**Youth Practitioners Leadership Programme:**

**Supporting the next generation of youth practitioners in London**

***Invitation to Apply***

***VRU31119***

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**Executive Summary**

London’s Violence Reduction Unit (VRU) has a focus on early intervention. Through adopting a contextual approach to violence reduction, the Unit has in place a range of programmes which are aimed to reduce risks faced by young Londoners; support them in staying safe and providing opportunities for young people to fulfil their potential.

The Unit recognises that young people can be exposed to vulnerable situations in a range of places, contexts and relationships and is therefore working across a range of partners to ensure plans adopt this contextual model to violence reduction. Only by addressing the root causes and exposure to risk, which look beyond the individual, will we truly be able to make sustainable and permanent reductions in violence.

The VRU values the critical work of the youth sector and youth sector professionals and this Invitation to Apply sets out the Unit’s plans to develop a training and professional development programme for frontline youth sector professionals in London. The aim is to develop a leadership programme which supports and encourages talented youth professionals to develop their career paths and to support the next generation of youth sector leaders which London desperately needs.

This specification is seeking an organisation or partnership with the relevant experience to design and deliver a suitable training and development programme for youth practitioners. The pilot leadership programme will be designed to complement and add value to existing youth sector training by focusing primarily on supporting practitioners who will be working within a community affected by violence and drawing on specific professional learning needs and requirements.

# PART A: Background information

The Violence Reduction Unit invites applications for the delivery of a Youth Practitioners Leadership Programme.

This Invitation to Apply will allow the VRU to obtain detailed information from potential providers and to establish which provider(s) are the most advantageous based upon the award criteria set out in the specification.

The purpose of Part A is to set out the context and scope of this unique project to support potential providers.

Part A provides details on:

* introduction to the project;
* timescales;
* grant; and
* governance.

# Introduction to the VRU

The Mayor announced the set-up of London’s first Violence Reduction Unit in September 2018 and work commenced throughout the Autumn to establish a Unit.

The VRU includes specialists in health, youth and social services to lead a long-term public health approach to tackle the root causes of violent crime and will draw on lessons from Glasgow and elsewhere to deliver a comprehensive public health approach that has seen sustained and positive results.

The London VRU has a budget of £14.8 million which includes £7 million awarded by the Home Office for 2019/20.

*Working with people and in partnership*

The Partnership Reference Group (PRG) chaired by the Mayor, has been set up to provide strategic direction, support and challenge to the Violence Reduction Unit and it is made up of representatives from voluntary, community and youth groups, and specialists in health, education, police, probation and local government.

Community is at the heart of our city. This is why the VRU will use its insights and knowledge to support local leaders who are doing amazing work on the ground. The Unit has prioritised listening, as well as getting out and speaking to people and groups representing London’s many and varied communities.

In its first year the Unit will provide greater capacity to deliver early interventions to help prevent the spread of violence and support projects that will help tackle the complex root causes.

The Unit will use data, research and knowledge from across the partnership to help tackle all forms of violence, including street violence, knife crime and both domestic abuse and sexual violence.

One of its first actions has been to lead an urgent homicide and serious case review to provide the Unit with the evidence to better understand the areas of high-risk, so efforts and resources can be prioritised towards the areas where partners can make the biggest impact to reduce violence.

The activities stretch the length and breadth of the capital, but especially in the boroughs most affected by knife and violent crime.

*Strategy and work programme*

The VRU published a draft strategy in May 2019 which contains three strategic aims and eight core objectives which will influence where funding is prioritised.

The aims are:

* + To reduce and stabilise violence across London– violence is a concern for us all; we will all play our part to reduce it.
	+ To increase feelings of safety – recognising that London is one of the safest cities in the world.
	+ To put community at the heart of our work – only by doing so do we have a sustainable long-term approach towards reducing violence.

The objectives are:

* + Objective 1 Supporting individuals to be more resilient
	+ Objective 2 Supporting stronger families
	+ Objective 3 Young people leading change
	+ Objective 4 Enabling communities to be strong, safe and resilient
	+ Objective 5 Prioritising wellbeing and achievement in schools
	+ Objective 6 Giving young people every chance to succeed
	+ Objective 7 Making London a more compassionate and safer city
	+ Objective 8 Increasing confidence in public institutions and changing the message around violence

In the first year the VRU will focus on the following key 10 areas of work for funding:

1. **Expanding after-school provision in high-crime areas** - following data showing that violent incidents involving young people aged 10-16 are more likely to happen at the end of the school day.
2. **Supporting the often-difficult transition from primary to secondary school**.
3. **Supporting schools to reduce exclusions** - create a programme to reduce school exclusions by piloting a programme of inclusion and nurturing as developed in Glasgow where exclusions were reduced by 81 per cent over the last decade.
4. **Extra support for young people affected by domestic violence** – following evidence of the link between involvement in violence and children witnessing violence in the home. The VRU will work with women and girls’ networks to work towards equity of provision and access for young people aligned with support services for adults on a pan-London level.
5. **Supporting parents** – expanding access to parenting programmes to support parents who are concerned about their children - enabling them to access information and good practice, share their concerns and support each other. The VRU will also invest in supporting vulnerable parents and carers including those who are victims of crime and in the Criminal Justice System.
6. **Invest in London’s youth workers** by working with the Youth Sector to develop a programme of training and development to support and grow their profession – recognising the relationship between youth workers and young people is often the relationship that means most to a young person and is so often the relationship they point to as the moment they were introduced to new opportunities and diverted away from crime.
7. **Working with young people on establishing a Young Peoples’ Action Group to inform the Unit’s work** – a Young Peoples’ Action Group will be representative of young people across London and will make decisions to inform the work of the Unit, backed up with funding to put those actions into practice to make a real difference in communities.
8. **Piloting programmes in prisons and young offender institutions**.
9. **Working at a neighbourhood level and with local Community Safety Partnerships -** continue developing best practice and multi-agency action plans to address violence and knife crime in their areas.
10. **Investing in grassroots and community-led initiatives to combat knife crime** and ensure sustainable investment in effective programmes of voluntary and community sector activity to address violence in those areas most affected.

# Investing in London’s Youth Sector

Through his Young Londoners Fund the Mayor is investing £45m in safe spaces and positive activities for young people. Over 330 projects have been funded across London to help children and young people to fulfil their potential, particularly those at risk of getting caught up in crime. These projects are run by a wide range of youth and community organisations and will reach more than 115,000 young people across London over the next three years.

The Young Londoners Fund (YLF) Impact for Youth programme provides organisations funded via the Young Londoners Fund support to ensure that they are providing the high quality services that young people need. This includes:

• localised support and training through the Young Londoners Fund Local Networks

• training and support to achieve the London Youth Bronze Quality Mark

• evaluation support to achieve Project Oracle Validation Standard One

• the offer of staff training for frontline workers and leaders of youth settings

We are ambitious for London’s youth sector professionals and the Violence Reduction Unit want to work across the capital, with our partners, to help support London’s youth practitioners and help create the next generation of youth sector leaders. As the All Party Parliamentary Group on ‘Youth Affairs and the Role and Sufficiency of Youth Work’ has highlighted, many young people are prepared to engage with youth work because it feels different from school and social services; it is therefore capable of reaching individuals and communities who may otherwise remain inaccessible.

Against this backdrop the VRU has committed to adding support to the sector in its first year of operation. As an immediate investment, and together with the Mayor’s Office for Policing and Crime (MOPAC) the VRU has funded the provision of additional youth workers in London’s Major Trauma Centres and A&Es - supporting young victims of violence.

Last year, more than 1,000 young people were identified as in need of specialist youth worker support in London’s Major Trauma Centres, due to potentially suffering violence or exploitation. Youth workers were able to help 432 young people last year, aiding them in moving away from violence in their lives and assisting with education, relationships or housing. Of these young people, 52 were under-18 and not previously known to support services, showing the success of this approach at reaching some of the most vulnerable and at-risk young Londoners.

This approach very much underpins the public health approach to violence by:

* *Focusing on violence as a vulnerability - supporting young people at a critical moment;*
* *Demonstrating the strength of partnership, drawing together expertise from the voluntary sector and health; and*
* *Recognising the relationship between youth professionals and young people is often the relationship that means the most to a young person and is so often the relationship they point to as the moment they were introduced to new opportunities and diverted away from crime.*

As a further investment the Unit is also exploring expanding youth workers based in other settings such as custody suites.

We must look now ahead and consider how we can support and grow this important profession to ensure young people have the access to trained practitioners and that those professionals are supported, valued and recognised.

# Timescale

|  |  |  |
| --- | --- | --- |
| **Procurement Process** | **Start** | **Finish** |
| Invitation to Apply published | 16th December 2019 | 17th February 2020 @ 12:00 |
| Clarification questions submitted by bidders to vrucommissioning@london.gov.uk  | 3rd February 2020 | 10th February 2020 |
| *Responses to clarification questions will be provided by VRU within one week of the question having been submitted.* |
| **Application deadline – 12:00 Monday 17th February 2020** |
| Assessment  | 17th February 2020 | 2nd March 2020 |
| Potential clarification interviews for providers | 9th March 2020  |  |
| Grant Awarded and notice to unsuccessful providers  |  | 16th March 2020 |

# Grant

The total grant available for this project over 12 months is £500,000. This is expected to fund:

* Facilitators and training
* Additional relevant training/consultancy days with partner organisations
* Project management support
* Primary point of contact for participating partners and the VRU Collaboration
* Monitoring and data collection to support the evaluation of the pilot
* Venues
* Resources
* Coaching and Mentoring
* Cover costs to participating organisations
* Evaluation

Payment to the delivery partner will be made retrospectively each quarter for services delivered and will be linked to the achievement of agreed milestones and outputs.

# Governance

The governance arrangements for this project is outlined below:

* The VRU’s Head of Strategy and Partnerships will be responsible for grant management and monitoring to ensure effective delivery and value for money.
* The delivery partner(s) will be expected to report directly to the Assistant Director of the VRU, as and when requested.
* This project will be subject to standard VRU project monitoring approaches including quarterly reporting and monitoring visits (see template MOPAC grant agreement).

**PART B: Youth Practitioners Leadership Programme**

*Part B provides further detail on the scope of the pilot programme.*

# Scope

In recognition of the critical role that the Youth Sector has in supporting young people exposed to risk of violence, the London VRU want to develop an evidenced-based training and leadership programme for the sector.

This pilot leadership programme aims to provide high quality, specialist and bespoke training and support to help youth practitioners on their paths to becoming leaders in the sector.

The programme will be designed to combine a mixture of practical and specialist training in areas most relevant to frontline professionals working with young people who are vulnerable to being exposed to violence, with business management skills and individualised coaching so participants have the one-to-one leadership support for their professional development.

The VRU has, through engagement, identified areas of training which would bring added value and learning.

*Mental Health first Aid*

Mental Health First Aid has been recognised across the Youth Sector as valuable addition to a practitioner’s knowledge base when working with vulnerable young people at risk of serious youth violence.There is consistent evidence that MHFA training raises employees’ awareness of mental ill‐health conditions, including signs and symptoms. Those trained have a better understanding of where to find information and professional support and are more confident in helping individuals experiencing mental ill‐health or a crisis*. (RR1135 Research Report ‘Effectiveness of Mental Health First Aid training in the workplace’ - Health and Safety Executive 2018)*

*Contextual safeguarding*

Contextual Safeguarding is an approach to understanding, and responding to, young people’s experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people’s experiences of extra-familial abuse can undermine parent-child relationships. Therefore, children’s social care practitioners need to engage with individuals and sectors who do have influence over/within extrafamilial contexts, and recognise that assessment of, and intervention with, these spaces are a critical part of safeguarding practices. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts (‘*Contextual Safeguarding An overview of the operational, strategic and conceptual framework*’ Carlene Firmin 2017)

*Trauma-informed practice*

Violent trauma is often self-perpetuating. Individuals who are victims of violence are at increased risk of becoming perpetrators themselves. The intergenerational transmission of violence is well documented. Community violence is often built around cycles of retaliation. Many of our institutions—criminal justice settings, certainly, but also schools and churches and hospitals—are too frequently places where violent trauma is perpetuated rather than eliminated. (*Trauma Informed Services*: Roger D. Fallot, Ph.D. and Maxine Harris, Ph.D.) Appendix D provides further information and background on Trauma-Informed approaches.

**Other valuable training specialisms include transitional safeguarding, behavioural management, Special Educational Needs, as well as culturally sensitive and gender-informed practice. The specialisms listed above should form part of the core programme offer.**

*Coaching and mentoring*

Staff and mentors involved in supporting young people increasingly need more support themselves and in response to this the pilot programme will provide personal development and leadership support, embedding mentoring and coaching as an integral part of the offer. By matching participants with a dedicated coach, participants will be given the opportunity to explore suitable leadership development opportunities.

Coaches and mentors will need to provide support to individuals in the pool to establish their needs and to create an individual growth and development plan. This may include:

* 121 coaching from highly experienced specialists and leaders
* Networking opportunities as well as group supervision and peer learning
* Access to online tools and resources
* Support with applying for jobs and preparing for interviews relating to fundraising, budget management, project management, accessing further training

**Establishing a network of high-quality coaches/mentors is a critical component of the pilot programme and the attractiveness of the scheme. This could be commissioned.**

*Further course content - progression routes into leadership:*

* Identifying and outlining the pathways and progression routes into the profession, and the various pathways into Youth Sector Leadership. Setting out how individuals are best able to navigate through these pathways in order to meet their professional goals.
* Identifying and outlining the key skills and attributes required to become a youth sector leader and an understanding of what current youth work looks like in London.
* Identifying volunteering and unpaid opportunities and consider how we invest in these.

The emphasis of this pilot programme is on quality and should be designed in a similar way to that of a leadership programme as opposed to a series of modular training sessions. The ability to network and share learning should also be reflected in the design of the programme.

The timeframe for delivery is February 2020 to February 2021 (12 months). Within this the training element of the programme would run for a minimum of a six month period, and up to 9 months.

# Outcomes

The expected benefits and outcomes of this pilot include:

* Improve the knowledge and skill base of youth practitioners
* Embedding the principles of a Trauma Informed and other specialist practice in the youth workforce
* Empower the youth sector with added capacity and accessibility to high quality training and development
* Create youth sector leaders of the future

# Delivery elements

1. The delivery partner(s) will be required to undertake engagement with Youth Sector membership organisations to seek their expertise and input into the course content.
2. The provider will be expected to spend the appropriate amount of time setting up this project; meeting with key stakeholders and establishing the infrastructure to facilitate the programme.
3. The provider will be expected to deliver the programme to approximately 80 participants who will have successfully completed the full programme. We anticipate 20-30 participants per cohort.
4. The provider will be expected to develop an application process in consultation with the VRU, ensuring that the programme reflects youth practitioners from a cross section of organisations which is representative of the diverse sector and range of experiences of the sector. The process that will be put in place in order to identify and recruit participants to the programme will include the following stages:
5. Setting up an application and selection process.
6. Raising awareness of the programme and its benefits to the sector employers and employees.
7. Utilizing existing support provided through the Mayor of London’s Young Londoners Fund (YLF).
8. The coaching and leadership elements of the programme should include:
	1. Facilitating an informal network of Youth Practitioner Leadership Programme participants, helping to encourage partnership working and to create a future leadership forum.
	2. Ensure peer learning captures good practice, experience and challenges in a way that can be easily shared across the sector and with participants to aide on-going learning.
	3. Develop an appropriate matching system for the 121 coaching and mentoring offers.
9. The provider will be expected to demonstrate the processes that will be put in place to identify and recruit coaches/mentors. Coaches/mentors may have practitioner and sector experience, but equal consideration should be given to sourcing experienced mentors and qualified coaches from a broad range of backgrounds.
10. The provider will be expected to describe their project management approach and will need to evidence experience of previously delivering training to frontline professionals working within local communities where serious violence incidents have occurred. Within this, providers should set out how experts will be sourced and how funding will be allocated to each specialist partner or organisation.
11. The provider will need to demonstrate their capacity to co-create and facilitate an innovative leadership programme that will add value to the sector and empower youth sector practitioners to navigate the challenging environments within which they work.
12. Given the diversity of training specialisms within the programme a partnership approach to delivery is anticipated. The provider will be expected to describe how they will draw on the experience of specialist organisations and provide detail on the approach taken to ensuring the maximum use of these existing organisations.
13. The delivery partner will need to work closely with the Young Londoners Fund Impact for Youth Programme (e.g. the YLF Local Networks and the training for staff) to ensure that activity is complimentary and also to promote Youth Practitioners Leadership Programme opportunities to youth organisations.
14. The delivery partner will be expected to meet the quarterly monitoring and reporting requirements agreed with the VRU.

# PART C: Guidance

*The purpose of Part C is to provide guidance on how to complete the Specification Criteria (Part D).*

**STEP 1: Complete Part D: Specification**

Award of the grant will be subject to a competitive process and evaluated by a panel against the requirements outlined in this Invitation to Apply. Bidders need to complete, in full.

PART D: Specification, which contains the following sections:

* Cover sheet
* Essential criteria
* Key criteria
* Check list
1. **Cover Page:** Please complete the cover sheet and provide a signature to confirm the information and costs provided are accurate.

|  |  |  |
| --- | --- | --- |
| **Scoring standards** | **Criteria**  | **Score**  |
| **Outstanding** | Fully meets the requirement and offers added value - The evidence demonstrates that the requirement is fully met and provides demonstrable added value. | **5** |
| **Good** | Fully meets the requirement - The evidence demonstrates that the requirement is fully met. | **4** |
| **Satisfactory** | Almost meets the requirement - Evidence provided shows that the requirement is met but MINOR reservations exist about the quality or extent of the evidence provided. | **3** |
| **Poor** | Partially meets the requirements - Evidence provided shows that the requirement is partially met but SIGNIFICANT reservations exist about the quality or extent of the evidence provided. | **2** |
| **Unacceptable** | Fails to meet the requirements - Failed to demonstrate or provide evidence of an ability to meet the requirement | **1** |
| **Non-compliant** | Fails to provide the required information. | **0** |

1. **Essential criteria:** All of these requirements must be clearly met and evidenced. If the bid fails any of these criteria *the bid will not progress to the evaluation panel and will not be considered further.*You must confirm (Yes or No) that you meet the requirements and if necessary, provide a written response.
2. **Key Criteria**: If the bid meets the essential requirements, then the bids will then be assessed against five Key Criteria. Each evaluation requirement will be scored on a scale from: 0 = Non-compliant, to 5 = Outstanding. See below:

If the overall combined scores for any section is below an average of three, then the overall bid *will fail and will not be considered any further.*

1. **Checklist**: You must complete the Checklist to ensure all required documents have been completed.

**Format and Questions**

* Font should be size 12 Arial;
* Strictly limited to page count outlined under each criterion;
* Additional diagrams, charts must be clearly labelled;
* Copies of requested policies and documents are excluded from the word count.
* Bids should be a maximum of 17 pages in length excluding copies of requested policies and documents).
* Begin each answer/response on a new page.
* Clarification questions should be emailed to **roshan.bilimoria****@london.gov.uk****.** All communications should, in the first instance, be sent to **roshan.bilimoria****@london.gov.uk**

**STEP 2: Submitting your apply**

Once completed, you should email your apply to the following email address: **roshan.bilimoria****@london.gov.uk**

If you have not had an acknowledgement from us that we have received the bid within one working day of submission, please contact us on +**44 (0)** **7944 696248** to ensure receipt of bid.

**STEP 3: Grant Awarded and notice to unsuccessful providers**

Please see the timetable for expected dates of notification. All bidders will be emailed directly to inform them of the outcome of the bid.

# PART D: Specification

**Deadline – 12:00 Wednesday 11 December 2019**

# Cover Sheet

|  |
| --- |
| **Youth Practitioners Leadership Programme** |
| **Organisation name**  |  |
| **Name\*** |  |
| **Position within the organisation** |   |
| **Address**  |  |
| **Telephone number** |  |
| **Alternative telephone number** |  |
| **Email** |  |
| **Alternative email** |  |
| **Date** |  |
| **Signature\*** |  |

\*To be signed by an Officer on behalf of the organisation who must have authority to do so.

I certify that the information provided is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the ITT. I understand and accept that false information could result in rejection of the organisation’s apply.

I also understand that it is a criminal offence, punishable by imprisonment to give or offer any gifts or consideration whatsoever as an inducement or reward to any servant of a Public Body. I also understand that any such action will lead MOPAC to cancel any contract currently in force and will result in rejection of the Company’s application to apply and the cancellation of any contract (if awarded).

# Essential Criteria

| **Ref** | **Essential Criteria** | **Confirm you meet the criteria****Response – no more than 300 words for each point where relevant or reference attachments**  |
| --- | --- | --- |
|  |  | Yes / No  |
| 1 | **Reference**: Provide a minimum of two references. These should be *references* with contact details should there be further questions.  |    |
| 2 | **Accounts**: Provide two years of audited accounts. |    |
| 3 | **Structure Chart and Confirmation of lead:** All bidders must provide a structure diagram, details of the key roles, responsibilities and reporting lines. |    |
| 4 | **Terms and Conditions:** All bidders must indicate that they are content with the terms and conditions as set out in MOPAC’s standard grant agreement.  |    |
| 5 | **Recent Partners:** All bidders must provide details of the last two areas/organisations, where they have worked together with authorisation for MOPAC to contact them (if not part of your submitted references).  |    |
| 6 | **Safeguarding:** All bidders must provide assurance that front line staff have been DBS checked or provision of appropriate policy and processes to ensure oversight and safeguarding are considered when working with young people. All bidders should provide copies of their safeguarding policies and risk management processes. Bidders should also show evidence of safeguarding training. |    |
| 7 | **Equal Opportunities:** All bidders must demonstrate commitment to equal opportunities and understanding of equality issues. All providers and services must be compliant with the public-sector equality duty set out in section 149(1) of the Equality Act 2010. This requires MOPAC (and its providers and services) to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations by reference to people with protected characteristics. Equal opportunities policies must be provided. If the bid is from a consortium, these must be provided from all agencies involved. |   |
| 8 | **Grant**: All bidders must provide a breakdown of how funding will be allocated. MOPAC expects proposals to stay within the overall funding, with any on-costs and overheads to be built within this amount.  |    |
| 9 | **Sub-contracting**: All bidders must provide details of any services that may be sub-contracted to a 3rd party during the contract period and must give details of those sub-contractors. |    |
| 10 | **Insurance:**All bidders must have adequate insurance cover (including but not limited to public liability insurance) with regard to liabilities and losses that may arise in connection with the Funded Activities and shall provide evidence of such insurance.Professional Indemnity - £1MEmployers Liability - £10MPublic/Products Liability - £10M |  |
| 11 | **Health and Safety:**Health and Safety (H&S) regulations stipulate if a company has 5 or more employees it is obliged to have a H&S policy. Please confirm the following for all providers:That your organisation has a written Health and Safety at Work Policy? Please confirm your organisation complies with the Health and Safety at Work Act 1974?Your organisation trains its staff in Health and Safety? Please provide a copy of your H&S policy. |  |
| 12 | **Health and Safety continued:**Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR), how many reportable incidents and dangerous occurrences (near misses) has your company had? For each occurrence please define:1. the date(s) when the incident occurred;
2. what the incident involved;
3. how the incident was recorded and
4. what actions have been taken since the occurrence to mitigate future risk.
 |  |

# Key Criteria

| **Ref** | **Criteria** | **Maximum score**  |
| --- | --- | --- |
| 1 | All bidders must outline their expertise and experience of working within the Youth Sector and experience in delivering high quality training and development programmes for youth sector practitioners. | 5 |
|  | **Enter response here** (2 pages maximum in this section)**:**  |
| 2 | All Bidders must assign a dedicated named project manager to manage this project on behalf of the Provider. Suppliers must provide details regarding the skills, experience and qualifications (CV is acceptable) of the nominated project manager/contract manager who will be the first point of contact.  | 5 |
|  |  **Enter response here** (1 page maximum in this section)**:** |
| 3 | All bidders must explain their approach to designing and overseeing the successful delivery of a leadership programme which focuses on the delivery elements (please refer to page 12). | 5 |
|  | **Enter response here** (4 pages maximum in this section)**:** |
| 4 | All bidders must outline their expertise and experience of working with a large range of stakeholders, including and not limited to local and regional government; VCS, schools, educational settings and youth organisations. | 5 |
|  | **Enter response here** (2 pages maximum in this section)**:**  |
| 5 | All bidders must outline their data collection and reporting facilities as well as any experience supporting independent evaluations of their services. | 5 |
|  | **Enter response here** (1 page maximum in this section)**:** |
| 6 | Provide a high-level mobilisation and delivery plan for the delivery of this project.  | 5 |
|  | **Enter response here** (1 page maximum in this section)**:**  |
| 7 | Provide an itemised overview of the anticipated costs of delivering this project aligned to the project plan, including indicative unit cost calculations. Please set out what are fixed costs and variable costs. | 5 |
|  | **Enter response here** (2 pages maximum in this section)**:** |

#

# Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Relevant Section** | **Name of document** | **Have you included?** |
| 1 | Part D | Cover Sheet | Yes / No |
| 2 | Part D  | Essential Criteria  | Yes / No |
| 3 | Part D | Key Criteria | Yes / No |
| 5 | Part D: Section 9: Ref 1 | Two completed references for each provider named on the bid | Yes / No |
| 6 | Part D: Section 9: Ref 2 | Two years audited accounts for each provider named on the bid | Yes / No |
| 7 | Part D: Section 9: Ref 3 | Letter confirming lead organisation and structure diagram | Yes / No |
| 7 | Part D: Section 9: Ref 4 | Terms and Conditions | Yes / No |
|  | Part D: Section 9: Ref 5 | Recent Partners  | Yes / No |
| 8 | Part D: Section 9: Ref 6 | Safeguarding Policy and Risk Management Process for each provider named on the bid | Yes / No |
| 9 | Part D: Section 9: Ref 7 | Equal Opportunities Policy for each provider named on the bid | Yes / No |
|  | Part D: Section 9: Ref 8 | Grant | Yes / No |
|  | Part D: Section 9: Ref 9 | Subcontracting | Yes / No |
| 12 | Part D: Section 12: Ref 10 | Evidence of Insurance Policies  | Yes / No |
| 11 | Part D: Section 12: Ref 11 and 12 | Health and Safety Policy  | Yes / No |
| 15 | Part D: Section 15 (this document) | Check List completed  | Yes / No |
| **Add any additional appendices or supporting information not covered by the above and clearly label.** |
|  |  |  |  |
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**PART D: Appendices**

**1. Trauma-informed approaches**

# What is meant by ‘trauma-informed approaches’ and how do they relate to violence reduction

We know from work around Adverse Childhood Experiences that experiencing adverse events in childhood can affect brain development, relationships, and increase the risk of a person becoming a victim or perpetrator of violence.

There is mounting evidence from literature and our own stakeholder research that prior experience of adversity, such as domestic violence, substance misuse by a parent, harsh discipline, neglect, or abuse, is more common in young people affected by violence and in those excluded from education. Looked After Children (LAC) are more vulnerable to being affected by violence, and are over-represented in school exclusion figures[[1]](#footnote-1), and are more likely than other children to have experienced adversity.

When a service recognises and responds to the presence and impact of trauma in individuals and population groups, it can be said to be **trauma-informed**.

# Trauma-informed services and psychologically-informed environments

**A Trauma-Informed Service…**

Recognises the risks for re-traumatisation

Recognises that behaviour is often a manifestation of distress

Is safe

Meets people where they are

Is inclusive

A **trauma-informed** acknowledges that:

* people accessing services may have experienced trauma which can affect brain development and impact upon ability to trust, willingness to engage, and how they interact with people.
* people can be retraumatised by an environment or others’ behaviour, and that services that present hierarchies of power or control pose a particular risk.
* staff working around trauma and those affected by it can themselves become traumatised.

|  |  |  |
| --- | --- | --- |
| Issue | Impact | Response |
| Trauma can affect someone’s ability to trust, willingness to engage and how someone is able to interact  | A person may* have difficulty concentrating, focussing or remembering
* become frustrated quickly
* appear hostile
* reject help in the short or long term
 | * Patience – flexible timescales and routes for providing support
* Compassion – staff treat service users with kindness
* Reliability – service availability if predictable and consistent.
* Choice – people are supported and trusted to make their own decisions
* Co-production – services are developed as a partnership between the organisation and the user
 |
| Services can retraumatise | * A person that feels trapped may lash out.
* Recalling events can be distressing
 | * De-escalation; avoidance of physical restraint.
* Staffing is consistent, so service users do not have to repeat themselves.
 |
| Those working in a service can experience secondary trauma | * Staff members experience compassion fatigue or burnout, affecting their own wellbeing and ability to support service users.
 | * Knowledge – staff are trained in the science of trauma and can rationalise challenging behaviour or hostility
* A supportive culture which actively protects staff health and wellbeing.
 |

For example, a person who has experienced abuse, neglect, or chronic fear may become hyper-vigilant and mistrusting of other people and find it more difficult to manage their emotions. A trauma-informed perspective accommodates this by making service environments feel safe, showing patience and recognising challenging behaviour as a manifestation of distress. It recognises ‘survival mode’, risk factors for re-traumatisation, and asks not “what is wrong with you?” but “what happened to you?”.

A related concept is **‘psychologically-informed environments’**. These are settings or services that make use of psychological frameworks or theories in their physical design, operating policies, and how staff are supported and trained[[2]](#endnote-1). A psychologically-informed environment takes into account people’s thoughts and feelings – in the context of ACEs, this means people that have experienced or are experiencing trauma – and may incorporate elements of attachment theory or community psychology. In London, the most comprehensive adoption of this approach is seen in homelessness services[[3]](#endnote-2),[[4]](#endnote-3),[[5]](#endnote-4) with some exploration by domestic abuse services[[6]](#endnote-5).

# Nuances of ‘trauma-informed’ – clarifying definitions

The concept of ‘trauma-informed’ services can become complicated when discussed in the context of acute violent incidents.

**Trauma-informed schools** – a whole-school approach to understanding and supporting children that show challenging behaviour, or other signs of difficulty. All staff in the setting recognise ‘behaviour as a manifestation of distress’ and approach it with curiosity and compassion for its underlying cause(s). The school environment feels safe, inclusive and nurturing towards all the children that attend, not only those with difficulties. The staff feel supported to deliver this approach because it is the ethos of the school. Staff’s vulnerability to secondary-trauma is recognised and supported.

**Attachment-informed** **schools** –similar to ‘trauma-informed’, but framed in terms of the asset of attachment, rather than the deficit of trauma. Attachment-informed schools apply a whole-school approach to mental health and wellbeing, with a focus on the developmental relevance of attachment, in which all staff receive training. The school ethos, design and approaches to learning support secure attachment between children and school staff. Schools are particularly aware of children that may have experienced trauma, such as Looked After Children (LAC) and provide additional support to enable those children to develop trusted, secure relationships. Challenging behaviour is understood and managed through an attachment framing.

**Trauma-informed policing** –

1. Front-line staff recognise ‘behaviour as a manifestation of distress’ when working with children and young people who display challenging behaviour in their interactions and in the CJS settings.
2. Staff recognise that there is a high incidence of trauma and prior victimisation in the cohort of children and young people more often in contact with Police.
3. Staff recognise that physical and procedural control has the potential to re-traumatise individuals by reasserting the power dynamic associated with prior coercion or abuse, and that prior trauma can make an individual more ‘reactive’.
4. When taking evidence, officers recognise that the psychological impact of trauma – related to the current incident or prior experiences– can affect someone’s ability to recall events clearly and can affect how they respond(ed) to an objectively dangerous situation. And that recounting traumatic events can retraumatise the individual.

**Trauma-informed front-line services –** Including housing, health and social services, and youth work recognise challenging behaviour as a manifestation of distress. Staff recognise that traumatic experiences can affect an individual’s ability to trust others, to provide information, and to engage with services and systems, even those that are trying to help them.

**Trauma counselling –** Therapeutic (treatment) approach to supporting someone who has experienced something that has led to them feeling traumatised. This could be bereavement, witnessing a violent incident, or experiencing multiple adversities over time.

**Trauma centre or Major Trauma Centre (MCT)** – Hospital ward providing complex surgical treatment to people with severe injuries.

**Responses to community trauma** – Likely to comprise multiple components, which may include providing/increasing access to individual counselling or other psychological therapies; group therapy or support sessions; additional trauma-focussed health and wellbeing support made available in schools. Such approaches should first include work to understand the needs of the community, incorporating local knowledge, existing provision, and wherever possible, be designed in collaboration with those affected.

**Secondary trauma –** Can be experienced by the staff who work with people that have been traumatised or injured. For example, youth workers who support injured young people in MCTs may themselves be traumatised by repeatedly witnessing harm. The symptoms of secondary trauma are similar to those of Post-Traumatic Stress Disorder (PTSD) and can include re-imagining or re-living of the experiences described or avoidant behaviour. A ‘trauma-informed service’ recognises this risk and supports staff accordingly.

**Vicarious trauma –** Similar to secondary trauma, vicarious trauma describes the situation in which a person who is exposed to other people’s trauma experiences changes in their feelings and attitudes (but not the re-imagining or behaviour-change aspects of secondary trauma).

**Compassion fatigue** or **burnout –** Similar to secondary and vicarious trauma, this refers to reductions in feelings of compassion towards traumatised service users over time spent working with traumatised people. It generally occurs as part of a reduction in a worker’s mental health and wellbeing more broadly. This can result in a reduction in the quality of care a worker is able to provide to their service users.

# Approaches to intervention

**Individual-level interventions** for those that have experienced trauma focus on mental health support for the person affected. This may include psychological and/or pharmaceutical therapies in a primary or community care setting. In the context of violence, treating the impact of trauma can be a preventative intervention as it can reduce the occurrence or impact of known risk factors for violence and enhance protective factors, such as emotional wellbeing, self-esteem and educational attainment.

**Population approaches** are often **settings-based** and focus on helping those affected by trauma to heal. There is a focus on recognising individuals’ experiences and on fostering positive relationships with professionals and carers within a broader supportive environment. Practitioners anticipate that trauma-informed approaches support recovery and wellbeing, promote social engagement, and reduce a person’s vulnerability going forward.

These can be **universal interventions** – applied across a whole population, service sector or setting – or **targeted** towards a particular population group. In the context of violence prevention, we are likely to find that universal ‘whole sector’ approaches are in fact targeting particular population groups, because the sector or service to which the intervention is applied is accessed more frequently by more vulnerable groups.

# Template MOPAC Grant Agreement



**DATED [INSERT DATE]**

**GRANT AGREEMENT between**

**THE MAYOR’S OFFICE FOR POLICING AND CRIME**

**and**

**[INSERT NAME OF PARTNER]**

**For the allocation of the xxxx**

**Funding for financial years xxxx**

Mayor’s Office for Policing and Crime

City Hall

The Queen’s Walk
London, SE1 2AA

**This Grant Agreement is made on [INSERT DATE]**

**Between**

1. **THE MAYOR'S OFFICE FOR POLICING AND CRIME** of City Hall, The Queen’s Walk, London, SE1 2AA (“**MOPAC**”); and
2. **[ORGANISATION NAME]** (Company/Charity registration no: [INSERT]) whose registered office is at] [INSERT ADDRESS] (“the **Recipient**”).

**Commissioning Contacts:**

|  |  |  |  |
| --- | --- | --- | --- |
| MOPAC |  | Supplier…Insert name of organisation |  |
| Name |  | Name | ………. |
| Title |  | Title |  |
| Email |  | Email |  |
| Tel/Mob |  | Tel/Mob |  |

**GDPR: MOPAC role: ……………………**

**GDPR: Supplier role: ………………….**

**Background**

1. A. Under Section 143(3) of the Anti-Social, Behaviour Crime and Policing Act 2014, MOPAC may make grants in relation to services “intended by the local policing body to victims or witnesses of or other persons affected by, offences and anti-social behaviour.”
2. B. As part of [insert name of fund/initiative as relevant], MOPAC wishes to provide a grant to the Recipient to assist with the cost of providing the Funded Project.
3. C. MOPAC considers that the Funded Project will secure or contribute to [insert policy aim e.g.: securing the reduction of crime and disorder/supporting victims of crime] in the Metropolitan Police District.
4. D. The Parties have agreed that the Grant will be made subject to the terms of this Grant Agreement.
	1. Definitions and Interpretation
		1. In this Grant Agreement, unless the context otherwise requires, the following words have the following meanings:

**“Agreement Information”** means this Grant Agreement in its entirety (including from time to time agreed changes to the Agreement) and (ii) data extracted from the claims made under this Agreement and accompanying information provided to support these claims which shall consist of the Recipient’s name, details of the claim amount and the activities delivered as part of the Funded Project;

**“Annual Monitoring Return”** means the form set out in Annex 8 (Annual Monitoring Return);

 **“Confidential Information”** means the terms of this Grant Agreement andany and all information (whether written or verbal) that by its nature may reasonably be regarded as confidential to MOPAC (whether commercial, financial or otherwise) including information which relates to the business affairs, suppliers, know-how or personnel of MOPAC;

**“Data Protection Legislation”**

The Contractor must adhere to and be compliant at all times with the Data Protection Act (“DPA”) 2018 and General Data Protection Regulation (“GDPR”). Furthermore, MOPAC and the Contractor will define the role each body has in respect to this provision. These are, not limited to, “Commissioner”, “Data Controller” and “Data Processor” individually, and together the Parties for the processing of any Personal Data that may be collected as part of this service provision

**means:**

1. Regulation (EU) 2016/679 (the General Data Protection Regulation) on the protection of natural persons with regard to the Processing of personal data and on the free movement of such data;
2. Directive (EU) 2016/680; (the Law Enforcement Directive)
3. any legislation in force from time to time in the United Kingdom relating to privacy and/or the Processing of Personal Data, including but not limited to the Data Protection Act 2018;
4. any statutory codes of practice issued by the Information Commissioner in relation to such legislation; and
5. the Privacy and Electronic Communications (EC Directive) Regulations 2003.

**"Eligible Expenditure"** means the items of expenditure set out in Annex 3 (Funding);

**"End Date"** means [INSERT DATE];

**“Exit Strategy”** has the meaning given to it in clause 8.3;

**“Financial Irregularity”** includes fraud or other impropriety, mismanagement, and the use of the Grant for purposes other than those intended by MOPAC;

**"Financial Year"** means the twelve-month period falling between 1 April and 31 March inclusive;

**“Funded Project”** means the project being delivered by the Recipient as described in Annex 2 (Funded Project);

**"Funding Period"** means Financial Years [xxxx – xxxx];

**"Grant"** means the grant funding of up to [£insert amount] that MOPAC has agreed to pay to the Recipient for the Eligible Expenditure;

**“Grant Agreement”** means this grant agreement including the Annexes and any documents referred to in this Grant Agreement;

**"Grant Funding Profile"** means the table as set out in Annex 4 (Payment and Monitoring);

**“Ineligible Expenditure”** means the items set out in clause 5.1 (Ineligible Expenditure);

**“Management Costs”** means costs not attributable solely to the delivery of the Funded Project including for example but without limitation to costs of project/programme management and administration in relation to related overheads;

“**Match**” means the Recipient’s contribution by way of match funding and/or match in kind as set out in Part 2 of Annex 3 (Funding) (if applicable);

**“Minimum Standards”** means the key requirements that MOPAC expects the Recipient to meet as part of the Funded Project, and the outputs and outcomes it is expected to deliver, as set out in Annex 5 (Minimum Standards);

**“Mobilisation Plan”** has the meaning given to it in clause 3.3;

**“Mobilisation Return”** means the form set out in Annex 9 (Mobilisation Return);

**"Parties"** means MOPAC and the Recipient, and “Party” means any one of them;

**“Quarterly Monitoring Return”** means the form set out in Annex 7 (Quarterly Monitoring Return);

**“Quarterly Spend Form”** means the form set out in Annex 6 (Quarterly Spend Form); and

**"Start Date"** means [INSERT START DATE].

* + 1. In this Grant Agreement, unless the context otherwise requires:
			1. any reference to a person shall be construed as a reference to any person, firm, company, corporation, government, state or agency of a state or any association or partnership (whether or not having separate legal personality) or one or more of the foregoing;
			2. any reference to the singular shall include the plural and vice versa;
			3. references to any party to this Grant Agreement include its successors-in-title and permitted assignees;
			4. any reference to "written" or "writing" includes faxes (but not email) or other transitory forms; and
			5. any phrase introduced by the terms "include", "including", "particularly" or "in particular" or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
	1. Duration

This Grant Agreement shall commence on the date of this Grant Agreement and shall continue in force until the End Date unless terminated earlier in accordance with clause 7.

* 1. Grant
		1. Subject to the Recipient complying with this Grant Agreement, MOPAC has agreed to pay the Grant to the Recipient for the Funding Period in accordance with the Grant Funding Profile. No other sums other than the Grant will be paid by MOPAC to the Recipient.
		2. The Recipient will use the Grant solely for the Eligible Expenditure in order to deliver the Funded Project set out in Annex 2 (Funded Project) in accordance with this Grant Agreement.
		3. Within 10 days of the award of the Grant, unless notified otherwise by MOPAC, the Recipient will agree with MOPAC a mobilisation plan (the “**Mobilisation Plan**”) that clearly describes the deliverables that will have been carried out in advance of the Start Date, including the key milestones, and details of activities that must be completed before delivery of the Funded Project can start..
		4. The Recipient shall deliver the Funded Project in accordance with Annex 2 (Funded Project) and Annex 5 (Minimum Standards) using all reasonable care, skill and diligence.
		5. The Grant will only be payable in respect of Eligible Expenditure that has been incurred by the Recipient and that is not the subject of any funding received from any co-funder or other third party.
		6. The provision of the Grant amounts to a conditional gift and is therefore not subject to VAT. If, at any time, it is held by the UK government to be subject to VAT, then the Recipient agrees and acknowledges that the Grant shall have included any and all applicable VAT.
	2. Payment of the Grant
		1. Payments of the Grant will be made in accordance with this clause 4 and Annex 4 (Payment and Monitoring).
		2. In order for any payment to be released, the Recipient must:
			1. sign and return this Grant Agreement;
			2. submit an invoice in accordance with the deadlines and procedure provided in Annex 4 (Payment and Monitoring);
			3. submit a Quarterly Spend Form, Quarterly Monitoring Return and/or Annual Monitoring Return and/or Mobilisation Return (as appropriate) in accordance with the deadlines set out in Annex 4 (Payment and Monitoring);
			4. submit such other documentation MOPAC reasonably considers that it requires from time to time to evidence Eligible Expenditure and evaluate the Funded Project; and
			5. be in compliance with this Grant Agreement.
		3. MOPAC will not be required or be liable to pay all or part of the payments of the Grant if such documentation referred to in clause 4.2 above is not received by the relevant deadlines. If such documentation is not received, the relevant sums shall be deemed to be underspend.
		4. MOPAC is not permitted to pay the Grant in advance of need. If MOPAC reasonably believes that payment is being made in advance of need, it may change the timing and/or the amount of any outstanding Grant payments.
		5. Where payment of the Grant is conditional upon the Recipient providing Match as set out in Annex 3 (Funding), the Recipient will:
			1. procure that the Match (or any part of it) is not used for Ineligible Expenditure;
			2. notify MOPAC in writing immediately of any failure by the Recipient or a third party to provide all or part of the Match or any circumstance that affects or might affect the payment or availability of such Match; and
			3. notify MOPAC of any additional confirmed match funding or match in kind to that set out under Annex 3 (Funding). MOPAC reserves the right to reduce the Grant in light of additional match funding or match in kind.
	3. Ineligible Expenditure
		1. Without prejudice to the fact the Recipient must only use the Grant for the Eligible Expenditure, the Recipient must not use any part of the Grant for:
			1. any expenditure of a party political or exclusively religious nature;
			2. any recoverable VAT incurred;
			3. any expenditure on works or activities which the Recipient or any other person has a statutory duty to undertake;
			4. any liability arising out of negligence on the part of the Recipient or any of its officers, employees or sub-contractors;
			5. any interest on debt;
			6. any expenditure of the Metropolitan Police Service without specific formal written approval from MOPAC; for the avoidance of doubt this includes expenditure already outlined in Annex 3 (Funding). This is to avoid indirect funding and the potential for duplicating provision. This includes the purchase of police officers under ‘Match Funding’ or ‘Cost Sharing’ schemes;
			7. any purchase of capital items above a value of £1,000 without prior formal written approval from MOPAC;
			8. any expenditure on Management Costs exceeding 10% of the total Grant;
			9. any costs incurred in relation to the Funded Project prior to the Start Date; or
			10. any expenditure on activities that do not comply with the Minimum Standards.
	4. Managing the Grant
		1. Notwithstanding the requirement in clause 4.2.3, the Recipient must notify MOPAC as soon as reasonably practicable if any underspend of the Grant is forecast.
		2. If by the End Date there is any underspend of the Grant, then the Recipient will repay the amount of such underspend to MOPAC within thirty (30) calendar days of the End Date.
		3. If any overpayment of the Grant has been made, MOPAC will recover the payment from the Recipient.
		4. The Recipient’s Chief Executive will ensure that appropriate professional arrangements are put in place for the management of the Grant and any Match (where it is a condition of the Grant), and the reporting of expenditure of the Grant and any Match (if applicable). The Chief Executive must take all necessary steps to ensure that the Grant is accounted for and monitored separately from the Recipient’s other funding streams.
		5. The Recipient will take all reasonable endeavours to deliver the Funded Project in accordance with the timescales set out in Annex 2 (Funded Project). If completion looks unlikely within the timetable, the Recipient is required to notify MOPAC as soon as possible.
		6. Any unspent funding of the Grant cannot be carried over to the following financial year without the express consent of MOPAC.
		7. The Recipient must inform MOPAC within ten (10) working days of the relevant deadline in Annex 4 (Payment and Monitoring) of any unspent funding for that quarter to enable the effective financial management of the Grant.
	5. Breach of Grant Agreement, Withholding and Repayment of the Grant
		1. MOPAC may (at its absolute discretion) reduce, suspend, or withhold Grant payments, or require all or any part of the Grant to be repaid and, at its option, terminate this Grant Agreement by giving written notice to the Recipient (with such termination to take effect either immediately or at the end of such notice period as MOPAC may stipulate) if any of the following events occur:
			1. any information provided in the application for the Grant (or in a claim for payment) or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which MOPAC considers to be material;
			2. the Recipient takes what MOPAC considers to be inadequate measures to investigate and resolve any Financial Irregularity or MOPAC reasonably concludes the Grant is at risk of being misapplied;
			3. MOPAC reasonably considers that there has been unsatisfactory progress towards completion of the Funded Project or that there has been a material change in respect of the nature, expenditure, timing or any other aspect of the Funded Project or in any of the factors on which the decision to award the Grant was based (including the status of the Recipient);
			4. in MOPAC’s opinion the Recipient fails to deliver or unsatisfactorily delivers the Funded Project and/or MOPAC reasonably considers that the Funded Project do not comply with the Minimum Standards;
			5. the Recipient fails to comply with any of the terms and conditions set out in this Grant Agreement;
			6. a decision is made by UK Government or by the European Commission and/or an obligation arises under any applicable law which requires that the Grant should be varied, withheld, reduced, cancelled or recovered;
			7. MOPAC reasonably considers that payment of the Grant or any part of it would be in breach of European Union state aid rules;
			8. MOPAC’s ability to provide the Grant is affected due to an internal policy decision or due to funding cuts;
			9. the Recipient purports to transfer or assign any rights, interests or obligations arising under this Grant Agreement without the prior agreement of MOPAC;
			10. the Recipient changes the nature of its operations to an extent which MOPAC considers to be significant or prejudicial; or
			11. the composition of the Recipient changes or the Recipient is subject to a proposal for a voluntary arrangement or has a petition for an administration order or a winding-up order brought against it; or passes a resolution to wind up; or makes any composition, arrangement, conveyance or assignment for the benefit of its creditors, or purports to do so; or is subject to the appointment of a receiver, administrator or liquidator.
		2. The Recipient shall notify MOPAC immediately and provide MOPAC with a full written explanation if any of the circumstances in clause 7.1 above arise.
		3. It is hoped that most difficulties encountered by the Recipient can be overcome with the advice and support of MOPAC and if MOPAC becomes entitled to exercise its rights under clause 7.1, it may nevertheless decide not to exercise those rights, or not to exercise them to the fullest extent possible, or to delay in exercising those rights. However, any decision not to exercise MOPAC’s rights under clause 7.1, or to exercise them only partially or to delay in exercising them, may be made on conditions which will be notified to the Recipient. If the Recipient complies with those conditions MOPAC shall not take any further action under clause 7.1. If the Recipient breaches any of those conditions, or commits any new breach of this Grant Agreement, then MOPAC shall again be entitled to exercise all or any of its rights under clause 7.1.
		4. In the event that MOPAC exercises its right to terminate the Grant Agreement under clause 7.1, the Recipient shall repay to MOPAC such amounts of the Grant paid to the Recipient prior to termination as MOPAC (acting reasonably) deems appropriate.
		5. The Recipient must repay MOPAC any amount required to be repaid under this clause 7 within thirty (30) calendar days of receiving the demand for repayment.
		6. Without prejudice to its other rights under this Grant Agreement, MOPAC may terminate this Grant Agreement at any time by giving three (3) calendar months’ notice in writing to the Recipient. At the end of that period the Recipient must provide a final claim.
		7. If MOPAC exercises its right under clause 7.5, MOPAC will pay the Recipient a pro-rated sum of any Eligible Expenditure properly incurred and for which it has yet to invoice MOPAC provided always that the Recipient provides MOPAC with an invoice for the same with all supporting documentation required by MOPAC in accordance with clause 4 of this Grant Agreement.
	6. Consequences of Termination or Expiry of Grant Agreement
		1. The termination or expiry of the Grant Agreement shall not prejudice or affect any right, power or remedy which has accrued or shall accrue to either Party prior to or after such termination or expiry.
		2. On termination or expiry of this Grant Agreement:
			1. the relationship of the Parties shall cease and this Grant Agreement shall cease to have effect save as (and to the extent) any provision which expressly or by implication is intended to come into or remain in force on or after termination shall continue in full force and effect;
			2. the Recipient shall promptly return to MOPAC or dispose of in accordance MOPAC’s instructions all information, other data and documents and copies thereof disclosed or supplied to the Recipient by MOPAC pursuant to or in relation to this Grant Agreement; and
			3. the Recipient must as soon as reasonably practicable return to MOPAC any assets or property or any unused funds (unless MOPAC gives its written consent to their retention) then in its possession in connection with this Grant Agreement.
		3. Unless notified otherwise by MOPAC, the Recipient will agree with MOPAC an exit strategy (the “**Exit Strategy**”) at least three (3) months in advance of the End Date to minimise the impact of the end of the Grant on the Funded Project. This will include risk management around support of the client group.
		4. The Exit Strategy will set out the provisions for exiting the Grant Agreement in a controlled manner and where appropriate, handing over activity or referring participants to an alternative provider. This should include any pre and post termination support and activity required.
		5. The Recipient shall fully cooperate with MOPAC and any new recipient during the exit and handover and meet all reasonable requests for support within reasonable timescales.
		6. If any part of the Funded Project is being transferred to an alternative provider, to the extent permissible by Data Protection Legislation, the Exit Plan will include the following (this is not an exhaustive list):
			1. access to staff for communication and training purposes;
			2. data sharing with any future service provider;
			3. licence or transfer of any Intellectual Property Rights if appropriate; and
			4. agreement to the classification and transfer of any assets.
	7. Financial Accountability and Records
		1. The Recipient must ensure that the requirements set out in this Grant Agreement, and in any clarification or guidance issued from time to time by MOPAC, are complied with. In particular, the Recipient must:
			1. agree in writing in advance with MOPAC any changes to any of the Funded Project;
			2. establish, implement, maintain and operate effective monitoring and financial management systems so that as a minimum the costs funded by the Grant can be clearly identified and the propriety and regularity of all payments and handling of the Grant are ensured;
			3. notify MOPAC immediately of any Financial Irregularity in the use of the Grant is suspected, and indicate the steps being taken in response;
			4. keep a record of expenditure incurred funded partly or wholly by the Grant and, where applicable, all expenditure and activity in relation to Match, and retain all accounting records relating to these for a period of at least eight (8) years after the end of the Funding Period. Accounting records include: original invoices, receipts, minutes from meetings, accounts, deeds, and any other relevant documentation, whether in writing or electronic form;
			5. keep and maintain records to demonstrate that the delivery of the Funded Project is in line with the Minimum Standards and/or the outputs and outcomes as detailed in Annex 5 (Minimum Standards); and
			6. keep and maintain such other records as may be required by MOPAC or any other party commissioned by MOPAC from time to time to undertake an evaluation of the Grant, and, or services funded by MOPAC more broadly.
		2. Where the Recipient is acting as the lead partner for a consortium, each partner should provide to the lead partner:
			1. an annual, written statement, signed by the partner’s treasurer, of how the money was spent; and
			2. a signed undertaking that the partner(s) will retain such documents for the period prescribed above.
		3. MOPAC and any person nominated by MOPAC has the right to audit any and all such evidence provided in accordance with clauses 9.1.4, 9.1.5 and 9.1.6 at any time during the eight (8) years after the end date of the Funding Period on giving reasonable notice (whether in writing or verbally) and at any reasonable time to inspect any aspect of the Recipient’s delivery of the Funded Project and the Recipient shall give all reasonable assistance to MOPAC or its nominee in conducting such inspection, including making available documents and staff for interview;
		4. The Recipient will cooperate with MOPAC and provide access to such other records required under this clause 9 within such time period as reasonably requested by MOPAC and will provide any such assistance to MOPAC or such other parties as reasonably required by them to conduct an evaluation of such records efficiently and effectively.

* 1. Audit and Inspection
		1. The Recipient shall, as and when required by MOPAC or any other inspecting/auditing parties, permit any officer or officers of MOPAC, external auditing bodies (e.g. the National Audit Office, the Audit Commission or appointed third party auditors for MOPAC) or their nominees to:
			1. visit its premises and/or otherwise inspect any of its equipment and activities (including any assets funded under the terms of this Grant Agreement);
			2. have access to Recipient personnel for any purpose including ensuring any reasonable security concerns of the Recipient are met; and/or
			3. (complying at all times with Data Protection Legislation) examine and take copies of the Recipient’s books of account and such other data, information, documents or records,

which may reasonably relate to the use of the Grant and/or compliance with the terms of this Grant Agreement (including as may be relevant to an assessment of the economy, efficiency and effectiveness with which the Grant has been used). All such audit assistance shall be provided at no charge to MOPAC, the external auditing bodies or their nominees.

* + 1. MOPAC shall endeavour, but is not obliged, to provide due notice of the intent to conduct an audit pursuant to clause 10.1.
		2. The Recipient shall ensure that this Grant Agreement falls within the scope of the audit as part of the recipient’s annual internal and external audit programme.
		3. The value and purpose of this Grant shall be identified separately in the Recipient’s audited accounts (or the notes thereto).
	1. Compliance with Applicable Law
		1. The Recipient shall ensure that it, and anyone acting on its behalf, in delivering the Funded Project and performing its obligations under this Grant Agreement, complies with all applicable laws and regulations for the time being in force in England and Wales, and in particular the Recipient shall:
			1. take all necessary steps to secure the health, safety and welfare of all persons involved in or attending the Funded Project;
			2. have in place appropriate equal opportunities and complaints policy/procedures and shall not unlawfully discriminate against any person;
			3. ensure it complies and its suppliers and sub-contractors comply, with the provisions of Bribery Act 2010 and any guidance issued by the Secretary of State under the same (whether or not so obliged expressly by that act or such guidance); and
			4. comply with the requirements of the Data Protection Legislation.
		2. The Recipient shall ensure that no act or omission by itself, its permitted sub-contractors and/or agents acting in connection with this Grant Agreement causes MOPAC to be in breach of any applicable laws or regulations.
		3. The Recipient warrants that it has or will obtain the necessary authority (legislative or otherwise) to deliver the Funded Project.
		4. Without prejudice and in addition to clauses 11.1 and 11.3, before the Start Date, the Recipient will:
			1. undertake Disclosure and Barring Service checks in respect of all persons engaged in or about the Funded Project (by the Recipient, any agent, sub-recipient of the Grant, contractor or sub-contractor) where such persons shall be working with children or vulnerable persons or have access to personal data (as defined in Data Protection Legislation) concerning such children and vulnerable persons in relation as part of the Funded Project; and
	2. Procurement Procedures
		1. The Recipient must secure value for money in all purchases of goods and services. The Recipient shall demonstrate, if required, to the satisfaction of MOPAC that it has:
			1. provided best value for money; and
			2. acted in a fair, open and non-discriminatory manner,

in relation to the procurement of goods and services which are procured using the Grant and in relation to goods and services which the Recipient itself is responsible for delivering in connection with the Funded Project. MOPAC reserves the right to withhold all or any payments of the Grant to the extent it believes the associated goods and/or services do not provide best value for money. The Recipient shall be given reasonable opportunity to provide additional information and submissions to demonstrate that the Recipient has complied with this clause.

* + 1. In procuring any goods or services using the Grant, the Recipient shall, subject to the terms of this Grant Agreement, ensure that it follows open and competitive procurement procedures in accordance with all relevant law and policies including the Public Contracts Regulations 2015 and MOPAC’s Contracts and Funding Code.
		2. The Recipient must ensure it complies with requirements of all relevant legislation when procuring works, goods or services as appropriate using the Grant. MOPAC is not responsible for the Recipient’s procurement decisions.
	1. Conflict of Interest and Financial or other Irregularities
		1. Members, trustees and employees of the Recipient shall avoid, so far as reasonably possible, any conflicts of interest.
		2. The Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Recipient’s activities and to be excluded from any discussion or decision-making relating to the matter concerned, unless otherwise allowed by law.
		3. If the Recipient has any grounds for suspecting Financial Irregularity in the use of any part of the Grant paid under this Grant Agreement, it must notify MOPAC immediately, explain what steps are being taken to investigate the suspicion, and keep MOPAC informed about the progress of the investigation.
		4. For the purposes of 13.2, “personal or financial interest” means an interest of a financial, monetary, economic, personal or other material nature of such member, trustee or employee of the Recipient and/or their close relative, spouse, civil partner or other long term partner which a reasonable member of the public might regard as being so significant as to affect the judgement of the person concerned.
	2. Insurance Coverage
		1. The Recipient shall ensure that it maintains in force with adequate insurance coverage, policies of insurance with an insurance company of long-standing and good repute in respect of:
			1. public liability insurance; and
			2. such other insurance as may be required in order to fulfil the conditions of this Grant Agreement including (without limitation) employers liability insurance.
		2. Where the Recipient is a public body and has in place appropriate self-insurance arrangements, the Recipient may upon providing MOPAC with written evidence, request, and MOPAC, acting reasonably, may agree that the provisions of clause 14.1 above shall be waived.
		3. The Recipient shall on the written request of MOPAC from time to time allow MOPAC to inspect and/or provide MOPAC with evidence that it has all necessary policies of insurance (or subject to clause 14.2, self-insurance arrangements) in place.
	3. Liability

The Recipient shall be liable for and indemnify and keep indemnified MOPAC, its officers and employees from and against all claims, costs, expenses (including legal and other professional fees and expenses), losses, damages and other liabilities made against, suffered, or incurred by any of them and arising out of or in connection with the management (including financial management) of the Grant and delivery of the Funded Project, save to the extent that any such claims, costs, expenses, losses, damages or other liabilities were caused by MOPAC’s negligence.

* 1. Publicity and External Reports
		1. Subject to clause 16.2, the Recipient shall ensure that, where appropriate, publicity is given to the Funded Project and the fact that MOPAC is financially supporting the Funded Project. In acknowledging the contribution made by MOPAC, the Recipient must also comply with any guidance on publicity provided by MOPAC and subject to clause 17.3, MOPAC’s logo shall be used wherever possible.
		2. All publicity generated by the Recipient referring to MOPAC and/or the Funded Project must be approved in writing at least five (5) working days in advance of any release of publicity material (in any form) by MOPAC. The Recipient shall also ensure that any proposals for any launch or other related publicity activity are approved in writing by MOPAC at least one month before the date of such proposed launch or other related publicity activity.
		3. The Recipient shall ensure that it does not by its own actions or omissions, or those of its contractors or agents, harm MOPAC’s reputation or bring MOPAC into disrepute.
		4. MOPAC will be entitled to:
			1. publish a summary of the Funded Project on its website;
			2. distribute details of the Funded Project to relevant partners within London and the criminal justice system, including local authority contacts; and
			3. publicly acknowledge the Funded Project including (without limitation) in speeches, announcements and reports.
		5. The Recipient will send any reports in relation to the Funded Project that are to be sent to any external parties (including central government, voluntary and community organisations or any statutory organisations) to MOPAC in advance for its review and comment. The Recipient will consult with MOPAC in relation to such reports and will take into account any reasonable amendments required by MOPAC.
		6. The Recipient will provide such information and data as reasonably required by MOPAC (and subject to Data Protection Legislation) in order for MOPAC to evaluate the Funded Project.
	2. Intellectual Property Rights
		1. The Recipient shall grant MOPAC at no cost an irrevocable, royalty-free, perpetual licence to use and to sub-license the use of any material created by the Recipient under the terms of this Grant Agreement for such purposes as MOPAC shall deem appropriate. This includes the information provided by the Recipient as part of the review process for the proposals to utilise the Grant.
		2. Without prejudice to clause 17.1, if any part of the Grant is used directly or indirectly to purchase or develop any Intellectual Property Rights then the Recipient shall take all necessary steps to protect such rights and hereby grants a perpetual, royalty-free licence to MOPAC to use the same for the purposes related to, and connected with, policies, initiatives and campaigns, and related to, or connected with, MOPAC’s discharge of its statutory duties and powers.
		3. Publicity and written material relating to the Funded Project shall acknowledge the Grant from MOPAC either in the body of the copy or with ‘Funded by:’ written alongside MOPAC’s logo (to be provided by MOPAC to the Recipient on a limited, non-transferable, royalty free, non-exclusive, non-sub-licensable and revocable licence to be used solely in accordance with this clause 17.2).
	3. Confidentiality
		1. Subject to clauses 18.2 and 18.4, the Recipient shall:
			1. safeguard and keep confidential the Confidential Information; and
			2. not use or exploit the Confidential Information in any way except for the purpose of performing its obligations or exercising its rights under this Grant Agreement.
		2. The Recipient shall not disclose the Confidential Information except to directors, officers and employees of the Recipient provided that such disclosure is strictly on a need to know basis to those directors, officers and employees who are directly connected with the delivery of the Funded Project.
		3. The Recipient shall ensure that all persons and bodies mentioned in clause 18.2 above and any other persons to whom the confidential information is disclosed (i) are made aware, prior to the disclosure of the Confidential Information, of the confidential nature of that information and (ii) comply with the provisions of this clause 18.
		4. The obligations on the Recipient set out in this clause 18 shall not apply to any information to the extent that such information:
			1. is publicly available or becomes publicly available through no act or omission of that Party; or
			2. is required to be disclosed by law.
	4. Data Protection, Freedom of Information and Transparency
		1. The Recipient shall ensure that at all times it complies with its obligations under this Grant Agreement in such manner so as to comply with Data Protection Legislation, Regulation (EU) 2016/679 (the General Data Protection Regulation) on the protection of natural persons with regard to the Processing of personal data.
		2. The Freedom of Information Act 2000 (“**FOIA**”) gives a general right of access to information held by a public authority. Subject to any exemptions applicable, the Recipient shall co-operate fully with MOPAC as reasonably requested by MOPAC in respect of any request for information made to MOPAC in connection with this Grant Agreement pursuant to the FOIA.
		3. The Recipient acknowledges and agrees that:
			1. MOPAC is committed to openness and transparency and notwithstanding clause 18, the Recipient hereby gives its consent for MOPAC to publish the Agreement Information to the general public; and
			2. MOPAC may in its absolute discretion redact all or part of the Agreement Information prior to its publication. In so doing and in its absolute discretion the Authority may take account of the exemptions/exceptions that would be available in relation to information requested under FOIA. The Authority may in its absolute discretion consult with the Recipient regarding any redactions to the Agreement Information to be published pursuant to this clause 19.3. The Authority shall make the final decision regarding publication and/or redaction of the Agreement Information.
		4. For the avoidance of doubt in the event that the Authority consents to the Recipient’s disposal or cessation of use in the Project of any Capital Asset (pursuant to clause 9.5) the Recipient shall ensure all data collected used or in any way related to or connected with the Project is erased (so that it cannot be recovered there from) from the Capital Assets to which such consent relates.
	5. Agency
		1. The Recipient is not and shall in no circumstances hold itself out as being the agent or partner of MOPAC.
		2. The Recipient is not and shall in no circumstances hold itself out as being authorised to enter into any contract on behalf of MOPAC, or in any other way to bind MOPAC, to the performance, variation, release or discharge of any obligation or power; or to make any statement on behalf of MOPAC (unless approved in writing in advance).
		3. The employees of the Recipient are not, shall not hold themselves out to be, and shall not be held out by the Recipient as being, employees of MOPAC for any purpose whatsoever.
	6. Notices
		1. Any notice, demand or communication between MOPAC and the Recipient required under the terms of this Grant Agreement shall be in writing and may be delivered by email or first class registered post addressed to the named contacts (as applicable) at the addresses mentioned in Annex 1 (Contact Information) or to such other named contact and/or address as the Parties may notify the other from time to time.
		2. The notice, demand or communication will be deemed to have been duly served:
			1. if delivered by first class registered post, two (2) working days after being posted; or
			2. if delivered by email, at the time of sending or if such email is sent after 5pm on a working day, at 9am on the next working day.
	7. Corrupt Gifts and Payments of Commission

The Contractor shall be compliant with the MOPAC’s Anti bribery and corruption policy at all times and not receive or agree to receive from any person, or offer or agree to give to any person, or procure for any person, any gift or consideration of any kind as an inducement or reward for doing or not doing anything, or for showing favour or disfavour to any person in relation to the subject matter of this provision.

* 1. Sub-contracting and assignment

The Contractor shall not sub-contract or transfer, assign, charge, or otherwise dispose of its right and/or obligations under the Contract or any part thereof without the prior written consent of the MOPAC. Where the Contractor enters into a contract with a supplier or sub-contractor for the purpose of performing the Contract or any part of it, it shall ensure that the sub-contract requires payment within a maximum period of 30 days from receipt of a valid invoice as defined by the grant agreement.

* 1. London Living Wage.

24.1 For the purposes of this Clause, unless the context indicates otherwise, the expression “London Living Wage” means a basic hourly wage as updated from time to time by the GLA Economics Unit or any relevant replacement organisation and as notified to the Service Provider.

* 1. The Service Provider acknowledges and agrees that the Mayor of London pursuant to section 155 of the GLA Act has directed that members of the Authority Group ensure that the London Living Wage is paid to anyone engaged by any member of the Authority Group who is required to discharge contractual obligations in Greater London or on the Authority’s estate.
	2. Without prejudice to any other provision of this Agreement, the Service Provider shall:
		1. ensure that none of its employees, including sub-contractors, engaged in the provision of the Services (in Greater London or on the Authority’s estate but not otherwise) is paid an hourly wage (or equivalent of an hourly wage) less than the London Living Wage;

26.3.2 ensure that none of its employees, including sub-contractors, engaged in the provision of the Services is paid less than the amount to which they are entitled in their respective contracts of employment;

* + 1. provide to the Authority such information concerning the London Living Wage and as the Authority or its nominees may reasonably require from time to time;
		2. disseminate on behalf of the Authority to its employees engaged in the provision of the Services such perception questionnaires as the Authority may reasonably require from time to time and promptly collate and return to the Authority responses to such questionnaires; and
		3. co-operate and provide all reasonable assistance in monitoring the effect of the London Living Wage.
		4. For the avoidance of doubt the Service Provider shall implement any updated London Living Wage on or before 1 April in the year following notification of such updated London Living Wage.
		5. The MOPAC reserves the right to audit (acting by itself or its nominee(s)) the provision of the London Living Wage to the Service Provider’s staff and the staff of its sub-contractors.
		6. Any breach by the Service Provider of the provisions of this Clause 24 shall be treated as a material breach capable of remedy in accordance with Clause 8
	1. Whistle Blowing
	2. The Service provider must comply with and have in place a Whistle Blowing policy, which Under the Employment Rights Act 1996, workers who suspect wrongdoing in the workplace and disclose their concerns (i.e. a “Whistle Blower”) are protected from dismissal and from being subjected to detrimental treatment or victimisation, provided certain criteria are met. These provisions derive from the Public Interest Disclosure Act 1998, which introduced additional sections into the Employment Rights Act 1996. Supplier can request to see a copy of MOPAC’s policy for reference
	3. Duty to report concerns
	4. The Service provider has a duty to report issues and concerns raised with them, under this agreement, to MOPAC lead commissioner. In this instance it is the named officer defined under commissioning Contacts
	5. Safeguarding
		1. The Recipient must have in place, where applicable to the service provision, (and maintain throughout the continuance of the Project) appropriate child and vulnerable persons safeguarding policies, which must, for the avoidance of doubt meet any requirements of the MOPAC’s related policies
		2. This includes, but is not limited to, the recipients ensuring that its staff and sub-contractors comply and assist MOPAC to comply with the Prevent Duty within the Counter-Terrorism and Security Act 2015 which sets out a duty for specified authorities (and their contractors) to have due regard to the need to prevent people from being drawn into terrorism
		3. The Recipient must have in place, where applicable to the service provision, arrangements for safeguarding vulnerable person and aware of the appropriate actions to undertake if they witness or suspect a child or vulnerable adult is at risk of abuse or incidents(s) of abuse is reported
		4. The Recipient must ensure all staff members and volunteers receive appropriate safeguarding training and that this training is up-to-date.
	6. General
		1. The provisions of clauses 6.2, 7.4, 7.5, 8, 9, 10, 11, 15, 18, 19, 20, 28.2 and 28.8 shall survive (in whole or in part) the termination or expiry of this Grant Agreement and continue in full force and effect, along with any other provisions of this Grant Agreement necessary to give effect to them. In addition, any other provision of the Grant Agreement, which by its nature or implication (including in respect of accrued rights and liabilities) is required to survive the termination or expiry of the Grant Agreement, shall survive such termination or expiry as aforesaid.
		2. This Grant Agreement sets out the entire agreement between the Parties. It replaces all previous negotiations, agreements, understandings and representations between the Parties, whether oral or in writing. The Parties acknowledge that they are not relying on any representation, agreement, term or condition, which is not set out in this Grant Agreement.
		3. Any amendments to this Grant Agreement shall only be valid if they are in writing and signed by an authorised representative of both Parties.
		4. If any provision in this Grant Agreement is declared void or unenforceable by any court or other body of competent jurisdiction, or is otherwise rendered so by any applicable law, that provision shall to the extent of such invalidity or unenforceability be deemed severable and all other provisions of this Grant Agreement not affected by such invalidity or unenforceability shall remain in full force and effect.
		5. This Grant Agreement is personal to the Recipient and the Recipient shall not be entitled to assign, sub-contract or otherwise dispose of any of its rights or obligations under this Grant Agreement without the prior written consent of MOPAC.
		6. Unless expressly stated in this Grant Agreement, nothing in this Grant Agreement shall confer any rights on any person under the Contracts (Rights of Third Parties) Act 1999.
		7. No waiver of any of the provisions of this Grant Agreement shall be effective unless expressly stated to be waived and communicated in writing to the other Party.
		8. This Grant Agreement shall be governed by and construed in accordance with the law of England and Wales and any dispute arising under or in connection with this Grant Agreement shall be subject to the exclusive jurisdiction of the courts of England and Wales, to which each of the Parties irrevocably submits.

**This Grant Agreement has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.**

|  |  |  |
| --- | --- | --- |
| **Executed as a Deed** by affixing the common seal of **MAYOR'S OFFICE FOR POLICING AND CRIME** in the presence of:Authorised Signatory:  | ))) |  |

|  |  |
| --- | --- |
| Executed as a deed by[**ORGANISATION NAME**]acting by [insert name of director],a director, in the presence of a witness: | ))) |
|  | …………………………….**Signature of Director** |
| Witness Signature:  |  |
| Witness Name: |  |
| Witness Address: |  |

**Annex 1**

**Contact Information**

.

**MOPAC**

|  |  |
| --- | --- |
| Main contact name |  |
| Position in organisation |  |
| Postal address including postcode |  |
| Email |  |
| Telephone number |  |
| Mobile telephone number |  |

**Recipient**

|  |  |
| --- | --- |
| Organisation |  |
| Main contact name |  |
| Position in organisation |  |
| Postal address including postcode |  |
| Email |  |
| Telephone number |  |
| Mobile telephone number |  |

**Annex 2**

**Funded Project**

**Funded Project:** [Please insert relevant project details]

 ***[Template Note: Clause below to be included in this Schedule if needed, and amended as required. If not required, then delete as appropriate.***

* 1. Local Integration
		1. MOPAC expects the Recipient to work with other services and organisations in London to ensure that Londoners access the right services and a consistently high standard of care is maintained. Other services include:
			1. MOPAC funded services. MOPAC will provide a comprehensive list of MOPAC funded services to the Recipient and ensure the Recipient is informed of any future MOPAC commissioned services;
			2. any other third-party provider who service users may be transferred to or from; and
			3. any other third-party provider which may be providing to service users at the same time as the Recipient’s provision.

**Annex 3**

**Funding**

**Part 1: Eligible Expenditure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Costings:**  | **2018/19** | **2019/20** | **2020/21** | **3 Year Total** | **Details of Expenditure**  |
| Project management costs  |  |  |  |  |  |
| Staffing |  |  |  |  |  |
| Project activity costs |  |  |  |  |  |
| **Total Co-Commissioning funding requested** |  |  |  |  |  |
| **Total Cost of the project**  |  |  |  |  |  |

**Part 2: Match**

The Recipient is not required to provide Match.

***OR***

Details of the Match to be provided by or on behalf of the Recipient are set out below:

***[Template Note: Delete as appropriate. If no Match is being provided please also delete the tables below]***

**Match Funding**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation /Source | 2018/19 | 2019/20 | 2020/21 | Confirmed / Pending | Comments  |
| *Match funding contributing to the overall running costs of the project:*  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| *The Funding below will bring added value to the project:* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Match in kind**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation / Source | 2018/19 | 2019/20 | 2020/21 | Confirmed/Pending | Comments  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

Additional narrative on Match in kind:

**[Partner]**

|  |  |
| --- | --- |
| **Item** | **Value of Match in kind (£) p.a** |
|  |  |
|  |  |
|  |  |
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**Annex 4**

**Payment and Monitoring**

1. **Grant Funding Profile:**

The Grant Funding Profile sets out the maximum amount of the Grant that can be claimed per Financial Year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of Funded Project** | **Upfront Payment [delete if not applicable]** | **Maximum FundingYear 1 (FY 2018/19)** | **Maximum FundingYear 2 (FY 2019/20)** | **Maximum Funding****Year 3 (FY 2020/21** | **Combined 3-year maximum spend** |
| Insert project details | £XXXXXX | £XXXXXX | £XXXXXX | £XXXXXX | £XXXXXX |

1. **Payment process:**
	1. The Recipient must submit the relevant form(s) fully completed to MOPAC in accordance with the Payment and Monitoring table below.
	2. The amount claimed must be reflective of the actual spend of Eligible Expenditure for that quarter.
	3. MOPAC will review and check the form and subject to satisfactory progress and satisfactory completion of relevant documentation, MOPAC will inform the Recipient of the Grant amount it will pay to the Recipient. If MOPAC does not agree with the amount claimed by the Recipient, it will consult in good faith with the Recipient about any questioned amount.
	4. Following receipt of the relevant form(s) submitted by Recipient and agreement by MOPAC in accordance with paragraph 2.3 above, MOPAC will notify the Recipient that an invoice can be submitted.
	5. The Recipient must submit an invoice within ten (10) working days of receiving confirmation of the Grant amount by MOPAC.
	6. The invoice should reference the [Insert programme name/ref] and must quote the relevant purchase order number.
	7. The invoice should clearly outline: the relevant period it relates to, the amount being claimed, a brief description of what it relates to and the relevant bank account number and sort code.

The address is : Mayor's Office for Policing & Crime,
Purchase to Pay
c/o SSCL Police Services
PO Box 14077
Newport
Gwent
NP10 8FZ

* 1. All invoices must be sent by **email** to:

sscl.mps.ap@sscl.gse.gov.uk copying in the lead commissioner forename.surname@mopac.london.gov.uk

* 1. Payment will be paid by MOPAC within thirty (30) calendar days of the receipt of a correctly submitted and agreed invoice.

**Payment and Monitoring Table**

[amend and update table as required]

|  |  |
| --- | --- |
| **Activity** | **Deadline – 5pm** |
| Submit Mobilisation Return |  |
| Submit Year 1 - upfront payment invoice |  |
| Submit Year 1, Quarter 1 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 1 Quarter 2 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 1 Quarter 3 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 1 – Quarterly Spend Form for close of Financial Year [insert financial year]  |  |
| Submit Year 1 Quarter 4 – Quarterly Spend Form, Annual Monitoring Return and invoice |  |
| Submit Year 2 Quarter 1 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 2 Quarter 2 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 2 Quarter 3 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 2 – Quarterly Spend Form for close of Financial Year [insert financial year]  |  |
| Submit Year 2 Quarter 4 – Quarterly Spend Form, Annual Monitoring Return and invoice |  |
| Submit Year 3 Quarter 1 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 3 Quarter 2 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 3 Quarter 3 – Quarterly Spend Form, Quarterly Monitoring Return and invoice |  |
| Submit Year 3 – Quarterly spend form for close of Financial Year [insert financial year]  |  |
| Submit Year 3 Quarter 4 – Quarterly Spend Form, Annual Monitoring Return and invoice |  |

**Annex 5**

**Minimum Standards**

* 1. [insert project specific requirements and details of minimum standards]

[Include details of key information that you will want to collect in order to manage the delivery of the Grant, including on outputs and outcomes]

* 1. Outputs and Outcomes
		1. [Include details of project outputs and outcomes that the Recipient will be required to report on]
		2. In line with clause 4.2.4, the Recipient shall collect data relating to these outputs and outcomes and report on them quarterly to MOPAC. MOPAC reserves the right to determine the format to be used for these reports and may provide templates for the Recipient to complete as part of this.
	2. General Data Protection Regulations (GDPR)
	3. The recipient:
	4. is the joint-controller of the data for the project and required to complete a Data Protection Impact Assessment (DPIA) to identify, minimise and reduce risks to data subjects where the project uses personally identifiable data for members of the public (a DPIA is not required where the data is from professionals)
	5. the specific GDPR roles and responsibilities of each party must be agreed and outlined in a DPIA that is an appendix to a grant or contract
	6. must only act on the written instructions of MOPAC (unless required by law to act without)
	7. must ensure that people processing the data are subject to a duty of confidence
	8. must take appropriate measures to ensure the security of processing
	9. must only engage a processor or sub-processor with the prior consent of MOPAC and a written contract
	10. must provide subject access and allow data subjects to exercise their rights under the GDPR
	11. must meet its GDPR obligations in relation to the security of processing the notification of personal data breaches and data protection impact assessments and notify any personal data breaches to MOPAC within 24 hours of becoming aware
	12. must delete or return data to MOPAC at the end of the contract if requested to do so
	13. must submit to audits and inspections, provide MOPAC with whatever information it needs to ensure that they are both meeting their Article 28 obligations and tell MOPAC immediately if it is asked to do something infringing the GDPR or other data protections law of the EU or a member state
	14. must keep records of its processing activities
	15. employ a data protection officer if required
	16. co-operate with supervisory authorities (such as the ICO)
	17. appoint (in writing) a representative within the European Union if required

3.2 The recipient should also be aware that:

* 1. it may be subject to investigative and corrective powers of supervisory authorities (such as the ICO) under Article 58 of the GDPR
	2. if it fails to meet its obligations, it may be subject to an administrative fine under Article 83 of the GDPR
	3. if it fails to meet its GDPR obligations it may be subject to a penalty under Article 84 of the GDPR
	4. if it fails to meet its GDPR obligations it may have to pay compensation under Article 82 of the GDPR

**Annex 6**

**Quarterly Spend Form**

Please note this form should be completed in Q1, Q2, Q3 & Q4 alongside monitoring returns. This form should also be completed and returned in the first week of March.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Maximum Grant Funding (FY 2018/19)** | **Maximum Grant Funding (FY 2019/20)** | **Maximum Grant Funding (FY 2020/21)** | **Combined 3 year Maximum Spend**  |  | **Actual Spend in quarter 1** | **Actual Spend / Forecast Spend in quarter 2** | **Actual Spend / Forecast Spend in quarter 3** | **Actual Spend / Forecast Spend in quarter 4** |  | **Total Spend to date** |  | **Total forecast Spend by year end.** |
| [Project] |  |  |  |  |  |  |  |  |  |  |  |  |  |

I certify to the best of my knowledge and belief that:

1. the information provided is correct; and no other grants or contributions have been or will be payable for the expenditure in respect of the grant being claimed; and
2. the expenditure has been incurred only for the purposes set out in the terms and conditions of the Grant Agreement for the crime prevention fund.

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| Name: |   |
| Position: |   |
| Email: |   |

**CHIEF EXECUTIVE DECLARATION**

I certify to the best of my knowledge and belief that:

The information provided is correct and that a true account of delivery against the project outcomes has been provided.

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|  **Signature:** |  |
| **Name (printed):** |  |
| **Position:** |  |
| **Date:** |  |

**Notes to the financial monitor:**

**Column 1** This is the Grant allocated for the Funded Project for Financial Year 2018/19.

**Column 2** This is the Grant allocated for the Funded Project for Financial Year 2019/20.

**Column 3** This is the grant allocated for the Funded Project for Financial Year 2020/21.

**Column 4** This is the total 3 year Grant allocation.

**Columns 5 – 8** Actual spend this quarter/quarterly claim now made– this is the Recipient’s spend to date in this financial quarter, not including spend from previous quarters, i.e. the amount to be goods receipted. Forecast spend for future quarters – this is what the Recipient intends to spend in future quarters.

**Column 9** Total forecast spend by end of financial year –– this should be actual spend to date and forecast spend.

**Column 10** Total spend to date – this is the cumulative spend to date, including this quarter and all previous quarters.

**Annex 7**

**Quarterly Monitoring Return**

Please note this form should only be completed in Q1, Q2 & Q3. The Annual Monitoring Return (Annex 8) should be completed in Q4.

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| **Outputs – to be reported quarterly** |
|  | YTD | Last Quarter | Current Quarter | Narrative |
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| **Programme Plan**  |
| *Insert a summary of project delivery against the project plan* |
| **Risks/ Issues** |
| *Please set out any risks to delivery and inform MOPAC where there is any indication that an outcome and output may not be achieved.* |
| **[Match – delete if not applicable]** |
| *Please provide confirmation of achieved matched funding, clearly specifying where matched funding is in kind.* |

**CHIEF EXECUTIVE DECLARATION**

I certify to the best of my knowledge and belief that:

The information provided is correct; and that a true account of delivery against the project outcomes has been provided.

|  |  |
| --- | --- |
|  **Signature:** |  |
| **Name (printed):** |  |
| **Position:** |  |
| **Date:** |  |

**Annex 8**

**Annual Monitoring Return**

Please note this form should only be completed in Q4

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| --- |
| **Outputs**  |
|  | YTD | Last Quarter | Current Quarter | Narrative |
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| **Outcomes**  |
|  | Yr 1 | Yr 2 | Yr 3 | Narrative |
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| **Programme Plan**  |
| *Insert a summary of project delivery against the project plan* |
| **Risks/ Issues** |
| *Please set out any risks to delivery and inform MOPAC where there is any indication that an outcome and output may not be achieved.* |
| **[Match – delete if not applicable]** |
| *Please provide confirmation of achieved matched funding, clearly specifying where matched funding is in kind.* |

**CHIEF EXECUTIVE DECLARATION**

I certify to the best of my knowledge and belief that:

The information provided is correct; and that a true account of delivery against the project outcomes has been provided.

|  |  |
| --- | --- |
|  **Signature:** |  |
| **Name (printed):** |  |
| **Position:** |  |
| **Date:** |  |

**Annex 9**

**Mobilisation Return**

*Please note that the Funded Project must start by the Start Date. Any significant issues impacting on delivery start date should be escalated to MOPAC via your named contact immediately rather than waiting to submit this return.*

|  |
| --- |
| **Delivery**  |
| *Insert a summary of delivery against the procurement section of the mobilisation plan* |
| **Staffing**  |
| *Insert a summary of delivery against the governance section of the mobilisation plan* |
| **Procurement** |
| *Insert a summary of delivery against the delivery section of the mobilisation plan* |
|  **Governance** |
| *Insert a summary of delivery against the staffing section of the mobilisation plan* |
| **Programme Support** |
| *Insert a summary of delivery against the programme support section of the mobilisation plan* |
| **Risks/ Issues**  |
| *Please set out any risks to delivery and contingency actions planned or taken.* ***Any significant issues that will impact delivery starting by the Start Date should be escalated to your MOPAC named contact immediately rather than waiting to submit this return****.*  |

**CHIEF EXECUTIVE DECLARATION**

I certify to the best of my knowledge and belief that:

The information provided is correct; and that a true account of delivery against the project outcomes has been provided.

|  |  |
| --- | --- |
|  **Signature:** |  |
| **Name (printed):** |  |
| **Position:** |  |
| **Date:** |  |

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