

**PRELIMINARY DRAFT FOR DISCUSSION PURPOSES ONLY**

**GUIDANCE NOTES  
FOR  
CPCG FUNDING APPLICATIONS  
2004-05**

**Instructions to Applicants:** Please read this guidance fully before completing your application form.

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## INTRODUCTION

### Background

Present community and police consultative arrangements have their origins in the late 1970s and early 1980s. The Scarman Report (1982), in recognising the gap between the police and the people they policed, suggested that local people should be consulted about how they were policed. This recommendation was enshrined in Section 106 of the Police and Criminal Evidence Act (PACE) 1984, and since consolidated under Section 96 of the Police Act 1996 (and further amended by the GLA Act 1999).

The relationships that have subsequently been forged with Community Police Consultative Groups (CPCGs) represent a unique partnership between a statutory organisation and the community. It is a partnership that can point to some impressive achievements.

### Changing Requirements:

The legislative and mandatory requirements by which consultation must be undertaken with the public about policing in London have multiplied considerably in recent years. These include, not only the Police Act (1996), Crime and Disorder Act (1998), Local Government Act (1999), GLA Act (1999) and the Race Relations (Amendment) Act (2000) but also the recommendations made by Her Majesty's Inspectorate of Constabulary (HMIC), the GLA Equalities for All Review, as well as the Government directives regarding modernisation and Best Value Performance Indicators (VIPs).

In working to improve and strengthen the partnership framework between the

MPA and CPCGs, the MPA has also sought advice and undertaken internal audits and reviews. These have assisted in clarifying the nature of the relationship between the MPA and CPCGs as well as identifying improvements in the administrative arrangements and financial management of CPCGs

These statutory and management requirements provide the foundation for the MPA's new policy and procedural framework for funding community and police consultative initiatives. This framework is informed:

(i) by the wider legislative and policy requirements including for example:

? the MPA's responsibility to address the agenda for modernising government, (e.g. performance indicators and outcome measures);

? the MPA's duty to conform with the new emphasis on public and fiscal accountability;

? the MPA's new statutory duties as a public oversight body as well as in local crime and disorder partnerships; and

? the MPA's duties under the Race Relations (Amendment) Act and other equalities and non-discrimination legislation.

(ii) by the need to establish and strengthen the utilisation of the outputs and results of community consultation into the MPA's pan-London governance responsibilities - and thereby fulfil the MPA's statutory duty "to obtain the views of the public about policing".

(iii) by the need to inform and strengthen both the public accountability processes and the

public oversight and scrutiny responsibility for policing at both a local and pan-London level.

- (iv) by following best management practice in all its dealings with the organisations it funds.

**The aim of this framework is to strengthen community involvement, awareness and influence of policing in London.**

Efficient police services that meet people's varied needs through strategic, well co-ordinated partnerships between local organisations, are now a central part of government policy. The MPA is committed to ensuring that these partnerships are indeed well co-ordinated and are accountable to the communities they serve. It is also vital that the MPA itself - through the deliberations and results of these local and pan-London partnerships and consultative arrangements - is aware of the policing services that people want, and takes steps to provide these.

The MPA's statutory duties and commitments to supporting community consultation are consistent with the government's programmes for devolving and modernising public services. They give London residents, and the voluntary and community organisations that represent them, the direct means by which to influence policing issues.

**Strengthening community involvement will help raise standards and put community participation at the heart of police policy-making and service delivery.**

The following guidelines and criteria, as well as a revised **application form** are therefore a reflection of these commitments and response to new statutory requirements and legislative directives.

## **GUIDELINES AND CRITERIA**

Financial support to CPCGs might be described as a partnership that helps the MPA achieve its goals. The MPA's consultation goals can be better achieved by supporting the work of groups that are closer to the communities they serve. By investing in funding partnerships, the MPA is investing in a future of engaged Londoners and inclusive, safe communities.

## **Objectives:**

All funding requests must meet the general objective of providing effective ways by which residents can understand and influence policing practices, policies, plans and priorities at the borough level as well as contribute at a pan-London level. In so doing they should also strengthen:

- 1. Positive community and police relations;**
- 2. Respect and value for the borough's diverse character;**
- 3. Informed community engagement in the policing of the borough.**

## **Activities:**

Activities considered for funding might include those directed at establishing community access to and participation in local partnerships and providing the community capacity to monitor and influence the decision-making of policing. Activities also might include those that specifically promote the participation of 'hard to reach' communities.

Activities also might include research, advocacy and other projects designed to inform and articulate community perspectives on particular policing issues. These might address particular policing concerns at the strategic level that can be directed to the police at a borough or pan-London level.

## **Eligibility Criteria:**

The Group:

- ? Should be fully constituted not-for-profit. Groups which are not incorporated must demonstrate financial accountability and enter into a Service Level Agreement with a local authority or get a not-for-profit organisation to provide the required administrative support.
- ? Must have elected officers or other governing structure, elected by the general membership. Elected officers must serve in a voluntary capacity and be representative of, and accountable to the community they serve or intend to reach.
- ? Must have the formal involvement of a statutory body, such as the police, in the activities for which funding is sought.

## **Assessment Criteria:**

The assessment of the application by the MPA will examine the viability of the group and its capacity to deliver the activities for which funds have been requested. This is one way in which the MPA works to ensure that public funds are being used as directed by the Authority. The effectiveness of CPCGs will therefore be assessed based on evidence of the following criteria:

- Sound financial management
- Elected officers managing the group's resources, are reflective of the community they serve, and demonstrate accountability to the membership

- Membership is representative of the community
- Consults all sections of the community including “hard to reach” groups
- Engages in local crime and disorder partnership initiatives, and consults with sector working groups, neighbourhood watch schemes, etc.
- Consults on the local policing priorities and plans, and considers and makes recommendations on strategic matters which require the attention of the MPA and the MPS
- Monitors and records all activities, and can measure the impact and results of its work
- Has clearly stated goals and objectives and the methods/ activities that will achieve them;
- Demonstrates the ability of the organisation and its staff to carry out the activities;
- Demonstrates that the activities are realistic, logical and attainable in terms of timing and resources;
- Demonstrates that the budget is reasonable and justified.

## HOW DO I APPLY?

Application forms are available on the MPA website [www.mpa.gov.uk](http://www.mpa.gov.uk) and click on the link [xxxxxx]. You can obtain an electronic version of the bid application pack by email or on floppy disk by calling the CDO unit on 020 7202 0229.

The MPA requires all completed applications to be submitted in hard copy format and supported by the documents listed on the **Checklist** on page 5. Completed applications should

be sent to the following address by **9 January 2004**:

CPCG Funding Application 2004-05  
Metropolitan Police Authority  
10 Dean Farrar Street,  
London  
SW1H 0NY

**Please note faxed completed applications will not be acceptable.**

Please keep a copy of your application form.

## WHAT HAPPENS NEXT?

**Stage 1** - On receipt of your application form an acknowledgement letter will be sent to the Group within 10 working days.

**Stage 2** - Officers will carry out an initial check to ensure that the application form is fully completed and Groups have submitted all the documents requested on the checklist. Incomplete applications will be returned highlighting further information required. Officers may consult with the Borough Commander, the MPA Link Member and other community organisations with respect to the Group and the viability of the proposed activities.

**Stage 3** - Officers will carry out a secondary eligibility test, consisting of a desktop assessment of your application. You may receive a telephone call seeking clarification on certain aspects of your application or a request for additional information at this stage.

**Stage 4** - Officers and Members will meet to discuss the level of funding to allocate to individual Groups. The intention is to ensure that funding is

distributed on a fair basis across London and that allocations meet the needs of the Groups.

**Stage 5** - Recommendations as to the final level of funding will be made to the Consultation Committee for decision in March 2004. Prior to the final decision by the Consultation Committee, all Groups will be informed of the proposed funding level for all CPCGs by post and email. Any Groups who wish to appeal their recommended allocation can do so either in writing or orally before an Appeals Panel, comprised of two Members of the MPA and the Deputy Clerk, that will meet as soon as practical after the March Consultation Committee meeting. Applicants should contact the MPA [Tel: 020 7202 0229] prior to the Consultation Committee meeting to indicate their intention to attend.

**Stage 6** - Groups that are allocated funds will receive a Letter of Understanding. This letter sets out the terms and conditions of funding and forms an agreement between the MPA and the Group. It must be signed by an Officer of the Group and returned to the MPA before funds can be released.

**Stage 7** - Cheques for the full amount approved will be mailed out upon receipt the signed Letter of Understanding.

#### **TIMETABLE:**

<i>1 Nov 2003</i>	<i>Application Pack sent to all Groups</i>
<i>9 Jan 2004</i>	<i>Deadline for return of completed Application Forms</i>
<i>9 Jan – 13 Feb 2004</i>	<i>Review of applications by MPA officers</i>
<i>27 February 2004</i>	<i>Assessment of bids by MPA Member with MPA officers</i>
<i>March 2004</i>	<i>- Report to Consultation Committee - Groups informed of allocations</i>
<i>April 2004</i>	<i>- Appeals Panel - Letters of Understanding sent to all Groups</i>

#### **COMPLETED APPLICATION FORM CHECKLIST**

Please answer all questions and sections within the application form fully.

Where applications are word processed, please use a font size not less than 11 points. Where applications are hand written, please ensure that this is clear and easy to read.

Before returning your application form, please ensure you have attached all the following documents. Incomplete applications from Groups will be returned with a request for further information as required.

- 1. A copy of the Group's Annual Report for 2002-03**
- 2. Audited Accounts**
- 3. Completed Application Form with the Chair's [or Treasurer's] signature**
- 4. Service Level Agreement (where appropriate)**
- 5. Equal Opportunities Statement**

Incomplete applications will not be considered for funding.

**CPCG FUNDING APPLICATION FORM 2004-05**

**SECTION 1: Contact Details**

**1:1**

Name of Group [insert Borough]  Community and Police Consultative Group
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Group mailing address
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Telephone Number	Fax Number
Email Address	

Name and position of applicant	
Name	Position

Contact mailing address (if different from above)	
Contact telephone	Fax Number
Email Address	



### 1:2 Group membership

Date of your last Annual General Meeting (AGM) (include copy of minutes with this application)	Number of members of your group?
	Number of voting members at last AGM

### 1:3 Group profile

Please list the agencies, organisations or statutory authorities that comprise membership of your group.

*(Please list separately if required)*

### 1:4 Give details of each elected executive member as follows:

Name			
Home address:			
Telephone		Position on the Executive	
E-mail address:		No of years on the Executive	

Name			
Home address:			
Telephone		Position on the Executive	
E-mail address:		No of years on the Executive	

Name			
Home address:			
Telephone		Position on the Executive	
E-mail address:		No of years on the Executive	

Name			
Home address:			
Telephone		Position on the Executive	
E-mail address:		No of years on the Executive	

Name			
Home address:			
Telephone		Position on the Executive	
E-mail address:		No of years on the Executive	

Name			
Home address:			
Telephone		Position on the Executive	
E-mail address:		No of years on the Executive	

*(Please continue on a separate sheet if required)*

**1:5 Group meetings**

<p>Number of meetings/calendar of dates for Group meetings in 2004-05 (if this information is not available at present, please inform the MPA as soon as this is known):</p>	<p>Location(s) of meetings within the borough:</p>
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## 1:6 Hard to reach groups

The MPA recognises that barriers exist for many members of our diverse communities (for example: Black; minority ethnic people; people with disabilities; women; young people; refugees and asylum seekers; lesbian, gay, bisexual and transgendered people; faith groups etc.) The MPA, in fulfilling the legal requirements of the Race Relations (Amendment) Act 2000 and the recommendations of other reviews, expects funded groups to have an equal opportunities policy and act as a positive force in helping to eliminate these barriers. Describe how your Group reflects this diversity at each of these levels:

- ? Executive
- ? Staff
- ? Members

## 1:7 Recruitment

How does your Group recruit, screen and register new members? If there are any restrictions on becoming a member, please explain. Does your Group have plans for recruiting new members in the next year?

**1:8 Review of Group's work**

Highlight the major accomplishments of your Group in the past year?

## **SECTION 2: Consultation Activities**

### **2:1 Group Consultation Activities for 2004-05**

Please describe details of your **Consultation Activities** to support funding applied for. Include the major activities, the policing issues that these activities will address and any other relevant information.

Please note that in line with the recommendations from the MPA Internal Audit report, the MPA will not be able to fund activities not directly associated with local consultation.

## **2:2 Equal Opportunities**

In conformity with the requirements of the Race Relations (Amendment) Act 2000 and the recommendations arising from the GLA Best Value Review of Equalities, the MPA has a duty through its funding activities to work towards the elimination of discrimination and the promotion of equal opportunities and good relations between different groups in matters relating to policing. Explain how you will achieve equal opportunities in the activities you undertake. For example, how does your Group actively seek out the views of traditionally excluded groups within the community and those that respond less readily to consultation?

## **2:3 Intended Outcomes from Consultation Activities**

All activities should have attainable goals and measurable objectives. What do you aim to achieve and what changes will result from your activities?

## 2:4 Monitoring and Evaluation

What process will you use to monitor the quality of your activities throughout the year, and measure the outcomes?

### SECTION 3 – Group Expenditure

Activities must be operated on a realistic budget. Requests are assessed to determine if resources are used effectively and efficiently.

#### 3:1

<b>Staff Support</b> <i>Please show the amount of funding that will be sought from the MPA for the cost of staff salaries.</i>		
Administrator [specify number of hours per week if part-time]	hrs	
[Specify other post and hours - if applicable]	hrs	
	Total	£

#### 3:2

<b>Accommodation</b> <i>Please show the amount of funding that will be sought from the MPA for the cost of accommodation in respect of:</i>		
	Room hire for Meetings	
	Secretarial accommodation (rent of premises)	
	Total	£

#### 3:3

<b>Stationery/Office Supplies</b> <i>Please show the amount of funding that will be sought from the MPA for the cost of stationery/office supplies:</i>		
	Stationery/Office Supplies/Office Equipment	
	Telephone/Fax (Business Line)	
	Postage	
	Total	£

#### 3:4

<b>Photocopying/Document Reproduction</b> <i>Please show the amount of funding that will be sought from the MPA for the cost of photocopying/document reproduction:</i>		
	Annual photocopier hire costs*	£
	Estimated number of copies x cost per copy*	£
* Whichever applies to your Group		



**3:5****Advertising/Publicity**

Please show the amount of funding that will be sought from the MPA for the cost of advertising and publicizing the Group's activities e.g. press releases, posters, printing, distribution costs:

Advertising/ publicity	£
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**3:6****Miscellaneous Expenses**

Please show the amount of funding that will be sought from the MPA for any other activity costs not already mentioned, e.g. travel, audit, refreshments, computer, carers etc:

Total	£

**Section 4: Summary of Planned CPCG Expenses****4:1 Group Planned expenditure for 2004-05**

<b>ACTIVITY</b>	<b>Section</b>	<b>Amount</b>	<b>Notes</b>
Staff Support	3:1	£	
Accommodation	3:2	£	
Stationery; Office Supplies/ Equipment	3:3	£	
Photocopying/Document Reproduction	3:4	£	
Advertising/Publicity for Group Meetings	3:5	£	
Miscellaneous costs	3:6	£	
	<b>Total</b>	£	

**4:2 Other Group Income**

Do you receive income from any other source, or receive donated or in-kind support other than money, such as accommodation, supplies or services? If so, please list:

Type of support	Source	Estimated value

**4:3 Total grant requested from the MPA:**

£
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**SECTION 5: Declaration**

*“ I have examined the planned spending detailed above and confirm that the costs will necessarily and reasonably be incurred in support of the .....  
CPCG for the financial year 2004-05.”*

Signed.....

Position.....

Name.....

Date.....

This application for funding must be agreed by the members of the executive (**please attach a copy of the minutes**). The form should be signed by an elected officer of the group (e.g. the Chair or the Treasurer) and returned to: **CPCG Funding Application 2004-05, Metropolitan Police Authority, 10 Dean Farrar Street, London SW1H 0NY, no later than 9 January 2004.**