

**OFFICE OF POLICE AND CRIME COMMISSIONER**

**TITLE: Income Generation**

**DATE: 27 February 2013**

**TIMING: Routine**

**PURPOSE: For Monitoring**

<b>1.</b>	<p><b><u>RECOMMENDATION</u></b></p> <p>The recommendation is for the Commissioner to monitor income generated by the Force.</p>
<b>2.</b>	<p><b><u>INTRODUCTION &amp; BACKGROUND</u></b></p> <p>Income generation is an aspect that provides additional resource to support policing in Gwent whilst also exploiting the opportunities of working with partner agencies within the community.</p> <p>It comprises funds in the form of grant bid applications, sponsorship, charging for goods &amp; services, the sale of lost &amp; found and intellectual property rights.</p> <p>The responsibilities include the development of Income Generation Policy and the provision of advice to Gwent officers and staff on income generation for projects which have an impact on policing in Gwent. The current post holder also provides strategic advice on income generation to South Wales Police for which this arrangement has been in place since November 2011.</p>
<b>3.</b>	<p><b><u>ISSUES FOR CONSIDERATION</u></b></p> <p>An overview of the income generation activities in Gwent is provided at Annex 1 and confirms the funding sources, the process and the planned income target areas for the current financial year.</p> <p>The national police income generation group, for which Gwent provides the representation on behalf of the Welsh forces, provides guidance to enable the local delivery of:</p> <ol style="list-style-type: none"><li>1. The generation of income for policing purposes and the reduction in costs that the Force needs to implement.</li><li>2. Appropriate advice and governance to protect officers and staff from associated risks and to ensure the Force remains compliant.</li><li>3. Enhancing partnership working by identifying finance for partner activities.</li></ol> <p>Gwent has an Income Generation Strategy and a procedure within which officers and staff operate. Regular communication is issued through a bulletin. The strategy is provided at Annex 2 and the latest bulletin at Annex 3.</p>

	<p>The Manual of Corporate Governance delegates responsibility to the Assistant Chief Officer – Resources various income generating authorities including the following paragraphs:</p> <p>8.3.1 To approve, in conjunction with the Chief Constable, sponsorship below £100,000 in value, provided that such decision is taken in accordance with any national guidance or policy and any other guidance document which the Police and Crime Commissioner may from time to time determine.</p> <p>6.16 To arrange for the provision of telephone and radio communications and other technical services and to enter into line rental agreements relating to facilities, provided that the necessary financial provision has been made in the revenue budget.</p> <p>6.17 To enter into or approve the granting of licences for the use of radio masts and to approve the payment of consideration to or by the Police and Crime Commissioner in respect of the same.</p> <p>6.24 To authorise, within any policies approved by the Police and Crime Commissioner, in conjunction with the Chief Constable and the CFO (PCC), the disposal of obsolete, non-repairable and surplus assets, and in respect of surplus police properties to agree the terms of such disposals in accordance with the recommendation of a qualified valuer.</p> <p>Regular reports will be provided to the Police and Crime Commissioner to update on programmes of work and income generated.</p>
4.	<p><b><u>NEXT STEPS</u></b></p> <p>To support the development of income generating opportunities across the organisation which support the delivery of policing in Gwent.</p>
5.	<p><b><u>FINANCIAL CONSIDERATIONS</u></b></p> <p>The detail provided at Annex 1 details the current income generating opportunities that the Business Development and Partnership manager is supporting.</p>
6.	<p><b><u>PERSONNEL CONSIDERATIONS</u></b></p> <p>The Business Development and Partnership Manager provides the income generation services across both Gwent and South Wales Police, supported by a Memorandum of Understanding.</p>
7.	<p><b><u>LEGAL IMPLICATIONS</u></b></p> <p>Legal issues are considered in consultation with Joint Legal Services.</p>
8.	<p><b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b></p> <p>This area of activity has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.</p>

	Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.
9.	<b><u>RISK</u></b> The risks associated with the income generation responsibilities include the loss of funding that can be generated and also consequences from non-compliance with governing policies and procedures.
10.	<b><u>PUBLIC INTEREST</u></b> This document will be made available in the public domain.
11.	<b><u>CONTACT OFFICER</u></b> Julie Hudson – Business Development & Partnership Manager.
12.	<b><u>ANNEXES</u></b> Annex 1 - Income Generation Overview. Annex 2 – Income Generation Strategy Annex 3 - Funding Bulletin : August 2012

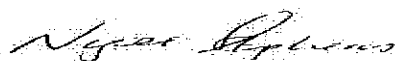


For OPCC use only

**Office of the Chief Constable**

I confirm that this report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for approval.

**Signature:**



**Date: 18<sup>th</sup> February 2013**

	Tick to confirm (if applicable)
<b>Financial</b> The Treasurer has been consulted on this proposal.	√
<b>OPCC (insert name)</b> The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	√
<b>Legal</b> The legal team have been consulted on this proposal.	N/A
<b>Equalities</b> The Equalities Officer has been consulted on this proposal.	N/A

**Chief Executive/ Deputy Chief Executive:**

I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report.

I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.

**Signature:**



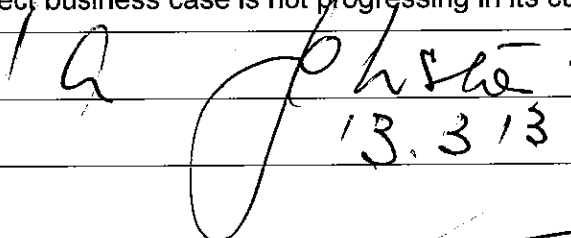
**Date: 04/03/13**

**Police and Crime Commissioner for Gwent**

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above report on progress against the Staying Ahead programme is noted. It is also noted that the Hub project business case is not progressing in its current form.

**Signature:**



**Date:**

13.3.13



**Gwent**  
**Income Generation Overview**

**1.0 Income Generation Function Objectives**

To generate additional income and reduce costs for financing projects which impact upon and assist policing in Gwent.

To provide advice and guidance in relation to income generation to ensure compliance and to protect the Force, its officers and staff from risk.

**2.0 Governance**

The income generation function is guided by various Acts of Parliament and governing documents which are listed below.

- ACPO – A Guide to Income Generation for the Police Service in England, Wales and Northern Ireland.
- ACPO – Paying the Bill 2 – ACPO/APA Guidance on Charging for Police Services.
- Police Act 1996
  - Section 18: Supply of Goods and Services
  - Section 24: Aid of one Police Force by Another
  - Section 25: Provision of Special Services
  - Section 26: Advice and Assistance to International Orgs
  - Section 92: Grants by Local Authorities
  - Section 93: Acceptance of Gifts, Loans and Sponsorship
- Police Property Act 1997
- Proceeds of Crime Act 2002
- Diversity Legislation
- Public Bodies Corrupt Practices Act 1889
- Prevention of Corruption Act 1906
- Prevention of Corruption Act 1916
- Local Government Act 2003
- Freedom of Information Act 2000
- Privacy and Electronic Communications Regulations (EC Directive) Regulation 2003 and subsequent amendment May 2011
- Data Protection Act 1998
- Local Authority (Goods and Services) Act 1970
- Equality Act 2010
- Welsh language Act 1993
- Re-use of Public Sector Information Regulations 2005
- Re-use of Public Sector Information Regulations 2005
- HM Treasury - Regulatory, Propriety and Value for Money
- VAT notice 701/41/95 – Sponsorship

### **3.0 Business Development & Partnership Manager's Role**

- Reports to Assistant Chief Officer, Resources.
- Provision of strategic and practical income generation advice and guidance
- Represents Wales on the UK National Police Income Generation Group (PolFIG). PolFIG Representatives influence, advise and write guidance documents on income generation for consideration and approval at National APA/ACPO level.
- Represents the Force on the Board of Crimestoppers Cymru.
- Since 1 October 2011, a Memorandum of Understanding was established to extend the role to provide strategic advice and guidance to South Wales Police on income generation.

### **4.0 Sources of Income Generation**

#### **4.1 Sponsorship**

The Force can earn 1% of its annual force budget per annum in sponsorship. The existing Force Sponsorship policy and procedure was rewritten in November 2012 and has been out for consultation.

#### **4.2 Grant Funding**

Grant funding can be sought through various sources e.g. EU, Home Office, Ministry of Justice, Welsh Government, Big Lottery Fund, and Charitable Trusts.

A search is undertaken on a regular basis for projects which have been identified. A community partnership funding bulletin is also produced for distribution amongst the neighbourhood policing teams. The bulletin is aimed at community based projects which have/could have a positive impact on policing to assist them to identify suitable funding sources for their project. An advisory service on filling in grant applications is also offered through the Force.

#### **4.3 Charitable Trusts**

Having a charitable Trust belonging to the Force creates opportunities to obtain charitable funding for certain types of projects which would otherwise be unavailable to the Force. The Force is associated with the following bodies links which can assist the force in delivering services.

- Crimestoppers Cymru works in partnership with the Force to attract charitable funds for crime and community safety projects which are jointly beneficial.
- GIFT – The Gwent Independent Film Trust which is a partnership between the University of Wales, Newport and the Force, is also a vehicle for attracting charitable funds for media productions which are jointly beneficial.
- Gwent High Sheriffs' Community Fund Committee.



#### 4.4 Intellectual Property Development (IPR)

Intellectual Property relevant to the Force can include developing something in house, or developing something in partnership with another organisation e.g. Training manual, DVD process etc. which is of interest to others outside the Force and therefore has a worth. The COW (anti driving and mobile phone use) DVD is an example of IPR jointly developed with the University of Wales, Newport.

The main considerations with the development of intellectual property are that relevant legal documentation and a licence to sell are in place.

#### 4.5 Partnership Working

Partnership working provides in-house benefits of improving efficiency and effectiveness, reducing costs through economies of scale and the sharing of costs.

#### 4.6 Charging

Nationally approved ACPO/Cabinet documentation is in place to provide guidance e.g. 'Paying the Bill 2' which provides a framework on different charging levels for profitable or non profitable organisations. The document encourages and facilitates charging consistency across Forces. Below are examples of the various types of charging which can be made.

- Special Policing Services e.g. policing of events – e.g. Football Match
- Provision of Goods and Services to Third parties – e.g. Driver Training
- Services to Government Agencies e.g. UK Border Agency – immigrants in custody.
- Provision of Mutual Aid to other Forces Ryder Cup, Olympics
- Section 106 – Charging in relation to new developments in a local authority area which have an impact of policing provision. Developer pays cost which get allocated to Health, Local Council Services Education etc. A formula is used to calculate likely impact

#### 4.7 Sale of Assets

Surplus money from the sale of lost and found property, if unclaimed, can be used for the management of the property stores and donations to charity or other local community projects. The sale of assets no longer required can also be used to generate income. Gwent Police has moved away from local auction house sales to online auction sales through Bumblebee a dedicated auction site for police forces. These form the resources in the Police Property Fund to be discharged by the Police and Crime Commissioner.

#### 4.8 Asset Recovery Incentivisation Scheme

The amount of incentive money available for allocation is determined by the total value of receipts received in the Home Office. Incentive allocations are based on each agency's contribution to the total value of remittances from:-

- Cash Forfeiture orders
- Confiscation Orders (including part orders and interest)
- Civil Recovery and taxation cases

Where the police, Crown Prosecution Service and Her Majesty's Courts Services are all involved with confiscation order activity, they each receive a proportion of the 50% available under the incentive scheme, the remaining 50% goes to the government.

The scheme is a process whereby confiscation order receipts will be split three ways to reflect the stages of

- Investigation = 18.75%
- Prosecution = 18.75%
- Enforcement. = 12.5%

In Gwent the funding is used to finance the employment of Financial Investigators

## **5.0 Income Generation Projects**

### **5.1 Background**

- Working in partnership with other organisations in the public, private and third sectors has therefore become increasingly important to achieve value for money, reduce duplication and maximise opportunities for income generation.
- Project activity undertaken by the income generation function does not necessarily deliver money directly into Gwent Police's bank accounts. Depending on who is acting as project lead and banker for each project, any income achieved may therefore be entered into either the Gwent Police accounts, a partner organisation's account or it may go directly to a community group's account.
- From the initiation of a funding request for a project, to the realisation of funding into an account, can take time to come to fruition due to a number of factors, e.g. the number of partners involved, has the project been well thought through, has the project got an exit strategy, what is the source of funding, what are the funding decision dates, when does the money have to be spent by and is the timescale achievable and still relevant for the project.
- The time seeking funding for a project can be undertaken in one financial year and may not be received until the next financial year. Funding received for a project may be short term or may span a number of financial years.

- Some income received for a project, may, on occasions, have to be handed back to the grant provider due to unforeseen delays in the project delivery within the stated funding timescale.
- Each project has an identified project manager who is ultimately responsible for the project and its funding. Income generation is undertaken in consultation with the Business Development & Partnership Manager who assists in identify and securing funding and advising on any compliance issues.
- There have been occasions when the funding has been requested through the Business Development & Partnership Manager for projects which, for various reasons, are inappropriate for the Force to engage in. The Business Development & Partnership Manager has had to explain the consequences of such projects/activities and occasionally involve legal services to provide the full legal context, resulting in the project either being altered in some way, to protect the Force, its officers and staff or being aborted altogether.
- The function co-ordinates information for audit and Freedom of Information Requests.

## 5.2 2012/13 Income Generation Projects

The projects identified at the beginning of 2012/13 form a work plan for income generation against which monthly progress reports are produced. Below is a list of the 2012/13 projects that have/are being worked on and what income/savings each project has generated or is working towards.

2012/13 Project Description	Project Manager	Actual Income/ Savings GP policing area	Actual Income/ Savings SWP policing area	On-going project funding
<b>Schools Programme</b> a. Wings to Fly b. Crucial Crew c. Other Projects	Lyndon Samuel (GP) Linda Roberts (SWP)	3,000		12,000
<b>Community Safety</b> a. OWL project - Gwent	Colin Thomas (GP) Jo Bull (GP)			20,000
<b>Media &amp; Communications</b> a. Awards Ceremony b. Media Film Charging c. Lanyards for the Older Person	a. Alisa Quartermaine (GP) Coral Cole (SWP) b. Stuart John (GP) Coral Cole (SWP) c. Gail Foley	3,000		
<b>Community Safety Projects</b> a. SCLT/Senior Siren b. Monmouth Off-Street Project c. BG Bicycle Security d. BG Garage Watch	a. Jon Williams (GP) Anthony Patey (GP) b. Guiseppe Facchiano (GP) c. Owen Jones (GP) d. Owen Jones (GP)			30,000

e. Sign Language Courses f. Substance Misuse DVD g. Maesglas Bid	e. Alisa Quartermaine (GP) f. Marc Budden / Dave Rees (GP) g. Nicola Henson (GP)			
<b>Police Cadet Volunteers</b>	Chris O'Driscoll (GP) Stephanie Samuel (SWP) Karen Campbell-Ace (SWP)		6,000	10,000
<b>Estates</b> • Rentals • Billboard Advertising • Efficiency Savings • Agile Working	Kieran McHugh (GP) Chris Shattock (SWP) - R Dan Ferris (SWP) – EFF/BB Trisha Pearson (SWP) - AG	152,743 (secured)	150,000	
<b>Dog Section</b> • Washing Machines • Dog Book	Karen Campbell-Ace (SWP) Mark Hobrough (SWP)		8,800	250,000
<b>Circles - Offender Management Programme for GP/SWP/DPP policing areas</b>	Ieuen Watkins (GP) Rebecca Remigio & Jenny Jenkins (G Probation)			116,000 (secured between 3 force areas)
<b>Gwent Multi-Agency Missing Persons</b>	Ruth Price (GP) Ceri Wade (GSS)	543,202 (secured)		
<b>Training</b> • WG ADAPT Fund • Charging for Niche Places	Alisa Quartermaine (GP) Phil Pyke (SWP) Andy Mathias (GP)	30,000		2,000
<b>Recycling/Disposals/Sales</b> • Uniforms (Bobbies & Blaggers) • Scrap metal • Mobile Phones • IT Equipment (Remploy) • Furniture • Lost & Found – (Bumblebee) • Jewellery (Bumblebee)	Laurie Oliver (GP) Paula Corfield (GP) Jenny Winter (SWP) Sian Freeman (SWP)	9,500		
<b>Domestic Violence /Sexual Assault</b>	Roger Fortey (GP) Denise Puckett (GP)	14,000		
<b>Charging for Police Services</b> Service Level Agreements undertaken on an annual basis on the renewal of contracts • Torfaen CSO's • Blaenau Gwent CSO's • Forestry Commission • Colleg Gwent • Newport Transport etc	Rob Slade (GP) Leeanne Huselbee (GP)	265,544 (secured)		200,000
<b>IPR registration</b> to provide potential sales opportunities to other organisations a. Property System b. Intelligence System (POTS) c. Pool Car System	a. Lyn Richardson (GP) b. Steve Fenn (GP) c. Julie Reynolds (GP)			
<b>UKBA/Custody Charging</b> for cost recovery – PolFIG national rate to be ACPO approved.				10,000
<b>Road Safety</b>	Roads Policing Unit			1,000
<b>HGV Diesel Theft Campaign</b>	Rhys Reynolds (GP)			1,000

<b>EADS Intelligence Project –</b> No longer proceeding as not in the interest of the Force.	Helen Edwards (GP) Steve Fenn (GP)			
<b>Gwent Independent Film Trust (GIFT)</b>	Julie Hudson (GP)			30,000
<b>Project Work</b>				
<b>UK National Charges (PolFIG)</b>	Julie Hudson (GP & SWP)			
<b>Income Generation Sponsorship Board (IGSB)</b>	Julie Hudson (GP & SWP)			
<b>Writing of Policies, Procedures and Guidance Documents</b> a. Tips for Grant Funding b. Sponsorship Policy c. Sponsorship Procedure d. External Funding Policy e. Wales Regional Strategy f. ACPO Guide to Income Generation	Julie Hudson (GP & SWP) Alison Tennant (SWP)			
<b>Researching &amp; writing Community Partnership Funding Bulletins</b>	Julie Hudson (GP & SWP)			
<b>Section 22a – to formalise the MOU agreement between GP &amp; SWP</b>	Julie Hudson (GP & SWP)			
<b>Workplan for 2013/14</b>	Julie Hudson (GP & SWP)			

## 6.0 Conclusion/Recommendations

The function provides a service to identify funding streams and an advisory service and practical support in relation to writing bid applications and sponsorship proposals.

Officers and staff are not always aware of the potential implications and risk in engaging in such activity. It is therefore the role of the income generation function to provide the necessary advice and guidance awareness to the governance surrounding income generation and to work on compliance when seeking funding to protect the Force and themselves from any adverse consequences.





Heddlu  
Gwent  
Police

Annex 2

**Sponsorship Policy**  
**(including donations, equipment and**  
**other property gifts and loans)**  
**to the Organisation**

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## **1.0 POLICY STATEMENT AND INTENTIONS**

### **1.1 Aims of the Policy**

Gwent Police will accept sponsorship in the form of money, goods etc. in order to enhance, or compliment the operational effectiveness of the force. Acceptance will be subject to rigorous scrutiny and compliance with a number of specific requirements. Details of the criteria can be found in the accompanying Procedure document.

The aims of this policy are:-

- to establish and maintain a consistent corporate and ethical approach when dealing with sponsors and donors.
- to ensure the Organisation meets all legal and policy requirements.
- to enhance all available resources in support of policing activity.
- to ensure the Organisation maintains a high degree of integrity in the acceptance of Sponsorship to the Organisation.

### **1.2 Principle & Scope of the Policy:**

This policy will:-

- ensure that staff are aware of, implement and adhere to the relevant legal and policy requirements in relation to Sponsorship to the Organisation;
- ensure that the reputation of the Organisation is considered at all times; and
- establish and maintain a framework within which opportunities are maximised for Sponsorship to the Organisation.

This policy applies to all Gwent Police officers, staff, secondees, agency contracted staff or volunteers (whether full or part-time) in the conduct of their work relating to the Organisation. It has special relevance to those involved in fund-raising activities. This policy covers sponsorship related donations, equipment and other property loans and gifts, to the Organisation, NOT to individuals within the Force.

If sponsorship in the form of donations, equipment and other property loans and gifts, relate to an individual or group of individuals within Gwent Police which is unrelated to their work within the Organisation, reference should be made to the Acceptance of Gifts and Hospitality Policy.

## **2.0 THE LEGAL BASIS**

### **2.1 Origins/Background Information**

Under Section 93 of the Police Act 1996 and the Home Office Code of Practice on Financial Management, a Police Authority may, in connection with the discharge of any of its functions, accept gifts of money, and gifts of loans or other property, on such terms as appear appropriate to the Authority.

The value of income generated through sponsorship -including donations, equipment and other property loans and gifts, must not exceed 1% limit of the Authority's annual income.

### **2.2 Motivators/Driving Forces**

The attraction of significant sums of money in the form of Sponsorship to contribute towards achieving the Organisation's key objectives requires proper levels of authority and sound financial controls. The controls exist to:

- ensure the Organisation is transparent in securing Sponsorship and can financially account for any activity in relation to these; and
- safeguard the Organisation and those staff involved in securing Sponsorship against any suggestion of malpractice.

The Organisation is committed to working in partnership with local authorities, local communities, voluntary groups, businesses and other organisations to achieve shared goals, particularly in relation to improving public reassurance and reducing crime. To this end, we actively seek to undertake work with partner organisations and access sponsorship to enhance the organisation's ability to deliver and meet the needs of the various communities we serve within Gwent.

### **2.3 The Legal Basis and Legitimate Aims**

Before accepting any sponsorship related gifts/donations of equipment or other property, officers and staff are advised to familiarise themselves with the following pieces of legislation and guidance documentation:-

- Local Authority (Goods and Services) Act 1970
- Police Act 1996
  - Section 18: Supply of Goods and Services
  - Section 22: Collaboration
  - Section 24: Aid of one Police Force by Another
  - Section 25: Provision of Special Services
  - Section 26: Advice and Assistance to International Organisations
  - Section 92: Grants by Local Authorities
  - Section 93: Acceptance of Gifts, Loans and Sponsorship
- Police Property Act 1997
- Public Bodies Corrupt Practices Act 1889

- Prevention of Corruption Act 1906
- Prevention of Corruption Act 1916
- Data Protection Act 1998
- Freedom of Information Act 2000
- Privacy and Electronic Communication Regulations (EC Directive) Regulation 2003 and subsequent amendment May 2011.
- Proceeds of Crime Act 2002
- Local Government Act 2003
- Equality Act 2010
- Re-use of Public Sector Information Regulations 2005
- VAT notice 701/41/95 – Sponsorship
- Welsh Language Act 1993
- ACPO – A Guide to Income Generation for the Police Service in England, Wales and Northern Ireland.
- ACPO – Paying the Bill 2 – ACPO/APA Guidance on Charging for Police Services.
- Acceptance of Gifts and Hospitality Policy
- Event Planning Policy
- Professional Standards Code of Conduct
- Business Interests /Secondary Employment Procedure
- Press and Public Relations Media Policy
- Vehicle Acquisition Policy
- Media Policy and Manual
- Corporate Brand Identity Manual

## 2.4 Definitions

For the purpose of this document, the following definitions apply:

**Organisation:** the use of the word Organisation refers to Gwent Police Authority/Gwent Police.

**Sponsorship:** the use of the word sponsorship refers to the provision of funds, goods and services to the Organisation whereby the sponsor receives some defined benefit such as sponsor branding, overt publicity, or some other benefit from them being associated with the Organisation.

**Donation/Gift:** the words donations/gifts refers sponsorship related donations and/or gifts to the voluntary provision to the Organisation of money, services, equipment or other resources for which there is a perceivable sponsorship benefit or return to the donor.

**Loan:** the word loan refers to sponsorship related loans of equipment on a temporary basis or for a definitive period of time throughout which ownership remains with the lender but for which the lender receives a defined benefit.

The use of demonstration vehicles for test or trial for the purpose of encouraging the Organisation to enter into a contractual sale, will be considered a sponsorship related loan or donation if some branding or publicity is used to

promote the loan. If the loan of the vehicle is purely to trial it with a view to purchase, and the lender will not, for example, be using testimonials/photo's from the Force to endorse the vehicle to promote more sales, then this is classed purely as a loan, not sponsorship.

### **3.0 HUMAN RIGHTS CONSIDERATION CERTIFICATION**

Consideration has been given to the compatibility of this procedure and related procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision-making processes and outcomes of actions.

#### **3.1 Auditing for potential interference and discrimination**

In the application of this procedure the Organisation will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights.

Anyone who feels that they have been discriminated against should seek the appropriate remedy. All policies and procedures in the Organisation are covered by Human Rights and provide for formal and informal complaints and organisational complaints. In respect of:

Complaints about individuals – please refer to the Professional Standards Department's Complaints Policy/Procedure.

Complaints relating to force policies/procedures - please refer to the Policy/Procedure on Direction and Control – Complaints.

Internal complaints - please refer to the Fairness at Work Policy/Procedure.

#### **3.2 Certification of Compliance**

Consideration has been given to the compatibility of this procedure and related procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision-making processes and outcomes of actions.

## **4.0 COMPLIANCE WITH THE WELSH LANGUAGE SCHEME**

### **4.1 Welsh Language Scheme**

This policy aims to comply with the Organisation's Welsh Language Scheme in terms of dealing with Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

## **5.0 RISK ASSESSMENT & IMPLICATIONS OF THE POLICY**

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

### **5.1 Financial/Best Value**

Sponsorship related donations, gifts and loans should:

- comply with Gwent Police Authority's Standing Orders and Financial Regulations;
- comply with all British and European purchasing and procurement regulations;
- achieve value for money;
- take into consideration VAT implications;
- take into consideration the on-costs e.g. running/maintenance costs for vehicles/equipment at the start of the process. These costs should be either included in the total sponsorship amount, or accounted for from within the existing Force budget.

### **5.2 Ethical**

All sponsorship approaches and securement should be ethical and incorporate the following:

- income generation activity should support the Organisation's core aims, values and objectives;
- income derived through Sponsorship to the Organisation must not adversely affect the delivery of core policing;
- income generation arrangements should enable the Organisation to deliver something extra, either by enhancing or extending the normal level of policing service which would be expected; and
- The operational independence and integrity of the Chief Constable and the Organisation must be maintained at all times.

All decisions on sponsorship projects will be made solely in terms of the public interest and the interests of the Organisation. The interests of the Organisation will supersede the business aims of any sponsor.

All sponsorship will be conducted with honesty, transparency, openness and accountability, ensuring that the integrity of the Organisation, the wider police service and any police officer or staff member, is not compromised. All police officers, staff members, secondees, agency staff, and volunteers within the police who get involved with sponsorship, will be held accountable for their decisions and actions.

Sponsorship must not be undertaken in order to obtain financial, commercial or other material gain for individuals, their relatives, friends, or companies. All those involved in sponsorship have a duty to declare any private interests relating to sponsorship proposals and to take steps to resolve any conflicts arising, in a way that protects the public interest and the interests of Gwent Police and the Gwent Police Authority.

The operational and statutory functions of Gwent Police must not become dependent on sponsorship.

### **5.3 Human Resources**

Business Support Officers will administer and record sponsorship initiatives related to their area of the Organisation's business.

All staff involved in seeking and securing Sponsorship to the Organisation need to be aware of this policy and its implications for them as individuals.

Advice and assistance in respect of seeking and securing Sponsorship for the Organisation can be sought through the Business Development & Partnership Manager and the relevant Business Support Officer.

### **5.4 Diversity**

In the application of the Sponsorship procedure consideration must be given to the possible social impact of this procedure on the community. Acceptance of Sponsorship to the Organisation must ensure that there is no preference given to any particular societal groups or individuals.

### **5.5 Health and Safety**

Prior to acceptance of Sponsorship including donations, gifts and loans to the Organisation, any hazards likely to occur will be identified, and assessments made as to who is at risk and the level of risk involved. Please refer also to Section 5.8 'Associated Risks'. All risks will be evaluated and the findings recorded so that we can review them and revise our decisions accordingly.

### **5.6 Annual Plan Links**

The policy supports the Organisation's objective 'to actively seek funding to assist with crime reduction and detection and improving public reassurance'.

## **5.7 Partnership Links**

All levels and types of sponsorship to the Organisation should be viewed as a partnership arrangement with the sponsor.

Sponsorship received must be for a defined period of time, following which, there will be an opportunity to:

- renew the sponsorship with the existing sponsor on the same or on revised terms,
- establish new sponsorship provision, or
- withdraw the opportunity for sponsorship with a sponsor on either a temporary or permanent basis.

Efforts should be made to develop a relationship with the sponsor, who should be given opportunities to see the results of their involvement with the Organisation, either directly or through feedback.

## **5.8 Associated Risks**

- Lack of co-ordination and poor administration of Sponsorship to the Organisation will detract from the overall aim of sponsorship to enhance and promote the Organisation's initiatives and activities and, may deter, rather than encourage, potential sponsors;
- To protect the integrity of the Organisation and therefore all potential Sponsorship to the Organisation needs to be assessed at the outset to ensure none is accepted from inappropriate individuals or companies;
- Cash, goods and/or services received from a sponsor/donor may only be used for the purpose for which it/they have been provided;
- Risk issues include the failure to:
  - sufficiently check the appropriateness of an association with a potential sponsor;
  - determine whether a sponsor/donor is tendering for a contract with the Organisation at the same time as the sponsorship arrangement is being entered into;
  - determine whether the potential sponsor is already sponsoring initiatives elsewhere in the Organisation and is, therefore, reaching a level of sponsorship which could cause concern;
  - consult with the Fleet Manager regarding sponsored, gifted or donated vehicles on loan to the Organisation, to address on-going/ancillary costs such as insurance, tax, fuel and maintenance;
  - complete the Organisation's online sponsorship form (Appendix A) and send a copy to the Business Support Manager/Officer and the Business Development & Partnership Manager.
  - prepare an exit strategy for the end of the sponsorship agreement or return the goods;

- obtain line manager approval for sponsorship arrangements prior to acceptance of an agreement.
- consult with Health & Safety, the Force Solicitor and the Business Development & Partnership Manager prior to getting a formal sponsorship agreement drawn up ;
- get a formal sponsorship agreement drawn up by the Force Solicitor which is authorised by both the Organisation and the Sponsor;
- on an annual basis a record of any sponsorship received through the 'Business Support Manager/Officer to be to enable a Force central sponsorship register to be kept;
- correctly account for VAT;
- ensure sponsorship money/goods promised by sponsors/donors is received;
- fulfil the agreed outcomes of the sponsorship agreement; and
- any sponsorship items to be returned to the sponsor as part of a sponsorship agreement are returned and receipted.

## 5.9 Professional Input Consultation

The following individuals/groups will be sent copies of this document in draft form and invited to provide comment for consideration.

Gwent Police Authority  
ACPO Members  
Internal Audit  
People Services Director  
Head of Finance  
Head of Procurement  
Head of Fleet  
Head of Estates  
Head of Corporate Communications  
Force Solicitor/Legal Services

Principal Financial Accountant  
Business Support Officers  
Chief Superintendents  
Local Policing Unit Heads  
Health & Safety Advisor  
Policy Officer  
Diversity Representative  
Freedom of Information Officer  
Data Protection Officer  
Information Security Officer

## 6.0 POLICY IDENTIFICATION

This policy has been drafted in accordance with the principles of Human Rights Legislation. Public disclosure is approved unless otherwise indicated and justified.

**Policy Title:** Sponsorship (including donations, gifts and loans) to the Organisation

**Reference:** 148/3 b issue 2

**Historical Reference:** Sponsorship Oct 2001 Procedure (Issue 1)  
Sponsorship Financial Procedures Manual Section A3  
( August 2007)



**Policy Owner:** Head of Finance

**Department Responsible:** Finance

**Procedure Written By:** Business Development & Partnership Manager (BDPM)

**Portfolio/Business Area Owner / Policy Lead:** Director of Resources

### **Policy Promotion**

Notification of the procedure will be published in General Orders.

The procedure will be included on the Organisation's Intranet site under the section Finance Department as well as under the Section Resources – Force Policies.

The accompanying Procedural Guidance document will also be promoted under the section Finance Department as well as under the Section Resources – Force Policies.

### **Policy Monitoring/Review**

This policy will be regularly monitored by the Business Development & Partnership Manager.

The policy will be formally reviewed on an annual basis taking into account:-

- those who require briefing in respect of the procedure;
- the information collected considering the level of detail and method of collection;
- any issues arising and the reasons behind them, and if appropriate, how they can be overcome;
- any changes in audit requirements;
- any changes in the ACPO approved Police Funding and Income Generation (POLfig) Guidelines; and
- any linkages with other policies and procedures.

**Policy Implementation Date:**

**Policy Review Date:** Annually – unless required earlier





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# Gwent & South Wales Police

## Community Partnership Funding

To help promote good citizenship, reduce crime and anti-social behaviour and make our communities safer

### BBC Children in Need Grants

BBC Children in Need are inviting not-for-profit organisations working with disadvantaged children and young people 18 years and under, living in the UK.

There are two grant schemes

- Small grants scheme for grants of up to £10,000 per year for up to three years
- Main grant scheme for grants over £10,000 per year for up to 3 years

BBC Children in Need can only fund projects that focus on the differences made (outcomes) to the lives of disadvantaged children and young people. For this reason, when applying for a grant organisations must provide clear evidence that disadvantaged children and

young people will be the primary beneficiaries of the project, and experience positive changes in their lives from the activities or services you are providing.

BBC Children in Need aims to fund projects where a small amount can make a real contribution to the success of the project. Grants can be used to cover both capital and revenue costs. There are four application deadlines in the year. The next closing date is:-

<http://www.bbc.co.uk/programmes/b008dk4b/features/completing-small-grant-app-form>

**Closing Date: 15th October 2012 – decision given mid February 2013**

### Mars Refuel Drink Fund for Sports

MARS, one of world's largest food manufacturers has announced that it's Refuel Drink Fund is open

The Fund is to encourage people to play their favourite sport for longer.

The MARS Refuel Drink Fund has one gold (£1000), four silver (£500) and eight bronze (£250) awards to donate every month to the most deserving applicants.

The fund is open for both clubs and individuals to apply.

<http://www.marsrefuel.com/>

**Open for applications to September 2012.**

### Comic Relief UK Grants Programme

Voluntary and community groups can apply for funding from Comic Relief relating to the following priority areas:

- domestic and sexual abuse;
- mental health;
- sexually exploited and trafficked young people;
- young people and alcohol;
- young people and mental health; and
- refugee and asylum seeking women

Comic Relief provides both capital and revenue and can pay for up to 100% of projects costs however they encourage applicants to get some of their funding from other sources.

On average grants of between £25,000 and £40,000 are available.

The link to the grant scheme is below to access the guidance

notes, funding criteria and application form.

<http://www.comicrelief.com/apply-for-a-grant/apply-for-a-uk-grant>

**The Closing Date for the above programmes is 12 noon on the 19th October 2012.**



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## McDonalds KickStart Grants

A total of £75,000 is available in 2012 through the McDonalds Kick Start Scheme.

Local community football teams can apply for grants of between £500 and £2,500.

The grant covers activities such as improving club facilities; grounds-keeping tools; training courses; pitch hire; van hire; washing machines for kit; etc.

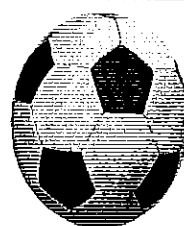
Individuals can apply for a grant on behalf of their club, as long as they are recognised by their national FA, and have at least one team at or below junior (U18) level.

Applicants must be over 18 and involved with the club at some level, such as a coach, volunteer or parent.

<http://www.mcdonalds.co.uk/uk/home/Sport/Football/Investment/small-grant.html>

The next closing date for applications is the

**30<sup>th</sup> September 2012**



## IT Grants for Disadvantaged Groups

The Nominet Trust Funding is making funding available to organisations with innovative IT related project ideas that can make a positive difference to disadvantaged and vulnerable groups.

The aim of the Trust is to fund innovative Internet projects that make a positive difference to the lives of disadvantaged and vulnerable people, primarily in terms of education, safety and inclusion. The Trust is particularly interested in funding projects that can be scaled up and replicated.

There is no minimum grant application and applications for over £100,000 require an interview.

Organisations wishing to apply, need initially to complete an online application form.

Those organisations deemed successful will be invited to complete the Stage 2 application form.

Previously supported projects include Pottery Primary School, Belper, which received funding towards the costs of printed material to raise awareness to parents, children and the community of internet risks and safety measures and £12,000 for Screenreader.net, a project that helps visually impaired computer users access essential online services.

**The next closing date for submitting initial Advisory Eligibility Forms is the 1st November 2012. Stage 2 applications to be submitted by the 4th December 2012**



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### Digital Edge Funding

The Digital Edge is a £2 million investment programme to fund new ideas for using digital technology to improve young people's economic and social participation through the Nominet Trust.

Digital technology offers us the opportunity to engage young people in new, more meaningful and relevant ways and enable their participation in building a more resilient society. Yet there is a need to focus on approaches that take advantage of digital technology to create the greatest value to young people and our wider communities. The Trust is looking for projects to develop young people's talents and opportunities and equip them with the confidence, skills and motivation to address the social challenges that they and future generations face.

As part of this programme, the Nominet Trust have identified four key areas where they believe young people face the greatest challenge and digital technology can be used to greatest effect.

#### **Digging Deeper into the Problems and Identifying Root Causes**

Digging deeper involves listening to the diverse lived experiences of those affected by a social or economic challenge, and incessantly asking 'why?'. What underlies the barriers that are keeping young people from accessing sustainable livelihoods, or from getting involved in local community decision making and action? What are all the different factors that might be involved?

#### **Exploring the Changing Landscape and Nature of Engagement**

A lot of the professions and services that have a role to play in supporting young people's economic and social engagement have been around for a long time – founded well before the advent of the Internet. Nominet firmly believe that informal education, youth work, housing services and community development, amongst others, continue to have vital professional skills and values to contribute. Over the last 25 years, the internet and digital technologies have become woven into the fabric of our everyday lives and have catalysed seismic social and economic shifts, changing the landscape that young people are growing up in, and the environment for services that support them.

Many services providing support to young people have struggled to engage with these digital shifts in the past, held back by underinvestment or by fears about the risks of online spaces. Yet, there is a growing recognition that this needs to change, and innovation is needed to bridge the gap between current practice, and the needs and potential of a digitally connected world.

#### **Renegotiating Professional Practice**

Digital technology can enable, amplify and extend different forms of support for young people. Adding a digital edge to a service might allow it to take advantage of economies of scale to reach many more young people than a non-digital service; it might open up opportunities for more interactive and personalised support; or it might empower young people to take greater direct control of situations that affect them. Those impacts won't come from the technology alone, they



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will also come from the way a service is designed, and the values built into it.

Youth work has a number of powerful core values – from the idea that you should ‘start from where young people are, and go beyond’ that calls for a balance of ‘support’ and ‘challenge’ for young people; through to the ‘voluntary engagement principle’ that seeks to secure young people’s consent to any engagement.

Community development workers, careers advisors, educators and entrepreneurs all bring different core values with them, but it’s important to articulate those values and to see how they interact with new technological environments. For example, the idea of building relationships is also key to youth work, and whilst some digital technologies can be used to support practitioners to develop more sustainable and effective supportive relationships with young people, other technologies might be used to replace relationships with independently accessed media content.

### **New Forms of Employment & Reward**

ACEVO’s Commission on Youth Unemployment<sup>8</sup> calculated the ten year cost of youth unemployment (from higher benefits, lost taxes, and lost economic activity) to be £28 billion. With 260,000 young people currently unemployed for over a year and a further 200,000 unemployed for the past six months, the economic and social cost of youth unemployment creates a stark challenge that needs to be addressed.

There are already many ways of accessing paid employment beyond a single, full time role. Some successful young people put together their own careers and livelihoods from a mixture of freelance work, self-employment, part-time contracts and spending time working on independent and unfunded projects that they care about, or volunteering in their communities. For many of them, the Internet has been fundamental to this sort of working: from providing a marketplace to promote their services, to giving access to cheap and on-demand tools for online banking and managing their accounts.

With only around 200,000 vacancies for over 2.4 million people unemployed in early 2012, the loss of the option to pursue full-time work is not something to be celebrated. But in a changing economy thought needs to be given to how young people can be prepared to secure a decent living, and to be able to make positive choices about how they use their time, talents and resources.

**Closing Date for 1<sup>st</sup> stage advisory applications is 12<sup>th</sup> December 2012**

For further details click on the link below

<http://www.nominettrust.org.uk/how-to-apply/areas-investment/digital-edge#New%20forms%20of%20employment>

**For assistance with grant funding please contact Julie Hudson**

**Email: [Julie.hudson@gwent.pnn.police.uk](mailto:Julie.hudson@gwent.pnn.police.uk)**

**01633 642467 / 07805 301289**