



Llywodraeth Cymru  
Welsh Government

Ein cyf/Our ref: MA-P(IA)/0048/15

Christine Chapman AM,  
Chair, Communities, Equality and Local Government Committee

2<sup>o</sup> October 2015

Dear Christine,

Thank you for your letter of 25 September requesting additional information on Community Support Officers (CSOs) in Wales, following the CELG Committee meeting on 24 September. I will address each of your questions in turn.

**1. The number of additional Community Support Officers that have been deployed as a result of Welsh Government funding**

The Programme for Government said that we would: "Fund and facilitate the employment of 500 Police Community Support Officers (PCSOs) in Wales". We reached our target of 500 CSOs deployed or in training in October 2013. These are employed across the four Welsh forces as well as British Transport Police. British Transport Police has been allocated 18 officers, Dyfed-Powys 74, Gwent 101, North Wales 101 and South Wales 206. .

As in every organisation, there is inevitable turnover of staff amongst CSOs. Some officers see being a CSO as their permanent career choice. Others view it as a way of gaining the necessary experience to progress to becoming a warranted officer. The latest available figures show that since the project began, more than 160 of the Welsh Government funded CSOs have become warranted officers. Irrespective of the reason for leaving, the officers are replaced through the normal procedures for managing turnover.

My officials work very closely with the Chief Constables to monitor CSO numbers. Chief Constable Simon Prince, of Dyfed-Powys Police, is the nominated lead for the CSO Project and sits on the project steering group. The steering group regularly monitors the numbers of CSOs recruited through the Welsh Government scheme and examines these figures in the context of each force's staffing plans for officers funded through other means.

Chief Constable Prince has recently commented:

*"Since the provision of an additional funding of 500 CSOs by Welsh Government, Police Forces have recruited and maintained these additional resources over and above core funded PCSOs. This number does vary occasionally, in particular during periods of police recruitment where we traditionally have attracted high numbers of applicants from (P)CSO roles. Police forces have responsibility for recruitment into any vacancies and numbers are monitored by a Welsh Government Steering Group.*

*The use and deployment of CSOs falls within the control and operational independence of the Chief Constable in accordance with the agreement between Welsh Government, the police forces in Wales and British Transport Police. CSOs are therefore deployed where their services are most needed in the community.”*

I recently agreed to continue funding the project for the 2016-17 financial year to allow forces to maintain their staffing plans. Also, in order to assist the forces in managing the turnover of staff, I have included a small amount of contingency within the grant offer to each force. Furthermore, as you will be aware, I hold regular meetings with the four Chief Constables of Wales. Our most recent meeting took place on 12 October and I raised this matter with them again, stressing the importance of maintaining the numbers and maximising the use of the available grant for the benefit of communities in Wales.

## **2. The total number of CSOs in Wales now compared with before the allocation of Welsh Government funding**

Each force is required to provide information on its recruitment, deployment and turnover as part of the grant terms and conditions. The figures for the end of the last financial year show that at 31 March 2015, there were **504** Welsh Government funded full and part-time CSOs (**498** FTE) , with plans in place to recruit more officers to provide a contingency for turnover. Figures from the same period show that there were **541** full-time equivalent CSOs funded by other means.

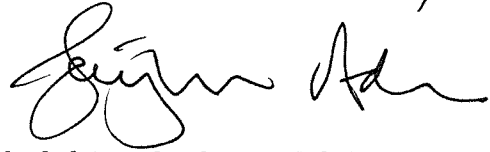
From the outset of the project, we have recognised that the staffing levels in each force were projected to fall as a result of the UK Government’s spending plans. Each police force drew up efficiency plans following the Spending Review 2010: these plans have been monitored at intervals by HM Inspectorate of Constabulary and reflect considerable reductions in the planned policing strength of forces across England and Wales. Baseline figures collated by the project steering group show that there were **694** FTE PCSOs employed in Wales at 30 June 2011, ie. just before the initiation of the project. These figures include PCSOs deployed within Wales by British Transport Police. The baseline figures also indicate that the police staffing levels (warranted officers and PCSOs) in Wales were projected to fall from **8,021** to **7,402** between June 2011 and March 2015.

## **3. Response to the concern that CSOs funded by the Welsh Government are replacing those who are no longer in post as a result of cuts in Home Office funding**

We have not, nor will we ever, simply plug gaps left by the removal of funds from other sources. I attach at Annex A, a copy of the CSO Grant terms and conditions. These include full details of the additionality requirements.

There is no escaping the fact that UK Government funding cuts have resulted in a reduction in officer numbers. However, we accepted this from the very beginning and we made clear that our funding was to provide 500 more CSOs than there would have otherwise been. We did not require that forces should maintain their initial staffing levels plus 500, as this clearly would not be realistic in the face of reduced funding.

The phrasing in the grant letters emphasises that our funding is to be **in addition to planned policing levels**. Therefore, our funding does not allow the forces to top up or backfill their numbers in Wales. They have their planned staffing levels and our funding provides for CSOs over and above those levels.

*Yours sincerely,*  


**Leighton Andrews AC / AM**  
Y Gweinidog Gwasanaethau Cyhoeddus  
Minister for Public Services



# TERMS AND CONDITIONS APPLYING TO THE AWARD OF COMMUNITY SUPPORT OFFICER GRANT

April 2015

## 1 Statutory authority

This award of Grant is made on and subject to the Conditions and under the authority of the Minister for Public Services one of the Welsh Ministers, acting pursuant to sections 70 and 71(1) of the Government of Wales Act 2006 and section 126 of the Housing Grants Construction and Regeneration Act 1996.

## 2 Interpreting these Conditions

This document sets out the terms and conditions attached to the payment of Grant in connection with the Welsh Government Community Support Officer Programme.

Any reference in these Conditions to:

**'you', 'your' 'Authority'** is to the

Police and Crime Commissioner for [Force]  
[Address]

**'we', 'us', 'our'** is to the Welsh Ministers

**'Welsh Government Official'** is to the

Deputy Director  
Local Government Finance Policy Division  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

or such other Welsh Government official as we may notify you.

**'Responsible Officer'** is to

Chief Finance Officer  
Office of the Police and Crime Commissioner for [Force]  
[Address]

**'Grant'** is to the grant detailed in the Grant Offer Letter.

**'Grant Offer Letter'** is to the grant offer letter dated [date of issue].

**'Grant Period'** is to the period as set out in the Grant Offer Letter.

**'Schedule'** is to the schedules which form part of these terms and conditions.

**'Purpose'** or **'Approved Purpose'** means the purposes approved by the Welsh Ministers as set out in Schedule 1.

**'Conditions'** is to the terms and conditions set out here.

**'Grant Schedule'** is to the grant schedule set out in Schedule 2.

**'Payment Profile'** is to the payment profile set out in Schedule 3.

**'Costs Incurred'** is to the cost of goods and services you have received regardless of whether you have paid for them by the date of your claim.

**'Notification Event'** is to any of the events listed in Schedule 4.

**'State Aid Rules'** is to the rules set out in Articles 107 to 109 of the Treaty on the Functioning of the European Union (or in those Articles that may succeed Articles 107 to 109), secondary legislation such as frameworks, guidelines and block exemptions produced by the European Commission derived from Articles 107 to 109, case law of the European Courts and decisions of the European Commission regarding the application of Articles 107 to 109.

**'legislation'** will include all amendments to and substitutions and re-enactments of that legislation in force from time to time.

### **3 Use of Grant**

- a. The Grant may only be used for the approved purposes set out in Schedule 1 (the Purpose).
- b. The Purpose was agreed between the Welsh Ministers and the Association of Chief Police Officers Cymru on behalf of eligible recipients. It may only be modified by agreement in writing between us and ACPO Cymru.
- c. Any misrepresentation, including concealment or withholding of relevant information, by you in your application for the Grant, during or after the Grant Period may be treated as a failure to comply with these terms and conditions.
- d. You must not use any part of the Grant for: purchasing capital equipment (other than as agreed in writing in relation to the Purpose); your legal fees in relation to this letter; party political purposes; the promotion of particular secular, religious or political views; or any kind of illegal activities.

### **4 Additionality**

It is a core principle of these terms and conditions that the Grant is provided for Community Support Officers employed for your force area in addition to the planned policing levels as funded from other sources (taking into account any changes to those plans resulting from fluctuations in funding from those sources). We will monitor this principle of additionality in accordance with Schedules 1, 5 and 8 and may withhold any or all of the Grant and/or require part or all of the Grant to be repaid if monitoring demonstrates that this principle has not been satisfied or if monitoring fails to demonstrate that it has been satisfied.

### **5 Communications**

All communications about the programme must be consistent with the lines agreed between the Welsh Ministers and the Chief Constables of Wales. The views of the Welsh Ministers take precedence in relation to communications about the policy or financing of the programme. On operational matters, the views of the relevant Chief Constable(s) take precedence.

## **6 Grant preconditions**

- a. We will not pay any of the Grant to you until you have provided us with the following information and documentation:
  - i. Staff and cost estimates as set out in Schedule 5;
  - ii. a copy of the Grant Acceptance Form at Schedule 7 signed by the Responsible Officer and the Chief Finance Officer for the police force;
  - iii. a copy of the Additionality Principles at Schedule 8, signed by the Police and Crime Commissioner and the Chief Constable [Chief Constable only in the case of British Transport Police].
- b. Where you are required to provide information and documentation to us as evidence that you have satisfied a particular precondition or Condition, or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve the right to reject any information and documentation which is for any reason not acceptable to us.

## **7 How to claim the Grant**

- a. On receipt of the signed Grant Acceptance Form and Additionality Principles and their satisfactory validation, we will pay the Grant to you quarterly in arrears based on the Costs Incurred by you in the delivery of the Purpose in line with the Grant Schedule.
- b. You must claim the Grant in accordance with the quarterly dates set out in the Payment Profile at Schedule 3. We will issue invitations for you to submit a claim at the end of each quarter. Where costs are incurred only for part of the financial year (eg. during setting-up periods), the initial payment will be made as set out in the Grant Schedule with subsequent payments being made in accordance with the quarterly timetable for the remainder of the year. You must claim the Grant promptly. We reserve the right to withdraw any part of the Grant that you do not claim promptly.
- c. You must use our current claim form (Schedule 9) and attach the information and documentation specified in the Payment Profile.
- d. You must submit your claim forms, certified by the Chief Finance Officer for payment of Grant to the address given on the Claim Form, within 30 days of the end of each quarter as set out in the Payment Profile. Failure to claim within this period, may result in any unclaimed part of the grant ceasing to be made available.
- e. We will aim to pay valid claims as soon as possible and typically within 28 days.
- f. We may, at our discretion, pay an instalment before the start of, or during, a three-month period. If you wish to be paid in advance, you must submit a full statement supporting the early payment request with the Claim Form.
- g. The Grant must not be transferred to any other body other than that indicated in the Grant Schedule.

- Unless included in the initial approval for each Grant Period or agreed in writing by us, the Grant will not be adjusted to take account of pay and price changes during the Grant Period.

## **8 Your general obligations to us**

You must:

- a. safeguard the Grant against fraud generally and, in particular, fraud on the part of your management, employees and/or suppliers and notify us immediately if you have reason to suspect that any fraud has occurred or is occurring or is likely to occur. You must also participate in such fraud prevention initiatives as we may require from time to time;
- b. comply with all applicable laws or regulations or official directives whether derived from domestic, EU or international law;
- c. put in place and maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purpose. We reserve the right to require you provide proof of your insurance;
- d. cooperate fully with the Welsh Government Official and with any other employee of the Welsh Government or person appointed by us to monitor your use of the Grant and your compliance with these Conditions.

## **9 Declarations**

You declare that:

- a. you have the power to enter into and to perform the obligations set out in these Conditions and you have taken all necessary action to authorise the entry into and performance of the obligations under these Conditions;
- b. no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform and comply with any of these Conditions;
- c. you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your business and affairs (both current and prospective) or which ought to be provided to any person who is considering providing Grant to you;
- d. you have agreed the staffing estimates required under Schedule 5 and you are confident that they are realistic and achievable.

## **10 Notification Events and their consequences**

- a. You must notify us immediately if a Notification Event has occurred or is likely to occur but we also reserve the right to notify you where we believe a Notification Event has occurred or is likely to occur.
- b. We will seek to discuss the Notification Event with you and to agree a course of action to be taken to address the Notification Event and in doing so we will consider both the seriousness of the Notification Event and whether or not it can be remedied.



- c. We will be entitled to take any of the actions listed in Condition 10d if:
  - i. despite our reasonable efforts we have been unable to discuss the Notification Event with you; or
  - ii. we notify you that the Notification Event is not capable of remedy; or
  - iii. a course of action is agreed with you but you fail to follow it, or any conditions attached to it are not met (including without limitation the timescale for such course of action); or
  - iv. the course of action fails to remedy the Notification Event to our satisfaction.
- d. If any of the circumstances set out in Condition 10c occurs, we may by notice to you:
  - i. withdraw the award of Grant; and/or
  - ii. require you to repay all or part of the Grant immediately; and/or
  - iii. suspend or cease all further payment of Grant; and/or
  - iv. make all further payments of Grant subject to such conditions as we may specify; and/or
  - v. deduct all amounts owed to us under these Conditions from this or any other Grant that we have awarded or may award to you; and/or
  - vi. exercise any other rights against you which we may have in respect of the Grant.
- e. All repayments of Grant must be made to us within 28 days of the date of our demand. You must pay interest on any overdue repayments at a rate of 1.5% per annum above the Bank of England base rate from time to time or at such other rate as may be required by the State Aid Rules. Interest will accrue on a daily basis from the date the repayment is due until actual repayment of the Grant, whether before or after judgment. You must pay the interest together with the overdue repayment.

## **11 Monitoring requirements**

You must:

- a. administer the Grant economically and maintain adequate financial controls in accordance with statutory accounting and audit requirements and guidance. You must at all times be able to demonstrate to our satisfaction that proper financial and other controls are in place. The Grant must be recorded separately within your accounting system to facilitate a clear audit trail.
- b. expect monitoring and evaluation procedures to be undertaken by us. You must cooperate with any such exercise undertaken by us or a person appointed by us to undertake such an exercise on our behalf. Evaluation exercises will be undertaken in accordance with a framework originally agreed between us and ACPO Cymru in line with the Purpose set out in Schedule 1.
- c. monitor the use of the Grant and provide us with such documents, information and reports which we may reasonably require from time to time in order for us to monitor your compliance with the Conditions as set out in Schedule 5.
- d. must advise us if you consider that any of the terms and conditions are not being complied with.

- e. meet with the Welsh Government Official and any other of our representatives as we may from time to time reasonably require;
- f. ensure that the Responsible Officer (or such other person as we may agree) attends all meetings with the Welsh Government Official.
- g. acknowledge that if the request statement and monitoring report are not received within the timescales set out in the Grant Schedule under these terms and conditions, this may result in a delay in the release of future payments and we may decide to withdraw the Grant.

## **12 Additional information**

You must provide us with such other information as to your activities or proposed activities and as to your use or proposed use of all or any part of Grant funding, as we may from time to time require. We shall be entitled to use this and all information supplied to us by you relating to the Grant, as we deem fit. Such information shall, if so requested by us, be certified by an official of your organisation that we consider appropriate.

## **13 Audit requirements**

- a. You must:
  - i. maintain clear accounting records identifying all income and expenditure in relation to the Purpose;
  - ii. without charge, permit any officer or officers of the Welsh Government, Wales Audit Office or European Commission at any reasonable time and on reasonable notice being given to you to visit your premises and/or to inspect any of your activities and/or to examine and take copies of your books of account and such other documents or records as in such officer's reasonable view may relate in any way to your use of the Grant. This undertaking is without prejudice and subject to any other statutory rights and powers exercisable by the Welsh Government, Wales Audit Office or the European Commission or any officer, servant or agent of any of the above;
  - iii. retain this letter and all original documents relating to the Grant in line with statutory requirements regarding the management of financial records or until we inform you in writing that it is safe to destroy them;
  - iv. provide us with an audit certificate in accordance with the requirements set out in Schedule 6.
  - v. should the income and expenditure statement reveal that, in our opinion, there are substantial variations between your actual income and expenditure and the amounts forecast in the request statements for that year, we may vary, withhold, or recover Grant payments in such proportions as we consider reasonable in the light of all relevant circumstances.
- b. Under paragraph 17 of Schedule 8 to the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government. He and his officials have the power to require relevant persons who control or hold

documents to give any assistance, information and explanation that they may require; and to require those persons to attend before them for such a purpose. The Auditor General and his staff may exercise this right at all reasonable times.

#### **14 Third Party obligations**

- a. Nothing in the Conditions imposes any liability on us in respect of any liability incurred by you to any third party (including, without limit, employees and contractors).
- b. You must indemnify us against any liabilities, claims, proceedings, demands, losses, costs and expenses suffered or incurred by us directly or indirectly arising as a result of or in connection with any failure by you to perform fully or in part any obligation you may have to a third party.

#### **15 Publicity and Intellectual Property Rights**

- a. You must acknowledge our support on all publicity, press releases and marketing material produced in relation to the Purpose. Such acknowledgement must be in a form approved by us and must comply with the Welsh Government's branding guidelines.
- b. You must provide us with a copy of all material listed in this Condition for our approval before any such material is published and you may not publish such material without our prior written approval.
- c. You agree that from the date of this letter until five years from the date of the final payment of Grant we may include details about your organisation, the Grant and the Purpose in Welsh Government promotional materials and you further agree to cooperate with our reasonable requests to achieve the production of such materials.
- d. Nothing in these Conditions transfers to us any rights in any intellectual property created by you as a result of the Purpose.

#### **16 Access to Information**

- a. You acknowledge that we are subject to the requirements of the Welsh Government's Code of Practice on Access to Information (the Code), the Freedom of Information Act 2000 (the FoIA), the Environmental Information Regulations 2004 (the EIR) and the Data Protection Act 1998 (the DPA).
- b. You acknowledge that we have absolute discretion in determining whether:
  - i. to disclose any information which we have obtained under or in connection with the Grant to the extent that we are required to disclose such information to a person making a disclosure request under the FoIA or the EIR; and/or
  - ii. any information is exempt from disclosure under the Code, the FoIA or the EIR.

## 17 Buying goods and services

You must buy all goods and services required for the Purpose in a competitive and sustainable way so as to demonstrate that you have achieved best value in the use of public funds.

## 18 Giving Notice

- a. Where notice is required to be given under these Conditions, it must be in writing (this does not include email but may include a letter attached to an email) and must prominently display the following heading:

***Notice in relation to the Award of Grant in relation to the Community Support Officer Grant***

- b. We reserve the right to terminate the Grant at any time. Reasonable notice of not less than six months will be given and arrangements for transfer or cessation of the work will take account of your contractual obligations. In the event of the Grant being terminated, it will be adjusted to cover employer liability costs arising from termination. You must repay us any other Grant which has not at the date of termination been used for the Purpose.
- c. The address and contact details for the purposes of serving notice under these Conditions are as follows.

You: the Responsible Officer at the address stated in Condition 2.

Us: the Welsh Government Official at the address stated in Condition 2.

- d. A notice will be deemed to have been properly given as follows.

Prepaid first class post: on the second working day after the date of posting.

By hand: upon delivery to the address or the next working day if after 4pm or on a weekend or public holiday.

By email attachment: upon transmission or the next working day if after 4pm or on a weekend or public holiday.

## 19 Equal Opportunities

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race, gender/gender identification, sexual orientation, religion and belief, age or any disability.

## 20 Welsh Language

Where the Purpose include or relate to the provision of services or written materials (including signage and information published online) in Wales, they must be provided in Welsh and English, unless it would be unreasonable or disproportionate to do so. Guidance about providing services and written materials in Welsh can be obtained from the Welsh Language Commissioner on 0845 6033 221 or by visiting [www.comisiynydddygyrraeg.org](http://www.comisiynydddygyrraeg.org).

## **21 Sustainability**

Your use of the Grant must (where reasonably practicable) meet the Welsh Government's current agenda for sustainable development and the environment.

## **22 Welsh Ministers' Functions**

You acknowledge that we have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant and to the exclusion of all irrelevant considerations. You agree that nothing contained or implied in , or arising under or in connection with, these Conditions will in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige us or any of them to exercise, or refrain from exercising, any of their functions in any particular way.

## **23 General**

- a. Nothing in these terms and conditions will fetter the proper functions of the Authority or of the Chief Constable. These terms and conditions apply only to the use of this Grant and in relation to the Purpose set out in Schedule 1.
- b. If at any time any of these Conditions is deemed to be or becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- c. No failure or delay on our part to exercise any power, right or remedy under these Conditions will operate as a waiver of any such power, right or remedy or preclude its further exercise or the exercise of any other power, right or remedy. The powers, rights or remedies hereby provided are cumulative and not exclusive of any powers, rights or remedies provided by law.
- d. Any amendment or variation these Conditions must be in writing and signed by us and you in the same manner as this letter.
- e. You may not assign or otherwise dispose of in any way your rights, benefits, obligations or duties under these Conditions.
- f. Conditions 8, 10, 13, 15 and 16 and such other Conditions which by implication need to continue in force beyond the final payment of Grant will so continue in full force and effect.
- g. The award of the Grant is to you alone and no one else is entitled to make any claim in respect of the Grant or seek to rely on or enforce any of these Conditions.
- h. These Conditions are to be governed by and construed in accordance with the laws of Wales and England as applied in Wales and the parties hereto submit to the exclusive jurisdiction of the courts of Wales and England.

## 24 How to accept the Grant Offer

- a. To accept this award of Grant you must sign and return a copy of the Grant Acceptance Form to the Welsh Government Official. This form must also be signed by the Chief Finance Officer for the police force. You must also return a copy of the Additionality Principles signed by the Police and Crime Commissioner (except British Transport Police) and the Chief Constable. No Grant will be paid to you until we have received your signed Acceptance Form and Additionality Principles.
- b. These terms and conditions apply only to the funds provided for Community Support Officers funded by the Welsh Government under this scheme.
- c. We must receive your signed forms **within 14 days of the date of the Grant Offer Letter**, or this award of Grant will automatically be withdrawn.

## COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 1

### THE PURPOSE

- 1 The Welsh Government is committed to delivering safe and strong communities in Wales. As part of that commitment, the Welsh Government has undertaken to fund an additional 500 Community Support Officers (CSOs) in Wales.
- 2 This represents a significant investment in community safety at a time of unprecedented pressure on public sector budgets, and on police Grant in particular. In using this Grant, police forces will have regard for Welsh Government strategic priorities and the aim of Safer Communities for All by making communities safer through reductions in anti-social behaviour and crime (including fear of crime) as set out in the Programme for Government. The CSOs will be highly visible in their communities, engaging with people, providing reassurance and tackling anti-social behaviour. They will play a pivotal role not only in making our communities safer, but in making them feel safer.
- 3 The Welsh Government funded CSOs will contribute to the policing of neighbourhoods, primarily through highly visible patrols and being accessible to, and working with, local communities and partners to improve the quality of life of those affected by crime and anti-social behaviour. They will achieve this by:
  - ♦ being visible and accessible to communities
  - ♦ providing reassurance to communities
  - ♦ engaging with partners and community organisations to actively address anti-social behaviour and related criminal activity
  - ♦ contributing to the reduction of crime by solving problems at a local level.
- 4 The Welsh Government funded CSOs will be recruited, trained, employed and deployed by the four Welsh police forces, and British Transport Police. **The key principle underpinning the activity of CSOs on a day-to-day basis will be the overarching operational independence of the Police Service.** Nothing in the terms and conditions of Grant should be read as seeking to undermine or erode this operational independence. In addition, the police forces have the operational and strategic knowledge and expertise necessary to deploy the Welsh Government funded CSOs in ways that best meet the shared ambition of the Welsh Government and the police service in Wales to make communities stronger and safer.

**COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 2**

**GRANT SCHEDULE**

**Office of the Police and Crime Commissioner  
in respect of [Force]**

**Forecast Cost Summary (as at date of issue)**

The following table sets out the cost estimates as agreed at the time of issue of the Grant Offer Letter. The estimates will be refined before the beginning of each financial year and at other times as necessary.

	2011-12	2012-13	2013-14	2014-15	2015-16
<b>Cost estimates (by financial year)</b>	£	£	£	£	£
					<i>Estimate</i>
<b>Non-recurring costs</b>					
Recruitment – Advert					
Recruitment – Staff					
Short-listing					
Selection Panels					
Medicals					
Vetting					
Training – Staff					
Certificate in Policing					
Uniform and Equipment					
ICT Equipment					
Airwave Radio Equipment					
Transport					
Marketing					
Accommodation					
Other					
<b>Total non-recurring costs</b>					
<b>Recurring costs</b>					
Salary (incl Shift and Enhancements)					
NI					
Pension					
Non-staff costs (incl Mobile Data)					
<b>Total recurring costs</b>					
<b>Total estimated costs</b>					
<b>Apportionment of estimated costs</b>					
<b>Non-recurring costs</b>					
Police Force costs					
Welsh Government CSO Grant forecast					
<b>Recurring costs</b>					
Welsh Government CSO Grant forecast					
<b>Total estimated costs / Grant forecast</b>					
Police Force costs					
<b>Welsh Government CSO Grant forecast</b>					
Total estimated costs					



## COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 3

### PAYMENT PROFILE

Quarter	Period claim covers	Claim form due by	Documents which must accompany claim form
1	1 April - 30 June 2015	30 July 2015	<ul style="list-style-type: none"> <li>▪ Statement of interim income and expenditure for previous quarter</li> <li>▪ Forecast of income and expenditure for remainder of financial year</li> <li>▪ Quarterly Monitoring Report</li> </ul>
2	1 July – 30 September 2015	30 October 2015	<ul style="list-style-type: none"> <li>▪ Statement of interim income and expenditure for previous quarter</li> <li>▪ Forecast of income and expenditure for remainder of financial year</li> <li>▪ Quarterly Monitoring Report</li> <li>▪ Narrative setting out how the Grant has been used to meet the Purpose and objectives in Schedule 1</li> </ul>
3	1 October – 31 December 2015	22 January 2016	<ul style="list-style-type: none"> <li>▪ Statement of Interim income and expenditure for previous quarter</li> <li>▪ Forecast of income and expenditure for remainder of financial year</li> <li>▪ Quarterly Monitoring Report</li> </ul>
4	1 January – 31 March 2016	12 March 2016	<ul style="list-style-type: none"> <li>▪ Statement of Interim income and expenditure for previous quarter</li> <li>▪ Forecast of income and expenditure for remainder of financial year</li> <li>▪ Quarterly Monitoring Report</li> <li>▪ Narrative setting out how the Grant has been used to meet the Purpose and objectives in Schedule 1</li> </ul>

**In addition:**

Before the beginning of each financial year, you must provide when requested, estimates of the staff numbers and costs for the coming year as set out in Schedule 5.

After the end of each financial year, you must provide when requested, an end-year monitoring report to accompany the income and expenditure statement as set out in Schedule 5.

## COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 4

### NOTIFICATION EVENTS

- 1 Repayment of any part of the Grant is required under European Law (whether under State Aid Rules or otherwise).
- 2 You fail to comply with any of the Conditions.
- 3 We have made an overpayment of Grant to you.
- 4 Any declaration made in Condition 7 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect.
- 5 Any event occurs or circumstances arise which in our opinion gives reasonable grounds for believing that you may not, or may be unable, to perform or comply with any of your obligations under these Conditions.
- 6 You fail to satisfy us that the Grant will be used solely for the Purpose.
- 7 If we consider that any of the other terms or conditions of the Grant are not being fulfilled or complied with.
- 8 If we consider that there is unsatisfactory progress in respect of the Purpose.
- 9 Any information provided you in your request for Grant, or in a claim for payment or in any subsequent or supporting documentation concerning you or the Purpose is found to be incorrect or incomplete to an extent which we consider to be material.
- 10 In the pursuit of the Purpose if you do not comply with all relevant statutory requirements.

## COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 5

### MONITORING REPORT REQUIREMENTS

- 1 The Authority must submit monitoring reports as required by Welsh Ministers. Welsh Ministers will aim to keep the requirement for monitoring information to the minimum necessary to allow them to determine that the Grant has been used effectively and in accordance with these terms and conditions.
- 2 The Welsh Ministers need to be able to demonstrate that Community Support Officers (CSO) funded using this Grant are additional to planned policing levels (taking account of any changes to those plans resulting from fluctuations in funding provided by other sources). To that end, CSO posts funded with this Grant must be created as new records on the Authority's systems. These records must be maintained so that the Grant-funded posts can be identified separately from posts supported through other funding streams.
- 3 As part of the process for agreeing the Grant Schedule for each financial year, the Authority will provide its best estimates of the forecast numbers – head counts and full-time equivalents – of:
  - ♦ Community Support Officers (CSOs) expected to be employed by the Authority under this Grant scheme at the beginning of the financial year and at the end of each quarter;
  - ♦ the totals of establishment police officers, police community support officers and other policing staff paid for through other funding streams;
  - ♦ together with an explanation of any changes from forecasts previously submitted to the Welsh Ministers.
- 4 A quarterly monitoring report must be submitted with each Claim Form. The monitoring report should, as a minimum, set out the:
  - ♦ the actual numbers employed by the Authority in the categories identified above at the end of the quarter; and
  - ♦ projections for the end of each quarter for the remainder of the financial year;
  - ♦ together with an explanation of any changes between these figures and the previous forecasts.
- 5 In addition, the Claim Forms and monitoring reports for the second and final quarters of the financial year (ie. as at 30 September and 31 March) should be accompanied by a narrative which sets out how the Authority has met the Purpose and objectives of the Grant as set out in Schedule 1.
- 6 In addition, the Authority must produce an end-year monitoring report to accompany the income and expenditure statement. The end-year report is to contain finalised versions of the above measures.
- 7 The Authority or the police force may provide additional information in support of its Claim Forms, Monitoring reports or income and expenditure statements as it deems fit.

## **COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 6**

### **AUDIT AND CERTIFICATION**

- 1 By 30 September, immediately following the end of a financial year in which the Grant was awarded, the Authority must complete and submit on income and expenditure statement for the financial year and an end-year monitoring report, certified by its Chief Finance Officer.
- 2 The statement should be subjected to the Authority's normal arrangements for the audit of its annual accounts.

**COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 7**

**CERTIFICATE OF ACCEPTANCE**

**FOR COMPLETION BY THE CHIEF FINANCE OFFICER ON BEHALF OF "THE AUTHORITY"**

(OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR [Force])

I have read and fully understand the terms and conditions set out above and in the Grant Offer Letter. On behalf of this organisation, I accept the Grant Offer and all the terms and conditions on which it is offered.

**Signed:**

.....

**Name:**

.....

**Position:**

.....

**Authority:**

**Office of the Police and Crime Commissioner for [Force]**

.....

**Date:**

.....

**FOR COMPLETION BY THE CHIEF FINANCE OFFICER OF THE POLICE FORCE ON BEHALF OF THE CHIEF CONSTABLE**

I have read and fully understand the terms and conditions on which this Grant Offer is being made, as set out above and in the Grant Offer Letter. I agree to provide such support as is necessary to enable the Authority to comply with these terms and conditions.

**Signed:**

.....

**Name:**

.....

**Position:**

.....

**Police Force:**

**[Force] Police**

.....

**Date:**

.....

**Please sign and return this form to:**

Local Government Finance Policy Division

Welsh Government

Cathays Park

CF10 3NQ

Tel: 029 2082 3318

Email: [LGFPmailbox@wales.csi.gov.uk](mailto:LGFPmailbox@wales.csi.gov.uk)



## COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 8

### ADDITIONALITY PRINCIPLES

#### BACKGROUND

- 1 These principles were agreed between the Welsh Government, the Association of Chief Police Officers Cymru and the Police Authorities Wales during the establishment of the Community Support Officer Programme and the development of the Terms and Conditions for the Community Support Officer Grant. The Terms and Conditions were prepared by the CSO Project Board (which included representatives of the Welsh Government, ACPO Cymru and Police Authorities Wales) for approval by Welsh Ministers. Their acceptance was agreed by each Police Authority as part of the initial Grant Offer. The acceptance of the Terms and Conditions is reconfirmed as part of the Grant Offer each financial year. The Police and Crime Commissioners for forces in Wales were asked to confirm their acceptance of the Terms and Conditions shortly after their election in November 2012. All Commissioners confirmed their acceptance.
- 2 As stated in Condition 4, it is a core principle of the terms and conditions of the Community Support Officer Grant that the officers supported through this scheme are employed by each police force in addition to their planned policing levels (police officers and community support officers) as funded from other sources taking into account any changes to those plans resulting in fluctuations in funding from those sources).
- 3 The Welsh Government must be able to clearly demonstrate this additionality so that political and reputational risks can be managed.
- 4 The Welsh Government recognises that core staffing levels are forecast to decrease over the spending review period, and that there are a number of factors which mean that plans have been and will continue to be revised.
- 5 Monitoring additionality therefore poses a number of challenges and the CSO Project Board asked that a set of principles be drawn up to ensure that these challenges could be addressed. The monitoring of compliance with these principles is carried out by staff in the Welsh Government's Local Government Finance & Performance Division in accordance with the Grant terms and conditions under the oversight of a small Strategic Steering Group.
- 6 It was agreed that ACPO Cymru would nominate one or more chief officers to represent the Welsh police forces and British Transport Police on the Strategic Steering Group and that the Welsh Government would nominate appropriate officials. This Steering Group was established in July 2012.

#### THE PRINCIPLES

- 7 The theme that underpins the additionality principles is the need for transparency in respect of current staffing levels, staffing plans, changes to plans, and of the arrangements for recruiting and, if applicable, redeploying the new CSOs. Nothing in these principles is intended to compromise the operational independence of the police forces.

8 The principles are as follows.

- Initial information about staffing plans was provided to the Welsh Government as part of the grant award process and updates are required as part of the process for making subsequent offers and claims. The Strategic Steering Group should be informed of any changes to those plans as soon as practicable after such changes are identified.
- All recruitment under this scheme should be conducted through fair and auditable processes.
- The Strategic Steering Group should be informed of any matter which, in the judgement of the employing force, is necessary to enable Welsh Government officials to manage reputational or political risks.
- The Strategic Steering Group will be provided with appropriate information to enable Welsh Ministers to be assured of the additionality of CSOs through the scheme, and to enable information to be properly communicated to maximise public confidence in the scheme using the agreed reporting template. Initially, this information will be provided on a quarterly basis, with the potential for this moving to biannual provision when the Strategic Steering Group considers this to be appropriate.
- The Strategic Steering Group will be the primary point of contact between the Welsh Government and the five police forces participating in the scheme.

9 Additionality will be monitored in accordance with the principles set out above and with Schedules 1 and 5. The Welsh Government may withhold any or all of the Grant and/or require part or all of the Grant to be repaid if monitoring demonstrates that the additionality conditions have not been satisfied or if insufficient information is provided to establish that the conditions have been satisfied.



**COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 8 (cont'd)**

**ADDITIONALITY PRINCIPLES: DECLARATION**

**FOR COMPLETION BY COMMISSIONERS AND CHIEF CONSTABLES**

This form is to be signed by the Police and Crime Commissioner and Chief Constable (the Chief Constable only in the case of British Transport Police).

**I confirm that I have noted the Principles of Additionality which form part of the terms and conditions for acceptance of this offer of Community Support Officer Grant.**

**Police Area:** [Force] Police

.....

**Police and Crime Commissioner  
Name:**

.....

**Signed:**

.....

**Date:**

.....

**Chief Constable  
Name:**

.....

**Signed:**

.....

**Date:**

.....

**Please sign and return this form to:**

Local Government Finance Policy Division  
Welsh Government  
Cathays Park  
CF10 3NQ  
Tel: 029 2082 3318  
Email: [LGFPmail@wales.gsi.gov.uk](mailto:LGFPmail@wales.gsi.gov.uk)

**COMMUNITY SUPPORT OFFICER GRANT: SCHEDULE 9**

**CLAIM FORM**

This form is for claiming Community Support Officer Grant as described in the Grant Offer Letter issued by the Welsh Government. Claims should be submitted quarterly in arrears in accordance with the Grant Terms and Conditions.

**Period (from / to):**

**Authority:**

.....  
**Office of the Police and Crime Commissioner for  
[Force]**  
.....

The Authority claims the following Grant.

**Amount claimed (£):**

.....

If different from the original Grant Schedule, please give a full explanation on a separate sheet.

A monitoring report on the activities carried out by the Authority in relation to the Grant is attached to this claim form.

**Form completed by:**

.....

**Client reference:**

.....

**CERTIFICATION OF CHIEF FINANCE OFFICER**

I certify that, to the best of my knowledge:

- ◆ the entries above are correct and record actual expenditure in the financial year ending 31 March 2016;
- ◆ the grant has been used for the Approved Purpose;
- ◆ this claim is made in accordance with the terms and conditions of Grant as set out in the Grant Offer Letter.

**Signed:**

.....

**Name (block capitals):**

.....

**Date:**

.....

**Please provide a contact for queries**

**Name (block capitals):**

.....

**Tel number:**

.....

**Email address:**

.....

**Please sign and return this form to:**

Local Government Finance Policy Division  
Welsh Government  
Cathays Park  
CF10 3NQ  
Tel 029 2082 3318  
Email: [LGFPmail@wales.gsi.gov.uk](mailto:LGFPmail@wales.gsi.gov.uk)

