

Specification Bedfordshire

Violence Exploitation Reduction Unit (VERU) Youth Voice Fund

# Executive Summary

Bedfordshire’s VERU is tasked with leading and co-ordinating the local response to serious violence. Responsible for delivering a ‘whole system’, public health approach, the unit brings together key partners to identify the local drivers and root-causes to serious violence and exploitation, to agree and implement a multi-agency response.

To achieve this, is it is vital that we work to empower our communities and young people, to actively shape the partnership’s efforts in preventing violence and exploitation.

The VERU Youth Voice Fund has been created with the aim of increasing engagement with our young people in the VERU and wider partnership. We are looking to receive applications from local organisations (joint bids from organisations partnering together are welcome) to work with the VERU on the following objectives;

* To create and facilitate a community-based Youth Forum relating to the prevention of violence and exploitation. The forum will aim to involve young people with a range of differing experiences, including those with experience of the Criminal Justice System.
* To work with and support the Youth Forum members to develop a Youth Engagement Framework, that provides guidance on the ways in which the VERU, and its partner’s, can involve young people in the future. To be designed by young people, for the young people that the VERU support.
* To deliver a range of activity that involves young people in agreed topics related to violence and exploitation, to generate debate, share experiences, gain knowledge and shape responses.
* To work with the Youth Forum in co-producing future material for the VERU Just Drop It, anti-knife campaign.

Successful applicants will already be embedded within the community and have demonstratable experience of working with young people, including those effected by violence or exploitation related issues. Your organisation will be passionate about amplifying the voices of our young people whilst supporting them to lead change.

This will be a collaborative initiative between the successful provider and the VERU. A willingness to work closely with the VERU central team, commissioned services and other partner agencies such as the Police & Local Authorities is critical. We are determined and ambitious in our mission and believe close collaboration is essential to success.

We will work closely with the successful providers to shape the above and provide a platform to share knowledge and ensure a collaborative approach and activity where appropriate. Evaluation of the project is imperative and will be embedded into the project. Successful providers will be expected to engage in and facilitate this.

The aim will be to hold an event, led by the Youth Voice Forum, to showcase their work to key individuals and departments across the partnership and maximise the reach of the voice of the young people.

# Grant Duration

The grant agreement will be established with the provider on the terms of the VERU.

This grant will be awarded from 12th August 2024 - to 31st March 2025, with the service activity expected to go live on 12th August 2024.

The VERU cannot guarantee further funding beyond 31st March 2025.

# Elements of Service

* Activity is Bedfordshire based and accessible to residents of Bedfordshire inclusive of Bedford, Central Bedfordshire, and Luton.
* Engage with young people between the age of 11-24
* To create a community-based Youth Forum relating to the prevention of violence and exploitation. The forum will aim to involve young people with a range of differing experiences, including those with experience of the Criminal Justice System.
* To develop a Youth Engagement Framework, that provides guidance on the ways in which the VERU, and its partner’s, can involve young people in the future. To be designed by young people, for our young people.
* To deliver a range of activity that involves young people in agreed topics related to violence and exploitation, to generate debate, share experiences, gain knowledge and shape responses.
* To work with the Youth Forum in co-producing future material for the VERU Just Drop It, anti-knife campaign.
* Activity is to a value up to £15,000 within the term of 15th August 2024- 31st March 2025.
* For provider to deliver against their Theory of Change and Outcome Framework.

# Funding

* Funding allocation of a total of £15,000
* Only 1 bid to be accepted per organisation.
* Joint bids from organisations partnering together are welcome.
* Payment will be issued quarterly in arrears, as per the OPCC’s Commissioning Strategy.
* The funding can be used for a variety of costs including staffing, activities and other incentives for young people, venue rental and refreshments for the event, publicity, educational material, and merchandise (branded t-shirts etc). The funding cannot be used to cover capital costs (e.g. purchasing of buildings, construction, equipment other than basic delivery equipment).

# Underpinning Service Principles and Values

The service must be consent based and so the provider must ensure that issues around consent and confidentiality are discussed and/or addressed:

Providers should focus on the following principles and values; ensure they are embedded into service design and operational processes:

* A comprehensive and supportive service must be provided to all service users.
* Services must be configured to support early identification of needs.
* The provider will aspire to the highest standards of excellence and professionalism.
* The provider will put the service user at the heart of everything it does. Care and support should be personalised with service users actively involved in their care planning.
* The provider will provide comprehensive information to support the service users in understanding their options and making informed decisions.
* Service users must be given the opportunity to play an active role in shaping and assessing service delivery.
* Services will work across organisational boundaries and in partnership with other organisations in the interest of service users.
* Services will support service users to manage and recover their health and wellbeing.
* Services will support service users to cope and recover from the impact of crime and victimisation.
* The provider is accountable to the public, communities, and service users that it serves.
* Service users will be treated with dignity and respect at all times.
* Service users will have access to the appropriate complaint’s procedures of the provider and the commissioners.
* Service user information will be treated confidentiality, aside from where safeguarding policies determine information should be shared (see policies). Where information is shared, it must adhere to the data sharing principles of the General Data Protection Regulations.

# Equality and Diversity

Care planning and delivery of services must take into consideration the diversity of the population.

The delivery of services should be equitable for all. It must also comply with requirements under the Equality Act set out in section 149 of the Equality Act 2010 paying due regard to the following aims of the duty when designing, delivering, or evaluating support services or when referring service users to other services:

* Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Act.
* Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
* Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
* The duty covers eight protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, sexual orientation.

# Equality Impact Assessments

All contact and activity (including access) must be monitored by the provider according to protected characteristics including age, gender, race, sexual orientation, ethnicity, and disability.

Service users must be treated as individuals with respect for their dignity and sensitivity for their diverse needs.

# Performance and Quality Indicators

The provider will be expected to work with the VERU to agree a set of indicators to evidence meeting the outcomes of the service.

Providers will be expected to audit and record performance against these indicators on a monthly basis, highlighting any exceptional findings to the commissioners, to whom they will otherwise report on a quarterly basis.

The provider will also be expected to provide comprehensive management data including demographic information on a quarterly basis.

# Data Protection Responsibilities

The provider will be expected to meet and comply with GDPR legislation when performing the services.

# Policies

The provider will be expected to have the following policies in place and available for review by the VERU upon request.

* Safeguarding Children and Vulnerable Adults
* Data Protection
* Data Sharing
* Information Security
* Privacy
* Complaints
* Business Continuity
* HR (equal opportunities, vetting, recruitment, and training)
* Health and Safety
* Equality and Inclusion
* Lone working
* Whistleblowing

Bidder Response

To respond to this opportunity please read the below instructions and complete the Bidder Response Form found below:

The bid response deadline is Friday 19th July 2024. Please complete the bidder response form below and return as an attachment to [PCC-commissioning@beds.police.uk](mailto:PCC-commissioning@beds.police.uk) & [Veru@beds.police.uk](mailto:Dee.Bailey@bedfordshire.pnn.police.uk)

Please note applications will only be accepted if submitted prior to the deadline and if completed correctly.

Bids will undergo a period of review against elements of service and criteria, as well as specification detail.

Where relevant, a period of clarification will take place.

All bidders will be notified of outcomes W/C 22nd July 2024.

Bidder Response Form

Specification for a Bedfordshire Violence Exploitation Reduction Unit (VERU) CBT – Bidding opportunity 2024-2025 funding.

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Contact Name:** |  |
| **Contact Email:** |  |
| **Contact Telephone Number:** |  |

# Section 1: Information and Eligibility criteria

Please note an \* advises that this question forms part of the show stopper process.

1. Organisation Type - tick organisation type applies to this bid):

|  |  |  |
| --- | --- | --- |
| A) | Statutory organisation |  |
| B) | Community/voluntary sector organisation |  |

|  |  |
| --- | --- |
| Please state Companies House or Charity Number |  |

1. Does the organisation support all Bedfordshire residents? (please tick)

|  |  |
| --- | --- |
| Yes, all Bedfordshire residents |  |
| Bedford Borough only |  |
| Central Bedfordshire only |  |
| Luton only |  |

# Section 2: Show Stopper and Due Diligence

## Show Stopper

All bids submitted will be subject to a review against Show Stopper questions. These will be relevant and proportionate to the specification.

## **Please be aware that the commissioning team will undertake the following due diligence checks for all bidding organisations.**

1. Governing documents:

• Is the organisation appropriately constituted – if registered charity/charitable incorporated organisation (CIO) or constituted not for profit community group with charitable objectives and dissolution clause. Community Interest Companies (CIC) should be limited by guarantee not shares.

• Does the proposed activities fall within the group’s charitable objectives?

1. Charity Commission Website and Companies House records

• Minimum of three un-related trustees

• No returns overdue

• There is not a proposal to remove the organisation from either register

1. Accounts

• Reserves are reasonable given the size of the organisation and that these are in line with any reserves policies, we would usually expect between 3-6 months running costs and not more than 12 months free reserves.

• Organisations with significant reserves should be able to explain why these reserves cannot be used to cover the cost of the activity.

• Income and expenditure note whether there are significant differences in expenditure from one year to another and whether they could pay all creditors from bank balances.

• Auditor’s financial review check does not highlight any significant concerns.

Section 3: Evaluation Questions

Please refer to the scoring guidance on the following pages when responding to the evaluation questions, this summarises how each element of the scoring criteria will be assessed by the evaluation panel.

|  |  |
| --- | --- |
| **Amount of Funding Applied for** |  |
| **Please outline why you have decided to apply for this fund?**  Word limit is 300 words max  Medium weighting |  |
| **Please tell us about your experience and reach?**  *Explain why your organisation is best placed to deliver this project.*  *Outline which communities you are already embedded within and your experience of working with young people including involving them in the design and delivery of services. Please share any successes and impact including feedback from young people*  Word limit is 600 words max  High weighting |  |
| **Which community/communities will you be working within for the purpose of this project?**  Word limit is 100 words max  Not weighted – Information to ensure provision across providers spans a range of communities |  |
| **Are there any particular group(s) of young people that you intend to work with specifically for the purposes of this project?**  *Please note young people must be within the target age group. Please outline how you will ensure you are reaching a diverse range of young people including those with experience of the Criminal Justice System and those most affected by violence and related issues.*  Word limit is 400 words max  High weighting |  |
| **Please provide a summary of the numbers of young people you expect to engage with over the course of the Project? Please distinguish between on-going engagement and new additions.**  Word limit – please complete the table  Medium weighting | |  |  |  | | --- | --- | --- | | **Month** | **Number of new young people engaged** | **Number of existing young people engaged** | | **Month 1** |  | *Not Applicable* | | **Month 2** |  |  | | **Month 3** |  |  | | **Month 4** |  |  | | **Month 5** |  |  | | **Month 6** |  |  | |
| **Please outline your proposal and how this will contribute towards the aims of this project**  *This should include reference to the aims below but outline your ideas for how you will contribute to the achievement of them through the methods you believe will be most effective. Please make reference to how you engage young people initially and sustain their engagement including the activities you intend to run.*  *•To create a community-based Youth Forum relating to the prevention of violence and exploitation. The forum will aim to involve young people with a range of differing experiences, including those with experience of the Criminal Justice System.*  *. To develop a Youth Engagement Framework, that provides guidance on the ways in which the VERU, and its partner’s, can involve young people in the future. To be designed by young people, for our young people.*  *.To deliver a range of activity that involves young people in agreed topics related to violence and exploitation, to generate debate, share experiences, gain knowledge and shape responses.*  *. To work with the Youth Forum in co-producing future material for the VERU Just Drop It, anti-knife campaign.*  Word limit is 1000 words max  High weighting |  |
| **Please outline how you will know that you have had an impact and how you will demonstrate this?**  *Please cover the measures you think will indicate success and the information you will gather to demonstrate this. Please note that successful providers will have to work with the VRN team too in relation to evaluation but we are interested in your ideas and ability to demonstrate success.*  Word limit is 300 words max  Medium weighting |  |
| **Please provide a breakdown of the costs of your project. The VERU will support with communications and branding. However please consider costings for merchandise, events etc.**  Word limit – please complete the table  Medium weighting | |  |  |  | | --- | --- | --- | | **Type of Cost**  For example, staff, equipment, venue etc | **Description of Cost** | **Costs £** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Totals** |  |  | | **Grand Total** |  |  | |
| **Please confirm your willingness to work closely with other VERU team, commissioned services and wider partnership.** |  |