

## PFCC Decision Report

**Please ensure all sections below are completed**

<b>Report reference number:</b> 126-21
<b>Classification</b> (e.g. Not protectively marked/restricted):
<b>Title of report:</b> Restorative and Mediation Service Annual Report Design
<b>Area of county / stakeholders affected:</b> Countywide
<b>Report by:</b> Emma Goddard
<b>Date of report:</b> 16 August 2021
<b>Enquiries to:</b> emma.goddard@essex.police.uk

### 1. Purpose of the report

- 1.1 To request approval for the allocation of £1,280 from the Restorative Justice (RJ) budget for the design of the Essex Restorative and Mediation Service (ERMS) 2020/2021 annual report by Toast Design.

### 2. Recommendations

- 2.1 Approve the allocation of £1,280 from the 2021-22 RJ budget for the design of the 2020/2021 Restorative and Mediation Service Annual Report.
- 2.2 Approve the preferred supplier, Toast Design, to carry out this work.

### 3. Benefits of the proposal

- 3.1 The Restorative and Mediation Service Annual Report will be published on the Restorative and Mediation Service website, and therefore a well-designed report will look professional and be in keeping with the high standards expected from the service.
- 3.2 The design will be consistent with last year's report, and the Restorative and Mediation Service web pages.
- 3.3 By using a new supplier, Toast, we have secured a lower quote than our previous supplier provided.

### 4. Background and proposal

- 4.1 The 2019/2020 Annual Report on the Restorative and Mediation Service web pages is often cited by other organisations, professionals and the public when

they contact ERMS. We therefore understand it to be an engaging and useful document for those looking into our service. We are therefore keen for this year's report to also be professional looking, and easy to read and understand.

4.2 The report will include data, as well as case studies, quotes, images and graphs to ensure it is easily understandable and accessible.

4.3 We secured 3 quotes, ensuring each company understood our design needs. We propose that the work is completed by the company that provided the most economically advantageous quotation; Toast Design.

## **5. Alternative options considered and rejected**

5.1 One option would be to design the report ourselves using the limited software and resources available to us. This would likely lead to a serviceable but perfunctory report in terms of the look and feel and would not be in keeping with the standards expected of the Restorative and Mediation Service.

5.2 A second option would be to use an alternative design company. 2 other suppliers were approached for quotes. This option would come at a higher cost; the 2 alternative quotes received were for between £1,600 and £1,650.

## **6. Police and Crime Plan**

6.1 Restorative Justice is present in the Police and Crime Plan in several places. The plan states that the RJ work will expand and address anti-social behaviour as well as other areas such as domestic abuse and sexual violence. The plan also sets out volunteering as a building block of success. The Restorative and Mediation Service Annual Report demonstrates how the service has performed against the expectations set out in the plan.

## **7. Police operational implications**

7.1 No direct operational policing implications, however, the report may influence and improve Essex Police's understanding and use of Restorative Justice.

## **8. Financial implications**

8.1 The PFCC will make a one-off payment of £1,280 to Toast Design from the 2021-22 Victims Fund.

8.2 The Restorative and Mediation Service team originally allocated £2,000 of their annual budget towards communications.

## **9. Legal implications**

9.1 No legal implications identified.

## **10. Staffing implications**

10.1 No staffing implications identified.

## **11. Equality and Diversity implications**

11.1 The report will be made available for download online and therefore can be subject to software to make it easily accessible to a wider audience.

**12. Risks**

- 12.1 There is a risk that the document will be longer than expected, or stock images may be required which will come at an increased cost. We will ensure that we work with the designers to remain within the cost quoted.

**13. Governance Boards**

- 13.1 This has not been discussed at any Governance Boards.

**14. Background papers**

- 14.1 No relevant background papers



**Treasurer / Chief Executive Sign Off – for Redactions only**

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

**Sign:** .....

**Print:** .....

**Chief Executive/Treasurer**

**Date signed:** .....

**Decision and Final Sign Off**

I agree the recommendations to this report:

**Sign:** 

**Print:** Roger Hirst

**PFCC**

**Date signed:** 9 September 2021

I do not agree the recommendations to this report because:

.....  
.....  
.....

**Sign:**

**Print:**

**PFCC/Deputy PFCC**

**Date signed:**