

**Police and Crime Commissioner's Office**  
**Conditional Caution intervention for**  
**perpetrators of non-intimate (family members)**  
**domestic abuse**

**Expression of Interest**  
**Information Document**

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## Conditional Caution intervention for perpetrators of non-intimate (family members) domestic abuse across Hampshire, Isle of Wight, Portsmouth and Southampton

### Brief Summary of Service

Individuals meeting the eligibility criteria will be referred by Hampshire Constabulary as a condition attached to an out of court disposal (OoCD). The condition will require completion of an intervention designed to address issues that underpin their offending behaviour, while considering the wider familial context of the relationship between the individual and the victim of their offence.

The intervention will need to consider the pre-conditions as defined by the Director of Public Prosecution (DPP) and build links with wider support services, taking other issues the perpetrator of the abuse may be facing into consideration.

This expression of interest invites proposals that demonstrate innovative and creative ways to address offending behaviour, while understanding that most victims want to end the abuse, but not the relationship.

### 1. Background and Context

'Domestic abuse, or domestic violence, is defined across Government as any incident of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of their gender or sexuality'.

'Family members are defined as mother, father, son, daughter, brother, sister and grandparents whether directly related, in-laws or step-family. However, this is not an exhaustive list and may also be extended to uncles, aunts and cousins etc'.

'Domestic abuse' covers a range of types of abuse, including, but not limited to, psychological, physical, sexual, financial or emotional abuse. 'Domestic abuse' can be prosecuted under a range of offences and the term is used to describe a range of controlling and coercive behaviours, used by one person to maintain control over another with whom they have, or have had, an intimate or family relationship.

The 'domestic' nature of the offending behaviour is an aggravating factor because of the abuse of trust involved<sup>1</sup>.

OoCD are designed to provide simple, swift and proportionate ways of responding to anti-social behaviour and low-medium risk offending. Guidance on the use of OoCDs states that police officers should engage with the victim (where there is one) to establish their view of the offence and the proposed method of disposal, the nature and extent of

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<sup>1</sup> <https://www.cps.gov.uk/domestic-abuse>

any harm or loss and its significance to the victim, and whether the offender has made any form of reparation.

It is vital that the public has confidence that these disposals are being used appropriately and proportionately; that they are effective; that there is consistency in their use and that the system is understood and is operationally transparent.

This expression of interest relates specifically to an intervention for non-intimate (family members) domestic abuse which can be used as part of a Conditional Caution (CC). A CC is a caution with conditions attached which aim to focus on rehabilitation and reparation to the victim. If the offender fails to comply with the conditions they may be prosecuted for the original offence.

CC's for domestic abuse are restricted by the DPP, and guidance states that these offences will generally not be suitable for CC. However, Hampshire Constabulary was the first police force in the country to receive dispensation to use Conditional Cautioning for intimate partner violence. As a result of a successful pilot and evaluation, an intervention for intimate partner violence has been rolled out across the whole of Hampshire. The DPP has now confirmed that Hampshire Constabulary's dispensation for domestic abuse does extend to include non-intimate partner abuse (family members). As a result the Police and Crime Commissioner's (PCC) Office are inviting expressions of interest to deliver this intervention for Hampshire Constabulary. Any proposal must consider the pre-conditions as set down by the DPP.

This expression of interest details the DPP pre-conditions, the anticipated cohort size and types of referrals expected. However, innovation and expertise in terms of shaping the exact content of the intervention is required.

## 2. Aims and Priorities

### National Strategic Aims and Priorities

In the National Strategy for Charging and Out of Court Disposals, Deputy Chief Constable (DCC) Sara Glen (Hampshire Constabulary) states that conditional out of court disposals (Conditional Cautions) provide rehabilitative opportunities to offenders to turn their life around at the earliest opportunity and before they find themselves in the Criminal Justice System and court process<sup>2</sup>. Furthermore, one of the critical success factors includes greater autonomy in OoCD decision making for the Police Service, specifically for CC's for domestic abuse if an evidence base is developed showing the benefits of such an approach.

The Government definition for domestic violence and abuse is outlined above, and this includes violence or abuse between family members. There is no specific guidance around violence or abuse between family members, with the exception of the Home

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<sup>2</sup> Out of Court Disposals – A National Strategy 2017-2021, DCC Sara Glen, NPCC Portfolio Lead for Charging and Out of Court Disposals

Office Information Guide on Adolescent to Parents Violence and Abuse (APVA)<sup>3</sup>. Although this expression of interest relates to perpetrators over 18 years old, the information guide makes some key observations and recommendations for practitioners which may be relevant in cases of older children offending against family members:

- It is important to recognise that APVA is likely to involve a pattern of behaviour and that siblings may also be abused or be abusive
- Some families experiencing APVA describe a range of reasons which they saw to be the cause of APVA, including substance misuse, mental health problems, learning difficulties, or a family history of domestic violence or self-harm
- APVA is a complex problem and the boundaries between victim and perpetrator can be unclear
- A parent may not want to criminalise a child because of the potential impact on their future.
- Most families want to end the violence, but not the relationship
- Restorative Justice may be an option, but this should be carefully considered to ensure that it does not increase risk to the victim

The pre-conditions set by the DPP are more flexible for non-intimate domestic abuse, however potential providers should be aware and consider the following in any proposal:

### **Domestic Abuse – DPP Pre-Conditions**

Forces must offer a range of conditions:

For cases of intimate partner abuse there must be a focus on rehabilitation of domestic abuse perpetrators and a perpetrator intervention must be available and used (this cannot be generic anger management, it must be a domestic abuse tailored intervention). It is however accepted that a perpetrator programme may not be the most appropriate intervention for a female offender, a women's diversion may be a more suitable option and can be considered on a case by case basis.

Any intimate partner perpetrator intervention should be quality assured, be evidence based and have clear arrangements in place for on-going evaluation/assessment which are robust enough to contribute to national and local evidence bases on the impact of the intervention on frequency and harm of offending, and risk to the victim, until there is sufficient evidence to support its ongoing use and national roll out. Perpetrator interventions should contain the key elements used in Project CARA namely the principles and processes of motivational interviewing, peer support, peer challenge, victim focus, offender focus, rapport, non-shaming, listening and questioning.

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/732573/APVA.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/732573/APVA.pdf)

For non-intimate partner relationships, consideration should be given to an appropriate rehabilitative diversion which, unlike intimate partner cases, could include anger management or other appropriate intervention.

For all incidents, forces should also consider the possibility of onward referral/signposting to other services (e.g. drugs, alcohol or financial support), in addition to specific domestic abuse focused rehabilitation.

Conditions could also be restrictive or reparative. For intimate partner abuse, conditions must NOT include a punitive financial element.

In cases where there is no intimate-partner relationship, or history of such, and offences do not include violence, stalking, harassment or sexual offences, Restorative Justice (RJ) may be considered as part of a Conditional Caution if certain criteria are met'.

### **Local Strategic Aims and Priorities**

In October 2017, DCC Sara Glen proposed a National Strategy to the National Police Chiefs' Council (NPCC) which sought to move policing nationally from 6 OoCD options to a simplified Two-Tier Framework, Community Resolutions and Conditional Cautions. The strategy states that vulnerability cannot solely be addressed by way of prosecution and that a sophisticated and effective whole system approach is required. The Police Service must be trusted as professional decision makers who can access a range of services in partnership, from early intervention, OoCDs and where necessary, prosecution. It further states that austerity dictates that we need to examine who does what and why and who might be the best person to deliver an effective service.

The strategy proposed that the change would simplify what is a particularly complex, organically grown framework. The simplified framework will ensure clearer understanding amongst the public and practitioners, and will allow processes to be more efficient and streamlined. The framework will also provide wider national consistency and scrutiny. The strategy was agreed by the NPCC, however, it was made clear that Police Forces would move towards the proposed framework when it was operationally and financially viable for them to do so.

Hampshire Constabulary launched the Two-Tier Framework locally in May 2018 and were in a position to do so earlier than many other force areas. The two-tier system requires adequate diversions to be in place. The diversionary services are there to reduce reoffending and address low level crime through alternative means rather than the costly court process. It is therefore important to ensure we have the relevant and necessary diversions available locally to support Hampshire Constabulary. This will, in turn, reduce reoffending and enable more focus on operational policing.

By reducing reoffending we are preventing future victims and keeping our communities safer.

Hampshire Constabulary are seen to be leading the way with OoCD development and early implementation of the two-tier framework, as shown by the attention the intervention for intimate partner violence (Project CARA) has received nationally. As of the 1<sup>st</sup> April 2019, the PCC is responsible for the commissioning and performance management of the interventions available as part of an OoCD. The priorities outlined in the PCCs Police and

Crime plan of championing community needs, strengthening partnerships, enabling effective and efficient operational policing and reducing offending – crucially developing services that tackle the root causes of offending and, with partners, make early interventions to prevent offending, are aligned with the objectives of OoCD and NPCCs National Strategy.

## **Police and Crime Commissioner Aims and Priorities**

Police and Crime Commissioner - A Plan To Keep Us Safer 2016-2021  
<http://www.hampshire-pcc.gov.uk/plan>

## **The Commissioned Service Aims, Objectives and Priorities**

- To provide a perpetrator intervention across the whole of Hampshire Police Force area to ensure consistency and availability of opportunity.
- Hampshire Constabulary will be able to refer all adults aged 18+ who have committed a domestic abuse offence against a family member and who meet the eligibility criteria for a CC.
- The intervention must be provided at accessible locations across the Hampshire Police Force area.
- Male and females must be equally weighted.
- To work with individuals using the underlying principles as outlined in the DPP pre-conditions - namely the principles and processes of motivational interviewing, peer support, peer challenge, victim focus, offender focus, rapport, non-shaming, listening and questioning.
- As a minimum the provider must offer an intervention for 200 perpetrators per annum.
- To provide information, advice and appropriate signposting to enable perpetrators to access other support services across Hampshire, Isle of Wight, Portsmouth and Southampton.
- The intervention must be completed within 16 weeks to enable compliance with the CC timeframe. The provider will need to ensure regular communication with Hampshire Constabulary on individual's compliance to enable appropriate action to be taken if necessary.
- To regularly maintain contact with those on waiting lists.
- To work in partnership with Hampshire Constabulary and the PCC's Office to establish referral pathways, process for delivery and monitoring compliance.

- To work with other commissioned service providers to agree common ground, overlaps, gaps and share best practice – creating a partnership network of support.
- To be accessible through a variety of mediums, reflecting the modern technologies available to individuals. This should include but not be limited to telephone, email and text as a route for both making contact and providing support.
- To be responsive to the cultural needs of those referred.

### 3. Sustainability, Equalities, Social Value and Other Impacts

The Service will comply with current equality law and fulfil its duties under the Equality and Diversity Act 2010 for people with protected characteristics. The service will respect the diversity of local communities and provide services in a safe environment free from discrimination where all individuals are treated fairly, with dignity and respect appropriate to their needs. Reasonable access to culturally sensitive and non-discriminatory services which promote social inclusion, dignity and respect will be available.

Disability - Commissioned services have a legal duty to comply with the provisions of the Equality Act including in respect to engagement, physical access and communication.

Faith and Religion - Although mainstream interventions do not adopt a faith-bias, those involved in delivering the Service will be required to maintain an empathetic understanding of clients' belief systems and facilitate access to local faith groups should this be beneficial.

### 4. Geographical Lot Areas, Value and Scope

The intervention will be available across the whole of Hampshire Police Force area, which encompasses the four geographical areas of Hampshire, the Isle of Wight, Portsmouth and Southampton. The intervention should be accessible to all offenders over the age of 18 years who have committed a domestic abuse offence against a family member, where Hampshire Constabulary have determined that they are eligible for a Conditional Caution.

The service will need to be available for both male and female perpetrators.

The allocation of funding has been calculated based on the cost of similar interventions and the number of eligible cases over a 12 month period.

The value of the service is £30,000 per annum, which will enable Hampshire Constabulary to refer a minimum of 200 offenders within the 12 month period. The service will start on the 1<sup>st</sup> August 2019 until 31<sup>st</sup> March 2021, subject to satisfactory ongoing performance.

## 5. Care Groups

Dementia & OPMH	<input type="checkbox"/>	Learning Disabilities	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
Substance Misuse	<input type="checkbox"/>	Physical Disabilities	<input type="checkbox"/>	Older Persons	<input type="checkbox"/>
Generic	<input checked="" type="checkbox"/>				

## 6. Eligibility, Accessibility, Location & Availability

### Eligibility

Hampshire, the Isle of Wight, Portsmouth and Southampton, perpetrators of domestic abuse offences against family members who are eligible for a Conditional Caution. The offender will be over the age of 18 years and any gender.

### Accessibility

Referrals from Hampshire Constabulary if the perpetrator has admitted the offence.

### Location

Safe and discrete premises that offer a suitable and accessible environment for the delivery of interventions across the geographical area. These should be easily accessible by private or public transport.

### Service Duration

The service shall commence 1<sup>st</sup> August 2019 until 31<sup>st</sup> March 2021, subject to satisfactory ongoing performance.

### Availability

- The intervention should be offered during and outside of normal working hours including evenings and weekends to ensure that those in employment can attend. Times and days offered should be evidence based.
- Normal office working hours should be 9am to 5pm as a minimum with an answer machine to take messages outside normal opening hours, in the event of any queries.
- The perpetrator must have completed the intervention within the 16 week timeframe of the CC. The provider must allow enough time for the perpetrator to be breached and summonsed to Court in the event of non-compliance.
- Ensure awareness of other support which may be accessed.
- Ensure awareness of other local commissioned services which may be accessed which include but are not limited to:
  - Victim Care Service
  - Domestic Abuse Services

- Independent Sexual Violence Advisor Service
  - Substance misuse services
  - Mental Health support services
  - Restorative Justice Service
- Perpetrators will be able to contact the service via other communication methods, including email, website and social media channels, and should receive a response by the next working day.

## 7. The Service to be Delivered

### Service Operation

The service will;

- Provide an effective and evidence-based intervention with those who have committed a domestic abuse offence against a family member. This may include group or tailored interventions.
- Consider the variety of relationships between perpetrator and victim when designing the intervention. For example, adult children offending against their parents, abuse against a sibling or a parent abusing an adult child. Please see research report appended to this expression of interest for more detail.
- Deliver an intervention that appropriately challenges the offending behaviour while also responding to the range of issues that perpetrators may present with, for example, substance misuse and emotional well-being as outlined in the appended research report.
- Take an ACE aware (Adverse Childhood Experiences) and trauma responsive approach to working with perpetrators.
- Ensure the perpetrator has access to the service provider via telephone in between delivery of the intervention in the event of any presenting issues.
- Ensure there is equity of access to this service for any individual residing in Hampshire, Isle of Wight, Portsmouth or Southampton to enable consistency of referrals across Hampshire Police Force area.
- Provide signposting support information to non-abusing family members of those who have offended.
- Make referrals to the PCCs commissioned Restorative Justice Service Provider where appropriate and work in partnership to ensure the needs of all parties are considered.
- Conduct a needs assessment on receipt of the referral to ensure needs and areas of risk are identified upon referral into the service.

- Provide flexibility to meet the needs of service users.
- Provide support irrespective of any police involvement.
- Avoid excluding people from their services wherever possible. Any exclusion (i.e. temporary or permanent exclusion from the service) will need to be recorded and communicated immediately to Hampshire Constabulary.

### **Partnership Working**

The service will;

- Work in partnership across the Hampshire Police Force area to develop and implement a referral process into the Restorative Justice Service.
- Work in partnership with the other providers to ensure a referral process into other support services and/or signposting to alternative and complementary support mechanisms.
- Ensure awareness of other local commissioned services and implement effective partnership working across commissioned services to provide support to service users.
- If the perpetrator refuses to engage this should be documented and referred back to Hampshire Constabulary within agreed timeframes.
- Have systems and processes in place for making referrals to mental health services for those at high risk of self-harm or suicide.
- Ensure the service is aligned to the care pathways developed by any locally commissioned specialist services in order to provide added value.
- Where appropriate attend partnership meetings with other commissioned services to share best practice, discuss partnership working, identify gaps, overlaps and common areas for support.

### **Staff and Volunteers**

The service will;

- Be provided by staff and/or volunteers who are appropriately and suitably experienced to work with perpetrators of domestic abuse, have trauma-informed training and/or appropriate qualifications.
- Ensure on-going training and CPD to enable staff members to keep their skills up-to-date and enable them to take account of emerging evidence supporting people who have committed domestic abuse offences.

- Ensure ongoing recruitment and retention of staff/volunteers who are able to deliver the intervention.
- Have an on-going workforce training development strategy and ensure it is adhered to.
- Ensure all staff and volunteers are subject to enhanced DBS clearance certificates and have undertaken appropriate safeguarding training. The service provider is expected to have rigorous procedures in place for ensuring that DBS clearance certificates are in place and up-to-date.

## Performance

The service will;

- Deliver performance and finance reports as required by the Commissioner.
- Attend regular performance review meetings as set by the Commissioner.
- Attend partnership meetings as set by the Commissioner.
- On a regular basis gather feedback from service users, staff and volunteers to help develop the service and inform future commissioning decisions, providing service user reports to the Commissioner when required.
- Have a co-production approach to working with individuals, ensuring the voices, expertise and experiences of service users is embedded in service development and delivery.
- Provide a year-end report at the end of each financial year.

## Quality Standards

The service will;

- Be provided by a range of trained professionals (staff and volunteers) who are appropriately and suitably experienced to work with perpetrators of domestic abuse offences committed against family members.
- Ensure they are up-to-date with appropriate and relevant national standards and demonstrate how these are implemented.
- Be compliant with relevant practice, occupational and accreditation standards, including but not limited to:
  - Local, regional and national policy context
  - Statutory framework
  - Professional and occupational standards
  - Accreditation and service standards
- Ensure all staff and volunteers are subject to DBS checks.

- Work with the PCC's Office and Hampshire Constabulary to keep the service under review and are expected to notify Commissioners at the earliest opportunity of emerging issues and or gaps in service provision.

## General

The service will;

- Be responsible for the provision of the service to be delivered as described. This will include ensuring appropriate resource is in place at the start of the service provision to meet individual needs.
- Alert the Commissioner to any capacity or service delivery issues in a timely and appropriate way. Risk assessment and risk management policies should be in place.
- Have a clear complaints procedure.
- Notify the Commissioner (initially through the business case / project proposal or in writing if this changes throughout the term of the agreement) if sub-contracting any element of the work relating to this funding and ensure any sub-contractor adheres to all criteria as set out in this document. Notification must be prior to agreeing any sub-contracting arrangement.
- Ensure compliance with the requirements under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) in handling of personal data of service users. The Commissioner will work with the successful applicant and Hampshire Constabulary's Information Governance team to ensure appropriate information sharing agreements are in place.
- At the end of this funding arrangement to transition all service users, including those on the waiting list, to any new arrangement if required. The service provider will work to do this positively and in way that individuals experience as little disruption to service delivery or inconvenience to themselves as possible, and that all data is handled in-line with the General Data Protection Regulations and relevant Data Protection legislation.

## 8. Monitoring & Recording Arrangements

### Review and Partnership Meetings

The purpose of monitoring is to provide an opportunity for discussion of any issues relating to performance of the service, provide the Commissioner with information about barriers to delivery originating from outside the service and to assess provider's progress in achieving the required outputs and outcomes as specified by the Commissioner.

Monitoring review meetings will take place regularly as defined by the Commissioner at either three or six monthly intervals when performance reports and workbooks will be

reviewed. They may be requested at other times by either the Commissioner or service provider. Performance reports and workbooks must be emailed to the Commissioner at least one week prior to the review meeting.

At least one meeting per annum may include inspection of the organisations procedures and records in relation to this service provision and talking to services users about the organisation and its service delivery.

The service will be monitored through regular review meetings with the provider and the Commissioner and/or its representatives. Providers will also meet with Hampshire Constabulary representatives to share headline performance information, barriers to service delivery, best practice information and common areas of working.

Providers shall comply with such arrangements to ensure that both qualitative and quantitative measures are being met and will be assessed through at least two or more formal monitoring meetings per annum.

### **Recording and Reporting**

The service will complete and submit performance reports and workbooks as defined by the Commissioner. It is not anticipated these reports and workbooks will be onerous to complete. One single template performance report and workbook will be developed by the Commissioner. Performance report and workbook templates may include but not be limited to information set out in the 'performance measures' section of this document, training undertaken by staff, any partnership meetings attended, and any risks identified and suggestions to mitigate those risks. Please note mechanisms must exist to be able to ratify information and ensure there is no particular disadvantage related to protected characteristics.

### **Performance Measures**

The provider will be expected to complete regular performance reports and workbooks at times defined by the Commissioner. These may include quantitative and qualitative measures, as well as open text boxes for further context to be provided (including case studies). Providers will use data and outcomes information, and data analytics, to generate useful insights, use these insights to influence service design, outcomes and improvements to service delivery. The Commissioner will work with the successful provider to finalise performance measures and information requested may include but not be limited to as set out below:

Number of referrals
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Waiting times between caution and intervention
--

Age of participants
---------------------

Address of arresting district area
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Nature of the abuse
---------------------

Number of participants completing the intervention
--

Reasons for referrals not progressing to completion of the intervention (including mis-assigned cases and failure to attend)
--

Number of interventions re-booked in the event of non-attendance
--

Number of participants subsequently charged
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Employment status
Results of the participant feedback surveys
Case studies
Re-offending rates
The Commissioner's representatives (and Hampshire Constabulary staff) shall be entitled to observe delivery of the intervention as part of normal performance monitoring, subject to prior notification and arrangement with the service provider.

## Grant Criteria and Scoring

### Grant Criteria

The Police and Crime Commissioner will be assessing the applications against the following criteria; if the answer is **no to any of the following questions**, your application **will be unsuccessful** in receiving funding:

- Does the service deliver on one or more of the Police and Crime Plan Priorities?
- Does the service support victims of sexual abuse, assault, violence and rape?
- Does the service display a clear contingency for withdrawal and / or demonstrate that sustainable funding is in place should unforeseen circumstances occur?
- Is the organisation applying for funding a registered charity or company?
- Has the bidder successfully completed the mandatory safeguarding checklist (providing answers to all questions asked)?
- Does the organisation applying for funding have sufficient financial stability and are they able to demonstrate this with the level of reserves held?

### Grant Scoring

The Police and Crime Commissioner will be scoring each application on the evidence provided and against the following areas. Therefore, your application will be stronger if you include evidence on the following:

- Suitability of the applicant to provide a service to support victims of sexual crime
- A delivery model will provide the service as required
- One-to-one counselling service
- Group work and other types of therapeutic support
- Sub-contracting arrangements
- Robust and sustainable delivery model including relevant contingencies
- Location and accessibility of the service
- How the service will work with communities
- How service users may access the service and receive the support
- Clear referral pathways into and out of the service
- Robust referral process
- Waiting/holding lists
- Working with other lot areas
- Working with the other commissioned partners and in particular the Victim Care Service and the Frankie Worker Services
- Days/hours of services and out of hours facilities
- Alignment to care pathways developed by locally commissioned services
- Clear methodology for evaluation for supporting victims
- Process for gaining service user and partner feedback

## Grants Process

The Commissioner will be accepting applications from Friday 29 March 2019 until Friday 26 April 2019 at 12:00. **Please note that applications submitted after this time will not be accepted.**

The application form is web based and can be found at the following address: <https://www.surveygizmo.eu/s3/90113714/Sexual-Crime-Counselling-Services> . It is recommended to use Google Chrome to fill out the application. All questions must be answered. Failure to do so will invalidate your application.

All applications must be submitted using this form; however if you have a valid reason why this is not possible, please contact the office at [opcc.commissioning@hampshire.pnn.police.uk](mailto:opcc.commissioning@hampshire.pnn.police.uk) and we will discuss the options available to you.

As part of the application process, we will require all applicants to complete a mandatory safeguarding checklist which is available to download from the following address: <https://www.hampshire-pcc.gov.uk/wp-content/uploads/2018/10/Safeguarding-Checklist-201920.docx> . If you require a copy of our safeguarding policy, please contact the office at [opcc.commissioning@hampshire.pnn.police.uk](mailto:opcc.commissioning@hampshire.pnn.police.uk) and a copy will be sent to you.

The only supplementary documentation we will be accepting with your application is a copy of your organogram which clearly shows the structure which will be used to deliver the service for this specific funding. We will not be accepting any other supplementary documentation.

Once you have completed your application form please click on the submit button. To ensure that your application is recorded correctly please email the Commissioning Team at [opcc.commissioning@hampshire.pnn.police.uk](mailto:opcc.commissioning@hampshire.pnn.police.uk) and provide the following information:

- Name of organisation
- Name of lot(s) applied for
- Name of contact person at the organisation
- Date and time of final submission
- Your Safeguarding Checklist

A member of the Commissioning Team will log the application and send a copy of the form to you for your records, along with a reference number. We then ask that you check the information within your application is correct. It is your responsibility to ensure that you have emailed the Commissioning Team a notification that your application has been submitted and to check that you have received your reference number. We will endeavour to send a copy of your application form and reference number within 5 working days.

**The Police and Crime Commissioner's office accepts no responsibility if we do not receive your application and you have not completed all the steps.**

We intend to inform applicants of the outcome of their bid by the end of June 2019.

Please ensure that you read all the information provided before you fill out and submit your application.

## Police and Crime Commissioner's Contact Details

If you would like to contact us about any of the subject matter covered within this document, please use the information below:

Police and Crime Commissioner for Hampshire, Isle of Wight, Portsmouth and Southampton  
2<sup>nd</sup> Floor St. George's Chambers  
St. George's Street  
Winchester  
SO23 8AJ

Telephone: 01962 871595

Email: [opcc.commissioning@hampshire.pnn.police.uk](mailto:opcc.commissioning@hampshire.pnn.police.uk)

Website: [www.hampshire-pcc.gov.uk](http://www.hampshire-pcc.gov.uk)



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Police and Crime Commissioner for Hampshire