

**Safer Neighbourhood Board – Administration Service**  
**Request for Quotation**  
**2025 -2027**

**Purpose**

The Council is seeking a Service Provider to deliver an administration function for the Safer Neighbourhood Board (SNB) Panel and are seeking quotes from Service Providers to deliver this provision from on or around the 1<sup>st</sup> of June 2025.

The indicative budgets are set out below:

Year 1 (1 <sup>st</sup> June 2025 – 31 <sup>st</sup> March 2026)	Year 2 (1 <sup>st</sup> April 2026 – 31 <sup>st</sup> March 2027)
£4,333	£5,200
Total: £9,533	

The initial contract is up to the 31<sup>st</sup> of March 2027 at a value of £9,533 with the option to extend by 12+12 months.

If you are interested in submitting a quote, please complete and return the response document appended to this Request for Quotation (RFQ) by no later than **Friday 9<sup>th</sup> May at 5PM** to [SNBGrants@rbkc.gov.uk](mailto:SNBGrants@rbkc.gov.uk)

If you have any questions regarding this RFQ, please direct them to the above email address with the title RFQ – SNB Administration.

**The Service Specification**

**Introduction**

Safer Neighbourhood Boards (SNB) have become an important borough level mechanism for delivering local police accountability and engagement.

Kensington and Chelsea SNB was established in 2014 by the London Mayor's Office for Policing and Crime (MOPAC). Its purpose is to give local people and victims a greater voice in establishing local policing and crime priorities, as well as monitoring police performance and confidence.

The board includes local people, Councillors, the Borough Commander (or their representative) and representatives such as Victim Support, Neighbourhood Watch, Local

Authority, Young People, Independent Custody Visiting Panel, and the Stop and Search Monitoring Group. Through this strong community representation, the Board's goal is to achieve a safer and more peaceful community within Kensington and Chelsea.

The Police and Crime Plan 2025/29 (PCP) commits MOPAC to continuing to support the work of SNBs. The Police and Crime Plan 2025/29 can be found using this link:

<https://www.london.gov.uk/programmes-strategies/mayors-office-policing-and-crime-mopac/keep-date-mopac-work/mopac-publications/draft-police-and-crime-plan-2025-2029>

The Board receive an annual grant from MOPAC to fund a range of projects and activities that meet the Police and Crime Plan priorities. It also supports projects focused on issues and concerns identified by the local community, and which support delivery against the MOPAC Police and Crime Plan priorities.

In addition to the grant for the delivery of project activities, the SNB also receive funding of £5,200 from MOPAC via RBKC for the facilitation and administration of the SNB.

All funds from MOPAC for the SNB are administered by the Council.

This service specification specifically relates to the annual £5,200 ringfenced for the administration of the SNB including facilitation and administration of the SNB meetings.

The Council are seeking to appoint a service provider to deliver an administration function for the SNB Panel meetings at a cost of £5,200 annually in alignment with the MOPAC SNB ringfenced grant.

In delivering the secretariat function for the SNB Panel, the Service Provider will deliver the following functions:

- a. Provide staffing to cover all administration duties in relation to the delivery of the SNB Meetings
- b. Facilitation of the SNB meetings on a quarterly basis and any sub-meetings as necessary
- c. Draft accurate minutes and action points for each meeting, ensuring that draft minutes are completed and shared with the Chairperson for review within 10 working days following each meeting.
- d. Liaise with the SNB Independent Chairperson to set meeting dates, agendas, book venues and circulate invites
- e. Provide staffing to attend in person meetings and where required remote/sub meetings
- f. Dispatch of all meeting papers including agendas, reports, presentations, minutes, actions
- g. Liaise with the SNB Independent Chairperson to set meeting dates, agendas, book venues and circulate invites

## **Staffing**

The Service Provider will employ staff that are appropriately qualified, competent, skilled and experienced to deliver the SNB administration functions.

The Service Provider will ensure that all staff are properly instructed and supervised, ensuring arrangements are in place for the supervision of staff where required.

The Service Provider will have effective systems in place to provide ongoing support, supervision and training to staff employed to undertake the duties associated with delivering the SNB Secretariat.

The Service Provider will have in place effective disciplinary procedures for staff and volunteers.

Where appropriate, the Service Provider will ensure that all staff and volunteers are checked and cleared by the Disclosure and Barring Service (DBS) at the enhanced level prior to employment and are checked regularly. The Service Provider will also require from applicants a declaration of convictions that would otherwise be spent under the rehabilitation of Offenders Act 1975.

The Service Provider must ensure that they comply fully with the requirements of the Councils' Equal Opportunities Policy, Human Rights Acts and Disability Acts in delivering the SNB Secretariat function and their own Equal Opportunities Policy is fully compliant and remains so in line with legislation.

## **Data Protection**

The Service Provider will comply with all relevant Legislation relating to data protection and information sharing, including the GDPR and the Data Protection Act 2018.

Where appropriate, the Service Provider will ensure that all staff have access to, and use, a secure email address in order to communicate securely and effectively where this is necessary.

## **Delivery Locations**

The Service Provider will be responsible for ensuring they have appropriate premises from which to operate and deliver their day-to-day business.

It will be the responsibility of the Service Provider to cover all running costs (utilities etc), which include the cost to furnish the building and provide the Information Communication Technology systems.

**Availability & Responsiveness**

The provision should be available during office hours ie 9am – 5pm Monday to Friday and where required outside of office hours to accommodate SNB meetings, activities and events.

**Contract Arrangements**

The Service Provider will be required to enter into a contract with the Royal Borough of Kensington and Chelsea on behalf of the SNB.

The initial contract will be for 22 months starting on or around the 1<sup>st</sup> June 2025 to the 31<sup>st</sup> March 2027 with the option to extend the contract by 12+12 months, subject to performance and funding.

**Monitoring and Evaluation**

The Council will require regular monitoring reports from the Service Provider and the Key performance indicators will be agreed with the nominated provider following the Request for Quotation process.

These will likely to be focused upon service levels, attendance at meetings and the completion of key tasks.

**Disclaimer**

The Council reserves the right to pause, amend, withdraw, or cancel this RFQ process at any time without prior notice or obligation.

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