

**DECISION NOTICE**

**Decision author and proposer:** Sulaiman Zulfiqar, Management Trainee

<b>Subject/ Title:</b>
<b>Printing for Victims of Crime Survey Promotional Material</b>

<b>Type of decision:</b>			
<b>Deputy Mayor's decision</b>		<b>Chief Officer's decision</b>	<b>X</b>

**In all cases this will need to be approved by the Director Police, Crime, Criminal Justice and Fire.**

<p><b>The decision is that:</b></p> <p>Funding be allocated up to the amount of £350 for the printing of promotional material for the Victims of Crime survey by Manchester City Council.</p>
<p><b>The reasons for the decision are:</b></p> <p>In order to interview victims for the Victims of Crime survey rights 8-12, promotional material has been created which will be sent to victims via the GMP Witness Care Unit and the Probation Service Victims Contact Scheme and Victim Notification Scheme. The printing will be done by Manchester City Council through their in house printing service. The quote is for £85 for the first print run but the Decision Notice is for £350 to allow for increased print runs.</p>
<p><b>This decision will contribute to priorities of the the Greater Manchester strategy in the following ways:</b></p> <p>The funding will help support the commitment to 'Enable resilient, safe and vibrant communities where everyone has access to essential services' by ensuring victims voices are heard. The survey will help the CA, GMP and Probation service and wider criminal justice organisations to understand where victims feels improvements can be made and to deliver those improvements.</p>
<p><b>Procurement comments:</b></p> <p>Procurement comments have not been sought due to low value (below £5000). This will be managed through a purchase order.</p>

**Financial comments:**

This will be funded from CC3004 – Community Safety Fund (Other).

**Legal comments:**

N/A

**Risk Assessment:**

To ensure appropriate spending on the printing of promotional material, the Police and Crime team is working with the Comms team to arrange printing.

**Is safeguarding of children relevant and has this been considered:**

No children will be interviewed as part of this process as the minimum age of victims to be interviewed is 18.

**Is safeguarding of vulnerable adults relevant and has this been considered:**

Safeguarding of vulnerable adults is relevant as victims have the choice of opting in to the interviews as well as having the ability to opt out at any part of the process.

DJS Research Ltd also have safeguarding policies in place that they will implement should a vulnerable adult be identified through the research process.

**Agreed by Director – Police, Crime, Criminal Justice and Fire**

Signed



Date 11<sup>th</sup> September 2024

**Agreed by GMCA Treasurer**

Signed.....

Date.....

**Agreed by Deputy Mayor**  
**Only required for a Deputy Mayor Decision on amounts of £50,000+**

**Signed:** .....

**Date:** .....

**Contact Officer:** Oliver Collins