

**FINANCIAL GUIDELINES FOR
POLICING AND COMMUNITY SAFETY
PARTNERSHIPS (PCSPs) AND
DISTRICT POLICING AND
COMMUNITY SAFETY
PARTNERSHIPS (DPCSPs)**

These guidelines apply from April 2022

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1. INTRODUCTION

Policing and Community Safety Partnerships (PCSPs) are statutory bodies established under the Justice Act (Northern Ireland) 2011 and constituted in May 2012 and reconstituted in September 2015.

There are 11 PCSPs – one for each of the new Council areas in Northern Ireland. Belfast has one overarching PCSP and four DPCSPs, one for each of the police area commands of Belfast – North, South, East and West.

The Justice Act (Northern Ireland) 2011 makes provision for the establishment and operation of PCSPs, and specifically outlines the terms of the funding provided to the partnerships (Schedules 1 and 2, paragraph 18). These financial guidelines have been produced on this basis and will continue to be developed as new systems are implemented.

These financial guidelines relate to funding provided to Councils by the Joint Committee to fund PCSPs and DPCSPs.

This document will complement the Code of Practice on Functions for the exercise of functions by Policing and Community Safety Partnerships (PCSPs) and District Policing and Community Safety Partnerships (DPCSPs). It has been produced separately to provide guidance to assist Councils and PCSPs to carry out their statutory responsibilities and describe the conditions which are attached to the Agreement of Funding between the Joint Committee and Council in relation to the costs of PCSPs.

2. JOINT COMMITTEE

Under the Justice Act, a Joint Committee has been established to oversee the work of PCSPs. The Joint Committee consists of representatives of the Department of Justice (DOJ) and the Northern Ireland Policing Board (NIPB).

The overall aim of the Joint Committee is to enable PCSPs to operate effectively and to provide strategic direction to partnerships, assessing their effectiveness in meeting targets set against the strategic objectives for the partnerships and, more generally, supporting them.

The Joint Committee will undertake a number of functions including:

- agreeing the funding to be provided to each Council to support delivery against the partnership plan; and
- evaluating and monitoring the effectiveness of PCSPs.

The Joint Committee is responsible for taking decisions jointly on behalf of the DOJ and NIPB in relation to the oversight, operation and governance of PCSPs. The Joint Committee is supported by a Secretariat and this will be the initial point of contact for all queries relating to PCSPs.

NIPB and the DOJ will assist PCSPs on issues which fall within their areas of responsibility. NIPB will be the single point of contact for PCSP funding arising from the Joint Committee. All financial returns and queries arising from the Joint Committee funding should be directed to NIPB and copied to the DOJ mailbox: csupdb@justice-ni.gov.uk who will be responsible for co-ordinating with the DOJ. The point of contact on Joint Committee funding is:

Finance Branch
Northern Ireland Policing Board
Tel: 02890 408586 / 02890 408616
Valerie.Blair@nipolicingboard.org.uk
Emma.Mackey@nipolicingboard.org.uk

3. FINANCIAL RESPONSIBILITIES OF THE COUNCIL AND PCSP

The function of the Council is to establish the PCSP or DPCSP for their area and, in turn, the PCSP will provide annually to the Council and Joint Committee a report on the exercise of functions for the previous year. The Joint Committee funds the PCSP/DPCSP through the Council, and the Council Chief Executive is the Accounting Officer for the funding provided from the Joint Committee.

The PCSP will ensure that their functions are carried out in accordance with the provisions in the Justice Act, the Code of Practice for the Exercise of Functions by PCSPs and DPCSPs and within the Council governance and financial framework. In doing this, the PCSP has responsibility to ensure that it operates within the limits of its statutory responsibility and that the requirements and standards of accountability for public expenditure are adhered to. Each PCSP will produce an annual Action Plan in line with strategic objectives issued by the Joint Committee.

In addition, the Council, on behalf of the PCSP, is required:

- to provide assurance that funding has been wholly, exclusively and necessarily incurred by the Council in respect of the functions of the PCSP;
- to submit the PCSP budget proposal phased over the 12-month period;
- to put in place, and operate, adequate and timely accounting systems;
- to provide a quarterly financial forecast as required by Joint Committee, to be submitted with quarterly claims, in the prescribed format (annex 9);
- to provide details of quarterly expenditure and other supporting documentation as required by the Joint Committee, to support funding claims and to submit such claims within 15 working days of the quarter end, in the prescribed format (annex 1);

- to submit to the Joint Committee an annual internal audit report which provides full assurance on the probity and proper use of PCSP funds and which conforms with Public Sector Internal Audit Standards; and
- to provide final PCSP accounts in a format agreed by the Joint Committee within 15 working days of the end of the financial year along with an Annual Assurance Statement, signed by the Council Chief Executive (annex 10) This timescale reflects the legislative requirements related to the Board and The Department of Justice closing its accounts (annex 5);

4. FINANCIAL RESPONSIBILITIES OF THE JOINT COMMITTEE

The Joint Committee will provide funding to allow PCSPs to carry out their statutory functions in accordance with the Justice (Northern Ireland) Act 2011.

The Joint Committee is required to:

- secure funding for PCSPs and communicate this to Council and the partnerships on a timely basis;
- provide strategic objectives for the forthcoming year to enable the PCSP to produce an Action Plan in a timely manner to allow budgets to be set in line with Councils' deadlines for setting the rates;
- set the annual budget for the PCSP, within financial constraints, to make funds available to run the PCSP for the next financial year. The final budget will be agreed on approval of the PCSP annual Action Plan and following confirmation of Joint Committee funding;
- provide guidelines to PCSPs on matters relating to finance and resolve any queries relating to these;

- provide phased funding to Councils to support PCSP in relation to administration and operational costs;
- process funding payments for PCSPs to Councils on a timely basis; and
- provide advice and information on closing of year end accounts on a timely basis.

5. PCSP FUNDING

Funding provided for PCSPs relates to administration and operational costs. Each funding area is defined as follows:

Administration

Administration relates to staffing which includes a PCSP Manager and other staff salaries, staff travel costs, members' travel costs and running costs (insurance, printing, telephones, photocopies, postage, stationery, sundries and service level agreement).

Operational

All funding sources must be clearly identified and demonstrated in the Action Plan. The match funding may be done by way of financial contribution from partners and/or in kind assistance. In the event that a PCSP secures match funding, financial or in kind, that will not affect funding from the Joint Committee, unless it is a duplication of that agreed by the Joint Committee.

Budget

The budget is split between administration and operational work relating to the PCSP.

The Joint Committee has signalled its desire to maximise the amount spent on frontline provision. The maximum spend on administration should not exceed 20% of the overall Joint Committee funding. This is to ensure that the majority of funding will be directed towards operational costs.

The following specific conditions apply to PCSP funding:

Administration

This includes staff salary costs and running costs (travel and subsistence, insurance, printing, telephones, photocopies, SLA, postage and stationery).

Note that the hire of meeting rooms within Councils premises is covered under the 20% administration and therefore cannot be claimed as a separate cost unless the activity relates solely to a project.

Staffing budgets will be phased over 12 months in equal proportions and funding will be provided in line with budget phasing based on actual costs, up to the maximum agreed phased budget.

The Council must ensure adequate staffing arrangements to ensure the statutory duties of the PCSP are carried out and that queries are responded to in a timely manner.

Joint Committee do not fund maternity pay, sickness pay, medical fees or opticians fees.

- **Staff Salaries**

Councils should provide details for all PCSP staff showing:

- salary band
- pay point
- actual salary
- national insurance costs
- pension costs

- percentage of time to be allocated to PCSP activities.

Councils must maintain records of staff costs and time allocated to PCSPs. This will be required for funding claims and audit purposes.

- **Running Costs (including staff and members travel)**

This category covers general running costs and travel for staff and members.

An estimate of anticipated expenditure should be provided and records of actual expenditure on these categories should be maintained and included in quarterly funding claims.

- **Travel & Subsistence**

Funding for staff and members' travel costs is included in the indicative PCSP budgets provided to Councils.

Travel claims for actual expenditure should be reasonable, be made for the shortest route of journey and relate to PCSP business only.

Travel claims relating to PCSP business should be made on a separate form from other Council business or be coded to the appropriate PCSP cost centre to facilitate the audit process. Receipts for expenses incurred must be obtained and included with the claim.

All claims should be paid in line with NJC/Local Government rates and conditions and Council financial policies and must be submitted within three months of the date incurred.

Mileage claims will be paid via the Council payroll system. Travel for members may be taxable where they exceed HMRC limits. Members will be responsible for advising HMRC of business mileage if necessary.

Operational Budget

The operational budget should include details of all proposed operational expenditure in the PCSP's Action Plan, the work of the Policing Committee and local priorities arising from engagement and consultation.

Eligible Expenditure

Eligible expenditure consists of payments by the Council for revenue expenditure during the term of the Funding Agreement for the purposes set out in the PCSP Action Plan. Eligible expenditure is net of VAT recoverable by the Council from HM Revenue & Customs, and gross of irrecoverable VAT.

For the purpose of defining the time of payments, a payment is made by the Council when and only when, money passes out of the Council's control. Money will be assumed to have passed out of the Council's control at the moment when legal tender is passed to a supplier, when a letter is posted to a supplier containing a cheque or an electronic instruction is sent to a bank to make payment to a supplier by direct credit or bank transfer.

The Council must not deliberately incur liabilities for eligible expenditure before there is an operational need for it to do so.

If the Council incurs any of the following costs, they must be excluded from eligible expenditure:

- a. Activities of a political or exclusively religious nature;
- b. Goods or services that another Committee, organisation or agency has a statutory duty to provide;

- c. Payments reimbursed or to be reimbursed by other public or private sector grants;
- d. Contributions in kind;
- e. Depreciation, amortisation or impairment of fixed assets owned by the Council;
- f. The acquisition or improvement of fixed assets by the Council;
- g. Interest payments (including service charge payments for finance leases);
- h. Gifts to individuals other than promotional items with a value no more than £10 a year to any one individual;
- i. Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
- j. Statutory fines, criminal fines, penalties and expenditure on legal disputes and litigation; and
- k. Liabilities incurred before the issue of these financial guidelines unless agreed in writing by the Joint Committee.

Meeting Expense Payment

Meeting expense payments are available for PCSP members in relation to official business which they undertake in the course of their duties. Official business relates to:

- meetings of the PCSP and Policing Committee; and

- events organised by the PCSP solely in relation to PCSP business (or by the Joint Committee, e.g. training events, seminars, consultation).

The general principle is that all members should attend the full meeting. In exceptional circumstances the payment may be made for attending at least half of the meeting or for a period of one hour, whichever is the lesser.

A maximum of 20 meetings per member per financial year, or 30 meetings for the designated chair and vice chair, will be funded by the Joint Committee at £60 per meeting. The PCSP will need to take into account the need to conduct business over the whole year. Members may claim a maximum of one meeting expense payment per day. Councils will have discretion to provide funding for any additional meetings at their own expense. All meeting expenses claims must be submitted within three months of the date incurred.

This payment is available to all members, although members from statutory organisations are prevented from claiming under public sector rules and claims will be from independent, political and voluntary sector PCSP members only.

Meeting expenses will be funded from a separate 'meeting expense' budget which will be agreed with each Council, based on membership of its PCSP. Funding will be **in addition** to the indicative PCSP budget allocated to Councils. The budget will be ring-fenced and must not be used for any other purposes unless initiated by the Northern Ireland Policing Board. This will be monitored and reviewed in the quarterly financial forecast to Joint Committee.

Members claiming meeting expenses should use Council expense claim procedures in line with Council Financial policies. A suggested proforma claim form is attached in Annex 2.

As claims for meeting expenses are non-receipts based, they are taxable and will be paid via the Council payroll system.

PCSP managers must:

- maintain a record of members' attendance at meetings/events;
- authorise meeting expense claims;
- monitor claims and ensure they do not exceed the maximum of 20 per year per member or 30 per year for the designated chair and vice chair
- provide details of expense claims within quarterly funding claims; and
- Ensure that accurately completed claims are submitted within 15 working days of the quarter end.

Potential Underspend

PCSP Managers are required to advise the Northern Ireland Policing Board of potential underspend in advance of submission of the quarter 3 claim to allow the potential for reallocation of funding to other PCSPs.

National Insurance on Members Expenses

As expense payments will be made through payroll, some may attract employers' national insurance (NI). The Joint Committee will fund a proportion of NI costs based on the percentage of PCSP expenses to total Council payments to members. These costs will be funded separately along with meeting expense payments. Details of the calculation of claims for NI should be provided to the Joint Committee.

Treatment of Expense Payments for the Purpose of Taxation and Social Security Benefits

As advised in the previous section, expense payments are taxable. It is the responsibility of each individual to advise HMRC of payments received.

The payment could impact on benefits therefore members may wish to seek advice from the appropriate agency if necessary.

Designated members are representatives from organisations who participate on the PCSP as members. They will not be expected to claim the meeting expense payment. If, however, designated members are drawn from voluntary

or community groups who do not receive expenses or other recompense from their own organisation, the payment may be drawn down by the organisation itself.

Process of setting PCSP Budget

At the start of each financial year, the PCSP should submit an Action Plan and a corresponding phased budget for the PCSP to the Joint Committee for approval.

The PCSP budget and Action Plan should:

- be based on the strategic objectives, including the work of the Policing Committee, set by the Joint Committee;
- include details of PCSP staffing and running costs;
- detail all PCSP work and resources planned and phased over the financial year including:
 - the work of the Policing Committee and project work based on strategic objectives
 - staffing budgets phased over 12 months
 - members' meeting expenses; and
- in terms of operational budgets, be phased on anticipated expenditure for each project/activity within the 12-month period, as accurately as possible.

The Joint Committee will advise the PCSP if the proposed Action Plan and phased budget is agreed.

The first return to the Joint Committee will include the PCSP budget details in line with the proposed Action Plan. At the end of each quarter, a financial forecast, providing details of actual expenditure, a cumulative total to date and an accurate forecast of the remaining quarters' expenditure should be submitted to Joint Committee for monitoring purposes. This will form part of the quarterly workbook.

PCSPs have delegated responsibility for approving individual project/activity budgets. The Joint Committee should be advised of any changes or re-profiling between projects/activities via the formal change control process.

Budget phasing should be regularly reviewed by the PCSP and revisions advised to Joint Committee. As a minimum, budget profiles must be returned with **each** quarterly return.

6. PCSP FUNDING CLAIMS

PCSP funding claims cannot be processed until the Joint Committee has received acceptance of the formal PCSP funding offer from the Chief Executive on behalf of the Council, agreeing to the terms and conditions of funding. This will be in the form of returning a signed copy of the letter of acceptance.

The Joint Committee will provide funding to Councils in quarterly instalments based on expenditure returns submitted by PCSPs. Funding will be paid in arrears and based on actual eligible expenditure, provided it is in line with the agreed phased budget.

For monitoring purposes, a quarterly financial update with forecasts must be submitted with quarterly claims showing actual expenditure, a cumulative total to date and an accurate forecast for the remaining quarters.

The quarterly claims must be submitted for payment no later than 15 working days from the end of each quarter. The timetable for submitting funding claims is shown in Annex 3.

All funding claims should be submitted in the PCSP Funding Claim workbook to the Joint Committee. The workbook should be updated to include the quarterly claim for PCSP Actual Expenditure and submitted with a quarterly Report Card. Information provided should show actual expenditure for each

quarter and a cumulative total to date and an updated report card for each area of work agreed in the PCSP Action Plan.

Councils must maintain financial records that clearly identify all expenditure relating to the operation of the PCSP.

As funding payments may not be made in advance of the expenditure being incurred, the final payment for the financial year will be made on agreement of the year-end figures, after the final accounts, including an Annual Assurance Statement have been signed by the Chief Executive following approval by Joint Committee.

It is the responsibility of PCSPs to ensure that PCSP spend is for eligible expenditure only. Ineligible expenditure includes items of unauthorised expenditure not previously agreed with the Joint Committee or included in the programme budget.

The PCSP Manager will verify and retain the following documentation, where relevant, evidencing what actual and eligible expenditure has been incurred in support of claims - actual copy invoices are not required to be supplied with returns to the Joint Committee but will have been verified and retained by the PCSP Manager for inspection:

- Payroll records
- Members expense claims
- Project Claim Form
- All receipts and invoices
- Copy bank statements/cost centre report
- Actual expenditure report
- Revised budget profile
- Project Report Cards
- Travel claims
- Apportionment forms
- Timesheets for staff employed by project

- Fraud Policy
- Assets (include in Council Asset Register)
- Contracts of Employment for all staff employed by project

In relation to Funding, Joint Committee funding may not be used to cover the following costs:

- Core Costs – to include rent, rates, insurance and utility charges except where a voluntary or community organisation is the lead delivery agent for the project. In this case, core costs will be appropriately apportioned;
or
- Statutory Service Delivery – works that would normally be undertaken within the remit of a statutory service delivery organisation.

It is essential that all returns are properly completed, checked and verified by PCSP officials and Council officers.

The Joint Committee will review progress against the PCSP Action Plan and the accuracy of the funding claim, and, following this, will process the payment. Payments will be made by BACS transfer to an account specified by the Council.

Quarterly Operations Report Cards

The quarterly indicator report cards (annex 1) are to be completed by the PCSP Manager to outline the status of the programme against the agreed milestones and objectives. It is essential that as much detail as possible is supplied on this return as it will form the basis of the Joint Committee's overall assessment of the progress of PCSP Action Plans.

The indicator report cards are a collation of all relevant PCSP outcomes i.e. operational and project activity. To accurately report on an

indicator/programme basis, the PCSP Manager will need to ensure that each third party project promoter provides all relevant information.

It is the responsibility of the PCSP to ensure that each contributing project provides the necessary backing papers to support the programme/indicator return.

7. BUDGETARY CONTROL

To assist with financial management of the PCSP expenditure, the PCSP Manager will phase the budget when it is being set. The phasing will depend on when the work will take place and be based on the PCSP Action Plan for the financial year.

To maintain good financial management, the PCSP Manager should regularly check actual spend against the phased budget and investigate any variances and projected costs. Based on the outcome of this exercise the PCSP Manager should advise Joint Committee if any change is required to budgets. All movements between project budget lines of greater than 20% should be approved via the formal change control process. If the movement is less than 20%, the PCSP Manager should notify Joint Committee via the quarterly workbook submission.

The Joint Committee is required to carry out regular monitoring rounds on PCSP expenditure in line with the Department of Finance (DOF) requirements. The main monitoring round affecting PCSPs will take place in October each year. PCSP figures included in this exercise will be based on the actual costs to the end of the second quarter, i.e. for the period from April to September. The timescale for completing this exercise is very short and the deadline for PCSP Managers to submit the information is no later than 15 working days after the quarter end.

8. VERIFICATION AND ASSURANCE

To enable the Joint Committee to fulfil its statutory requirement to provide an assurance on PCSP expenditure, the Council must provide an Internal Audit Report which provides assurances on the effective, efficient and appropriate use of funds in line with the approved Action Plan, the Council's Procurement guidelines and this Funding Agreement.

Councils must have assurance procedures in place ensuring that terms and conditions of the funding are being met and being monitored, including an Internal Audit review of procedures and expenses. Internal Audit Reports should be issued to Joint Committee and must conform with Public Sector Internal Audit Standards. This is a condition of the funding and a statement is included in the letter of acceptance of the PCSP budget signed by the Chief Executive. The assurance requires a regular review of administration, operational effectiveness, risk management, controls and corporate governance arrangements.

The Joint Committee will retain the 'Right to Audit' in the case where the necessary assurance is not being provided through the Council's Internal Audit and/or where the Joint Committee has concerns or identified issues. In such cases, checks will be carried out on relevant processes to gain assurances that all financial and procedural managerial controls are adhered to and to ensure the effective and efficient use of funding.

Throughout the year, the Joint Committee will monitor expenditure, evaluate progress against the PCSP Action Plan and measure effectiveness.

The final accounts and an Annual Assurance Statement will be signed by the Chief Executive to confirm to the Joint Committee that all reasonable steps have been taken to ensure adequate controls, management of financial risks and effective management of allocated resources.

The Council will ensure that all practical measures and controls are in place and operating to prevent theft or fraud. The Council shall notify the Joint

Committee immediately in any case of fraud or suspected fraud and the matter will be dealt with by the Council in accordance with its Fraud Policy.

The PCSP will ensure compliance with an anti-fraud policy and fraud response plan and should follow procedures set out in the Council Fraud policy. A Model Fraud Policy Statement and Model Fraud Response Plan is attached at Annex 4 for use if the Council do not have a Fraud Policy.

9. YEAR-END ACCOUNTS

The deadline for Councils to submit completed annual accounts is 15 working days after the end of the financial year, 31 March. This is to ensure the Joint Committee can meet its obligation for consolidation purposes. The following information should be submitted by the deadline:

- the monthly financial update/funding claim spreadsheet showing details of expenditure
- an annual Financial Statement in the agreed format (Annex 5)
- a signed Annual Assurance Statement (Annex 10)
- detailed breakdown of staff claims
- detail of meeting expense claims
- breakdown of claims for each project
- final report cards for each project (annex 1)

The accounts should be prepared on an accruals basis with evidence of all accruals to be submitted with the quarter 4 claim.

Final accounts must be signed by the Council's Chief Executive, to certify that all expenditure was incurred wholly, necessarily and exclusively on the running of the PCSP, to allow the Joint Committee to comply with government guidelines and to complete statutory accounts by mid-May.

10. PROCUREMENT

When dealing with procurement, irrespective of the value of the goods or services being procured, staff involved in the process should ensure that the highest standards in line with the 7 principles of public life as detailed in DOF guidance 'Managing Public Money in Northern Ireland' at www.finance-ni.gov.uk (see Annex 6) is adhered to. Individuals should disclose any personal or business interest or potential issue which the public might reasonably think could influence judgment in the awarding of contracts or work.

Guidance in 'Managing Public Money in Northern Ireland' states that goods and services should be acquired by competition unless there are convincing reasons to the contrary which should be clearly documented where this applies. When Councils are purchasing goods and services on behalf of the PCSP they should follow normal Council procurement procedures to ensure that goods and services are purchased in a cost-effective manner.

While following Council guidelines, you may wish to note good practice as follows:

- A specification of generic items or services is decided upon
- Notices for public tender are placed in the local press
- The same list of items and/or services is presented to all companies
- Companies invited to quote/tender are advised of the evaluation criteria
- Tenders are opened at the same time and no advance knowledge of bids is made available to anyone prior to this opening or during the tendering process. A suitably qualified and experienced individual will supervise the tendering process
- Written records are made of the assessment of the tenders and factors informing subsequent decision to award
- Receipts, invoices and copies of all bids are retained for inspection

In addition, the use of Direct Award Contracts is discouraged except in very exceptional circumstances where only one provider exists for the goods or

services required. Procurement using this method must be fully documented in line with Council guidelines and should be reviewed as part of the annual internal audit.

It is recommended that each PCSP Manager should attach a copy of their local Council procurement policy to these guidelines. A copy of Council guidelines should be available for inspection by the Joint Committee on request.

Disclosure: Conflict of Interest

A conflict of interest with official duties is defined as “a conflict between the public duties and private interests of a public official, in which the public official has private-capacity interests which could improperly influence the performance of their official duties and responsibilities.”

It is the responsibility of the PCSP to ensure that there are no conflicts of interest or the perception of bias at any stage. Any connections between contractors and PCSP officials (members and staff) must be formally disclosed and documented at the earliest possible opportunity. The PCSP should then take (and record) action deemed appropriate in each particular circumstance.

Conflicts of interest arise when public officials have to make decisions at work that may affect their private interests and this could improperly influence the way work is undertaken. Examples of opportunities for such are:

- PCSP officials (members/staff) having private business interests in the form of partnerships, shareholdings, board memberships, investments, government contracts, etc.
- PCSP officials (members/staff) having affiliations with other organisations (e.g. a public official sits on the board of a non-profit organisation that receives funding from the official’s department)

All PCSP officials (members and staff) should declare any conflict of interest with their official duties in relation to the work of the PCSP. Where there is

doubt if an interest should be disclosed, it is better to provide the information anyway. A copy of the conflict of interest declaration is attached in Annex 7.

11. HOSPITALITY, COMPETITION PRIZES, GIFTS AND INCENTIVES

It is recognised that at events held by PCSPs there will be occasions when hospitality may be provided, e.g. at PCSP meetings, training events and PR events. Reasonable costs may be incurred depending on the nature of the activity; however, the PCSP Manager should consider whether or not such expenditure would be acceptable to the public.

The level of hospitality offered should be proportionate to the length of the event or training course.

If an event is to be held during the Christmas period, it is not acceptable to hold an event for PCSP members only. A Christmas reception is acceptable if it is used to reach out into the community as part of an outreach programme and could include members of groups attending consultation events and/or those you work with.

All hospitality given or received by staff or members must be entered in the Council gifts and hospitality register.

Current DOJ guidance on hospitality

- Meetings, management hospitality, training and conferences - appropriate refreshments may be provided in line with subsistence allowances
- Alcohol should not be provided
- No subsistence allowance when refreshments are provided at public expense
- Approval for exceeding the above limit should be gained from the relevant officer in Council

Key points to consider

- A pre-condition of issuing any prize is that it will be in the direct interests of the PCSP to assist with fulfilling its statutory responsibilities
- Details of the provision of prizes must be recorded by the PCSP
- The PCSP Manager must ensure best use of available funds and expenditure must not be excessive in line with DOF guidance 'Managing Public Money in Northern Ireland' at www.finance-ni.gov.uk
- Conduct of staff should not foster suspicion of a conflict of interest in line with the seven principles of public life (see Annex 6)
- Expenditure must be able to withstand both internal and external scrutiny and incurred in accordance with the principles of regularity and propriety
- Competition prizes in the form of cash, lottery tickets, or gift cheques, cannot be provided. Incentives may be provided in line with Council policy. In any event they should be no greater value than £10, and the PCSP must be able to justify that any such incentives were legitimate public expenditure
- The PCSP should obtain approval of the Joint Committee for any expenditure for any purpose, which is or might be considered novel or contentious.

12. FINANCIAL SUPPORT TO LOCAL GROUPS

Sections 21(1)(h) and 33 of the Justice Act make provision for the Policing Committee of the PCSP or DPCSP to provide support or funding to organisations involved in ventures designed to reduce crime or enhance community safety, and to facilitate and defray reasonable costs for consultation by the police with any local community. The PCSP can fund local groups in relation to projects or consultation with the police. This also includes

arrangements to fund reasonable meeting costs of groups who consult with the police.

Details of the proposed programme of work with local groups should be included in the PCSP Action Plan and submitted for approval. PCSPs should develop their own guidelines for funding local groups and these should be available on request to be viewed by the Joint Committee.

ANNEX 1

Q1 (Apr 22 to June 22) Funding Claim

This claim should be completed by the Council Finance Officer & checked by the PCSP Manager. This information will be used for the Q1 (Apr 22 to Jun 22) claim and the year end financial statement for PCSP funding provided by the Joint Committee.

INFORMATION REQUIRED

Entries are required in blue coloured cells only:

Details of all PCSP expenditure relating to Joint Committee funding should be entered in this workbook. All expenditure must be eligible and exclude VAT.

The Q1 (Apr 22 to Jun 22) funding claim should include details of the following:

- Agreed budget for period 1 April 2022- 31 March 2023
- Agreed budget virements (adjusted by NIPB Finance only)
- Administration Expenditure - for Q1 (Apr 22 to Jun 22)
- Operational Expenditure - for Q1 (Apr 22 to Jun 22)
- Meeting Expenses - for Q1 (Apr 22 to Jun 22)
- Grant Claim Summary

CLAIM COMPLETION INSTRUCTIONS

To complete the Q1 (Apr 22 to Jun 22) claim :

- 1 Actual expenditure - Enter details of actual expenditure in the Q1 (Apr 22 to Jun 22) columns on the individual funding summary sheets for administration, operations and meeting expenses.
- 2 To assist you in completing this return it has been populated with agreed budgets. Check that the information entered agrees with your records. **Please do not amend the budgets within this workbook - advise NIPB finance if there are any discrepancies.**
- 3 The funding claim form will automatically be updated by the information you enter on each of the other sheets. Check that totals on this summary agree with all other individual sheets.

FUNDING CLAIM FOR Q1

1. Administration Expenditure Sheet (entries in blue coloured cells only)

Running Costs

Column B	Check budget
Column C	Enter changes to budget less than 20%
Column F	Enter relevant expenditure for Q1 (Apr 22 to Jun 22)

2. Operations Expenditure Sheet (entries in blue coloured cells only)

Expenditure claimed must be exclusive of VAT.

For each activity / project complete the following:

Column C	Check budget
Column D	Enter changes to budget less than 20%
Column G	Enter total eligible expenditure being claimed in Q1 (Apr 22 to Jun 22)

Records to be kept to support claims:

For each activity/project create a file which includes:

- Spreadsheet analysing details of all invoices, receipts, etc included in this claim - The spreadsheet total for the activity/project should equal the amount included in this claim
- Copies of all invoices and expenditure claimed for reimbursement must be held in the project file for verification and audit purposes.
- Evidence of all accruals included must be retained with this claim as detail may be requested by external audit.

3. Meeting Expenses Expenditure Sheet (entries in blue coloured cells only)

For each member enter:

Column B	Enter members names
Column D	Enter amount claimed for meeting expenses per member exclusive of national insurance Q1 (Apr 22 to Jun 22)
Column E	Enter amount claimed for national insurance relating to Q1 (Apr 22 to Jun 22)

The maximum number of claims per member to be funded by the Joint Committee in 2022-23 is 30 for the Chair and Vice-chair and 20 for all other members.

4. Funding Claim

No entries need to be made on this sheet as it will be populated automatically by your entries in the sheets for administration, operations & meeting expenses.

Check that total figures agree with entries on individual sheets for administration, operations and meeting expenses.

The final payment will be calculated by the Joint Committee and you will be advised of this as soon as expenditure is agreed.

5. Financial Statement

This statement is required for year end accounts purposes, however it also shows a breakdown of payments made. You do not need to make any entries on this sheet as it will be populated automatically by your entries in the administration, operations, and meeting expenses sheets.

6. Payments spreadsheet

This sheet details the payments made by DOJ and NIPB. No entries are required on this sheet.

7. Support documentation

For each category of expenditure (administration, operations, and meeting expenses) included in this claim, you must maintain source documents to support the amount claimed. This information is required for verification and audit purposes.

8. Submit Funding Claim

The funding claim should be submitted in the form of this complete workbook.

The claim should be emailed to:

valerie.blair@nipolicingboard.org.uk and emma.mackey@nipolicingboard.org.uk

The completed Q1 funding claim workbook statement must be returned no later than Thursday 21st July 2022.

9. Queries

If you have any queries on completing this workbook please contact:

Valerie Blair on 028 90 408586 or Emma Mackey on 028 90 408616

PCSP Administration Expenditure

PCSP Name: PROFORMA PCSP

For all staff and running costs to be funded by the Joint committee complete the following entries:

Column C - changes to budget less than 20%

	Budget Agreed Apr 22 - Mar 23	Changes to budget less than 20%	Revised Budget Apr 22 - Mar 23	These columns to be completed by Council Finance	These columns to be completed by Council Finance	These columns to be completed by Council Finance	These columns to be completed by Council Finance		Total Expenditure Jan - Mar 23 (Col I + Col J)	Total Expenditure to date
				Quarterly Expenditure Apr - Jun 22	Quarterly Expenditure Jul - Sept 22	Quarterly Expenditure Oct - Dec 22	Quarterly Expenditure Jan - Mar 23	Expenditure Accrued at 31 Mar 23		
Administration										
Salaries										
Position : Admin Support										
Salary	15,000.00		15,000.00	3,750.00	3,750.00	3,750.00			0.00	11,250.00
NI	1,000.00		1,000.00	250.00	250.00	250.00			0.00	750.00
Pension	0.00		0.00	0.00	0.00	0.00			0.00	0.00
Position : Admin Support										
Salary	15,000.00		15,000.00	3,000.00	4,500.00	3,000.00			0.00	10,500.00
NI										
Pension	0.00		0.00	0.00	0.00	0.00			0.00	0.00
Total Staff Costs	31,000.00	0.00	31,000.00	7,000.00	8,500.00	7,000.00	0.00	0.00	0.00	22,500.00
Running Costs										
Staff Mileage (inc. essential car allowance)	2,000.00		2,000.00	50.00	1,000.00	250.00			0.00	1,300.00
Members Mileage	1,000.00		1,000.00	0.00	0.00	0.00			0.00	0.00
Printing & Stationery	500.00		500.00	125.00	125.00	125.00			0.00	375.00
Staff Mobiles	250.00		250.00	50.00	50.00	50.00			0.00	150.00
Internal Audit	0.00		0.00	0.00	0.00	0.00			0.00	0.00
Service Level Agreement	2,000.00		2,000.00	500.00	500.00	500.00			0.00	1,500.00
Postage	500.00		500.00	125.00	125.00	50.00			0.00	300.00
Membership	500.00		500.00	75.00	41.14	252.11			0.00	368.25
Photocopying	500.00		500.00	0.00	0.00	0.00			0.00	0.00
Total Running Costs	7,250.00	0.00	7,250.00	925.00	1,841.14	1,227.11	0.00	0.00	0.00	3,993.25
Total Administration	38,250.00	0.00	38,250.00	7,925.00	10,341.14	8,227.11	0.00	0.00	0.00	26,493.25

For each activity/project complete the following entries:
 Column D - Changes to budget less than 20%

Strategic Objective / Programme	Activity/name of Project	Budget Apr 22 - Mar 23	Changes to budget less than 20%	Revised budget Apr 22 - Mar 23	This column to be completed by Council Finance	This column to be completed by Council Finance	This column to be completed by Council Finance	This column to be completed by Council Finance	This column to be completed by Council Finance	Total Expenditure Jan - Mar 23 Col J + Col K	Total expenditure to date (excluding VAT)
					Quarterly Expenditure Apr - Jun 22 (excluding VAT)	Quarterly Expenditure Jul - Sept 22 (excluding VAT)	Quarterly Expenditure Oct-Dec 22 (excluding VAT)	Quarterly Expenditure Jan- Mar 23 (excluding VAT)	Expenditure Accrued at 31 Mar 23 (excluding VAT)		
Strategic Objective 1: Form & Deliver Functions of PCSP	xxx	1,000.00	47.00	1,047.00	311.00	170.00	1,400.00			0.00	1,881.00
Strategic Objective 1: Form & Deliver Functions of PCSP	xxx	5,000.00		5,000.00	1,800.00	1,800.00	1,200.00			0.00	4,800.00
Strategic Objective 1: Form & Deliver Functions of PCSP	xxx	1,000.00		1,000.00	120.00	0.00	160.00			0.00	280.00
Road Safety											
Strategic Objective 2: Improve Community Safety	Project 1	20,000.00	-1,400.00	18,600.00	5,000.00	4,200.00	1,000.00			0.00	10,200.00
Strategic Objective 2: Improve Community Safety	Project 2	10,000.00		10,000.00	1,600.00	1,600.00	1,800.00			0.00	5,000.00
Strategic Objective 2: Improve Community Safety	Project 3	1,000.00		1,000.00	0.00	0.00	0.00			0.00	0.00
Strategic Objective 2: Improve Community Safety	Project 4	500.00		500.00	0.00	520.00	0.00			0.00	520.00
Fear of Crime and Crime Prevention											
Strategic Objective 2: Improve Community Safety	Project 5	5,000.00	-47.00	4,953.00	0.00	2,501.00	2,452.00			0.00	4,953.00
Strategic Objective 2: Improve Community Safety	Project 6	6,000.00		6,000.00	0.00	250.00	3,000.00			0.00	3,250.00
Strategic Objective 2: Improve Community Safety	Project 7	2,000.00		2,000.00	0.00	0.00	0.00			0.00	0.00
Strategic Objective 2: Improve Community Safety	Project 8	1,400.00		1,400.00	1,000.00	200.00	200.00			0.00	1,400.00
Strategic Objective 2: Improve Community Safety	Project 9	1,200.00		1,200.00	200.00	400.00	200.00			0.00	800.00
Strategic Objective 2: Improve Community Safety	Project 10	1,000.00		1,000.00	100.00	100.00	740.00			0.00	940.00
Addressing drugs and alcohol											
Strategic Objective 2: Improve Community Safety	Project 11	500.00		500.00	250.00	0.00	250.00			0.00	500.00
Strategic Objective 2: Improve Community Safety	Project 12	7,000.00	1,400.00	8,400.00	1,000.00	1,250.00	5,050.00			0.00	7,300.00
Strategic Objective 2: Improve Community Safety	Project 13	14,000.00		14,000.00	1,600.00	5,600.00	1,800.00			0.00	9,000.00
Addressing Domestic Abuse / Domestic Violence											
Strategic Objective 2: Improve Community Safety	Project 14	12,000.00		12,000.00	1,600.00	1,600.00	1,800.00			0.00	5,000.00
Strategic Objective 2: Improve Community Safety	Project 15	18,000.00	-2,000.00	16,000.00	7,200.00	6,525.00	3,000.00			0.00	16,725.00
Business and Rural Crime											
Strategic Objective 2: Improve Community Safety	Project 16	20,000.00	2,000.00	22,000.00	6,600.00	1,600.00	6,800.00			0.00	15,000.00
Strategic Objective 2: Improve Community Safety	Project 17	1,400.00		1,400.00	1,400.00	0.00	0.00			0.00	1,400.00
Strategic Objective 2: Improve Community Safety	Project 18	600.00		600.00	100.00	150.00	17.00			0.00	267.00
Strategic Objective 2: Improve Community Safety	Project 19	10,000.00		10,000.00	1,600.00	1,600.00	1,800.00			0.00	5,000.00
Anti Social Behaviour											
Strategic Objective 2: Improve Community Safety	Project 20	20,000.00		20,000.00	2,000.00	8,000.00	1,900.00			0.00	11,900.00
Strategic Objective 2: Improve Community Safety	Project 21	20,000.00		20,000.00	16,000.00	2,000.00	1,000.00			0.00	19,000.00
Strategic Objective 2: Improve Community Safety	Project 22	27,000.00		27,000.00	0.00	14,000.00	13,000.00			0.00	27,000.00
Strategic Objective 2: Improve Community Safety	Project 23	14,000.00		14,000.00	6,500.00	720.00	5,050.00			0.00	12,270.00
Strategic Objective 2: Improve Community Safety	Project 24	21,000.00		21,000.00	0.00	14,000.00	1,500.00			0.00	15,500.00
Strategic Objective 3: Improve Community Confidence in policing	Project 25	1,600.00	100.00	1,700.00	100.00	175.00	25.00			0.00	300.00
Strategic Objective 3: Improve Community Confidence in policing	Project 26	500.00		500.00	0.00	0.00	500.00			0.00	500.00
Strategic Objective 3: Improve Community Confidence in policing	Project 27	200.00		200.00	270.00	0.00	0.00			0.00	270.00
Strategic Objective 3: Improve Community Confidence in policing	Project 28	1,800.00	-100.00	1,700.00	100.00	175.00	25.00			0.00	300.00
		244,700.00	0.00	244,700.00	56,451.00	69,136.00	55,669.00	0.00	0.00	0.00	181,256.00

PCSP FUNDING CLAIM 2022/23 - JOINT COMMITTEE FUNDING

PCSP Name: PROFORMA PCSP

PCSP FUNDING CLAIM 2022/23

	Agreed	budget less	Budget	Apr-Jun 22	Jul-Sept 22	Oct-Dec 22	Jan-Mar 23	Expenses at	Expenditure	Expenditure to
<u>Administration</u>										
Total Salaries plus oncosts	31,000.00	0.00	31,000.00	7,000.00	8,500.00	7,000.00	0.00	0.00	0.00	22,500.00
Running Costs	7,250.00	0.00	7,250.00	925.00	1,841.14	1,227.11	0.00	0.00	0.00	3,993.25
Administration Total	38,250.00	0.00	38,250.00	7,925.00	10,341.14	8,227.11	0.00	0.00	0.00	26,493.25
Operations Total	244,700.00	0.00	244,700.00	56,451.00	69,136.00	55,669.00	0.00	0.00	0.00	181,256.00
Total admin & operations	282,950.00	0.00	282,950.00	64,376.00	79,477.14	63,896.11	0.00	0.00	0.00	207,749.25
Meeting Expenses	18,000.00	0.00	18,000.00	1,914.00	2,772.00	4,422.00	0.00	0.00	0.00	9,108.00
Total	300,950.00	0.00	300,950.00	66,290.00	82,249.14	68,318.11	0.00	0.00	0.00	216,857.25

PROFORMA PCSP FINANCIAL STATEMENTS 1 April 2022 to 31 March 2023

Budget Category	Budget agreed Apr 22-Mar 23 £	Changes to budget less than 20% £	Revised Budget Apr 22-Mar 23 £	Actual Expenditure 2022/23 £	Expenditure Accrued £	Total Expenditure to date £	Q1 Payment Apr - Jun £	Q2 Payment Jul - Sep £	Q3 Payment Oct - Dec £	Q4 Payment Jan - Mar £	Total Payments to date £
Salaries	31,000.00	0.00	31,000.00	22,500.00	0.00	22,500.00	7,000.00	8,500.00	7,000.00	0.00	22,500.00
Running Costs											
Staff Mileage (inc. essential car allowance)	2,000.00	0.00	2,000.00	1,300.00	0.00	1,300.00	50.00	1,000.00	250.00	0.00	1,300.00
Staff mileage	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing & Stationery	500.00	0.00	500.00	375.00	0.00	375.00	125.00	125.00	125.00	0.00	375.00
Staff Mobiles	250.00	0.00	250.00	150.00	0.00	150.00	50.00	50.00	50.00	0.00	150.00
Internal Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Level Agreement	2,000.00	0.00	2,000.00	1,500.00	0.00	1,500.00	500.00	500.00	500.00	0.00	1,500.00
Postage	500.00	0.00	500.00	300.00	0.00	300.00	125.00	125.00	50.00	0.00	300.00
Membership	500.00	0.00	500.00	368.25	0.00	368.25	75.00	41.14	252.11	0.00	368.25
Photocopying	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-total running costs	7,250.00	-	7,250.00	3,993.25	-	3,993.25	925.00	1,841.14	1,227.11	-	3,993.25
Total Administration	38,250.00	-	38,250.00	26,493.25	-	26,493.25	7,925.00	10,341.14	8,227.11	-	26,493.25
OPERATIONAL											
xxx	1,000.00	47.00	1,047.00	1,881.00	0.00	1,881.00	311.00	170.00	519.00	0.00	1,000.00
xxx	5,000.00	0.00	5,000.00	4,800.00	0.00	4,800.00	1,800.00	1,800.00	1,200.00	0.00	4,800.00
xxx	1,000.00	0.00	1,000.00	280.00	0.00	280.00	120.00	0.00	160.00	0.00	280.00
Road Safety											
Project 1	20,000.00	-1,400.00	18,600.00	10,200.00	0.00	10,200.00	5,000.00	4,200.00	1,000.00	0.00	10,200.00
Project 2	10,000.00	0.00	10,000.00	5,000.00	0.00	5,000.00	1,600.00	1,600.00	1,800.00	0.00	5,000.00
Project 3	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project 4	500.00	0.00	500.00	520.00	0.00	520.00	0.00	520.00	0.00	0.00	520.00
Fear of Crime and Crime Prevention											
Project 5	5,000.00	-47.00	4,953.00	4,953.00	0.00	4,953.00	0.00	2,501.00	2,452.00	0.00	4,953.00
Project 6	6,000.00	0.00	6,000.00	3,250.00	0.00	3,250.00	0.00	250.00	3,000.00	0.00	3,250.00
Project 7	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project 8	1,400.00	0.00	1,400.00	1,400.00	0.00	1,400.00	1,000.00	200.00	200.00	0.00	1,400.00
Project 9	1,200.00	0.00	1,200.00	800.00	0.00	800.00	200.00	400.00	200.00	0.00	800.00
Project 10	1,000.00	0.00	1,000.00	940.00	0.00	940.00	100.00	100.00	740.00	0.00	940.00
Addressing drugs and alcohol											
Project 11	500.00	0.00	500.00	500.00	0.00	500.00	250.00	0.00	250.00	0.00	500.00
Project 12	7,000.00	1,400.00	8,400.00	7,300.00	0.00	7,300.00	1,000.00	1,250.00	5,050.00	0.00	7,300.00
Project 13	14,000.00	0.00	14,000.00	9,000.00	0.00	9,000.00	1,600.00	5,600.00	1,800.00	0.00	9,000.00
Addressing Domestic Abuse / Domestic Violence											
Project 14	12,000.00	0.00	12,000.00	5,000.00	0.00	5,000.00	1,600.00	1,600.00	1,800.00	0.00	5,000.00
Project 15	18,000.00	-2,000.00	16,000.00	16,725.00	0.00	16,725.00	7,200.00	6,525.00	3,000.00	0.00	16,725.00
Business and Rural Crime											
Project 16	20,000.00	2,000.00	22,000.00	15,000.00	0.00	15,000.00	6,600.00	1,600.00	6,800.00	0.00	15,000.00
Project 17	1,400.00	0.00	1,400.00	1,400.00	0.00	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00
Project 18	600.00	0.00	600.00	267.00	0.00	267.00	100.00	150.00	17.00	0.00	267.00
Project 19	10,000.00	0.00	10,000.00	5,000.00	0.00	5,000.00	1,600.00	1,600.00	1,800.00	0.00	5,000.00
Anti Social Behaviour											
Project 20	20,000.00	0.00	20,000.00	11,900.00	0.00	11,900.00	2,000.00	8,000.00	1,900.00	0.00	11,900.00
Project 21	20,000.00	0.00	20,000.00	19,000.00	0.00	19,000.00	16,000.00	2,000.00	1,000.00	0.00	19,000.00
Project 22	27,000.00	0.00	27,000.00	27,000.00	0.00	27,000.00	0.00	14,000.00	13,000.00	0.00	27,000.00
Project 23	14,000.00	0.00	14,000.00	12,270.00	0.00	12,270.00	6,500.00	720.00	5,050.00	0.00	12,270.00
Project 24	21,000.00	0.00	21,000.00	15,500.00	0.00	15,500.00	0.00	14,000.00	1,500.00	0.00	15,500.00
Project 25	1,600.00	100.00	1,700.00	300.00	0.00	300.00	100.00	175.00	25.00	0.00	300.00
Project 26	500.00	0.00	500.00	500.00	0.00	500.00	0.00	0.00	500.00	0.00	500.00
Project 27	200.00	0.00	200.00	270.00	0.00	270.00	200.00	0.00	0.00	0.00	200.00
Project 28	1,800.00	-100.00	1,700.00	300.00	0.00	300.00	100.00	175.00	25.00	0.00	300.00
Total Operational	244,700.00	-	244,700.00	181,256.00	-	181,256.00	56,381.00	69,136.00	54,788.00	-	180,305.00
TOTAL ADMIN & OPERATIONAL	282,950.00	-	282,950.00	207,749.25	-	207,749.25	64,306.00	79,477.14	63,015.11	-	206,798.25
Meeting Expenses	18,000.00	-	18,000.00	9,108.00	-	9,108.00	1,914.00	2,772.00	4,422.00	-	9,108.00
OVERALL TOTAL	300,950.00	-	300,950.00	216,857.25	-	216,857.25	66,220.00	82,249.14	67,437.11	-	215,906.25

Certificate of Chief Executive Officer

I am satisfied that the expenditure shown has been wholly, exclusively and necessarily incurred by the Council on the local Policing and Community Safety Partnership and that the grant receivable from the Joint Committee is in accordance with the regulations and conditions applicable.

Chief Executive Officer

Date

FUNDING CLAIM 2022-23 - SUMMARY OF PAYMENTS

PCSP Name: PROFORMA PCSP

PCSP FUNDING CLAIM 2022-23	Budget agreed Apr 22 - Mar 23	Changes to budget less than 20%	Revised budget Apr 22 - Mar 23	Actual Expenditure Apr - Jun 22	Actual Expenditure July - Sep 22	Actual Expenditure Oct - Dec 22	Actual Expenditure Jan - Mar 23	Total Actual Expenditure to date	Quarter one payment agreed by Joint Cttee	Quarter two payment agreed by Joint Cttee	Quarter three payment agreed by Joint Cttee	Quarter four payment agreed by Joint Cttee	Total Payments To Date
Total Salaries plus oncosts	31,000.00	0.00	31,000.00	7,000.00	8,500.00	7,000.00	0.00	22,500.00	7,000.00	8,500.00	7,000.00	0.00	22,500.00
Running Costs	7,250.00	0.00	7,250.00	925.00	1,841.14	1,227.11	0.00	3,993.25	925.00	1,841.14	1,227.11	0.00	3,993.25
Administration Total	38,250.00	0.00	38,250.00	7,925.00	10,341.14	8,227.11	0.00	26,493.25	7,925.00	10,341.14	8,227.11	0.00	26,493.25
Operations Total	244,700.00	0.00	244,700.00	56,451.00	69,136.00	55,669.00	0.00	181,256.00	56,381.00	69,136.00	54,788.00	0.00	180,305.00
Total claim excluding expenses & recruitment costs	282,950.00	0.00	282,950.00	64,376.00	79,477.14	63,896.11	0.00	207,749.25	64,306.00	79,477.14	63,015.11	0.00	206,798.25
Meeting Expenses	18,000.00	0.00	18,000.00	1,914.00	2,772.00	4,422.00	0.00	9,108.00	1,914.00	2,772.00	4,422.00	0.00	9,108.00
Total Claim	300,950.00	0.00	300,950.00	66,290.00	82,249.14	68,318.11	0.00	216,857.25	66,220.00	82,249.14	67,437.11	0.00	215,906.25

PAYMENT						
Payment from CSU	67.294%	43,274.08	53,483.35	42,405.39	0.00	139,162.81
Funding from NIPB	32.706%	21,031.92	25,993.79	20,609.72	0.00	67,635.44
Meeting Expenses	100%	1,914.00	2,772.00	4,422.00	0.00	9,108.00
Total NIPB payment		22,945.92	28,765.79	25,031.72	0.00	76,743.44

QUARTERLY REPORT CARD

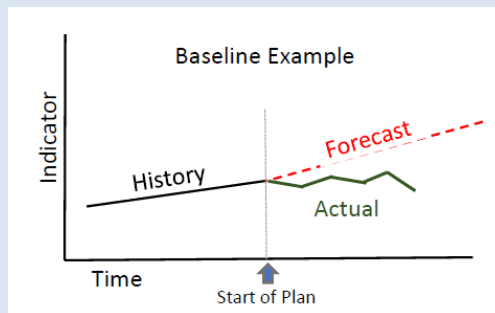
PCSP:

Indicator: *(please insert the indicator to which this summary relates)*



Baseline

For your initial report, please produce a historical baseline for your chosen indicator covering at least the previous three years (if available – see Note One) and show the forecast for the next three years if no further action is taken. (see Note Two). For subsequent reports, show the actual data over the top of your forecast as shown in the example below



Story behind the baseline

(See Note 1)

Data Development Agenda:

(See Note 4)

What are we doing to help Turn the Curve? *(List of key projects or activities already commenced)*

How are our projects performing?

(From your project report cards provide a few lines on how each of these projects is progressing ensuring information is accumulative)

Projects/Initiatives Under Development
(List of key projects or activities that have not yet commenced)

Reason why project has not commenced *(please provide information on why this project has not commenced, including problems and likelihood of completion within the current financial year)*

Partners

List the partners you are working with

Any Additional Comments *(please use this space to provide any additional comments about this indicator)*

PROJECT REPORT CARD

PCSP:

Project Title:

Project Description:

District Electoral Area :



Cost £:

Service Provider:

Start & End Date:

Performance Measures (see Note 1):

How Much?

Quantity of activity: Number of service users, number of activities by type

% How Well?

Quality of activity:

% Common Measures (measures that relate to the delivery organisation)

e.g. workload ratio, staff turnover rate, staff morale, percent of staff fully trained, worker safety, unit cost, customer satisfaction etc.

% Activity-specific measures

e.g. percent of actions timely and correct, percent of customers completing activity, percent of actions meeting standards etc.

and % Better Off

Data that informs the impact of the project; how you know that service users are better off. This will inevitably come under one or more of four categories:

- *Skills / Knowledge*
- *Attitude / Opinion*
- *Behaviour*
- *Circumstances*

How Are We Doing?

The rationale behind the project and the story behind the data. Why are things getting better or worse? What changes have we seen? What changes are we looking for? What are the causes and forces at work that explain the project's performance? Take credit for what's working and be honest about what isn't.

Data Development Agenda:

Identified needs for additional data to help inform and improve performance

Partners:

Who is the project working with to help improve performance?

Suggested Pro-forma

ANNEX 2

PCSP Meeting Expense Claim form

PCSP EXPENSES CLAIM FORM										
Members Name	<input type="text"/>	Month	<input type="text"/>							OFFICE USE
Home Address (Street & Town)	<input type="text"/>	Car Reg.	<input type="text"/>			Car cc	<input type="text"/>			
DETAILS OF OFFICAL PCSP BUSINESS										
DATE	DESCRIPTION OF APPROVED DUTY	LOCATION / VENUE	Arrival Time	Leaving Time	Meeting Expense Payment Claim	TOTAL MILES INCURRED	CAR PARKING / EXPENSES <small>(please attach receipts)</small>			TOTAL EXPENSES
<small>Do not use this line</small>						<small>b/f</small>	<small>£</small>			
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					*Yes/No					
					Total Meeting Expense Payment	£				
<small>*Please delete as appropriate - Please note that the meeting expense payment is £60.00 per meeting</small>										
I declare that the amounts claimed above are strictly in accordance with the Northern Ireland Policing Board and Department of Justice and details of PCSP official business recorded as a true record.										
Signed	<input type="text"/>	Date:	<input type="text"/>							Total Miles
Please submit any additional information, if required, on the reverse side of the claim form.										Rate per Mile
PAYMENT AUTHORISED BY PCSP MANAGER										Total Expenses
Signature	<input type="text"/>	Date:	<input type="text"/>							Total Miles
										Total Meeting Expense Payment
										Total Monthly Payment due

PCSP Reporting Schedule

<i>Report type and topic</i>	<i>Submit to</i>	<i>Frequency and format</i>	<i>Deadline</i>
<u>Finance:</u> Quarterly forecasting template (<i>This can be compiled by the Manager</i>)	NIPB Finance valerie.blair@nipolicingboard.org.uk emma.mackey@nipolicingboard.org.uk cc: PCSP@nipolicingboard.org.uk csupdb@justice-ni.gov.uk	Workbook issued by NIPB Finance for completion on a quarterly basis with claim workbook	To be submitted with quarterly claim as below
<u>Effectiveness and Finance:</u> Quarterly report cards and financial workbook in relation to invoiced expenditure	<i>Both reports must be submitted at the same time to the following;</i> valerie.blair@nipolicingboard.org.uk emma.mackey@nipolicingboard.org.uk csupdb@justice-ni.gov.uk PCSP@nipolicingboard.org.uk	Indicator Report card templates provided in the planning guidance Finance workbook issued by NIPB Finance for completion on a quarterly basis	15 working days after the end of each month: Q1 (Apr – Jun) Q2 (Jul – Sept) Q3 (Oct – Dec) Q4 (Jan – Mar)
<u>Effectiveness:</u> Policing Committee – provide the quarterly report template to Board officials as provided by the District Commander	NIPB official kristielee.mcknight@nipolicingboard.org.uk cc. PCSP@nipolicingboard.org.uk	Quarterly in line with Policing Committee schedules	
<u>Effectiveness:</u> Governance meetings with PCSP Chairs, Vice Chairs and Managers	PCSP@nipolicingboard.org.uk csupdb@justice-ni.gov.uk	Bi-annually focusing on key areas to be confirmed in advance of the meetings	
<u>Effectiveness:</u> Annual Report – this report should provide evidence of	PCSP@nipolicingboard.x.gsi.gov.uk csupdb@justice-ni.gov.uk	An updated annual report template was published in February 2020	End of June 2022 for ten PCSPs

PCSP/DPCSP effectiveness during the previous financial year and must include the Financial Statement		for the year 2019/20 onwards	End of July 2022 for Belfast PCSP and the DPCSPs
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Contact Details:

NIPB Partnership Branch

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Kristielee McKnight	Tel: 028 9040 8527	kristielee.mcknight@nipolicingboard.org.uk

DOJ Partnership Development Branch

Catherine Kirton	Tel: 028 9076 5646	Catherine.Kirton@justice-ni.gov.uk
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NIPB Finance Branch

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Emma Mackey	Tel: 028 9040 8616	emma.mackey@nipolicingboard.org.uk

ANNEX 4

MODEL FRAUD POLICY STATEMENT

INTRODUCTION

In order to meet the expectations of the community, funders and the public, the PCSP has adopted a positive approach to combating fraud. The PCSP is committed to preventing fraud and corruption, whether it is attempted on the PCSP from internal or external sources, and is committed to an effective Anti-Fraud and Corruption Policy designed to:

- promote an anti-fraud culture throughout the organisation;
- encourage fraud prevention;
- promote fraud detection; and
- support fraud investigation.

Definition of Fraud:

While a precise legal definition of fraud does not currently exist it is defined as the use of deception with the intention of gaining an advantage, avoiding an obligation or causing loss to another party. The term is used to describe such acts as deception, bribery, forgery, theft, collusion, misappropriation and falsifying of any account or record.

SCOPE

The PCSP requires that members and staff will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.

The PCSP also expects that individuals and organisations (e.g. suppliers, contractors and service providers) that it interacts with will act towards the PCSP with integrity and without thought or actions involving fraud and corruption. Where relevant the PCSP will include appropriate clauses in its

contracts about the consequences of fraud, bribery and corruption; evidence of such acts is likely to lead to a termination of the particular contract and may lead to prosecution.

RESPONSIBILITIES OF PCSP

The PCSP has overall responsibility for managing the risk of fraud. Their responsibilities include:

- a. complying with the Council fraud policy, or if none is in place, establishing an anti-fraud policy and fraud response plan;
- b. ensuring compliance with anti-fraud policies and fraud response plan;
- c. appointing a Fraud Liaison Officer, who will be responsible for the management of all fraud risks;
- d. ensuring that timely and effective action is taken in line with the instructions set out in the Fraud Response Plan;
- e. ensuring that the PCSP has in place robust systems of internal control to enable the prevention and detection of fraud within the various areas of the PCSP's activities;
- f. developing and implementing a risk management process to identify potential fraud risks in each area of the PCSP's activities and undertake a regular review of the fraud risks associated with each key area;
- g. making sure that members and staff are aware of the PCSP's anti-fraud policy and know what their responsibilities are in relation to combating and reporting fraud;
- h. making sure that members and staff are aware of the channels open to them to report suspicions of fraud and are aware of the PCSP's procedure in relation to the Public Interest Disclosure (NI) Order 1998 (which provides protection for 'Whistle-blowers' against dismissal and victimisation);
- i. ensuring that the PCSP has effective fraud awareness programme i.e. to increase awareness of when and how fraud can occur, what to be alert for and what to do if you suspect fraud;

- j. taking appropriate legal/disciplinary action against perpetrators of fraud. Any action should be conducted in line with relevant employment legislation and recognised codes of practice. Advance consultation with the relevant funding body or the Police should be undertaken where there is the potential for criminal prosecution;
- k. notifying the appropriate authority, funding body or Police immediately a fraud is suspected; and
- l. cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.

FRAUD RESPONSE PLAN

The PCSP has a Fraud Response Plan that sets out, for example, how to report suspicions of fraud, how the fraud will be investigated and by whom, what experts to contact for advice e.g. funding body or Police. The Plan forms part of the PCSP's anti-fraud policy.

MODEL FRAUD RESPONSE PLAN

PURPOSE

The purpose of this plan is to provide guidance on the action to be taken when a fraud is suspected or discovered. It covers, among other things, to whom the fraud will be reported, responsibilities for actions, who will investigate the incident and how employees under suspicion will be dealt with. The use of the plan may enable the PCSP to:

- prevent further loss;
- establish and secure evidence necessary for criminal and disciplinary action;
- notify the relevant authority, funding body and/or Police;
- establish circumstances in which external specialists will be involved;
- minimise and recover losses;

- punish the culprits;
- review the reasons for the incident, the measures taken to prevent a recurrence, and any action needed to strengthen future responses to fraud; and
- keep all personnel with a need to know suitably informed about the incident and the PCSP's response.

INITIATING ACTION

Detection

Suspicion of fraud or irregularity may be captured through a number of means, including the following:

- a. supervision and checking outputs;
- b. random spot checks by managers;
- c. operation of proper management and control procedures;
- d. a complete and secure audit trail; and
- e. suspicions of fraud reported by staff (it is important that staff know that any reported fraud will be acted upon and that protection against victimisation or dismissal is provided to them under the Public Interest Disclosure (NI) Order 1998).

Action to be taken

- a. All actual or suspected incidents of fraud will be reported without delay to the Fraud Liaison Officer, who is responsible for managing the risk of fraud within the PCSP.
- b. The PCSP will immediately take steps to identify if the actual or suspected fraud involves public funding or is restricted to the PCSP's own funds.
- c. Where the fraud may involve public funding the PCSP will immediately contact the relevant funding body for guidance on what action needs to be

taken by the PCSP. This may include advice on any preliminary enquiries which may be required and on who will conduct the investigation; for example, in cases where the suspected fraud involves funding money disbursed by the Department of Justice, then any investigation will be conducted by DOJ.

- d. If the fraud involves the PCSP's own private funding, then the Police should be notified immediately. In such instances the Police will be responsible for taking forward any investigation and providing advice in respect of any preliminary enquiry to be undertaken.

PREVENTION OF FURTHER LOSS

- a. Where initial enquiries provide reasonable grounds for suspecting a member or members of staff of fraud, the PCSP will decide how to prevent further loss. This may require the suspension, with or without pay, of the suspect(s). It may be necessary to plan the timing of suspension to prevent the suspect(s) from destroying or removing evidence that may be needed to support disciplinary or criminal action. Regard should be paid to guidance below regarding disciplinary action.
- b. In these circumstances, the suspect(s) will be approached unannounced. They will be supervised at all times before leaving the premises. They will be allowed to collect personal property under supervision, but will not be able to remove any property belonging to the PCSP. Any security passes and keys to premises, offices and furniture will be returned.
- c. The PCSP will consider the best means of denying access to its premises/property while the suspect(s) remain suspended (for example by changing locks and informing staff not to admit the individual(s) to any part of the premises). Similarly, access permissions to all computer systems will be withdrawn.

ESTABLISHING AND SECURING EVIDENCE

Following an allegation or the report of a suspicion of fraud, information to determine whether fraud is a possibility will initially be obtained by the PCSP.

Discreet Enquiries

The PCSP will follow up any such suspicions or allegations; this may involve enquiries with for example members of the management committee, employees and volunteers. These will be carried out in such a way as to ensure that individuals are not harmed by false accusations and to avoid alerting the fraudster.

Review of Documents/Records

Security of records - once a suspected fraud is reported, steps will be taken immediately to prevent the theft, alteration, or destruction of relevant records. Such actions may include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location(s) where the records currently exist, and preventing the individual(s) suspected of committing the fraud from having access to the records. The records will be adequately secured until the relevant investigation unit or the Police obtain the records to begin an investigation.

The funding body or the Police may consider whether it is necessary to investigate systems other than that which has given rise to suspicion, to determine the extent of any fraudulent activity

At an early stage it may be useful to seek guidance from either the funding body or the Police, on how to proceed and to ensure that evidence requirements will be met during any fraud investigation.

RECOVERY OF LOSSES

Where the PCSP has suffered a loss, efforts will be made to recover that loss. In some circumstances this may involve a civil action and it will probably be necessary to seek legal advice. If the loss may be covered by insurance, then the appointed brokers will be advised at the earliest opportunity.

The funding body or the Police should be able to advise on options available.

OTHER ISSUES

Disciplinary Action

The application of disciplinary procedures is solely a matter for the PCSP. Advice shall however be obtained, either from the funding body or the Police, on whether or not such action could impede or interfere with a potential criminal investigation.

All disciplinary action will be conducted in line with relevant employment legislation and recognised codes of practice. It is worth noting that information in relation to employment legislation can be sourced from the Department for Economy (DE) and the Labour Relations Agency (LRA) websites. Alternatively, employment good practice and advice can be obtained from NICVA.

Review of Fraud Response Plan

The Fraud Response Plan will be reviewed annually or following an incident of fraud, to ensure that it reflects changes, which may be necessary to strengthen future responses to fraud. Any need for change will be discussed and agreed by the management committee of the PCSP and reported to personnel within the PCSP.

PCSP Financial Statements

ANNEX 5

PROFORMA PCSP FINANCIAL STATEMENTS 1 April 2022 to 31 March 2023

Budget Category	Budget agreed Apr 22-Mar 23 £	Changes to budget less than 20% £	Revised Budget Apr 22-Mar 23 £	Actual Expenditure 2022/23 £	Expenditure Accrued £	Total Expenditure to date £	Q1 Payment Apr - Jun £	Q2 Payment Jul - Sep £	Q3 Payment Oct - Dec £	Q4 Payment Jan - Mar £	Total Payments to date £
Salaries	31,000.00	0.00	31,000.00	22,500.00	0.00	22,500.00	7,000.00	8,500.00	7,000.00	0.00	22,500.00
Running Costs											
Staff Mileage (inc. essential car allowance)	2,000.00	0.00	2,000.00	1,300.00	0.00	1,300.00	50.00	1,000.00	250.00	0.00	1,300.00
Staff mileage	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing & Stationery	500.00	0.00	500.00	375.00	0.00	375.00	125.00	125.00	125.00	0.00	375.00
Staff Mobiles	250.00	0.00	250.00	150.00	0.00	150.00	50.00	50.00	50.00	0.00	150.00
Internal Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Level Agreement	2,000.00	0.00	2,000.00	1,500.00	0.00	1,500.00	500.00	500.00	500.00	0.00	1,500.00
Postage	500.00	0.00	500.00	300.00	0.00	300.00	125.00	125.00	50.00	0.00	300.00
Membership	500.00	0.00	500.00	368.25	0.00	368.25	75.00	41.14	252.11	0.00	368.25
Photocopying	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-total running costs	7,250.00	-	7,250.00	3,993.25	-	3,993.25	925.00	1,841.14	1,227.11	-	3,993.25
Total Administration	38,250.00	-	38,250.00	26,493.25	-	26,493.25	7,925.00	10,341.14	8,227.11	-	26,493.25
OPERATIONAL											
xxx	1,000.00	47.00	1,047.00	1,881.00	0.00	1,881.00	311.00	170.00	519.00	0.00	1,000.00
xxx	5,000.00	0.00	5,000.00	4,800.00	0.00	4,800.00	1,800.00	1,800.00	1,200.00	0.00	4,800.00
xxx	1,000.00	0.00	1,000.00	280.00	0.00	280.00	120.00	0.00	160.00	0.00	280.00
Road Safety											
Project 1	20,000.00	-1,400.00	18,600.00	10,200.00	0.00	10,200.00	5,000.00	4,200.00	1,000.00	0.00	10,200.00
Project 2	10,000.00	0.00	10,000.00	5,000.00	0.00	5,000.00	1,600.00	1,600.00	1,800.00	0.00	5,000.00
Project 3	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project 4	500.00	0.00	500.00	520.00	0.00	520.00	0.00	520.00	0.00	0.00	520.00
Fear of Crime and Crime Prevention											
Project 5	5,000.00	-47.00	4,953.00	4,953.00	0.00	4,953.00	0.00	2,501.00	2,452.00	0.00	4,953.00
Project 6	6,000.00	0.00	6,000.00	3,250.00	0.00	3,250.00	0.00	250.00	3,000.00	0.00	3,250.00
Project 7	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project 8	1,400.00	0.00	1,400.00	1,400.00	0.00	1,400.00	1,000.00	200.00	200.00	0.00	1,400.00
Project 9	1,200.00	0.00	1,200.00	800.00	0.00	800.00	200.00	400.00	200.00	0.00	800.00
Project 10	1,000.00	0.00	1,000.00	940.00	0.00	940.00	100.00	100.00	740.00	0.00	940.00
Addressing drugs and alcohol											
Project 11	500.00	0.00	500.00	500.00	0.00	500.00	250.00	0.00	250.00	0.00	500.00
Project 12	7,000.00	1,400.00	8,400.00	7,300.00	0.00	7,300.00	1,000.00	1,250.00	5,050.00	0.00	7,300.00
Project 13	14,000.00	0.00	14,000.00	9,000.00	0.00	9,000.00	1,600.00	5,600.00	1,800.00	0.00	9,000.00
Addressing Domestic Abuse / Domestic Violence											
Project 14	12,000.00	0.00	12,000.00	5,000.00	0.00	5,000.00	1,600.00	1,600.00	1,800.00	0.00	5,000.00
Project 15	18,000.00	-2,000.00	16,000.00	16,725.00	0.00	16,725.00	7,200.00	6,525.00	3,000.00	0.00	16,725.00
Business and Rural Crime											
Project 16	20,000.00	2,000.00	22,000.00	15,000.00	0.00	15,000.00	6,600.00	1,600.00	6,800.00	0.00	15,000.00
Project 17	1,400.00	0.00	1,400.00	1,400.00	0.00	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00
Project 18	600.00	0.00	600.00	267.00	0.00	267.00	100.00	150.00	17.00	0.00	267.00
Project 19	10,000.00	0.00	10,000.00	5,000.00	0.00	5,000.00	1,600.00	1,600.00	1,800.00	0.00	5,000.00
Anti Social Behaviour											
Project 20	20,000.00	0.00	20,000.00	11,900.00	0.00	11,900.00	2,000.00	8,000.00	1,900.00	0.00	11,900.00
Project 21	20,000.00	0.00	20,000.00	19,000.00	0.00	19,000.00	16,000.00	2,000.00	1,000.00	0.00	19,000.00
Project 22	27,000.00	0.00	27,000.00	27,000.00	0.00	27,000.00	0.00	14,000.00	13,000.00	0.00	27,000.00
Project 23	14,000.00	0.00	14,000.00	12,270.00	0.00	12,270.00	6,500.00	720.00	5,050.00	0.00	12,270.00
Project 24	21,000.00	0.00	21,000.00	15,500.00	0.00	15,500.00	0.00	14,000.00	1,500.00	0.00	15,500.00
Project 25	1,600.00	100.00	1,700.00	300.00	0.00	300.00	100.00	175.00	25.00	0.00	300.00
Project 26	500.00	0.00	500.00	500.00	0.00	500.00	0.00	0.00	500.00	0.00	500.00
Project 27	200.00	0.00	200.00	270.00	0.00	270.00	200.00	0.00	0.00	0.00	200.00
Project 28	1,800.00	-100.00	1,700.00	300.00	0.00	300.00	100.00	175.00	25.00	0.00	300.00
Total Operational	244,700.00	-	244,700.00	181,256.00	-	181,256.00	56,381.00	69,136.00	54,788.00	-	180,305.00
TOTAL ADMIN & OPERATIONAL	282,950.00	-	282,950.00	207,749.25	-	207,749.25	64,306.00	79,477.14	63,015.11	-	206,798.25
Meeting Expenses	18,000.00	-	18,000.00	9,108.00	-	9,108.00	1,914.00	2,772.00	4,422.00	-	9,108.00
OVERALL TOTAL	300,950.00	-	300,950.00	216,857.25	-	216,857.25	66,220.00	82,249.14	67,437.11	-	215,906.25

Certificate of Chief Executive Officer

I am satisfied that the expenditure shown has been wholly, exclusively and necessarily incurred by the Council on the local Policing and Community Safety Partnership and that the grant receivable from the Joint Committee is in accordance with the regulations and conditions applicable.

Chief Executive Officer

Date

Seven Principles of Public Life

These standards, known as the Nolan principles, should apply to all in the public service

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their families, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Declaration of Interest Form

To be completed by all PCSP Members and staff

Please declare any interest you feel might be or perceived to be in conflict with your official duties. **Delete*** as appropriate:

* I confirm that **I am aware of no** conflict of interest with my PCSP official duties

* I confirm that **I could have** a conflict of interest with my official duties

Please list nature of the potential conflict of interest:

Name of Organisation	Nature of my connection with organisation

Signed _____ Date _____

Print Name _____

Completed form to be returned to PCSP Manager

Changes to approved funding for Policing & Community Safety Partnerships (PCSPs)

For all budgets, i.e. each line within the approved budget, PCSP funding should be used as agreed in the funding offer and budget, in line with the action plan submitted. If there are any substantial or material changes in the nature, scale or timing of planned work, or if it is proposed to use funding for purposes other than those specified in the action plan, the PCSP Manager should take the following action:

1. If the change is minor, i.e. less than 20%, budgets may be vired without requesting permission however NIPB finance must be notified of ALL amendments on the next quarterly financial update;
2. For more major changes, or if work planned differs significantly from the original action plan, a written request must be submitted to Joint Committee and prior approval should be requested. This will be necessary for:
 - Monetary changes greater than 20%;
 - Change to the start or end date of a piece of work, or to the main activities within it;
 - A drop of more than 20% in the number of beneficiaries;
 - Change to the content of the Project from that set out in the original approved application, for example changing the scope, delivery, or aim;
 - Claims for extra items of expenditure

The PCSP Manager should complete a **Change Control Request** to notify the Joint Committee, via Community Safety Division. The Change Control Note should be sent to the dedicated PDO for the PCSP, as soon as possible, providing details of any change required and providing:

- details of the change;
- the reasons for the change;
- details of how the project still meets its objectives;
- revised budget for the project;
- details of any new piece of work and its objectives;

- budget for the new piece of work;
- check request is within available PCSP budget;
- the impact of revised outputs and outcomes should be fully described

No changes should be implemented or authorised without approval from the Joint Committee.

Please note that budgets **may not be vired from Operations to Administration**, but virements from Administration to Operations may be made.

The change control request will no longer be part of the quarterly funding claim form, but should be requested by the PCSP Manager as soon as details are known. The Joint Committee will consider the request and will provide written approval, or otherwise, by returning the change control request by email to the PCSP Manager.

Details of agreed budget changes should also to be forwarded to the single point of contact for Finance for budgetary control.

Change Control Request

THIS SECTION TO BE COMPLETED BY PCSP MANAGER

PCSP Name	
PCSP Manager	
Date of request	

Project Title:

Summary of Requested Change

Detailed Description, please include Indicator information if appropriate as well as background, rationale for the change, OBA performance measures for each new project and partners involved.

Performance measures should be detailed below for each new project:

How much did we do?

How well did we do it?

Is anyone better off?

Change Impact Summary

	Yes	No
Is request necessary to meet project objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Does request change the scope of the project?	<input type="checkbox"/>	<input type="checkbox"/>
Does request move the project completion date?	<input type="checkbox"/>	<input type="checkbox"/>
Does request affect the cost of the project?	<input type="checkbox"/>	<input type="checkbox"/>
Does request impact on budget headings?	<input type="checkbox"/>	<input type="checkbox"/>

For every question answered “Yes” provide a brief explanation and details of budgetary implications for each area affected

Project	Total Budget	Match Funding	Joint Committee Funding	Change Control Request	Total Budget	Match Funding	Joint Committee Funding

Joint Committee Decision

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
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For Joint Committee:	Date:
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Annex 9

QUARTERLY FINANCIAL FORECAST 1 April 2022 to 31 March 2023

Budget Category	Budget agreed Apr-22-Mar-23	Q1 CLAIM			Q2 CLAIM			Q3 CLAIM			QUARTER 4				Variance to be rephased	
		Q1 CLAIM	Q2 CLAIM	Q3 CLAIM	Q1 CLAIM	Q2 CLAIM	Q3 CLAIM	Q1 CLAIM	Q2 CLAIM	Q3 CLAIM	Jan-23	Feb-23	Mar-23	TOTAL		
		£	£	£	£	£	£	£	£	£	£	£	£	£		
Salaries																
Position : Admin Support																
Salary	15,000.00	3,750	3,750	3,750												3,750.00
NI	1,000.00	250	250	250												250.00
Pension	-	-	-	-												0.00
Position : Admin Support																
Salary	15,000.00	3,000	4,500	3,000												4,500.00
NI	-	-	-	-												0.00
Pension	-	-	-	-												0.00
Sub-total staff costs	31,000.00	7,000.00	8,500.00	7,000.00												8,500.00
Running Costs																
Staff Mileage (inc. essential car allowance)	2,000.00	50.00	1,000.00	250.00												700.00
Members Mileage	1,000.00	-	-	-												1,000.00
Printing & Stationery	500.00	125.00	125.00	125.00												125.00
Staff Mobiles	250.00	50.00	50.00	50.00												100.00
Internal Audit	-	-	-	-												0.00
Service Level Agreement	2,000.00	500.00	500.00	500.00												500.00
Postage	500.00	125.00	125.00	50.00												300.00
Membership	500.00	75.00	41.14	252.11												131.75
Photocopying	500.00	-	-	-												500.00
Sub-total running costs	7,250.00	925.00	1,841.14	1,227.11												3,256.75
Total Administration	38,250.00	7,925.00	10,341.14	8,227.11												11,756.75
Strategic Objective 1: Form & Deliver Functions of PCSP	1,047.00	311.00	170.00	1,400.00												-834.00
Strategic Objective 1: Form & Deliver Functions of PCSP	5,000.00	1,800.00	1,800.00	1,200.00												200.00
Strategic Objective 1: Form & Deliver Functions of PCSP	1,000.00	120.00	-	160.00												720.00
Road Safety	18,600.00	5,000.00	4,200.00	1,000.00												8,400.00
Project 1	10,000.00	1,600.00	1,600.00	1,800.00												5,000.00
Project 2	1,000.00	-	-	-												1,000.00
Project 3	500.00	-	520.00	-												-20.00
Fear of Crime and Crime Prevention	4,953.00	-	2,501.00	2,452.00												0.00
Project 5	6,000.00	-	250.00	3,000.00												2,750.00
Project 6	2,000.00	-	-	-												2,000.00
Project 7	1,400.00	1,000.00	200.00	200.00												0.00
Project 8	1,200.00	200.00	400.00	200.00												400.00
Project 9	1,000.00	100.00	100.00	740.00												60.00
Addressing drugs and alcohol	500.00	250.00	-	250.00												0.00
Project 11	8,400.00	1,000.00	1,250.00	5,050.00												1,100.00
Project 12	14,000.00	1,600.00	5,600.00	1,800.00												5,000.00
Addressing Domestic Abuse / Domestic Violence	12,000.00	1,600.00	1,600.00	1,800.00												7,000.00
Project 14	16,000.00	7,200.00	6,525.00	3,000.00												-725.00
Business and Rural Crime	22,000.00	6,600.00	1,600.00	6,800.00												7,000.00
Project 16	1,400.00	1,400.00	-	-												0.00
Project 17	600.00	100.00	150.00	17.00												333.00
Project 18	10,000.00	1,600.00	1,600.00	1,800.00												5,000.00
Anti Social Behaviour	20,000.00	2,000.00	8,000.00	1,900.00												8,100.00
Project 20	20,000.00	16,000.00	2,000.00	1,000.00												1,000.00
Project 21	27,000.00	-	14,000.00	13,000.00												0.00
Project 22	14,000.00	6,500.00	720.00	5,050.00												1,730.00
Project 23	21,000.00	-	14,000.00	1,500.00												5,500.00
Strategic Objective 3: Improve Community Confidence in policing	1,700.00	100.00	175.00	25.00												1,400.00
Project 25	500.00	-	-	500.00												0.00
Project 26	200.00	270.00	-	-												-70.00
Project 27	1,700.00	100.00	175.00	25.00												1,400.00
Project 28																
Total Operational	244,700.00	56,451.00	69,136.00	55,669.00												63,444.00
TOTAL ADMIN & OPERATIONAL	282,950.00	64,376.00	79,477.14	63,896.11												75,200.75
Meeting Expenses	18,000.00	1,914.00	2,772.00	4,422.00												8,892.00
OVERALL TOTAL BUDGET	300,950.00	66,290.00	82,249.14	68,318.11												84,092.75

ANNUAL ASSURANCE STATEMENT

PCSP ACTION PLAN 2022/23

I provide assurance in relation to the proper use of PCSP funding, provided by the Joint Committee and in signing this statement can confirm the following:

- the expenditure has been wholly, exclusively and necessarily incurred by the Council on the local Policing and Community Safety Partnership and that the grant receivable from the Joint Committee is in accordance with the regulations and conditions applicable.
- Adequate controls were in place and followed to implement the funding in line with the Funding Agreement.
- There was adequate management of financial risks associated with the funding.
- All procurement was carried out in line with Council Procurement guidelines and value for money.
- Sufficient reporting has been provided to demonstrate the achievement of objectives through the Outcome Based Accountability methodology and in line with the approved Action Plan.
- An Internal Audit report has been provided to Joint Committee, which conforms to Public Sector Internal Audit Standards.

PCSP Council Area: _____

Chief Executive (Print Name): _____

Chief Executive (Signed): _____

Date: _____