



**west midlands**  
**police and crime**  
**commissioner**

WEST MIDLANDS  
POLICE AND CRIME COMMISSIONER'S  
OFFICE

COMMUNITY SAFETY FUND

GRANT CONDITIONS

2013-2014

## **1. Introduction**

- 1.1 The purpose of this document is to set out the arrangements for the funding provided by the West Midlands Police and Crime Commissioner (PCC) to Community Safety Partnerships (CSP), until the establishment of Local Police and Crime Boards.
- 1.2 The PCC has committed to passport appropriate proportions of the Community Safety Fund (CSF) paid by the Home Office to the PCC in 2013/14 as a grant, that is not 'ring fenced', subject to the establishment of Local Police and Crime Boards on the basis of the principles set out in the letter from the PCC to Community Safety Partnerships dated 4 February 2013.

## **2. Statutory basis for payment of grants**

- 2.1 The PCC is making this grant payment in accordance with Section 9 of the Police Reform and Social Responsibility Act 2011, and should be used solely for the purposes set out in section 3 of this document.
- 2.2 The grant will be paid to the Accountable Body (Local Authority) in whose area the LPCB is to be established, and the Accountable Body (Local Authority) will be responsible for ensuring that the grant is expended and accounted for in accordance with recognised accounting practice, the Accountable Body's (Local Authority's) own Standing Orders and Financial Regulations and Legal and Statutory requirements.
- 2.3 Each CSP will be eligible to receive a main grant, which must be used only for revenue purposes. In addition a CSP may receive a one off or non-recurring grant which may be used to fund capital expenditure, subject to approval from the PCC.
- 2.4 The main grant will be paid in advance, in four instalments (April, July, October, and January).
- 2.5 The one off or non-recurring grant will be paid as soon as the project or scheme to which it relates has been approved by the PCC.

## **3. Purposes & uses of the grant**

- 3.1 The base or main grant is provided for the purposes of achieving the priorities outlined in the respective Local Policing and Crime Plans, as agreed by the CSPs, until LPCBs are established, who will consult, set and monitor these plans.
- 3.2 The one off or non-recurring grant, where made, is provided for the purposes of assisting in 'managing' the reduction in funding, and aiding the maintaining of service levels. The objectives will be those, as specified in the project/scheme outlines, submitted to, and approved by the PCC.

## **4. Reporting & accounting arrangements**

- 4.1 Prior to the start of the financial year, the CSP, until the LPCB is established, should produce a budget or spending plan, indicating in broad terms how it proposes to allocate the base or main grant for that financial year in accordance with the objectives of the Local Police and Crime Plan, in a format consistent with the Local Authority budgeting and accounting arrangements. This should be submitted to the PCC for information only by no later than the 30 April.
- 4.2 The CSP, until the LPCB is established, will be expected to exercise appropriate budgetary and other controls during the year to ensure the grant is spent only for the purpose intended and that expenditure does not exceed the allocation.

- 4.3 At the end of the financial year the LPCB will be required to submit a brief report (no more than one side of A4 and as agreed with the PCC) outlining what has been achieved with the grant, together with a statement of expenditure (in a format to be agreed between the responsible financial officer of the Local Authority and the PCC's Chief Financial Officer) authorised by the Authority's responsible finance officer.
- 4.4 All invoices, receipts, accounting records and other documents relating to the grant must be retained for at least six years after completion of the activity funded and must be made available at any reasonable time for inspection by officials of the PCC, including the PCC's Internal Audit, the PCC's External Auditor or those acting on their behalf.
- 4.5 Failure to comply with any of these conditions may result in future funding being withheld or withdrawn.

## **5. Publicity/Branding**

- 5.1 Publicly available material relating to projects and activity supported by this funding should include acknowledgement of funding from the West Midlands Police and Crime Commissioner Community Safety Fund. This should include use of the PCC's logo, for example on promotional literature, public reports, signage, presentations, websites and vehicles. The Police and Crime Commissioner should be invited to significant events relating to projects and activity supported by the Community Safety Fund.

## **6. Value for Money**

- 6.1 It will be the responsibility of the CSP, until the LPCB is established, to ensure that the grant funding is administered carefully and economically to avoid extravagance and waste and to obtain value for money.

## **7. Acceptance of these Grant Conditions**

- 7.1 Please confirm that these terms and conditions are acceptable by signing a copy of the acceptance of grant conditions document, attached, along with the details requested, and returning it by **31 MARCH 2013**, to the PCC's, Chief Financial Officer
- 7.2 This document should be signed by the Director of Finance, of the Accountable Body(Local Authority), in which the LPCB is to be established.

**ACCEPTANCE OF GRANT CONDITIONS**

If the recipient wishes to accept this offer of funding, please sign two copies of the Grant Agreement in the space indicated below and return one of the copies to the Chief Financial Officer of the PCC's Office . No payment will be issued until receipt of the signed Grant Agreement.

I formally agree to abide by the above conditions:

Name of Accountable Body (Local Authority) .....

Signature of the Director of Finance .....

Bank details	
Name of Bank:	Address:
Account Number:	
Sort Code:	
Accountable Body (Local Authority/CSP) contact details	
Name:	Address:
Phone:	
E-mail:	

**FOR AND ON BEHALF OF PCC's OFFICE**

Date received.....Checked by.....Date.....

Arrangements accepted .....