



KIM MCGUINNESS  
NORTHUMBRIA  
**POLICE & CRIME  
COMMISSIONER**

violence  
reduction  
unit

**Grant Agreement**

**Police and Crime Commissioner for Northumbria**

**And**

**???**

**For DATE to DATE**

Victory House  
Balliol Business Park  
Benton Lane  
Newcastle upon Tyne  
NE12 8EW



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**Police and Crime Commissioner for Northumbria Grant Terms and Conditions for XXXXXXXX applying with effect DATE to DATE.**

**1. Introduction and definitions**

**1.1** In this Grant Agreement:

The “Commissioner” means the Police and Crime Commissioner for Northumbria

The “Funding Period” means the financial year from DATE to DATE.

The “Grant” means the grant payable by the Commissioner to the Recipient under the terms of this Grant Agreement, the amount of which (the “Grant Amount”) shall not be more than £XXXXXX.

The “Grant Letter” means this letter from the Commissioner to the Recipient which sets out the supplementary information in relation to the Grant.

The “Purpose” and “Activities” mean that detailed in Schedule 1.

The “Recipient” means XXXXXXXX herewith referred to as the “Recipient”.

The “Grant Manager” means any person or organisation appointed by the Commissioner to support delivery of the project and monitoring of the Grant.

“Victims of Crime” means persons who have suffered harm, including physical, mental or emotional harm or economic loss which was directly caused by a criminal offence or a close relative (or a nominated family spokesperson) of a person whose death was directly caused by a criminal offence.

A “Vulnerable Person” means any child or vulnerable adult.

A “Serious Untoward Incident (SUI)” is defined as an event which results in serious injury, major permanent harm, or unexpected death, it can also refer to a near-miss or where the actions of the Recipient or the Commissioner are likely to be of significant public concern. Further details can be found at Schedule 5.

**2. Terms and Conditions**

**2.1 Grant Offer**

2.1.1 Subject to the Recipient complying with the terms and conditions set out in this Grant Agreement and the Grant Letter, the Commissioner offers to pay the Grant to the Recipient as a contribution toward eligible expenditure.

2.1.2 The Recipient acknowledges that the Commissioner agrees to pay the Grant, for the Funding Period and the Purpose specified in this Grant Agreement and Grant Letter.

## **2.2 Purpose and Extent of Grant**

2.2.1 The Recipient may not use the Grant for any activities other than the Purpose as defined in Schedule 1 (the "Project").

## **2.3 Amount of the Grant**

2.3.1 The Commissioner has agreed funding up to the Grant Amount, subject to compliance by the Recipient with the terms of this Grant Agreement.

## **2.4 Timing of the Grant**

2.4.1 The Grant will usually be paid in two instalments, in accordance with Schedule 2, dependent upon receipt **by the due date** of a payment request in the form of Annex A and the supporting monitoring information set out at Schedule 3. Failure to provide the necessary information by the due date will result in payment being delayed until all of the necessary information is provided.

2.4.2 In order for any Grant payment to be released, the Commissioner will require the Recipient to:

- a. have signed and returned a copy of this Grant Agreement to the Commissioner
- b. have provided the appropriate bank details
- c. have submitted any requested monitoring information and this information is satisfactory for monitoring purposes
- d. be in compliance with the terms and conditions of this Grant Agreement

2.4.3 The Commissioner reserves the right to withhold all or any payments of the Grant if the Commissioner has reasonably requested information / documentation from the Recipient and this has not been received by the Commissioner in the timescales reasonably required.

## **2.5 Eligible Expenditure**

2.5.1 Eligible expenditure consists of payments by the Recipient for the Purpose. Eligible expenditure is net of VAT recoverable by the Recipient from HM Revenue and Customs and gross of irrecoverable VAT.

2.5.2 The Recipient shall account for all expenditure on an accruals basis. This requires the cost of goods or services to be recognised when the goods or services are received, rather than when they are paid for.

## **2.6 Managing the Grant**

2.6.1 Each party must notify the other of:

- a. the nominated person who will act as the party's authorised representative; and
- b. the contact details of the authorised representatives and any deputies.

2.6.2 The Commissioner requires the Recipient to submit in-year monitoring information as detailed in Schedule 3.

- 2.6.3 The Commissioner may, in addition, ask the Recipient to clarify information provided to her or to any Grant Manager. If so, the Recipient shall comply with any reasonable request within a reasonable time.
- 2.6.4 An end of year financial monitoring report (also referred to as the “outturn statement”) shall be submitted by the Recipient to the Commissioner by the 14<sup>th</sup> April 2025. This report must:
- a. be in the format set out in Annex B
  - b. be signed by the Recipient’s Chief Finance Officer;
  - c. have submitted a completed and satisfactory schedule 3 setting out the outcomes achieved with the grant; and
  - d. Contain a detailed breakdown of expenditure for the entire Funding Period.
- 2.6.5 The Commissioner may, in addition, ask the Recipient to provide her with forecast outturn information for the financial year end. If so, the Recipient shall comply with any reasonable request.
- 2.6.6 The Recipient must notify the Commissioner as soon as reasonably practicable of its knowledge of the same if and when an underspend is forecast.
- 2.6.7 The Recipient must notify the Commissioner as soon as reasonably practicable if it suspects service provision to be at risk or it is likely to stop providing support to service users, and what mitigating action is being taken to address the risk.

## **2.7 Records to be kept**

- 2.7.1 The Recipient must keep a record of all expenditure funded by the Grant, and retain all accounting records for the Funding Period for a period of at least 6 years after the end of the Funding Period. Accounting records include: original invoices, receipts, minutes from meetings, accounts and any other relevant documentation.
- 2.7.2 The Recipients should provide:
- a. an annual, written statement, signed by the Recipient’s Chief Finance Officer, of how the money was spent; and
  - b. a signed undertaking that that recipient will retain such documents for the period prescribed above.
- 2.7.3 The funds provided under this Grant Agreement may not be used to purchase capital items.

## **2.8 Lawful conduct, equal opportunities, use of volunteers and activities funded by the Grant**

- 2.8.1 The Recipient must ensure that all reasonable steps have been taken to ensure that it and anyone acting on its behalf complies with any applicable law for the time being in force (so far as binding on the Recipient).
- 2.8.2 No aspect of the activity funded by the Commissioner under this Grant Agreement may be party-political in intention, use or presentation.

2.8.3 The following costs are not Eligible Expenditure: Payments that support activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.

2.8.4 The Grant may not be used to support or promote religious activity. This will not include inter faith activity.

2.8.5 All services provided with funds from this grant must be free, confidential and non-discriminatory.

## **2.9 Breach of Grant Conditions**

2.9.1 If the Recipient fails to comply with **any** of the conditions set out in this Grant Agreement, or if any of the events mentioned in Clause 2.9.2 occur, then the Commissioner may reduce, suspend, or withhold Grant payments, or rescind the Grant Agreement and/or require all or any part of the Grant paid to be repaid. The Recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.

2.9.2 The events referred to in Clause 2.9.1 are as follows:

- a) The Recipient purports to transfer or assign any rights, interests or obligations arising under this Grant Agreement without the agreement in advance of the Commissioner;
- b) Any information provided in the application for the Grant (or in a claim for payment) or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the Commissioner considers to be material;
- c) The Recipient takes inadequate measures to investigate and resolve any reported irregularity;
- d) The Recipient changes the nature of its operations to an extent which the Commissioner considers to be significant or prejudicial to the Purpose.

2.9.3 It is hoped that most difficulties encountered by the Recipient can be overcome with the advice and support of the Commissioner. In the event that it becomes necessary to take steps to enforce the terms and conditions of this Grant Agreement, the Commissioner will write to the Recipient giving particulars of its concern or of any breach of a term or condition of the Grant.

2.9.4 The Recipient must act within 30 days (or earlier, depending on the severity of the problem) to address the Commissioner's concern or rectify the breach, and may consult the Commissioner or agree with it an action plan for resolving the problem. If the Commissioner is not satisfied with steps taken by the Recipient to address its concern or rectify the breach, it may take steps to withhold or suspend the further payment of Grant, or rescind this Grant Agreement and to recover in full or in part Grant funds already paid.

## **2.10 Dispute Resolution**

- 2.10.1 The parties shall negotiate in good faith any dispute that arises during the Funding Period or relating to the Grant.
- 2.10.2 All disputes and complaints (except for those which relate to the Commissioner's right to withhold funds or terminate the Agreement) shall be referred in the first instance to the Commissioner's Grant Manager.
- 2.10.3 If the dispute cannot be resolved between the Commissioner and Recipient within 20 Working Days then the matter will be escalated to formal meeting between the OPCC Director responsible for commissioning and the Recipient's Chief Executive (or equivalent).
- 2.10.4 Without prejudice to any other rights or remedies that the Commissioner may have, it may seek injunctive or other appropriate relief for sufficiently serious, time-critical, actual or anticipated Breach.

## **2.11 Funding Period and Termination**

- 2.11.1 The Commissioner does not commit to renew or continue financial support to the Recipient after the Funding Period.
- 2.11.2 The Commissioner may terminate this Agreement forthwith by serving a written notice on the Recipient if:
- a) the grant or any part of it is being used for any purpose other than the purpose set out in this Agreement;
  - b) The Recipient has consistent unsatisfactory performance
  - c) The Recipient has made any false, incorrect or misleading statement in order to obtain this grant or has been involved in any illegal activity or improper act in its administration;
  - d) The Recipient has failed to remedy any breach of this Agreement within 28 days (or such other period as the Commissioner agrees in writing) of being served with a notice pointing out the breach requiring its rectification

## **2.12 Amendments to the Grant Agreement**

- 2.12.1 This Grant Agreement and the Grant Letter set out the entire agreement between the parties. They replace all previous negotiations, agreements, understandings and representations between the parties, whether oral or in writing.
- 2.12.2 Any amendments to this Grant Agreement and/or the Grant Letter shall only be valid if they are in writing and signed by an authorised representative of both parties.

## **2.13 Data Protection Legislation**

- 2.13.1 The Recipient must ensure that all personal data, including that of victims, family members and, in the context of restorative justice services, offenders is processed in accordance with Data Protection Legislation.

2.13.2 Where the Recipient is a data controller/processor for the purposes of the Data Protection Legislation, they must comply with all the requirements of that legislation in relation to their functions or obligations under this Grant Agreement.

2.13.3 When commissioning services, the Recipient must take all reasonable steps to ensure that any person from whom services are commissioned complies with the Data Protection Legislation when processing personal data in connection with those services.

## **2.14 Freedom of Information**

2.14.1 Where applicable, the Recipient and the Commissioner are required to comply with the Freedom Of Information Act 2000 (the "FOI Act"), any subordinate legislation made under the FOI Act and any guidance issued by the Information Commissioner.

2.14.2 The Recipient agrees to assist and cooperate with the Commissioner to enable the Commissioner to comply with her obligations under the FOI Act whenever a request is made for information which relates to or arises out of this Grant Agreement.

## **2.15 Transparency**

2.15.1 The Recipient acknowledges that the Commissioner shall disclose payments made against this grant of value £25k and above, in accordance with the Government's transparency agenda.

2.15.2 No information shall be disclosed if such disclosure would be in breach of the Data Protection Act, or is exempted from disclosure under the Freedom of Information Act.

2.15.3 The Commissioner is required by the Elected Local Policing Bodies (Specified Information) Order 2011 to publish information as to each crime and disorder grant made by it, subject to the exemptions set out in the Order.

## **2.16 Publicity and Promotion**

2.16.1 All publicity and promotion surrounding the award of this grant and any subsequent promotions should be arranged and agreed between the Commissioner and the Recipient.

2.16.2 All promotional material, external resources and presentations must include the Police and Crime Commissioners logo.

2.16.3 The Recipient must acknowledge the Police and Crime Commissioner as a key funder on their website.

2.16.4 The Recipient must proactively promote their service offer across relevant agencies and partners across the geographical areas that the Recipient has stated their activities will serve, ensuring referral routes and criteria for referrals are understood by potential referrers and the public.



## **2.17 Insurance**

2.17.1 The Recipient will ensure that it has such insurance in place as is necessary for the normal conduct of its activities. Where it is necessary for the Recipient to purchase additional insurance cover in order to perform its obligations under this Grant Agreement, the Recipient will ensure that it has all relevant insurance in place prior to the start of the grant funding period.

## **2.18 Liability and indemnity**

2.18.1 Neither party may limit its liability for personal injury or death caused by negligence, fraud or fraudulent representation.

2.18.2 The Recipient agrees to indemnify the Commissioner for any costs, claims, damage or losses which arise as a result of negligence by the Recipient or out of any breach by the Recipient of any terms of this Grant Agreement.

## **2.19 Governing Law**

2.19.1 This Grant Agreement shall be subject to and construed in accordance with English Law and subject to the exclusive jurisdiction of the courts of England and Wales. This does not limit the Commissioner's right to commence legal proceedings in any other court of competent jurisdiction, including concurrent proceedings.

## **2.20 Recipient Personnel**

2.20.1 The Recipient must ensure that all members of the Recipient's staff and any other personnel delivering the activities receives appropriate training.

2.20.2 The Recipient shall ensure that any person employed or engaged in the delivery of activities involving any direct contact with vulnerable persons has undertaken a criminal-records check by a recognised disclosure service, for example, the Disclosure and Barring Service. The Recipient shall ensure that no person who discloses that they have a relevant conviction or is found by the Recipient to have a relevant conviction (whether as a result of a police check or through the criminal records disclosure check or otherwise) is employed or engaged in the delivery of Activities involving any direct contact with Vulnerable Persons without the Commissioner's prior written consent.

2.20.3 Where delivery of the activities involves any direct contact with vulnerable persons, the Recipient shall take all reasonable steps to ensure their safety. The Recipient shall obtain the written agreement of the legal carer or guardian before any direct contact is made with a vulnerable person or, if this is not possible, as soon after direct contact is made as possible.

2.20.4 The Recipient shall have an appropriate written policy and carry out a set of procedures in place at all times to safeguard Vulnerable Persons, which must include procedures to check the backgrounds of all persons who may have direct contact with any Vulnerable Person and share the detail of this with the Commissioner.

## **2.21 Supporting victim services in Northumbria**

2.21.1 Referrals made to the Recipient's service by the core victim referral and assessment service in Northumbria should be prioritised to help ensure a coordinated service for Victims of Crime.

## **2.22 Social Value Requirements**

2.22.1 The Recipient shall be mindful of and take reasonable measures to ensure that all its activities in delivering the Purpose support the UK Government's commitment to Social Value by:

- a) fighting climate change in compliance with the UK Government's "Greening Government Commitments"<sup>1</sup> including the need to avoid adverse impacts on the environment and contributing to the Net Zero by 2050 ambition:
  - conserving energy, water, wood, paper and other resources,
  - reducing waste,
  - reducing fuel emissions wherever possible,
  - phasing out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment, and
  - having due regard to the use of recycled products, so long as they are not detrimental to the provision of the Purpose or the environment, to include the use of all packaging, which should be capable of recovery for re-use or recycling.
- b) tackling economic inequality through the creation of new businesses, new jobs and new skills, increasing supply chain resilience and capacity, quality apprenticeship schemes, ending the gender pay imbalance, prompt payment throughout its commercial arrangements, and ensuring opportunities for SMEs and VCSEs and those owned or led by persons with protected characteristics, and
- c) supporting equal opportunity and wellbeing by reducing the disability employment gap, tackling workforce inequality, improving health and wellbeing, and improving community integration, and
- d) safe and secure supply chains free from modern slavery and human trafficking through inspection and audit, use of the Modern Slavery Assessment Tool, assessing and recording risks, and supply-chain mapping.

## **2.23 Complaints**

2.23.1 The Recipient shall ensure that all service users are able to access a complaints procedure which enables them to raise complaints and to obtain appropriate redress.

2.23.2 The Recipient shall provide written updates within 14 Working Days of any request by the Commissioner on all complaints received relevant to this Grant Agreement, including:

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<sup>1</sup> <https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025/greening-government-commitments-2021-to-2025>

- a summary of complaint;
- the date the complaint was made;
- the remedial action proposed;
- the outcome of the remedial action; and
- the date when the complaint was resolved.

## **2.24 Major Incidents**

2.24.1 Under the terms of this Grant Agreement the Recipient (as with all grant recipients) will be expected to offer services to victims in the Northumbria area in the event of a crime related major incident.

## **2.25 Serious Untoward Incidents (SUI)**

2.25.1 The Recipient is to ensure that arrangements are in place to report and manage all SUIs, and staff are appropriately trained in incident reporting and management.

2.25.2 SUIs are to be reported to the Commissioner via the process stated at Schedule 5.

## ACCEPTANCE OF GRANT

XXX accepts the offer of a Grant of a maximum of £XXXX as contained in this Grant Agreement and agrees to comply with the terms and conditions of the Grant on which the offer is made.

**On behalf of XXXX:**

### Project Manager/Project Contact

Signature:	
Name:	
Date:	
Position:	

### The Recipient's Chief Finance Officer

Signature:	
Name:	
Date:	
Position:	

### Recipient's address (registered address of organisation)

Address:	
Postcode:	

### Bank details for grant payment

Bank name:	
Branch name:	
Sort code:	
Account name:	
Account number:	
Address:	
Post code:	

### Signed on behalf of the Police and Crime Commissioner for Northumbria:

Signature:	
Name:	
Date:	
Position:	

### OPCC Use:

Payment instructions:

Agresso codes:		Cost centre	Account code (1)	Account code (2)	Project code	Supplier code

## **SCHEDULE 1 – THE PROJECT**

### **Purpose and activities of the funding**

To commission victim services and award grants from the Police and Crime Commissioners funding. Section 9 of the Police Reform and Social Responsibility Act 2011 provides the Commissioner with powers to award crime and disorder reduction grants that contribute to the Commissioner's crime and policing objectives as outlined in the Police and Crime Plan 2021-25.

The aim of this grants programme is to support the crime and policing objective "Improving Lives".

This grant is to be used for the activities agreed by the Commissioner that were set out in the application form, or any form of written documentation submitted to the Commissioner detailing the activities to be delivered with this Grant.

### **Key deliverables**

By accepting the terms and conditions of this grant you are required to provide the key deliverables and outcomes as set out in your application form. Any variance from this should be discussed and agreed with the Office of the Police and Crime Commissioner prior to any divergence from the original project outline.

### **External assurance**

This grant will be audited as part of the Commissioner's annual audit programme. The scope of the audit will be to ensure that the funds have been consumed as recorded under Annex B, and in accordance with the terms and conditions of the grant agreement.

## SCHEDULE 2 – PAYMENT SCHEDULE

<b>Payment Reference</b>	<b>Period:</b> <b>From To</b>		<b>Payment Amount</b>	<b>Payment date*</b>
1	April 2024	September 2024	XXXXX	April 2024
2	October 2024	March 2025	XXXXX	October 2024

\*Subject to Clause 2.4.

**SCHEDULE 3 – MONITORING INFORMATION REQUIREMENTS**

The Commissioner requires the following in-year monitoring information to be provided at four intervals 14<sup>th</sup> July 2024, 14<sup>th</sup> October 2024, 14<sup>th</sup> January 2025, and 14<sup>th</sup> April 2025. Please see Schedule 4 for a full list of deadline dates. The return due in April 2025 should include a cumulative picture of activity for the full financial year. The information provided within this return should be reflective of your service’s XXXX grant.

**ORGANISATION: XXXX**

**1. Expenditure**

1a. Total Expenditure	
	Resource (£)
(1) Total grant allocation	
(2) Actual expenditure to date (please provide breakdown below)	
(3) Commitments/Forecast Expenditure for the duration of the grant	
<b>(4) Total Forecast Expenditure for the Funding Period (2+3)</b>	

1b. Breakdown of Expenditure to Date					
Items <i>(insert additional rows if needed)</i>	Q1	Q2	Q3	Q4	Cumulative Total
<b>Total:</b>					

**2. Overall Impact**  
Please briefly describe how the grant funding has contributed to your overall activities during the period, taking into consideration service delivery including capacity, staffing and volunteers.

### 3. Victims Supported, Referrals and Waiting Lists

#### 3a. New Individual Victims Supported

By the nature of support (crime type), please provide the number of new individual victims you have supported each quarter, making sure to update the cumulative total. Victims included within this table should have either been:

- referred to the service and supported in the current financial year, or;
- referred to the service in the previous financial year but only started receiving support in the current financial year.

Victims should only be counted within the quarter they have started receiving support – if victims are still receiving support in the next quarter, they should not be counted again. Victims should only be included in the table once and under the crime type that best fits why they are receiving support.

Please provide any additional information in the comments box below the table. If the 'other' row has been used in the table below, please summarise the nature of support/crime types experienced by these victims in the comments box.

Nature of Support (Crime Type)	Q1	Q2	Q3	Q4	Cumulative Total
Domestic Abuse					
Sexual Abuse					
Child Sexual Abuse					
Child Criminal Exploitation					
Hate Crime					
Modern Day Slavery					
Road Crime					
Violence Against the Person					
Other					
<b>Total:</b>					

#### Comments:

#### 3b. Existing Victims Receiving Support

By the nature of support (crime type), please provide the total number of victims that received support in a previous financial year that are still receiving support in the current financial year.

Nature of Support (Crime Type)	Existing Victims Supported Total
Domestic Abuse	



Sexual Abuse	
Child Sexual Abuse	
Child Criminal Exploitation	
Hate Crime	
Modern Day Slavery	
Road Crime	
Violence Against the Person	
Other	
<b>Total:</b>	
<b>Comments:</b>	

<b>3c. Referrals</b>					
Please provide a breakdown of the referrals your service has received by source in the table below. Please add as many rows as required.					
Referral Source	Q1	Q2	Q3	Q4	Cumulative Total
<b>Total:</b>					
<b>Comments:</b>					

<b>3d. Waiting Lists</b>				
If your service operates a waiting list, please provide the average number of victims on the waiting list and the average waiting time for each quarter.				
	Q1	Q2	Q3	Q4
Average number of victims on the waiting list				
Average time spent on the waiting list (in days)				
<b>Comments:</b>				

**4. Attrition – Engagement with the Criminal Justice Process**

**4a. Victims Engaging with the Criminal Justice Process**  
 Please tell us how many victims have been supported (new and existing) whilst also engaging with the criminal justice process (i.e. they have reported the offence).

	Q1	Q2	Q3	Q4
Number of victims supported whilst also engaging with the criminal justice system				
<b>What reasons are given by victims for not reporting a crime, if any?:</b>				

**4b. Victim Withdrawal**  
 Please provide information about the number of victims supported (new and existing) who withdrew from the criminal justice system after initially reporting.

	Q1	Q2	Q3	Q4
Number of victims supported who withdrew from the criminal justice system after reporting				
<b>What reasons are given by victims for withdrawing from the criminal justice system, if any?:</b>				

**5. Demographics**  
 Please provide demographic information on **new individual victims supported and existing victims supported** that have been carried over from the previous financial year. Once a victim has been recorded, they should not be recorded again, even if their support continues across multiple quarters.

5a. Local Authority Area	Q1	Q2	Q3	Q4	Cumulative Total
Northumberland					
North Tyneside					
Newcastle					
Gateshead					
South Tyneside					
Sunderland					

<b>Total:</b>					
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<b>5b. Gender Identity</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Cumulative Total</b>
Woman					
Man					
Non-binary/gender-fluid					
Other					
Not stated					
<b>Total:</b>					
Please state the number of victims supported where their gender identity is different to the gender assigned to them at birth:					

<b>5c. Age</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Cumulative Total</b>
12 years and under					
12 years and under					
13 to 17 years					
18 to 24 years					
25 to 34 years					
35 to 44 years					
45 to 54 years					
55 to 64 years					
65 to 74 years					
75 years and over					
Not stated					
<b>Total:</b>					

<b>5d. Sexual Orientation</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Cumulative Total</b>
Heterosexual/straight					
Gay/lesbian					
Bisexual					
Other					
Not stated					
<b>Total:</b>					
<b>Total:</b>					

<b>5e. Ethnicity</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Cumulative Total</b>
White <i>(English, Welsh, Scottish, Northern Irish, Irish, Gypsy or Irish Traveller, and any other White background)</i>					
Mixed/multiple ethnic groups <i>(White and Black Caribbean, White and Black African, White and</i>					

Asian, and any other mixed/multiple ethnic backgrounds)					
Asian/Asian British (Chinese, Indian, Pakistani, Bangladeshi, and any other Asian background)					
Black/African/Caribbean/Black British					
Other ethnic group (Arab and any other ethnic groups)					
Not stated					
<b>Total:</b>					

<b>5f. Disability*</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Cumulative Total</b>
Has a disability					
Does not have a disability					
Not stated					
<b>Total:</b>					

*\*The Equality Act 2010 defines a disabled person as “someone who has a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities”. Disability includes, but is not limited to, Vision (e.g. blindness or partial sight); Hearing (e.g. deafness or partial hearing); Mobility (e.g. walking short distances or climbing stairs); Learning/understanding/concentrating; Memory; Mental Health, Social or Behaviour (e.g. autism, attention deficit disorder or Asperger’s syndrome).*

**Comments (Demographics):**

**6. Outputs and Outcomes**

**6a. Victim Support and Activities**  
Please describe the activities carried out as a result of this grant below, including details on how victims have been supported by your service (e.g. through counselling, practical support, group work etc.)

**6b. Victim outcomes**  
Please provide information below on how you have assessed the impact of the service on the victim and what these impacts have been, including data obtained from outcome measures.

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**6c. Service feedback**

Please provide information below on how you have assessed victims' experiences of your service and what these experiences have been, including data obtained from service feedback measures.

**6d. Case studies**

If you are able to provide one or more anonymised case studies to demonstrate the impact of your service, please do so below.

**7. Issues, Successes or Lessons Learnt**

Please provide detail on any issues, successes or lessons learnt from grant-funded work in this period which you would like to highlight in relation to the Police and Crime Plan.

**8. Any other comments?**

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**Note: The in-year monitoring information requirements are separate to the requirements detailed in Clause 2.6.4. The Commissioner may request the Recipient to clarify any information provided.**

## QUARTERLY DECLARATION

Check the box to confirm that:

- The information provided in your quarterly return today is accurate
- The money from the PCC has been used exclusively for the project described in your original application, together with any changes you've agreed with us since then
- There hasn't been any significant changes to your project or the governance of your organisation apart from any you've told us about and we've agreed in writing
- You've told us about all sources of funding for your project and you haven't received any duplicate funding for activities, services or facilities the PCC is paying for
- You have sought to achieve value for money for your project by securing goods and services at reasonable prices
- Your organisation keeps full and proper accounts and records, including invoices and receipts, which show how the money from the PCC has been used
- Your organisation has an equal opportunities policy and, if working with children, young people or vulnerable adults, a safeguarding policy; these policies are carried out and regularly reviewed to ensure they adhere to current legislation/regulations
- Your organisation hasn't disposed of any PCC funded assets without getting permission from us in writing
- Your organisation is following all current statutory requirements and other laws and regulations relating to the project and its working including: adherence to employer's liability insurance; the national minimum wage; the working time directive; health and safety; safeguarding of children, young people and vulnerable adults; data protection and intellectual property rights legislation.
- Where you are specifically working with victims of crime your service must be delivered in the interests of the victim and be:
  - free of charge;
  - confidential;
  - non-discriminatory (including being available to all regardless of residence status, nationality or citizenship);
  - available whether or not a crime has been reported to the police; an
  - available before, during and for an appropriate time after any investigation or criminal proceedings.

	<b>I agree</b>
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**Organisation** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## SCHEDULE 4 – OVERVIEW OF KEY DATES

The table below summarises in one place the deadlines for key funding documents to be returned to the OPCC.

DATE	DOCUMENT(S) TO BE SUBMITTED TO OPCC
XXXX	<ul style="list-style-type: none"> <li>• Entire grant agreement with completed and signed Acceptance of Grant' page</li> </ul>
14 <sup>th</sup> April 2024	<ul style="list-style-type: none"> <li>• Completed and signed Annex A payment request form (to release first payment)</li> </ul>
14 <sup>th</sup> July 2024	<ul style="list-style-type: none"> <li>• Schedule 3 Q1 monitoring report</li> </ul>
14 <sup>th</sup> October 2024	<ul style="list-style-type: none"> <li>• Schedule 3 Q2 monitoring report</li> <li>• Completed and signed Annex A payment request form (to release second payment)</li> </ul>
14 <sup>th</sup> January 2025	<ul style="list-style-type: none"> <li>• Schedule 3 Q3 monitoring report</li> </ul>
14 <sup>th</sup> April 2025	<ul style="list-style-type: none"> <li>• Schedule 3 Q4 monitoring report</li> <li>• Annex B End of Year Financial Monitoring Report (for 2023/24 financial year)</li> </ul>

## SCHEDULE 5 – SERIOUS UNTOWARD INCIDENTS

### Definition

A Serious Untoward Incident (SUI) can be defined as **an event which results in serious injury, major permanent harm, or unexpected death**. The Commissioner regards a **Serious Untoward Incident** as an incident or accident or near-miss where a person accessing a service, member of staff, or member of the public suffers serious injury, major permanent harm or unexpected death and where the actions of the Recipient or the Commissioner are likely to be of significant public concern.

The occurrence of a serious incident demonstrates weaknesses in a system or process that need to be addressed to prevent future incidents leading to avoidable death or serious harm. The definition below sets out circumstances in which a serious incident must be declared. Every incident must be considered on a case-by-case basis using the description below. Inevitably, there will be borderline cases that rely on the judgement of the people involved and it will be expected that the Recipient holds discussion with the Grant Manager.

- An event defined as a serious incident although not necessarily resulted in serious harm or death.
- An incident (or series of incidents) that prevents, or threatens to prevent, an organisation's ability to continue to deliver an acceptable quality of services.
- Acts and/or omissions occurring as part of an intervention (including in the community) funded by the Commissioner that results in:
  - Unexpected or avoidable death of one or more people. This includes suicide/self-inflicted death; and homicide by a person in receipt of mental health care
  - Unexpected or avoidable injury to one or more people that has resulted in serious harm
  - Unexpected or avoidable injury to one or more people that requires treatment by a healthcare professional in order to prevent the death of the service user; or serious harm
  - Actual or alleged abuse; sexual abuse, physical or psychological ill-treatment, or acts of omission which constitute neglect, exploitation, financial or material abuse, discriminative and organisational abuse, self-neglect, domestic abuse, human trafficking and modern day slavery where the service did not take appropriate action/intervention to safeguard against such abuse occurring; or where abuse occurred during the provision of the funded service / intervention. This includes abuse that resulted in (or was identified through) a Serious Case Review (SCR), Safeguarding Adult Review (SAR), Safeguarding Adult Enquiry or other externally-led investigation, where delivery of the intervention /service caused/contributed towards the incident.

### Reporting a SUI to Northumbria OPCC

The Recipient is to inform the Commissioner (Commissioner's Grant Manager) of the SUI as soon as possible. The following form is to be completed and returned to **EMAIL** within 24 hours of reporting the incident to the Commissioner.





## **NORTHUMBRIA OPCC SUI REPORTING FORM**

### **PRIVATE & CONFIDENTIAL**

<b>Incident details:</b>	
SUI number	
Date and time of incident	
Location of incident	
Type of incident (if death include cause of death if known)	
Description of incident	
Care afforded to client involved immediately prior to the incident	

<b>Action taken:</b>	
Immediate actions taken as a result of the incident including support to staff	
Action plan for further actions, including timescales and progress to date	

<b>SUI form completed by:</b>	
Name	
Job title	
Date	

## ANNEX A – PAYMENT REQUEST

Funding will be released in **two** equal parts to your organisation –

- Period 1: (Apr 2024 – Sep 2024) **Annex A return due no later than 14<sup>th</sup> Apr 2024**
- Period 2: (Oct 2024 – Mar 2025) **Annex A return due no later than 14<sup>th</sup> Oct 2024**

<b>Grant Recipient:</b> <b>XXXXX</b>	<b>Grant Stream: Police &amp; Crime Commissioner for Northumbria</b>
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<b>Funding period:</b>	<b>Resource (£)</b>
(1) Total funding awarded	<b>£XXXXXX</b>
(2) Request for this funding period	<b>£XXXXXX</b>

Please only request funding for your expected forecast expenditure up until the end of the funding period.

Please note: it is important to ensure your figures in Annex A are consistent with your quarterly grant monitoring returns at schedule 3.

### MONITORING INFORMATION REQUIREMENTS

Where monitoring information, as set out in schedule 3, is a requirement for the period the payment is requested for, please confirm what has been attached to this payment request form.

### CONFIRMATION BY GRANT RECIPIENT

I confirm that on the basis of the information provided in this report, progress and costs are accurate and in compliance with the terms and conditions of the Grant Agreement:

<b>Signature:</b>			
<b>Name (printed):</b>		<b>Date:</b>	
<b>Position:</b>			

### OPCC Northumbria sign off:

<b>Signature:</b>						
<b>Name</b>		<b>Date:</b>				
<b>Position:</b>						
<b>Agresso codes:</b>		<b>Cost centre</b>	<b>Account code (1)</b>	<b>Account code (2)</b>	<b>Project code</b>	<b>Supplier code</b>

