



## **CRIME AND DISORDER REDUCTION GRANT 2015-16**

### **CONDITIONS OF AWARD**

A Crime and Disorder Reduction Grant is awarded to Town Pastors in accordance with the conditions detailed below.

#### **1. The Purpose of Crime and Disorder Reduction Grants**

##### **1.1 The Police and Crime Commissioner can commission services that:**

- a) secure, or contribute to securing, crime and disorder reduction in Suffolk;
- b) are intended to help victims or witnesses of, or other persons affected by, offences and anti-social behaviour.

This is in accordance with the provisions in the Anti-Social Behaviour, Crime and Policing Act 2014.

##### **1.2 The PCC will award a Crime and Disorder Reduction Grant of £47,000 to Town Pastors for the period 1 April 2015 to 31 March 2016 to contribute to the delivery of the service across Suffolk.**

##### **1.3 The Grant details are set out in the Decision Paper and sets out the intended benefits, outputs and outcomes and how the programme will contribute to the PCC's Police and Crime Objectives. The grant is based upon the original business case submitted to the PCC by Town Pastors, progress meetings and monitoring reports from 2014/15**

#### **2. Conditions of Award**

##### **2.1 This award will apply for one year only. Payment of the award does not confer any ongoing obligation by the PCC to make payments to Town Pastors beyond 31 March 2016. Accordingly funding should not be committed beyond the current financial year**

May 2015

and initiatives/projects must deliver outcomes in the financial year 2015-16. Where there is a possibility that an initiative will not deliver outcomes until beyond 2015-16 approval must be sought from the PCC.

- 2.2 To avoid a long term commitment the grant should not normally be utilised to fund posts. If, as an exception, it is proposed to fund posts, approval must be sought from the PCC.
- 2.3 The grant recipient may not use the award for any activities other than those set out in the Decision Paper or as approved in writing by the PCC.
- 2.4 The funds provided under this award may not be used to purchase capital items unless agreed with the PCC.

### 3. Bureaucracy

- 3.1 The grant recipient must be able to demonstrate that they are managing the grant in an efficient and effective manner, and are actively seeking to minimise bureaucracy and streamline processes in order to deliver the best possible outcomes. For these reasons funds may not be used towards any overheads/costs associated with the administration of Town Pastors, unless previously agreed.

### 4. Transfer of funds

- 4.1 The grant recipient will invoice the PCC on a quarterly 'in arrears' basis, after which transfer of funds will be arranged.
- 4.2 Payment will be made within 21 working days of the receipt of a payment request and must be accompanied by the appropriate monitoring information.
- 4.3 The PCC will not pay in advance of need. If the PCC reasonably believes that payment is being made in advance of need, the PCC may change the timing and/or the amount of any payments.
- 4.4 In order for any payment to be released, the PCC will require Town Pastors to:
  - have accepted these conditions by signing and returning a copy of this Conditions of Award agreement,

- have provided a communications plan;
- have provided appropriate bank details, and
- be in compliance of the terms of award.

## 5. Outputs/outcomes

### 5.1 Town Pastors will work to achieve the following outcomes, aligned to the Police and Crime Plan:

- Prevent the damaging effects of drugs and alcohol on lives, crime levels and the night-time economy by raising awareness of responsible alcohol use.
- Support crime prevention activity through initiatives aimed at reducing crime or ASB.

### 5.2 The service will:

- Look out for and support vulnerable people, providing assistance where appropriate.
- Provide a presence of friendliness and care so people can enjoy their night out.
- Defuse potentially aggressive situations.
- Are available to people as listeners.
- Encourage safe behaviour for all.
- Foster good relationships between the public, the police, taxi drivers, door staff, other voluntary agencies and Local Authorities who are involved in managing the night time economy.

### 5.3 Regular monitoring information will include details of the Town Pastors activity in relation to:

- Supporting people's personal safety/well-being
- Providing Pastoral Care and Mental Health
- Supporting people who are Drunk and Incapable
- Providing Medical Assistance/Welfare
- Providing Water/Refreshment
- Support to those under 18
- Calming domestic tension and violence
- Calming racial tension
- Calming aggressive situations
- Alerting police
- Removing dangerous items
- Removing alcohol
- Drugs related incidents

Town Pastors will continue to evidence satisfaction with the service in a qualitative manner.

## 6 Monitoring

### 6.1 The grant recipient will provide an interim report on financial expenditure and outputs/outcomes to the PCC by 30 October 2015 and a final report on or before 30 June 2016.

6.2 The PCC may also require attendance at a public meeting of the PCC's Accountability and Performance Panel, on dates as determined by the PCC's Chief Executive. If this is the case the Chief Executive will advise the recipient.

6.3 The grant recipient must notify the PCC as soon as reasonably practicable if the organisation ceases operation, the project does not go ahead, or if an underspend is forecast. Any underspend must be returned to the PCC

## 7. Commissioning Principles

7.1 In the circumstances where Town Pastors commissions services from other bodies applications must be assessed (by Town Pastors) with good practice commissioning principles in mind (e.g. guidance on commissioning issued by the Association of Policing and Crime Chief Executives), and having due regard to equality, diversity and human rights issues.

## 8. Publicity and Marketing

8.1 By accepting the award the grant recipient makes a commitment to acknowledge the PCC's support publicly and must acknowledge their funding from the PCC in all their promotional work. Any recipients of funding must display the PCC's logo in all publicity for the life of the initiative. Logo artwork can be provided upon request. The PCC will require confirmation in the form of examples of artwork that the PCC's branding has been displayed. Any exceptions must be agreed with the PCC.

8.2 The grant recipient will liaise with the PCC's Communications Manager to agree a communications plan.

## 8. Access to Information

8.1 The PCC expects reasonable access to any records and information held by the grant recipient for purposes associated with the award as well as its reasonable assistance should it be necessary for the PCC to complete any returns to the Home Office.

- 8.2 The PCC reserves the right to withhold all or any payments of the award if the PCC has reasonably requested information/documentation from Town Pastors and this has not been received by the PCC in the timescales reasonably required.

9. Miscellaneous

- 9.1 The award may not be used to support or promote religious activity. This will not include inter-faith activity.
- 9.2 The grant recipient must be able to evidence appropriate safeguarding procedures for those using their services and have due regard for the Local Children Safeguarding Board policies and guidance. The grant recipient must ensure that its services, policies, training, recruitment, vetting and referral processes appropriately safeguard children and vulnerable adults.
- 9.3 The grant recipient must ensure that all reasonable steps have been taken to ensure that it and anyone acting on its behalf complies with any applicable law for the time being in force (so far as binding on the recipient).
- 9.4 The grant recipient and its employees, shall be careful not to be subject to conflicts of interest.
- 9.5 The grant recipient shall ensure that third party recipients have adequate insurance coverage (including but not limited to public liability insurance) in place and shall provide evidence of such insurance to the PCC on request.
- 9.5 The PCC accepts no liability to the grant recipient or third party recipients for any costs, claims, damage or losses, however they are incurred, except for to the extent that they arise from personal injury or death which is caused by the PCC's negligence.
- 9.6 The grant recipient agrees to indemnify the PCC for any costs, claims, damages or losses which arises as a result of negligence by Town Pastors out of any breach of any of the conditions of award.

10. Termination

- 10.1 This agreement may be terminated by either party giving the other at least three months' notice in writing.

## **ACCEPTANCE OF CRIME AND DISORDER REDUCTION GRANT**

Town Pastors accepts the offer of an award of up to £47,000 and agrees to comply with the terms and conditions of the Grant on which the offer is made.

On behalf of **Town Pastors**:

Signature	
Name:	
Position:	
Date:	

**Bank details for grant payment:**

Bank name:	
Branch name:	
Sort Code:	
Account name:	
Account number:	
Address:	
Postcode:	

**Signed on behalf of the POLICE AND CRIME COMMISSIONER FOR SUFFOLK:**

Signature	
Name:	
Position:	
Date:	