



As Police and Crime Commissioner, I have a central role in the commissioning of services related to victims, community safety and crime reduction. In my Safer West Mercia Plan, I promised that I would implement an outcome based approach to commissioning and grants so that there is a clear rationale for the commissioning of services and activity, with resources allocated to need. Throughout my term I will invest in local outcome focused interventions and projects that demonstrate value for money. The completion of a quarterly financial monitoring report contributes to the scrutiny required, in making sure West Mercia's communities are safe, secure and reassured.

The below is guidance on completing the Finance form

**1) Please read through the guidance on this tab before filling in the project details and budget tab**

**2) Only fields in blue need completing**

Everything else is locked so do not worry about making mistakes.

**3) PART 1 - Project Details & Budget Form**

**This section should be completed at the initial grant application stage with the Project Details**

(i)	<b>Partner organisation:</b>	
(ii)	<b>Initiative name</b>	
(iv)	<b>Name of person completing this form, position held and signature.</b>	
(v)	<b>Email and telephone number of person completing this form</b>	
(vi)	<b>Date form completed</b>	
(vii)	<b>Geographical location of project</b>	
(viii)	<b>Total Project Costs:</b>	
(ix)	<b>Total grant requested:</b>	

**4) PART 1 - Project Budget**

**Column [A] - Total Project Budget**

(i)	Salary costs (incl overheads eg NI, Superannuation etc.)	Please enter full year salary costs and any comments (if necessary) i.e. £25,000
(ii)	Other salary costs (Training, travel professional fess etc.) - please specify	Please enter any other salary costs and any comments (if necessary)
(iii)	Accommodation costs (incl rent, utility costs etc.)	Please enter any specialist accommodation costs
(iv)	Hospitality (venue hire, catering etc.)	Please enter hospitality costs
(v)	Equipment & Materials	Please enter an amount for project equipment and material costs
(vi)	Advertising, marketing, Publicity or Communications	Please enter the advertising budget costs
(vii)	Research & Consultancy Costs	Please include any research or consultancy costs
(viii)	Third Party Payments	Please include any expected payments to collaborative partners
(ix)	Other - Premises/project relates costs (e.g. phone)	Please include expected sundry costs and include comments
(xii)	Capital Costs i.e. vehicles, Property, Computers etc.	Please enter any capital costs to the box to the right - not every project has capital costs but if applicable please break capital costs down.

Initial application is now complete and ready for assessment by the OPCC office

**5) PART 2 - Finance Monitoring Form - Column [B] [C] [D] & [E] - Expenditure**

At the end of each quarter of the financial year this section should be completed.

The Dates are

Q1 - 30th June

Q2 - 30th September

Q3 - 31st December

Q4 - 31st March

**Part 2 - Column C - Expected Expenditure to be incurred**

<p><b>Relevant Quarter</b></p>	<p>Please use the drop down menu to select the quarter end that the financial return is being prepared for. This will provide a pro-rata budget for comparison to the expenditure to date to provide a budget monitoring commentary on</p>
<p><b>Quarterly Expenditure</b></p>	<p>Please update the relevant expenditure recorded in the quarter that is being reported on, against each of the budget lines recorded as part of the project plan.  Complete each quarter separately, to give an overall total of expenditure for the year, which should agree back to your own finance recording system</p>

Quarterly return is now complete and ready for checking by the OPCC office

**PCC GRANTS EXPENDITURE MONITORING TEMPLATE 2023-24 GRANT EXTENSION APPLICATION**

ONLY FIELDS IN BLUE NEED COMPLETING

**Project Details Form**

(i)	<b>Partner organisation:</b>	
(ii)	<b>Initiative name</b>	
(iii)	<b>OPCC reference number:</b>	
(iv)	<b>Name of person completing this form, position held and signature.</b>	
(v)	<b>Email and telephone number of person completing this form</b>	
(vi)	<b>Date form completed</b>	
(vii)	<b>Geographical location of project</b>	
(viii)	<b>Revenue Costs:</b>	£0
(ix)	<b>Capital Costs</b>	£0
(x)	<b>Total Project Costs</b>	£0
(xi)	<b>Total grant requested:</b>	
	<b>% of project Funded from Grant</b>	#DIV/0!
	<b>Period of grant:</b>	
	<b>Date of Qtly monthly budget monitoring return:</b>	



ONLY FIELDS IN BLUE NEED COMPLETING

Pick the Quarter being reported on from Drop Down

Q1

**PART 2 - Financial Monitoring Fo**

		Column [A]	Column [B]	Column [C]	Column [D]
Area of spend:	Total Project Budget	Budget to Current Quarter	Q1 Expenditure (1st April - 30th June)	Q2 Expenditure (1st July - 30th September)	Q3 Expenditure (1st October - 31st December)
<b>Employees expenses:</b>					
(i) Salary costs (incl overheads eg NI, Superanuation etc)	£0.00	£0.00			
(ii) Other salary costs (Training, travel professional fess etc) - please specify	£0.00	£0.00			
<b>Employees costs sub-total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Premises related costs</b>					
(iii) Accommodation costs (incl rent, utility costs etc)	£0.00	£0.00			
<b>Premises costs sub-total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Running costs</b>					
(iv) Hospitality (venue hire, catering etc)	£0.00	£0.00			
(v) Equipment & Materials	£0.00	£0.00			
(vi) Advertising, marketing, Publicity or Communications	£0.00	£0.00			
(vii) Research & Consultancy Costs	£0.00	£0.00			
(viii) Third Party Payments	£0.00	£0.00			
(ix) Other	£0.00	£0.00			
(x) Other	£0.00	£0.00			
(xi) Other	£0.00	£0.00			
<b>Running Costs sub-total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Capital Costs (if applicable)</b>					
(xii) Total Capital costs (i.e. vehicles, Property, Computers etc) - Please breakdown capital costs in the comments to the right.	£0.00	£0.00			
(xiii) <b>Total Project</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

Funding to be reimbursed (% funding)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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*Please note any grant monies not spent by the 31<sup>st</sup> March 2024 must be returned to the Office of the Police and Crime Commissioner, unless written monitoring report should be completed in conjunction with finance staff to ensure its accuracy.*

**ATE 2023-24: GRANT EXTENSION APPLICATION**

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Column [E]	Column [F]	Column [G]	
Q4 Expenditure (1st January - 31st March)	Expenditure to Date	Variance of Expenditure to Budget	Comments
	(= B + C + D + E)	(= A - F)	
	£0.00	£0.00	
	£0.00	£0.00	
<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	£0.00	£0.00	
<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	£0.00	£0.00	
	£0.00	£0.00	
	£0.00	£0.00	
	£0.00	£0.00	
	£0.00	£0.00	
	£0.00	£0.00	
	£0.00	£0.00	
<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	£0.00	£0.00	
<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	

#DIV/0!

#DIV/0!

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*n permission has been sought and received from the Police and Crime Commissioner. This*

## **West Mercia OPCC**

**Ref. 11058**

### **Invitation to Quote (ITQ)**

### **Safer Roads Grant Round 2**

### **Local Projects / Wider Interventions**

### **Service Requirements & Guidance for bidders**

### **CLOSING DATE OF QUOTATION:**

**12 noon Friday 2<sup>nd</sup> February 2023**

**Deadline for clarification questions: 25<sup>th</sup> January**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

Up to £250,000 to improve the safety of West Mercia's roads through local projects or wider interventions.

Bidders need to be clear if they are bidding for Lot 1 or Lot 2 and that this grant round will NOT cover provision with a statutory remit, TruCam or ANPR camera applications.

**Lot 1: Small projects or initiatives that address local need.**

**Lot 2: Larger initiatives implementing interventions addressing road safety education and awareness.**

**The Funding Period spans from April 1<sup>st</sup> 2024, until March 31<sup>st</sup>, 2025**

**Potential project extension may be granted subject to OPCC review.**

<b>Financial Year</b>	<b>Lot 1: Smaller Projects</b>	<b>Lot 2: Larger Initiatives</b>
<b>2024/2025</b>	<b>Up to £100,000</b>	<b>Up to £150,000</b>
<b>Total Lot 1 and Lot 2</b>	<b>£250,000</b>	

**Deadline for applications – 12 noon Friday 2<sup>nd</sup> February 2024**

**Presentation or clarification meeting dates (if required) – w/c 12<sup>th</sup> February 2024**

**John Champion seeks safer roads applications from organisations that are:**

- Committed to working in partnership to reduce fatalities and casualties caused by a road traffic collision.
- Eager to raise awareness of road safety.
- Determined to prevent road traffic offences and crimes.
- Ensuring victims and their families and witnesses have access to the support they need to cope and recover.
- Supporting innovative or new approaches / interventions and re-education to target the drivers causing the most harm.
- Giving all motorists the opportunity to develop their driving skills and knowledge throughout their driving career.

- Aiming to prevent road traffic collisions in areas of ‘perceived need’ as well as ‘evidenced need’.

## Foreword from the Commissioner

As Police and Crime Commissioner for West Mercia, road safety is at the heart of my Safer West Mercia Plan.

It’s a sad fact that too many people die or are seriously injured on our roads. I am committed to addressing this and want to empower communities to play their part in a journey of change.

While I continue to provide record levels of resources and tools to West Mercia Police to invest in vital road safety measures, I understand the role you play in making roads safer.

That’s why I am proud to be making £250,000 available through my Roads Safety Grant. I would encourage communities and local partners who wants to make roads safer in West Mercia, to complete the application before **2<sup>nd</sup> February 2023**.



A handwritten signature in black ink that reads "John Campion". The signature is written in a cursive style with a long horizontal line extending from the end.

**John Campion**

**Police and Crime Commissioner, West Mercia**

John Campion was first elected as the Police and Crime Commissioner (The Commissioner) for West Mercia in May 2016 and re-elected in May 2021. On behalf of West Mercia’s 1.3m residents in Herefordshire, Worcestershire, Shropshire, and Telford & Wrekin, he has a statutory responsibility to hold the Chief Constable (CC) to account for effective and efficient policing in the area. The Commissioner also has wider responsibilities which includes the commissioning of Victim/Survivor’s services.

The [Safer West Mercia Plan 2021 – 2025](#) sets out The Commissioner’s vision and policing priorities for West Mercia. Where applicable, the Commissioner holds the Chief Constable to account for ensuring these priorities are met and in turn The Commissioner is held to account on behalf of the communities he serves by the West Mercia Police and Crime Panel.

A Commissioner’s vision is set out via their Police and Crime Plan. In West Mercia, the Safer West Mercia Plan consists of four central pillars:

- Putting victims and survivors first
- Building a more secure West Mercia
- Reforming West Mercia
- Reassuring West Mercia’s communities

These pillars remain central considerations for The Commissioner when carrying out commissioning activity.

Further information on the West Mercia PCC can be found at: [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk)

## 1. Introduction to West Mercia

West Mercia is defined as the Counties listed in the table below. It is used to reference one of the largest police force areas in England and Wales, covering three Counties, five Local Policing Areas, three unitary Local Authorities, a County Council and six Borough/District councils:

Counties	Local Policing Area	Local Authority
Worcestershire:	North Worcestershire:	Worcestershire County Council
	South Worcestershire:	Redditch Borough Council Bromsgrove District Council Wyre Forest District Council
		Worcester City Council Malvern Hills District Council Wychavon District Council
Herefordshire:	Herefordshire:	Herefordshire Council (Unitary Authority)
Shropshire:	Shropshire:	Shropshire Council (Unitary Authority)
	Telford and Wrekin:	Telford & Wrekin Council (Unitary Authority)



## 2. The invitation:

- The West Mercia Police & Crime Commissioner (The Commissioner) is to invite quotations in support of the objectives of the Safer Roads Grant Round.
- For lots 1 and 2, the delivery period of the Safer Roads Grant Round will commence April 2024 to 31st March 2025.
- Offer of award will be subject to funding round success, upon which any offer(s) made by the Commissioner, shall be formalised by a Grant Agreement and will require acceptance, by return, of PCC and, if successful, subsequent PCC Grant Terms and Conditions (as appended) and acceptance of all reporting/payment agreements.
- The bidder is expected to keep the quote valid for acceptance for a period of 30 days from the quotation return date.
- The Commissioner reserves the right to structure and award the Contract in whole or in part as the Commissioner sees fit to maximise value for money and meet the operational imperatives of the organisation.
- The contents of this quotation and of any other documentation sent to you in respect of this process are provided on the basis that they remain the property of the Commissioner and must be treated as confidential. If you are unable or unwilling to comply with this

requirement you are required to destroy this invitation and all associated documents immediately and not to retain any electronic or paper copies.

- No bidder will undertake any publicity activities with any part of the media in relation to the funding application or this ITQ process without the prior written agreement of the Commissioner, including agreement on the format and content of any publicity.
- This quotation is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Commissioner and its advisers.
- The Commissioner reserves the right to cancel and/ or vary this process at any point. The Commissioner is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those applying for this funding opportunity. The Commissioner is not bound in any way to enter into any contractual or other arrangements with bidders, may not award from this process and may choose to publish a full open grant round.
- The bidder is deemed to understand fully the processes that the Commissioner is required to follow under relevant UK legislation.
- It is the responsibility of the bidders to obtain, at their own expense, all information necessary for the preparation of their quotes. Any estimates of requirements are a guide and do not form part of the contract. Bidders must satisfy themselves by their own investigation with regard to the accuracy of such information and no responsibility is accepted by the Commissioner for any inaccurate information given or obtained by the bidders.
- The Commissioner reserves the right to vary this process at any time by written notice to all bidders and expressly reserves the right to cancel the process at any point. The Commissioner is not liable for costs resulting from cancellation nor any costs accrued by those tendering for this agreement. The Commissioner is not bound in any way to enter into any contractual or other arrangements with bidders.
- Applications will only be accepted through the [grants@westmercia.police.uk](mailto:grants@westmercia.police.uk) mailbox.
- Questions regarding this process should be submitted at the earliest opportunity through the [grants@westmercia.police.uk](mailto:grants@westmercia.police.uk) mailbox no later than 7 days before the closing date for applications.
- Information including application documents, guidance and terms and conditions will be noted on the West Mercia PCC website: [www.westmercia-pcc.gov.uk/saferroadsfund](http://www.westmercia-pcc.gov.uk/saferroadsfund)
- All investments are assessed against the Safer West Mercia Plan and the ability to best deliver our set out vision via prearranged weighting criterion. This accounts for both the quality of outcomes proposed, and the cost. Value for money is a combined assessment of both these and not purely the lowest bid.

- Unsuccessful invited providers will be notified by the Commissioner in writing.

### 3. Timetable

Below is an indicative timetable for the delivery of this procurement process. The Commissioner reserves the right to make changes to this timetable and accepts no liability should this happen.

Stage	Key Date
Information published to invited providers	W/C 11 <sup>th</sup> December 2023
Deadline for submission of clarification questions	25 <sup>th</sup> January 2024 at 16:00hrs
<b>Deadline for submission of proposals</b>	<b>Friday 2<sup>nd</sup> February at 12 noon</b>
Evaluation Period	w/c 5 <sup>th</sup> February to w/c 12 <sup>th</sup> February 2024
Presentation or clarification meetings (as required)	w/c 12 <sup>th</sup> February 2024
Formal offer(s)	End of February 2024
Commencement of grant(s)	1 <sup>st</sup> April 2024
End of grant(s)	31 <sup>st</sup> March 2025 (Potential extension to grant period may be granted subject to OPCC review).

### 4. Instructions to Bidders

#### Submission of Quote

The Commissioner wishes to ensure that all quotes are given equal and fair consideration. It is important, therefore, that you attach all requested information with the submission in the format and order specified.

Quotes must be submitted by a duly authorised person and returned by the date stated. Bidders may not alter any of the ITQ documents. No amendments to the terms and conditions should be proposed as part of the submission and Bidders should satisfy themselves on any issue that they may have prior to submitting the quotation.

You are advised to check the PCC website ([www.westmercia-pcc.gov.uk/saferroadsfund](http://www.westmercia-pcc.gov.uk/saferroadsfund)) on a regular basis as questions and clarifications may be posted that will require immediate attention.

All completed quotation documents should be sent to the commissioning grants mailbox: [grants@westmercia.police.uk](mailto:grants@westmercia.police.uk)

Quotation responses must be e-mailed before **12:00 noon** on the date specified. Bidders are advised to submit their documentation in good time as the Commissioner will not permit submissions beyond the closing date and time.

As appended to this Invitation to Quotation. Please refer to **OPCC Road Safety Grant Application Form 2023-24** (word document).

**PLEASE NOTE: The above-named document is a MANDATORY document; therefore, applications will ONLY be accepted upon the completion and submission of the attached.**

### **Instructions to complete**

- All funding proposals must be completed on this word document titled '**OPCC Road Safety Grant Application Form 2024-25**' and '**PCC Project Financing Form**'.
- Please ensure you have read this '**Safer Roads Grant Round ITQ & Guidance for Bidders**' in full before attempting to complete the application form.
- An application form must be completed for each funding proposal. i.e. **If you are submitting three proposals, you must complete three separate application forms.**
- All questions within each section must be completed. Please review your application form before submitting.

## **5. Guidance for completing the application form.**

The Commissioner is committed to improving road safety and to reduce the excessive harm associated with West Mercia roads through those objectives that cover Lot 1 and 2 of this Grant Round:

- Reducing the number of collisions, fatalities and casualties.
- Reducing the number of traffic offences and road crimes.
- Ensuring the police have the right resources they need for the role they play in improving road safety.
- Increasing investment through projects and interventions with the aim to reduce the risk of harm caused on our roads.
- Raising awareness and changing driver attitudes.
- Lobbying and campaigning, where possible, for change in legislation to improve road safety.
- Raising awareness of health factors that may prevent traffic offences, collisions, fatalities and casualties.
- Working with partners and stakeholders to embed a whole-system approach to tackle road safety issues across West Mercia.

## Lot 1 Outline & Criteria

This section of the Safer Roads Grant Fund is to use £100,000 to directly address local need within West Mercia. Applications considered under this lot of the grant round will be seeking approximately less than £10,000 and look to address area-specific concerns.

- Addressing area-specific Road Safety issues within West Mercia.
- Less than £10,000.
- Project timescale for projects to be completed will sit within March 2024 to March 2025 (all funds must be spent by 31 March 2025).
- Ability to mobilise at pace.
- Value for money against number of people impacted.

Please note that where applications are received for the installation of road signs, speed indicator devices, vehicle activated signs and street furniture these must be supplemented with evidence of authorisation from the local authority. Applications should also include an ordinance survey or similar map detailing the location of any agreed fixtures endorsed by the relevant Highways Authority.

## Lot 2 Outline & Criteria

Lot 2 seeks to use £150,000 to address deeper road safety issues and potentially cover a wider geographical area of prevention or intervention to reduce the overall harm on West Mercia's Roads.

- Impacting as much of the West Mercia region as possible.
- Project timescale will be from 1 April 2024 until 31 March 2025 (all funding must be spent within this timescale).
- Innovative approach to Road Safety education.
- Evidence awareness of the recommendations within this ITQ.
- Evidence awareness of and potentially link with other interventions and education programs across West Mercia (i.e. within Local Authorities, Fire and Rescue Services and West Mercia Police).
- Ability to mobilise at pace.
- Value for money against number of people impacted.
- Confidence of proposal to meet desired outcomes.

## Intended Outcomes (for both Lots 1 and 2)

The aim of the Safer Roads Fund is to support initiatives designed to keep communities safer and to prevent death and injury on West Mercia's roads. All applications must be word processed using the templates provided and expanding the space in the table for each question where necessary.

The Commissioner is seeking to achieve one or all of a number of outcomes for West Mercia from initiatives and projects applying for this pot. These include, but are not limited to:

- A reduction in fatalities and casualties,
- A reduction in the number of collisions
- A reduction in traffic offences and road crimes.
- Increased awareness of road safety displayed through positive and informed choices for all road users.
- Increased confidence in the use of roads safely.

The Commissioner is not prescriptive about the type of road safety projects that are offered grant support but is clear anything that statutory road engineering projects which are the responsibility of Local Authorities will not be funded by this grant round. The scope available to be creative does not lend itself to a list of 'funding suggestions' and therefore it is important to define the criteria the grant will not invest in (with the assumption that anything outside of this remit is a possibility).

## What will the grant not fund?

- The grant will **NOT** fund provision with a statutory remit.
- The grant will **NOT** fund activities that simply aim to raise addition funds for a charity or good cause.
- The grant will **NOT** fund activity, materials or equipment that will be used for the sole purpose of making a profitable income for an individual or organisation.
- The grant will **NOT** fund events that have already taken place or items that have already been purchased before the grant offer is accepted.
- The grant will **NOT** fund TruCams or ANPR cameras due to another funding route available for these types of applications from the Commissioner, notably the Commissioner's Community Fund (CCF) mentioned.

## Criteria for success

- Applying for an innovative salary/service/resource/product.
- Providing a clear outcome driven description of the initiative.
- Evidencing need – geographical area, type of road user, gender, age, etc.
- Demonstrating existing or planned partnership working.
- Defining key milestones.
- Presenting measurable outputs and outcomes clearly linked to The Commissioner's plan.
- Having tools available to track progress and evaluate the project.
- Ensuring sustainability of the initiative.
- Providing a thorough breakdown of costs.
- Availability of match funding.

## 6. Scope Of Requirement

### Relevant background information

This year, The Commissioner's Road Safety Needs Assessment was completed by Strategy, Performance and Insight within West Mercia. This product aimed to facilitate an understanding of Road Safety in West Mercia and ultimately recommend areas and interventions where harm associated with roads can be reduced.

Every death and serious injury caused on the roads devastates individuals, families, communities, and businesses, as well as placing a burden on emergency services, the health care system and wider society.

Road deaths and serious injuries, resulting from road traffic incidents, are not necessarily inevitable if there is implementation of appropriate preventative measures within the education of key age groups, innovative engineering of the roads, vehicle safety measures and thorough enforcement measures to identify and deal with those placing others at risk on the roads.

When considering 'Killed and Seriously Injured' (KSI) casualties per 1,000 of the population, in 2022, West Mercia recorded 0.4 KSI casualties per 1,000 of its population. Warwickshire (0.4 per 1,000), Gloucestershire (0.6 per 1,000) and Devon and Cornwall (0.6 per 1,000) also recorded similar results, based on population data in the 2021 Census, indicating that West Mercia is not an outlier.

Rural collisions consistently outweigh those in urban areas. 2020 (65.4%), 2021 (69.7%) and 2022 (69.6%). Shropshire recorded 307 serious injury collisions with 358 casualties and 39 collisions with 41 casualties between January 2020 and December 2022, the most of any local policing area (LPA).

## Key KSI Involvement

To give applicants a picture of those affected in road traffic incidents, a breakdown of West Mercia KSI data is displayed below.

Between 1<sup>st</sup> January 2020 and 31<sup>st</sup> December 2022 there were **441** slight casualties, **1368** Serious Injuries and **126** fatalities on West Mercia's Roads.

- **Motorists (61.3%)**  
Between the ages of 16 and 50. 31 to 35 year olds make up the highest proportion of car drivers involved in KSIs (n=167, 11.6%).
- **Pedal Cyclists (9.6%)**  
Between the ages of 11 and 30, as well as 41 to 70. 51 to 55 year olds make up the highest proportion of cyclists involved in KSIs (n=26, 11.5%).
- **Motorcyclists (9.0%)**  
Between the ages of 21 and 65. 56 to 60 year olds make up the highest proportion of motorcyclists involved in KSIs (n=28, 13.1%).
- **16 to 20 year olds**  
Made up 13.0% of all road traffic casualties, which includes where they were a passenger and pedestrian also.

## Lot 2 Recommendations for Prevention through Education & Training

### School-based education and training

- Not always proven to be effective, can sometimes increase risk.
- Moving away from shock tactics.
- Should aim to improve road safety knowledge and changes in safe behaviour.
- Consistent across West Mercia

### Rural Road Campaigns and Engagements

- Increase awareness of dangers in these areas
- Link in with, and add to, pre driver education programmes such as 'Green Light' and 'Your Impact'.
- Linking in with partners such as the Road Safety Team, Nation Farmer's Union

### Learning to Drive

- 'The Honest Truth' campaign was noted as a worthy option to consider piloting across West Mercia.
- Another recommendation included sourcing additional venues for the Pathfinder program.

### Driver Refresher Training

- Notably in the 21-50 age range.
- Focusing on Hazard Perception training which has an evidence base as an effective road safety intervention.
- Careful not to promote overconfidence.

## Key factors which contribute to people being killed or seriously injured:

- Excessive or inappropriate speed.
- Driving whilst distracted.
- Driving under the influence of alcohol or drugs.
- Not wearing seatbelts.
- Ill-health / medical issue

Driver behaviour and risk taking also contribute to the likelihood of someone having a collision, which can result in someone being killed or seriously injured. Certain road users are also at a disproportionate risk of being harmed on roads with motorcyclists representing a large portion of fatalities as well as being at a high risk of collision and injury.

Road safety is also a priority concern within the communities of West Mercia with many feeling unsafe on the roads. This is highlighted in our community engagement events where the public picked three priorities out of ten that they would prioritise with road safety being the most frequently picked (16%). Throughout these events the public were also able to identify specific roads in their local area that were seen as dangerous. This shows that the public prioritise road safety as a major concern in their local area. It is important that communities feel confident that their concerns have been listened to and are being addressed.

## Currently funded provision

Aligned to a public health approach, The Commissioner currently funds several services in the secondary and tertiary prevention space through the 'Commissioner's Grant Scheme for Road Safety'. The public health approach means taking a more holistic view to designing projects and interventions aimed at addressing offenders and other road safety concerns. The primary, secondary and tertiary spaces categorise projects that address issues before they can happen, prevent these issues from getting worse and stop it from happening again.

The below initiatives funded by The Commissioner give an example of innovative projects that this grant round seeks to support:

### **MORSE**

Your Support Services (YSS) in partnership with Worcester, Hereford, Shropshire Fire & Rescue Services and West Mercia Police deliver together, an innovative service targeting road safety issues through holistic support to those committing offences on the road. This service combines 1:1 support with specialised but brief interventions. More information can be found on their website: <https://www.yss.org.uk/morse/>

### **RoadPeace**

Funded by The Commissioner since November 2020. A new and innovative support and information service for victims of serious injury collisions, working closely with local police and based within the West Mercia Victim Advice Line. They deliver:

- West Mercia Support Group for families affected by crashes. Groups offer ongoing and long-term peer support as well as opportunities to learn about local action, foster positive community relations and strengthen communities.

- Local information guides for crash victims. There are no national standards for collision investigations, so victims of collisions often find the post-crash process confusing. Working with the West Mercia Police and victims they will produce guides for families bereaved by road crashes and those involved in serious collisions in West Mercia.
- Eight week online Resilience Building Programme where participants will learn about the psychological and physiological impacts of their bereavement, and develop coping strategies using Cognitive Behavioural Therapy methods and relaxation techniques to deal with depression, anxiety and many symptoms of Post Traumatic Stress Disorder.
- Befriender support for those bereaved, injured and witnesses by connecting those bereaved, injured or witnesses to a road crash with people who have had similar experience. A Befriender is a member of RoadPeace and offers continuing telephone peer support to victims referred through VAL or the RoadPeace Helpline.

### **Pathfinder**

This volunteer run project is designed to reduce the number of road traffic collisions, casualties (KSIs) and convictions amongst vulnerable novice drivers across West Mercia, i.e. 17-24 year olds through pre-licence driver development. Young people attend before they are 17 and work with their parent or appropriate adult in a partnership environment where they develop understanding of road risk, a positive attitude to road safety and technical driving skills.

## **7. Terms & Conditions**

As appended to this Invitation to Quotation – PCC Grant Terms & Conditions 23- 24 Final.

## **8. Evaluation Methodology**

Quotations will be evaluated with due regard to the principle of Value for Money balancing both cost and quality considerations as a combined assessment of both, and not purely the lowest bid. All parties will be required to work with any evaluating body chosen by The Commissioner's office if required.

### **Mandatory Documentation required for submission - Please attach your:**

- Safer Roads Grant Application Form
- PCC Project Financing Form

**The above are MANDATORY documents, therefore applications will only be accepted upon the completion and submission of the attached.**

**Additional requirements (\*where proportionate to initiative or project being proposed\*) If in doubt, submit query by question deadline to portal)**

- Organisational Safeguarding Policy
- Organisational Equality, Diversity, and Inclusion Policy
- Copy of Last Audited Accounts

## Discretionary Rejection Criteria

Subject to the Bidder satisfying the requirements of the Discretionary Rejection Criteria, their Quote will progress to the next stage of the evaluation process.

Criteria	Outcome
Provision of all responses as required within the ITQ	Pass/Fail
Demonstrates adequate financial stability to undertake the requirement*.	Pass/Fail
Submits proposals that clearly meet the basic requirements of the Commissioner.	Pass/Fail
Offers value for money which is clearly unrealistic i.e., is too expensive or is abnormally low**.	Pass/Fail

\* Bidders are advised that The Commissioner uses the Creditsafe tool to contribute to the report determining if a Bidder is adequately stable financially to support delivery of the contract.

\*\* Treatment of abnormally low bids shall be in accordance with Regulation 69(1) of the Public Contracts Regulations 2015. The failure of the Bidder to explain, to the satisfaction of the Commissioner, the reason(s) for an abnormally low bid shall result in rejection of the whole Tender in accordance with Regulation 69(4).

## Stage 2 Assessment - Award Criteria

Quotes that successfully demonstrate compliance with the above Selection Criteria will be assessed on the following criteria. For this ITQ a quality only assessment will be applied, with a score out of 5 being awarded in accordance with the published scoring principles to each area of the application form and the highest overall score will be awarded. The assessment scoring definitions are as detailed below

Criteria	Areas for Consideration	% Total Weighting
	(The evaluation of each criterion will consider all relevant information submitted, however particular attention will be given to the specific questions asked in the Application Form, and the responses supplied under 'Documents Required'. Where a question asks for particular information to be attached, it is the attached information that will be assessed if provided)	
Quality	Questions 2, 3, 4 and 5 in the Application Form	100%
<b>TOTAL</b>		<b>100%</b>

## Evaluation criteria

For this ITQ a quality only assessment will be applied, with a score out of 5 being awarded in accordance with the published scoring principles to each area of the application form and the highest overall score will be awarded. The assessment scoring definitions are as detailed below:

Assessment	Score	Interpretation
<b>Fully meets the requirement</b>	5	Outstanding evidence is provided meeting all relevant requirements/ considerations. The response includes added value and innovation. There is full confidence in the bidders' ability to deliver this aspect.
<b>Good</b>	4	Good evidence is provided meeting most relevant requirements/ considerations in this area. In addition, the response provides reasonable confidence in the bidder's ability to deliver on this aspect.
<b>Satisfactory</b>	3	Acceptable evidence is provided meeting most of the relevant requirements/considerations in this area.
<b>Limited Evidence</b>	2	Some evidence is provided but there are important omissions.
<b>Poor response</b>	1	Very limited evidence of appropriate content (as applicable).
<b>Rejected</b>	0	Did not answer the question/scoring not required.

## Further Evaluation

At the sole discretion of The Commissioner, The Commissioner may wish to:

- Submit to the bidder additional questions in order to clarify elements of their bid.
- Seek written testimony of the bidder's performance from other customers.
- Invite bidder to present their proposal solutions, to allow the raising of any points of clarification relating to your bid.

Following further evaluation, The Commissioner reserves the right to review initial scoring based on the original written submission. Where The Commissioner undertakes several forms of further evaluation, scoring shall be iterative reflecting the development understanding of the Commissioner as the evaluation progresses.

The Commissioner offers no warranty that any further evaluation will be undertaken with any individual bidder. The undertaking of further evaluation is wholly subject to the nature of the quotation submitted and a lack of further evaluation should no way be construed as the quote being rejected.

**The Commissioner reserves the right to structure the award of this Grant in such a way as to ensure the Value for Money is maximised, or where there is an emerging need.**

## **The West Mercia Commissioner's Grant Scheme**

### **Terms and Conditions**

#### **Definitions**

“Recipient” means the person or organisation receiving the Grant

“Application Form” means the Recipient’s application for the Grant

“Grant” means the Grant payable by the Officer of the Police and Crime Commissioner to the Recipient under the terms of the Grant Agreement

“Grant Agreement” includes and incorporates these terms and conditions and any additional conditions contained in the Grant Offer Letter

“The Initiative” means the activity or project for which the Police and Crime Commissioner is giving the Grant for as set out in the Application Form and any supporting documents, and/or as may be varied by the Grant Offer Letter

“Grant Offer Letter” means the letter from the Police and Crime Commissioner to the Recipient of the Grant, which sets out the offer of the Grant. This will include the amount, the purpose for which the Grant is to be used, the Funding Period and any additional conditions.

“Funding Period” – the time period as stated in the Grant Offer Letter, within which the Grant monies must be spent

“Acceptance Period” – time period as stated in the Grant Offer Letter, within which the Grant offer must be accepted

“Trust Deed” – A formal, legally binding, arrangement, between an individual and their creditors which lasts for a period of three years and can only be carried out through a licensed Insolvency Practitioner

#### **Conditions**

- 1 The Grant is made only for The Initiative outlined in the Grant Offer Letter and as described in the Application Form. The grant must not be used for any other purpose, unless subsequently approved in writing by the Police and Crime Commissioner, and the expenditure on the project should broadly match the planned spending patterns as outlined in the original application form.
- 2 The Police and Crime Commissioner does not commit to renew or continue financial support to the Recipient after the Funding Period has ended and Recipients should therefore have contingencies for dealing with the cessation of any funding stream offered by this scheme
- 3 The Recipient will not damage the Police and Crime Commissioner’s reputation.
- 4 Work that has been funded by the Police and Crime Commissioner should be referenced and he should be named as: Police and Crime Commissioner John Champion.

## **Equal Opportunities and Lawful Conduct**

- 5 The Grant Agreement shall be governed by the law of England and Wales
- 6 The Recipient shall comply with all laws regulating the way The Initiative is operated, the work carried out, the employment of staff or the procurement of goods and services. The Recipient will ensure that throughout the Funding Period an equal opportunities policy is in place. If The Initiative involves work with children young people or vulnerable adults the Recipient must also follow a satisfactory protection policy to ensure compliance with all relevant laws and good practice throughout the Funding Period. The Recipient will obtain all approvals and licenses and any profile checks required by law and shall, on request, make the same available to the Police and Crime Commissioner. The Recipient warrants that at all times it has not reason to believe that any person who is or will be employed or engaged by the Recipient in the provision of the services is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 (as amended).
- 7 The Recipient will assist and co-operate with the Police and Crime Commissioner to enable him to comply with any obligations under the FOI Act whenever a request is made for information which relates to or arises out of this Grant Agreement
- 8 Grant recipients must ensure that all their activities comply with all Data Protection Legislation (DP). The Recipient will comply with the requirements of the DP in the management of all personal information. The parties acknowledge that for the purpose of DP the Recipient is the Data Controller. The PCC can request evidence of compliance with DP as he wishes. Noncompliance could result in grant funding being revoked/not provided in the future.
- 9 No aspect of The Initiative may be party political in intention, use or presentation.
- 10 The Grant may not be used to support or promote religious activity. This will not include inter faith activity.
- 11 If the Recipient is a charity, the Recipient shall register with the Charity Commission, if necessary to do so
- 12 The Recipient will comply with the requirements under the Modern Slavery Act 2015.
- 13 The Recipient will have their own policy relating to working practices or modern slavery or for evidence to be available to ensure their standards are in accordance with the PCC's expectations, a copy of which is included as an appendix to this document and for it to be made available during any future procurement.
- 14 The Recipient will comply with the requirements under the Equality Act 2010 and will have their own policy in relation to working practices, or for evidence to be available to ensure the standards for workplaces set out within the Act are met.
- 15 The Recipient must ensure that every victim has access to the services they provide in order to help them cope and recover, regardless of geography, personal characteristics or circumstance.
- 16 The Recipient should ensure that their organisation remains abreast of regional and national legislation in relation to diversity, equality and inclusion and to ensure they have their policy to demonstrate compliance.

## **Managing the Grant**

- 17 The Recipient shall inform the Police and Crime Commissioner promptly about any changes to information provided and will make sure that the information provided is always true and up to date.
- 18 The Recipient shall inform the Police and Crime Commissioner immediately in writing of anything that significantly delays, threatens or makes unlikely The Initiative's completion or progress. This will include any problems with significant staff absences or recruitment issues.

- 19 The Recipient shall inform the Police and Crime Commissioner immediately if there is to be any variation to or decrease in The Initiative's planned outcomes.
- 20 The Recipient shall keep all assets funded by the Grant safely and in good repair and will keep adequate insurance cover in place.
- 21 The Recipient shall monitor the progress of The Initiative and submit an interim report to the Police and Crime Commissioner and in accordance with any requirements in the Grant Offer Letter. In addition to this, the Recipient must also comply with any additional or bespoke reporting requirements as set out by the Police and Crime Commissioner.

## **Procurement and Best Value**

- 22 The Recipient must secure the best value for money and act in a fair, open and non-discriminatory manner in all purchases of goods and services.
- 23 When the Recipient follows a single tender process the Recipient will provide and document the reasons for so doing and shall maintain the relevant documentation on file for a period of six years.
- 24 Payments for items above £200 shall not be made by way of cash payments and all cash payments will be evidenced by receipts.
- 25 The Recipient must ensure that it complies with state aid legislation and must maintain up to date records to enable it to monitor compliance. Upon request, the Recipient shall provide the Police and Crime Commissioner with access to such records.
- 26 No person who is not a party to this Grant Agreement shall have the right to enforce any of its terms.

## **Duty to report financial irregularities**

- 27 If the Recipient has any grounds for suspecting financial irregularity in the use of any Grant paid under this Grant Agreement the Recipient shall notify the Police and Crime Commissioner immediately, explain what steps are being taken to investigate the suspicion and keep the Police and Crime Commissioner informed about the progress of the investigation. For the purposes of this clause financial irregularity includes fraud or other impropriety, mismanagement, and the use of the Grant for purposes other than those intended.

## **Insurance & Indemnity**

- 28 The Recipient will maintain adequate third party and public liability insurance at all times (not less than £5 million pounds unless specifically agreed) and if required to do so will supply copies of confirmation of such insurance cover. Insurance cover must also be provided to cover employee liabilities and fire and theft cover in respect of any Grant supported assets.
- 29 The Recipient accepts that the Police and Crime Commissioner has no liability towards the Recipient or to any third party for any consequences, whether direct or indirect, that may arise from or in connection with the Recipient's carrying out The Initiative or the use of the Grant and the Recipient shall hold the Police and Crime Commissioner indemnified against any such claims or damages.
- 30 The Recipient shall indemnify the Police and Crime Commissioner for any costs, claims, damages or losses which arise as a result of negligence by the Recipient or any persons acting on the Recipient's behalf in the delivery of The Initiative or out of any breach by the Recipient of any of these terms and conditions.
- 31 The Recipient shall indemnify the Police and Crime Commissioner against any or all costs, claims, damages, losses, expenses, demands and liabilities (including legal costs and expenses) and any interest thereon incurred by the Police and Crime Commissioner in connection with and/or as a result of any claim or demand by any of the Recipient's employees or former employees (or a trade union

or other body or person representing such employee) (whether in contract, tort, under statute or otherwise) where such claim or potential claim arises from the cessation of the grant funding paid to the Recipient for any reason and/or as a result of any act, fault or omission of the Recipient or Recipient's employees or former employees

## **Transparency**

- 32 The Police and Crime Commissioner may publish details of all Grants awarded on his website [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk). This may include the name of the Recipient, the amount of Grant, purpose and reason for the award in accordance with any statutory duties including those under The Elected Local Policing Bodies (Specified Information) Order 2011.

## **Publicity**

- 33 The Recipient shall acknowledge the Police and Crime Commissioner's support in any published documents that refer to The Initiative or in written or spoken public presentations about The Initiative and will include the Police And Crime Commissioner's logo as appropriate or as reasonably requested.
- 34 The Police and Crime Commissioner must have sight of all documents that are to be published before they become publicly available
- 35 The Police and Crime Commissioner must be invited to all promotional events related to the initiative as the Police and Crime Commissioner may from time to time reasonably require.
- 36 The Recipient consents to and will co-operate with any publicity about the Grant and The Initiative as the Police and Crime Commissioner may from time to time reasonably require.

## **Notification of changes, claims or investigations**

- 37 The Recipient agrees to repay the Grant in full in the event that the Recipient.
- a) makes a substantial change to its charitable objectives as set out in its constitution, or
  - b) ceases to exist in substantially the same form
- 38 The Recipient shall inform the Police and Crime Commissioner in writing as soon as possible if any legal claims are made or threatened which could adversely affect The Initiative during the Funding Period of the Grant.
- 39 The Recipient shall inform the Police and Crime Commissioner in writing as soon as possible of any investigation concerning the Recipient's organisation, trustees, directors, employees or volunteers carried out by the Police, the Charity Commissioner, HM Revenue & Customs, or any other regulatory body.

## **Annual Report and Accounts**

- 40 The Recipient will acknowledge the Grant in any annual report or accounts published by them covering the period of The Initiative
- 41 The Recipient shall keep proper and up to date accounts and records (including invoices and receipts) for a period of at least six years after the end of the Funding Period, including summary profit and loss accounts and management accounts, personnel and payroll records and invoices, which show how the Grant has been used
- 42 The grant shall be shown as a restricted fund in the Recipients accounts and shall not be included under general funds

- 43 The Recipient shall comply and facilitate the Police and Crime Commissioner's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns.
- 44 The Recipient will make these financial records available for inspection by the Police and Crime Commissioner and provide copies upon request

## **Audit and Inspection**

- 45 The Recipient, without charge, will permit any of the Police and Crime Commissioner's representatives, external audit bodies or their nominees on reasonable notice, to visit the Recipient's premises and/or inspect any of the Recipient's activities and/or to examine and take copies of our books of account and such other documents or records as in such officers' view may relate to the use of Grant. The Recipient shall assist the Police and Crime Commissioner or his representatives in any examination as to the economy, efficiency and effectiveness with which the Grant has been used.

## **Payment and Use of the Grant**

- 46 The Grant will be paid in accordance with the payment schedule contained within the Grant Offer Letter or as may be varied by agreement in writing between the parties. Payment will only be made once the Office of the Police and Crime Commissioner have completed some financial checks on the organisation. In order to do this, relevant information must be provided as requested to the PCC. The Recipient shall promptly repay to the Police and Crime Commissioner any money incorrectly paid to it either as a result of an administrative error or otherwise.
- 47 Payments will be made by bank transfer (BACS) into a UK based bank account or building society account in the name of the Recipient, the account requiring the signatures of at least two authorised people for every withdrawal except as otherwise agreed in writing by the Police and Crime Commissioner.
- 48 The Police and Crime Commissioner reserves the right to withhold or suspend all or any payments of the Grant, without prejudice as they see fit.
- 49 The Recipient shall not spend any part of the Grant after the end date
- 50 Should any part of the grant remain unspent on the next day following the end date, the Recipient shall ensure that any unspent monies are returned to the Police and Crime Commissioner within 30 days of the end date. If the Grant only part-funds The Initiative, the Recipient will return the appropriate share of any unspent amount to the Police and Crime Commissioner, within the 30 day timescale.

## **Monitoring and Reporting**

- 51 The Recipient shall closely monitor the delivery and success of the Initiative to ensure that the aims and objectives are being met and that this Agreement is being adhered to.
- 52 The Recipient shall provide the Police and Crime Commissioner with completed and accurate financial and operational reports on its use of the grant in accordance with the notified timetable, in such a format as the Police and Crime Commissioner may reasonably request. Payments may be withheld or suspended if this timetable is not reasonably adhered to.
- 53 Where the Recipient has obtained funding from a third party for its delivery of part of the Project, the Recipient shall provide suitable evidence of this and shall include a reference to this in the financial reports together with details of what that funding has been used for. If the scheme is fully funded by PCC grant money, the organisation should actively seek alternative funding for any future years to enable the future sustainability of the project.
- 54 The Recipient shall on request provide the Police and Crime Commissioner with such further information, explanations and documents as reasonably required in order for it to establish that the

grant has been used properly and in accordance with this agreement. This information may be used to monitor or publicise The Initiative, evaluate The Initiative or to support any application to the Government for reimbursement of funding

- 55 Any outstanding payments will only be made on receipt of a final satisfactory monitoring return, which must be received within 7 days of the end date. Any financial transactions in respect of projects must be completed within 1 month of the end date, and this date will signify the closure of the project with the Police and Crime Commissioner.

## **Termination and Breach of Conditions**

- 56 In the event of the Recipient (being the person or organisation receiving the Grant) failing to comply with any condition contained in this Grant Agreement or on the happening of any of the following specified events then the Police and Crime Commissioner may reduce, suspend, withhold or cease Grant payments or, in the case of dishonesty, also require the repayment of any payment of Grant already made.

The specified events shall be:-

- a. The Grant application is found to have contained inaccurate or misleading information, which materially affected the assessment of the application.
- b. The PCC considers that the Recipient has not made satisfactory progress with the delivery of the Initiative
- c. The Recipient obtains duplicate funding from a third party for the Initiative
- d. The Recipient fails to comply with any of the terms and conditions set out in this document and fails to rectify any such failure within 30 days of receiving written notice detailing such failure
- e. The Recipient of the Grant or the operation of The Initiative supported by the Grant has, in the opinion of the Police and Crime Commissioner, been conducted dishonestly or negligently, or in a manner which brings the Recipient, The Initiative or the Police and Crime Commissioner into disrepute.
- f. The purpose of The Initiative has materially changed
- g. The Recipient ceases to operate or has become insolvent, or is likely to be put into administration or receivership or liquidation, or is about to make an arrangement with, or guarantee a Trust Deed to the Recipient's creditors
- h. Monies are used for any purpose not contained in the application, the Grant Offer Letter or as otherwise agreed in writing by the Police and Crime Commissioner

## **Notices**

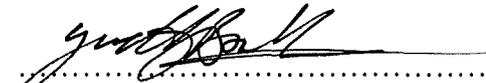
- 57 All notices and invoices and other correspondence relating to this Grant Agreement shall be in writing and in English and shall be served by a party on the other party at its address as shown on the Grant Offer Letter or such other address from which the Recipient or Police And Crime Commissioner normally operates.
- 58 Notices delivered hereunder shall be deemed to be delivered.-
- a. If delivered by hand, upon receipt
  - b. If sent by pre-paid registered first class post (providing it is not returned as undelivered to the sender), two working days after posting.
  - c. If sent by electronic mail, on the date of delivery subject to the following conditions.

- d When an electronic mail is sent on a day which is not a working day or after 3 00pm on a working day, the electronic mail is deemed to have been received on the next working day
- e. Each electronic mail containing a formal notice under this Agreement shall be sent with a delivery receipt requested and shall not be deemed to have been received until the sender receives a confirmatory delivery receipt

**Additional Conditions**

- 59 Any additional terms and conditions contained in the Grant Offer Letter shall be deemed to be incorporated in these conditions
- 60 Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the initiative or compliance with this Agreement, it will notify the Police and Crime Commissioners office as soon as possible so that, if possible, and without creating any legal obligation, the Police and Crime Commissioner will have an opportunity to provide assistance in resolving the problem or to take action to protect the Office of the Police and Crime Commissioner and the grant monies.

**Signed:**

  
.....  
**Gareth Boulton, Chief Executive**

  
.....

**John Campion, West Mercia Police and Crime Commissioner**

**Date:** 12/04/23

**Please see overleaf for Appendices**

## Appendix 1

### **Modern Slavery and Human Trafficking Transparency Statement**

This statement sets out the steps the West Mercia Police and Crime Commissioner (PCC) will take to safeguard against Modern Slavery and Human Trafficking.

#### **What is Modern Slavery?**

Modern Slavery comprises slavery, servitude, forced and compulsory labour and human trafficking. A victim is used or exploited for someone else's gain without respect for their human rights. There are a number of different types of exploitation and anybody can become a victim.

#### **PCC's Commitment**

Under section 54(1) of the Modern Slavery Act 2015 commercial organisations with an annual turnover in excess of £36 million are required to produce a modern slavery statement. The PCC's Office annual turnover is under £36 million but it is recognised that the PCC has a responsibility to be transparent in their business and supply chains. Due diligence is undertaken by working in partnership with the procurement team in West Mercia Police. The same standards are expected from contractors, suppliers and other partners. As part of procurement processes, the PCC will:

- Ensure pre-contract questionnaires to potential contractors include questions to help ensure that those organisations are identifying, preventing and mitigating the risk of modern slavery in their operations
- Include anti-slavery in the PCC's standard terms and conditions for grant funded and commissioned services to ensure that the PCC is entering into contracts with services who are committed to complying with the requirements under the Modern Slavery Act 2015.
- Expect all service providers to have their own policy relating to working practices on modern slavery or for evidence to be available to ensure their standards are in accordance with the PCC's expectations and for it to be made available during any future procurement

In the PCC's Police and Crime Plan 2021-2025, building a more secure West Mercia captures the focus on protecting the most vulnerable victims in society and targeting crimes hidden from the public, of which modern slavery falls into. Progress against the PCC's Police and Crime Plan is monitored by the Police and Crime Panel.

Safeguarding responsibilities are taken seriously and HR practices and employment checks will ensure that those employed by the organisation are legally entitled to work in the UK. Pay policies will follow appropriate legislation that determines and prescribes levels of minimum payment for work undertaken as an employee.

PCC staff will be briefed on how to spot the potential signs of the slavery and human trafficking, where and how to report their concerns and what support is available. The risk of slavery is low staff will remain vigilant and will take steps to manage the risks if they present themselves.

The welfare of office employees is important and as part of office management processes, managers are required to hold regular supervision meetings with employees which aim to address and support any personal welfare issues that may arise.

If any incidents of slavery or trafficking are suspected they would be referred to the relevant policing authority immediately and it is expected that service providers would do the same.

This statement is made pursuant to section 54 of the Modern Slavery Act 2015. It constitutes the PCC slavery and human trafficking statement for the financial year ending 31 March 2022 and will be reviewed annually.



# Safer Roads Fund Application Form 2024-25



**YOU MUST READ THE ACCOMPANYING GUIDANCE DOCUMENT WHILST COMPLETING THIS FORM.**

**Section 1 : Details of applicant**

1.1 : Name of lead applicant/ organisation/group:	
1.2 : Type of organisation/group:	<input type="checkbox"/> Community <input type="checkbox"/> Voluntary <input type="checkbox"/> Public sector <input type="checkbox"/> Registered charity <input type="checkbox"/> Social enterprise <input type="checkbox"/> Other (please state):
1.3 : Is this a single organisation, collaboration or consortia?	
1.4 : Name of lead contact and position held:	
1.5 : Address, including postcode:	
1.6 : Email address:	
1.7 : Phone number:	
1.8 : Contact details for operational enquiries:	
1.9 : Registered charity number:	
1.10 : VAT number:	

**Section 2 : Project details**

**Application conditions:**

I confirm by submitting this application that the initiative/product isn't already funded by the UK taxpayer.

I also confirm that the installation of road signs (inclusive of VAS) has been authorised by the relevant local authority and therefore comply with the TSRGD regulations.

I confirm that by submitting this application I have read and understood what will not be funded by this grant including VAS, ANPR Cameras and TruCams.

2.1 : Name of project/initiative:

2.2 : Brief description of initiative and its relevance in adding value to core road safety activity:

2.3 : Does this project fall within Lot 1 or Lot 2 of the Road Safety Grant Round?

2.4 : Who will be involved in delivering the initiative?

2.5 : In which setting will this initiative take place?
2.6 : Frequency of attendance:
2.7 : Project timescale:

### Section 3 : Evidence and relevance

3.1 : Understanding the need for your proposal:

3.2 : Which of the areas of the Safer West Mercia Plan does your project relate to? (Please indicate as <input checked="" type="checkbox"/> ).
--

Putting victims and survivors first	Building a more secure West Mercia	Reforming West Mercia
<input type="checkbox"/> Victims feel supported to cope and recover <input type="checkbox"/> Victims' chance of revictimisation is reduced <input type="checkbox"/> Victims feel more informed about what to expect and what the service will provide <input type="checkbox"/> Victims receive tailored support <input type="checkbox"/> Increased number of cases supported through the criminal justice system <input type="checkbox"/> Most vulnerable victims will receive enhanced and specialist support <input type="checkbox"/> Improved partnership working to support victims <input type="checkbox"/> Increased confidence to report an offence from a victim	<input type="checkbox"/> Increased amount of hate crime reported to police <input type="checkbox"/> Improved partnership working to use early intervention to prevent victimisation <input type="checkbox"/> Reduction in deaths and serious injuries on the roads <input type="checkbox"/> Reduction in harm caused <input type="checkbox"/> Increased reporting of offences <input type="checkbox"/> Increased feeling of safety within the community <input type="checkbox"/> Increased confidence to report an offence from a witness	<input type="checkbox"/> This only applies to West Mercia Police Force activity <input type="checkbox"/> Reassuring West Mercia's communities <input type="checkbox"/> Increased confidence in local policing <input type="checkbox"/> Increase in communities feeling valued <input type="checkbox"/> Increase in communities feeling informed <input type="checkbox"/> Increase in communities feeling involved <input type="checkbox"/> Increase in communication with communities <input type="checkbox"/> Increased community engagement

3.3 : Provide evidence that this initiative will deliver value for money?

3.4 : What experience do you have in managing/ delivering road safety activity

## Section 4 : Performance and effectiveness

4.1 : Please list your annual outputs and how they will be measured:

Output	Measurement

Press TAB key at end of row to insert additional rows.

4.2 : Please list the outcomes that your project seeks to achieve in this grant period and how you will measure these:

Outcomes	Measurement

Press TAB key at end of row to insert additional rows.

4.3 : How do you intend to track the progress of your initiative?

--

4.4 : How will you evaluate the initiative?

--

## Section 5 : Sustainability

5.1 : Is this a new or existing initiative? -select- **If NEW, please go to Section 5.7.**

5.2 : Please provide details of previous performance:

--

5.3 : How long has this initiative been running?

--

5.4 : Have you tried to make it more sustainable - if so, how?

--

5.5 : Has funding been received from the PCC or West Mercia Police for this initiative in the past three years?

--

5.6 : Has your organisation received grant funding from the government or through government resources in the last three years?

--

5.7 : Sustainability of the initiative:

--

## Project budget

Please give brief details of the project budget here – revenue and capital costs, also include any other financial assistance that has or is being sought or obtained. Please also complete the finance monitoring report sent as part of your application pack in support of the information provided below.

Other financial assistance being sought or obtained to deliver this project (please detail here, if applicable, any match funding from your own organisation or other organisations)	Amount applied for	Successful?
	£	-select-
Total project cost:		£
Amount of funding being sought for capital costs (if any) from the Commissioner's Grant Scheme (please provide a breakdown of what the funding will be specifically utilised for:		£
Total amount of funding being sought from the Commissioner's Grant Scheme:		£

## Support for this application

If this project is supported by, or delivered in partnership with, other organisations including West Mercia Police and/or community safety partnership please give details below.

NB: West Mercia Police Safer Neighbourhood Teams are asked to inform their Territorial Policing Unit Superintendent, via their local Police Inspector, if they intend to confirm support for this application along with the reasons for doing so.

Organisation:	Reason(s) for supporting this:	Contact name, email, tel, address:

## Documentation you will need to enclose at this stage

1. Safeguarding vulnerable adults and children and young people policy (if applicable).
2. Latest audited accounts.
3. A table outlining the risks to the project, their likelihood, potential impact and proposed mitigation.

Provide a list of any supporting documents submitted with this application, in addition to the above:

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Please submit completed documents to: [grants@westmercia.police.uk](mailto:grants@westmercia.police.uk)