



De Cymru  
Comisiynydd yr Heddlu a Throseddu  
Police and Crime Commissioner  
South Wales

“We will  
spend your  
money  
wisely”

# Grants Policy

## Introduction

The South Wales Police and Crime Commissioner is provided with the powers to award crime and disorder grants to any organisation and projects which, in the opinion of the Police and Crime Commissioner, will secure or contribute to securing, crime and disorder reduction in the police area.<sup>1</sup>

In addition, he is provided with powers to provide or arrange provision of:

- a) Services that in the opinion of the Commissioner will secure, or contribute to securing, crime and disorder reduction in the force area
- b) Services that are intended by the Commissioner to help victims or witnesses of, or other persons affected by, offences and anti-social behaviour
- c) Services of a description specified in an order made by the Secretary of State.<sup>2</sup>

In arranging for the provision of a service the Commissioner may make grants in connection with the arrangement. A grant may be subject to any conditions (including conditions as to repayment) that the Commissioner thinks is appropriate.

The Commissioner is responsible for public funds and for the distribution of these funds to be managed in accordance with the European Union, United Kingdom and Welsh legislation, proper standards and the internal governance arrangements of South Wales Police.

This document sets out the way in which the South Wales Police and Crime Commissioner will exercise those powers and responsibilities.

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<sup>1</sup> Section 9 of the Police Reform and Social Responsibility Act 2011

<sup>2</sup> Section 143 of the Anti-social Behaviour, Crime and Policing Act 2014

## Purpose

The purpose of this Policy is to:

- support the Commissioner to deliver his statutory responsibilities and achieve the priorities and outcomes in the Police and Crime Reduction Plan;
- ensure that grants are awarded and managed in a consistent, transparent and fair manner;
- ensure clear accountability for the use of public funds;
- ensure that the terms and conditions of funding are appropriate and proportionate;
  - comply with all legal requirements.

## Scope

This document applies to the Commissioner, the Deputy Commissioner, and all staff and third parties acting on behalf of the Commissioner.

This Policy applies to the issuing of crime and disorder reduction grants and grants to help those affected by crime and anti-social behaviour, other than in cases where arranging provision of service is fulfilled through the Commissioner's Contract Standing Orders.

The Policy and Guidance, operate alongside the Manual of Governance including the Contract Standing Orders and the Financial Management Code of Practice, and aim to support the delivery of The Framework for Delivering Outcomes. They do not negate the requirement to comply with any legislative requirement.

## Responsibilities

The Commissioner is responsible for all awards of grants and the decision to enter into grant agreements.

The Monitoring Officer is responsible for ensuring that expenditure is lawful and within the governance framework the Commissioner has agreed; and that all Commissioner staff and third parties acting on behalf of the Commissioner comply with this Policy.

The Chief Finance Officer is responsible for ensuring that total funding awarded through grants is within the amount allocated annually within the budget; and in conjunction with the Monitoring Officer, ensuring that expenditure is lawful.

Specialist Policy Leads have responsibility for commissioning specialist services in their area, supported by the Partnership and Funding Officer.

The Commissioning, Grants & Funding Officer is responsible for:

- keeping a register of grant agreements and funding awarded;
- maintaining robust and up to date procedures to support the consistent award and management of grants;
- maintaining assurance procedures to safeguard public funds and ensure accountability and transparency;
- supporting all reporting and publication requirements.

## Policy

The Commissioner may award grants to be used by any organisation or project, either generally or for a specific purpose, in the furtherance of reduction of crime and disorder or helping victims and witnesses of crime or anti-social behaviour.

The purpose of any grant will be to support the delivery of priorities and outcomes identified in the Commissioner's Police and Crime Reduction Plan.

Final decision to award a grant will be made by the Commissioner or member of staff so nominated in the Scheme of Delegation for the Police and Crime Commissioner.

## General principles

### Outcomes focused

Grant making is recognised as a strategic function, facilitated and made in line with the cycle of activity outlined in The Framework for Delivering Outcomes, which enables the Commissioner to secure outcomes for communities in South Wales that will best meet their needs, whilst achieving value for money.

Each grant award will have clearly defined outcomes which will be monitored and evaluated to ensure that outcomes are being delivered as agreed.

### Collaborate and work with our partners

Consideration will be given to the work being undertaken by partners when developing grant opportunities in order to avoid duplication and to ensure that our grant programmes compliment or enhance the work of our partners where appropriate.

Where common aims and outcomes are recognised, and where a partnership approach is identified as being able to add value, grant opportunities can be developed and managed in collaboration with our partners to maximise resources, expertise and benefit for the community. A Partnership Agreement will set out clear outcomes and set out the roles responsibilities and expectations of each partner.

### Communicate, engage and consult

Stakeholders, including service users, service providers and the public, will be consulted during the development, management and evaluation of a grant scheme in order to ensure that the needs of the Community and are understood and are appropriate and accurately met.

Grant opportunities will be developed in line with the Commissioning Framework and will be made and managed in line with the principles outlined in the Commissioner's Compact with the Third Sector.

## **Decision-making based on high quality, robust evidence**

Grant opportunities will be developed as a result of identified need, backed up by research and evidence which supports the findings, and linked to the priorities and outcomes identified in the Police and Crime Reduction Plan.

Requests for funding will be assessed against a clear and consistent set of criteria agreed in advance of inviting and/or receiving applications, and decision to awards funding will be based on factual information available.

Decisions to apply terms and conditions to a grants award will be based on the level of perceived risk and should be appropriate and proportional to the information and evidence available at the time the award is made.

Grant awards will be monitored for performance and compliance against the terms and conditions of their grant and to ensure that outcomes are being delivered as agreed. The information collected will be evaluated and used to support decision-making and support a culture of continuous improvement and learning.

## **Encourage proactive, innovative and accessible initiatives**

Where the funding source allows, grant opportunities developed should encourage proactive, innovative and accessible initiatives to deliver the identified outcomes.

Assessment of funding requests will take into consideration the nature of the initiative proposed and where, possible and appropriate, prioritisation of funding will be to those requests who demonstrate that the initiative that will best meet the desired outcomes is proactive, innovative and accessible.

## **Consistent, transparent and accountable**

Grant making and management processes will be non-discriminatory and provide consistency, ensuring all applicants and grant recipients treated equitably.

Decisions to award a grant and enter into a grant agreement will be published on the Commissioner's website.

Declarations of interest will be completed and signed by each member of staff involved in the grant making process.

All Officers and Staff will take ownership and be responsible for their actions and decisions relating to the award and management of grants.

All Officers and Staff will apply their professional judgement and comply with legal requirements including, but not limited to UK legislation, Directives of the European Community and relevant internal, local and national policy and guidance, to ensure responsible stewardship of public funds.

## Recognise and respect the needs, contribution and expertise of local service providers

Each grant opportunity will be carefully considered to ensure that it is fair, reasonable, and open to all, including small local organisations.

Terms and conditions shouldn't impose constraints that will prohibit applicants from applying or make managing a grant.

The Commissioner's Compact with the Third Sector will be considered and the principles outlined, adhered to, to ensure that any grant opportunity supports the needs of the Third Sector.

## Simple and proportional

The grant making and management process will be proportional to the complexity and the amount of funding available. Where appropriate standard approaches and common systems will be used to minimise complexity.

Applicants and grantees should be provided with guidance and advice to support them to understand the expectation and requirements when applying, receiving and managing funding from the Commissioner's office.

Both the application and the reporting process should be made as simple as possible for grant recipients, whilst ensuring that sufficient information is being collected to support decision making and accountability.

Terms and conditions applied to grants must be appropriate and proportional to the amount of funding and the level of perceived risk.

## Equality

The Commissioner, in carrying out the role, is required to have due regard to the General Equality Duty under the Equality Act 2010.

Consideration will be given to these duties, as set out in the Equality Act 2010, during all stages of the grant making and grant management process, including but not limited to, setting grant criteria, assessing grant applications, issuing terms and conditions of award, monitoring and reporting requirements.

Equality information will be collected to assess compliance and support decision making.

## Welsh language

The Welsh Language (Wales) Measure 2011 introduced standards relating to the Welsh language and the Compliance Notice issued by the Welsh Language Commissioner provides the standards that the Commissioner is required to implement across the organisation.

When decisions are made in relation to the awarding of a grant, consideration will be given to:

- What effects, if any (and whether positive or negative) the awarding of a grant would have on opportunities for persons to use the Welsh Language and treating it no less favourably than the English Language
- How the decision could be taken or implemented so that it would have positive effects / would not have adverse effects on opportunities for persons to use the Welsh Language and treating it no less favourably than the English Language
- Whether additional information is required to assess the effects of awarding the grant on opportunities for persons to use the Welsh Language and treating it no less favourably than the English Language

## **Well-being of Future Generations Act**

The Commissioner has demonstrated a commitment to be an early adopter of and fully compliant with the Wellbeing of Future Generations (Wales) Act 2015.

Consideration will be given to the Wellbeing of Future Generations (Wales) Act 2015, and the impact decision making during the grant making and grant management process, will have on people living in Wales and their future.

## **Related documents**

Commissioning Framework

Manual of Governance including Contract Standing Orders

Grants Handbook

The Commissioner's Compact with the Third Sector

## **Monitoring and Review**

Each section of this Policy will be monitored by the Monitoring Officer

This policy will be reviewed by the Commissioning, Grants & Funding Officer every two years, or in the case of any changes to relevant legislation or financial regulations, which ever comes sooner.

## **SPOC for more information**

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