

How to complete the Self-Assessment Form

In order to provide a level of reassurance to victims/survivors and their families that they are likely to receive a safe and reliable support service in Derbyshire please complete this Self-Assessment Form. You will need to be able to respond 'Yes' or 'No' as required to questions in Section One. There is guidance within Section One stipulating the requirement for a 'Yes' or 'No' answer.

You will also need to declare that your organisation meets the minimum quality standards for each quality principle and overarching quality area by responding 'Yes' to each question in Section Three.

For the purposes of scrutiny you may be asked to provide evidence in order to demonstrate that your organisation is meeting the minimum quality standards. Derbyshire OPPC will take a 'dip sampling' approach to scrutiny. Each organisation will be required to provide evidence **electronically** that they meet randomly selected minimum quality standards and some organisations will be asked to provide evidence that they meet all of the minimum quality standards. The evidence required is outlined in the Self-Assessment Form. The evidence required has been kept to a minimum in order to reduce the burden on organisations.

When completing the self-assessment tool, organisations should consider responses to the following questions:

1. What documents or policies do you have?
2. What process do you follow?
3. What is the result or outcome of what you do?
4. How do you record what you do?

The Self-Assessment Form operates the following simple rating scale:

Yes: Fully compliant. Your organisation effectively meets the requirements of the minimum quality standards and evidence is available to support your assessment.

No: Non or partially compliant. There is insufficient or inconsistent evidence to demonstrate that your organisation is meeting the minimum quality standards. For example, your organisation has no documentation or processes in place which are required to meet a minimum quality standard. **It should be noted that non or partially compliant will lead to automatic disqualification from featuring on the CORE website.**

Derbyshire OPCC Website Quality Assurance Self-Assessment Form

Section 1: About your organisation

1. Does your organisation provide victim support services to Derbyshire residents?

- No (you do not need to complete this form as only services providing services to Derbyshire residents are eligible to be included on the CORE website) Yes

2. Is your organisation able to provide a service user feedback report to be placed on or linked to the CORE website?

- No (you do not need to complete this form as access to service user feedback is a requirement for services to be included on the CORE website) Yes

3. Does your organisation have Employer's Liability Insurance of at least £5 million¹?

- No (you do not need to complete this form as Employer's Liability Insurance is a requirement for services to be included on the CORE website) Not Applicable (organisation employs only the owner / close family members) Yes

¹ It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

4. Does your organisation have Professional Indemnity Insurance of at least £1 million?

- No (you do not need to complete this form as Professional Indemnity Insurance is a requirement for services to be included on the CORE website)
- Yes

5. Does your organisation have an appropriate level of Public Liability Insurance?

- No (you do not need to complete this form as Public Liability Insurance is a requirement for services to be included on the CORE website)
- Yes

Please specify the amount:

.....

6. What type(s) of victim services does your organisation provide? (Please select all that apply)

- Generic victims services
 - Young victims services
 - Child Sexual Exploitation services
 - Hate crime victims services
 - Services for victims with protected characteristics²
 - Rape and sexual violence services
 - Domestic abuse services
 - Restorative Justice services
 - Other (please specify below)
-

² This includes age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex.

7. How long has your organisation been providing victim services to Derbyshire residents?

- Less than six months
- Six months to one year
- Between one and two years
- Between two and three years
- More than three years

8. What method of contact does your organisation primarily use to support service users?

- One to one support face-to-face
- Face-to-face group support
- Online support, such as via email or live chat
- Telephone support
- Other (please specify below)
.....

9. Is any of the following true of your organisation, management structure, trustees, directors or partner or any other person who has powers of representation, decision or control? (Please state via ticking 'Yes' or 'No' to each question. If you cannot answer 'No' to every question stipulated under "Grounds for mandatory rejection" you do not need to complete this tool as you will not be eligible for the CORE website.)

Grounds for mandatory rejection	Yes	No
Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?		
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA);		
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption ³		
(c) the offence of bribery, where the offence relates to active corruption;		
(d) bribery within the meaning of section 1 or 6 of the Bribery Act 2010		
(e) fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978		
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		

³ "Active corruption" means corruption as defined in Article 3 of the Council Act of 26 May 1997 or Article 3(1) of Council Joint Action 98/742/JHA)

(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; or		
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006		
(ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006		
(f) money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; or		
(g) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996		
(h) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994		
(i) any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State		
Grounds for discretionary rejection	Yes	No
Is any of the following true of your organisation, management structure or trustees?		
(j) being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;		

<p>(k) being a partnership a proposal is made for a voluntary arrangement within Article 4 of the Insolvent Partnerships Order 1994 or a proposal is made for any other composition, scheme, arrangement with, or assignment for the benefit of, its creditors; it is for any reason dissolved; a petition is presented for its winding-up or for the making of any administration order, or an application is made for the appointment of a provisional liquidator; a receiver, or similar officer, is appointed over the whole or any part of its assets; the partnership is deemed unable to pay its debts within the meaning of section 222 or 223 of the Insolvency Act 1986 as applied and modified by the Insolvent Partnerships Order 1994 or being a partnership constituted under Scots law has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or any of the matters identified in Paragraph (a) occurs in relation to any of its partners;</p>		
<p>(l) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or it is or becomes unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986; or being a "small company" within the meaning of section 247(3) of the Companies Act 1985, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or it is for any reason dissolved or struck-off the register of companies; or it is the subject of the above procedures or is the subject of similar procedures under the law of any other state.</p>		
<p>Has your organisation:</p>	Yes	No
<p>(m) been convicted of a criminal offence relating to the conduct of your business or profession;</p>		
<p>(n) committed an act of grave misconduct in the course of your business or profession;</p>		
<p>(o) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;</p>		
<p>(p) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established;</p>		
<p>(q) been guilty of serious misrepresentation in providing any information required of you under Regulations 23-27 of the Public Contracts Regulations 2006, or has not provided such information in response to a request by a contracting authority (as defined in the Public Contracts Regulations 2006);</p>		

Section 2: Organisation details

1	Service provider details (please complete all applicable sections)	
Full name of the Service Provider:		
Please can you briefly describe the nature of the service?		
Please can you state the services opening hours and days of working?		
Website address (if applicable)		
Registered company address:		
Registered company number:		
Registered charity number:		
Registered VAT number:		
Name of immediate parent company:		
Name of ultimate parent company:		
Please mark 'X' in the relevant box to indicate	i) a public limited company	<input type="checkbox"/> Yes

1 Service provider details (please complete all applicable sections)		
your trading status if applicable:	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you:	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) ⁴	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes
Standard operating hours (please include the standard days and times service users are able to access your service, for example Mondays to Fridays 9am to 6pm excluding bank holidays):		

⁴ In the UK, sections 382 and 465 of the Companies Act 2006 define a SME for the purpose of accounting requirements. According to this a small company is one that has a turnover of not more than £6.5 million, a balance sheet total of not more than £3.26 million and not more than 50 employees. A medium-sized company has a turnover of not more than £25.9 million, a balance sheet total of not more than £12.9 million and not more than 250 employees.

2 Contact details for enquiries about this form	
Provider name and postal address:	
Name of person to contact in relation to this form:	
Job Title:	
Phone/mobile:	
E-mail:	

Section 3: Accreditations

1. Does your organisation have any of the following accreditations? For each accreditation please provide the date on which the accreditation was achieved and the date of expiry or renewal. If individual staff or practitioners are accredited or registered please provide details of the percentage of staff supporting service users who are accredited. **Please note this is for information only.**

Accreditation	Number of individuals accredited	Date accreditation achieved	Date of expiry/renewal
British Association for Counselling and Psychotherapy (BACP) for individuals and organisations providing therapeutic services			
British Psychological Society (BPS) for individual Psychologists			
Charities Evaluation Service's Practical Quality Assurance System for Small Organisations (PQASSO) for small voluntary organisations			
Health and Care Professions Council (HCPC) for specific individual health professionals			
Imkaan Accredited Quality Standards (IAQS)			
Investors in Diversity Award			
Investors in People			
Investors in Volunteers			
ISO 9000			
Rape Crisis National Service Standards RCNSS			
Restorative Justice Council's (RJC) Restorative Service Quality Mark (RSQM)			
SafeLives' Leading Lights Standards			
Supporting People Quality Assessment Framework (QAF)			
The Survivors Trust (TST) National Service Standards			
Women's Aid National Quality Standards			

2. Does your organisation have any other accreditations not included above? **Please note this is for information only.**

No

Yes

If 'Yes', please specify in the table below:

Name of accreditation	Is the accreditation assessed through an external audit? (Please answer 'Yes' or 'No')	Number of individuals accredited	Date accreditation achieved	Date of expiry/renewal

Section 4: Meeting the minimum quality standards

Please note you must be able to answer **Yes** in all the sections below that make up section 4 to be on the CORE website.

1	<p>Safety and safeguarding</p> <p>This quality area outlines the minimum standards to ensure services are safe and that victims are appropriately safeguarded.</p>
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No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
1.1	Health and safety	Does your organisation have appropriate health and safety policies and procedures in place to ensure the safety of staff, volunteers and service users in all environments?	<p>If asked would you be able to provide <u>all of the following</u>:</p> <ul style="list-style-type: none"> • A health and safety policy • A named health and safety officer • A lone working policy and procedure, if applicable 		
1.2	Safeguarding	Does your organisation appropriately safeguard service users?	<p>If asked would you be able to provide <u>all of the following</u>:</p> <ul style="list-style-type: none"> • A named and appropriately trained safeguarding officer • A safeguarding children policy which is compliant with the Local Safeguarding Board (LSCB) procedures • A safeguarding adults policy which is 		

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
			<p>compliant with the LSCB procedures</p> <ul style="list-style-type: none"> Evidence that staff and volunteers are appropriately vetted, for example using DBS checks A list of the safeguarding referrals (to children's social care and/or the police) for children and adults made by your staff or volunteers in the past 12 months 		

2	<p>Service user focused delivery</p> <p>This quality area outlines the minimum standards to ensure services are accessible for and tailored to meet the needs of individual victims. It focuses on the delivery of safe and effective interventions by appropriate practitioners to ensure the safety of victims and that their needs are met.</p>				
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No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
2.1	Accessibility	Is your organisation accessible to all eligible service users?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> Evidence of compliance with equality legislation, including relevant exemptions, such as an equality policy 		
2.2	Service design	Does your organisation deliver services and interventions which are safe and evidence	If asked would you be able to provide <u>one</u> of the following:		

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
		based?	<ul style="list-style-type: none"> • A service delivery plan / operating protocol • A proposition or funding bid for the service being delivered • A service specification • A service model or approach i.e. the theory, practice, and anticipated outcomes 		
2.3	Risk and needs assessment	Does your organisation carry out risk and needs assessments for service users where appropriate?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> • A risk and needs assessment template/form 		
2.4	Tailored service	Is service provision tailored to meet the victim's specific needs?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> • Evidence of victim's needs being identified, i.e. through provision of an assessment form 		

3	Service user participation This quality area outlines the minimum standards for including the voices of service users in service delivery and support and for using their feedback to inform and improve service delivery.				
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No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
3.1	Service user participation	Is the victim appropriately involved in their own assessment and in decision-	If asked would you be able to provide <u>one</u> of the following:		

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
		making about what aspects of the support or intervention they receive?	<ul style="list-style-type: none"> • A service user participation policy or strategy • Anonymised case notes which evidence victim involvement in decision-making 		
		Does your organisation have a system of gathering feedback from individual service users about the support they have received?	<p>If asked would you be able to provide <u>one</u> of the following:</p> <ul style="list-style-type: none"> • A service user feedback strategy or policy • A framework for monitoring service users' experiences • Evidence of service user feedback, such as service user comments, service user meeting minutes, survey results 		
3.2	Learning and improving	Does your organisation monitor the experience of service users accessing services and identify areas for improvement?	<p>If asked would you be able to provide <u>one</u> of the following:</p> <ul style="list-style-type: none"> • Evidence of change in service delivery based on service user feedback • A management review [serious incident of any description which falls below a multi-agency review such as a Serious Case Review], with action plan • A service review, with evidence of implementation 		

4	Governance and management
This quality area outlines the minimum standards for effectively managing a quality victims' service. It focuses on the efficacy of governance and leadership processes, structures and strategies to ensure services are accountable and financially sound and prudent.	

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
4.1	Accountability and Leadership	Does your organisation have a structure in place to ensure that services are accountable to managers, trustees or board members?	<p>If asked would you be able to provide <u>all of the following</u>:</p> <ul style="list-style-type: none"> • An organisational chart • A named service/organisation lead/manager 		
		Does your organisation handle complaints in line with a complaints policy?	<p>If asked would you be able to provide <u>all of the following</u>:</p> <ul style="list-style-type: none"> • A complaints policy • The number of serious complaints made against your organisation in the last 3 years 		
		Is your organisation financially sound and prudent?	<p>If asked would you be able to provide <u>one</u> of the following:</p> <ul style="list-style-type: none"> • A copy of your audited accounts for the most recent two years • A statement of your turnover, profit and loss account and cash flow for the most recent year of trading 		

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
			<ul style="list-style-type: none"> • A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position • Alternative means of demonstrating financial status if trading for less than a year 		
4.2	Strategy and planning	Does your organisation have a clear purpose, mission or values that direct its work?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> • An organisational mission or value statement or overall purpose 		
4.3	Structures	Does your organisation have key structures, policies and procedures in place to manage service delivery?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> • A service delivery plan / operating protocol 		

5	Information and data sharing				
	This quality area outlines the minimum standards for safely sharing appropriate data and information with other agencies to ensure services are able to work together effectively. This includes having protocols and procedures in place to share data and information in a safe and timely manner through effective and appropriate methods of communication.				

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
5.1	Information sharing	Does your organisation have an information sharing protocol to ensure safe and appropriate information sharing?	<p>If asked would you be able to provide <u>one</u> of the following:</p> <ul style="list-style-type: none"> • An information sharing protocol • Recent examples of where your staff or volunteers have correctly used or challenged 		

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
			multi-agency information sharing		
5.2	Data security	Does your organisation hold personal information in accordance with the Data Protection Act, with the necessary disclosure protocols in place?	<p>If asked would you be able to provide <u>all of the following</u>:</p> <ul style="list-style-type: none"> • A data security/data protection policy • Disclosure protocol 		

6	Staff/volunteer development and culture				
	This quality area outlines the minimum standards to ensure an appropriately trained, skilled and experience workforce. This includes the culture of engaging and supporting staff and volunteers. It focuses on the recruitment, training and development of staff and volunteers.				

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
6.1	Staff qualifications, skills, knowledge and experience	Do recruitment processes and criteria ensure staff/volunteers have the necessary qualifications, skills and experience to fulfil their role?	<p>If asked would you be able to provide <u>all of the following</u>:</p> <ul style="list-style-type: none"> • A staff recruitment policy • Experience, qualifications and skill requirements for each staff/volunteer role, including for specialist roles, e.g. job descriptions and person specifications 		
6.2	Supervision	Do all staff and volunteers supporting service users receive regular and appropriate supervision?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> • A staff/volunteer supervision policy, including supervision for specific specialist roles, such 		

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
			as clinical and reflective supervision arrangements		
6.3	Training	Have all staff and volunteers received the training necessary to fulfil their role?	<p>If asked would you be able to provide <u>all of the following</u>:</p> <ul style="list-style-type: none"> • A staff/volunteer training policy, needs assessment or plan • A list of training courses attended by staff and volunteers including dates, such as refresher courses, safeguarding training and specialist training for staff where appropriate 		
6.4	Culture	Does your organisation have a culture of staff/volunteer engagement?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> • Evidence of staff/volunteer consultation, such as meeting minutes or survey results 		
6.5	Sanctions	Does your organisation have a robust system for addressing inappropriate/unsafe staff behaviour?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> • A staff disciplinary procedure 		

7	<p>Multi-agency and partnership working</p> <p>This quality area outlines the minimum standards to ensure services work effectively with other agencies to meet the needs of individual victims. This includes the extent to which services are coordinated with the key stakeholders involved in a safe and timely manner.</p>
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No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
7.1	Protocols and procedures	Has your organisation identified others it needs to work with in order to achieve its aims and objectives?	<p>If asked would you be able to provide:</p> <ul style="list-style-type: none"> An up-to-date internal directory (with contact details) of identified organisations which the service has worked jointly with or referred to in the last year 		
		Does your organisation work in partnership with other agencies through following appropriate referral processes and signposting victims?	<p>If asked would you be able to provide <u>all of the following</u>:</p> <ul style="list-style-type: none"> Referral processes of organisations to which you regularly refer A list of organisations to which you regularly signpost victims 		
7.2	Collaboration	Does your organisation work collaboratively with other agencies to provide joined up support to victims?	<p>If asked would you be able to provide <u>one</u> of the following:</p> <ul style="list-style-type: none"> An anonymised individual support plan which evidences elements of support provided by or in partnership with another agency or consortium member Anonymised case studies showing effective 		

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
			partnership working (including working with other consortium members) <ul style="list-style-type: none"> Evidence of your staff undertaking a lead practitioner/advocate role in multi-agency service delivery for a service user Positive results from a partnership working survey of your partner agencies (this can include evidence from commissioners of your service if they make referrals to you) 		

8	<p>Monitoring and performance management</p> <p>This quality area outlines the minimum standards for implementing monitoring and performance management systems in order to deliver quality victims services. This includes the extent to which resources, service delivery and outcomes are reviewed regularly in order to identify areas for improvement and implement an action plan.</p>
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No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
8.1	Monitoring systems	Does your organisation regularly review service delivery in order to continually improve services for service users?	If asked would you be able to provide <u>one</u> of the following: <ul style="list-style-type: none"> A whole service review and strategic plan A review and action plan for an area of your organisation or service Meeting minutes which evidence that a policy, procedure, knowledge/skill 		

No.	Quality principle	Minimum standards	Sources of evidence	Response	
				No	Yes
			requirement or other element of service delivery has been reviewed		
8.2	Performance management systems	Does your organisation have a performance management system in place to identify and act on areas for improvement?	<p>If asked would you be able to provide <u>one</u> of the following:</p> <ul style="list-style-type: none"> • A performance management policy or strategy • Evidence of action planning when an area for improvement was identified 		
		Does your organisation have a system in place for measuring and improving outcomes for service users?	<p>If asked would you be able to provide <u>one</u> of the following:</p> <ul style="list-style-type: none"> • A protocol defining the outcomes you are aiming to achieve for service users and how you will know when they are met • A recent report on outcomes achieved e.g. over the previous 12 months 		

Section 5: Declaration

By signing this self-assessment form, I declare that the information provided is accurate to the best of my knowledge and that the organisation is able to provide the required sources of evidence if requested by Derbyshire OPCC.

If successful in being promoted on the CORE website, I or my organisation, will inform Derbyshire OPCC in a timely manner of any changes in circumstances that may affect the provision of services to Derbyshire residents (including the organisation's continuing

ability to provide the evidence in the tables above). By signing this self-assessment form I confirm that I will inform Derbyshire OPCC of any changes in circumstances immediately or within one week as appropriate.

Signed by duly authorised signatory of:

Organisation name:.....

Signatory:

Name:.....

Position in organisation:.....

Signature:.....

Date:.....