REPORT OF THE TRUSTEES AND FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 MARCH 2015

For

STAFFORDSHIRE COMMISSIONER’S CORPORATE SOCIAL RESPONSIBILITY FUND

Office of the Police and Crime Commissioner
STAFFORDSHIRE
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1. LEGAL AND ADMINISTRATIVE INFORMATION

Trustees as at 16 JULY 2015

Mr Matthew Ellis, Police and Crime Commissioner (PCC)
Mrs Sue Arnold, Deputy Police and Crime Commissioner (DPCC) (Chair)
Mr Glynn Dixon, Chief of Staff, Office of the Police and Crime Commissioner (OPCC)
Mr John Henderson, Chief Executive, Staffordshire Country Council
Mr John van de Laarschot, Chief Executive, Stoke on Trent City Council

Registered Office

P O Box 3167
Stafford
Staffordshire
ST16 9LZ

Bankers

Co-op Bank
P O Box 250
Dell House
Southway
Skelmersdale
WN8 6WT
STAFFORDSHIRE COMMISSIONER'S CORPORATE SOCIAL RESPONSIBILITY FUND

2. TRUSTEES’ REPORT

The Trustees serving during the year 2014/15 were:

- Mr Matthew, Ellis, Police and Crime Commissioner (PCC)
- Mrs Sue Arnold, Deputy Police and Crime Commissioner (DPCC) (Chair)
- Mr Glynn Dixon, Chief of Staff, Office of the Police and Crime Commissioner (OPCC)
- Mr Nick Bell, Chief Executive, Staffordshire County Council (resigned October 2014)
- Mr John van de Laarschot, Chief Executive, Stoke on Trent City Council
- Mrs Alyson Holmes, Head of Governance, OPCC – (up until September 2014)

Objectives and activities for the public benefit

The Staffordshire Police and Crime Commissioner's (PCC) Corporate Social Responsibility Fund ('the charity') exists to fund the activities of the Staffordshire Cadet programme, delivered through a commissioning approach by Staffordshire Police.

Focussing on strengthening links between Staffordshire Police and young people and promoting good citizenship, the programme exists to:

- Provide young people with a voice, by growing two-way engagement and consultation with the younger generation, resulting in feedback and positive action for the youngsters, their families and communities;
- Give youngsters an opportunity, by creating an environment where they can learn, develop and feel valued, resulting in a well-rounded generation, focussed on social action rather than state dependency;
- Equip Cadets with an ability to succeed, through the introduction of a formal programme to enable them to enhance their skills and employability and resulting in better citizens for the future.

The charity's objects are:

"To promote good citizenship and civic responsibility; to prevent crime; to act as a resource for, help and advance in life children and young people; to advance education and training in particular of children and young people; to promote community capacity building; and to promote volunteering where to do so furthers a charitable purpose or purposes in particular but not limited to helping children, young people and adults develop new skills and self-confidence in the service of their communities by working alongside the police and partners and by supporting and promoting initiatives, Services and projects which further these charitable objects all with the aim of making "Staffordshire safer".
Achievements

Since 1 April 2014, the charity has provided funds to:

- Enable the growth of the number of Cadet Units, supported by Staffordshire Police, from three to four, which now operate from:
  
  - Stafford – Unit 1
  - Cannock – Unit 2
  - Stoke North – Unit 3
  - Tamworth – Unit 4

- Support the graduation of 30 Cadets from the Stoke North Unit of at a celebration event at the Stoke-on-Trent Civic Centre;
- Recruit additional cadets to Stafford, Cannock, Stoke North and Tamworth Units as opportunities arose;
- Introduce the BTEC level 1 qualification in team working, personal skills and citizenship to the Cadet programme, which is being delivered across the four operating units;
- Introduce the National Volunteer Police Cadet programme syllabus to support the Staffordshire Police Cadet programme;
- Develop and implemented a Policy Manual for the Cadet programme;
- Support the introduction of a Junior Cadet Programme across Staffordshire for youngsters aged 8-10 years, in partnership with primary schools;
- Aid the engagement of 1,006 junior cadets in the Junior Cadet programme at 130 schools across the area;
- Support the development of an Evaluation Framework for Cadet activity;
- Generate income with support from the Office of the Police and Crime Commissioner, (OPCC) of £58,461.

Impact

Developing from year one which saw three original Cadet Units established across Staffordshire, awareness of and interest in participating in the Cadet programme has significantly increased.

Numbers of young people keen to join a local Unit and to benefit from the support, guidance and training provided have grown and through the OPCC and the Force interest in volunteering, key to support the programme, is also increasing.

Youngsters aged between 14 and 17 years, with due regard to inclusion of those more vulnerable or with more challenging domestic backgrounds in the four areas identified are now personally benefiting from the support provided by the programme. With the introduction of both the NVQ qualification and guidance through the National Volunteer Police Cadet syllabus, young people are supported in their aim to achieve positive outcomes for the future, enabling them to become make a positive contribution to society.

Set out below is an illustration of the variety of activities achieved by the Police Cadet Service, funded in totality by the PCC’s charity:
April 2014

At a prestigious musical event at the Lichfield Garrick Theatre at 12 April and featuring the British Police Symphony Orchestra, over £5,000 was raised for the Cadet charity. Supported by local businesses and Residents of Staffordshire, the concert featured a Legends and Heroes theme with music including Rossini’s William Tell Overture and Sibelius’s Finlandia.

June 2014

Primary school children sign-up to the exciting new Staffordshire Police Junior Cadets which celebrated its first graduation ceremony in Stoke on Trent on 6 June.

Groups of ten children participate in six, one-hour sessions during school time, focusing on good behaviour, road safety, school security, policing and anti-social behaviour. At the end of each course, Junior Cadets are awarded certificates, baseball caps and T-shirts for completing the course.

June 2014

Staffordshire Police Cadets performed official duties, including car park attendance alongside a demonstration of police drills at the Clifton Campville County fair in June 2014.

July 2014

Launched in earlier in the year, the Stoke on Trent Cadet Unit received a visit from Police and Crime Commissioner, Matthew Ellis who was given a drill demonstration and talked the Cadets at their base at Sandyford Fire Station in Tunstall.
July 2014

Four Cadets from Cannock and Stafford Units were on duty to welcome Princess Alexandra to the Police Mutual Headquarters in Lichfield when she visited the city on Friday 11 July. Performing meet and greet duties on the day, the Cadets were able to speak with the Princess and provide a shining example of the standards they set for young people of Staffordshire.

October 2014

Cadets Alex Ingham and Melissa Foxley from the Stafford Cadet Unit welcomed the Ivanovo youth delegates, alongside representatives from Staffordshire Council of Voluntary Youth Services (SCVYS) and Staffordshire County Council to learn about the partnership between Staffordshire and Ivanovo.

November 2014

Staffordshire Police Cadets teamed up with local Lions Clubs in a young leader's programme that aims to see an investment of up to 100 hours service in their local communities. As part of the programme, Cadets are being encouraged to take part in the Lions Young Leaders in Service Awards, focuses on areas such as literacy and education, community improvement, safety, working with the elderly, public health and helping the homeless.

December 2015

Children from Priory Primary School in Trentham took part in a special assembly, attended by parents, to mark the six month anniversary of the Junior Cadet programme as part of their Graduation ceremony.

Aimed at strengthening links between police and young people and to promote good citizenship, the event was attended by PCC Matthew Ellis and Chief Constable Jane Sawyers.
January 2015
Recruitment for the Tamworth Cadet Unit begins in earnest, with opportunities to become part of the newest local group. This latest development brings the numbers of Staffordshire Cadets up to 100 young people.

March 2015
The Passing-Out Parade at the Town Hall in Stoke marks the graduation of Stoke North Cadets, attended by PCC Matthew Ellis, Deputy PCC Mrs Sue Arnold and Chief Constable Jane Sawyers.

Plans for the future periods
The key objectives for the next financial year are to:

- Continue to the roll-out of the Cadet programme across Staffordshire;
- Develop an approach to fundraising which supports the development of Cadet Units across each local policing area of Staffordshire;
- Utilising the Volunteering Scoping plan, support the introduction of a Volunteering Strategy which aids further development of the Cadet programme.

Financial Review
During the year income of £58,461 was received, mainly through donations of which the most significant were £20,000 from POCA, £20,000 from the Road Safety partnership, and the Patrons Scheme from Police Mutual. The Police Orchestra event at the Garrick Theatre, Lichfield sold tickets worth over £5,000 and raised £4,411 net after costs.
Grant income was £4,938 and payroll donations amounted to £203 for the year.

Looking forward the Trustees are aware that fundraising and payroll donations will need to increase to support the charity.

Expenditure in the year was to support the operation of 4 Police Cadet units run by Staffordshire Police, in line with the agreed Commissioning plan. As the number of cadet units operating across the county increases, then additional income and expenditure will be required.

Reserves Policy

The policy is to hold reserves of 3 months expenditure for grant making purposes. As at 31/3/15 there were 4 cadet units in operation and the 3 month cost of these is £12,000 (being £12,000*4/4). Reserves as 31/3/15 were £67,437 so well within this target.

This policy will be reviewed annually.

Investment Policy

The current policy is to hold cash in the Co-op account where it is easily accessible, recognising it only attracts a low rate of return. In the current investment environment of low interest rates it is unlikely that a much better rate can be found from other savings accounts. However, as the charity accumulates cash reserves it will investigate the opportunities to invest in other, more long term investment vehicles, to get better returns so long as this leaves sufficient usable cash for charitable grant purposes.

This policy will be reviewed annually.

Grant Making Policy

The Grant Making Policy restricts awards to those organisations supporting delivery of the Cadet Service only. At a later date, when the charity is well established, it can consider awarding grants for other activities supporting its wider charitable objectives.

This policy will be reviewed annually.

Related parties

With responsibility for the totality of policing in Staffordshire the PCC recognises the value in utilising Police Proceeds of Crime Act funds to support positive community activities and increases of public reassurance.

The OPCC is focusing attention on the early intervention agenda with specific interest in providing positive activities and opportunities to develop young people, enabling them to make a valued contribution to their local communities.
Risk Review

The Board of Trustee recognises the importance of conducting a risk review to ensure mitigation against a number of key risk including, funding provision and reputation.

Working with Trustees and Staffordshire Police as the commissioned service provider a corporate risk register is under development and will be subject to annual monitoring.

Statement of Trustees’ responsibilities

Through the Governing document, Trustees recognise their responsibilities in support of the Charity.

Trustee interest

No serving Trustee has any interest in the Charity’s contracts.

It is proposed that the Trustees approve these accounts on the 16 July 2015

Signed by the Chair of the Trustees

Mrs Sue Arnold

Dated: 25.08.15.
3. INDEPENDENT EXAMINER’S REPORT

I report on the accounts for the year ended 31 March 2015 which are set out in Appendices 1 & 2.

Respective responsibilities of trustees and examiner

The charity’s trustees are responsible for the preparation of the accounts. The charity’s trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner’s report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a ‘true and fair view’ and the report is limited to those matters set out in the statements below.

Independent examiner’s statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: A. Joan
Address: 2 Downford Close, Wheaton Aston, Stafford
Date: 29/7/15
Staffordshire Commissioner’s Corporate Social Responsibility Fund

Charity Number 1153414

Appendices I

RECEIPTS AND PAYMENTS ACCOUNT

For the period 1st April 2014 to 31st March 2015

<table>
<thead>
<tr>
<th>Unrestricted Funds £</th>
<th>Designated Funds £</th>
<th>Restricted Funds £</th>
<th>Endowment Funds £</th>
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<td>Receipts</td>
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<td>Donations (ad-hoc)</td>
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<td>Donations (Patrons scheme)</td>
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<td>Donations (SRP)</td>
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<td>Activities for generating funds</td>
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<td>Total receipts</td>
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<td>58,460.65</td>
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<td>Payments</td>
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<td>Grant Payments</td>
<td>Note 6</td>
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<td>Cadet Scheme: Staffs police</td>
<td>Note 7</td>
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<td>Support and Running costs</td>
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<tr>
<td>Total expenditure</td>
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<td>9,848.69</td>
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<td>9,848.69</td>
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<tr>
<td>Excess of receipts over payments</td>
<td>59.84</td>
<td>48,552.12</td>
<td>-</td>
<td>48,611.96</td>
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</table>

STATEMENT OF ASSETS AND LIABILITIES

| Cash Funds          |                     |                    |                   |                 |
| Bank account (Co-Op) | Note 9             | 0                  | 0                 | 45,931.93       |
| Current Assets      |                     |                    |                   |                 |
| Current Debtors     | Note 10             | 5.28               | 0                 | 21,500.00       |
| Equipment           | Note 11             | 0                  | 0                 | 0               |
| Total               | 5.28                | -                  | 67,431.93         | 0               67,437.21 |
| Liabilities         |                     |                    |                   |                 |
| Grant payment due   | Note 12             | -                  | -                 | -               |
| Total               | -                   | -                  | -                 | -               |
| Net assets          | 5.28                | 67,431.93          | 0                 | 67,437.21       |

Made up of: 13/14
14/15

18,825.25
48,611.96

Approved by the Trustees at their meeting on 20th July 2015
Note 1  Donations made by various people to support the Staffordshire Police Cadets scheme.
Note 2  Patrons scheme provides benefits for larger donors for Staffs Police Cadets scheme.
Note 3  Proceeds of Crime Act (POCA) income. Due from 14/15 but paid after Home Office confirms value in summer after the end of the year. Just Giving running on Staffs Police payroll for Staffs Police Cadets scheme. Staffordshire Safer Roads Partnership made a donation of £20,000 in year.
Note 4  Police orchestra event at Lichfield Garrick Theatre (income shown net of costs).
Note 5  Interest on Co-op bank account.
Note 6  Grants were received from Misdirected Youth united NVPC and Staffs County Council SCVYS.
Note 7  All payments made in year, accrued value for units operating costs for the period is £9,848.28.
Note 8  No support or running costs were charged in the year. Activity undertaken by Trustees, Staffs PCC and Staffs Police were done at their own organisations or their own expense.
Note 9  Unrestricted is bank interest. Charity bank account balance at year end.
Note 10 This is bank interest, POCA and Lichfield Bower donation Income due for the period, but not yet received.
Note 11 No equipment held by the Charity as it is a commissioning entity and equipment is funded by grant to Providers.
Note 12 Staffs Police have confirmed that there is no further funding due for the operation of the cadet scheme for the period to 31/3/15.