



THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST:

Change to management of Police Property Act Fund

Title:

Police Property Act Fund

Executive Summary:

The Police Property Act Fund is created from the proceeds of sale of goods recovered by the police that cannot be returned to their original owner. In accordance with the Police Property Act Regulations (1997) all awards from the fund must be for charitable purposes.

Decision:

It is recommended that the PCC establishes an open and transparent process for receiving, considering and managing Police Property Act Fund requests.

Implications:

Has consideration been taken of the following:

	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

(If yes please provide further details below)



**Report of the Chief of Staff to the PCC
7th March 2013**

Report Author: Joanne Hodgkinson

Status: For Decision

Police Property Act Fund

1. Purpose

- 1.1 The Police Property Act Fund is created from the proceeds of sale of goods recovered by the police that cannot be returned to their original owner. In accordance with the Police Property Act Regulations (1997) all awards from the fund must be for charitable purposes. The purpose of this report is to improve the current process for grant applications.

2. Recommendations

- 2.2 **It is recommended that the PCC establishes an open and transparent process for receiving, considering and managing Police Property Act Fund requests.**

3. Reasons

- 3.1 The Police Property Act 1997 (as amended by the Police Reform and Social Responsibility Act 2011, part 3 section 62(3)) gives the local policing body (i.e. the Police and Crime Commissioner) the authority to receive Police Property Act funds.
- 3.2 Regulation 6 specifies the way in which the proceeds of sale and any money arising from the proceeds shall be managed and disbursed. The proceeds and monies are to be paid into the Police Property Act Fund.
- 3.3 The monies in the fund may be used to defray certain expenses, to pay compensation and to make payments for charitable purposes. This allows a wide measure of discretion in deciding the purpose to which monies not required to cover compensation may be put. It is clear however that the main beneficiaries of the fund should be charitable causes.

- 3.4 Regulation 6 also requires the relevant authority (whether this is the PCC or the Chief Constable who has been given consent to make payments from the fund by the PCC) to nominate an auditor for the fund.
- 3.5 In Cleveland, any payments made from the fund are currently at the discretion of the Chief Constable. Consent for the Chief Constable to manage the fund should be detailed in the scheme of delegation or alternatively the PCC manages the fund.
- 3.6 From January 2012 - November 2012 a total of £42,020 was paid out of the Police Property Act Fund. The current fund balance is £44,000.
- 3.7 The funds paid out to individual organisations ranges from £75 to £5,000 and have supported a wide range of charitable organisations, including for example, organisations set up to support victims of domestic violence, schools, Great North Air Ambulance and several Hospices.
- 3.8 Currently the funds are managed by the Chief Constable. The Chief Constable's Personal Assistant receives all requests for funds and these are considered periodically by the Chief Constable and staff associations.
- 3.9 There is no formal process for applying for funding and details concerning who has received monies from the fund are not published.

4. Implications

- 4.1 It is proposed that an application process is set up to enable the PCC to more widely advertise the fund through the PCC website and Your Force Your Voice Meetings.
- 4.2 Applications will be judged against the bid ability to meet the PCC objectives. A draft of the application form and guidance on completing the form is attached at appendix 1. Details regarding who has been awarded funding should be published on the PCC's website.
- 4.3 A summary of the charitable causes supported through use of the fund should be communicated with the Police and Crime Panel.
- 4.4 Finance
There are no financial implications arising from this report.
- 4.5 Diversity & Equal Opportunities

Recommendations contained within this report should improve the opportunity for more organisations to access the funds available and therefore improve diversity and equality.

4.6 Human Rights implications

Human Rights implications have been considered in the privacy note and declaration included within the application process.

4.7 Sustainability

Applicants have been instructed in the guidance notes and application form that the fund is a one off payment and that they should give consideration to long term sustainability once the funding comes to an end.

4.8 Risk

This report seeks to improve the openness and transparency in our grant allocation processes. It is important to strengthen our processes to mitigate the risk of complaints or damage the reputation of the PCC.

5. Conclusion

5.1 In order to improve upon the current process for grant allocation it is necessary to introduce a formal application process, one that is open and transparent and the results and outcomes made publically available.

Ed Chicken
Chief of Staff

Cleveland Police Property Fund – Guidance Note Appendix 1

About the Fund

The Police Property Act Fund is created from the proceeds of sale of goods recovered by the police that cannot be returned to their original owner. In accordance with the Police Property Act Regulations (1997) all awards from the fund must be for charitable purposes. Applications will be considered by the Police and Crime Commissioner and Chief Constable.

Applications are invited from local voluntary and community groups which are working to improve the lives of people in the Cleveland Police area.

Applicants must demonstrate that the project contributes to meeting the PCC's objectives, as set out in the Police and Crime Plan.

Criteria for Funding

Who can apply?

Please check that you meet the following criteria before making an application.

Your organisation should be:

- Working in the Cleveland Police Force area.
- Able to demonstrate that the application supports one or more of the Police and Crime Commissioners objectives.

What we won't fund:

- Political activities.
- National Medical research and equipment.
- Animal welfare.
- Large scale projects, where a small grant would not make a difference.

How to Apply

Please complete the Police Property Act Funding application form. This should be returned by post to:

Office of the Police and Crime Commissioner for Cleveland
Police Property Act Fund
Cleveland Police Headquarters
Ladgate Lane
Middlesbrough
TS8 9EH

Or email the completed application form to pcc@cleveland.pnn.police.uk. If you require assistance in completing this form, please contact the Office of the Police and Crime Commissioner on Tel: 01642 301635.

Guidance on completing the application form

Part one - About your organisation

Please provide details of your organisations name and address, including email address and website if applicable.

How would you best describe your organisation?

You do not need to be a registered charity to apply. We do however need to know your registration number if you are registered. If you belong to an umbrella organisation such as Scouts or Guides please include the main registration number.

The main contact person for this organisation

We need to know the contact details of the person in your organisation who will be able to answer questions about your application.

What are the stated aims and objectives of your organisation?

Please give a short description about what your group/organisations does.

Part two – About your activity/project/service

We need to know how any monies you receive will be spent. When will you start and finish the project, is it something that is already happening and is ongoing? Give brief details of the project you require funding for, why you need funding and how you identified the need.

Tell us what you hope to achieve and what the outcomes will be. Who will benefit directly from the grant? Will there be any benefits to the wider community?

Which of the following Police and Crime Plan priority areas will your project/service/activity contribute towards?

We have listed the Police and Crime Commissioners objectives for 2013-2016 on the application form. Please tell us which objective your project contributes towards. This might be more than one. Please provide us with details about how your project/activity will contribute to these objectives.

Please tell us which area of Cleveland your project/activity or service relates to and if there are any other organisations involved in delivering your project/activity.

Part three – Financial Information

Please tell us what this funding will pay for and detail the individual costs of carrying out the project or activity. If the total cost of the project is greater than the funding requested from the PCC, please provide further details about who will also provide funding.

Please indicate if this is a one off event or whether the project will continue beyond one financial year.



Application for Police Property Act Funding

Part one – About your organisation

1. Your organisation's name and address

Organisation Name:	
Organisation Address:	
	Postcode:
Email address:	
Website:	

2. How would you best describe your organisation?

Registered Charity Registration Number:

Voluntary or community organisation/group

Self help group/forum

Company limited by guarantee

Social Enterprise

Other

If other please clarify:

3. The main contact person for this organisation

Please make sure that this person knows **all** aspects of your project and is able to talk about it if required

Title: First Name: Surname:

Position in organisation:

Contact Address (if different from above):

Postcode:	Email:
Tel no:	Mobile:

4. What are the stated aims and objectives of your organisation? This should be based on your governance documents (e.g. constitution). Maximum 50 words.

Part two – About your activity/project/service

5. Please provide details as to how any money awarded would be spent if your bid was successful (maximum 250 words):

Details of activity/project/service requiring funding:

6. a) Which of the following Police and Crime Plan priority areas will your project/service/activity contribute towards?

- Retaining and developing neighbourhood policing
- Delivering a better deal for victims and witnesses
- Diverting people from offending through rehabilitation
- Ensuring better links between agencies to make the best use of resources
- Valuing those who deliver community safety services and encouraging good community and industrial relations

b) Please detail how your project/service/activity will contribute towards the above priority areas (maximum 200 words)

7. Please tell us which geographical area(s) will benefit most from your project/activity/service which this application relates. Please tick all boxes which apply:

Redcar and Cleveland
 Middlesbrough

Stockton
 Hartlepool

8. Please tell us if there are any other partner organisations, or if Cleveland Police is, involved with your project/activity/service?

Part three - Financial Information

9. Please tell us what this funding will pay for if your project is successful (maximum 50 words)

10. Please detail all the costs required to carry out your project/activity/service in the table below.

Description	Cost (£)
Total Cost	

Funding requested from the Police and Crime Commissioner For Cleveland for 2013/14

11. Please tell us if your project will be sustainable long term. If it is dependent on grants generally, please outline how your organisation intends to bring the project to a close once the funding period ends. (Please indicate if it is for a one off event).

12. Bank Details

If your application is successful, we will pay your organisation by BACS transfer. It is therefore very important to ensure that the details below are accurate.

Bank Account Name: _____

Bank or Building Society: _____

Bank or Building Society address: _____

Sort Code

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Account Number

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Part four – Other Information

13. How did you hear about the Police and Crime Commissioner's funding programmes?

Website Word of mouth Cleveland Police

Other (please specify)

Privacy Note

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who may be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the Office of the Police and Crime Commissioner for Cleveland to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at the Office of the Police and Crime Commissioner for Cleveland for statistical and monitoring purposes.

Transparency/Open Data

If your application is successful, details of grants will be published on the Office of the Police and Crime Commissioner for Cleveland's website; www.cleveland.pcc.police.uk No personal information will be published.

Declaration

I certify that all the particulars given in the form are correct, that I agree with the Privacy note, and that any grant money received from Police and Crime Commissioner for Cleveland will be used for purposes stated in this form. The Police and Crime Commissioner for Cleveland reserves the right to reclaim any grant not used for the purposes stated on this form.

I understand that the grant applied for is for this year only and that any grant provided will not be provided on an ongoing basis in future years.

I agree to provide a report detailing the outcomes of this project/activity (a form will be sent out for completion at the relevant time) if our application is successful and will acknowledge the Police and Crime Commissioner in any publicity relating to the project.

Signed

Date