



COMMISSIONING AND GRANT AGREEMENT – NOTES AND GUIDANCE

Please read these Notes and Guidance before completing the attached Commissioning and Grant Agreement to ensure that your initiative or project supports the Commissioner's Outcomes and that the Outputs demonstrate value for money.

1. Before completing a Commissioning and Grant Agreement the proposed initiative or project must have been discussed with the Office of the Police and Crime Commissioner and Outcomes and Outputs agreed.
2. The Commissioner would normally enter into an Agreement with, and make payment to, the Lead Commissioning Organisation and not directly to a service provider. Where a request is made for payment direct to a service provider this must be approved by the Office of the Police and Crime Commissioner prior to the Agreement being accepted.
3. Details of any match funding or resources should be summarised in the first section of the Agreement and further details included in the "Details of the Initiative/Project" section.
4. Details of proposed Outcomes/Achievements should be shown against the relevant Police and Crime Commissioner's Outcomes – taking into account the priority areas under each of these as detailed in the Police and Crime Plan (<http://www.lancashire-pcc.gov.uk/Your-PCC/The-Police-and-Crime-Plan/The-Police-and-Crime-Plan.aspx>)
5. The Commissioner will want to understand how you will monitor the performance of the initiative – outcomes and outputs. Details of the Performance Management Framework and reporting structures and plans should be included in the relevant section on the Agreement. Please include details of any Steering Group or Management Board as the Commissioner may wish to be represented on this as part of the Commissioning and Grant Agreement
6. Please provide a summary of any Communications or Promotional Plans that you have linked to the initiative or project and include details of any specific events (e.g. a launch event, awards event etc) where the Police and Crime Commissioner could be invited.



COMMISSIONING AND GRANT AGREEMENT 2014-15

COMMISSIONING PARTNER or GRANT RECIPIENT:	Lancashire Constabulary VPC (if more appropriate LANPAC - Charity who hold monies for the cadets)
Lead Commissioning Organisation: (If different from above) ¹	
Name of Initiative/Project to be supported:	Volunteer Police Cadets
Amount of Commissioning/Grant Discussed:	£20k
Agreed Payment arrangements:	Per normal arrangements
Details of any match funding or resources:	The constabulary in the form of full time staff they have employed is over £200K
Estimated Start Date:	25/03/2015
Anticipated Completion Date:	25/03/2016

Summary of issue / topic being addressed (include brief outline of evidence base for this – 250 words max):			
At present the Commissioner funds uniform for the cadets and at the first attestation ceremony in Oct 2013 he awarded each unit a start-up grant of £2k, a total of £18k. Since that time the units themselves, through fund raising and donations, are becoming self-sufficient. Corporately we would like to run more attestation nights, more training for cadet leaders (We are running an external recruitment campaign in the summer) and assistance with transport costs and logistics of getting cadet to events and social action locations (Just 1 mini-bus for 17 people costs £22k and private transport costs thousands each year). We are looking at all kinds of funding options to progress these items including others we want to progress to achieve our ambition.			
Community Liaison 14137		Public Protection 14138	Criminal Justice 14139
Details of Initiative / Project: (250 words max)			

¹ Please see Note 2 on the Notes and Guidance section on page 1

On-going ambition

Outcomes/Achievements supporting the Police and Crime Commissioner's Outcomes: (Please provide a summary of the projects' Outcomes/Achievements against the relevant PCC Outcomes)	
Defend Frontline Policing	Increase visibility and social action, early police step-down
Champion the Rights of Victims	Supporting vulnerable communities and increasing resilience
Protect Vulnerable People	40% of cadets are from vulnerable backgrounds and they assist other vulnerable people
Reducing Crime	Increased visibility and crime prevention activities, some cadets are vulnerable to offending the programme reduces this.
Reducing Re-Offending	Targeted youth work and increasing young people's relationship with the police and wider community
Community Re-Assurance	Young people seen to do good in local communities
Date agreed by OPCC:	By:

Outputs and Planned use of Funding (to be agreed with the OPCC):	
<ul style="list-style-type: none"> • Events • Transport / Logistics • Training • Social Action 	
Date agreed by OPCC:	By:

Summary of Performance Management Framework and Reporting Structure: (Where relevant, this should include equality data in respect of those receiving services and/or support)
CIP Board and the Chief Constables Scrutiny Meeting
Details of any Steering Group/Management Board – where relevant: (The Commissioner may wish to be represented on any Steering Group/Management Board) CIP Board attended by the OPCC and Chaired by ACC Bates

Summary of Communications and Promotional Plans:

(This should include details of any opportunity for the Commissioner to engage with the initiative e.g. launch event, awards etc)

- Cadet news letters
- Local press
- Constabulary Forums
- Facebook and other social media

Please provide details of the organisation who will receive the funding and Bank Account details. Payment will be by direct BACS transfer.

NAME OF ORGANISATION RECEIVING FUNDING:		Lancashire Constabulary or if more appropriate LANPAC hold money for the VPC			
Address of Organisation Receiving Funding:		Police HQ			
Postcode:					
Bank Name:		Sort Code:		Account Number:	
Bank Address:					

RETENTION OF DOCUMENTS:

By completing this funding agreement you undertake that you will retain the following documents for a period of at least six years from the end of the Funding Period:

- Original invoices
- Receipts
- Minutes from relevant meetings
- Copies of accounts and deeds
- Any other relevant documentation

The above may be retained in either written or electronic form.

All Commissioning and Grant Agreements MUST be signed off by a senior officer from the organisation receiving funding.

Name: Ian Sewart	Position: Chief inspector
Email:ian.sewart@lancashire.pnn.police.uk	Tel:07904534143
Signed:	
(Please note – scanned signatures may be used)	Date:25/03/2015

FOR OPCC OFFICE USE ONLY:

Date Completed Form received:		Signed:	
Subjective Code(s) confirmed:	Yes:		No:
PCC Outcomes Supported:	Yes:		
PCC Funding Stream Identified:	Partnership and Community Safety:		
	POCA:		
	Victims & Witnesses:		
	Other:		
Discussed with PCC:		Date:	
Approved by PCC:	Date:	Decision No:	

Notes:
Specific Conditions attached to funding Agreement:
General Comments: