

**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**



<b>Author:</b>	Dan Howitt
<b>Telephone number:</b>	0115 967 0999
<b>E-mail address:</b>	<a href="mailto:daniel.howitt13452@nottinghamsfire.pnn.police.uk">daniel.howitt13452@nottinghamsfire.pnn.police.uk</a>
<b>For Decision or Information</b>	Decision
<b>Date received*:</b>	15.03.21
<b>Ref*:</b>	2021.026

\*to be inserted by Office of PCC

**TITLE: Police and Crime Survey Uplift – COVID safety measures**

**EXECUTIVE SUMMARY:**

Uplift in cost of administering the Nottinghamshire Police and Crime Survey in order to ensure compliance with Market Research Society Guidelines and Public Health guidance in view of the Coronavirus pandemic.

**INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)**

Significant safeguards introduced as part of the survey programme include pre-screening measures for fieldwork staff and respondents, PPE and social distancing, individually wrapped and sanitised survey documents and new procedures for fieldwork staff working either individually or in pairs as a social bubble. For self-completion surveys, participants are also offered a pack with gloves and anti-viral wipes along with a supplementary leaflet detailing instructions for safe disposal.

There are additional costs due to the following:

- Providing sanitising wipes, masks and disposable gloves to interviewers.
- Providing disposable gloves, sanitising wipes, and outward and return starch bags for packing questionnaires into before sanitising, and passing to the respondent on the doorstep.
- Additional travel (mileage) due to interviewers working either individually or in pairs. This was previously undertaken in small teams of 4, so twice as many journeys will be required.
- Additional administration for unpacking, storing and reprocessing questionnaires on return to the office.
- Commercial disposal of materials used (gloves, wipes, bags).
- Scripting and monitoring an online or telephone survey for those who are shielding and unable to participate in any face-to-face interaction.

The additional costs are as follows:

Additional Costs per quarterly wave of fieldwork	Per wave (£)
Costs of providing masks and gloves and anti-bacterial wipes to interviewers, and disposal of same	213
Costs of packing questionnaires into bags suitable for sanitising before passing to the respondent and disposal of same.	156
Additional travel costs due to interviewers working either individually or in pairs (social	817


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bubble).	
Additional administration due to need to store and reprocess returned questionnaires	260
Script and monitor online survey	200
	1,646

**FINANCIAL INFORMATION** (please include if is it capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

2020/21 uplift: £5,000 - Revenue Funding – Community Safety Grant

2021/22 uplift: £3,292 - Revenue Funding – Community Safety Grant  
Contract variation to Q1 2021/22

Signature:  Date: 16<sup>th</sup> March 2021

**Chief Finance Officer**

<b>Is any of the supporting information classified as non public or confidential information**?</b>	Yes		No	✓
If yes, please state under which category number from the guidance**				

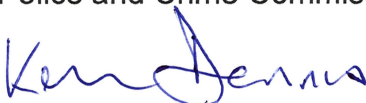
**DECISION:**

The PCC is requested to confirm the following:

- Approve an uplift in funding allocation for the Police and Crime Survey Programme of £5,000 in 2020/21 and £3,292 in 2020/21 to enhance COVID safety procedures.

**OFFICER APPROVAL**

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.


Signature:  Date: 16/3/21

**Chief Executive**

**DECLARATION:**

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:  Date: 17/3/21

**Nottinghamshire Police and Crime Commissioner**

\*\* See guidance on non public information