



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

## **STANDING ORDERS FOR GRANTS**

**June 2015**

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## **1.0 What are Grants**

- 1.0 Grants are funding for specific areas of expenditure. Each grant has a defined use which can be very specific such as a grant given for the specific purchase of equipment (e.g. body armour) or a grant can be quite broad in definition (e.g. Police and Crime Grant).
- 1.1 Each grant either provided to the PCC or awarded by the PCC will have specific requirements and desired outcomes. These are included specifically within the grant terms and conditions and are linked to the delivery of the Police & Crime Plan priorities.

## **2.0 Grants Received**

- 2.0 The Commissioner will annually receive a Police and Crime Grant as part of the overall settlement. This grant is to be utilised in providing Policing in Nottinghamshire and in funding crime reduction and victims' protection initiatives.
- 2.1 Other grants are also received from Central Government which have specific use (e.g. Counter Terrorism Grant, PFI Grant, Capital Grant). These are also paid to the Commissioner for financing such requirements within the Force.
- 2.2 As part of the additional duties transferred to the Commissioner the OPCC receives a grant from the Ministry of Justice for the provision of Victims Services. The utilisation of this grant has to be in accordance with the terms in which it is awarded to the Commissioner.
- 2.3 All grants received must comply with the terms under which they are issued or returned to the issuing government department.

## **3.0 Grants Payable (Given) S9 PRSRA 2011**

- 3.0 It is the Commissioner who is the accountable body for grants to be paid to any organisation or individual outside of Nottinghamshire Police and Nottinghamshire Office of the Police and Crime Commissioner.

- 3.1 All grants paid should have specific grant agreements in place; ideally these should reflect any terms and conditions imposed on the Commissioners corresponding grant received.
- 3.2 All terms and conditions should detail as a minimum: for what the grant is being given (measurable outcomes), how long the grant period relates to, the amount being paid, terms for repayment of any unspent grant.
- 3.3 Linked to contract standing orders grants are paid as follows:  
Up to £25,000 (small grants)  
Over £25,000 (commissioned services)
- 3.4 All small grant applications are reviewed together and assessed against the Police and Crime Plan priorities. A small group representing the force, local authorities and the OPCC is convened to undertake the review and make appropriate recommendations to the Commissioner. Specialist input is sought where required.
- 3.5 Commissioned services are covered separately within the financial regulations. This includes co-commissioning and co-delivery for services.
- 3.6 The decision on whether to commission or offer a grant ultimately is the responsibility of the Commissioner.

3.7 **Successful Applications**

Small Grants – A letter of success is sent detailing the amount to be paid. This includes an acceptance slip for completion. These organisations are asked to provide a single report of the achievement of outcomes as the project is completed or by the end of the financial year to which the grant relates.

Commissioned services – these are generally, larger projects the majority of which are commissioned pieces of work (e.g. Domestic Violence Research). As specifically commissioned projects they have commissioning contracts detailing the objectives and outcomes expected and linked to the police & crime priorities.

## **4.0 Governance and Review**

- 4.1 The Commissioner has appointed a Grants and Commissioning Officer to oversee the process, recommend who should received grants, manage any issues with individual recipients and ensure outcomes are achieved and managed.
- 4.2 Visits to grant recipients will be made during the year to confirm that the grant is being utilised appropriately.
- 4.3 Where appropriate Internal Audit will be requested to audit practices and procedures to ensure compliance with the terms of reference and undertake any required review of risk.
- 4.4 Applicants are required to report on the achievement of outcomes to which the grant relates. The frequency of which varies depending on the value of the grant. Confirmation of achieving outcomes and spend to date is required before any payment is released.
- 4.5 Commissioned projects may span over a number of years, therefore should report on progress and ability to achieve the overall project in a timely manner.

## **5.0 Community Safety Grant – Background**

- 5.1 Prior to 2013-14 the Government (HO/MOJ) would issue directly grants to other bodies these include local authorities and third sector organisations. From 2013-14 onwards the Home Office and Ministry of Justice have made grant payments to Commissioners. With the intention that Commissioners will prioritise what is important within their policing area.
- 5.2 Initially, the decision was taken to fund these activities that Government had previously funded, until this could be further reviewed and where appropriately challenged.
- 5.3 In 2013-2014 the Commissioner received £2.8m in Community Safety Grant (CSG). This was 20% less that the HO had paid out in 2012-13. The Commissioner decided to keep funding of such projects at the same level until the schemes could be assessed further.

5.4 The CSG was broadly divided:

	<b>£m</b>
CDP Projects Commissioned	1.300
SNB Projects Commissioned	1.700
Small Grants & Commissioning	0.500
	<b>3.500</b>
During the year	0.050
Match funding received from County Council	0.113
Contribution from POCA	
	<b>3.663</b>

5.5 The CDP and SNB were provided grant with specific conditions and agreed project outcomes to be delivered. A specific piece of review work is being undertaken to ascertain what we continue to fund as resources reduce. This will identify priorities and what is working well.

5.6 Small Grants and Commissioning is also undertaken. Specific commissioning contracts were put in place for example: relating to Domestic Violence research.

## **6.0 Ministry of Justice Grant**

6.1 During 2014-15 the Commissioner became one of the early adopters for the Ministry of Justice (MOJ) funding for the provision of victims services at a local level.

6.2 As with the Community Safety grant this was initially used to continue to fund services the same way as the MoJ, until this could be reviewed and tendered for. There is now significant activity being undertaken to review the service provided including restorative justice and to award commissioned contracts.

6.3 Smaller grants are being utilised to smooth the transition and expand the service provided.

6.4 Approximately £2million per annum is being spent on these services.

## **7.0 Standing Orders – Grants Payable**

7.1 These Standing Orders set out the rules by which the NOPCC and CC spends money on the provision of grants in order to deliver specific outcomes relating to the Police and Crime Plan priorities.

These Standing Orders must be complied within the conduct of business of the organisation; this extends to include all staff and officers employed by the Chief Constable and the Police and Crime Commissioner.

7.2 Failure to comply may result in disciplinary action. Regard must also be taken for anyone acting as an agent, consultant or contractual partner acting on behalf of Commissioner/Force, who must also comply.

## **7.3 The Process**

7.3.1 The Grants and Commissioner Officer (GCO) should check the value of grant that can be awarded in the process.

7.3.2 The GCO must review the previous application process and any forms used; to assess whether these need amending or changing to reflect any legislative requirements.

7.3.3 The GCO is responsible for:

- I. Maintaining all records in line with legislative requirements and the Document Retention Policy.
- II. Ensure payments are made in a timely manner against the appropriate financial budget.
- III. To ensure that the terms of grant are followed by each of the recipients.
- IV. Where appropriate undertake site visits of applicants to see the work being undertaken and risk assess where required.
- V. To request Internal Audit Review of specific projects/project types.

## **7.4 Responsibility of the Chief Finance Officer to Commissioner**

7.4.1 To ensure staff comply with these orders.

7.4.2 To comply with the Scheme of Delegation ensuring appropriate authorisations are given.

7.4.3 To review the process and implement any recommended changes from Internal audit reviews.

7.4.4 To ensure financial management of the process.

7.4.5 To ensure Financial Regulations are kept up to date with any changes relating to these Standing Orders.

## 7.5 Grant Payable

7.5.1 Grant payable falls within the following limits requiring the following documentation to be in place.

<b>Grant Amount £</b>	<b>Process and Documentation</b>
Up to £25,000	Small Grant (1) – Application form, receipt of grant acknowledgement, single report on outcomes achieved.
Over £25,000	Commissioned services – Application form, receipt of commissioning agreement, periodic update reports on outcomes achieved.
Over £1m	Large commissioning projects, - Breakdown of all projects within the scheme from City CDP and SNB. Satisfactory quarterly reports on expenditure incurred to date and outcomes achieved.

## 7.6 Internal Authorisation Process

7.6.1 The GCO will collate the list of approved applications from meetings with the Commissioner and Deputy Commissioner.

Once a full list of approved and rejected applications can be produced the GCO will complete the executive decision record.

7.6.2 The Executive decision record will be reviewed and approved by the CFO prior to final authorisation by the Commissioner.

7.6.3 Other decisions that may be required occasionally would also be prepared by the GCO and approved by the CFO and Commissioner (e.g. select tender lists/use of consultants).