

PCC Decision Form

Subject matter	Name of Proposer (eg Chief Executive, Chief Constable, Director of Finance)	Date of Request	Previous related decisions
PCC Grants Scheme	Partnerships and Commissioning Manager	26/06/2020	

Private / Exemption - Yes / No If Yes Reason Why (eg Schedule 12A Local Government Act 1972, Freedom of Information Act 2000)	Urgent (if Yes, Why and by When?)
No	

Decision Requested		
The Police and Crime Commissioner is asked to approve changes to the Community Grants Scheme. The changes are recommended based on the findings of an internal review carried out in late 2019 and recent internal audit inspection. The changes will address the audit recommendations and should result in a more accessible, transparent and efficient grant scheme.		
Executive Summary of Request	Supporting Report attached?	No
Following the internal review of the Community Grants Scheme and internal audit recommendations, the PCC is recommended to agree the following.		
Branding/Marketing		
<ol style="list-style-type: none"> 1) The scheme will be re-branded and re-marketed to reflect the use of Proceeds of Crime Act (POCA) monies to fund the scheme. This will improve awareness of the scheme amongst third sector organisations and in particular will endeavour to increase applications from under-represented areas. 2) Details of grants awarded will continue to be published on the OPCC internet site on a quarterly basis. This will be extended to include a review of previously publicised information to ensure that it remains accurate. 3) Improvements will be made to the application form including the following 'how did you hear about the scheme?', 'have you previously applied to this scheme?' and 'district' questions. This will improve future schemes and will enable targeted marketing in the future. 		
Process Changes		
<ol style="list-style-type: none"> 4) The development of an online application form that includes mandatory fields, this will increase process efficiency by enabling applicants to apply directly through the website. This will require either the purchase of a website add-on (\$49) or registration for a service that facilitates online applications. 5) Frequency of panel meetings will move to quarterly as opposed to monthly to improve efficiency. The panel dates will be set with consideration for pinch points in the year. The application opening and closing dates for the panels in each financial year will be published on the website which will improve transparency to applicants. 6) Maximum funding limit will be increased to £10,000 per organisation and no organisation will be able to receive more than one grant in any rolling 12 month period. 7) Budget guidance documents will be amended to reflect that applicants are able to include a project management fee of up to no more than 5% of total budget and that staff pension contributions may 		

PCC Decision Form

be included.

- 8) Applicants will not be required to contact their local inspector prior to application. To improve process efficiency and minimise the impact on force colleagues the application process will state that the local inspector and/or other relevant PCC partner (e.g. Local Authority) will be consulted by the OPCC prior to any grant being offered.
- 9) Membership of the grants panel will be limited to one individual from each OPCC team to improve efficiency in the OPCC and will continue to include a South Yorkshire Police representative. OPCC Engagement officers will be consulted prior to grants panel but will not sit on the panel itself this will assist the officers maintaining impartiality and improve transparency for applicants,.
- 10) Any micro grant scheme should use the same application form as the Community Grants Scheme to improve accountability of funding in achieving police and crime plan aims and objectives.
- 11) Throughout the year the PCC will be consulted to address any areas of focus from the police and crime plan on which he may wish to prioritise or to address any emerging themes.
- 12) The scheme terms and conditions will be updated in consultation with the Chief Executive and Solicitor to include greater reference to GDPR and the Freedom of Information Act. Other areas will also be updated as required to improve efficiency and transparency.
- 13) To improve process transparency grant monitoring meetings will take place between the Senior Contracts and Commissioning Officer and Performance Assessment Officer to review monitoring information and make recommendation to the Partnerships and Commissioning Manager creating an audit trail of approval for monitoring information.
- 14) A process will be adopted to recover monies where project terms and conditions have not been met, this may include recovery action or grant write-offs. The process will be developed and finalised in conjunction with the OPCC Finance Manager.

Due Diligence

- 15) Applicants will be required to provide their governance document, such as statement of intent, constitution type document or articles of association together with financial information. Other due diligence checks will be undertaken to minimise risk to the use of public funds (see appendix 1).
- 16) OPCC staff will carry out a dip sample inspection of DBS certificates every quarter to ensure recipients are have appropriately checked individuals and are conforming to funding terms and conditions.
- 17) The master tracker where all grant information is collated and stored will continue to be developed. This will increase process efficiency by reducing paper filing requirements and will ensure pertinent information is easily available. This is particularly in-keeping with current remote working arrangements. Further improving efficiency the tracker will also indicate when monitoring information is due and highlight any missing data.
- 18) Grants panel scoring matrix will be uses by grants panel members to ensure applications are reviewed fairly and consistently to improve process transparency.

PCC Decision Form

Approval by proposer (SLG lead / OPCC SMT lead) and confirmation request is ready for PCC consideration

The changes will improve efficient and transparency in the process, enhancing the due diligence checks carried out will mitigate risk and the continued involvement of SYP will ensure the SYP views on projects will be considered for each project.

Signed:		Date:	03/07/20
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Approved by Director of Finance

Signed:		Date:	
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Considerations	Evidence of information or advice gathered or discussion / consultation conducted	How has all this evidence impacted on overall proposal?
Public and / or Partners	Consultation with previous applicants (successful & unsuccessful) was undertaken to understand applicant experience and identify areas that could be improved. Neighbourhood Inspectors also expressed their views of the current process and suggested possible improvements to the way in which they engage with the process.	
Impact on Service	The service provided will be more efficient. These changes are intended to improve transparency, reduce administrative burden on SYP colleagues and staff and to improve applicant experience and improve consistency.	
Financial	The review and audit have been involved input from the OPCC Interim Chief Finance Officer and Finance Officer.	
Legal	The scheme has grant funding terms and conditions to mitigate risk to the PCC and use of public funds. The terms and conditions will reviewed by the Chief Executive and Solicitor ensuring they remain fit for purpose.	
HR	No staff implications	
T/Unions / Staff Assoc.	No staff implications	

PCC Decision Form

Equality & Diversity (Public Sector Equality Duty)	The scheme is open to all. The rebranding/marketing exercise proposed will include efforts to improve awareness of the scheme amongst minority communities.	
Risks / Opportunities	<p>The proposed process is digital by default. The main risks this brings are:</p> <ul style="list-style-type: none"> • Users who are not confident using IT/Technology may not be able to access funding. • The process relies on technological infrastructure and functionality. This will be mitigated with a flexible approach that allows for a paper-based application to be submitted where applicants are unable to access the opportunity digitally. <p>The changes bring several opportunities:</p> <ul style="list-style-type: none"> • Improved public awareness of the scheme and thus a richer diversity of applications • Changes to the application allow intelligence to be gathered which will continue to shape the scheme moving forward • Increased transparency and clearer time line for recipients • More robust due diligence 	
Sustainability		
Data Protection Impact Assessment (DPIA)	n/a	
Other (specify)	n/a	

Views of PCC's Interim Chief Finance Officer

I have been consulted about this proposal and support it.

Signature:		Date:	22/07/2020
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PCC Decision Form

Views of PCC's Chief Executive & Solicitor			
I have been consulted about this proposal and support it.			
Signature:		Date:	28/07/2020

PCC's Decision and Rationale			
Approved.			
Signature:		Date:	31/07/2020

OPCC GATEKEEPER (Information Officer)

Decision Ref. No	PAB Minute No: (where applicable)	Date Proposer notified of Decision	Date Published

PCC Decision Form

Appendix 1

Due Diligence Checks

- Provision of the organisation's governance document, such as statement of intent/purpose, constitution, articles of association or other governance document.
- Liaison with local Neighbourhood Inspector and/or subject matter lead at the Local Authority
- Organisational check at Company House and/or Charity Commission; this will include
 - age of organisation,
 - company/charity status (active/inactive),
 - any insolvency,
 - number of directors,
 - addresses match (application and Companies House/Charities Commission),
 - any recent changes in individuals associated with the governance of the organisation and
 - unfiled/late filed accounts, organisations is a going concern.
- OPCC list of organisations/project leads which have not met monitoring requirements for previously awarded grants.