

## PFCC Decision Report

**Please ensure all sections below are completed**

<b>Report reference number:</b> 021/21
<b>Classification</b> Not protectively marked
<b>Title of report:</b> Community Safety Development process
<b>Area of county / stakeholders affected:</b> Countywide
<b>Report by:</b> Kirsty Smith
<b>Date of report:</b> 24 <sup>th</sup> February 2021
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### 1. Purpose of the report

- 1.1. To seek approval of the Community Safety Development (CSDF) process.

### 2. Recommendations

- 2.1. The CSDF process document attached as Appendix 1 is approved for adoption.

### 3. Benefits of the proposal

- 3.1. The CSDF fund supports projects and services that demonstrate a positive impact on at least one of the PFCC's Police & Crime Plan priorities.
- 3.2. It is important to have a clear and transparent processes to encourage the large number of voluntary and community sector groups to apply for funding in order to support innovation and help to build safe and secure communities

### 4. Background and proposal

- 4.1. An audit of Grants was undertaken as part of an approved internal audit plan for 2020/21. The audit looked at how grants are awarded and monitored in order to ensure they achieve the expected outcomes, which in turn will support the achievement of the objectives detailed within the Police and Crime Plan.
- 4.2. On completion of the audit four findings were identified

	Finding
<u>1</u>	There is no procedural guidance covering the grants process from start to finish, including publicising, monitoring, and awarding grants, and who is responsible for each part of the process. The Community Safety Development Fund Decision Panel, consisting of independent voluntary individuals from the wider community, members of the PFCC's team and local authority representatives meets on an ad hoc basis and recommends bids for approval, however it does not have a Terms of Reference (ToR).
<u>2</u>	Due diligence checks on grant applicants are completed by the Commissioning Officer, however currently the checks undertaken are not evidenced.
<u>3</u>	Repeat awards are not documented within decision sheets or provided to the Panel during their decision-making process.
<u>4</u>	Monitoring arrangements are defined within the funding agreements for each grant, stipulating that the recipient submits the monitoring information as detailed in the funding agreement, with the Commissioning Officer responsible for overseeing the monitoring of grants. We were advised that each grant's monitoring arrangement is dependent upon its size and therefore proportionate.  An evaluation takes place once the grant funding ceases to ensure it has been spent in accordance with the agreement.

- 4.3. In order to respond to the findings a process document has been created for the CSDF (Appendix 1). The new document includes
- The purpose of the CSDF
  - Application process
  - Due diligence
  - Decision Making
  - Monitoring

## 5. **Alternative options considered and rejected**

- 5.1. The PFCC could choose not to adopt the CSDF process document and choose an alternative approach to delivering a small grants programme. This course of action is not recommended as the document reflects the current small grants programme with enhancements to due diligence and governance to comply with the findings of the grant audit.

## 6. **Police and Crime Plan**

- 6.1. The CSDF purpose is to support local voluntary and community safety groups to deliver effective approaches to prevent and tackle crime and anti-social behaviour across Essex. In order to do this the PFCC seeks applications for projects/services that support the Police and Crime Plan priorities.

## 7. **Police operational implications**

- 7.1. There are no operational implications

## 8. **Financial implications**

- 8.1. Each financial year the PFCC will allocate funding from Community Safety budget to the Community Safety Development Fund.

## **9. Legal implications**

- 9.1. Any organisation awarded funding through the CSDF will be subject to the PFCC grant agreement and will include monitoring arrangements.

## **10. Staffing implications**

- 10.1. The new process includes additional due diligence checks which will be required to be completed by the Commissioning Officer and Head of Finance.

## **11. Equality and Diversity implications**

- 11.1. Within the development of this process the PFCC was mindful to ensure that additional due diligence checks do not negatively impact local voluntary and community safety groups whilst ensuring the PFCC fulfils their public duty to ensure funding is awarded responsibly and that will be of good value to taxpayers.

- 11.2. The CSDF application seeks to capture information including
- the target group any project/service aims to support
  - how proposed initiatives will be accessible to all those eligible to take part
  - evidence of need for the proposal

- 11.3. The information gathered will be used by the evaluation panel in order to ensure that there is a fair distribution of the CSDF to organisations that can demonstrate a clear evidence of need

## **12. Risks**

- 12.1. The PFCC has successfully awarded funding through the CSDF for six years. The findings from the grant audit identified potential risks, however by documenting the process and enhancing the due diligence as set out in this decision sheet these risks are being actively mitigated.

## **13. Governance Boards**

- 13.1. The CSDF process document was presented and approved in principle at the PFCC senior management team meeting on 17<sup>th</sup> February 2021.

## **14. Background Papers**

- 14.1. Appendix 1 – CSDF process




20210224 CSDF  
process v1.0.pdf

**Report Approval**

The report will be signed off by the OPFCC Chief Executive and Treasurer prior to review and sign off by the PFCC / DPFCC.

Deputy M.O.

Sign:  .....

Print: Darren Horsman

Date: 25 February 2021

Chief Finance Officer / Treasurer

Sign:  .....

Print: Julia Berry .....

Date: 2 March 2021 .....

**Publication**

Is the report for publication?

YES	<input checked="" type="checkbox"/>
NO	<input type="checkbox"/>

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

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If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

**Redaction**

If the report is for publication, is redaction required:

1. Of Decision Sheet?	YES	<input type="checkbox"/>	2. Of Appendix?	YES	<input type="checkbox"/>
	NO	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>

If 'YES', please provide details of required redaction:

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Date redaction carried out: .....

**Treasurer / Chief Executive Sign Off – for Redactions only**

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

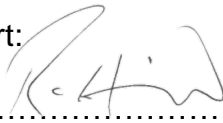
**Sign:** .....

**Print:** .....

**Chief Executive/Treasurer**

**Decision and Final Sign Off**

I agree the recommendations to this report:



**Sign:** .....

**Print:** Roger Hirst

**PFCC**

**Date signed:** 10 March 2021

I do not agree the recommendations to this report because:

.....  
.....  
.....

**Sign:** .....

**Print:** .....

**PFCC/Deputy PFCC**

**Date signed:** .....