services provided:** knowing problems will be addressed.
 - **Feelings of safety outside the home:** having the confidence to be outside in the local neighbourhood.
- 3.6 The Police budget participatory groups will compliment a range of consultation and engagement activities with the public and partners to be conducted as a statutory requirement of the Commissioner to inform and refresh the Police and Crime Plan and the setting of the Police budget and precept.
- 3.7 The participatory groups will discuss:
- Proposal to increase police precept by up to 2%, but would they support more? How much more? 2% is equal to approx £3.35pa on a Band D £2.25pa on a Band A property.
 - Public perception and their indicators of Nottinghamshire Police delivering value for money.
 - Areas of police services where savings could be made and/or no longer delivered by Nottinghamshire Police.
 - Areas of police business that should be protected.
- 3.8 The Tenderer is responsible for obtaining all information necessary for the preparation of its Form of Tender and all costs, expenses and liabilities incurred

by the Tenderer in connection with the preparation and submission of the Form of Tender.

- 3.9 Tenders are invited for the supply of services in respect to 'The **VOICE**' survey for Nottinghamshire Priority Plus Areas and Police budget and precept participatory groups.
- 3.10 This is a timed piece of work and will involve identifying existing data that can be benchmarked for improving the rich data available for recommendations. This research will compliment the City and County annual surveys which the Commissioner currently provides specific policing questions.
- 3.11 The Final Project Brief will outline the key work areas, the expected timings, quality and reporting standards to fit the survey requirements. The final reports will be expected, and will have been verified throughout the lifecycle of the project, to ensure that the expectations of the Commissioner are met in line with the Project Brief. Key findings and recommendations should be presented with verifiable evidence. All documents and raw data collated throughout the research study will be presented to the NOPCC for internal audit processes and compliance with Information and Records Management.
- 3.12 To report the findings and make recommendations for improvement and focus for the Commissioner, which will form part of the Safer Nottinghamshire Board Partnership Priority Plus Review and the 2014/15 Nottinghamshire Police and Crime Needs Assessment. Findings will also provide the information for the threat, harm and risk profiling for prioritising actions for the refreshing of the 2015/16 Police and Crime Plan together with setting the 2015/16 Nottinghamshire Police budget and precept.

4. Background Information

- 4.1 The Police Reform and Social Responsibility Act 2011 (PRSR Act 2011) established new arrangements for policing governance and accountability in England and Wales, effective from 22 November 2012.
- 4.2 The PRSR Act 2011 places a statutory duty on the Commissioner to publish a Plan for their policing area. Section 5(1) of the PR&SR Act 2011 requires the Commissioner to *'issue a Police and Crime Plan within the financial year in which each ordinary election is held'*. For the first Plan this meant no later than 31st March 2013. Prior to publication of the Plan, the Commissioner consulted with the Chief Constable in preparing the Plan; obtained the views of the community and victims of crime on the draft Plan and sent the draft Plan to the Police and Crime Panel - having regard to any recommendations made by the Panel. This year has seen the refreshing of the Police and Crime Plan.ⁱ
- 4.3 The statutory duties of the Commissioner include working with the police, community safety and criminal justice agencies to improve outcomes locally and their specific duty to consult victims. There are also additional transfer of grants for commissioning victim's services from October 2014.

ⁱ[Nottinghamshire's Police and Crime Plan](#)

- 4.4 It may be helpful to recognise that the Commissioner has responsibility for the totality of policing and has a key role to play on behalf of the public to hold the police and community safety partners to account for the delivery of services. The Police and Crime Commissioner needs to be confident in the shape and design of services he is spending public money on, as well as ensuring that services meet the needs of victims.
- 4.5 The Commissioner recognises the importance of providing a professional policing service that is focussed on giving victims and citizens a wider part to play in their policing and criminal safety services. This is to be achieved in a climate of fiscal challenge and public sector reform. This is providing an opportunity to work uniquely in partnership across key local policy areas which include the resettlement of prisoners, problem drug use and 'troubled' families, Health and Well-being Boards and Clinical Commissioning Groups to widen the net of inclusion in tackling the issues that affect individuals in their local neighbourhoods.

National Context

- 4.6 Globalisation and other social forces are transforming certain aspects of the cultural and political landscape and generating new forms and patterns of crime.
- 4.7 The government has highlighted in its policy for reducing and preventing crimeⁱⁱ that any amount of crime in society is unacceptable. Not just because of the human cost, but also the cost to society. The new approach to fighting crimeⁱⁱⁱ involves a shift of power from Whitehall to local communities. The police and partners will be given far greater freedom to do their jobs and use their discretion. Some of the new approaches to fighting crime include:
- Creating [community triggers](#) to deal with persistent antisocial behaviour.
 - Using [community safety partnerships](#) and police and crime commissioners, to work out local approaches to deal with issues, including antisocial behaviour, drug or alcohol misuse and re-offending.
 - Establishing the [national referral mechanism](#) to make it easier for all the different agencies that could be involved in a trafficking case to cooperate, share information about potential victims and get access to advice, accommodation and support.
 - Producing a new [serious and organised crime strategy](#).
 - Creating [street-level crime maps](#) to give the public up-to-date, accurate information on what is happening on their streets so they can challenge the police on performance.

There is also prevention of crime by:

- Creating the [child sex offender disclosure scheme](#), which allows anyone concerned about a child to find out if someone in their life has a record for child sexual offences.
- Legislating against [hate crime](#).

ⁱⁱ Home Office Policy: [Reducing and preventing crime](#)

ⁱⁱⁱ Home Office: [A new approach to fighting crime](#)

- Using [football banning orders](#) to stop potential troublemakers from travelling to football matches - both at home and abroad.
- Legislating to stop cash payments to buy scrap metal and [reforming the regulation of the scrap metal industry](#) to prevent unscrupulous dealers buying stolen metal.

4.8 The new approach also sets out that the public will have more power to hold the police and community safety partnerships to account and feel empowered to reclaim their communities. 'Putting victims first: more effective responses to anti-social behaviour' sets out plans to introduce more effective measures to tackle antisocial behaviour. The Anti-social Behaviour, Crime and Policing Act 2011 has set out more effectively powers to tackle anti-social behaviour and better protection for victims and communities including:

- Tackling the use of illegal firearms by gangs and organised criminal groups.
- Stopping irresponsible dog ownership.
- Strengthening the protection afforded to the victims of forced marriage and those at risk of sexual harm.
- Amending the port and border security powers in Schedule 7 to the Terrorism Act 2000.

Regional Context

4.9 The profile of the East Midlands shows it to have a relatively small urban population that is comparatively old, with a median age of 41.0 years. The East Midlands contributes 6% to the UK's economic output, and traffic on major roads in the region has increased by nearly 5% over the past 10 years.

4.10 The East Midlands is a varied region including the Peak District National Park in the north west and the Lincolnshire Wolds in the north east with large built-up areas mainly in the central western part of the region. The percentage of the East Midlands population living in urban areas is lower than that for England (73.3% and 82.4% respectively) in 2011.

4.11 The region covers 15,600 square kilometres (sq km), which represents 6% of the total area of the UK. The East Midlands had a population of 4.6 million at mid-2012, which was 7% of the UK total. The increase from mid-2011 was the same as for the UK at 0.7%. The population density in the East Midlands in mid-2012 was 293 people per sq km, below the England average of 411 but above the UK average of 263.^{iv}

Local Context

4.12 Community safety is about helping communities to be and feel safe. This piece of work is a way to encourage more engagement and consultation in those areas that need more help to improve their safety. The Commissioner is working with the Policing and Community Safety Partnerships across Nottinghamshire to set up and to help make communities safer by ensuring that the voices of residents in local neighbourhoods are heard and that they are empowered to work with and deliver policing and community safety solutions that help tackle crime, fear of

^{iv} The 2013 ONS regional characteristics analysis for the East Midlands

crime and anti-social behaviour. The Commissioner is seeking to gain the co-operation of local people in preventing crime and enhancing local community safety.

- 4.13 The County Strategic Assessment has tracked changes in crime over the three year periods. Analysis has been undertaken at Ward boundary level, also Police Beats have been utilised in order to provide a full county overview. Despite the increases over the last 12 months in the Priority Plus Areas, there have been some reductions in crime.
- 4.14 Over a 1-year period, Eastwood South has seen the largest increase; over the 2-year period Portland and Eastwood South have seen the largest increases. Over the 3-year period only Worksop has seen an increase.
- 4.15 The Community Safety Partnerships have provided their greatest challenges as being:
- **Ashfield and Mansfield:** violence remains the key priority.
 - **Bassetlaw, Newark and Sherwood:** in line with priorities in strategic assessment (serious acquisitive crime, violent crime, domestic violence, anti-social behaviour, drugs and alcohol, youth issues and hate crime).
 - **South Notts:** violence and road safety (parking, speeding and safety – Broxtowe only).

Community Engagement

- 4.16 The Commissioner's Police and Crime Plan has been based on a needs assessment, through the work of the Joint Partnership Strategic Assessment that was conducted in 2013, this was strengthened by the Commissioner and the Deputy Commissioner conducting extensive community engagement across Nottingham and Nottinghamshire.
- 4.17 To develop the refreshed Police and Crime Plan, there was further work with the Force and community safety and criminal justice partners to identify the needs and priorities for Nottingham and the Nottinghamshire.
- 4.18 The County Residents' Satisfaction Survey 2013, which conducted questions on the strategic priorities and setting the policing precept, was conducted by an external research company for Nottinghamshire County Council and participating partners, and identified that all priorities were rated as important or very important (95%).

5. Precise nature of the project

- 5.1 It is expected that the social researcher will:

Nottinghamshire Partnership Priority Plus Areas

- Demonstrate within the Project Brief the activities to meet the aims and objectives set out in this Tender Brief.

- Provide a clear Project Plan inline with the final Project Brief which will deliver the social research, consisting of a survey and follow on face-to-face interviews by the end of September 2014, with early findings to be provided by the end of August 2014 on at least one Priority Plus Area, and the final report to be presented by the end of October 2014.
- Identify the proportionality across the County Priority Plus Areas (to Ward level), offer random sampling selecting from households in designated areas, together with including weighting (if required) in the SPSS data file.
- Make reasonable adjustments to facilitate interviews for any resident (selected as part of the sampling process).
- Identify existing information, data sources, consultation and engagement and make recommendations for improvements to benchmarking and performance monitoring.
- Provide a marked up questionnaire as soon as possible following the conclusion of the fieldwork.
- Include MOSAIC codes in the SPSS output file.
- Provide full data tables in agreed format.
- Include demography, social cohesion, concerns, and confidence communication and satisfaction questions to identify safer and stronger communities affected by a series of factors reflecting local circumstances.
- Submit analysis and produce a main findings report.

Police Budget and Precept Participatory Groups

- Demonstrate within the Project Brief the activities to meet the aims and objectives set out in this Tender Brief.
- Provide a clear Project Plan inline with the final Project Brief which will deliver the social research, consisting of a participatory group topic guide by the end of August 2014, focus groups undertaken during September 2014 and with early findings to be provided by the end of September 2014. The final report to be presented by the end of October 2014.
- All relevant documentation will be reviewed.
- Reasonable adjustments to be made as required to facilitate participatory groups for any resident (selected as part of the sampling process).

5.2 Submit analysis and produce main findings reports:

- Provide technical reports at the end of the social research, which sets out fully and clearly the key findings and implications of the research. All data collected and the detailed technical reports are to be treated as strictly confidential and are the property of the client and not the social researcher.
- The reports should provide a separate discussion of each objective and outcome which identifies key findings.

- The specific format of the technical reports will be discussed in detail and agreed at the initial project briefing meeting, together with quality assurance of the final reports. Confidentiality will be observed at all times in relation to the information provided by individual respondents.
- The final reports should be delivered in electronic form and in a format that is capable of reproduction in black and white.

5.3 The Programme, Research and Information Manager will provide the necessary officer support to the social research as agreed by the Commissioner.

5.4 All information submitted to the Commissioner in their Tender will be treated in confidence.

6. Results

6.1 It is expected that the following products will be produced:

- A budget plan setting out a breakdown of estimated costs associated with this social research for selection purposes.
- A brief Project Plan with clear milestones showing number of days (and hours) to be worked for selection purposes.
- A written report with detailed findings, analysis with impacts of proposals and a rationale for explaining any recommendations.
- Records and raw data to be submitted as part of internal audit and records management to the NOPCC.

7. Timescale

7.1 The Research Study will start in August 2014, with interim findings presented at the beginning of September and the final reports (consulted on) will be presented by the end of October 2014 to align to the Nottinghamshire Police and Crime Needs Assessment and the refreshing of the Police and Crime Plan and Police budget and precept setting process for 2015/16.

8. Budget

8.1 The budget for this piece of work will be allocated to fund the social research by the Nottinghamshire Police and Crime Commissioner.

9. The Selection Process

9.1 Written signed tenders should be submitted to the Chief Executive Kevin Dennis at the Nottinghamshire Office of the Police and Crime Commissioner by Monday 11th August 2014.

Arnot Hill House
Arnot Hill Park
Arnold
Nottingham
NG 5 6LU

 0115 844 5998 (Internal Extension 801 2002)

- 9.2 You **MUST** also submit an electronic copy of your tender to the following email address by 12:00 Monday 11th August 2014:
kevin.dennis@nottinghamshire.pnn.police.uk
- 9.3 Tenders received after this time and date will not be considered. The email receipt time and date will be used for this purpose.
- 9.4 Short listing will take place on or shortly after 12th August 2014 and short listed researchers will be invited to an interview and will be expected to provide the Chief Executive, Commissioner and Independent Assessor with a presentation on your proposals at a time to be fixed on for a date near to the 13-15th August 2014.
- 9.5 If you are successful you will be informed following the conclusion of the interviews or as soon as possible afterwards by telephone.
- 9.6 If you wish to discuss this project prior to your tender submission, please contact Karen Sleigh (Programme, Research and Information Manager) on 0115 8445998 (Internal Extension 801 2002)
Karen.sleigh@nottinghamshire.pnn.police.uk.

10. The Selection Criteria

- 10.1 The Commissioner is looking for an experienced Social Researcher who has relevant experience in gathering information and analysing both qualitative and quantitative data.
- 10.2 You should submit/attach:
- A short letter with your application summarising your experience in social research.
 - An up-to-date copy of your CV.
 - A budget Plan.
 - A brief Project Plan.
 - Confirm your availability for interview between at the beginning of August 2014 and availability to undertake this study between the end of August and October 2014.

- 10.3 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 the time frame or budget your submission will still be considered. You should however, explain your reasons.
- 10.4 Individuals, agencies and other Consortiums are also invited to tender where the project maybe undertaken utilising different Academic Researchers with different skill sets thus providing a wide range of relevant experience.