

**GRANT AGREEMENT**

**between**

**THE SECRETARY OF STATE FOR THE HOME DEPARTMENT**

**and**

**Police, Fire and Crime Commissioner of Essex**

**CONSOLIDATED HOTSPOT RESPONSE**

**FOR THE PERIOD 01 APRIL 2024 TO 31 MARCH 2025**

**HOME OFFICE  
NEIGHBOURHOOD CRIME UNIT  
2 Marsham Street  
London SW1P 4DF**

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## GLOSSARY OF TERMS

ASB	Anti - Social Behaviour
ASBAP	ASB Action Plan
ASBHR	ASB Hotspot Response
DLUHC	Department for Levelling Up, Housing and Communities
HO	Home Office
IJ	Immediate Justice
PCC	Police and Crime Commissioner
PFA	Police Force Areas
SV	Serious Violence

# HOME OFFICE GRANT TERMS AND CONDITIONS

This **Grant Agreement** is made on **01 May 2024**

## **Between:**

- (1) The Secretary of State for the Home Department acting on behalf of the Crown through the Home Office's Neighbourhood Crime Unit and Serious Violence Reduction Unit whose principal address is at 2 Marsham Street, London SW1P 4DF (the "**Authority**")

## **AND**

- (2) The Police Fire and Crime Commissioner of Essex whose principal address is at Police, Fire and Crime Commissioner for Essex, Kelvedon Park, London Road, Rivenhall, Witham, Essex CM8 3HB (the "**Recipient**").

## **IN RELATION TO THE PURPOSE:**

**Scheme Name:** Consolidated Hotspot Response

**Scheme Reference:** 725

**Scheme Description:** Provision of additional funding to the Recipient in order to enhance the visibility of the police and other uniformed presence in the streets and neighbourhoods worst affected by serious violence and ASB as fully detailed in Schedule 1 (the "**Purpose**") and Annex E.

## **Introduction**

- 1.1. The Authority is exercising the power conferred to it by Section 169 of the Criminal Justice and Public Order Act 1994 to make awards of grant funding.
- 1.2. This agreement (the "**Grant Agreement**") sets out the legally binding terms and conditions which apply to the Authority providing the Grant and to the Recipient receiving the Grant. It consists of twenty-five (25) Clauses, four (4) Schedules and ten (10) Annexes.
- 1.3. It is supplementary to the Grant Funding Letter (as defined below) and replaces any previously agreed grant terms and conditions for between the Authority and the Recipient to deliver Consolidated Hotspot Response.
- 1.4. This funding will be used to tackle serious violence and ASB by allowing force areas to carry out additional high visibility patrols in both England and Wales. Resultantly, the Recipient, Delivery Partners and Project Implementation Partners must be cognisant of, and act in accordance with, any devolved policy bulletins, enactments, orders, statutes, regulations, or other similar instruments as appropriate. For example, where the Purpose is delivered in

Wales, whether wholly or partially, it must be provided in such a way as to not treat the Welsh language less favourably than English, in accordance with the Welsh Language (Wales) Measure 2011.

## Definitions and Interpretations

2.1 In this Grant Agreement:

“**Advance of Need**” means a payment made ahead of the relevant expenditure being identified;

“**Annex**” means the annexes attached to this Grant Agreement;

“**Asset**” means any Tangible Asset or Intangible Asset which cost more than Capitalisation Threshold;

“**Authorised Representatives**” means the duly authorised officers, directors, employees etc of either Party as recorded in Annex D.

“**Background IPRs**” means any pre-existing Intellectual Property Rights (IPRs) vested in or licensed to either Party prior to the award of this Grant Agreement and/or created by either Party independently of the Purpose and/or without the Grant;

A “**Beneficiary**” means, relevant areas within police force areas (PFAs) identified by PCCs as requiring hotspot response communities, organisations, individuals and other entities benefitting from additional operational policing services enabled by the Grant;

“**Branding Manual**” means the HM Government of the United Kingdom of Great Britain and Northern Ireland’s Branding Manual ‘Funded by UK Government’<sup>1</sup> first published by the Cabinet Office in November 2022, including any subsequent updates from time-to-time;

“**Bribery Act**” means the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning this legislation;

A “**Calendar Day**” means any calendar day, Sunday through Saturday inclusive;

“**Capitalisation Threshold**” means the minimum value for expenditure inclusive of irrecoverable VAT which meets the criteria of an Asset for expenditure to be capitalised in accordance with the Recipient’s financial policy;

“**Change of Control**” means the sale of all or substantially all the assets of a Party; any change to a Recipient’s constitution, legal form or membership structure; any merger, consolidation or acquisition of a Party with, by or into another corporation, entity or person, or any

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<sup>1</sup> <https://gcs.civilservice.gov.uk/guidance/marketing/branding-guidelines/>

change in the ownership of more than fifty percent (50%) of the voting capital stock of a Party in one or more related transaction;

**“Civil Society”** (as defined in the Civil Society Strategy) means individuals and organisations when they act with the primary purpose of creating social value, independent of state control. By social value we mean enriched lives and a fairer society for all;

**“Civil Society Strategy”** means the strategy that sets out how government will work with and support civil society in the years to come, so that together we can build a country that works for everyone;

**“Clause”** means the clauses in these Terms and Conditions which form part of this Grant Agreement;

**“Commencement Date”** means the date on which the Grant Agreement comes into effect and from which Eligible Expenditure may be claimed, being the 01 April 2024;

**“Commercially Sensitive Information”** means information of a commercially sensitive nature that may cause the Recipient significant commercial disadvantage or material financial loss relating to the (a) pricing of the Grant Agreement, (b) Recipient’s IPRs, and (c) Recipient’s own business and investment plans;

A **“Critical Incident”** means any incident where the outcome or consequence of that incident is likely to result in serious harm to any individual; or significant community impact; or significant impact on public confidence in the Authority, including the provision of the Purpose;

**“Crown Body”** (or **“Crown”**) means the government of the United Kingdom (including the Northern Ireland Executive Committee and Northern Ireland Departments, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers, government departments, government offices and government agencies from time-to-time carrying out functions on its behalf;

**“Data Incident”** means any circumstance which results in the loss, theft or inappropriate disclosure of information obtained as a result of pursuing the Purpose to a Third Party whether by accident or intention;

**“Data Protection Legislation”** means (i) the UK GDPR, (ii) the Data Protection Act 2018 (‘DPA 2018’) to the extent that it relates to the processing of Personal Data and privacy, (iii) all applicable Law about the processing of Personal Data and privacy, and (iv) (to the extent that it applies) the EU GDPR;

**“Delivery Partner”** means any Third Party, who is not a Beneficiary, whether an organisation or an individual, working with the Recipient, and remunerated by the Recipient from the Grant, to deliver the Purpose;

**“Delivery Proposal”** means the Recipient’s proposal at [Annex E](#) for achieving the Authority’s objectives as described in [Schedule 1](#);

**“Disposal”** means the disposal, sale, or transfer of an Asset or any interest in any Asset and includes any contract for disposal;

**“Domestic Successor”** means, as the context requires, either:

- (a) a body that takes over the functions of the European Commission in the United Kingdom following its withdrawal from the European Union; or
- (b) the relevant court in England which takes over the functions of the Court of Justice of the European Union in England following its withdrawal from the European Union;

**“Duplicate Funding”** means funding received by the Recipient from a Third Party (including a Crown Body) which is intended to be used to deliver the Purpose, and which has not been declared to the Authority. Alternate sources of funding where declared and accepted as Supplementary Funding will not be considered Duplicate Funding but instead Match Funding so long as the Recipient can demonstrate what additionality (sustainability; volumes; scope; geography etc) this enables the Purpose to achieve;

**“Eligible Expenditure”** means all costs, expenses, liabilities and obligations that are related to, incurred by or arise out of the delivery, activities and operations of the Purpose by the Recipient from the Commencement Date, and which comply in all respects with the eligibility rules set out in this Grant Agreement as determined by the Authority at its sole discretion;

**“EU General Data Protection Regulation”** (‘EU GDPR’) means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data as it has effect in EU law;

A **“Finance Officer”** means a treasurer, finance officer or other officer of equivalent standing of the Recipient, and a Senior Finance Officer shall hold suitable position and authority;

The **“Funding Period”** means the period for which the Grant is provided from the Commencement Date to 31 March 2025;

The **“Grant”** means the grant payable by the Authority to the Recipient under the terms of this Grant Agreement, the amount of which (the **“Grant Amount”**) payable in GBP (£) Sterling shall not be more than one million, six hundred and thirty-seven thousand, seven hundred and sixty-nine (£1,637,769);

**“Grant Claim”** means a payment request submitted on the form found at [Annex A](#) by the Recipient to the Authority detailing its claim for Eligible Expenditure;

**“Grant Fraud”** means deliberately obtaining grant funding that a person or organisation, whether the Recipient, its Staff, Delivery



Partners or Third Party would not be entitled to by making a false declaration or failing to report material changes;

The “**Grant Funding Letter**” means the letter dated 01 April 2024 from the Authority to the Recipient which sets out supplementary information in relation to the Grant, a copy of which is set out in Annex H;

“**Grant Sponsor**” means the individual who has been nominated by the Authority to be the principal point of contact for the Recipient in relation to the Grant Agreement and whose name is recorded in Annex D;

A “**Grant Variation Notice**” means the official communication notifying the Parties and specifying the changes that have been made to the Grant Agreement and recorded at Annex G;

“**In Writing**” means modes of representing or reproducing words in visible form including but not limited to paper correspondence, email, display on screen and electronic transmission;

“**Ineligible Expenditure**” means expenditure which has not been used for purposes compliant with the terms of the Grant Agreement and is not accepted as Eligible Expenditure. Specific exclusions are further detailed in Annex F;

“**Information Acts**” means the Data Protection Legislation, Freedom of Information Act 2000 (‘FOIA’), the Environmental Information Regulations 2004 (‘EIR’) and any subordinate or amended legislation made under these Acts from time to time together with any guidance or codes of practice issued by the relevant government department(s) concerning the legislation;

“**Intangible Asset**” means any asset (either as a single or as a batch) without physical substance but which is identifiable and controlled through custody or legal rights, for example, most commonly (but not limited to) software licences, quotas, patents, copyrights, franchises and trademarks purchased, donated or developed together, which cost more than the Capitalisation Threshold; and has an economic life of twelve (12) Months or more; and is purchased, developed or maintained wholly or partially using the Grant;

“**Intellectual Property Rights**” or “**IPRs**” means copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, branding, rights in Internet domain names and website addresses and other rights in trade names, designs, know-how, trade secrets, and any modifications, amendments, updates and new releases of the same and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world and any other rights in Commercially Sensitive Information;

“**Law**” means any applicable law, statute, bye-law, regulation, order, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any regulatory body, delegated or subordinate legislation;

**“Losses”** means all losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise and **Loss** will be interpreted accordingly;

**“Match Funding”** means any contribution whether cash or in kind offered by, or required of, the Recipient and agreed prior to the signature of the Agreement towards the cost of achieving the Purpose;

A **“Mediator”** means any independent person/body appointed by both Parties to mediate upon any dispute;

A **“Month”** means any calendar month;

An **“Outturn Statement”** means the detailed end of year monitoring report template found at Annex C to be submitted by the Recipient to the Authority containing a full breakdown of expenditure and income for the entire Funding Period;

A **“Party”** means a signatory to this Grant Agreement;

**“Personal Data”** has the meaning given to it in the Data Protection Legislation;

**“Remedial Action Plan”** means the plan of action submitted by the Recipient to the Authority pursuant to the process set out in Clauses 17.3 to 17.10.

**“Schedule”** means the Schedules attached to this Grant Agreement;

**“Scheme Manager”** means the individual who has been nominated by the Recipient to be the principal point of contact for the Authority in relation to the Grant Agreement and whose name is recorded in Annex D;

**“Social Value”** means the Authority’s commitments to delivering Value for Money, environmental and social benefits, Net Zero by 2050, efficient use of resources, greater social inclusion, support for innovation, better risk management and improved supplier relationships. These principles are underpinned by the obligations laid down in in the Social Value Act 2012, the Modern Slavery Act 2015 and the Equality Act 2010;

**“Staff”** means any person employed or engaged by the Recipient and acting in connection with the operation of this Grant Agreement including the Recipient’s owners, directors, members, trustees, employees, agents, suppliers, volunteers and Delivery Partners (and their respective employees, agents, suppliers and Delivery Partners)

**“State Aid Law”** means the law embodied in Articles 107- 109 of the Treaty on European Union and the Treaty for the Functioning of the European Union and any related legislation adopted by the Council, European Parliament and/or the Commission (including implementing legislation) decisions and communications to the extent it applied or continues to apply at any time in the United Kingdom;

**“Supplementary Funding”** means any contribution not identified at the point of signature that is subsequently offered by the Recipient, or by a Third Party to the Recipient, towards fulfilment of the Purpose intended to meet the balance of any expenditure not supported by the Grant and notified to the Authority in accordance with Clause 10.10;

**“Tangible Asset”** means any physical item or group of items, including (but not limited to) land, buildings, plant and equipment, that is purchased, donated or developed together, which cost more than the Capitalisation Threshold; and has an economic life of twelve (12) Months or more; and is purchased, developed or maintained wholly or partially using the Grant;

**“Third Party”** means any party whether person or organisation other than the Authority or the Recipient;

**“UK General Data Protection Regulations”** (‘UK GDPR’) means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (UK GDPR), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, together with the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019;

**“UK Subsidy Control Regime”** means the United Kingdom’s international commitments and obligations in relation to the award of subsidies;

**“Unspent Monies”** means any of the Grant which remains unspent and uncommitted at the end of a Funding Period or because of termination or breach of these Conditions; for avoidance of doubt Supplementary Funding will neither be considered as Grant or Unspent Monies;

**“Value for Money”** means securing the optimum combination of cost, quality and effectiveness, including relevant Social Value criteria over the whole period of use; it does not mean minimising upfront prices i.e. the lowest or cheapest option; and

A **“Working Day”** means any day from Monday to Friday (inclusive) which is not specified or proclaimed as a bank holiday in England and Wales pursuant to section 1 of the Banking and Financial Dealings Act 1971 including Christmas Day and Good Friday.

2.2 In this Grant Agreement, unless the context otherwise requires:

- a. References to the singular include the plural, and vice versa;
- b. References to a gender include the other gender and the neuter;
- c. References to a person include an individual, company, body corporate, corporation, unincorporated association, firm partnership or other legal entity or Crown Body;

- d. References in this Grant Agreement to Clauses, Appendices, Annexes and the Schedule are references to the clauses, sub-clauses, appendices annexes and schedule to this Grant Agreement;
  - e. The headings in this Grant Agreement are for ease of reference only and shall not affect the interpretation or construction of this Grant Agreement;
  - f. References to an Act of Parliament or any Law shall be deemed to include any subordinate legislation of any sort made, or as amended, extended, consolidated or re-enacted from time to time under that Act;
  - g. Any references to policy bulletins, enactments, orders, statutes, regulations or other similar instruments shall be construed as a reference to the policy bulletin, enactment, order, statute, regulation or instrument as amended or replaced by any subsequent policy bulletin, statute, enactment, order, regulation, or instrument;
  - h. the words "including", "other", "in particular", "for example" and similar words will not limit the generality of the preceding words and will be construed as if they were immediately followed by the words "without limitation"; and
  - i. Nothing in this Grant Agreement shall be deemed to constitute a partnership or agency relationship between the Parties at any time.
- 2.3 Where there is any conflict between the documents that make up this Grant Agreement the conflict shall be resolved in accordance with the following order of precedence:
- 2.3.1. the Terms and Conditions within this Grant Agreement;
  - 2.3.2. the Grant Funding Letter (Annex H);
  - 2.3.3. the Schedules;
  - 2.3.4. the Annexes (excl. Annex H).

## **Grant Offer**

- 3.1 Subject to the Recipient complying with this Grant Agreement, the Authority offers to reimburse the Recipient as a contribution towards its Eligible Expenditure incurred from the Commencement Date. The Grant must be paid into a bank located in the UK.
- 3.2 The Recipient acknowledges that the Authority agrees to fund it only for the Grant Amount, the Funding Period and for the Purpose specified in this Grant Agreement and the Grant Funding Letter.

## Grant Amount

- 4.1 The Authority has agreed funding of up to the Grant Amount; the Grant Amount will not be increased in the event of any overspend by the Recipient in its delivery of the Purpose.
- 4.2 It is the Recipient's responsibility to ensure that its receipt, management and expenditure of the Grant complies with all tax requirements in force at the time and for the duration of the Grant Agreement.
- 4.3 The Recipient acknowledges that the Grant and any Eligible Expenditure claimed are not paid as a consideration for any taxable supply for VAT purposes. The Grant Amount and any Eligible Expenditure claimed are therefore deemed to be inclusive of all VAT chargeable, and the Parties agree that the Authority's obligation does not extend to paying any additional amounts in respect of VAT.
- 4.4 The Recipient acknowledges that unless explicitly agreed by the Authority In Writing and in advance, the Grant will not be used to meet the cost of any import, customs duties or any other taxes or similar charges applied by local governments or by non-UK governments or by any non-UK local public authority.

## Timing of the Grant

- 5.1 Grant Claims will be paid in accordance with the payment profile detailed in Schedule 2, within thirty (30) Calendar Days of the receipt and agreement of a correctly submitted Annex A and all supporting monitoring information as set out in Schedule 3.
- 5.2 The Authority shall have no liability to the Recipient for any Losses caused by a delay in the approval of, or amendment to, Eligible Expenditure howsoever arising.
- 5.3 In order for the Grant to be released, the Authority will require the Recipient to:
  - a. have signed and returned a copy of this Grant Agreement to the Authority, and
  - b. have provided the appropriate bank details, and
  - c. be in compliance with the Grant Agreement throughout the period for which Eligible Expenditure is being claimed.
- 5.4 Payment will be made by BACS using account details that the Recipient must supply to the Authority. The Recipient is responsible for ensuring that the Authority has been notified of its correct bank account details and any subsequent changes.
- 5.5 Original notification of, and all subsequent amendments to, the Recipient's bank details must be provided on its own headed notepaper duly signed by a Senior Finance Officer (see Annex I).
- 5.6 The Authority is not permitted to pay the Grant in Advance of Need. If the Authority reasonably believes that payment is being made in

Advance of Need, it may change the timing and/or the amount of any outstanding Grant payments.

- 5.7 Nothing in this Grant Agreement shall oblige the Authority to reimburse claims against the Grant beyond the Funding Period.
- 5.8 Any request for payment relating to activities undertaken after the Funding Period shall be subject to the specific written approval of the Authority.

## **Managing the Grant**

- 6.1 Each Party shall record the contact details of their Authorised Representatives at Annex D. At a minimum these must be the Grant Sponsor and Scheme Manager.
- 6.2 The Recipient shall:
  - a. have a sound administration and audit process, including financial safeguards against fraud, theft, money laundering, counter-terrorist financing or any other impropriety or mismanagement in connection with the administration of the Grant,
  - b. ensure that the adequacy of the systems in place are subject to independent audit, the results of which must be shared with the Authority, and
  - c. ensure that appropriate professional arrangements are put in place for the management of the Grant and the reporting of expenditure.
- 6.3 The Recipient should take all necessary steps to ensure that the Grant is accounted for and monitored separately from the Recipient's other funding streams with all payments, both received and disbursed, transacted through a dedicated bank account.
- 6.4 Monies and income derived from Third Parties as Supplementary Funding shall not constitute the Grant and will be accounted for, identified, and reported on separately.
- 6.5 The Recipient may not vire (move) funds between this Grant and other grants made to it.
- 6.6 The Recipient shall account for the Grant 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.
- 6.7 In support of Grant Claims, and in accordance with the monitoring and reporting requirements detailed in Schedule 3, using the template at Annex A and B the Recipient shall provide the Authority with narrative reports detailing progress against Key Performance Indicators ('KPIs'); these should also include headline financial reconciliations highlighting spend and any significant financial variances, underspend or overspend.

- 6.8 Where an underspend is identified by the Recipient, the Authority may require that (i) a revised budget toolkit is submitted, and (ii) subsequent payment values noted in Schedule 2 are adjusted accordingly.
- 6.9 At the end of the Funding Period, the Recipient shall submit an Outturn Statement to the Authority. This Outturn Statement must:
- a. be in the format set out in Annex C, and
  - b. be signed by a Senior Finance Officer.
- 6.10 The Authority may ask the Recipient to clarify any information provided to it. If so, the Recipient shall comply with any such request.
- 6.11 The Authority may at its discretion provide the Recipient with feedback on the adequacy of any report or claim and may also require the Recipient to re-submit a report or claim, having taken into account any issues raised in the Authority's feedback.
- 6.12 The Recipient shall promptly notify and repay to the Authority any overpayment or monies incorrectly paid to it. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant has been paid in error before the Recipient has complied with all conditions attaching to the Grant. Any sum, which falls due under this clause 6.12, shall fall due immediately. If the Recipient fails to repay the due sum immediately, or within such timeframe as is otherwise agreed to by the Authority, the sum will be recoverable summarily as a civil debt.
- 6.13 At the end of each Funding Period, or upon termination howsoever caused, the Recipient shall ensure that all Unspent Monies are returned to the Authority, unless otherwise agreed In Writing by the Authority and at its sole discretion.
- 6.14 For the purposes of accounting, reconciliation and the repatriation of Unspent Monies at termination or at any other point provided for within this Grant Agreement, the Grant shall consist of:
- a. all Grant monies paid to the Recipient,
  - b. all interest and returns generated from the investment of the Grant; and
  - c. the proceeds of the sale or Disposal of any Assets.
- 6.15 The Recipient shall have appropriate and proportionate contingency plans in place to ensure continuity of delivery of the Purpose, and the Authority shall have sight of these contingency plans and shall have the right to request assurance from the Recipient as to their implementation, where necessary, to ensure continuity of delivery of the Purpose.
- 6.16 The Recipient must ensure it has in place suitable measures for the orderly management of its business operations following the expiry or termination of this Grant Agreement howsoever caused. It shall prepare (and make available to the Authority) a plan which sets out the

provisions required to achieve a controlled closure of the programme in accordance with Schedule 4.

## **Records to be kept**

- 7.1 The Recipient shall maintain and operate effective monitoring and financial management systems, and keep a record of all:
- a. Eligible Expenditure and retain all accounting records relating to the Eligible Expenditure for a period of at least seven (7) years after the end of the Funding Period. Accounting records should include: original invoices, receipts, minutes from meetings, accounts, deeds, interest accrued, returns on investments, income generated, Supplementary Funding received and any other relevant documentation, whether In Writing or electronic form, and
  - b. gifts, both given and received, in connection with the Purpose.
- 7.2 Where the Recipient is paying Grant monies to Delivery Partners, and any Delivery Partner(s) wish to retain such original documentation, the Recipient should obtain from the Delivery Partner(s):
- a. certified copies of the accounting documents justifying income and expenditure incurred by the Delivery Partner(s) in relation to the Purpose,
  - b. an annual, written statement, signed by the Delivery Partner's treasurer or equivalent senior finance officer, of how the money was spent, and
  - c. a signed undertaking that the Delivery Partner will retain such documents for the period prescribed above.
- 7.3 Where the Grant is spent on Assets, the Recipient must:
- a. maintain a register of such items. This register shall record as a minimum,
    - (i) the date the item was purchased,
    - (ii) description of the Asset,
    - (iii) location of the Asset,
    - (iv) the price paid,
    - (v) the date of Disposal,
    - (vi) proceeds of any Disposal net of VAT, and
  - b. provide proof of insurance coverage for the useful life of the relevant Asset, and
  - c. make the Assets available for inspection.
- 7.4 Assets will be the property of the Recipient for the duration of the Funding Period and must only be used in furtherance of the Purpose.



- 7.5 The Recipient shall undertake all necessary maintenance and upkeep activities including but not limited to the proper insurance, routine inspection, testing, maintenance, repair and refurbishment of such Assets.
- 7.6 The Recipient shall maintain records in relation to Assets which require active maintenance and will make them available to the Authority upon reasonable request.
- 7.7 On the expiry or termination of this Grant Agreement (howsoever caused), title in Assets acquired using the Grant shall remain with the Recipient, unless otherwise expressly agreed In Writing between the Parties.
- 7.8 Following an event as described in Clause 7.7, the Authority may offer to purchase the Asset(s) at a fair market value agreed by the Parties In Writing and by means of a separate contractual arrangement.
- 7.9 At any time after purchase, should the Recipient propose to sell, Dispose of, change the use of or donate to a Third Party an Asset then the Recipient must first consult the Authority to determine what should happen.
- 7.10 The Authority may require the Recipient to:
  - a. return proceeds from sale of any Assets to the Authority, or
  - b. re-invest proceeds from the sale of any Assets.
- 7.11 The provisions of Clause 7.9 and 7.10 shall survive the termination of this Grant Agreement, howsoever that occurs.

## **Eligible Expenditure and Limitations of Funding Use**

### Eligible Expenditure

- 8.1 Eligible Expenditure is expenditure incurred by the Recipient in managing, administering and delivering the Purpose. The Recipient may not use the Grant for any activities other than those required to achieve the Purpose and as more fully described in Schedule 1 and Annex E, or as approved In Writing by the Authority.
- 8.2 The following will be classified as Eligible Expenditure if incurred in delivering the Purpose:
  - a. contribution to salary costs, in whole or as a portion, comprising basic salary, employer pension contribution, employer National Insurance contributions, recruitment & retention allowances, statutory sick pay; and, training and travel expenses incurred,
  - b. fees charged or to be charged to the Recipient by the external auditors/accountants for reporting/certifying that the Grant paid was applied for its intended purposes, for example an Independent Assurance Statement,

- c. giving evidence to Parliamentary Select Committees in connection with the Purpose or this Grant Agreement,
- d. attending meetings with government ministers or civil servants to discuss the progress of the Purpose or this Grant Agreement,
- e. responding to public consultations, where the topic is relevant to the Purpose. Eligible Expenditure does not include the Recipient spending the Grant on lobbying, or engaging, other people to respond to any such consultation (unless explicitly permitted in the Grant Agreement),
- f. providing independent, evidence-based policy recommendations to local government, departments, or government ministers, where that is the objective of the Grant, for example, 'What Works Centres', and
- g. providing independent evidence-based advice to local or national government as part of the general policy debate, where that is in line with the objectives of the Grant.

#### Limitations of Funding Use

- 8.3 The Recipient shall not use the Grant to engage as a Delivery Partner, or member of Staff nor otherwise engage with Third Parties, known to demonstrate vocal or active opposition to fundamental British values<sup>2</sup>, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This includes those who make extremist calls for the death of members of our armed forces, whether in this country or overseas. The Authority shall inform the Recipient immediately if it becomes aware of any such activities or statements of any of the Recipient's Delivery Partners contrary to the values mentioned above and the Recipient shall cease its cooperation without delay.
- 8.4 The Grant may not be used to
- a. fund paid for lobbying (via an external firm or in-house staff) in order to undertake activity that intends or attempts to influence Parliament or Crown Bodies or political parties, for example, attempting to influence legislative or regulatory action; or the awarding or renewal of contracts and grants; or attempting to influence legislative or regulatory action, or
  - b. enable one part of government to challenge another on topics unrelated to the Purpose, or
  - c. petition the Authority or other Third Parties for additional funding, or

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<sup>2</sup> An opposition to fundamental British Values is to go against universal human rights, gender equality, equality of opportunity, democracy, the rule of law, respect for the rights of different religions and beliefs, freedom of speech.

- d. pay expenses, such as entertaining, specifically aimed at exerting undue influence to change government policy, or
  - e. pay input VAT reclaimable by the Recipient from HMRC, or
  - f. finance activity that may be party-political in intention, use, or presentation, or
  - g. support or promote activities of an exclusively religious nature. This will not include activity designed to improve inter-faith relationships or working.
- 8.5 In accordance with the UK Government's commitments made, for example, in The Compact<sup>3</sup> the limitations stated in clause 8.4 do not preclude the Recipient, or any Delivery Partner, from utilising any other source(s) of funding (i.e., not this Grant) to undertake these activities.
- 8.6 Annex F describes in more detail further Ineligible Expenditure items.

## **Audit and Inspection**

- 9.1 The Recipient shall comply with the international accounting standards.
- 9.2 The Recipient shall ensure that the Grant falls within the scope of audit as part of the Recipient's annual internal and external audit programme.
- 9.3 The value and purpose of the Grant shall be identified separately in the Recipient's audited accounts (or the notes thereto). Should the Recipient's annual turnover fall below the threshold that is the minimum legal requirement for formal external audit then an Independent Assurance Statement must be signed off by either an external auditor or an independent qualified accountant.
- 9.4 On request, the Recipient will send the Authority a copy of its, and/or its Delivery Partners, latest audited accounts, or a cashflow statement and forecast. This should be either:
- a. a hard copy sent by traditional post, or
  - b. an electronic copy sent by email (e.g., a hyperlink to a public facing website, or PDFs of the document(s)).
- 9.5 The Recipient shall, without charge, permit any officer or officers of the Authority, agents, external auditing bodies (e.g. European Court of Auditors or any Domestic Successor, National Audit Office or Public Sector Audit Appointments) or their nominees, access to its Staff, premises, facilities and records and shall, if so required, provide appropriate oral or written explanations from them, for the purpose of examining, discussing, monitoring and evaluating the Recipient's fulfilment of the conditions of this Grant Agreement and the economy, efficiency and effectiveness with which the Grant has been used.

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<sup>3</sup> The national agreement between the UK Government and Civil Society Organisations which aims to ensure the parties work effectively in partnership to achieve common goals and outcomes for the benefit of communities and citizens ([http://www.compactvoice.org.uk/sites/default/files/the\\_compact.pdf](http://www.compactvoice.org.uk/sites/default/files/the_compact.pdf))

- 9.6 Further to Clause 9.5, any officer or officers of the Authority, external auditing bodies (e.g., European Court of Auditors or any Domestic Successor, National Audit Office, or Public Sector Audit Appointments) or their nominees, may also examine and take copies of the Recipient's books of account and such other documents or records as in such officers' view may relate to the use of Grant.
- 9.7 The Authority shall endeavour, but is not obliged, to provide due notice of its intent to undertake the activities described in Clauses 9.5 and 9.6.
- 9.8 The Recipient agrees to make available immediately to the Authority, free of charge, and whenever requested, copies of audit reports obtained by the Recipient in relation to the Purpose or other aspect of the Grant Agreement.
- 9.9 In all cases, the Recipient shall supply the Authority with all such financial information, as is reasonably requested from time-to-time, on an open book basis.

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

- 10.1 The Recipient must notify the Authority in a timely manner of any Change of Control or of any complaint or investigation by any Crown Body, regulatory body, or the police into its activities or those of its Staff or Delivery Partners.
- 10.2 The Recipient shall ensure that all reasonable steps have been taken to ensure that it, its Staff and any Delivery Partner acting on its behalf complies with all applicable Laws and shall possess all the necessary qualifications, licences, permits, skills and experience to discharge their responsibilities effectively, safely and in conformance with any applicable Law for the time being in force (so far as binding on the Recipient and/or the Delivery Partner).
- 10.3 Where the Grant will be disbursed outside the United Kingdom the Recipient shall use its best endeavours to ensure that such funding:
- a. does not contravene the Laws of any other country; and
  - b. is not used to support activities which could bring the Authority's name into disrepute.
- 10.4 The Recipient shall ensure that it, and any Delivery Partner, has relevant organisational policies in place to deliver the Purpose. These should cover, but not be limited to: whistleblowing; safeguarding; diversity and equality; environmental; data protection; and information security; physical security; staff vetting; recruitment; modern slavery which shall remain current for the duration of the Grant Agreement and be reviewed regularly by appropriately senior Staff. All Staff must be aware of these policies and of how to raise any concerns.
- 10.5 On request from the Authority, the Recipient will provide the Authority with all such relevant documents and information relating to the

Recipient's organisational policies and procedures as the Authority may reasonably require.

- 10.6 The Recipient shall take all reasonable steps to ensure that it and anyone acting on its behalf do not bring the Authority or the Purpose into disrepute for instance by reason of prejudicing the Purpose and/or being contrary to the interests of the Authority.
- 10.7 In particular, the Authority has a zero-tolerance approach towards sexual exploitation, abuse and all forms of bullying, harassment and discrimination, especially for those who have a protected characteristic under the Equality Act 2010 (sexual orientation, race, religion, age, disability, sex, gender reassignment, marriage/civil partnerships and maternity / pregnancy) as well as gender identity. The Recipient will immediately contact the Grant Sponsor to report any credible suspicions, or actual incidents, of sexual exploitation, abuse, bullying, harassment, or discrimination related to this Grant Agreement or which would be of significant impact to the Authority or other Crown Body. For example, any event that affects the governance or culture of the Recipient, such as those related to senior management, must be reported.
- 10.8 Any event notified to the Authority under Clauses 10.1, 10.6 and/or 10.7 may be investigated by the Authority or a duly nominated representative or agent. The Recipient will fully co-operate with any investigation.
- 10.9 The Recipient shall take account of the Code of Conduct for Recipients of Government General Grants (the 'Code of Conduct')<sup>4</sup> when delivering the Purpose. It will ensure that Staff and, to the extent to which it is practical, its Delivery Partners are made aware and undertake their duties when delivering the Purpose in a manner consistent with the principles outlined in the Code of Conduct.
- 10.10 Before entering into any agreement with a Third Party offering Supplementary Funding towards delivery of the Purpose, the Recipient must:
  - a. ensure that robust due diligence processes (similar to that set out in Clause 12.2), regarding both the prospective donor and the source of the monies, have been undertaken, and
  - b. inform the Authority of these details including, but not necessarily limited to, the source, value, scope, nature and any conditions of the Supplementary Funding.
- 10.11 Following receipt of information in accordance with Clause 10.10, the Authority shall, at its sole discretion, confirm In Writing whether the use of the Supplementary Funding for the Purpose is acceptable to it. In instances where the Authority does not agree that the Supplementary Funding can be used, for example by reason of prejudicing or

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<sup>4</sup> <https://www.gov.uk/government/publications/supplier-code-of-conduct>

conflicting with the Purpose and/or being contrary to the interests of the Authority, the Recipient must confirm In Writing (i) what it intends to do with the Supplementary Funding, and (ii) that it will not use the Supplementary Funding to deliver the Purpose.

- 10.12 The Recipient agrees and accepts that it may become ineligible for grant support and be required to repay all or part of the Grant – not limited to any Unspent Monies – if it engages in tax evasion or aggressive tax avoidance in the opinion of HMRC.

### **Conflict of interest and fraud, financial or other irregularities**

- 11.1 The Recipient and its Staff shall take all reasonable steps to avoid any actual or perceived bias or conflicts of interest in respect of the Grant or the Purpose.
- 11.2 Neither the Recipient nor its Delivery Partners shall engage in any personal, business, or professional activity which conflicts or could conflict with any obligations in relation to the Grant Agreement.
- 11.3 The Recipient must set up formal procedures to require all Staff to avoid any potential conflict of interest and to declare any personal or financial interest in any matter concerning the Recipient's activities and to be excluded from any discussion or decision-making relating to the matter concerned.
- 11.4 If the Recipient has any grounds for suspecting financial irregularity in the use of any Grant paid under this Grant Agreement, it must notify the Grant Sponsor immediately, explain what steps are being taken to investigate the suspicion, and keep the Grant Sponsor informed about the progress of the investigation.
- 11.5 In the event that a notification is received in accordance with clause 11.4, the Grant Sponsor will ensure that the Authority's Counter-Fraud Team (<mailto:CounterFraudFinance@homeoffice.gov.uk>) are made aware as soon as practical.
- 11.6 For the purposes of Clause 11.4, "financial irregularity" includes (but is not limited to) potential fraud or other impropriety, mismanagement, offences under the Bribery Act, corruption, and the use of the Grant for purposes other than those stipulated by the Authority in this Grant Agreement.
- 11.7 The Recipient must pro-actively identify, itemise, and assess how it and the use of the Grant might be vulnerable to fraud<sup>5</sup>. Fraud should always be considered as a risk and reported on as required in Schedule 3 (Risk Management or Ad-hoc reporting).
- 11.8 The Recipient agrees that it will not apply for or obtain, and will assure that any Beneficiary, or Delivery Partner, is not in receipt of or does not apply for or themselves obtain, Duplicate Funding. The Authority may refer the Recipient, Beneficiary or a Delivery Partner to the police

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<sup>5</sup> Support can be found, for example, from <https://www.fraudadvisorypanel.org/>

should it dishonestly and intentionally obtain Duplicate Funding to deliver the Purpose.

- 11.9 The Recipient shall not offer or give, or agree to give, to the Authority or any other public body or any person employed by or on behalf of the Authority or any other public body any gift or consideration of any kind as an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Grant Agreement or any other contract with the Authority or any other public body, or for showing or refraining from showing favour or disfavour to any person in relation to the Grant Agreement or any such contract.

## **Procurement procedures**

- 12.1 In procuring any works, goods or services or otherwise disbursing the Grant, the Recipient shall follow its own procurement guidelines to secure Value for Money and shall apply the principles of non-discrimination and equal treatment, transparency, mutual recognition, and proportionality. For example, some degree of advertising appropriate to the scale of the proposed expenditure is likely to be necessary to demonstrate transparency. This is in line with the UK objective of achieving Value for Money for the taxpayer.
- 12.2 Prior to the award of onward funding or a contract or other legal form of agreement to a Delivery Partner, the Recipient shall ensure that it carries out a thorough and proportionate documented due diligence process to understand an organisation's financial status, viability and capability; technical skills and capacity; operational and commercial processes and procedures; background and history (fraud risk, money laundering, terrorism, modern slavery etc); and ensure the payment does not represent Duplicate Funding or Grant Fraud.
- 12.3 When procuring or entering into an arrangement with a Delivery Partner, the Recipient shall be mindful of the intent, and apply the spirit, of the:
- a. Government Functional Standard for General Grants (GOVS 015)<sup>6</sup>, and
  - b. Civil Society Strategy<sup>7</sup> in all its dealings with Civil Society organisations.
- 12.4 Where the Recipient enters into a contract (or any other form of agreement) with a Delivery Partner for the provision of any part of the Purpose, the Recipient shall ensure that such terms are included in the agreement which:

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<sup>6</sup> <https://www.gov.uk/government/publications/grants-standards>

<sup>7</sup> The strategy to help government strengthen the organisations, large and small, which hold society together (<https://www.gov.uk/government/publications/civil-society-strategy-building-a-future-that-works-for-everyone>)

- a. requires the Recipient to pay all sums due within a specified period not exceeding thirty (30) Calendar Days from the date of receipt of a validated invoice or claim request as defined by the terms of the agreement,
  - b. enable the Recipient to recover unspent or misused funds in accordance with this Grant Agreement,
  - c. ensure that all funded activities are fully reported on,
  - d. comply with all the Authority's positions and policies referred to in this Grant Agreement, and
  - e. provide the Authority with an up-to-date, unredacted, signed copy of any agreement, including any amendments, entered into upon request.
- 12.5 Onward payment of the Grant to Beneficiaries and the use of Delivery Partners shall not relieve the Recipient of any of its obligations under this Grant Agreement, including any obligations to repay the Grant.
- 12.6 The Recipient shall remain responsible at all times for paying the Delivery Partner. The Authority shall have no responsibility for paying any Delivery Partner's invoice or claim request.
- 12.7 If the Authority becomes aware that the Recipient has failed to pay a Delivery Partner's undisputed invoice or Beneficiary's claim request within thirty (30) Calendar Days of receipt, the Authority shall be entitled to publish the details of the late or non-payment (including on government websites and in the press).
- 12.8 Prior to Commencement, the Recipient shall provide the Authority with a list of all identified Delivery Partners and must thereafter provide written notification in advance of any planned changes to this list whether additions, removals, or replacements of Delivery Partners.
- 12.9 In accordance with Clause 12.1, where the Recipient follows a sole source, single tender or other uncompleted award procedure above its own policy threshold it must provide and document a full justification that can be robustly defended and maintain the relevant documentation on file. Such justification may apply in exceptional circumstances for example where:
- a. the requirement can demonstrably be met only by proprietary or specialist equipment,
  - b. the requirement can demonstrably be met only by a single available entity with extremely niche skills, or
  - c. there are simply no alternative sources of supply.
- 12.10 The Recipient shall ensure that in delivering the Purpose it does not put the Authority in breach of the United Kingdom's Subsidy Control



obligations<sup>8</sup>. The Recipient will maintain appropriate records of its compliance with the subsidy control requirements and will take all reasonable steps to assist the Authority to comply with the same and respond to any proceedings or investigation(s) into the Purpose by any relevant court or tribunal of relevant jurisdiction or regulatory body.

- 12.11 The Recipient acknowledges and represents that the Grant is being awarded on the basis that the Purpose does not affect trade in goods and wholesale electricity between Northern Ireland and the European Union and shall ensure that the Grant is not used in way that affects any such trade.

### **Insurance coverage**

- 13.1 The Recipient shall ensure that it, and any Delivery Partner(s), have appropriate and adequate insurance arrangements (including but not limited to public liability insurance or an equivalent policy) in place to deliver the Purpose and shall provide evidence of such insurance to the Authority on request. This includes the Loss or personal injury to persons undertaking activities in furtherance of the Purpose.

### **Indemnity**

- 14.1 The Authority accepts no liability to the Recipient or to any Third Party for any costs, claims, damage, or Losses, howsoever they are incurred, except to the extent that they arise from personal injury or death which is caused by the Authority's negligence.
- 14.2 The Recipient agrees to indemnify the Authority for any costs, claims, damages, 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.
- 14.3 Neither Party shall be liable for any delays in performing or failure to perform any of its obligations under this Grant Agreement if such delay or failure is caused by a force majeure event, such as acts of God, civil disorder, military action, acts of terrorism, natural disaster and other circumstances which are beyond the reasonable control of either Party, but excluding any industrial dispute. In such event, either Party will give immediate notice In Writing to the other Party of the existence of such cause or event and of the likelihood of delay.
- 14.4 Nothing in this Grant Agreement limits any liability which cannot legally be limited, including (but not limited to) liability for:
- a. death or personal injury caused by negligence; and
  - b. fraud or fraudulent misrepresentation.

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<sup>8</sup> <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

## Intellectual Property Rights and Branding

- 15.1 The Parties shall retain exclusivity in their own Background IPRs.
- 15.2 Unless otherwise agreed In Writing, the Recipient shall own all IPR created using the Grant. However, the Recipient shall grant to the Authority at no cost a non-exclusive irrevocable, royalty-free perpetual worldwide license to use and to sub-license the use of any material or IPR created by the Recipient whether partially or wholly funded from the Grant for such purposes as the Authority shall deem appropriate.
- 15.3 Ownership of Third Party software or other IPR necessary to deliver the Purpose will remain with the Recipient or the relevant Third Party.
- 15.4 Neither Party shall have the right to use any of the other Party's names, logos, branding or trademarks on any of its products or services without the other Party's prior written consent.
- 15.5 The Recipient shall at all times during and following the end of the Funding Period:
  - a. comply with requirements of the Branding Manual in relation to the Purpose; and
  - b. cease use of the *Funded by UK Government* logo on demand if directed to do so by the Authority.
- 15.6 The Recipient shall seek approval from the Authority prior to using the Authority's logo when acknowledging the Authority's financial support of its work. Such acknowledgements (where appropriate or as requested by the Authority) shall include the Authority's name and logo (or any future name or logo adopted by the Authority) using the templates provided by the Authority from time to time.
- 15.7 When using the Authority's name and logo, the Recipient will comply with all reasonable branding guidelines as issued by the Authority from time-to-time.
- 15.8 The Authority may freely share any information, branding, know-how, system or process developed using the Grant during the Funding Period and beyond to support similar or subsequent schemes.

## Social Value Requirements

- 16.1 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>9</sup> including the need to

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<sup>9</sup> <https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025/greening-government-commitments-2021-to-2025>

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 Civil Society and those owned or led by 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.

## **Breach of Grant Conditions**

- 17.1 If the Recipient fails to comply (or to procure the compliance by any Delivery Partner, Beneficiary or Third Party, as applicable) with any of the conditions set out in this Grant Agreement, or if any of the events mentioned in Clause 17.2 occur, then, subject to the provisions made in Clauses 17.3 to 17.5, the Authority may:
- a. withhold, suspend, or terminate the payment of the Grant for such a period as the Authority shall determine, and/or
  - b. reduce the Grant Amount in which case the payment of the Grant shall thereafter be made in accordance with the reduction and notified to the Recipient, and/or
  - c. require the Recipient to repay all or any part of the Grant previously paid and/or
  - d. terminate this Grant Agreement with immediate effect.

- 17.2 The Recipient must repay any amount required under this Clause 17 within thirty (30) Calendar Days of receiving any such demand for repayment. Such sums may be recovered as a civil debt.
- 17.3 The events referred to in Clause 17.1 are as follows:
- a. the Recipient purports to transfer, novate, assign, or otherwise dispose of the whole or any part of its rights, interests or obligations arising under this Grant Agreement without the written agreement in advance of the Authority, or
  - b. the Recipient has not submitted reports, information, or other documentation within the required timescales when reasonably requested by the Authority, or
  - c. 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 Authority considers to be material, or
  - d. the Recipient takes inadequate measures to investigate and resolve any reported irregularity, Data Incident, or Critical Incident, or
  - e. the Recipient ceases to operate and/or changes the nature of its operations to an extent which the Authority considers to be significant or prejudicial, or
  - f. the Recipient is subject to
    - a proposal for a voluntary arrangement,
    - has a petition for an administration order, or a winding-up order brought against it,
    - passes a resolution to wind up,
    - makes any composition, arrangement, conveyance, or assignment for the benefit of its creditors, or purports to do so,
    - the appointment of a receiver, administrator, or liquidator,
    - a relevant judicial institution requiring any Grant paid to be recovered by reason of a breach of the UK's Subsidy Control Regime or State Aid Law through its application under Article 10 of the Northern Ireland Protocol,or
  - g. the Recipient fails to comply with any other the provisions regarding State Aid Law or the UK Subsidy Control Regime, or
  - h. the Authority considers that the Recipient has not made satisfactory progress with its delivery of the Purpose, or
  - i. payment to the Recipient (or a Beneficiary or a Delivery Partner) represents Duplicate Funding and/or Grant Fraud, or
  - j. the Recipient receives Supplementary Funding and fails to comply with its obligations set out Clauses 10.10 and 10.11, or

- k. the Recipient breaches the Code of Conduct and/or fails to report an actual or suspected breach of the Code of Conduct by the Recipient, its Staff, Delivery Partner(s), Beneficiary or other Third-Party involved in achieving the Purpose.
- 17.4 It is hoped that most difficulties encountered by the Recipient can be overcome with the advice and support of the Authority. Where the Authority reasonably believes that the Recipient may be in breach of this Grant Agreement, the Authority will write to the Recipient giving particulars of its concern or of such breach and details of any action that the Authority intends to take and any timetable for seeking remedy.
- 17.5 The Recipient must act within the timeframe set by the Authority to address the concern or remedy the breach and shall submit a draft Remedial Action Plan to the Authority for approval.
- 17.6 On receipt of the draft Remedial Action Plan and as soon as reasonably practicable, the Authority will submit its comments on the draft Remedial Action Plan to the Recipient.
- 17.7 The Authority shall have the right to accept or reject the draft Remedial Action Plan. If the Authority rejects the draft Remedial Action Plan, the Authority shall confirm, In Writing, the reasons why they have rejected the draft Remedial Action Plan and will confirm whether the Recipient is required to submit an amended Remedial Action Plan to the Authority.
- 17.8 If the Authority directs the Recipient to submit an amended draft Remedial Action Plan, the Parties shall agree a timescale for the Recipient to amend the draft Remedial Action Plan to take into account the Authority's comments.
- 17.9 If the Authority is not satisfied with the steps taken by the Recipient to address its concern or remedy the breach, the Authority may exercise all or any of its rights under this Grant Agreement.
- 17.10 The Authority will act reasonably and proportionately (taking account of all of the circumstances) when exercising its rights under this Grant Agreement.

### **Funding Period and Termination including Consequences**

- 18.1 The Authority does not commit to renew or continue financial support to the Recipient beyond the final Funding Period.
- 18.2 Subject to Clauses 17.3 to 17.9, the Authority may terminate this Grant Agreement forthwith by serving a written notice on the Recipient if the Recipient is in material breach of its obligations arising from the Grant Agreement by:
- a. using any part of the Grant for a purpose other than the Purpose,
  - b. making 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,

- c. failing to comply with any obligation arising from the Grant Agreement, or
  - d. failing to remedy any breach of this Grant Agreement.
- 18.3 The Recipient may terminate this Grant Agreement forthwith by serving a notice on the Authority In Writing if it has made a written request for payment of a sum properly due (i.e. undisputed and validated) to it under this Grant Agreement and the Authority has failed to make payment of that sum within thirty (30) Calendar Days of receiving the request.
- 18.4 Notwithstanding Clauses 18.2 and 18.3, this Grant Agreement may be terminated by either Party giving the other at least three (3) Months (or other agreed time period) notice In Writing.
- 18.5 With reference to Clause 18.3, and in the event that the Authority exercises its right to give notice of termination under Clause 18.4, and with regard to the Programme Closure Plan (Schedule 4), the Authority shall reimburse the Recipient for any commitments, liabilities or Eligible Expenditure which represent an unavoidable direct Loss to the Recipient by reason of the termination of the Grant Agreement, provided that the Recipient takes all reasonable steps to mitigate such Loss.
- 18.6 In such an event, the Recipient shall submit a fully itemised and costed list of unavoidable direct Losses which it would seek to recover from the Authority, with supporting evidence, of such Losses reasonably and actually incurred by the Recipient as a result of a termination by the Authority in accordance with Clause 18.5.
- 18.7 Any payment due under Clauses 18.5 and 18.6 will be made within thirty (30) Calendar Days from receipt of a correctly submitted and validated invoice(s) but in any case upon completion to the Authority's satisfaction, and at the Recipient's sole cost, of any reasonable investigation required by the Authority of the costs detailed within the invoice(s). The Authority agrees that any such investigation shall be carried out as soon as reasonably practicable.
- 18.8 The right to reimbursement shall be excluded if termination of the Grant Agreement is enacted under the provisions set out in Clause 18.2 above or where the Recipient has exercised its right to give notice of termination under Clause 18.4.
- 18.9 On termination of this Grant Agreement howsoever caused, the Recipient (as soon as reasonably practicably) shall return to the Authority any Assets or property or Unspent Monies (unless the Authority gives its written consent to their retention) then in its possession in connection with this Grant Agreement.
- 18.10 The Authority may at any time serve notice upon the Recipient requiring it to cease using a particular Delivery Partner, the Authority will only do so where it has reasonable grounds to object to the continued use of such a Delivery Partner. Any such notice will be

cognisant of the terms of a legally binding agreement and, where appropriate, the need for an alternative to be provided.

- 18.11 Although the Authority does not seek to exercise detailed control of the Recipient's activities, it must ensure that public money is protected, and Value for Money achieved. Consequently, the Recipient shall, in accordance with this Grant Agreement, promptly provide such assistance and comply with such timetable as the Authority may reasonably require for the purpose of ensuring a smooth transfer of responsibility upon the expiry or other termination of the Grant Agreement. The Authority will look to the Recipient to provide such assistance as appropriate prior to the expiry or other termination of the Purpose.
- 18.12 Such assistance may include the delivery of documents and data in the possession or control of the Recipient which relate to the activities funded by the Grant.
- 18.13 Two Months prior to expiry of the Grant Agreement or within one (1) Month of serving a notice of termination, the Recipient shall if requested deliver to the Authority a final Programme Closure Plan (Schedule 4) detailing when and how any Grant-funded work in progress will be wound-down, continued or transferred from the Recipient to either the Authority or a successor body. The Authority's agreement to this plan shall not be unreasonably withheld or delayed.
- 18.14 The Recipient undertakes that it shall not knowingly do or omit to do anything which may adversely affect the ability of the Authority to ensure a smooth transfer of responsibility for the grant funded activities.
- 18.15 Any termination of this Grant Agreement will be without prejudice to any other rights or remedies of the Parties under this Grant Agreement or at law and will not affect any accrued rights or liabilities of the Parties at the date of termination.

## **Amendments to the Grant Agreement**

- 19.1 The Authority shall have the right to amend Schedule 1 and/or Schedule 3 at any time provided that such amendment as required is related in nature to the Purpose and does not impose an additional cost or other material burden upon the Recipient. The Authority will endeavour to provide thirty (30) Calendar Days' written notice of any such amendment so required.
- 19.2 The Authority may also on not less than thirty (30) Calendar Days' notice to the Recipient amend this Grant Agreement to ensure that it complies with any guidance issued by the Information Commissioner's Office.
- 19.3 Additionally, either Party may request In Writing changes to the Grant Agreement during the Funding Period.

- 19.4 If the Parties cannot agree on the content of a change initiated under Clause 19.3 then the proposed change(s) will be withdrawn. In all events the Authority shall hold the final right of rejection.
- 19.5 Any amendments to this Grant Agreement and/or the Grant Funding Letter shall:
- a. only be valid if they are documented using a Grant Variation Notice form duly signed by an Authorised Representative of both Parties, and
  - b. be recorded in Annex G.
- 19.6 The Grant Agreement itself shall be updated and re-issued bearing the next sequential version control reference.

## **Confidentiality**

- 20.1 Nothing in this Clause 20 (Confidentiality) applies to information which is already in the public domain or the possession of the Recipient other than by reason of breach of this Clause 20.
- 20.2 The Recipient undertakes to keep confidential and not to disclose and to procure that its Staff keep confidential and do not disclose any information of a sensitive nature which it has obtained by reason of this Grant Agreement.
- 20.3 The Recipient, its Staff and Delivery Partner(s) shall not use any information which has been obtained as a result of delivering the Purpose (including, without limitation, any information relating to any Beneficiary) in any way which is inaccurate or misleading.
- 20.4 The Recipient shall ensure that when required any information of a sensitive nature, howsoever held, is securely disposed of in accordance with the Authority's directions. If additional budget is required, the Recipient will liaise with the Authority to agree costs In Writing in advance of committing expenditure.
- 20.5 The provisions of this Clause 20 (Confidentiality) shall survive the termination of this Grant Agreement, however that occurs.

## **Data Protection, Data Sharing, Information Acts, Publicity and Transparency**

- 21.1 The Recipient acknowledges that grant agreements issued by Crown Bodies may be published on a public facing website and that the Authority shall disclose payments made against this Grant Agreement in accordance with the UK Government's commitment to efficiency, transparency and accountability<sup>10</sup>.

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<sup>10</sup> For example, the Government's commitment in the *UK Open Government, National Action Plan*, to publish data on government grants each year, to 360Giving standards.



- 21.2 Where applicable, the Recipient and the Authority are required to comply at all times with its respective obligations under the Information Acts, any subordinate legislation made and any guidance issued by the Information Commissioner.
- 21.3 Where appropriate, the Recipient shall ensure that it has adequate provisions and effective controls in place to manage:
- a. data and prevent Data Incidents,
  - b. the processing of data shared between itself and any Delivery Partner and/or Beneficiary (and vice versa), and
  - c. compliance with its obligations arising from the Data Protection Legislation.
- 21.4 It is not envisaged that either Party will process any Personal Data for or on behalf of the other Party, under or in connection with this Grant Agreement or the Purpose. Where and to the extent that in undertaking the obligations set out in this Grant Agreement or performing activities in delivering the Purpose, this should change and either Party then anticipates that the other will process any Personal Data for and on behalf of the other Party it shall notify the other Party and the Parties shall agree a variation to this Grant Agreement to incorporate appropriate provisions at Schedule 5 in accordance with Article 28 of the UK GDPR, or as otherwise required by the Data Protection Legislation.
- 21.5 Nothing in Clause 20 (Confidentiality) shall prevent the Authority from sharing information obtained in relation to the Recipient with any Crown Body or Third Party that has a legitimate interest, provided that in disclosing information the Authority discloses only the information which is necessary for the purpose concerned and requests that the information is treated in confidence and that a confidentiality undertaking is given In Writing where appropriate.
- 21.6 The Recipient hereby acknowledges that a Crown Body receiving such information may further disclose the information to other Crown Bodies on the basis that the information is confidential and is not to be disclosed to a Third Party which is not a Crown Body.
- 21.7 The Authority may also disclose any information obtained from and about the Recipient for the purpose of the examination and certification of the Authority's accounts; or pursuant to section 6(1) of National Audit Act 1983 of the economy, efficiency, and effectiveness with which the Authority has used its resources.
- 21.8 The Recipient agrees to assist and cooperate with the Authority to enable the Authority to comply with its obligations under the Information Acts whenever a request is made for information which relates to or arises out of this Grant Agreement.
- 21.9 The Authority will take reasonable steps to notify the Recipient of a request for information to the extent that it is permissible and reasonably practical to do so. The Authority may also, but is not

required to, consult with the Recipient regarding any requests for information and take account of any comments made by the Recipient to determine any matters which either Party may consider as Commercially Sensitive Information or be otherwise exempt. This will inform the Authority's decision regarding any redactions or exemptions for which the Authority shall, at its absolute discretion and based on its own legal obligations, retain the final decision.

- 21.10 The Parties agree and acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the Information Acts, the content of the Agreement and the Purpose is not confidential.
- 21.11 The Recipient will comply with all reasonable requests from the Authority to facilitate visits, provide reports, statistics, photographs, and case studies or any other such material that will assist the Authority in publicising the Purpose.
- 21.12 The Recipient shall afford appropriate publicity to the Grant and its Purpose. The Recipient shall: a. avoid expressing views which are inconsistent with the Programme Objective when speaking to Third Parties in order to deliver the Scheme; b. make clear that it does not represent or speak for the Authority or the Government of the United Kingdom of Great Britain and Northern Ireland in any situation where it expresses views; and c) seek the consent of the Authority first before making any statements which might be contrary to the requirements of Clauses 21.12 (a) or (b).
- 21.13 The Recipient shall afford appropriate publicity to the Grant and its Purpose. In all instances of publicity the Recipient must acknowledge the Authority's contribution, by at a minimum including the Authority's logo (or any future logo adopted by the Authority) using the templates provided by the Authority from time to time.

## **Notices**

- 22.1 All notices, invoices and other communications relating to this Grant Agreement shall be In Writing and in English and shall be served by a Party on the other Party at its address shown at the head of this Grant Agreement.
- 22.2 Notices delivered hereunder shall be deemed to be delivered if:
- a. delivered by hand, upon receipt,
  - b. sent by pre-paid registered first-class post (providing it is not returned as undelivered to the sender), two (2) Working Days after posting,
  - c. sent by electronic mail, on the date of delivery except when an electronic mail is sent on a day which is not a Working Day or after 3:00pm on a Working Day, the electronic mail shall be deemed to have been received on the next Working Day,

- d. sent by facsimile transmission, on the date of transmission, provided that the transmission does not take place on a day which is not a Working Day or after 3:00pm on a Working Day, in which case, the transmission is deemed to have taken place on the following Working Day, and provided in any event that a confirming copy is sent to the other Party either by hand, or by first class post.

## **Contract (Rights of Third Parties) Act 1999**

- 23.1 No person who is not a Party to this Grant Agreement shall have the right to enforce any its terms.

## **Dispute Resolution**

- 24.1 The Parties shall attempt in good faith to negotiate an amicable settlement to any dispute between them arising out of or in connection with this Grant Agreement and such efforts shall involve the escalation of the dispute from the Grant Sponsor and Scheme Manager to an appropriately senior representative of each Party.
- 24.2 All disputes and complaints (except for those which relate to the Authority's right to withhold funds or terminate this Grant Agreement) shall, in the first instance be referred to the Scheme Manager and the Grant Sponsor.
- 24.3 Should the dispute or complaint remain unresolved within fifteen (15) Working Days of the matter first being referred to the individuals named in Clause 24.2, either Party may refer the matter to the Parties' nominated senior representatives with an instruction to attempt to resolve the matter by agreement within twenty (20) Working Days, or such other period as may be mutually agreed by the Authority and the Recipient.
- 24.4 If the dispute cannot be resolved by the Parties within the period agreed in accordance with Clause 24.3, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the "Mediator") chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 24.5 If the Parties fail to appoint a Mediator within one (1) Month, or fail to enter into a written agreement resolving the dispute within one (1) Month of the Mediator being appointed, then either Party may exercise any remedy it has under applicable Law.

## **Governing Law**

- 25.1 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 Authority's right to commence legal proceedings in any other court of competent jurisdiction, including concurrent proceedings.

**Home Office**

**Neighbourhood Crime Unit and Serious Violence Reduction Unit**

March 2024

## ACCEPTANCE OF GRANT


The Police and Crime Commissioner of Essex, the Recipient, accepts the offer of the Grant 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 the Recipient:**

Scheme Manager

Signature:	
Name:	Pippa Brent-Isherwood
Date:	15 May 2024
Position:	Chief Executive and Monitoring Officer

Senior Finance Officer (if different to above)

Signature:	
Name:	Janet Perry
Date:	16 May 2024
Position:	Chief Financial Officer & Strategic Head of Performance and Resources

### Bank details for Grant payment

Bank name:	Lloyds Bank PLC
Branch name:	City Office
Sort code:	30-00-02
Account name:	Police and Crime Commissioner for Essex Revenue a/c
Account number:	00508301
Address:	City Office, Gillingham, Kent
Post code:	ME8 0LS

**Signed on behalf of the Authority:**

Signature:	
Name:	
Date:	
Position:	

**HOME OFFICE USE:**

Payment instructions per Grant Holding Unit:

<b>Metis codes:</b>	<b>Entity Code</b>	<b>Cost centre(s)</b>	<b>Account code(s)</b>	<b>Objective Code</b>	<b>Analysis Code</b>	<b>Project Code</b>

# **SCHEDULE 1 – THE PURPOSE**

## **The Scheme**

- 1.1 This Schedule 1 describes the outcomes and impacts the Authority is seeking to achieve through this Grant funding. The Authority is providing the Grant to enable the Recipient to provide funding to allow for increased high visibility patrols in the places which have the highest densities of SV and ASB. This will deliver the evidence-based practice of hotspot policing which has strong evidence, internationally and in England and Wales, that it prevents and reduces crime and disorder. The scheme will also allow for force areas, where applicable, to use POP to tackle the drivers of SV and ASB in these hotspots. The scheme will show impact by requiring force areas to provide data to the Home Office on all patrolling, and POP, and will understand its impact on public confidence by work with an external provider to run surveys with members of the public.

## **Background**

- 1.2 The first duty of the government is to keep citizens safe and the country secure. The Home Office has been at the front line of this endeavour since 1782. As such, the Home Office plays a fundamental role in the security and economic prosperity of the United Kingdom.
- 1.3 The Home Office is the lead government department for immigration and passports, drugs policy, crime, fire, counter-terrorism and police.
- 1.4 The Authority leads on the Departmental objective to cut crime and ensure that early action is taken against emerging and changing crime trends.

This scheme will support the delivery of cutting crime and the harm it causes, which is a strategic priority in the Outcome Delivery Plan 2021/22 ODP 1(Reducing Crime) and will complement the Government's levelling-up agenda. It also supports the delivery of the ASB Action Plan, which sets out the Government's approach to tackling ASB. The Strategic Policing Requirement (SPR) which sets out what, in the Home Secretary's view, are the national threats at the time and appropriate national policing capabilities to counter those national threats. It is aimed primarily at PCCs and chief constables in England and Wales, who must have regard to it.

- 1.5 Since 2022, the Government has provided 'Grip' funding for the 20 police force areas experiencing the highest levels of serious violence (SV). This funding has provided a combination of both regular visible patrols in hotspot areas experiencing the highest volumes of serious violence to suppress violence and provide community reassurance, and POP tactics. Grip-funded police forces were awarded multi-year grants for a period of three financial years (22-25), totalling up to c.£30m each year (allocated according to rates of SV in force areas).

In March 2023, the Government launched the ASB action plan to crack down on anti-social behaviour, aimed at restoring people's confidence that this behaviour will be quickly and visibly punished. This involved increased police presence in targeted hotspot areas across police forces in England and Wales. 10 pilot areas were given funding to conduct 'hotspot response' patrols over financial year 2023/24, these areas were Cleveland, Derbyshire, Durham, Essex, Lancashire, Northumbria, South Wales, South Yorkshire, Staffordshire and West Midlands. Up to £12m was allocated to the 10 pilot areas in 2023/24. Each pilot area received approx. £1.05m per force area in 23/24 with approx. £150k per pilot area set aside for both local data collection and analysis and for central Home Office programme management and analysis and evaluation. No.10 and HMT provided new funding to pay for this programme and approved a further c.£48m for the roll-out of funding to all 43 areas in England and Wales in 2024/25.

The existing funding streams for Grip (SV) and ASB Hotspot Response have naturally overlapping functions (both implement hotspot patrolling) and hotspots (ASB and SV occur in similar places), which prompted a business need for streamlining to enable enhanced efficiency, resource utilisation, and engagement with Police and Crime Commissioners (PCCs). As a result, in December 2023 Minister's approved a merging of the two programmes.

Under the new merged programme – Consolidated 'Hotspot Response' - each force will receive at least £1m (with previously Grip-funded forces receiving a top-up), totalling c.£66.3m. If not implemented, there could be a lack of visible presence in high ASB/SV areas which have previously received additional patrols, undermining public safety, and perceptions of police and authority figures. This funding will therefore pay to continue guaranteeing additional patrols or other presence, and POP, in very specific areas where ASB and /or SV is most prevalent. At present, the scheme is being funded for the 24/25 financial year only.

- 1.6 This Grant is paid to the Recipient in exercise of the power conferred upon the Secretary of State for the Home Department under Section 169 of the Criminal Justice and Public Order Act 1994 to provide financial support to in connection with measures intended to prevent crime or reduce the fear of crime.
- 1.7 The Purpose provides a broad well defined framework describing the outcomes and impacts that the Funding is intended to achieve whilst allowing the Recipient to exercise independent discretion in delivering the inputs and outputs detailed in its Delivery Proposal ([Annex E](#)).

## **Key Deliverables**

- 1.8 The funding is intended to have the following outcomes and impact:



- a) changes in crimes/incidents and community perceptions in the hotspots;
- b) funded patrol hours, arrests, stop and searches, ASB powers and weapons seized.

## Key Roles and Responsibilities

- 1.9 The Authority will nominate a Grant Sponsor who will work with the Scheme Manager to monitor the delivery of the agreed Purpose and act as the principal point of contact. Their name and contact details are recorded in Annex D.
- 1.10 The Recipient will nominate a Scheme Manager who shall have responsibility for ensuring delivery of the Purpose to achieve the outcomes and impacts. They shall act as the Authority's principal point of contact, and their details shall be recorded in Annex D.

## Indicative Expenditure Breakdown

- 1.11 The maximum Grant Amount payable by the Authority to the Recipient under the terms of this Grant Agreement shall not be more than one million, six hundred and thirty-seven thousand, seven hundred and sixty-nine (£1,637,769) for the Funding Period.
- 1.12 The Grant will be paid in accordance with the profile described in Schedule 2 and are intended to reimburse Eligible Expenditure incurred paying for the activities required to achieve the outcomes described in this Schedule 1.
- 1.13 The Recipient has identified the following indicative expenditure (including staff and admin set up costs):

### SV Op Grip

Financial Quarter 2024-25	Analytical Capability Expenditure (£)	Operational Hotspot Patrol Activity Costs Expenditure (£)	Problem Orientated Policing Activity Expenditure (£)	Total (£)
Q1				
April	£6576.00	£26,428.91	£29,495	£62,500
May	£6576.00	£26,428.91	£29,495	£62,500
June	£6576.00	£26,428.91	£29,495	£62,500
Quarterly Total	£19,728.00	£79,286.75	£88,485	£187,500
Q2				

July	£6576.00	£26,428.91	£29,495	£62,500
August	£6576.00	£26,428.91	£29,495	£62,500
September	£6576.00	£26,428.91	£29,495	£62,500
Quarterly Total	£19,728.00	£79,286.75	£88,485	£187,500
Q3				
October	£6576.00	£26,428.91	£29,495	£62,500
November	£6576.00	£26,428.91	£29,495	£62,500
December	£6576.00	£26,428.91	£29,495	£62,500
Quarterly Total	£19,728.00	£79,286.75	£88,485	£187,500
Q4				
January	£6576.00	£26,428.91	£29,495	£62,500
February	£6576.00	£26,428.91	£29,495	£62,500
March	£6576.00	£26,428.91	£29,495	£62,500
Quarterly Total	£19,728.00	£79,286.75	£88,485	£187,500
Total FY Expenditure	£78,912	£317,147	£353,940	£750,000

## ASB - Op Dial

Financial Quarter 2024-25	Analytical Capability Expenditure (£)	Operational Hotspot Patrol Activity Costs Expenditure (£)	Problem Orientated Policing Activity Expenditure (£)	Total (£)
Q1				
April	0	£76,190.50		£76,190.50
May	£20,000.00	£72,366.50		£92,366.50
June	£20,000.00	£71,615.00		£91,615.00
Quarterly Total	£40,000.00	£220,172.00		£260,172.00
Q2				
July		£71,765.75		£71,765.75
August		£71,665.00		£71,665.00
September		£71,768.50		£71,768.50
Quarterly Total		£215,199.25		£215,199.25
Q3				
October		£71,615.75		£71,615.75
November		£65,615.00		£65,615.00
December		£71,968.50		£71,968.50
Quarterly Total		£209,199.25		£209,199.25
Q4				
January		£64,865.50		£64,865.50
February		£66,115.00		£66,115.00
March		£72,218.00		£72,218.00
Quarterly Total		£203,198.50		£203,198.50
Total FY Expenditure	£40,000.00	£847,769.00		£887,769.00

## **SCHEDULE 2 – PAYMENT AND REPORTING SCHEDULE**

### **Indicative Payment Schedule for delivering the Purpose**

Grant Claims must be submitted in accordance with the schedule set out in the table below; payment will be subject to compliance with obligations arising from the Grant Agreement, in particular:

- fulfilment of the conditions set out in Clause 5, and
- receipt of satisfactory financial and monitoring reports.

Financial year	Payment reference	When	Payment Value	Information required
2024/25	1	Payment in arrears in respect of the period ending 30 June 2024 to be made within 30 days of completed Annex A and other financial and progress reports required under the terms of the Agreement being received by the Authority.	Based on force spending returns for actual expenditure	<p>Compliance with the terms of the Agreement</p> <p>Completed financial and progress reports as detailed in Schedule 3.</p> <p>Satisfactorily completed:</p> <p>Claim request form (Annex A),</p> <p>Monitoring Information Requirements form (Annex B)</p> <p>Data Returns including:</p> <p><b>Monthly</b></p> <p>a) Total number of additional patrol hours, arrests, stop and searches and ASB Powers in the hot spots directly funded by the programme.</p> <p><b>Quarterly</b></p> <p>b) A patrol-level return detailing date, hotspot and time (start and finish) for each patrol; number of police, PCSOs, partners on each patrol and type of main partner. As with the monthly return, patrols should only be those that occur as a direct result of the funding.</p> <p>c) Count of ASB incidents by day and by hot spot.</p> <p>d) Total number of weapons taken off the streets as a result of the programme.</p>

Financial year	Payment reference	When	Payment Value	Information required
				<p>Information required must be submitted to the Authority by 14 July 2024.</p> <p>Payment will not be made unless and until payment request forms and all required associated documents, including financial and performance reports, are submitted and approved by the the Authority as satisfactory.</p>
2024/25	2	<p>Payment in arrears in respect of the period ending 30 September 2024 to be made within 30 days of completed Annex A and other financial and progress reports required under the terms of the Agreement being received by the Authority</p>	<p>Based on force spending returns for actual expenditure</p>	<p>Compliance with the terms of the Agreement  Completed financial and progress reports as detailed in Schedule 3.  Satisfactorily completed:  Claim request form (Annex A),  Completed Monitoring Information Requirements form (Annex B)  Data Returns including:</p> <p><b>Monthly</b></p> <p>a) Total number of additional patrol hours, arrests, stop and searches and ASB Powers in the hot spots directly funded by the programme.</p> <p><b>Quarterly</b></p> <p>b) A patrol-level return detailing date, hotspot and time (start and finish) for each patrol; number of police, PCSOs, partners on each patrol and type of main partner. As with the</p>

Financial year	Payment reference	When	Payment Value	Information required
				<p>monthly return, patrols should only be those that occur as a direct result of the funding.</p> <p>c) Count of ASB incidents by day and by hot spot.</p> <p>d) Total number of weapons taken off the streets as a result of the programme.</p> <p>Information required must be submitted to the Authority by 14 October 2024.</p> <p>Payment will not be made unless and until payment request forms and all required associated documents, including financial and performance reports, are submitted and approved by the the Authority as satisfactory.</p>
2024/25	3	<p>Payment in arrears in respect of the period ending 30 December 2024 to be made within 30 days of completed Annex A and other financial and progress reports required under the terms of the Agreement being received by the Authority.</p>	<p>Based on force spending returns for actual expenditure</p>	<p>Compliance with the terms of the Agreement</p> <p>Completed financial and progress reports as detailed in Schedule 3.</p> <p>Satisfactorily completed:</p> <p>Claim request form (Annex A),</p> <p>Completed Monitoring Information Requirements form (Annex B)</p> <p>Data Returns including:</p> <p><b>Monthly</b></p> <p>a) Total number of additional patrol hours, arrests, stop and searches and ASB Powers</p>

Financial year	Payment reference	When	Payment Value	Information required
				<p>in the hot spots directly funded by the programme.</p> <p><b>Quarterly</b></p> <ul style="list-style-type: none"> <li>b) A patrol-level return detailing date, hotspot and time (start and finish) for each patrol; number of police, PCSOs, partners on each patrol and type of main partner. As with the monthly return, patrols should only be those that occur as a direct result of the funding.</li> <li>c) Count of ASB incidents by day and by hot spot.</li> <li>d) Total number of weapons taken off the streets as a result of the programme.</li> </ul> <p>Information required must be submitted to the Authority by 14 January 2025.</p> <p>Payment will not be made unless and until payment request forms and all required associated documents, including financial and performance reports, are submitted and approved by the the Authority as satisfactory.</p>
2024/25	4	Payment in arrears in respect of the period ending 30 March 2025 to be made within 30 days of completed Annex A and other financial and	Based on force spending returns for actual expenditure	Compliance with the terms of the Agreement Completed financial and progress reports as detailed in Schedule 3. Satisfactorily completed:



Financial year	Payment reference	When	Payment Value	Information required
		progress reports required under the terms of the Agreement being received by the Authority.		<p>Claim request form (Annex A), Completed Monitoring Information Requirements form (Annex B)</p> <p>Data Returns including:</p> <p><b>Monthly</b></p> <p>a) Total number of additional patrol hours, arrests, stop and searches and ASB Powers in the hot spots directly funded by the programme.</p> <p><b>Quarterly</b></p> <p>b) A patrol-level return detailing date, hotspot and time (start and finish) for each patrol; number of police, PCSOs, partners on each patrol and type of main partner. As with the monthly return, patrols should only be those that occur as a direct result of the funding.</p> <p>c) Count of ASB incidents by day and by hot spot.</p> <p>d) Total number of weapons taken off the streets as a result of the programme.</p> <p>Outturn Statement (Annex C); and A declaration of expected underspend or intention to spend the full Grant Amount for the relevant funding period, submitted by email by 3 March 2025.</p>

Financial year	Payment reference	When	Payment Value	Information required
				<p>With the exception of the declaration of expected underspend or intention to spend the full Grant Amount for the relevant funding period, information required must be submitted to the Authority by 14 April 2025.</p> <p>Payment will not be made unless and until payment request forms and all required associated documents, including financial and performance reports, are submitted and approved by the the Authority as satisfactory.</p>

## SCHEDULE 3 – IN-YEAR MONITORING INFORMATION REQUIREMENTS

### Key Performance Indicators (KPIs)

- 3.1 The Recipient has submitted a Delivery Proposal (Annex E) which the Authority has agreed to fund. From this proposal, the Recipient should produce a plan setting out how it will achieve the Purpose (the 'Delivery Plan'). At a minimum the Delivery Plan should give particulars of the:
- a. agreed outcomes and impacts,
  - b. planned activities (inputs and outputs) required to achieve these outcomes,
  - c. measures of success in the form of Key Performance Indicators (KPIs),
  - d. Timescales and/or milestones, and
  - e. evidence to be presented to verify the extent to which the agreed outcomes have been achieved.
- 3.2 The KPIs to be monitored and reported on are:
- a. changes in crimes/incidents and community perceptions in the hotspots,
  - b. funded patrol hours, arrests, stop and searches, ASB powers and weapons seized.

To measure these, the Recipient must share the following information with the Authority at the frequency outlined:

#### In the first month

- Shapefiles/maps of the hotspots
- Planned patrol schedule allowing for estimate of total hours to be delivered

#### Monthly

- A single data return with: i) total aggregate patrol hours funded by the programme that month, ii) total aggregate number of arrests that month that occurred during the funded patrols in the hot spots (not arrests occurring later as a result of intel gained), iii) total stop and searches recorded in hot spot areas that month that occurred as a result of funded patrols, iv) total ASB powers recorded in hot spot areas that month that occurred as a result of funded patrols

#### Quarterly

- Patrol-level data comprising: date, hotspot and time (start and finish) for each patrol as well as the number of police, PCSOs, partners on each patrol and type of main partner
- ASB incidents (collected as part of the programme) and crimes (collected separately via the ADR) in the hotspots by day and by hotspots
- Total aggregate number of weapons taken off the streets as a result of the programme (or in total across the force if that isn't possible).

Home Office and external evaluation partners will aim to collect additional data to support evaluation of the programme, including:

- The external evaluator will run surveys collecting public perceptions data in a selection of areas, including measurement of baseline where possible. This survey will be repeated at key time points to measure change in public perceptions. It is possible that other existing or new sources of public perception might also be used to complement this data collection.
- Stakeholder views on implementation and delivery of the pilots, including best practice and any challenges identified. Areas agree to provide data and undertake such additional activity as may reasonably be necessary for the purposes of this evaluation.
- Internal evaluation will also use crime data across the whole force area including comparison areas and neighbouring areas.

The evaluation(s) will measure:

- Impact on community perceptions in the hot spots including concern about ASB; numbers of people reporting, experiencing, witnessing ASB; increased trust/confidence in the police and in reporting ASB.
- Impact on crime and ASB in the hotspots, including police recorded homicide, violence (including knife/sharps offences), robbery, criminal damage, public order, possession offences and ASB incidents.
- Impact on crime outcomes: numbers/rates of cautions/convictions and other positive crime outcomes for the offences listed above.

## **Reporting**

- 3.3 The Recipient must manage and administer the quality and level of delivery and its own performance and that of its delivery Partners relating to the Delivery Plan.
- 3.4 The Recipient shall put in place procedures to monitor and track performance, benefits and progress and provide reports detailing:
  - a. spending, including committed spend, against agreed budgets and notify the Authority of any variances, and
  - b. evidenced progress against the KPIs.
- 3.5 Any reports should also detail the activities and achievements of delivery partners.
- 3.6 The Recipient must provide the Authority with all reasonable assistance and co-operation in relation to any ad-hoc information requests made by the Authority in relation to the Purpose.
- 3.7 The Scheme Manager shall ensure that all reports are compiled and submitted to the Grant Sponsor in a timely manner and attend the monitoring and review meetings.

## **Progress Reporting**

- 3.8 In support of Annex A (Grant Claim) submissions, the Recipient shall provide the following quarterly progress reports (the 'Progress Reports'):
  - a. A narrative report detailing progress in delivering the Purpose and highlighting how value for money (e.g. benefits, savings, efficiencies etc.) is being achieved, in the form set out at Annex B.
  - b. Financial statements highlighting any significant financial variances, underspend or overspend, and any Supplementary Funding
- 3.9 In addition to the Progress Reports, the recipient shall provide the hotspot activity delivery metrics (The 'Data Returns') set out at Schedule 3, para 3.2 above at the frequency outlined therein.
- 3.10 The Recipient must submit all returns directly associated with the programme (with the exception of the ADR returns which have their own separate deadlines) to the Grant Manager by the 14<sup>th</sup> of the month after the period in question, whether that period is a month, a quarter or six months.
- 3.11 The frequency of these Progress Reporting requirements will be reviewed with the Authority during the funding period and may be amended as time progresses.

## **Ad Hoc Reporting**

- 3.12 The Recipient will comply with any requests for reports or other information that the Authority may from time-to-time reasonably request within any timeframe specified.
- 3.13 Any Data incident or critical incident must be reported to the Authority within one (1) calendar day. The Recipient must provide a follow up report within three (3) calendar days to the Authority on how the matter has been resolved or whether the Authority will need to intervene.
- 3.14 The Recipient will notify the Authority as soon as reasonably practical of actual or potential variations to the budget proposal, forecast expenditure or any event which materially affects the continued accuracy of such financial information.
- 3.15 Additionally, the Recipient will notify the Authority within one (1) calendar day of:
- a. any actual or potential failure to comply with any of its obligations under the Grant Agreement, which includes those caused by any administrative, financial or managerial difficulties; or
  - b. any changes to its constitution, legal form, membership structure (if applicable) or ownership, and of any complaint or investigation by any regulatory body or the police into its activities or those of its staff or delivery partners (Clause 10.1).

## **Risk, Controls and Assurance**

- 3.16 The Recipient's due diligence undertakings of delivery partners must be an ongoing not a one-off activity. A proportionate approach should be applied to the frequency of subsequent due diligence based on the initial assessment (as required by Clause 12.2). Due diligence, including conflicts of interest and financial health checks, shall be reported on and monitored as part of the risk management approach.
- 3.17 Proportionate and regular checks should be undertaken by the Recipient to assure the Authority that expenditure represents neither duplicate funding or grant fraud.
- 3.18 Risk must be actively managed across the duration of the Grant Agreement, bearing in mind the principle of proportionality. The Parties shall work together to identify, manage and mitigate risks and issues impacting on achieving the Purpose.. Where risks (or issues) are unresolved or unmitigated the Parties must record the possible effect on delivery or completion of the scheme. The Authority will assess the impact on the scheme to determine whether any changes are required, for example as described in paragraph 3.19 to this Schedule 3.

3.19 Outside of this regular review cycle, the relevant Party shall inform the other as soon as they identify an imminent Risk (i.e. proximity < 3-months) or live Issue.

## **SCHEDULE 4 – PROGRAMME CLOSURE PLANNING**

- 4.1 It is essential that the Scheme Manager prepare, and the Grant Sponsor agrees, a plan which sets out the provisions for a controlled closure of the scheme including the activities and timescales, not exceeding any no-fault termination period, required to do so (the 'Plan').
- 4.2 The Plan should also provide indicative direct costs that the Authority may reasonably be expected to contribute towards and demonstrate that due consideration is given for (including, but not limited to) <sup>11</sup>:
- a. any existing commitments (e.g., contracts, dilapidations, recurring cost commitments etc.), and/or
  - b. additional costs and activities
- directly resulting from an early termination or withdrawal of the Grant funding (e.g., property lease breaks, notice periods and estimated costs for redundancy/severance etc.).
- 4.3 The Recipient should note that the Authority will only in exceptional circumstances consider claims for reasonable costs actually incurred as a result of a planned closure where the programme runs to the end of the stated Funding Period.
- 4.4 The initial Plan must be shared with the Authority no later than three (3) Months after the Grant Agreement commences.
- 4.5 It is expected that during the life of the Grant Agreement the Plan will be kept current by review, development and refinement as necessary by the Recipient and shared with the Authority.

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<sup>11</sup> The Authority will consider such information but does not commit in advance to pay such costs identified. These will be negotiated on a case-by-case basis, based upon the provision of auditable evidence.



# ANNEX A – Grant Claim Form

## ANNEX A – GRANT CLAIM FORM

<b>Recipient:</b>	<b>Grant Stream: 725</b>
<b>Period: 2024/25</b>	<b>Amount you are claiming this quarter:</b> £ _____
	<b>Total allocation:</b> £ _____

Reporting Period Budget Lines	e.g. April		e.g. May		e.g. June		TOTAL	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
<b>ANALYTICAL CAPABILITY</b>								
<b>OPERATIONAL HOTSPOT PATROL ACTIVITY</b>								
<b>PROBLEM- ORIENTATED POLICING IN HOTSPOTS</b>								
<b>TOTAL</b>								
<b>COMMENTARY</b> <i>Please explain any variance from forecast</i>								

<b>MATCH FUNDING (OPTIONAL)</b>								
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**If you are claiming in this quarter for any expenditure for activity delivered in a previous quarter, for example, because of a severely delayed invoice, then please make this clear with an explanation to avoid confusion.**

**SENIOR FINANCE OFFICER CERTIFICATION**

I certify to the best of my knowledge and belief that:

- a) The information provided is correct; and no Duplicate Funding has been received in respect of this Eligible Expenditure Statement,
- b) The expenditure has been incurred only for the purposes set out in the Grant Agreement for the specified Grant stream.

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

[DN: Whilst this is principally a financial certification as part of the reconciliation process, you may also wish to ask the Project Manager to counter-sign the claim form.]

**PROJECT MANAGER CONFIRMATION**

I certify to the best of my knowledge and belief that:

- a) The information provided is correct, and all activities claimed have been completed as described, and
- b) The Eligible Expenditure has been incurred only for the purposes set out in the Grant Agreement for the specified Grant scheme.

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

**Home Office sign off:**

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

**Note 1:** For payments in arrears. If, over the Funding Period, the total Grant claimed exceeds the value of the Grant Amount, in accordance with Clause 4.1 the Authority may not liable for this excess expenditure.

**Note 2:** For payments in Advance of Expenditure. If, over the Funding Period, the total Grant received is greater than the Recipient's expenditure, in accordance with Clauses 6.13 and 6.14, the Authority will offset the surplus against any future payment(s) due or recover the surplus as part of the Annual Review financial reconciliation process described in Schedule 3.

**Note 3:** In all instances, any expenditure deemed ineligible will be recoverable by the Authority.

## **ANNEX B – Progress Report**

Please provide the monitoring information, as set out in the following sections of this claim form. Please provide information on the activity carried out this quarter (not including information from previous quarters).

Where possible, quantitative data should be provided in support of your narrative response, e.g. weapons seized, individuals targeted, etc.

### **Narrative Progress Report (750 words)**

Please provide a high-level summary of the delivery of Hotspot Response within your force, and an overview what serious violence and ASB looks like in your force and any trends you have identified (case studies may be included).

Please state the number of hotspots that have been the subject of Hotspot Response operational activity in this quarter including the total quarterly visible patrols undertaken (hours). Please also detail how you are quality assuring the delivery of patrols and how they are targeted to the hottest places at the hottest times.

Please also highlight any progress against critical success factors in achieving the outcomes and targets.

Your response must show how value for money in your use of the grant (e.g. benefits, savings, efficiencies etc.) is being achieved.

Please also highlight any barriers to delivery you have experienced and how you have/plan to overcome these.

### **Analytical Capability (500 words)**

Please describe spend incurred for the purposes of setting up analytical systems that will support the process of recording, reporting and monitoring activity in hotspots in this description. Your description should include an account of the purpose of this spend, i.e. explaining the impact that this spend has or will have on crime.

Spend described in this section should primarily relate to the enhancing of analytical capabilities in forces in order to provide better data to identify hotspots and the problems associated with them to feed into crime reduction activities. This may include, for example, spending on people; training; software/hardware; GPS trackers and or any other capabilities that will support the force in monitoring hotspot patrol activity to ensure that activity is delivered in an evidenced manner.

Staffing costs incurred for the purposes of setting up analytical systems should be described here.

Please also describe analytical activity taking place for the purposes of monitoring and reporting on operational activity in hotspots.

Your response should include descriptions of the following activities as relevant: ongoing activity such as hotspot identification; monitoring of activity and crime taking place within hotspots; evaluation of hotspot activity; problem-analysis and/or Scanning Analysis Response and Assessment (SARA) models conducted for the purposes of understanding the drivers of crime at crime hotspots and feeding monitoring results from hotspots back in to strategic and tactical decisions.

<p><b>Activity carried out <u>this quarter</u></b> [Insert specific activity description here]</p>	<p><b>Cost of this activity <u>this quarter</u> (£)</b></p>
<p><b>Activity carried out <u>this quarter</u></b> [Insert specific activity description here]</p>	<p><b>Cost of this activity <u>this quarter</u> (£)</b></p>
<p><b>Activity carried out <u>this quarter</u></b> [Insert specific activity description here] <b>[insert additional rows below as necessary]</b></p>	<p><b>Cost of this activity <u>this quarter</u> (£)</b></p>

**Operational hotspot patrol activity (500 words)**

Please describe your delivery of operational activity in the table below.

Your response should include, as appropriate, details of: visible presence activity focusing on the use of visible patrols to reduce crime and ASB in hotspots; innovation in tasking visible presence; time spent by patrolling visible presence in each hotspot; tactics used in each hotspot.

When providing details of visible presence in hotspots, please ensure you specify the number of hotspots being targeted and the target patrol length for each hotspot. Please also identify how officers tasked to hotspot patrols remain visible to the public.

Activities once visible presence is in the hotspots could include: visible patrols to increase uniformed presence; community engagement; targeting persons of interest.

**Are you conducting a Randomised Control Trial (RCT)?**

Please specify Yes/No here:

If yes, please provide a summary of your RCT including your approach to tasking, the tactics used in each hotspot, how many hotspots will be included in the RCT or confirmation that the RCT is force wide and describe your approach to randomisation.

[insert RCT summary here]

<p><b>Activity carried out <u>this quarter</u></b> [Insert specific activity description here]</p>	<p><b>Cost of this activity <u>this quarter</u> (£)</b></p>
<p><b>Activity carried out <u>this quarter</u></b> [Insert specific activity description here]</p>	<p><b>Cost of this activity <u>this quarter</u> (£)</b></p>
<p><b>Activity carried out <u>this quarter</u></b> [Insert specific activity description here]</p> <p><b>[insert additional rows below as necessary]</b></p>	<p><b>Cost of this activity <u>this quarter</u> (£)</b></p>

**Problem-Orientated Policing Activity in Hotspot Areas (500 words)**

If you have decided to use some of the funding for problem solving (POP) activity, please outline the delivery of the POP activity you have carried out to enhance the patrol activity in hotspots. The POP activity must relate solely to addressing the drivers of serious violence or ASB in your identified hotspots.

You should refer to the SARA (Scanning, Analysis, Response and Assessment) model, with explicit reference to each stage, to explain how you have identified problems, responded accordingly to them and evaluated (or plan to evaluate) the approach taken. Please include details on the hot spots targeted (it's fine if it isn't all of them; our emphasis for POP is quality over quantity); the dates the response phase started and the details of that response. Please note that if the conclusion of the scanning/analysis

phase is that the best response is more visible patrolling or similar (weapons sweeps etc), then you can outline that in the operational patrolling section above. Please use this section only for activity that is materially different from visible patrolling.

Activities could include, but are not limited to, tactics such as such as: spatial improvements (for example, CCTV and street lighting), work in the Night Time Economy to prevent violence (licensing etc), work with multi-agency partners and targeted operations around groups of offenders linked to hotspots.

<b>Nature of POP Activity</b>	<b>Description of Activity</b>	<b>Total cost of activity (£)</b>
<p align="center"><b>Activity</b></p> <p>e.g. licensing enforcement; multi-agency partnership operation</p>		
<p align="center"><b>Management</b></p> <p>e.g. oversight, SARA planning, training</p>		
<p align="center"><b>Equipment/ Environmental</b></p> <p>e.g. CCTV, spiking kits, ID scanners, hedge trimming</p>		
<p align="center"><b>Other</b></p>		

**Communication and Public Confidence Activity (500 words)**

Please detail any comms activity you have undertaken this quarter either directly or via partners to positively promote the work undertaken via the Hotspot Response fund. Please detail the frequency of comms, the platforms used and who has delivered this activity.

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**Interaction with other Partners/Agencies (500 words)**

Please outline any work delivered with partners to address issues related to serious violence and ASB within your hotspots.

Please outline:

How work with partners complements visible patrols in hotspots:

How work with partners complements problem-oriented policing (if applicable):

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**Interaction with other Home Office initiatives (500 words)**

Please outline how Hotspot Response activity complements other Home Office initiatives to address issues related to serious violence and ASB within your hotspots.

Please outline:

How other Home Office initiatives complement visible patrols in hotspots:

How other Home Office initiatives complement problem-oriented policing (if applicable):

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**PROJECT MANAGER CERTIFICATION**

I certify to the best of my knowledge and belief that the Monitoring Information provided is accurate.

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



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**LEAD ANALYST CERTIFICATION**

I certify to the best of my knowledge and belief that the Monitoring Information provided is accurate.

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

## ANNEX C – Outturn Statement

(April 2024 to March 2025)

The Outturn Statement should be completed and certified by the Finance Officer and returned to the Authority in accordance with Clause 6.8.

	Recipient:							
Reporting period:	Analytical capability		Operational hotspot patrol activity		Problem-oriented policing in hotspots		Total	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Apr-24								
May-24								
Jun-24								
<b>Q1 sub-total</b>								
Jul-24								
Aug-24								
Sep-24								
<b>Q2 sub-total</b>								
Oct-24								
Nov-24								
Dec-24								
<b>Q3 sub-total</b>								
Jan-25								
Feb-25								

Mar-25								
<b>Q4 sub-total</b>								
<b><u>2024/25</u> grand total</b>								

**FINANCE OFFICER CERTIFICATION**

I certify to the best of my knowledge and belief that:

- a) The information provided is correct; and no other specific Exchequer grants, other grants or contributions have been or will be payable for the expenditure in respect of the Grant Amount being claimed,
- b) The expenditure has been incurred only for the purposes set out in the Grant Agreement for the above Grant stream.

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

**PROJECT MANAGER CONFIRMATION**

I certify to the best of my knowledge and belief that:

- a) The information provided is correct, and all activities claimed have been completed as described, and
- b) The Eligible Expenditure has been incurred only for the purposes set out in the Grant Agreement for the specified Grant scheme.

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

<b>Position:</b>	
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**Home Office sign off:**

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

**Note 1:** If, at the end of the Funding Period, the total Grant claimed exceeds the value of the Grant Amount, in accordance with Clause 4.1 the Authority may not liable for this excess expenditure.

**Note 2:** If, at the end of the Funding Period, the total Grant claimed is greater than the Recipient's Eligible Expenditure, in accordance with Clauses 6.13 and 6.14, the Authority may offset the surplus against any future payment(s) due or recover the surplus as part of the Annual Review financial reconciliation process described in Schedule 3.

**Note 3:** In all instances, any expenditure deemed ineligible will be recoverable by the Authority.

## ANNEX D – Authorised Representatives

The following are the current list of the Authority's staff designated as authorised representatives:

For the Authority	Position	Address	Telephone	E-mail
Charlotte Breen	Grant Sponsor	Crime Reduction Directorate, Home Office, 2 Marsham Street, London, SW1P 4DF	02070354848	hotspotresponseteam@homeoffice.gov.uk
Paul Regan	Grant Sponsor	Crime Reduction Directorate, Home Office, 2 Marsham Street, London, SW1P 4DF	02070354848	hotspotresponseteam@homeoffice.gov.uk
Adwoa Debrah	Head of ASB and Community Safety Team	Crime Reduction Directorate, Home Office, 2 Marsham Street, London, SW1P 4DF	02070354848	hotspotresponseteam@homeoffice.gov.uk
Heidi Pearson	Head of Serious Violence Projects	Crime Reduction Directorate, Home Office, 2 Marsham Street, London, SW1P 4DF	02070354848	hotspotresponseteam@homeoffice.gov.uk
Jack Duncton	Serious Violence Hotspot Response Programme Lead	Crime Reduction Directorate, Home Office, 2 Marsham Street, London, SW1P 4DF	02070354848	hotspotresponseteam@homeoffice.gov.uk
Modupe Manuel	ASB Hotspot Response Programme Lead	Crime Reduction Directorate, Home Office, 2 Marsham Street, London, SW1P 4DF	02070354848	hotspotresponseteam@homeoffice.gov.uk

The following are the current list of the Recipient's Staff designated as authorised representatives:

<b>Force Area Name:</b>	<b>Essex</b>
Programme Lead name:	SVU – D/Supt Gary Biddle - SIO ASB – Claire Hanrahan - Commissioning Lead Police, Fire and Crime Commissioner for Essex
Programme Lead email:	<a href="mailto:gary.biddle@essex.police.uk">gary.biddle@essex.police.uk</a> <a href="mailto:claire.hanrahan2@essex.police.uk">claire.hanrahan2@essex.police.uk</a>
Programme Lead phone number:	GB - 01245 – 282000 – 42000012 CH – 07815 000894
Analytical Lead name:	Dr Natalie Mann
Analytical Lead email:	natalie.mann@essex.police.uk
Analytical Lead phone number:	01245 282000 - 42082990
Finance Lead name:	Samantha Jackson Janet Perry (PFCC)
Finance Lead email:	<a href="mailto:samantha.jackson@essex.police.uk">samantha.jackson@essex.police.uk</a> <a href="mailto:janet.perry@essex.police.uk">janet.perry@essex.police.uk</a>
Finance Lead phone number:	SJ - 01245 282000 – 166307 JP - 07738 681621
Force Area Sponsor name:	DCC Andrew Prophet Pippa Brent-Isherwood Chief Executive and Monitoring Officer (PFCC)
Force Area Sponsor email:	<a href="mailto:andrew.prophet@essex.police.uk">andrew.prophet@essex.police.uk</a> <a href="mailto:pippa.brent-isherwood@essex.police.uk">pippa.brent-isherwood@essex.police.uk</a>
Force Area Sponsor phone number:	AP - 01245 282000 – 42001883

	PBI - 01245 291613
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## ANNEX E – Delivery Proposal

Through the submission of its responses to the Call for Proposals, the Recipient has demonstrated that it has the organisational capability and capacity to deliver the outcomes and impacts described in Schedule 1 and 3 in accordance with the terms and conditions set out in the Grant Agreement.

It is the detail of the whole proposal and commitments made that will be monitored and measured throughout the term of the Grant Agreement.

In this Annex E the words “we” and “our” refer to the Recipient and its Delivery Partners.

### ESSEX DELIVERY PROPOSAL

In completing this form, you must refer to the Hotspot Response Guidance 2024/25 and associated annexes. You should detail how you intend to spend your Hotspot Response grant, providing a full quarterly spend forecast and breakdown of associated activities and costs. In addition, you should detail how you intend to meet the mandatory and recommended requirements for establishing a hotspot response programme relevant to your particular force area as detailed in the Hotspot Response Guidance 2024/25.

Please ensure your completed Delivery Proposal form is returned to the Hotspot Response inbox - [hotspotresponseteam@homeoffice.gov.uk](mailto:hotspotresponseteam@homeoffice.gov.uk) - by noon Friday 8th March 2024. If you have any questions regarding the completion of this form, please contact the Home Office via your Single Point of Contact (SPoC) and this same email address.

#### Applicant Information

Please provide the names and contact information for all people who will lead the Hotspot Response Programme in your force area. The Force Area Sponsor should be a senior individual (Assistant Chief Constable level or PCC equivalent) to whom concerns can be escalated as required.

<b>Force Area Name:</b>	<b>Essex</b>
Programme Lead name:	SVU – D/Supt Gary Biddle - SIO ASB – Claire Hanrahan - Commissioning Lead Police, Fire and Crime Commissioner for Essex



Programme Lead email:	<a href="mailto:gary.biddle@essex.police.uk">gary.biddle@essex.police.uk</a> <a href="mailto:claire.hanrahan2@essex.police.uk">claire.hanrahan2@essex.police.uk</a>
Programme Lead phone number:	GB - 01245 – 282000 – 42000012 CH – 07815 000894
Analytical Lead name:	Dr Natalie Mann
Analytical Lead email:	natalie.mann@essex.police.uk
Analytical Lead phone number:	01245 282000 - 42082990
Finance Lead name:	Samantha Jackson Janet Perry (PFCC)
Finance Lead email:	<a href="mailto:samantha.jackson@essex.police.uk">samantha.jackson@essex.police.uk</a> <a href="mailto:janet.perry@essex.police.uk">janet.perry@essex.police.uk</a>
Finance Lead phone number:	SJ - 01245 282000 – 166307 JP - 07738 681621
Force Area Sponsor name:	DCC Andrew Prophet Pippa Brent-Isherwood Chief Executive and Monitoring Officer (PFCC)
Force Area Sponsor email:	<a href="mailto:andrew.prophet@essex.police.uk">andrew.prophet@essex.police.uk</a> <a href="mailto:pippa.brent-isherwood@essex.police.uk">pippa.brent-isherwood@essex.police.uk</a>
Force Area Sponsor phone number:	AP - 01245 282000 – 42001883 PBI - 01245 291613

## A. PROPOSED SPENDING

In this section you are required to detail all activity and associated spending you propose to undertake in fulfilling the Purpose of the Hotspot Response grant as detailed in the Hotspot Response Guidance 2024/25 at section 6, Eligible Expenditure.

## 1. Eligible Expenditure

As highlighted in the guidance you are permitted to spend your grant funding on activity that is:

- Pertinent to the setting up, managing, administering, and delivering the Purpose of the Hotspot Response Fund, in summary to deliver hotspot policing/response and/or problem-orientated policing activity. Please refer to the Grant Agreement and associated guidance for full details, including in particular the defined Objectives (section 3, para 4) and Eligible Expenditure (section 6).

## 2. Table of Proposed Expenditure

Please provide a full summary of proposed quarterly expenditure in the table below. You should take necessary steps to ensure this information is as full, realistic, and accurate as possible. Please input numbers in the green shaded cells. You will be asked to provide a full breakdown of total expenditure in section 3, Breakdown of Proposed Activity and Eligible Expenditure, below.

### SV Op Grip

Financial Quarter 2024-25	Analytical Capability Expenditure (£)	Operational Hotspot Patrol Activity Costs Expenditure (£)	Problem Orientated Policing Activity Expenditure (£)	Total (£)
Q1				
April	£6576.00	£26,428.91	£29,495	£62,500
May	£6576.00	£26,428.91	£29,495	£62,500
June	£6576.00	£26,428.91	£29,495	£62,500
Quarterly Total	£19,728.00	£79,286.75	£88,485	£187,500
Q2				
July	£6576.00	£26,428.91	£29,495	£62,500
August	£6576.00	£26,428.91	£29,495	£62,500
September	£6576.00	£26,428.91	£29,495	£62,500

Quarterly Total	£19,728.00	£79,286.75	£88,485	£187,500
Q3				
October	£6576.00	£26,428.91	£29,495	£62,500
November	£6576.00	£26,428.91	£29,495	£62,500
December	£6576.00	£26,428.91	£29,495	£62,500
Quarterly Total	£19,728.00	£79,286.75	£88,485	£187,500
Q4				
January	£6576.00	£26,428.91	£29,495	£62,500
February	£6576.00	£26,428.91	£29,495	£62,500
March	£6576.00	£26,428.91	£29,495	£62,500
Quarterly Total	£19,728.00	£79,286.75	£88,485	£187,500
Total FY Expenditure	£78,912	£317,147	£353,940	£750,000

### ASB - Op Dial

Financial Quarter 2024-25	Analytical Capability Expenditure (£)	Operational Hotspot Patrol Activity Costs Expenditure (£)	Problem Orientated Policing Activity Expenditure (£)	Total (£)
Q1				
April	0	£76,190.50		£76,190.50
May	£20,000.00	£72,366.50		£92,366.50
June	£20,000.00	£71,615.00		£91,615.00
Quarterly Total	£40,000.00	£220,172.00		£260,172.00
Q2				

July		£71,765.75		£71,765.75
August		£71,665.00		£71,665.00
September		£71,768.50		£71,768.50
Quarterly Total		£215,199.25		£215,199.25
Q3				
October		£71,615.75		£71,615.75
November		£65,615.00		£65,615.00
December		£71,968.50		£71,968.50
Quarterly Total		£209,199.25		£209,199.25
Q4				
January		£64,865.50		£64,865.50
February		£66,115.00		£66,115.00
March		£72,218.00		£72,218.00
Quarterly Total		£203,198.50		£203,198.50
Total FY Expenditure	£40,000.00	£847,769.00		£887,769.00

### 3. Breakdown of Proposed Activity and Associated Expenditure

#### 3.1 Analytical Capability

In the table below, please detail all intended activity and associated costs under this heading.

Eligible expenditure could include:

- Analytical activity related to identifying hotspots
- Analytical activity related to monitoring operational hotspot activity
- Analytical activity related to data collection and sharing
- Spending to improve the analytical systems and equipment you have in place to identify, patrol and monitor hotspots e.g. GPS trackers, mobile phone apps, airwaves technology

- Spending on people, training, software and/or hardware to ensure activity is delivered in an evidenced manner

<b><u>Activity</u></b>	<b><u>Description</u></b>	<b><u>Cost</u></b>
<b>Op Dial</b> Analytical Systems	Working with Nottingham Trent University to develop a model which will identify geographical areas of greater vulnerability through evidence based statistical mapping. This project will provide Essex Police and partners with a detailed analysis and visualisation of anti-social behaviour hot spots at the neighbourhood (Output Area) and street segment level across Essex Police Force Area using incident data. This analysis is designed to enhance the evidence base used to inform the implementation of a hot spot policing approach to tackling anti-social behaviour by Essex Police and their partners.	£40,000
<b>Op Grip</b> Date Scientist Operating costs and analytical tools –	<p>Once the Serious Violence treatment and control trial finalises after 12 months, we will look to reprofile our Serious Violence hotspots. The objective to identify the “where and why” of crime, and what the officers need do whilst in the area and address it – without the harm of over-policing but still proved the principles of crime reduction, enhanced public safety, and improve community relations.</p> <p>Crime at all levels and through all offences will be monitored to understand the effects over various crime types within Community Violence as well as the additional crime deterrence effects on all crime from these interventions.</p> <p>This will also be include developing the TVP App which is due to go-live in Q1, and additional ongoing support and analysis of ASB patterns, and data returns.</p>	£78,912

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<p>Is one data scientist enough analytical capability for <b>Op Grip</b> to identify hotspots, monitor activity, produce sufficient SARA proposals, and to produce the data returns required by the Home Office?</p> <p>And will you have any dedicated analytical staff working on Hotspot Response for <b>Op Dial</b>?</p> <p>If you will have any other analytical staff working on Hotspot Response for <b>Op Grip and Op Dial</b> please clarify how they will be funded (via this Fund or otherwise) and whether they will be FTE. If funded via Hotspot Response, the costs will need to be added to this proposal.</p>	<p>Op Dial – Police Analytical Unit will complete the required Quarterly actual ASB submission. PFCC will provide the monthly Patrol data returns.</p> <p>OP Grip – The team currently has supplied the Home Office with the required data for the last 2 years, the officers within the team have been provided a 16 week EBP course which has facilitated them being able to understand and formulate the required data returns and POP SARA requests.</p>
<p>Please provide more detail on what analytical systems (under Op Dial) you plan to purchase (£40,000), if any, and what exactly this money is being spent on? Will it be being spent on identifying hot times/segments within your hotspots, given you have already identified the hotspots themselves?</p> <p>Please also clarify whether it will support SV analysis also.</p>	<p>Incident hot spot mapping and analysis developed by Notting Trent University (mirrors a current Essex VAWG Minerva tool) The tool will provide Essex Police and partners with a detailed analysis and visualisation of anti-social behaviour hot spots at the neighbourhood (Output Area) and street segment level across Essex Police Force Area using incident data. This analysis is designed to enhance the evidence base used to inform the implementation of a hot spot policing approach to tackling anti-social behaviour by Essex Police and their partners. <u>The analysis will</u></p>

	<p><u>identify three types of incident hot spots:</u></p> <ul style="list-style-type: none"> <li>• Locations with the highest number of anti-social behaviour incidents per 1000 population.</li> <li>• Locations where the share of anti-social behaviour incidents per 1000 population is over-represented.</li> <li>• Neighbourhoods and street segments registering a greater or lesser expected presence of anti-social behaviour incidents relative to the volume of these incidents in immediately surrounding areas (the 'bucks the trend' approach).</li> </ul> <p><u>Analysis of the drivers of anti-social behaviour</u></p> <ul style="list-style-type: none"> <li>• specific types of crime generators and crime attractors.</li> <li>• population demographics.</li> <li>• deprivation levels.</li> <li>• land use in relation to the mix of residential and business premises.</li> <li>• open and managed green spaces.</li> <li>• levels of social cohesion and community engagement.</li> <li>• the function of neighbourhoods</li> </ul>
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### 3.2 Operational Hotspot Patrol Activity

In the table below, please detail all intended activity and associated costs under this heading.

Eligible expenditure could include:

- Officer/uniformed response activity in conducting visible patrols in hotspots - in calculating costs, please include officer/uniformed response on patrol (e.g. Police Officer, ASB Warden), number of hours, average cost per hour of resource
- Spending on oversight/management and tasking of hotspot patrols

<b><u>Activity</u></b>	<b><u>Description</u></b>	<b><u>Cost</u></b>
Op Dial - Police Patrols	Uniformed High Visibility Patrols 12 hours per week per zone 4h x 3 days per week x 15 zones. $\text{£}27\text{ph} \times 2 = \text{£}54\text{ph} \times 12\text{hr per week} = \text{£}648\text{pw} \times 52 = \text{£}33,696.$ $\text{£}33696 \times 15 \text{ zones} = \text{£}505,440.$	£505,440
Op Dial CSP Patrols	Uniformed High Visibility Patrols 4 hours per week per zone 2h x 2 days per week x 15 zones Average $\text{£}32\text{ph} \times 2 = \text{£}64\text{ph} \times 4\text{hr p/w} = \text{£}256 \times 52 = \text{£}13,312$ $\text{£}13,312 \times 15 = \text{£}199,680$	£199,680
Op Dial Youth Outreach	Targeted youth outreach – 4 zones - £70,902 Management costs/reports - £10,203	£81,105
Op Dial - Police administration	Administration support for Police deployment (Overtime hours)	£2,794
Op Dial – Nights of Action	Nights/Days of Action – 15 zone (£3250 budget per zone, however cost fluctuates per zone depending on CSP overtime rate/scale of event)	£48,750
Op Dial/Op Grip –Essex police	Comms predominantly delivered by social media to raise awareness of activity being undertaken by the police and partners to address ASB. (Comms Officer overtime)	£10,000
Op Grip – SV Police Patrols	All daily 15-minute patrols will be delivered as BAU activity across all 15 designated SV hotspots.	0.000



Op Grip Command	<p>Providing overall command and direction for the programme (excluding the data scientist, shown under analytical activity section).</p> <table border="1" data-bbox="483 378 1267 871"> <thead> <tr> <th data-bbox="483 378 1054 443">Serious Violence 2024/25</th> <th data-bbox="1054 378 1267 443">Role</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 443 1054 508"></td> <td data-bbox="1054 443 1267 508">Data Scientist</td> </tr> <tr> <td data-bbox="483 508 1054 685">Funding of continued Grip Command Structure</td> <td data-bbox="1054 508 1267 685">           Inspector            Sgt x 2            Pc x 1         </td> </tr> <tr> <td data-bbox="483 685 1054 750">ArcGIS Software and App Costs</td> <td data-bbox="1054 685 1267 750"></td> </tr> <tr> <td data-bbox="483 750 1054 815">SV Overtime and Problem Orientated Policing Costs</td> <td data-bbox="1054 750 1267 815"></td> </tr> <tr> <td data-bbox="483 815 1054 871"><b>Total Serious Violence Cost</b></td> <td data-bbox="1054 815 1267 871"></td> </tr> </tbody> </table> <p>Any Overtime required to deliver operations of other POP activity is costed as follows, this included NI contributions:</p> <table border="1" data-bbox="483 1077 1267 1379"> <thead> <tr> <th data-bbox="483 1077 1230 1140">Officer Overtime Costs Per Hour</th> <th data-bbox="1230 1077 1267 1140">Rate</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 1140 1230 1205">Constable 1.3</td> <td data-bbox="1230 1140 1267 1205">PC</td> </tr> <tr> <td data-bbox="483 1205 1230 1270">Constable 1.5</td> <td data-bbox="1230 1205 1267 1270">PC</td> </tr> <tr> <td data-bbox="483 1270 1230 1335">Sergeant 1.3</td> <td data-bbox="1230 1270 1267 1335">PS</td> </tr> <tr> <td data-bbox="483 1335 1230 1379">Sergeant 1.5</td> <td data-bbox="1230 1335 1267 1379">PS</td> </tr> </tbody> </table>	Serious Violence 2024/25	Role		Data Scientist	Funding of continued Grip Command Structure	Inspector Sgt x 2 Pc x 1	ArcGIS Software and App Costs		SV Overtime and Problem Orientated Policing Costs		<b>Total Serious Violence Cost</b>		Officer Overtime Costs Per Hour	Rate	Constable 1.3	PC	Constable 1.5	PC	Sergeant 1.3	PS	Sergeant 1.5	PS	£317,147
Serious Violence 2024/25	Role																							
	Data Scientist																							
Funding of continued Grip Command Structure	Inspector Sgt x 2 Pc x 1																							
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Constable 1.3	PC																							
Constable 1.5	PC																							
Sergeant 1.3	PS																							
Sergeant 1.5	PS																							

<p>Are the Op Dial Police patrols being conducted on overtime?</p>	<p>Yes, all Patrols conducted on overtime.</p>
<p>What will the Youth Outreach workers be doing <u>in the hotspots</u>? Will they be doing <u>high visibility</u> patrols? If so, will you be able to provide us with the required data (in the same way as for other patrols)?</p> <p>Please also provide an estimate of the number of patrol hours they will complete.</p>	<p>Youth Outreach will be a mix of detached community-based face to face work and positive activity delivered in community buildings in approximately 5 zones, with highest need. We can, if required create a bespoke detached youth outreach quarterly data set to capture youth engagement, current patrol data sets do not align with Youth Outreach Work as there will be no youth enforcement. Full project evaluation can be provided at year end.</p> <p>Estimated face to face 1,040 hours.</p>

<p>Are you confident that the administration support will be enough to support the needs of the programme?</p>	<p>Yes, the cost indicated will cover admin cost for Police to manage deployment slots /overtime claims. PFCC will cover management of the project as part of business-as-usual costs.</p>
<p>How will the Op Grip police patrols target 'hot times' if they are being carried out as BAU?</p>	<p>The OP Grip team will continue to drive compliance daily and when there is a hot time within the hot spot the team will make contact with the local and central teams to ensure we are completing them. The TVP APP, which is due to be trailed shortly will provided the data as to when a Hot Spot is hot so that patrols can be identified. In additional we provide overtime for patrols if they cannot be facilitated by the BAU due to demand, this is currently completed across the force and will continue to ensure we are keeping our compliance in the high 90% this is most often required during the late evenings in our NTE locations.</p>

### 3.3 Problem-Orientated Policing Activity

In the table below, please detail all intended activity and associated costs under this heading. As per the Hotspot Response Guidance (section 4, para 4.3, Problem Orientated Policing (POP) Requirements), **before implementing POP, please** very carefully consider whether you are resourced to deliver this in addition to visible patrols. This is because all evidence indicates that effective delivery of hotspot responses is operationally challenging. Force areas that are newer to implementing hotspot responses consistent with College of Policing advice may want to initially focus purely on delivering a visible patrol response in hotspots.

Eligible expenditure could include:

- activity related to addressing the underlying drivers of crime and ASB within hotspots
- activity related to the SARA process
- spending on equipment and people to ensure activity is delivered

<u>Activity</u>	<u>Description</u>	<u>Cost</u>
Op Grip – SV	OpenGate is a state-of-the-art weapon detection system used by trained specialist	Total expenditure

<p>Knife Crime Opengate deployments</p>	<p>uniform officers to deliver targeted prevention tactics in hotspot locations. All deployments will be linked to our hot times and days, including NTE and evidence lead to focus on the reduction of knife enabled offences and carries.</p> <p>OSG resources working in partnership with LPA uniform resources, and partner agencies. Providing high visibility and Opengate to target those intent on causing serious violence or carrying knives and other weapons. This will be a high visibility but include two plain clothes officers to detect those offenders who are actively looking to avoid the high visibility presence.</p> <p>This POP activity has in the last 12 months increased the number of knife seizures cross the force and provided deterrence in those hotspots which are the high knife crime locations.</p>	<p>across all SV POP £353,940, this is split in to £88,485 per Q or £29,495 per month.</p>
<p>Safe Space Events</p>	<p>Operation Grip analysis highlighted that a large proportion of the high harm crime is linked to vulnerability and associated violence from the Night-time Economy.</p> <p>The analysis of each hotspot's crime data, by the team was used to develop a problem-solving initiative by Op Grip team and local policing teams, to look at innovative ways to prevent harm within the city centre. This has also included the development of risky facilities and cost of crime data which has significant in identifying those problem NTE premises and developing with the local authority and other partnerships a training packages including "Ask Angela".</p> <p>This resulted in the creation of a 'safe space' events, partnership saw Essex Police and partners stationed alongside a mobile police station for members of the public to utilise if they were in any need.</p>	<p>Included in overall POP cost above.</p>

	<p>This safe space offered woman and girls the opportunity of a “Capable Guardian” and the reassurance, if they felt unsafe or concerned. This was jointly staffed with local partners and associated businesses to provide a rounded approach to this problem solving.</p> <p>This has been hugely successful in reducing serious violence, having a high visibility of Police and partners presence in key locations has been hugely beneficial and significantly increase trust and public confidence in communities and businesses.</p>	
High Harm Targets	<p>OP Grip team in collaboration with Essex Serious Violence Unit will identify those individuals or groups operating in hotspots which have been identified and subject to daily patrols.</p> <p>This scanning has identified persons who are supplying class A drugs in this area and have the risk of knife violence attributed, contributing or responsible for other high harm or knife enabled crime, including serious violence linked to gangs and county lines in these areas.</p> <p>The escalations in criminality caused by the underlying issue of drugs supply are the common cause and effect on communities in those areas (we have recently commissioned an Offender Impact survey in Essex which highlights that over 75% of offenders in Essex who are charge with drugs supply offences have one or more of the high harm offences markers which underpins the SV hotspot principles). This is in line with the new CoP Hot Spot APP (crime opportunity theory). Knife Crime Data has been reviewed which shows correlation in current Grip hot spots, this includes increases in stabbings and similar event types. The analytical product will be used to provide teams with an evidenced based response that is tailored to each hotspot by</p>	Included in overall POP cost above.

	<p>Gangs and County Lines enforcement teams and target those individuals proactively to reduce the effect their criminality has on the Hotspot locations.</p> <p>This will also include the Op Pandilla approach to multiple Force deployments (working with the Met Police and other force circulating the M25) targeting offenders linked to criminality in hotspots but travel in these are via the strategic road network to commit crime or to support their own criminal networks.</p>	
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<p>Please confirm you will continue to provide data for the OpenGate and SafeSpace deployments allowing the Home Office to identify each hotspot that is the subject of POP treatment, the date upon which POP activity in that hotspot commenced, and the types of crime the POP activity is targeting.</p> <p>Please also confirm you will provide data in the same way as above for any responses which occur as a result of the High Harm Targets work.</p>	<p>All deployments of POP activities will be (as they are currently) provided on the Home Office supplied spread sheet which requests the indication of data and hot spot reference for when activity takes place. A suggestion for the Home Office is that time between and to is also included to add to the analytical review of the effectiveness of the POP within a hot spot and any residual deterrent.</p>
<p>Please confirm that Safe Space will be used only within the hotspot footprints.</p>	<p>POP of any type is only used and funded if it is within one of the Grip Hot Spots.</p>
<p>Please provide a estimated breakdown of cost per POP activity – Opengate, Safe Space, and High Harm Targets.</p>	<p>The overtime total for both patrols and POP in the delivery plan is £353,940. Based on overtime for this current year including overtime for the Grip team and analysts this will estimate to be £103,940 with the POP budget being £250,000. The estimated breakdown over the 12 months would be £90,000 for Safe Space and £90,000 for OpenGate as these are regular</p>

	across NTE hot spots and £70,000 for the High Harm Targets.
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## B. MANDATORY/RECOMMENDED REQUIREMENTS

In this section you are required to detail how you intend, as a minimum, to meet the 'mandatory requirements' and 'recommended requirements' as set out in the Hotspot Response Guidance 2024/25 and below (sections 1-6). **You must refer to Section 4, para 4.2, Definition of Force Areas and 4.3, The Key Criteria in the Hotspot Response Guidance 2024/25 for further information around the mandatory/recommended requirements.**

### 1. Hotspot Identification and Definition Requirements

#### **Mandatory/Recommend Requirements:**

##### **It is mandatory that all 43 force areas:**

- Use SV and ASB data to identify a single set of non-overlapping hot spots that cover the areas experiencing highest volumes of both SV/ASB relevant offences. Frontline knowledge and local intelligence should also be used to supplement data where appropriate, particularly to inform ASB hotspot selection where data might be limited. Hotspots can be selected on the basis that they are among the highest for ASB or SV, but we would expect there to be a mix of both overall for each force area and there must be clear rationale for their selection.
- Map hotspots and share shapefiles that define the hotspot with the Home Office (HO).

##### **It is recommended that all 43 force areas:**

- Engage relevant local partners in the selection process at the earliest stage.
- Ensure that hotspots are not larger in size than Lower Super Output Area.
- Ensure that each hotspot has at least 10% of days with a relevant offence.
- Ensure that once selected, treatment of hotspots is maintained for a minimum of 9 to 12 months, unless there is a very good operational

reason why treatment of the hotspot is no longer viable. Any changes to hotspots identified for treatment should be discussed with the Home Office.

**Please confirm you have read and understood the mandatory/recommended requirements and will meet them in establishing a Hotspot Response programme:**

YES       NO

Please detail below how you will meet the mandatory/recommended requirements. Please include number and size of hotspots you seek to treat including crime/incident types used to identify hotspots and period of data used:

[Please insert your response here] Maximum of 750 words

We are confident ASB/Serious Violence Hotspots have been selected in line with Home Office criteria of 10% of the force's serious violence/ASB over a sustained period to benefit from this intervention.

Zone Shapefile attached.

#### **Serious Violence Unit - Op Grip (SVU – OP Grip)**

15 Treatment and 15 Control Hotspots – 30 in total. Please see attached PowerPoint to assist with identification/locations and crossover with ASB locations.

We will continue to deliver treatment to the 15 current Op Grip Hotspots in Essex.

As part of the 24/25 plan as detailed in last year's agreement, the SVU will continue with the re-profiled hotspots to ensure we have 12 months of data to analyse and complete the tracking.

The current hotspots are compliant with the Home Office guidance in respect of the mandatory 10% of day with a relevant offence and 10% of the Force total Serious Violence. It is the plan to then reprofile the hotspots in August to ascertain the effectiveness of our activities and to evaluate the serious violence percentage and if the hotspots are still viable.

We plan to continue with our agreed treatment and control hotspot provision, it is predicted that there will be hotspot location changes at the end of the 12-month evaluation (1<sup>st</sup> July 2024) which would be consistent with an effective hotspot

policing model. This will not occur before the 1<sup>st</sup> June 2024, any new hotspots will not go live until we are confident that we are 100% correct with the re-profiling, as these will form the basis for the remaining 9 months of the agreement.

Part of our re-profiling is an assessment of Athena crime recorded data which is again consistent to the 24/25. It is also planned that we will utilise ArcGIS mapping which is an approved system by the Home Office partners. Part of this re-profiling will be in terms of targeting the right hotspots and overall, they will contain at least 10% of total serious violence and robbery (or similar crime type) in the whole Force area and that each individual hotspot contains more than 10% of days on which there is violence and robbery offences.

We will continue to conduct hotspot patrols from 1<sup>st</sup> April from the current model, once the new hotspots and data is confirmed we will conduct a review to assess if any changes are required and if so, a new patrol strategy will then be put in place for the remaining 9 months to end March 2025.

SVU Op Grip has produced problem profiles for each of the current Hotspot locations and additionally to this a Cost of Crime evaluation and risky facilities data set. This will be completed at the evaluation stage of the 12-month period of treatment to assess the changes in crime percentage and cost of crime. These will be completed on any new hotspot locations so that we can work with our local partners to engage in activities jointly to reduce serious violence.

The POP approach will include safe space events, drugs and knife crime patrols and robust activity to target those operating and causing the most serious violence within those areas, this also follows the CoP APP on evidence-based hotspot policing.

We will continue to provide data returns each month in line with the current methods as requested.

I have included above a template for current overtime rate for Officers, this is based on an average depending on length of service and rate per Police Regulations. I should note that these are averages and there will be some flexibility depending on different events. However, this will be in line with the OT and POP spending on 23/24 grant agreement.

### **Op Dial – ASB Hotspots**

15 Hotspots located in eleven of the county's 13 CSP areas. Areas have been selected based on police data covering a three-year period (2020-2023) of ASB calls and ASB related offences (Arson, Criminal Damage and certain Public Order offences within scope), community intelligence gathered through the PFCC's public engagement programme, and consultation with local CSPs. The hotspots are defined static geographical areas and are predominantly focused around residential



areas, leisure, retail, hospitality facilities and night-time economy. Two hotspots included a transport hub. It is therefore anticipated that each hotspot will have sufficient population and / or footfall levels to survey in order to understand the impact of the patrols.

Peak times and heatmaps are based on the volume of calls for service received. The ASB occurring in these hotspots is diverse, taking place across residential areas, within the night-time economy and on retail estates. It covers ASB across all three types – Personal, Nuisance and Environmental. Care has been taken to ensure that the hotspots do not overlap with existing Op Grip zones.

We delivered Nights/Days of Action throughout the pilot with great success. These provided enhanced uniformed presence in NTE Hotspots and provided opportunity for engagements and enforcement across all zones. CSP's will continue to co-ordinate events outside their core working hours and we plan to replicate the pilot Night of Action model in 2024/205.

CSP	Zone name
Basildon	St Martins Square
Braintree	Town Centre
Brentwood	High Street
Castle Point	Canvey
Chelmsford	Parkway
Chelmsford	North Avenue
Colchester	High Street
Colchester	Greenstead
Epping Forest	Debden
Harlow	The Gates
Southend	Hamlet Court Road
Southend	Esplanade
Tendring	Pier
Tendring	Jaywick
Thurrock	Lakeside

Please confirm you will map and share shapefiles that define the hotspots with the Home Office following any re-profiling exercise.	Yes.
Please confirm whether the Op Dial hotspots will be treated for a minimum of 9-12 months.	12 months
Please confirm you will provide the Home Office with data for the Days/Nights of Action in the same way as for other patrols.	Yes, officers will complete the response form to capture enforcement. We can also provide an overview of each event, including photographs if required.

## 2. Tackling Serious Violence

**\*\*\* Please note that your answer to this section depends on whether your force area HAS / HAS NOT previously been in receipt of Grip funding \*\*\***

<b>Mandatory/Recommended Requirements:</b>
<p><b>It is mandatory that the 20 force areas previously in receipt of Grip funding:</b></p> <ul style="list-style-type: none"> <li>• Ensure that serious violence hotspots cumulatively cover at least 10% of force area total SV (violence/robbery).</li> </ul> <p><b>It is recommended that the 23 force areas not previously in receipt of Grip funding:</b></p> <ul style="list-style-type: none"> <li>• Ensure that serious violence hotspots cumulatively cover at least 10% of force area total SV (violence/robbery).</li> </ul>
<p><b>Please confirm you have read and understood the mandatory/recommended requirements and will meet them in establishing a Hotspot Response programme:</b></p> <p><input checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p>

Please detail below how you will endeavour to meet the mandatory/recommended requirements:

Essex Police was one of the Force to receive both the ABS and Grip previous funding and as such (noted above) are already operating separate ASB and Grip hotspot's locations which do not overlap, and I can confirm that we meet the mandatory and recommended requirements.

Any new forecasting of hotspots will be done collaboratively to ensure this continues into 24/25.

If recruitment of staff to fulfil the CSP patrols is need, please confirm how long you expect this to take and whether the Police are able to fulfil the patrol plans in the meantime.

No recruitment is required, CSP's will continue with the resources they have from the pilot. The majority are ready to deploy from April onwards.

### 3. Cross-agency Working Requirements

#### **Mandatory/Recommended Requirements:**

##### **It is mandatory that all 43 force areas:**

- Consider which agency is best suited to undertake patrols at each day, time or location and present this rationale as part of their application. This could include the benefits of the agency's specialist skills e.g. powers of arrest, abilities to divert and refer.

##### **It is recommended that all 43 force areas:**

- Map available resource from different partners to ensure there is capacity to regular carry out the planned additional patrols.

- Engage early with relevant partners to agree what additional resource will be required and take steps to arrange this e.g. recruitment as early as possible.

**Please confirm you have read and understood the mandatory/recommended requirements and will meet them in establishing a Hotspot Response programme:**

YES       NO

Please detail below how you will meet the mandatory/recommended requirements:

[Please insert your response here] Maximum 500 words

#### **Serious Violence Unit - Op Grip**

SVU Op Grip has utilised all the forces resources for the patrols, using PCSO's for daytime town centre patrols to engage with shop owners and businesses, Community Safety Partnership officers for evening patrols and NTE events. Uniformed specialist safeguarding officers for engagements with taxi drivers and vulnerable people who have been identified, Dog handling officers to provide support and deterrence in busy peak times, Road Policing Officer (RPU) to provided high visibility support in the vehicle enabled serious violence within hot spot locations.

POP projects of work are completed collaboratively with partners, from Open Road, Street Pastors and SOS Bus colleagues, ensuring we have the right services and people in the right places at the right times.

#### **Op Dial - ASB**

If required in the zone, police will patrol unsociable hours indicated by zone heatmap of incidents. This will ensure the agency with the most appropriate powers will responds to incidents associated with the NTE. CSP will predominantly patrol during their working hours and can therefore respond with enforcement that breaches area PSPO, or where a fixed penalty notice is required.

Consultation with Community Safety Partners has taken place throughout the process, providing the opportunity to input with locally held data and professional judgment.

The 11 CSP's have committed to regular patrols across all 15 Hotspots for a minimum of 2 days per week in 2-hour sets, 52 weeks per year. CSP's have indicated their preference of days/time slots based on the incident heatmap and their resource.

#### 4. Patrol Requirements

##### **Mandatory/Recommended Requirements:**

It is **mandatory** that all 43 force areas:

- As a minimum on average, deliver an eligible patrol at least once every three days, (unless agreed that the area is subject to a POP plan only, with no visible patrol included as part of planned activity to address the problems).
- Ensure patrols are not in direct response to a crime that has just occurred. They should be proactive based on long-term incident data or local intelligence.
- Produce a proactive plan/schedule for patrols and share with HO.
- Return data for all relevant patrols (irrespective of their duration), but accept that for a patrol to count as hotspot treatment, its duration cannot be less than 15 minutes and that it must involve provision of a visible presence (for example, police officers, Police Community Support Officers (PCSOs), or community safety wardens) for it to be eligible for funding. If you have / will adopt(ed) an automatic system it must have the capability to distinguish proactive hotspot response patrols from reactive entries.
- Deploy only high-visibility patrols as eligible for funding. We will not consider plain-clothes patrols as eligible. We expect these to be on-foot but are open to force areas to treat hotspots impacted by vehicle based ASB with vehicle-based patrols with agreed appropriate rationale.
- Have sufficient analytical capability to support programme.

It is **recommended** that all 43 force areas:

- Ensure patrols are targeted at the hottest times and hottest segments within hot spots by providing this information to those patrolling.
- Randomise patrol days as part of the patrol plan. We are asking force areas to randomise by day where possible, **but not by time**. So, force areas should only proactively patrol on the days specified

in their agreed (and preferably random) schedule. But within those days' patrols should occur at the times and at the places identified as most likely to have impact, which will of course be non-random. This could and sometimes should mean doing multiple patrols on the same day.

- Have, or be working towards (by end of 24/25), a GPS tracking system for patrols which records automated entry/exit to a hotspot. Ideally, the GPS tracking system should accurately identify date of patrol, time of patrol start and finish, and number of officers involved.
- Consider whether they want to implement an academically supported Randomised Control Trial (RCT).
- Encourage officers and delivery partners to engage with the community while on patrols. This could include resident forums.
- Consider whether to advertise that patrols are taking place, for instance via the use of social media.

**Please confirm you have read and understood the mandatory/recommended requirements and will meet them in establishing a Hotspot Response programme:**

YES       NO

**Please detail below how you will meet the mandatory/recommended requirements:**

[Please insert your response here] Maximum of 750 words

A proactive plan/schedule for patrols will be produced and shared with the Home Office once confirmed.

**Serious Violence Unit - Op Grip**

SVU Op Grip are currently using the treatment and control method to patrol hotspot locations, with 15 hotspots being “treated” each day and 15 hotspots receiving no additional “treatment” thus being our “control” locations.

We are currently 98% complaint across the Force on a daily basis within our Treatment locations. Completing one 15-minute patrol or one 30-minute patrol in larger hotspots. We will look to improve in two areas, one patrol every day (trying to achieve 100% compliance) and those patrols during peak time activity. This drive will be to focus on patrols were analytical product indicated night-time economy risks or where those offenders of crime are known to be active, either committing violent crime, robbery, or offences linked to the supply of controlled drugs. The very nature of the drug business model is associated to violence and

exploitation in those hotspots. Using vulnerable people to commit crimes to pay for their debts or drug addictions.

Op Grip has utilised all the forces resources for the patrols, using PCSO's for day time town centre patrols to engage with shop owners and businesses, Community Safety Partnership officers for evening patrols and NTE events, uniformed specialist safeguarding officers for engagements with taxi drivers and vulnerable people who have been identified, Dog handling officers to provide support and deterrence in busy peak times, Road Policing Officer (RPU) to provided high visibility support in the vehicle enabled serious violence within hot spot locations.

We currently record patrol data via a QR code system; however, we are in the testing stage of TVP app implementation, and it is planned to go live asap, this will then become the main metrics for recording all SVU OP Grip patrol activity and data returns.

### **ASB - Op Dial**

Additional foot patrols will be carried out in the hotspot areas identified for between two and four-hour periods during the peak times identified (including outside of normal office hours and at weekends and on public holidays where appropriate). It is anticipated that each hotspot will be patrolled for a minimum of 16 hours per week with, where relevant, detached youth work, and patrols will include a community engagement element. The aim is for 5 patrol days per week per zone, 3 police and 2 CSP days.

The funding will secure additional capacity and capability to tackle ASB rather than simply diverting resources from Town Centre Teams and Community Policing Teams away from existing work. Whilst police resources will be used, the emphasis will be on channelling funding to deploy other capable guardians within the partnership network, including CSAS accredited officers who are trained in the exercise of a range of powers, where these are available. As such, our local CSPs will be a key delivery mechanism for the pilot. These resources will also be supplemented by local youth workers who will be equally familiar with the local area, its issues and challenges.

The activity undertaken during each patrol will include some or all of the following:

- High visibility patrols in hotspot areas.
- Liaising with local business owners and residents to provide community safety advice and gather intelligence in support of ASB investigations and other enforcement activity.
- Identifying issues in the local area and participating in a multi-agency problem solving approach to address these. This may include facilitating access to other information and services.
- Providing proactive and robust enforcement relating to lower-level crime and ASB including littering, graffiti, fly-tipping, street drinking, and noise nuisance. Issuing fixed penalty notices, verbal and written warnings for relevant offences.

- Speed enforcement activity in areas where vehicular nuisance is an issue.
- Stop and search activity.
- Street outreach by youth workers.

A minority of CSPs require flexibility to randomise patrol days according to resources, we have stipulated patrols must be completed during the indicated heatmap of incident peaks/days.

When there are incident peaks that span over a 24hour period, police patrol hours may vary week to week to ensure varied coverage. The aim is to vary police patrol days each quarter.

Two unique QR codes (op Grip/Op Dial) are in place to capture analytical data. CSP / Police patrolling officers will complete the form at the end of each patrol, and records of all activities will be maintained on computer systems and software as directed.

<p>How will you brief officers / staff as to the rationale for the patrol and what Hotspot Response is, to ensure they are bought into delivery and able to contribute as effectively as possible?</p>	<p>Grip – Has a SharePoint for officers, which include the maps, the geographic details of the location, and problem profiles for the area and details of the patrol required. We also have 2 PS’s who visit and speak with the local CPT and LPT team regularly to ensure that they are fully aware of the hot spots and why they have been identified, and to also engage with them for any POP projects of work on High Harm within the locations. The Hot spot locations have been shared with our partners so that we can continue to deploy with them on projects such as Safe Space and event evenings.</p>
<p>Please confirm if you will randomise the Op Dial patrols by day? We encourage this.</p>	<p>CSP’s require flexibility to conduct patrols based on resources available. They will Patrol for a minimum of 4 hours per week per zone in peak hours and days will be randomised. We can randomise</p>



Police patrol slots, changing the deployment slots each quarter.

## 5. Problem Orientated Policing (POP) Requirements

### **Mandatory/Recommended Requirements:**

#### **It is recommended that all 43 force areas:**

- Consider the implementation of POP alongside visible patrols to maximise the effectiveness of the hotspot response. However, before implementing POP they should also very carefully consider whether they are resourced to deliver this in addition to visible patrols. This is because all evidence indicates that effective delivery of hotspot responses is operationally challenging. Force areas that are newer to implementing hotspot responses consistent with College of Policing advice may want to initially focus purely on delivering a visible patrol response in hotspots. While both visible patrols and POP are known to be effective, visible patrols are somewhat easier to implement. Once visible patrols are operating effectively, POP can always be introduced to supplement patrols.

#### **It is mandatory that all 43 force areas:**

- Ensure that where a decision to treat a hotspot with POP has been taken, that POP activity does not commence until a proper SARA (Scanning, Analysis, Response and Assessment) plan has been developed and has been appropriately implemented.
- Ensure that where a decision to treat a hotspot with POP has been taken, the Home Office is provided with data allowing it to identify each hotspot that is the subject of POP treatment, the date upon which POP activity in that hotspot commenced, and the types of crime the POP activity is targeting.

**Please confirm you have read and understood the mandatory/recommended requirements and will meet them in establishing a Hotspot Response programme:**

YES       NO

Please detail below how you will meet the recommended/mandatory requirements:

[Please insert your response here] Maximum 500 words

### **Serious Violence Unit - Op Grip**

**SVU - Op Grip** – Will deliver POP in a number of areas.

### **Knife Crime Opengate deployments**

OpenGate is a state-of-the-art weapon detection system used by trained specialist uniform officers to deliver targeted prevention tactics in hotspot locations. All deployments will be linked to our hot times and days, including NTE and evidence lead to focus on the reduction of knife enabled offences and carries.

OSG resources working in partnership with LPA uniform resources, and partner agencies. Providing high visibility and Opengate to target those intent on causing serious violence or carrying knives and other weapons. This will be a high visibility but include two plain clothes officers to detect those offenders who are actively looking to avoid the high visibility presence.

This POP activity has in the last 12 months increased the number of knife seizures cross the force and provided deterrence in those hotspots which are the high knife crime locations.

### **Safe Space Events**

SVU - Op Grip analysis highlighted that a large proportion of the high harm crime is linked to vulnerability and associated violence from the Night-time Economy.

The analysis of each hotspot's crime data, by the team was used to develop a problem-solving initiative by Op Grip team and local policing teams, to look at innovative ways to prevent harm within the city centre. This has also included the development of risky facilities and cost of crime data which has significant in identifying those problem NTE premises and developing with the local authority and other partnerships a training packages including "Ask Angela".

This resulted in the creation of a 'safe space' events, partnership saw Essex Police and partners stationed alongside a mobile police station for members of the public to utilise if they were in any need.

This safe space offered woman and girls the opportunity of a "Capable Guardian" and the reassurance, if they felt unsafe or concerned. This was jointly staffed with local partners and associated businesses to provide a rounded approach to this problem solving.

This has been hugely successful in reducing serious violence, having a high visibility of Police and partners presence in key locations has been hugely beneficial and significantly increase trust and public confidence in communities and businesses.

### **High Harm Targets**

SVU - Op Grip team in collaboration with Essex Serious Violence Unit will identify those individuals or groups operating in hotspots which have been identified and subject to daily patrols.

This scanning has identified persons who are supplying class A drugs in this area and have the risk of knife violence attributed, contributing or responsible for other high harm or knife enabled crime, including serious violence linked to gangs and county lines in these areas.

The escalations in criminality caused by the underlying issue of drugs supply are the common cause and effect on communities in those areas (we have recently commissioned an Offender Impact survey in Essex which highlights that over 75% of offenders in Essex who are charge with drugs supply offences have one or more of the high harm offences markers which underpins the SV hotspot principles). This is in line with the new CoP Hot Spot APP (crime opportunity theory). Knife Crime Data has been reviewed which shows correlation in current Grip hot spots, this includes increases in stabbings and similar event types. The analytical product will be used to provide teams with an evidenced based response that is tailored to each hotspot by Gangs and County Lines enforcement teams and target those individuals proactively to reduce the effect their criminality has on the Hotspot locations.

This will also include the Op Pandilla approach to multiple Force deployments (working with the Met Police and other force circulating the M25) targeting offenders linked to criminality in hotspots but travel in these are via the strategic road network to commit crime or to support their own criminal networks.

### **Op Dial – No POP planned**

What will be the process for identifying those individuals or groups operating in hotspots which have been identified and subject to daily patrols.

Grip - A problem profile of each of the Hot spot has been created to identify if there is a felonious few or repeat victim in any of the areas. As it is well documented

	<p>perpetrators do not persist like hot spots do, to ensure we are refreshing our data we check the Force High Harm cohort and review the daily incidents to identify High Harm offenders within the Hot Spots and then look to tackle this with our POP.</p>
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## 6. Data Return /Sharing Requirements

Force areas should put in place arrangements to monitor the level of operational activity (including partner activity), ASB and crime in the identified hotspots and share hotspot operational activity and incident data with the Home Office.

<p><b>Mandatory/Recommended Requirements:</b></p>
<p><b>It is mandatory that all 43 force areas:</b></p> <ul style="list-style-type: none"> <li>• Comply with the existing ADR requirement to return offence and geo-location data to the Home Office data hub as we will use this to estimate impact of the programme. Any force areas currently not returning offence and geo-location data via that route will need to provide this data via a bespoke alternative approach.</li> <li>• Provide record-level patrol data every quarter consisting of date, hotspot, time-in, time-out, number of officers, number of other-agency patrollers, type of other-agency patroller.</li> <li>• Provide record-level details of any POP activity delivered. This must be divided between additional visible uniformed activity (in the same format as core visible patrolling) and any other activity delivered, for example licensing visits, improved CCTV, cutting back undergrowth. For the latter we must be provided with a return which outlines the start date, the hot spot treated and the crime type targeted. Further details on the exact format of these data returns will follow this guidance.</li> <li>• Provide aggregated totals of weapons taken off the streets by quarter within identified hotspots, or if not possible, at force area level.</li> <li>• Provide a more frequent return of the ADR 150 stop and search data [6 monthly].</li> <li>• Provide aggregated totals of arrests carried out in the hot spots [6 monthly].</li> </ul>

- Provide aggregated totals of ASB powers carried out in the hot spots [6 monthly].
- Provide aggregate totals of ASB incidents for each hot spot [6 monthly].

**It is recommended that all 43 force areas:**

- Share any internal evaluations and reports produced in relation to their hotspot response programmes. The Home Office strongly recommends using comparable control groups to assess impact.
- should, where relevant, clearly define how they will engage with delivery partners,
- should set out clearly how delivery partners will share data, evaluations and findings

**Please confirm you have read and understood the mandatory/recommended requirements and will meet them in establishing a Hotspot Response programme:**

YES       NO

Please detail below how you will meet the recommended/mandatory requirements:

[Please insert your response here] Maximum 500 words

The process that is already in place to verify when patrols take place as part of Operation Grip and Operation Dial (ASB Pilot) in year one will be replicated in year 2. A user-friendly form, accessed via a unique QR code, is in place to capture analytical data. CSP / Police patrolling officers will complete the form at the end of each patrol, and records of all activities will be maintained on computer systems and software as directed.

The form will capture the below data, and an analyst will extract the data and compile reports as specified by Home Office:

- Additional number of patrols conducted.
- Extra patrolling hours conducted.
- Average number of officers involved in each patrol.
- Number of days a patrolled.
- £s spent on operational hotspot delivery.
- Enforcement activity (Arrests, Stop Search etc)
- Narrative summary of patrols conducted.

Throughout the Pilot we held quarterly CSP meetings and provided delivery partners with evaluation, data sharing and reports produced in relation to their hotspots. We facilitated quarterly internal and CSP Comms lead meetings and an end of year evaluation debriefing for all delivery partners. We will replicate this throughout 2024/2025.

<p>Please confirm you will provide record-level patrol data every quarter consisting of date, hotspot, time-in, time-out, number of officers for the Op Grip <u>BAU</u> patrols?</p>	<p>Grip – this is provided currently and will continue to be provided to the Home Office, our current data set is supplied from a spread sheet return from the QR code, however when the TVP app is live we will provide the returns from this data set to the Home Office.</p>
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## 7. Comms Activity Proposal

Please detail below any comms activity you intend to deliver, either directly or through local partners, to positively promote the work undertaken via the Hotspot Response fund. Please include detail around the frequency of comms, the comms platform you will use and who will deliver the activity. E.g social media platforms, websites, interviews etc

[Please insert your response here] Maximum 500 words

**SVU - Op Grip**

Essex Grip utilises the Force media team to distribute articles regarding Grip activities and projects, these are disseminated on our Essex Police Facebook and Twitter platforms. We also share this with our local partners.

A monthly Newsletter is produced by the Grip team for the Force, which provides the compliance for each area, good news stories and the POP projects of work being undertaken. The Newsletter is shared with our area partners to ensure that they are fully aware of positive impacts of Grip within the hotspot locations.

The Grip team attend a variety of local meetings with partner agencies and businesses to share the POP projects and bodies of work being performed within

the area which promotes the cohesive approach to reducing serious violence in the Hotspots and build relationships to work jointly.

### **ASB - Op Dial**

Geotargeted content focused on communities within the ASB and Serious Violence Hotspots. Using predominantly digital channels to reach these communities in a coordinated and sustained way in order to build awareness and understanding of additional local visible patrols by police officers with real time stories and updates from officers out in Hotspot areas. Possibly use local outdoor media, where this is available within the pilot areas, to strengthen communities' recall of activity and hyperlocal channels such as Nextdoor. Emphasise visibility, approachability, and professionalism.

Social Media officer overtime etc.

## 8. Relationship with other Home Office Initiatives / Programmes

Please detail below how you will ensure activity planned under the Hotspot Response programme aligns with and complements other Home Office initiatives within your force area, such as Clear Hold Build, Safer Streets Fund, and Violence Reduction Units.

[Please insert your response here] Maximum 500 words

### **SVU - Op Grip**

The Serious Violence Unit – Op Grip team have regular monthly meetings with the VRU, looking at best practise and ideas and initiative ideals to support the reduction of serious violence, this also includes the safer streets funding and ASB on the strategic road network. We are currently working with Essex Council Counsel casualty reduction unit looking to support their hotspots response to anti-social behaviour on the roads and their KSI reduction through drink and drug driving with hotspot development, some of which are linking to SVU and ASB hotspot.

In relation to Clear, Hold, Build, we have over the last 2 years created the activity within our hotspots and reduced Serious Violence and criminal activity (this is evidenced by current 7% reduction) and are holding and building on this POP

framework of sustained activity with partners and stakeholders. At this stage there is no need to or evidenced criminality in areas which need the clearing process as this has already been implemented through previous years sustained activity.

The Grip team will be working closely with local LPA`s and CSP teams to develop solutions and innovation with partners and business. This will included the risky facility profiles which have identified premises which poses the greatest risk at NTE hotspot, working closely they will highlight the costs of crime, this will include awareness training of crime trends and vulnerability and the signs to look for, plus ongoing training packages for new and seasonal staff.

### **ASB - Op Dial**

Home Office Safer Streets programme - We will ensure Op Dial patrols do not conflict with Street Warden patrols delivered as part of Safer Streets project in areas where there is a Bid/Hotspot overlap. As part of the Op Dial engagement element, patrolling officers will seek opportunities to signpost to relevant Safer Streets initiatives, projects, schemes within the local area.

## 9. Embedding Hotspot Response Business as Usual

Please detail below how you will endeavour to continue Hotspot Response activity beyond 24/25 so that it becomes business as usual within your force area. We encourage monetary and /or in-kind contributions to assist in the transition to business as usual.

[Please insert your response here] Maximum 500 words

In Essex Police the objective of the previous three-year grant agreement and legacy of Op Grip was to always become 100% complaint with patrol activity from BAU resources, this has now been achieved and all 15-minute patrols are performed as BAU and featured as our cost matching exercise in previous grant agreements. This is now well embedded within Essex Police and forms part of the Essex Police performance framework of patrol activity and the emphases on patrolling to prevent crime, engaging and build public trust and confidence and targeting those high harm offenders. I should also that the Op Grip team have undertaken a number of training courses with either Cambridge University or University College London and we now have a number of POP Champions who are building an excellent legacy tool to support Community Policing Teams with ideas and creative thinking, and this will only develop further as this training is passed on.



## **ANNEX F – Limitations of Funding Use and Ineligible Expenditure**

- 1.1 The Recipient shall not make a profit in its use of the Grant.
- 1.2 Further, the Recipient is not permitted to charge, or require payment for, or apply fees to, any activity provided in connection with this Agreement or otherwise use the Grant to undertake or engage in activities that result in commercial gain or profit.
- 1.3 For the avoidance of doubt, no profit, dividends, bonuses (incl. discretionary performance related bonuses) and/or any similar or equivalent benefit will be paid to Staff.
- 1.4 To comply with the Cabinet Office' spend control<sup>12</sup> requirements, the Recipient:
  - must seek permission from the Authority prior to any proposed expenditure on advertising, communications, consultancy or marketing either in connection with, or using the Grant; and
  - should provide evidence that any marketing, advertising, communications and consultancy expenditure carried out in connection with, or using the Grant will deliver measurable outcomes that meet government objective to secure Value for Money.
- 1.5 Other expenditures, which are prohibited, include the following:
  - discretionary Staff bonuses and rewards i.e. where a value is not contractually guaranteed, for example, it is described as 'the potential to earn up to';
  - contributions in kind;
  - interest payments or service charge payments for finance leases;
  - gifts;
  - statutory fines, criminal fines or penalties civil penalties, damages or any associated legal costs;
  - payments for works or activities which the Recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;
  - payments for unfair dismissal or other compensation;
  - depreciation, amortisation or impairment of assets owned by the Recipient;
  - the acquisition or improvement of Assets by the Recipient (unless the Grant is explicitly for capital use – this will be stipulated in the Grant Funding Letter);

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<sup>12</sup> <https://www.gov.uk/government/collections/cabinet-office-controls>

- without first receiving approval from the Authority In Writing, the Recipient may not use the Grant to write off debts or liabilities, or make ex gratia special payments to a Third Party where no legal obligations exist for the payment and/or other extra-contractual expenditure. These may include, but are not limited to, out-of-court settlements, compensation or additional severance payments to Staff; and
  - liabilities incurred before the Commencement of the Grant Agreement unless agreed In Writing by the Authority.
- 1.6 *The Recipient may not use the Grant to cover any direct costs required to establish a fundraising capability.*
- 1.7 *The Grant is paid from Official Development Assistance (ODA) and the Recipient shall make itself fully cognisant of the ODA eligibility criteria, primarily that the main purpose of the activity must be the promotion of the economic development and welfare of developing countries.*
- 1.8 *The Grant may only be used to support Children up to the date of their 18<sup>th</sup> birthday.*
- 1.9 *The Purpose may only deliver interventions in [insert Geographical constraint].*
- 1.10 *Other examples of expenditure, which are prohibited, include the following:*
- *Immigration advice and guidance to unaccompanied asylum-seeking children (UASC)*
  - *Legal representation (whether in person or In Writing) about the grounds for an asylum claim or appeal against a decision to refuse asylum or asylum support*
  - *Advocacy about the outcome of a particular Client's claim for asylum or asylum support*
  - *Advocacy about qualitative trends in decisions about claims for asylum or asylum support*

## ANNEX G – Grant Agreement Amendments

### Change Control Record

Grant Agreement Version	Variation Reference	Agreed	Dated
v1.0	Not applicable	DD MMM YYYY	DD MMM YYYY

## Grant Variation Notice (Template)

Agreement Title	Consolidated Hotspot Response
Between	The Secretary of State for the Home Department, (hereinafter called "the Authority") &  Insert the Recipient's name ("the Recipient")
Variation Number	001 (e.g. 001-2018)
Variation	Means the amendments to the Grant Agreement contained in this form
Date Effective From	DD MMM YYYY (Insert date change is agreed to be effective from)

In accordance with the provisions of Article 19 (Amendments to the Grant Agreement), the Parties hereby agree that the Grant Agreement be varied as follows:

No.	Heading	Location	Variation
1			
2			
3			

- Words and expressions in this Grant Variation Notice shall have the meanings given to them in the Grant Agreement.
- The Grant Agreement, including any previous Grant Variation Notices, shall remain effective and unaltered except as amended by this Grant Variation Notice.

Signed on behalf of the Authority

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of the Recipient

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# ANNEX H – Grant Funding Letter



Home Office

## Home Office

Paul Regan and Charlotte Breen  
**Crime Reduction Directorate**

Public Safety Group,  
5th Floor, Fry, 2 Marsham Street, London,  
SW1P 4DF  
020 7035 6574  
[HotspotResponseTeam@homeoffice.gov.uk](mailto:HotspotResponseTeam@homeoffice.gov.uk)

01 May 2024

Dear Police and Crime Commissioner,

### **GRANT PAYMENT TO ESSEX POLICE, FIRE AND CRIME COMMISSIONER**

I am writing to confirm approval of a grant to The Police, Fire and Crime Commissioner for Essex for the Consolidated Hotspot Response fund. The maximum value that can be claimed during Funding Period 1 in accordance with Schedule 2 is: £ 1,637,769.

This is a single financial year funding arrangement and the Grant Amount noted in the Grant Agreement must be used to fund activity that is delivered in the same financial year of the award.

Hotspot Response aims to ensure there is regular visible presence in the areas worst affected by serious violence and ASB; improving the visibility of police and other uniformed presence in a very targeted way, to deter or arrest perpetrators and ensure that communities feel confident and safe. We know that hotspot activity works, and this will be one of the largest rollouts of hotspot response to take place anywhere in the world.

To ensure that the programme is as effective as possible, we are keen to emphasise:

- This funding covers the whole of the 2024/25 financial year. If it has not already done so, we would expect patrolling to begin immediately once the grant agreement has been signed.
- A list of hotspots and shapefile maps are to be provided to the Home Office by 3<sup>rd</sup> May 2024 at the latest. We typically expect force areas to identify 10-50 hotspots.
- Hotspots should be patrolled at the 'hottest' times when serious violence and/or ASB is most prevalent.

- Tackling ASB and serious violence should be the primary aim of the patrolling.
- Ministers expect to see the programme deliver 600,000 to 900,000 hours of patrols by police, PCSOs and other visible uniformed presence over 12 months, beginning in April 2024 which equates to 9,000 to 13,500 hours of patrols for every £1m of grant funding.

We look forward to supporting your mobilisation and working with you during the lifetime of the arrangement to help make a significant impact by increasing visible patrols in the areas (hotspots) worst affected by serious violence and ASB.

Payment of the monies detailed above is subject to your acceptance of this offer and the standard terms and conditions of the Grant Agreement.

To confirm acceptance of this offer of grant funding, please sign and return to the above address via email, one copy of the Grant Agreement, ensuring that you complete the Acceptance of Grant pages. The second copy of the Grant Agreement is for your records. Please be aware that no payments will be released until the Authority is in receipt of the counter-signed documentation.

The Specified Points of Contact for the Consolidated Hotspot Response fund will be Sarah Kalmus-Hoye and Saqlain Riaz who will be responsible for monitoring delivery. I would be grateful if you would address future correspondence to them at [hotspotresponseteam@homeoffice.gov.uk](mailto:hotspotresponseteam@homeoffice.gov.uk)

Yours sincerely,



Paul Regan



Charlotte Breen

## **ANNEX I – New or Changing Bank Account Details**

- 1.1 Clauses 5.3 to 5.5 explain that Authority will make Grant payments by BACS transfer.
- 1.2 The responsibility for ensuring the Authority has the correct bank account details lies with the Recipient.
- 1.3 The information which the Recipient must supply to the Authority to allow BACS payments is as follows:

### **Recipient Details**

Registered name of company

Trading name of company

Company registration number

Vat registration number

### **Recipient Address Details**

Registered Address

Credit Control/Finance Address

### **Contact Details**

Email address for purchase orders

Email address for remittance advice

Email address for invoice queries

Telephone Number for Accounts

Receivable/Credit Control

### **Payment Details**

Bank Name

Branch name and address

Company Bank Account Name

Bank Account Number

Bank Account Sort Code