

**ORIGINATOR:** **DEPUTY CHIEF  
EXECUTIVE**

**DECISION NUMBER:** 40-2014

**REASON FOR SUBMISSION:** **FOR DECISION**

**SUBMITTED TO:** **POLICE AND CRIME COMMISSIONER**

**SUBJECT:** **PROPOSALS FOR GRANTS  
(1) RURAL LIFELINE FUND  
(2) 'SAFER SUFFOLK SMALL GRANTS FUND'**

**SUMMARY:**

This decision paper outlines the current arrangements for income generated as a result of the provisions of the Police (Property) Regulations 1997 and from the Suffolk SafeKey scheme, and makes proposals for distribution of the proceeds.

**RECOMMENDATION:**

That the PCC agrees:

1. That, subject to there being sufficient income (as set out at section 1 of this report) a grant of £15,000 be awarded for a period of twelve months to the 'Rural Lifeline Fund.
2. That subject to the availability of sufficient income the grant be paid in two payments of £7,500; the first being awarded immediately and the second on or after 31 March 2015.
3. That a small grant making arm of the Safer Suffolk Fund be established, to be known as the Safer Suffolk Small Grant Fund.
4. That any additional income above the £15,000 earmarked for the Rural Lifeline Fund be routed to the Suffolk Safer Small Grants Fund for the purposes of awarding small grants to charitable organisations.
5. That all grant awards by the Safer Suffolk Small Grants Fund must be awarded for charitable purposes and must contribute to the PCC's Police and Crime Objectives.
6. To approve the proposed terms of reference for the Safer Suffolk Small Grants Fund (Annex B).
7. That a sum of £15,000 be transferred from the Safer Suffolk Fund to the smaller Safer Suffolk Small Grants Fund to enable awards to commence.

**APPROVAL BY: PCC**

The recommendations set out above are agreed.

**Signature**

*Tim Pannone*

**Date**

*26/11/24.*

## DETAIL OF THE SUBMISSION

### 1. KEY ISSUES FOR CONSIDERATION:

- 1.1 This decision paper outlines the current arrangements for income generated as a result of the provisions of the Police (Property) Regulations 1997 and from the Suffolk SafeKey scheme, and makes proposals for distribution of the income.
- 1.2 Details of the two sources of income are described below.

#### Police (Property) Regulations 1997

- 1.3 The Police (Property) Regulations 1997 (see Annex A) provides powers to the police to dispose of property, where no owner can be ascertained, after specified periods of time.
- 1.4 The Regulations set out the following conditions:
- *The proceeds of all sales under the Regulations and any money to which these Regulations apply shall be paid to the relevant authority and shall be kept in a separate account to be called the Police Property Act Fund ("the Fund").*
  - *The Fund or any part thereof, may be invested as the relevant authority think fit and the income derived from the investments shall be added to and become part of the Fund.*
  - *The moneys, including income from investments standing to the credit of the Fund shall be applicable—*
    - (a) *to defray expenses incurred in the conveyance, storage and safe custody of the property and in connection with its sale and otherwise in executing these Regulations;*
    - (b) *to pay reasonable compensation, the amount of which shall be fixed by the relevant authority, to persons by whom property has been delivered to the police;*
    - (c) *to make payments of such amounts as the relevant authority may determine for such charitable purposes as they may select.*
- 1.5 Income is received from various sources such as 'Bumblebee' Auctions (the online site used to auction property). The proposals set out in this paper relate to all income where the funds must be used to 'make payments for charitable purposes'.

#### Suffolk SAFEKey

- 1.6 The Constabulary also derives income from the Suffolk SAFEKey scheme which reunites people with their lost keys, and also allows Suffolk police access to properties in the event of an incident occurring whilst residents are away. The scheme charges subscribers a fee of £12.00 per annum and all income after disbursements is added to the Safer Suffolk grant fund to enable further grants to be made to charitable causes.

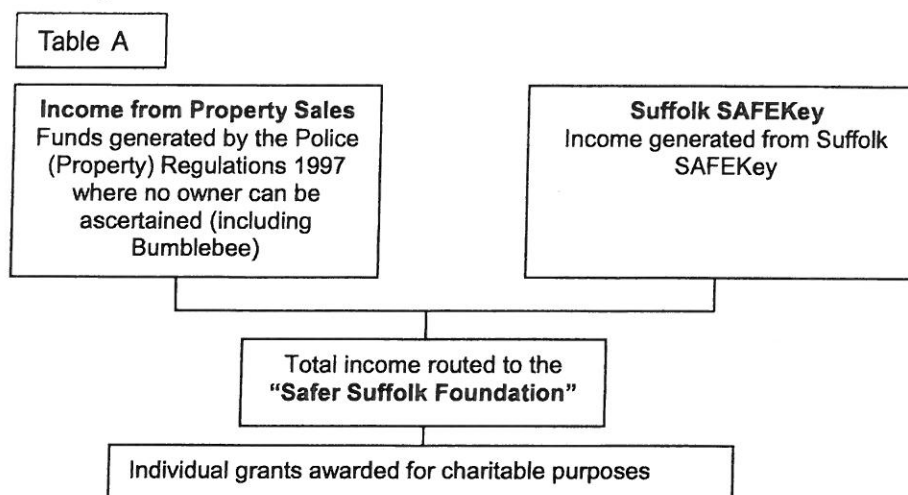
### 2. SAFER SUFFOLK FOUNDATION

- 2.1 As determined by the PCC's predecessor body, Suffolk Police Authority, the income deriving from the above sources, has been routed into a fund known as the 'Safer Suffolk Foundation' and has been used to make donations to charities following an application process. [This fund is discrete from the PCC's Safer Suffolk Fund referred to later in this report.]



2.2 This income will by its very nature fluctuate and it is not possible to accurately estimate the income. However historically the income has been around £30k-£50k. All income, after disbursements, has been diverted to the aforementioned 'Safer Suffolk Foundation'.

2.3 These arrangements are shown at Table A below.



2.4 The Safer Suffolk Foundation has been administered on behalf of the Constabulary by the Suffolk Community Foundation, which is the leading community grant-maker in Suffolk and manages various funds on behalf of organisations and individuals to enable charitable grants. It should be noted that the similarity of nomenclature between Suffolk Community Foundation and the Safer Suffolk Foundation has caused considerable confusion and misunderstanding, the former being the leading grant-making organisation in Suffolk and the latter being a small grant making fund, and from which the award of grants is coordinated by the Suffolk Community Foundation. This report also seeks to rectify the confusion by proposing to rename the Safer Suffolk Foundation to as the 'Safer Suffolk Small Grants Fund'.

2.5 The PCC has recently indicated the intention to utilise part of this income to award a grant of £15,000 to a new charitable fund, the 'Rural Lifeline Fund'. The fund is being created by Suffolk Agricultural Association and will also be administered by the Suffolk Community Foundation. The proposed terms of reference for the fund are currently being developed but are likely to include:

*"As well as commissioning and disseminating relevant research, practical support can be injected into a rural community through a variety of charitable interventions:*

- *Crisis payments to individuals in need through partnership with delivery agencies who know the vulnerable families and individuals, and can make professional eligibility assessments;*
- *Financial support to charitable organisations tackling rural issues, through the grant-making network of the Suffolk Community Foundation;*
- *Investment in education, particularly around bursaries to develop skills in the rural economy, such as travel costs to college, employing the model successfully used by Norfolk Community Foundation in partnership with further education colleges;*
- *Identifying and profiling social issues to galvanise wider cross-partnership support."*

- 2.5 Given the charitable nature of the Rural Lifeline Fund it is an appropriate fund to which the PCC can award a grant from the income derived from the Police (Property) Regulations 1997 and the 'Suffolk SAFEkey' scheme. Accordingly it is recommended that, subject to there being sufficient funds available, an award of £15,000 is made to the Rural Lifeline Fund.
- 2.6 In order to overcome the challenge of fluctuating funds, it is recommended that the grant is awarded in two six monthly instalments of £7,500, the first payment to be paid immediately, and the second payment on or after 31 March 2015.
- 2.7 Having resolved to award a grant of £15,000 to the Rural Lifeline Fund it is likely that there will be funds in excess of the £15,000. Given the requirement for that income be utilised for charitable grant awards satisfactory arrangements for the remaining funds must be in place. With this in mind it is proposed that all remaining funds are routed to the Safer Suffolk Small Grants Fund (see paragraph 1.10) to be used for the purposes of awarding small grants to charitable bodies for charitable purposes where these purposes support the delivery of the PCC's Police and Crime Plan objectives.
- 2.8 It will however be necessary to ensure appropriate arrangements are in place for oversight of this fund. Section 3 of this report seeks to address these issues.

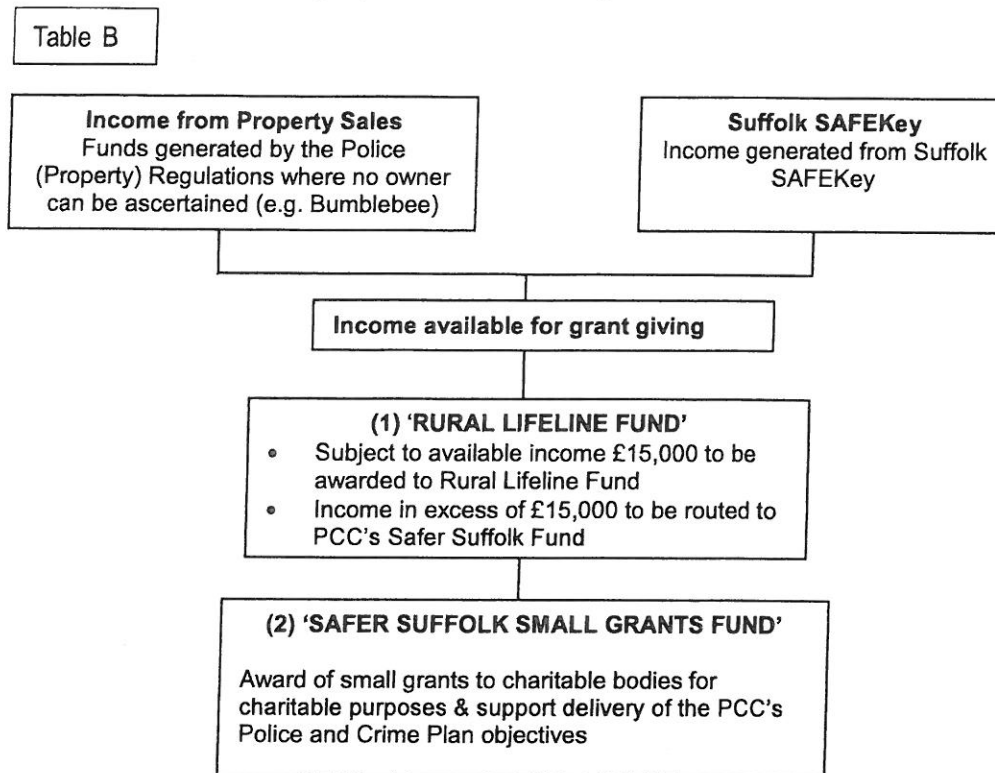
### **3. CRIME AND DISORDER REDUCTION GRANTS**

- 3.1 Section 143 of the Anti-social Behaviour, Crime and Policing Act 2014 provides that PCCs may provide or arrange for the provision of services that will secure, or contribute to securing, crime and disorder reduction in the area and further, services which are intended to help victims, or witnesses of, or other persons affected by, offences and anti-social behaviour.

These objectives are set out in the Police and Crime Plan 2013-2017.

- 3.2 In order to facilitate the award of crime and disorder reduction grants, the PCC created a Safer Suffolk Fund totalling £300,000 in 2014/15. The fund is used for the purposes of awarding grants to voluntary and charitable organisations where the organisation can contribute to the PCC's Police and Crime Plan objectives.
- 3.3 To ensure greater transparency it is proposed that the Safer Suffolk Small Grant Fund be a subsidiary fund of the larger Safer Suffolk Fund. For governance purposes however the Safer Suffolk Small Grant Fund will be ring-fenced to ensure that it is used for the purposes of awarding small grants to charitable bodies for charitable purposes where these purposes support the delivery of the PCC's Police and Crime Plan objectives.

3.3 Table B summarises the proposed future arrangements.



3.4 The proposed terms of reference for the Safer Suffolk Small Grants Fund are attached at Annex B to this report for approval.

3.5 The day to day administration of the income from the Police Property (Regulations) 1997 and the Suffolk SAFEKey scheme will be undertaken by the Business Liaison Manager and a summary will be submitted to the PCC on a quarterly basis.

#### 4. FINANCIAL IMPLICATIONS

##### Rural Lifeline Fund

4.1 As stated it is not possible to project the income from the two funds. In previous years the income has been between £30,000-£50,000. In the first six months of 2014/15 sufficient funds have been generated to cover the first grant of £7,500. It is anticipated that there will be sufficient income from the remainder of the year 2014/15 to fund the remaining grant of £7,500 on or after 31 March 2015. It should be noted that the ability to award grants to the Rural Lifeline Fund will be wholly reliant upon there being sufficient income. Further grants will be considered on an annual. A key factor in the award of any grants will be the availability of income for distribution.

##### Safer Suffolk Small Grants Fund

4.2 In order that the Safer Suffolk Small Grants Fund can proceed with the award of small grants it is proposed that the sum of £15,000 be transferred from the PCC's Safer Suffolk Fund to pump-prime the fund. This will mean that applications can be considered immediately.

#### 5. OTHER IMPLICATIONS AND RISKS:

5.1 It should be noted that the Rural Lifeline Fund will in the next financial year take primacy when distributing funds. Having ensured that sufficient funds are made

available for the Rural Lifeline Fund arrangements may then be made for any remaining monies to be routed to the Safer Suffolk Small Grant Fund.

- 5.2 It is stressed that the proposals for grant awards will rely upon there being sufficient income generated from the two income streams. Accordingly, any commitment to the Rural Lifeline Fund will be determined annually.

| ORIGINATOR CHECKLIST (MUST BE COMPLETED)  | PLEASE STATE 'YES' OR 'NO' |
|---|----------------------------|
| Has legal advice been sought on this submission?  | YES                        |
| Has the PCC's Chief Finance Officer been consulted?   | YES                        |
| Have equality, diversity and human rights implications been considered including equality analysis, as appropriate? | YES                        |
| Have human resource implications been considered?   | YES                        |
| Is the recommendation consistent with the objectives in the Police and Crime Plan?                                  | YES                        |
| Has consultation been undertaken with people or agencies likely to be affected by the recommendation?               | YES                        |
| Has communications advice been sought on areas of likely media interest and how they might be managed?              | YES                        |
| Have all relevant ethical factors been taken into consideration in developing this submission?                      | YES                        |

In relation to the above, please ensure that all relevant issues have been highlighted in the 'other implications and risks' section of the submission.

**APPROVAL TO SUBMIT TO THE DECISION-MAKER** (this approval is required only for submissions to the PCC).

**Chief Executive**

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the (add decision-maker's title e.g. the PCC).

Signature:

Date 25 November 2011.

S T A T U T O R Y I N S T R U M E N T S

**1997 No. 1908**

**POLICE**

**The Police (Property) Regulations 1997**

*Made*

*31st July 1997*

*Laid before Parliament*

*7th August 1997*

*Coming into force*

*1st September 1997*

The Secretary of State, in pursuance of section 2 of the Police (Property) Act 1897(1), and section 43(5), (6) and (7) of the Powers of Criminal Courts Act 1973(2), hereby makes the following Regulations:

1. These Regulations may be cited as the Police (Property) Regulations 1997 and shall come into force on 1st September 1997.

2. The Police (Disposal of Property) Regulations 1975(3) are hereby revoked.

3. In these Regulations:

- "the relevant authority" means

(a)

in relation to a police area in England and Wales listed in Schedule 1 to the Police Act 1996(4) or the City of London police area, the police authority (within the meaning of that Act);

(b)

in relation to the metropolitan police district, the Receiver for the Metropolitan Police District;

- "the 1897 Act" means the Police (Property) Act 1897.

4.—(1) Subject to regulation 5 below, this regulation applies to property in the possession of the police to which the 1897 Act applies in respect of which the owner has not been ascertained and no order of a competent court has been made.



(2) Subject to section 2(3) of the 1897 Act (which provides for the sale of property which is perishable or the custody of which involves unreasonable expense or inconvenience) property to which this regulation applies shall not be disposed of until it has remained in the possession of the police for a year.

**5.—**(1) This regulation applies to property which is in the possession of the police by virtue of section 43 of the Powers of Criminal Courts Act 1973 and in respect of which no application by a claimant has been made within six months of the making of the order under that section or no such application has succeeded.

(2) Subject to section 2(3) of the 1897 Act, property to which this regulation applies shall not be disposed of until the expiration of six months from the date on which the order in respect of the property was made under that section on the conviction of an offender or, if an application by a claimant of the property has been made within that period or the offender has appealed against the conviction or sentence, until that application or appeal has been determined.

**6.—**(1) After the expiration of the period referred to in regulation 4(2) or 5(2) above, as applicable, property to which these regulations apply (other than money) may be sold.

(2) The proceeds of all sales under these Regulations and any money to which these Regulations apply shall be paid to the relevant authority and shall be kept in a separate account to be called the Police Property Act Fund ("the Fund").

(3) The Fund or any part thereof, may be invested as the relevant authority think fit and the income derived from the investments shall be added to and become part of the Fund.

(4) The moneys, including income from investments standing to the credit of the Fund shall be applicable—

(a) to defray expenses incurred in the conveyance, storage and safe custody of the property and in connection with its sale and otherwise in executing these Regulations;

(b) to pay reasonable compensation, the amount of which shall be fixed by the relevant authority, to persons by whom property has been delivered to the police;

(c) to make payments of such amounts as the relevant authority may determine for such charitable purposes as they may select.

(5) The Chief Officer of Police may, at the request of the relevant authority, exercise the powers and perform the duties of the authority under the foregoing paragraphs of this regulation.

(6) The Fund shall be audited by an auditor nominated for that purpose by the relevant authority.

**7.—**(1) After the expiration of the period referred to in regulation 4(2) or 5(2) above, as applicable, if in the opinion of the relevant authority property to which these Regulations apply

(other than money) can be used for police purposes, the relevant authority may determine that the property is to be retained by the authority and the property shall vest in them on the making of the determination.

(2) A determination under paragraph (1) above shall be recorded in writing and published in such manner as the authority think fit and that record shall include the date on which the determination is made.

(3) No determination under paragraph (1) above may be made in relation to any property in relation to which an order has been made under section 43A of the Powers of Criminal Courts Act 1973(1).

8. If the Chief Officer of Police is satisfied that the nature of any property to which these Regulations apply is such that it is not in the public interest that it should be sold or retained, it shall be destroyed or otherwise disposed of in accordance with his directions.

*Alun Michael*  
Minister of State

Home Office  
31st July 1997

#### EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations, which extend to England and Wales only, revoke the Police (Disposal of Property) Regulations 1975. They substantially re-enact the provisions in those regulations relating to sale and disposal of property in the possession of the police to which the Police (Property) Act 1897 ("the 1897 Act") applies with drafting amendments. The regulations also make provision for the retention of property by the police in certain circumstances following amendment to the 1897 Act by the Police (Property) Act 1997 (c. 30).

(1)

1897 c. 30; section 2 was amended by section 1 of the Police (Property) Act 1997 (c. 30).

(2)

1973 c. 62; section 43(5) was amended and subsections (6) and (7) added by section 2 of the Police (Property) Act 1997.

(3)

S.I. 1975/1474.

(4)

1996 c. 16.



## SAFER SUFFOLK SMALL GRANTS FUND

### 1. Objectives

The Safer Suffolk Fund (the Fund) has been created by Suffolk's Police and Crime Commissioner to support the work of voluntary, community and social enterprise organisations (VCSE) that are delivering services that help make Suffolk a safer place to live, work, travel and invest.

It is recognised that the VCSE plays an important role in augmenting community safety across Suffolk particularly around crime prevention and victim support, something that the Police and Crime Commissioner would like to develop further. Through the creation of a grant fund, much needed financial assistance will be made available via a grants programme designed to help support VCSE activity that is addressing community safety issues.

### 2. Areas of Benefit

The Safer Suffolk Small Grant Fund will be used to award grant to charitable bodies for charitable purposes where the proposal supports the delivery of the PCC's Police and Crime Plan objectives and can show clear measureable outcomes.

Suffolk Police and Crime Commissioner's overarching aim is to 'Make Suffolk a safer place in which to live, work, travel and invest'. This overarching vision is supported by four key objectives namely;

- Objective 1 – Responding to emergencies
- Objective 2 – Solving crime
- Objective 3 – Preventing and reducing crime and anti-social behaviour
- Objective 4 – Caring for victims and vulnerable people

### 3. Purpose of Fund

Objectives 1-4 above are underpinned by the below key areas of work for which crime and disorder reduction grants may be awarded. Applications will be assessed on their potential to contribute to these.

- Reduce re-offending
- Prevent the damaging effects of drugs and alcohol on lives, crime levels and the night-time economy
- Vulnerable Families
- Provide high quality services to victims
- Deal with domestic and sexual abuse
- Create a safer environment for road users
- Support effective community safety or crime prevention activities

- Reduce Anti-social behaviour
- Engage with business to impact on business crime
- Improve trust and confidence in the criminal justice system

### **3. Size of Crime and Disorder Reduction Grants**

The Fund will award grants up to £2,000.

### **4. Grant-Making Procedures**

The Fund will be managed and grants will be awarded in accordance with best practice developed by the Foundation and in line with a quality standards system endorsed by the Charity Commission for England and Wales.

The Foundation will undertake all aspects of the management and administration of the grant making process as follows:

- Advertising and promotion of the Fund
- Handling enquiries, sending out and processing applications (including establishing an online capability)
- Site visits and work related to building organisational capacity of the applicant
- Assessing applications in accordance with the Fund's objectives
- Recommending projects to the Fund's Grant Panel for decision on the projects they would like to support and compiling a schedule of eligible applications with detailed assessment reports for each project
- Notifying applicants and making grant awards in accordance with the funding decisions of the Fund's grant panel
- Maintaining records
- Post grant award monitoring and evaluation

### **5. The Safer Suffolk Grant Panel**

The Safer Suffolk Fund will convene a Grant Panel (the Panel) which will meet throughout the year to consider all grant applications, depending on the level of available funds. As a minimum a panel meeting will be scheduled as soon as a fund of £15,000 is available.

The Panel membership will comprise the Constabulary's Business Liaison Manager, Chief Inspector- Community Safety, an officer and a police staff member of the Constabulary. The Panel will be serviced by the Foundation's Grant Officer who has overall responsibility for the Fund and may be accompanied by the Foundation's Chief Executive. Although Foundation staff will be present to provide independent and professional advice, they will have no voting rights. The Suffolk Police and Crime Commissioner also reserves the right to attend<sup>1</sup> any panel meeting as determined by the PCC. All grant awards will be ratified by the Foundation's Trustees.

Grant Panel members will receive from the Foundation, a schedule of eligible applications with detailed assessment reports and recommendations for each project that meets the Fund's objectives. All assessments will be provided at least one week ahead of scheduled grant panel meetings. All applications must include the proposed success criteria (e.g. clear and measureable outcomes)

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<sup>1</sup> Or a representative of the Police and Crime Commissioner



Following consideration of the applications the Panel will submit its recommendations for grant awards to the Police and Crime Commissioner for consideration. The Police and Crime Commissioner will determine the applications within 14 working days.

## **6. Publicity**

By accepting a grant from the PCC the recipient makes a commitment to acknowledge the PCC's support publicly and must acknowledge their funding from the PCC in all their promotional work for the life of the initiative. Logo artwork can be provided upon request. Any exceptions must be agreed with the PCC

## **7. Monitoring and Evaluation**

The Foundation will provide the Police and Crime Commissioner with an annual financial statement for the Fund together with an evaluation of the grants awarded. The Business Liaison Manager will provide a quarterly summary of the income received, disbursements and grants awarded.

Monitoring of grant spend following an award from the Fund will be carried out by the Foundation with all successful grant applicants aware that this is part of their contractual duty as outlined in the award offer letter (which needs to be returned to the Foundation and signed in acceptance of the terms and conditions) before the grant is made. In addition, the Foundation's staff will monitor the grant and associated activity throughout the year and if circumstances require, this may include site visits.

On the annual anniversary of the award, a monitoring form will be completed by the applicant confirming that the grant has been used in accordance with the terms and conditions of the award and importantly, reporting delivery against the measureable outcomes anticipated in their application. The Foundation will collate this information in an annual fund evaluation report.