

## Safer Communities

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Louise Macdonald  
Chief Executive  
Young Scot  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

In 2014 Scotland Welcomes the World



18 March 2014

Dear Louise

### **OFFER OF GRANT FOR ESTABLISHMENT OF A NATIONAL PARTNERSHIP UNIT TO DEEPEN POLICE SCOTLAND'S ENGAGEMENT WITH YOUNG PEOPLE**

The Scottish Ministers in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give Young Scot ("the Grantee") a grant of up to £253,000 STERLING, payable over the financial year[s] 2013-14 and 2014-2015, in connection with the establishment of a National Partnership Unit to deepen Police Scotland's engagement with young people, which is more particularly described in Part 1 of Schedule 1 ("the Project") and subject to the following terms and conditions:

#### **1. Definitions and Interpretation**

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, subparagraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions.

#### **2. Purposes of the Grant**

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The main objectives of the Grant are:

- Develop and support 14 groups - (Young Volunteers Programme)
- Recruit, train and support 2 Modern Apprenticeships (Communications and Rewards Programme)
- Develop, recruit and train scrutiny panel and carry out a Youth survey (Youth Voice Programme)
- Build in sustainability to the overall objective of this National Partnership Unit deepening Police Scotland's engagement with young people beyond 2014-15.
- This project will form part of the Building Safer Communities (BSC) programme and will be expected to engage as much as possible in the test areas identified by the BSC programme and link into other BSC programmes, for example, No Knives, Better Lives, Mentors in Violence Prevention and Link Up. The Building Safer Communities Programme brings together a range of partners who are committed to transforming national and local action to reduce crime and increase community safety and resilience in Scotland. This work will concentrate its efforts in our most deprived communities with the aim of reducing the cumulative number of victims of crime by 250,000 in Scotland by 2017-18.

2.5 The National Partnership Unit (Young Scot, Youthlink and Police Scotland) will submit a work plan to the Scottish Government Community Safety Team by the end of April 2014, covering the first fifteen months (Jan 2014 – March 2015). The plan should have clear outcomes and indicators to demonstrate progress and impact of the activities noted at 2.4 above.

2.5.1 The National Partnership Unit will be expected to submit to the Scottish Government Community Safety Team quarterly progress reports clearly demonstrating progress and impact of the activities noted at 2.4 above. This must include financial expenditure incurred and expected estimate for the next 4 months. First quarterly progress report due April 2014.

### 3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **Schedule 1** attached.

3.2 The Grantee shall within 6 weeks following the end of receiving the final instalment of the Grant submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3**. The statement shall be signed by the Grantee.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably required by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in Schedule 1, unless otherwise agreed in writing by the Scottish Ministers.

## **4. Inspection and Information**

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of quarterly and an annual report. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure including the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to indicators against which progress in achieving outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of 5 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

## **5. Confidentiality and Data Protection**

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

## **6. Disposal of Assets**

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

## **7. Publicity**

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

## **8. Intellectual Property Rights**

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

## **9. Default and Recovery etc. of Grant**

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignment for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

## **10. Assignment**

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

## **11. Termination**

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

## **12. Corrupt Gifts and Payments of Commission**

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

## **13. Continuation of Conditions**

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

## **14. Compliance with the Law**

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance overleaf and return one copy of the offer of Grant and Schedules to [REDACTED] at the Scottish Government, Community Safety Team, 1W, St Andrew's House, Edinburgh, EH 1 3DG. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

**WENDY WILKINSON**  
*Deputy Director, Safer Communities*  
*Scottish Government*

**18 March 2014**

## GRANT ACCEPTANCE

On behalf of the National Partnership Unit, (Police Scotland, Young Scot and Youth Link Scotland) I accept the foregoing offer of Grant by the Scottish Ministers dated 18 March 2014 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed:  
(Director/Company Secretary/Authorised Signatory)

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:  
*[Witness]*

Witness Name:

Address:

Date:

Place of Signing:

## SCHEDULE 1

### PART 1: THE PROJECT

Through the establishment of the National Partnership Unit, this project will deliver the following objectives of:

1. *Deepening engagement...* by delivering a Youth Volunteers Programme to give young people aged 13 – 18, particularly those ‘at-risk’, an insight into policing in Scotland and inspire them to participate positively in their communities. This will involve the development and support of 14 groups - (Young Volunteers Programme)
2. *Improving communication...* by delivering an Engagement Programme, enhancing information and communication between young people and the police. This will involve the recruitment, training and support of two Modern Apprenticeships (Communications and Rewards Programme)
3. *Involving young people in decision making...* by delivering a Youth Voice Programme to enable young people to influence and hold Police Scotland to account for its engagement. This will involve the development, recruitment and training of a scrutiny panel and carrying out a Youth survey (Youth Voice Programme)
4. Build in sustainability to the overall objective of this National Partnership Unit deepening Police Scotland’s engagement with young people beyond 2014-15.
5. This project will form part of the Building Safer Communities (BSC) programme and will be expected to engage as much as possible in the test areas identified by the BSC programme and link into other BSC programmes, for example, No Knives, Better Lives, Mentors in Violence Prevention and Link Up.

### PART 2: PAYMENT OF GRANT

1. The total Grant of £253,000 shall be payable by the Scottish Ministers to the Grantee of which £123,000 is to be paid to fund the Young Volunteers Programme (14 groups) plus £130,000 contribution to be paid towards your Communications/Rewards and Youth Voice Programme costs.

#### **Allocation of grant funding to be used as follows:**

Young Volunteers Programme - £123,000

Communication and Rewards Programme/Youth Voice Programme - £130,000

£80,000 to be paid as a one off payment in 2013-14 followed by £173,000 for 2014-15 to be paid in quarterly payments of £43,250 on receipt of a completed claim for Grant in the form set out in **Schedule 2** and by submitting a completed Annex A for each instalment together with the associated reporting and monitoring information set out in paragraph 2.5 and 4.1 of the Offer of Grant.

2. The total Grant shall be payable over the financial year[s] 2013- 2014 and 2014-15. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.

3. The Grantee shall provide a quarterly profile of expenditure of the Grant in April 2014 along with the project workplan. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for the expenses incurred against the grant provided to the Grantee in connection with the Project until the next claim is due to be submitted.
5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours but shall be under no obligation or duty to pay the amount determined to the Grantee within 30 days of receiving a claim and any required documentation and information relevant to the claim.
7. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by end of April, the amount of the Grant actually expended up to and including 31 March 2014.

## SCHEDULE 2

### GRANT CLAIM FORM

**Organisation: Young Scot, Rosebery House, 9 Haymarket Terrace, Edinburgh EH12 5EZ**

**Bank details:**

*[Name and address, sort code, account number]*

**Project: National Partnership Unit (Young Scot, Youthlink Scotland and Police Scotland)**

**Grant for 2013 -2014 £80,000 (to be claimed as one off payment before 21 March 2014)**

**Grant for 2014-2015 £173,000 (to be claimed and paid as quarterly instalments £43,250)**

**We hereby claim grant of £253,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 18<sup>th</sup> March 2014 and the Schedules attached thereto.**

**Completed by:**

**Position:**

**Contact Details:**

**Date:**

The Grant shall be paid by the Scottish Ministers to the Grantee in the following instalments:

	Amount	Claim Date
Payment 1	£80,0000	March 2014
Payment 2	£43,250	April 2014
Payment 3	£43,250	July 2014
Payment 4	£43,250	October 2014
Payment 5	£43,250	January 2015
<b>TOTAL</b>	<b>£253,000</b>	

The Grantee shall claim each Payment in writing in such form as the Scottish Ministers may from time to time specify, and shall submit a claim for each Payment not earlier than, but within 30 days of each Claim Date. The claim form is attached at Annex A.

### SCHEDULE 3

#### STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

*National Partnership Unit (Young Scot, Youthlink Scotland and Police Scotland)*

This is to confirm that the grant claimed by Young Scot in relation to the above Project during the financial year ended 31 March 2014 and during the financial year ended 31 March 2015 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Young Scot.

Signed:

Name in block capitals:

Position:

Date:

## SCHEDULE 4

### DEFINITIONS

“**Agreement**” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“**Conditions**” means these grant conditions;

“**Default**” means:

(a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);

(b) Any failure to perform or the negligent performance of any obligation under this Agreement;

(c) Any breach of any legislation; or

(d) Any negligence or negligent or fraudulent miss-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“**Financial Year**” means a period from 1 April in one year until 31 March in the next;

“**Grant**” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“**Grantee**” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“**Intellectual Property Rights**” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“**Project**” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“**Payment**” means each of the payments specified in Schedule 1 hereto.

YOUNG SCOT: QUARTERLY CLAIM 2013-14 & 2014-2015				
Grant Reference				
Grant Recipient				
Address				
Post Code				
Telephone				
Email				
Period of claim	April – June <input type="checkbox"/>	July-Sept <input type="checkbox"/>	Oct-Dec <input type="checkbox"/>	Jan-Mar <input type="checkbox"/>
Amount claimed this quarter				
Bank Name				
Bank Address				
Sort Code				
Account Number				
Declaration	I hereby state that this claim for payment complies with all conditions set out in the grant offer and that the information above is true and complete.			
Signature				
Name				
Designation				
Date				
Scottish Government - Payment Authorisation				
Date received				
Cost Centre				
Entity Code				
Account Code				
Programme Code				
Amount				
Authorised by				
Name				
Date				

T: 0131-244-4918  
E: Wendy.Wilkinson@scotland.gsi.gov.uk

Louise Macdonald  
Chief Executive  
Young Scot  
Roseberry House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

29 April 2015

Dear Louise

## **OFFER OF GRANT TO YOUNG SCOT ON BEHALF OF THE NATIONAL PARTNERSHIP UNIT – 2015/16**

The Scottish Ministers in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give to Young Scot, a company limited by guarantee with the company number SC029757 and whose registered office is situated at Roseberry House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ (“the Grantee”) a grant of up to **ONE HUNDRED AND EIGHTY FOUR THOUSAND, SEVEN HUNDRED AND FIFTY POUNDS (£184,750) STERLING**, payable over the Financial Year 2015-16, in connection with the project described in Annex A and B attached (‘the Project’) and subject to the following terms and conditions:

### **1. Definitions and Interpretation**

1.1 In these Conditions, the words and expressions set out in Schedule 4 shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph, schedule and annex shall be a reference to a clause, paragraph, sub-paragraph, schedule and annex of these Conditions.

## **2. Purposes of the Grant**

- 2.1 The Grant is made to enable the Grantee to carry out the Project.
- 2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.
- 2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- 2.4 The main objectives/expected outcomes of the Grant are set out in Annex A and B.
- 2.5 The targets/milestones against which progress in achieving objectives/expected outcomes are as set out in Annex A and B.
- 2.6 The eligible costs for which the Grant can be claimed are as set out in Schedule 1.
- 2.7 The eligible costs exclude reclaimable Value Added Tax.

## **3. Payment of Grant**

- 3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of Schedule 1 attached.
- 3.2 The Grantee shall within 6 weeks following the end of the Financial Year in respect of which the Grant has been paid submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in Schedule 3. The statement shall be signed by the Grantee's Director of Finance or equivalent official.
- 3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably required by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.
- 3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable Financial Year as set out in Schedule 1, unless otherwise agreed in writing by the Scottish Ministers.

## **4. Inspection and Information**

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project, providing progress reports alongside the claims for Grant. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the Financial Year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require or to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of 6 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

## **5. Confidentiality and Data Protection**

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this Agreement.

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

## **6. Disposal of Assets**

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

## **7. Publicity**

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

## **8. Intellectual Property Rights**

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

## **9. Default and Recovery etc. of Grant**

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy;

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986; or

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

## **10. Assignation**

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

## **11. Termination**

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

## **12 Corrupt Gifts and Payments of Commission**

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

## **13. Continuation of Conditions**

These Conditions shall continue to apply for a period of 5 years after the end of the Financial Year in which the final instalment of the Grant was paid.

## **14. Compliance with the Law**

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the offer of Grant, the annexed Schedules and the Annex, you should sign and date both copies of the Grant acceptance below and return one copy of the offer of Grant and Schedules and Annex to:

  
Scottish Government,  
Community Safety Unit,  
Area 1W,  
St Andrews House,  
Regent Road,  
Edinburgh,  
EH3 3DG.

You should retain the second copy of the offer of the Grant, Schedules and Annexes for your own records.

Yours Sincerely,

Wendy Wilkinson  
Deputy Director Safer Communities Division

29 April 2015

## GRANT ACCEPTANCE

On behalf of Young Scot I accept the foregoing offer of Grant by the Scottish Ministers dated 29 April 2015 on the whole terms and conditions as set out in the letter and Schedules 1 to 4 and Annex A and B attached hereto. I confirm that I hold the relevant signing authority.

Signed: \_\_\_\_\_ Print Name:  
*[Director/Company Secretary/Authorised Signatory]*

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed: \_\_\_\_\_ Witness Name:

Witness Address:

**This is Schedule 1 as referred to in the foregoing offer of Grant from the Scottish Ministers to Young Scot on behalf of The National Partnership Unit**

**SCHEDULE 1**

**PAYMENT OF GRANT**

1. The total Grant of up to **£184,750** shall be payable by the Scottish Ministers to the Grantee as set out in the following paragraphs on receipt of a completed claim for Grant in the form set out in **Schedule 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.

2. The Grant of **£184,750** should be allocated as follows; **£118,000** to be paid to fund the Youth Volunteers Programme with the remaining **£66,750** to contribute towards the Youth Voice and the Communications & Rewards Programme.

3. The total Grant shall be payable over the Financial Year 2015-16. The Grant for the financial year has been allocated as follows:

<b>Amount</b>	<b>Item</b>	<b>Payment Date</b>
<b>£46,187.50</b>	Q1 – 2015/16	1 April 2015
<b>£46,187.50</b>	Q2 – 2015/16	1 July 2015
<b>£46,187.50</b>	Q3 – 2015/16	1 October 2015
<b>£46,187.50</b>	Q4 – 2015/16	1 January 2016
<b>Total - £184,750.00</b>		

The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable Financial Year, unless otherwise agreed in writing by the Scottish Ministers.

4. The Grantee shall provide a monthly profile of expenditure of the Grant before the start of each Financial Year. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.

5. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.

6. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.

7. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks of receiving a claim and any required documentation and information relevant to the claim.

8. In order to facilitate the accrual of expenditure of the Grant for the Financial Year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 30 April the amount of the Grant actually expended up to and including 31 March.

**This is Schedule 2 as referred to in the foregoing offer of Grant from the Scottish Ministers to Young Scot on behalf of The National Partnership Unit**

**SCHEDULE 2  
GRANT CLAIM FORM**

Organisation: *[Name and address]*

Bank details: *[Name and address, sort code, account number]*

Project: – **The National Partnership Unit – Young Scot**

Total agreed grant for 2015-16: £184,750.00

Latest forecast of expenditure of grant for [dates]: *[Amount]*

Grant claimed to date: *[Amount]*

We hereby claim a grant of [£            ] in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 29 April 2015 and the Schedules attached thereto.

Completed by:

Position:

Contact Details:

Date:

**Items of Expenditure**

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Item</b>	<b>Amount (£)</b>	<b>Paid Invoice [Y/N]</b>	<b>Other (please specify, e.g. certificate of payment in kind)</b>
<b>TOTAL*</b>			

\* Note the total should add up to the total expenditure claimed for the period.

**This is Schedule 3 as referred to in the foregoing offer of Grant from the Scottish Ministers to Young Scot on behalf of The National Partnership Unit**

**SCHEDULE 3**

**STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT**

**The National Partnership Unit – Young Scot**

This is to confirm that the Grant claimed by Young Scot in relation to the Project during the financial year ending on 31 March 2016 was properly due and was used for its intended purposes in accordance with the terms and conditions of the Grant. This statement is supported by the records of Young Scot.

Signed:

Name in block capitals:

Position:

Date:

**This is Schedule 4 as referred to in the foregoing offer of Grant from the Scottish Ministers to Young Scot on behalf of The National Partnership Unit**

**SCHEDULE 4**

**DEFINITIONS**

**“Agreement”** means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

**“Conditions”** means these grant conditions;

**“Default”** means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

**“Financial year”** means a period from 1 April in one year until 31 March in the next;

**“Grant”** means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

**“Grantee”** means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

**“Intellectual Property Rights”** means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

**“Project”** means the purpose for which the Grant has been awarded as described in the Offer of Grant”

**“Payment”** means each of the payments specified in Schedule 1 hereto.

**This is Annex A as referred to in the foregoing offer of Grant from the Scottish Ministers to Young Scot on Behalf of The National Partnership Unit**

**Annex A**

The details set out in the National Partnership Business Plan (Annex B) will form the basis of the conditions of this grant along with the conditions set out below. The Grantee will:

1. Use the funding provided in the 2015-16 financial year appropriately to support the delivery of the project as set out in the business plan in Annex B to achieve the outcomes of the project. Any potential changes to delivery or expenditure should be discussed and agreed with the Violence Reduction Policy Team.
2. Ensure that any products developed with Scottish Government funding (such as resources for schools or guidelines for practitioners/employers) are made available to everyone free of charge.
3. Make tangible, significant and visible progress delivering on the targets and outcomes detailed in Annex B and produce quarterly reports, submitted to the Community Safety Unit at the same time as requesting quarterly grant instalments, as detailed in Schedule 1.
4. Share information through the practitioner networks established on behalf of the Scottish Government and participate in other events organised on behalf of the Scottish Government to share information, partnership working and promote good practice.
5. Provide all necessary monitoring and financial information required by the Community Safety Unit, Scottish Government.

**This is Annex B as referred to in the foregoing offer of Grant from the Scottish Ministers to Young Scot on behalf of The National Partnership**

**BUSINESS PLAN**

**Section 2: Your Organisation**

**2.1 What does your organisation do?**

*What is the purpose of your organisation – what do you do and why?*

The Police Scotland National Partnership Unit, incorporating YouthLink Scotland and Young Scot, was established in 2014 to develop programmes which would improve dialogue and relationships between young people and the police, ultimately contributing to safer communities.

Police Scotland was formally established on 1 April 2013 and is responsible for policing across the length and breadth of Scotland, some 28,168 square miles. Police Scotland is the second largest force in the UK after the Metropolitan Police. Police Scotland's purpose is to improve the safety and wellbeing of people, places and communities in Scotland. Our focus is on Keeping People Safe, which is at the heart of everything that we do.

Young Scot is the national youth information and citizenship charity, providing young people, aged 11 - 25, with a mixture of information, ideas and incentives to help them become confident, informed and active citizens. Impact is achieved through a variety of activities, including provision of relevant and accessible high quality online and offline information, online and face-to-face engagement, plus the Young Scot National Entitlement Card, used by over ½ million young people to access services and opportunities.

YouthLink Scotland is the national agency for youth work. It is a membership organisation and is in the unique position of representing the interests and aspirations of the whole of the sector both voluntary and statutory. YouthLink Scotland champions the role and value of the youth work sector, challenging government at national and local levels to invest in the development of the sector.

The past year has seen considerable success as a result of the three partners working together to engage young people.

**2.2 Your business objectives**

The National Partnership Unit aims to:

1. Deepen police engagement with young people, breaking down barriers with traditionally difficult to engage communities and promoting positive

role models.

2. Establish Police Scotland as a world-leading example of visible, ethical and responsive policing by putting young people at the heart of decision making.
3. Improve the relationship between young people and the police in Scotland by increasing the opportunities for positive dialogue.

These aims are met through the delivery of three key programmes:

### **1. Police Scotland Youth Volunteers (PSYV)**

The Youth Volunteers Programme gives young people aged 13 – 18, particularly those 'at-risk', an insight into policing in Scotland and inspiring them to participate positively in their communities. Incorporating learning from the Volunteer Police Cadets in England and Wales and the pilot in Scotland, the PSYV in Scotland aims to:

1. Promote a practical understanding of policing amongst all young people;
2. Encourage the spirit of adventure and good citizenship;
3. Support local policing priorities through volunteering;
4. Give young people a chance to be heard; and
5. Inspire young people to participate positively in their communities.

### **2. Youth Voice Programme**

The Youth Voice Programme gives young people an opportunity to influence Police Scotland with the aim of improving relationships between young people and the Police.

### **3. Engagement Programme**

The Engagement Programme aims to use new technology to enhance information and communication with young people on crime, safety, rights and the Police.

## Section 3: Proposal

### 3.1 What do you want Scottish Government to fund you to do?

*What are you proposing to do?*

*What will the grant enable your organisation to do that you aren't already doing?*

The delivery of the three National Partnership Unit programmes has been supported in 2014/15 by funding from the Scottish Government Community Safety Unit, as well as in-kind resources from the three partner organisations.

In summer and autumn of 2014, good progress was made in piloting the Youth Volunteers Programme, developing a Youth Panel to lead the Youth Voice Programme and putting in place an infrastructure to deliver an effective Engagement Programme. Significant positive outcomes are expected by the end of the current funding period on 31 March 2015. A report of the external evaluation of the Youth Volunteer Programme was published in November 2014. This is to be followed by an annual review document, which is due for publication in early May 2015. This document will detail all activities carried out by the Partnership Unit, its future direction and the impact it has made to date.

The intention has always been that these programmes would extend well beyond one year, becoming sustainable and mainstreamed. This document presents the business case for the Scottish Government for activities to be delivered in 2015/16, building on the current foundations to enhance each of the three programmes for maximum impact.

#### 1. Police Scotland Youth Volunteers

We are seeking funding to complement other secured investment so that we can support existing areas covered by PSYV, particularly in areas affected by multiple deprivation and areas that are geographically excluded. To give sufficient time to embed the programme in new locations we want to extend the period of roll out. During this time we shall recruit new volunteers in pilot areas and in the new areas. This also requires the recruitment, resourcing and training of new adult leaders. Meanwhile we will strengthen the content of the PSYV programme by developing learning materials, awards and experiences that increase young people's resilience and reduce the risks for individuals and their communities.

A full 3-year work book/experiential practical exercise curriculum will be developed. This will include all lesson plans, workbooks and presentations required. A similar professional development programme is also being developed for adult leaders which includes Leadership training and identified core skills training courses.

The training to be delivered is focussed strongly on the long-term sustainability of the programme. A train-the-trainer course will provide the capacity for PSYV staff to deliver these courses in-house in future.

Through the National Partnership Unit, we will continue to roll out the Police Scotland Youth Volunteers Programme to young people aged 13 – 18 by increasing the

number of local groups from 14 to 28 across Scotland.

The five pilot areas were: Glasgow, Aberdeen, Edinburgh, Cumnock and Dundee. The programme was then rolled out to an additional nine areas by April 2015: Dunfermline, Alloa, Paisley, Stranraer, Fraserburgh (Harbour), Motherwell, Inverness Livingston and Dumbarton. In 2015/16 we are proposing an additional group in each of the 14 areas above to deliver 2 groups per division.

The number of volunteers involved to-date and planned in the forthcoming year is identified in the table below.

	<b>Adult volunteers</b>	<b>Youth volunteers</b>
2014/15	105	336
2015/16 (additional)	105	504
<b>Total</b>	<b>210</b>	<b>840</b>

## **2. Youth Voice Programme**

17 young people have been recruited and trained to be the Police Scotland Youth Advisory Panel. The Panel will be working to gather wider views of young people's perceptions and experiences of crime, community safety and the Police to inform the development of a Youth Strategy for the Police. They will also be working with Police Scotland, the Scottish Police Authority (SPA) and Her Majesty's Inspectorate of Constabulary in Scotland (HMICS) to advise on current 'hot topics', including stop and search and armed police patrols.

Hot topics will be decided based on key priorities from Police Scotland as well as relevant themes identified by the Police Scotland Youth Advisory Panel. The Panel will be supported by Young Scot staff and local Police Contacts (PSYV co-ordinators) to develop workplans looking at each of these topics and appropriate methods for gathering insights and information.

This process has already started – with young people through the Panel identifying their own priority work streams (e.g. young people in care and their relationship with the Police) combined with work being undertaken to address police priorities (e.g. stop and search).

The process of developing the Youth Strategy is based on co-design principles. The Youth Advisory Panel are taking the lead role in developing this strategy for Police Scotland, which will provide recommendations on how they need to work with young people. It is envisaged that this strategy will shape policy in terms of engaging with young people, and be a long-term plan for improving relationships between young people and the police. The Partnership Unit itself and the current three programmes were developed from the Your Future: Your Police project recommendations from young people. The future focus of activities may change depending on the additional engagement, resulting in new approaches (e.g. training for officers), activities and ways of working.

The buy-in to involving young people in this way is from the highest level, with the

Chief Constable committed to listening to young people through this process. Assistant Chief Constable Wayne Mawson has the delegated authority to agree the steps to take following the feedback from young people, and has had direct engagement with the Panel. There has also been agreement for formal meetings between the Panel and the Police Scotland Executive Team twice per year.

The aim is for the current Panel to continue for two years (until September 2016), providing adequate time to see the Youth Strategy implemented, track progress and hold Police Scotland to account for its delivery. The Panel will review their experience and recommend whether this should continue beyond 2016, and in what form. We will then explore potential sources of funding to support this.

The work of the Panel be supplemented by continued engagement work by Young Scot through survey and outreach work to gather representative views of young people across Scotland. These views will be collated using a National Youth Voice Survey, taking place every six months. The survey will be based on existing studies to assist with comparing and tracking change with previous statistics about young people's views on crime. We aim to target in excess of 1,000 young people at each round of the survey.

### **3. Engagement Programme**

Improving communication with young people was a key recommendation from *Your Future, Your Police*, and will be a key strand of the youth strategy. This strand of activity aims to increase young people's access to information about community safety, rights and crime 'topics'. This will be measured by analysing the uptake of this information through statistical analysis of usage – and awareness of services through the youth survey – and compare this with baseline figures from previous years.

Two Modern Apprentices have been recruited to work across Police Scotland and Young Scot to develop digital content for young people. Having completed their initial training in the autumn of 2014, work is underway to develop improved communications on the relevant issues across the Police Scotland and Young Scot channels (websites, social media and print publications). Additionally, the Programme is utilising Young Scot Rewards to incentivise young people to participate in positive activities and receive rewards which relate to community safety (e.g. the opportunity to shadow Police Scotland staff, attending fire fighter training).

In 2015/16 we propose continuing this work, but with a greater focus on consolidating / embedding other programmes which aim to communicate with young people about specific safety and crime 'topics' (e.g. Choices for Life, No Knives, etc.) into a strategic approach across a wide range of partners on engaging young people.

All Young Scot Rewards 'experiences' (activities and incentives) will be co-ordinated with the reward provider in advance through the Young Scot Entitlements and Rewards team. These will be stand alone and will not be linked to the Police Scotland Youth Strategy, which focuses on how the Police need to develop their approaches for working with young people. Rewards are connected to the more operational activities undertaken around prevention (i.e. diversionary activities).

## ***Sustainability***

The Partnership Unit is aiming to develop sustainability through the programmes by making them reasonably self-sufficient and part of core business of the partners in the medium to long term.

Once established, the initial investment in the PSYV groups will enable them to run for a longer time without additional budget. Groups will take on responsibility for fundraising for their own activities and there is a commitment from Police Scotland to provide staffing and other in-kind resources, as well as in-kind resources from local partners (e.g. venue hire).

In 2015-16 PSYV staff will create a train the trainers programme for the PSYV. This will allow future delivery of a bespoke training programme for adults and young people (currently under development). All training materials and course content will be written by the end of the funding period and this combined with dedicated trainers will ensure future training costs are dramatically reduced. All groups have been structured and constituted in a manner, which places onus upon them to fundraise internally from day 1 to ensure their individual groups are sustainable. An inspection mechanism is currently being developed to ensure these methods are effective. In addition PSYV are entering into partnership with the Scottish Police Credit Union and Barclays bank to investigate what other support these groups and to look at how these major institutions can assist with this.

The Youth Voice Programme has been designed initially as a two-year programme. The current Youth Advisory Panel have been appointed to this term and we will review with Police Scotland the function and form of any further youth representation to the Service, once the Panel has identified its recommendations.

The Engagement Programme is establishing better links between Police Scotland corporate communications and Young Scot to reach young people effectively. Future working may not necessarily require dedicated staff as processes will be in place to ensure this happens as part of core activity of the partners.

### **3.2 Why do you want to do it?**

*What are you trying to achieve?*

*How does this proposal help you to achieve your business objectives?*

On 1 April 2013, Police Scotland service came into being – a new approach to policing in Scotland with a unified service for the whole country. At its inception, Police Scotland wished to consult with young people in Scotland to look at how the police were currently working, to learn and develop and look at how to do things better. They wanted to identify the issues that affect young people and how their views and opinions should influence the way the police work and how they plan for the future.

Between November 2012 and March 2013, Young Scot managed *Your Future Your Police*, a project bringing together young people, the police service and the wider

community to look at current practice and future possibilities. This work generated new thinking and ideas and creative solutions to current issues. The project was just the first stage in involving young people in shaping the work of Police Scotland – the start of an on-going conversation between Scotland’s young people and their police.

The development of the three programmes was a direct result of the *Your Future, Your Police engagement* and the establishment of the National Partnership Unit in 2014 demonstrated Police Scotland’s commitment to improving relationships between young people, the police and communities across Scotland.

## **1. Police Scotland Youth Volunteers**

Previously, police services predominantly focussed on law enforcement. However findings from research highlight the need for Police Scotland to recognise that negative associations with the police can have a detrimental effect on young people’s lives. For example the Edinburgh Study of Youth Transitions and Crime (McAra & McVie 2010, cited in Levy et al 2014) found that young people classified as having a chronic pattern of offending (compared to less extreme categories of offending) had reduced commitment to and increased exclusion from school, coupled with increased adversarial contact with the police. Demographically they were more likely to be male and to live in the 25% most deprived areas.

Therefore building positive relations between the police and young people; modelling pro-social behaviours, learning about community citizenship; developing positive recreational activities; providing opportunities to make a positive contribution to local communities and promoting self-control and commitment to the law are important drivers in reducing incidence of crime and having fewer victims of crime.

Following publication of the *Your Future Your Police* report (2013) on the aforementioned consultation with young people in Scotland, the extent to which PSYV has developed is evidence of Police Scotland’s commitment to finding creative solutions to current issues.

Further evidence appears in the level of partnership working between Police Scotland the two leading youth agencies - Young Scot and YouthLink Scotland. Since the project’s inception we have collaborated on the initial design and development phase, through to our current phase of progressing PSYV towards becoming established sustainable, meaningful and effective for young people across the whole of Scotland, as well as meeting national policy priorities.

Police Scotland’s commitment is backed by the deployment of significant resources having seconded a serving Police Inspector to co-ordinate the delivery of the programme, with 14 officers (as of February 2015) supporting local delivery groups. Despite PSYV not being directly a mainstream police activity, there is commitment to maintain the post holder for a further 12 months.

This proposal supports the achievement of our business objective as follows:

- a) *Promote a practical understanding of policing amongst all young people;***

Through a 12 week training programme young people come to understand aspects of the law, crime and its consequences on young people and communities. At the same time young people are given insight into some policing departments and tasks to gain a different perspective. The development of an award scheme will give young people accreditation for their learning experiences and achievements.

***b) Encourage the spirit of adventure and good citizenship;***

As part of the same programme young people engage in a range of activities specifically designed to build their confidence, their self-control and their resilience to risk. At the same time the young people learn about the requirements and expectations of duties they are required to perform as PSYV volunteers gaining particular social skills, communication skills, team working and discipline. Training needs for young people in this respect have been identified by the external evaluator and will be delivered to meet this identified need

***c) Support local policing priorities through volunteering;***

Once training is completed young people are invited to take part in public events where they play a supporting role to serving police officers through for example giving out important safety information as part of crowd management. The opportunities (some of which are at high profile events) to benefit from practicing the skills learned as part of a real-life work experience. This aids young people in securing places in further and higher education and when competing in the employment market. Volunteering is also developed through training a cohort of officers to take on a management and overseeing role for local groups. Meanwhile adult leaders are trained and supported to implement the 12-week programme and support volunteers in each area. Developing the awards in project coordination, award in leadership, and PSYV volunteering award requires a Training & Development Officer (separately funded) to ensure the awards and their implementation are fit for purpose. This could not be achieved without the ongoing recruitment of coordinators, leaders and volunteers.

***d) Inspire young people to participate positively in their communities.***

Through modelling pro-social behaviour PSYV volunteers will aspire to become positive role models within their families and communities. There will be a specific focus on developing opportunities for playing an active part in building better and stronger local communities. Furthermore young people will be trained to advocate strategies for building resilience to risk, upholding the law and promoting wider condemnation of crime in local communities. The Programme Manager is continuing to work in partnership with national youth agencies and other community safety services such as The Scottish Fire service, Scottish Prison Service and Scottish Ambulance Services to pool resources and enrich the range of positive learning experiences and volunteering opportunities offered in future to young people across the whole of Scotland.

## **2. Youth Voice Programme**

*Your Future, Your Police* identified that while 80% of young people surveyed used

positive words to describe the police, 80% thought that the police would use negative words to describe them. This was one of the most important themes identified prior to, and during, the project. The majority of young people felt that perceptions needed to be challenged and attitudes changed and that this applied equally to young people, the police, the wider public and the media.

There was clearly the need for officers to be approachable and flexible while still perceived to be capable of enforcing the law. Young people wanted to change the perception that they are mainly potential 'troublemakers'.

55% of young people indicated that they wanted to have a say in what the police are doing and planning. Specific recommendations arising from this project were to:

- *“Establish an organised group, at national level, where young people can voice their issues and have their say.*
- *Continue these discussions and develop an action plan for the future engagement of Police Scotland and young people.*
- *Encourage Divisional Commanders to examine their local arrangements for engaging with young people and take steps where appropriate to improve them.”*

The establishment of the Police Scotland Youth Advisory Panel was the first step in implementing these recommendations. The Panel have direct access to the senior team at Police Scotland and will be providing support and challenge to them on how they engage young people. As a Panel, they will be looking at how they take forward the issues identified through the previous *Your Future, Your Police* work, as well as the current 'issues of the day' related to the police, such as stop and search.

The Panel have direct access to the Police Scotland Executive Team through two planned meetings (Sept 15 and March 16). The young people will be supported by Young Scot and Police Scotland Staff and the aim is to provide direct opportunity for the Panel to discuss and challenge how Police Scotland are currently engaging with young people.

However, the engagement is not simply limited to a Panel of 16 young people recruited from across Scotland. Their work is complemented and informed by wider survey and engagement work delivered by Young Scot, to ensure their views are representative. As noted above, this survey will take place every six months, reaching over 1,000 people each time. This process can be repeated to measure success/influence of work.

### **3. Engagement Programme**

Another key theme arising from the *Your Future, Your Police* project, and underpinning many of the recommendations, was the need to improve communication between young people and the police.

Recommendations included:

- *“Increase opportunities for young people and police officers to talk to each other in a structured and/or informal positive way – to understand each others’ views and roles.*
- *Explore how to actively generate more positive stories for both the police and young people.*
- *Focus on improving communication between police and young people and increasing opportunities for them to work together at local level.”*

Specifically young people also commented on the need to for the Police to improve digital engagement:

- *“More localised information provided via a choice of ‘tools’ eg face-to-face, apps, websites, text services, online reporting etc.*
- *The police website should include a section for young people which is colourful, informative and up-to-date. This should also include videos and weekly podcasts. Police should also work with young people to get the best out of social media use.”*

To help implement these recommendations, two Digital Creative Modern Apprentices were recruited and training to work with the Communications teams at Young Scot and Police Scotland to develop relevant digital content for young people to be promoted across both organisations’ channels (websites, social media and print publications). This includes developing social media campaigns to engage young people on key issues related to crime, safety, rights and the Police (e.g. views on the Police, online bullying, stop and search etc.). This focus on providing information tailored to young people helps to improve engagement on these issues both from a Young Scot and Police Scotland perspective.

To date the Digital Creative Modern Apprentices have created video content for Police Scotland (Festive Safety Campaign and currently, a Beat Doorstep Crime video), produced youth friendly content for Police Scotland websites and produced content for a number of other Police Scotland campaigns. Police Scotland are currently developing a work plan for future activity. Both Digital Creative Modern Apprentices have been based at Police Scotland in Dalmarnock, Glasgow for a number of days with more prolonged placements in the pipeline.

An additional *Your Future, Your Police* recommendation was:

*“Young people should have opportunity to experience/ do/understand day-to-day police work and everyday life through training, job-shadowing, on-the-job experiences etc.”*

The Young Scot Rewards platform provides a unique opportunity to implement this recommendation in a management way. This is achieved by encouraging young people to participate in relevant opportunities and diversionary activities (including national programmes such as No Knives, Better Lives and CashBack for

Communities) by offering 'points' through Young Scot Rewards. These points can then be redeemed for unique thematic 'rewards' and experiences (e.g. the opportunity to shadow Police Scotland staff, attending fire fighter training).

The detailed evaluation framework shows the expected outcomes and indicators, including getting 5,000 young people participating in relevant 'prevention' activities provided by the partners and the wider youth sector.

### **3.3 What will you do?**

*What activities will you carry out?*

*How will you carry them out*

*When will you complete each activity?*

#### **1. Police Scotland Youth Volunteers**

During 12 months from April 2015 to March 2016, PSYV will carry out the following:

***a) On-going development of PSYV in partnership with other uniformed services.***

Develop the PSYV scheme so that in time it covers the whole of Scotland and is widened to incorporate a wider range of community safety services including Scottish Prison, Fire and Ambulance Services. The purpose is to pool resources and enrich the range of positive learning experiences and volunteering opportunities offered to more young people in future.

*Milestones: Widen partnership scheme by December 2015.*

***b) Roll out PSYV to 14 new areas***

Targeting areas which are deprived and/or are geographically excluded.

*Milestones: 14 new groups established with max of 24 volunteers in each group (target 336). Minimum of 25% (target 84) young people fit defined 'at risk' criteria.*

***c) Ongoing recruitment and support of new adult leaders***

Increase the number of adult leaders and provide training that prepare leaders for implementing the training with young volunteers:

- Risk assessment
- First aid
- Volunteer management
- Good youth work practice
- Leadership skills
- Programming and organising activities
- Delivery of PSYV awards and maintaining assessment portfolios
- Rights, the law and young people
- Crime & consequences

- Personal development & building resilience to risk

*Milestones: Training programme refreshed according to feedback from pilot evaluation. 6 x 14 groups of adult volunteer leaders recruited (target 84) each completing 3 hours of voluntary work per month (target 252 hrs. per month).*

**d) Develop and deliver a PSYV award scheme**

Working with SQA and Tulliallan College, PSYV will create an accredited award scheme that is levelled as part of the SQA and SCQF frameworks. It will set milestones that reflect expectations of participants, giving them recognition of their effort and achievements. It will also reflect Curriculum for Excellence codes, demonstrating how it fits. The PSYV award will sit as part of an awards package that already includes The Duke of Edinburgh's Award and the Saltire Award.

*Milestones: Awards framework approved by SQA.  
Award for young people piloted in 5 areas (target of 100 complete award) then rolled out to all 14 remaining new areas (target of 280).*

A leadership training award for adults, based on delivery of the PSYV programme and supporting young people to meet award scheme requirements.

*Milestone: 3 x 24 hours leadership training sessions in the North East and West, Scotland.*

Training will also be developed and delivered for Coordinators, to manage and assess and verify the implementation of PSYV programme and awards.

*Milestone: 1 x 24 hours training course (3 days) for Coordinators*

**e) Develop resources**

Secure funding and resources to equip each group with the necessary resources (including uniforms) to support existing funding officers in pilot areas to continue to develop income generation and fundraising activities. To use the models and ideas developed to roll out a pack to new groups on becoming self-sustaining.

*Milestones: Equipment purchased and distributed to each area. Inventory system in place. Transport costs and reimbursement system established. Bulk buying scheme developed.*

## **2. Youth Voice Programme**

17 young people have been recruited and trained to be the Police Scotland Youth Advisory Panel. The Panel will be working in the remainder of 2014/15 to gather wider views of young people's perceptions and experiences of crime, community

safety and the Police to inform the development of a Youth Strategy for the Police. A draft of a Youth Strategy is currently under consideration. However, the strategy will be an evolutionary document – with a range of work streams identified by young people for further investigation. We would expect the first set of formal recommendations to Police Scotland by the end of July 2015. The Panel will also be working with Police Scotland, the Scottish Police Authority (SPA) and Her Majesty's Inspectorate of Constabulary in Scotland (HMICS) to advise on current 'hot topics', including stop and search and armed police patrols.

The aim is for the current Panel to continue for two years, providing adequate time to see the Youth Strategy implemented, track progress and hold Police Scotland to account for its delivery. This will be supplemented by continued engagement work by Young Scot through survey and outreach work to gather representative views of young people across Scotland. To do this we will:

**a) Continue to develop the Police Scotland Youth Advisory Panel**

- Support to individual panel members to engage with their peers, local Police Scotland divisions and other key stakeholder in their communities across Scotland. This support will be offered by local Police Scotland contacts. For each area, the local PSYV Co-ordinators will assist the Panel members engage locally with the Police and local issues.
- Regular Panel meetings to develop reports and recommendations for improving young people's relationship with the Police, and track progress against implementation of the Youth Strategy. Regular contact is kept with the Panel via Basecamp (online project management tool) as well as meetings and quarterly residential weekends. A work plan has been set for the group outlining upcoming tasks and activities and this is linked into current priorities for Police Scotland. The outcomes of this work will inform the Panel's response to the ongoing work on the Police Scotland Youth Strategy.
- Input from Panel members to key events.
- Facilitating discussion between the Panel and the Police Scotland Executive Team, as well as other stakeholders as appropriate.

*Milestones: Reports of progress against strategy and plans – August 2015 and February 2016. Formal meetings with the Chief Constable and his Executive Team – September 2015 and March 2016.*

**b) Carry out survey and engagement work to support young people's participation**

- Twice yearly surveys of young people across Scotland. Stakeholders will be consulted on the content of each survey.
- Focus groups and co-design discussion sessions with young people across Scotland to gather insight for Panel.

*Milestones: Target of 1,000 responses to each survey – July 2015 and January 2016. Minimum of 5 events with young people across Scotland.*

**c) Report on findings and insights**

- Produce insight reports for young people and stakeholders based on above work programme.

*Milestone: Insight reports – September 2015 and March 2016.*

### **3. Engagement Programme**

Two Modern Apprentices have been recruited to work across Police Scotland and Young Scot to develop digital content for young people on crime, safety, rights and the Police. Having completed their initial training in the autumn of 2014, work is underway to develop improved communications on the relevant issues across the Police Scotland and Young Scot channels (websites, social media and print publications). Additionally, the Programme is utilising Young Scot Rewards to incentivise young people to participate in positive activities and receive rewards which relate to community safety (e.g. the opportunity to shadow Police Scotland staff, attending fire fighter training).

In 2015/16 we propose continuing this work, but with a greater focus on consolidating / embedding other programmes which aim to communicate with young people about specific safety and crime ‘topics’ (e.g. Choices for Life) into a strategic approach across a wide range of partners on engaging young people.

#### ***a) Develop a strategic approach for communicating with young people on issues related to crime and community safety***

- Establish a national steering group involving a wide range of key stakeholders (e.g. Scottish Government, Education Scotland, Police Scotland and third sector organisations) to guide the work and support communication planning.

*Milestone: Quarterly steering group meetings.*

#### **b) Continued development of content and campaigns**

- Development of a yearly ‘campaign calendar’
- Ongoing development of digital content for young people

*Milestones: Increased awareness of and access to relevant information by young people. Analysis of access to information (including by areas of deprivation).*

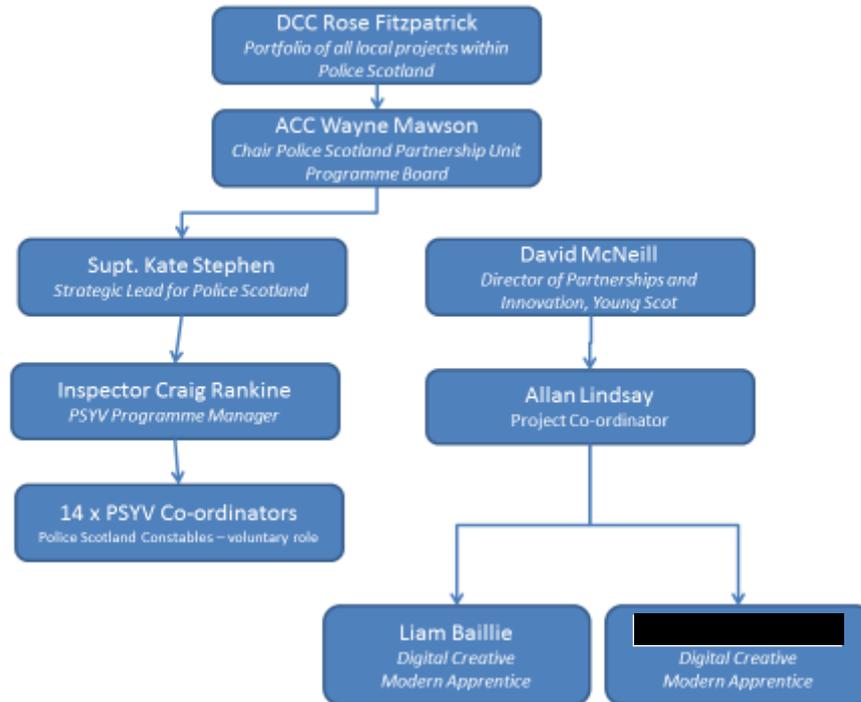
#### **c) Continued development of Rewards Programme to encourage participation in positive activities**

- Continue to connect diversionary activities and national programmes to Young Scot Rewards as ‘points providers’
- Negotiate rewards and experiences related to Community Safety

*Milestones: Over 5,000 young people participating in positive activities through Young Scot Rewards. 50% of participants to be in lowest two Scottish Index of Multiple Deprivation quintiles.*

## Lines of reporting within Police Scotland & Young Scot

The diagram below shows the lines of reporting within Police Scotland and Young Scot:

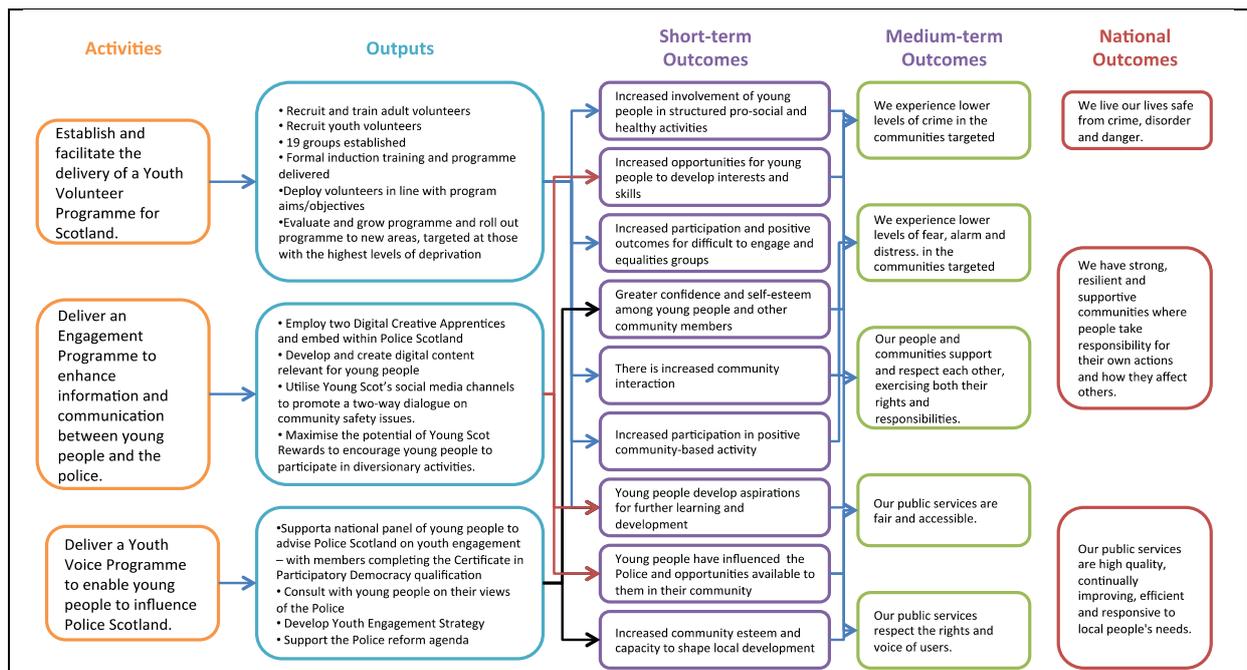


### 3.4 What difference will you make?

*Who will you make a difference to and how?*

*How will you contribute to the Scottish Government National Outcomes?*

A full logic model has been developed in respect of each of the three programmes and is presented below. This details the difference we expect to make and how this initiative will contribute to Scottish Government National outcomes.



A more detailed framework is available which outlines each of the outcomes and how they will be measured.

Additionally, we have produced an interim impact report which identifies the short-term impact of all three programmes. An independent evaluation of the Youth Volunteers Programme has also identified a wide range of positive outcomes to-date. Some examples of the indicators of these outcomes include:

- *“The Curriculum for Excellence area PSYV contributed to most for young people was in relation to becoming effective contributors where the mean score improved from 17.3 (out of 25) before joining PSYV to 21.62 after joining (an improvement of 4.32 points), although the individual aspect which improved the most was ‘confidence’.*
- *Young people are 30% more likely to agree with the statement ‘police understand young people’s problems in the area’.*
- *When comparing perceptions of before and after joining PSYV, young people were 33% more likely to agree with the statement ‘police listen and respond to the views of young people’ and ‘police are helpful and friendly to young people’ after joining.”*

## Section 4: Delivery

### 4.1 How will you deliver the proposal?

*What programme/project management arrangements will be in place?*

*How will you ensure you meet grant management requirements?*

*How will you ensure your programme/project is good quality?*

An overall Programme Board has been established as the governance mechanism for the development of the National Partnership Unit. This is chaired by Assistant Chief Constable Wayne Mawson and includes representation from all partner organisations, the Scottish Government and key external stakeholders.

All partners have extensive experience of grant funding and have robust systems and processes in place for project management.

Formal partnership agreements between the three organisations have been agreed. Additionally, a detailed Risk Register has been developed for each strand of activity and is monitored by the Programme Board.

The National Partnership Unit has a dedicated base within the Young Scot and YouthLink Scotland offices at Rosebery House, Haymarket in Edinburgh. Young Scot are officially host and the lead support to the Unit, providing administrative support as well as reporting to the Scottish Government on impact and the use of funding.

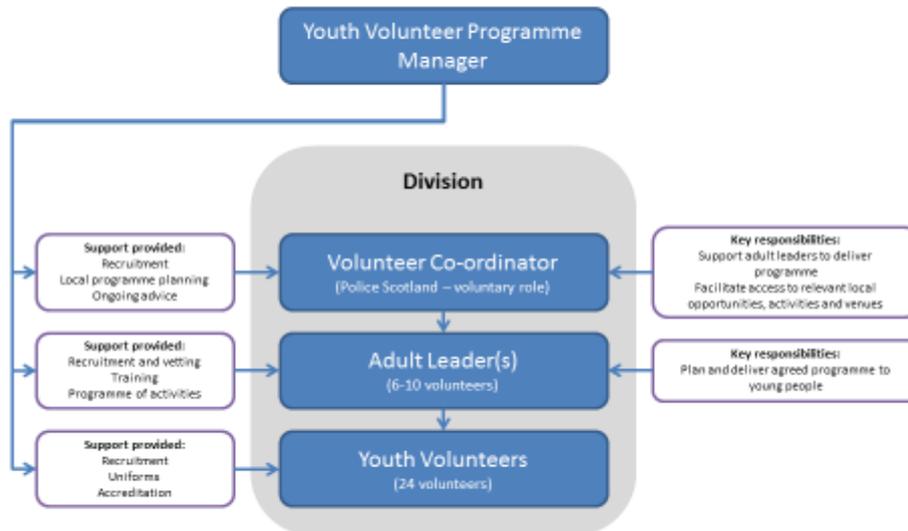
A full performance framework has been developed to assess quality as well as monitor and evaluate impact (see section 4.3).

## 4.2 Who will carry out your programme/project?

*Who will be involved and what will they do?*

### Police Scotland Youth Volunteers Programme

The diagram below illustrates how the PSYV Programme will be delivered locally within each of the 14 Police Scotland Divisional areas.



YouthLink Scotland are responsible for delivering training to Adult Leaders.

### Engagement Programme

The National Partnership Unit has two Modern Apprentices who work on digital media, supported by all partners and work closely with the Police Scotland Communications Team.

The Young Scot Information and Communications teams are responsible for working with young people to develop and enhance the information content across print and digital media.

The Young Scot Entitlements & Rewards team are responsible for working with Police and organisations delivering community safety and diversionary activities across Scotland to develop and implement the Rewards programme.

YouthLink Scotland work with the youth work sector through their membership to maximise the awareness and impact of the project.

### Youth Voice Programme

The Young Scot Co-design team have supported the development of the Youth Advisory Panel and wider survey programme. YouthLink Scotland also provide training and accreditation to the young people involved in the Panel, leading towards them achieving a Participatory Democracy Certificate.

A Project Co-ordinator ensures the effective delivery of all activities within the National Partnership Unit.

### **4.3 Evaluation**

*How will you know if you have made a difference?  
How will you prove what difference you have made?*

The logic model (see 3.4) identifies the outcomes we seek to achieve. A detailed performance framework identifies the specific measures to be put in place to monitor and evaluate progress. This includes both self-assessment and commissioned external evaluation. Some of the key measures for each programme are highlighted below.

#### **1. Police Scotland Youth Volunteers**

An external evaluator has been appointed to support the delivery of the Police Scotland Youth Volunteers and will continue to be involved to assist in assessing the implementation of the recommendations from the current evaluation of the pilot.

There will initially be a baseline study carried out when young people are recruited to the programme, when adults are appointed as leaders and when coordinators are appointed. There is an opportunity to creatively engage young people and leaders as part of an action-research approach whereby the programme evolves based on continuous dialogue and development. As well as surveys we intend to make use of film and written work with more experienced volunteers getting involved in gathering data from peers on their experiences.

A full external evaluation report of work undertaken in 2014/15 will be published in May 2015, supplementing the initial evaluation report produced in November 2014. In 2015/16 there will be an interim evaluation report produced in November 2015 and a full evaluation report produced in March 2016

#### **2. Youth Voice Programme**

A key outcome for this programme is “young people have influenced the Police and opportunities available to them in their community”. We will be measuring this through regular survey of 1,000+ young people across Scotland, exploring attitudes and perceptions and how they change over time.

We will also be measuring the distance travelled by Panel members, particularly in their confidence and self-esteem, and perceptions of how they have been able to influence Police Scotland priorities.

#### **3. Engagement Programme**

As this programme focuses on reaching a large number of young people with information on crime, safety, rights and the Police, the measures of this will largely be based on monitoring data such as:

- Web-based analytics regarding the consumption of content;
- Reach analysis through social media; and
- Number and demographic profile of Rewards users completing positive activities.

There will also be a more qualitative assessment of impact through focus groups and wider engagement.

The programme will also support two young people to receive a qualification in digital and creative media, leading to a positive destination.

#### 4.4 How much will it cost?

*What will each of these cost?*

The activities of the National Partnership Unit are being planned for a minimum of three years, with 2015/16 being the second year of the programme. As noted earlier, the aim is to ensure sustainability of the programme by embedding and mainstreaming activity into the day-to-day work on the partner organisations.

The table below outlines the costs for 12 months from April 2015 to March 2016.

	<b>April 2015 - March 2016</b>
	<b>£</b>
<b>1. Youth Volunteers Programme</b>	
Pilot of training programme	15,000.00
Training and award implementation	57,000.00
Equipment and resources (start-up groups)	36,000.00
Formal evaluation	10,000.00
	<hr/> 118,000.00
<b>2. Youth Voice Programme</b>	
Youth Voice Programme - scrutiny panel development (travel, accommodation, reporting, expenses etc.)	15,000.00
	<hr/> 15,000.00
<b>3. Communications &amp; Rewards Programme</b>	
Continuation of Modern Apprentices and development of content	22,500.00
	<hr/> 22,500.00
<b>Partnership Unit Staffing</b>	

Project Co-ordinator	29,250.00
	<hr/> 29,250.00
Total	<hr/> 184,750.00

#### **4.5 Reporting**

*How will you report progress to the Community Safety Unit?*

*How often?*

Quarterly reports would be provided against an agreed performance framework to the Community Safety Unit. A full annual report would be produced, outlining process and impact, at the end of each year.

## Section 5: Risk Management

Please identify all risks relative to the proposals, assess the impact and probability of each (using the scales shown) and define how the risks will be mitigated/managed:

**Impact:**

- 1 – low
- 2 – medium
- 3 – high
- 4 – very high

Pro

The table below shows the high level strategic risks to the Programme.

Risk	Impact	Probability	Action to mitigate/manage
Low levels of young people recruited to the Volunteer Programme	High	Low	Wide-ranging communication to attract young people to the programme. Work with partners organisations to promote.
Low levels of young people recruited to Volunteer Programme from "at risk" backgrounds	Medium	Medium	Work with a wide range of partner organisations in each pilot area to secure referrals from target groups.
Low levels of adult leaders recruited to the Volunteer Programme	High	Medium	Utilise expertise of existing volunteer-led organisations in recruitment and target communications appropriately. Ensure Police Scotland staff are aware of the opportunity to volunteer.
Child protection and safety	High	Medium	Clear guidance from the Programme Board to Divisional Heads. Clear operational guidance and support provided by the Programme Manager.
Low levels of engagement in the Youth Voice programme	Medium	Low	Extensive plan put in place to recruit young people for the Scrutiny Panel. Multi-channel approach for the delivery of the youth survey.

A more detailed risk register has been developed for each strand of work and is monitored by the Programme Board.

T: 0131-244-4918  
E: Wendy.Wilkinson@gov.scot

Louise MacDonald  
Chief Executive  
Young Scot  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

11/04/2016

**Dear Louise,**

**OFFER OF GRANT FOR POLICE SCOTLAND YOUTH VOLUNTEERS PROJECT TO POLICE  
SCOTLAND PARTNERSHIP UNIT VIA YOUNG SCOT – 2016/17**

The Scottish Ministers in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give to Young Scot a company limited by guarantee with the company number SC029757 and whose registered office is situated at Rosebery House, 9 Haymarket Terrace, Edinburgh EH12 5EZ (“the Grantee”) a grant of up to FIFTY THOUSAND POUNDS (£50,000) STERLING, payable over the financial year 01/04/2016 to 31/03/2017 in connection with the Police Scotland Youth Volunteers Project, which is more particularly described in Part 1 of **SCHEDULE 1** (“the Project”) and Annex A, and subject to the following terms and conditions:

**1. Definitions and Interpretation**

- 1.1 In these Conditions, the words and expressions set out in **SCHEDULE 4** shall have the meanings ascribed to them in that Schedule.
- 1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.
- 1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.
- 1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.
- 1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

## 2. Purposes of the Grant

- 2.1 The Grant is made to enable the Grantee to carry out the Project.
- 2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.
- 2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- 2.4 The main objectives / expected outcomes of the Grant are set out in Annex A and:
- In delivering the Project considers steps that might promote fair working practices, including payment of the Living Wage as this relates to the Grantee's areas of responsibility.
  - In delivering the Project considers steps that might further promote and protect the rights of children and young people, consistent with the requirements of the United Nations Convention on the Rights of the Child (UNCRC) as this relates to the Grantee's areas of responsibility.
- 2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are set out in Annex A.
- 2.6 The eligible costs for which the Grant can be claimed are:
- Set out in Schedule 1: Annex A - 2016/2017 Proposal
- 2.7 The eligible costs exclude:
- Any Value Added Tax (VAT) reclaimable by the Grantee

## 3. Payment of Grant

- 3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **SCHEDULE 1** attached.
- 3.2 The Grantee shall within 6 weeks following the end of each financial year in respect of which the Grant has been paid and/or of receiving the final instalment of the Grant submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **SCHEDULE 3**. The statement shall be signed by the Grantee's Director of Finance or equivalent official.
- 3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

- 3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in **SCHEDULE 1**, unless otherwise agreed in writing by the Scottish Ministers.

#### **4. Inspection and Information**

- 4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of quarterly reports. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.
- 4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.
- 4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.
- 4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.
- 4.5 The Grantee shall keep and maintain for a period of 6 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.
- 4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.
- 4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

#### **5. Confidentiality and Data Protection**

- 5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

- 5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.
- 5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.
- 5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

## **6. Disposal of Assets**

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

## **7. Publicity**

The Grantee shall where reasonably practicable acknowledge in all publicity material and appropriate communications relating to the Project, the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

## **8. Intellectual Property Rights**

- 8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.
- 8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right

and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

## **9. Default and Recovery etc. of Grant**

- 9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:
- 9.1.1 The Grantee commits a Default;
  - 9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;
  - 9.1.3 The Grantee fails to carry out the Project;
  - 9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or
  - 9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.
- 9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.
- 9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:
- 9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
  - 9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or
  - 9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.
- 9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base

lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

- 9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.
- 9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

## **10. Assignment**

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

## **11. Termination**

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

## **12. Corrupt Gifts and Payments of Commission**

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

## **13. Continuation of Conditions**

- 13.1 These Conditions, except for Condition 6, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.
- 13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

## **14. Compliance with the Law**

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

## **15. Governing Law**

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to me at [REDACTED] Scottish Government, Community Safety

Unit, Area 1 West, St Andrews House, Regent Road, Edinburgh EH1 3DG You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

Wendy Wilkinson  
Deputy Director Safer Communities Division  
**11 April 2016**

## GRANT ACCEPTANCE

On behalf of Young Scot I accept the foregoing offer of Grant by the Scottish Ministers dated 11/04/2016 and the terms and conditions as set out in the letter and annexed Schedules. I confirm that Young Scot are solvent. I confirm that I hold the relevant signing authority.

Signed:

Director/Company Secretary/Authorised Signatory

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness

Witness Name:

Address:

Date:

Place of Signing:

## SCHEDULE 1

### PART 1: THE PROJECT

The Police Scotland Youth Volunteers Project, delivered via the Police Scotland Partnership Unit, gives young people aged 10 – 18, particularly those ‘at-risk’, an insight into policing in Scotland and inspires them to participate positively in their communities. The PSYV in Scotland aims to:

- Promote a practical understanding of policing amongst all young people;
- Encourage the spirit of adventure and good citizenship;
- Support local policing priorities through volunteering;
- Give young people a chance to be heard; and
- Inspire young people to participate positively in their communities.

A more detailed description is provided in **Annex A**.

### PART 2: PAYMENT OF GRANT

1. The total Grant of up to £50,000 shall be payable by the Scottish Ministers to the Grantee quarterly on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2**;

2. **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant. The total Grant shall be payable over the Financial Year 2016/17. The grant for the financial year has been allocated as follows:

Amount	Item	Payment Date
£25,000	Payment 1	18 April 2016
£25,000	Payment 2	1 October 2016
<b>£50,000</b>		

3. The total Grant shall be payable over the financial year 2016 to 2017 . The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.

4. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the financial year. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.

5. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.
6. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
7. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks of receiving a claim and any required documentation and information relevant to the claim.
8. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 30 April the amount of the Grant actually expended up to and including 31 March.

**SCHEDULE 2**

**GRANT CLAIM FORM**

**Organisation: Young Scot**

**Bank details:** [REDACTED], **Sortcode -** [REDACTED], **Account -** [REDACTED]

**Project: Police Scotland Youth Volunteers Project**

**Total agreed grant for: 2016-2017: £50,000**

**Latest forecast of expenditure of grant for:**

**Grant claimed to date: 0**

**We hereby claim a grant of £25,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 11/04/2016 and the Schedules attached thereto.**

**Completed by:**

**Position:**

**Contact Details:**

**Date:**

**Items of Expenditure**

**Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted to substantiate each amount.**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Item</b>	<b>Amount (£)</b>	<b>Paid Invoice [Y/N]</b>	<b>Other (please specify, e.g. certificate of payment in kind)</b>

**\* Note the total should add up to the total expenditure claimed for the period.**

### **SCHEDULE 3**

#### **STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT**

Name of the Project: **Police Scotland Youth Volunteers Project**

This is to confirm that the grant claimed by Young Scot in relation to the Police Scotland Youth Volunteers Project during the financial year ended 31 March 2017 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Young Scot.

Signed:

Name in block capitals:

Position:

Date:

## SCHEDULE 4

### DEFINITIONS

**“Agreement”** means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

**“Conditions”** means these grant conditions;

**“Default”** means:

- a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- c) Any breach of any legislation; or
- d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

**“Financial Year”** means a period from 1 April in one year until 31 March in the next;

**“Grant”** means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

**“Grantee”** means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

**“Intellectual Property Rights”** means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

**“Project/Project”** means the purpose for which the Grant has been awarded as described in the Offer of Grant;

**“Payment”** means each of the payments specified in Schedule 1 hereto.

## **ANNEX A**

### **POLICE SCOTLAND PARTNERSHIP UNIT SCOTTISH GOVERNMENT PROPOSAL MARCH 2016**

#### **Introduction**

The Police Scotland Youth Volunteers Project, delivered via the Police Scotland Partnership Unit, gives young people aged 10 – 18, particularly those ‘at-risk’, an insight into policing in Scotland and inspiring them to participate positively in their communities. Incorporating learning from the Volunteer Police Cadets in England and Wales and the pilot in Scotland, the PSYV in Scotland aims to:

- Promote a practical understanding of policing amongst all young people;
- Encourage the spirit of adventure and good citizenship;
- Support local policing priorities through volunteering;
- Give young people a chance to be heard; and
- Inspire young people to participate positively in their communities.

The Police Scotland Youth Volunteers Project was officially established on 26<sup>th</sup> April 2014 when 108 youth Volunteers, aged 13-16 years of age, attended a formal award ceremony at Police Scotland College, Tulliallan.

#### **2015**

Based on the success of the initial evaluation and a strong appetite from Police Scotland to expand the PSYV Project throughout 2015 a funding bid was submitted to the “Building Safer Communities” funding stream. The funding bid was successful and offered PSYV the sum of £118,000 to support the roll out of PSYV groups throughout Scotland, including all training for adults and children, all group equipment, experiences for its members and robust independent evaluation. The financial support of the Scottish Government at this development stage also offered PSYV an early opportunity to develop formal structures, deliver volunteering opportunities and to plan a future beyond financial support.

As a result of this PSYV expanded from 150 volunteers to over 650 in 2015 (510 young people and 140 adults), with the most recent statistics showing that 33% of the young people involved in the Project identified as being “vulnerable”.

The Scottish Government funding gave PSYV the unique opportunity to deliver the following key achievements throughout the 2015/2016 financial period:

#### **Achievements to date**

- Recruitment, training and fully equipping of 577 volunteers (463 youth volunteers and 114 adult volunteers).

- 391 young people completed a 16 week initial training course, utilising funded resources and learning materials.
- 75 young people attended a residential training course up- skilling them in Peer Education with a focus upon the No Knives, Better Lives strategy. As a result, a total of 25 peer led sessions have now been completed by youth volunteers and over 1,300 young people have benefitted from this input.
- 107 adult volunteers attended a two day residential training course, hosted at Tulliallan Police College. This “Adult Induction “course provides all attendees, regardless previous experience with the ability to begin working with our Youth Volunteers and is seen as mandatory.
- The funding to date has allowed our young people to contributed to over 17,000 volunteering hours at a huge range of events throughout Scotland.
- Youth Volunteer in Glasgow winner of the RBS national Real heroes award
- Winner of Police Scotland National Excellence award for Team of the Year and Chief Constables award – presented by CC and Justice Minister
- Junior PSYV (10-13yrs) Established in Dundee as a pilot
- Worldwide Christmas safety message filmed by YVs went viral with 78,000 hits and seen in 32 countries
- Launch of 2015 video highlighting 17,000hrs of volunteering in 2015
- Attended more than 200 local and national events
- Lord Provost of Glasgow convened a Civic reception for both Glasgow groups
- Award Evening Telegraph award winner – Pc Ryan MacDonald, Dundee
- Making a difference award – Paisley PSYV
- Nationwide HB Campaign - PSYV groups committed a total of 74 adults and 223 youth volunteers, volunteering a total of 831 hours and distributing 13,450 campaign leaflets
- Accreditation gained for 3yr training Project for YV’s – via ASDAN

## **Training & Structures**

During the 2015 period, whilst growing the Project considerable learning has taken place at a national planning level and much thought has been given to further growth and what structures and training would be required to cement the long term success of the Project

In support of the growth, the groups and the continued development of our people within them a range of training products are being generated which PSYV volunteers can experience throughout their time with us. The training modules will be hosted upon the Moodle E-Learning website and focus upon key learning experiences:

PSYV Adult – Leadership & Advanced Leadership

PSYV Youth - Skills & Leadership

Adult & Youth – Interactive learning resources

Adult & Youth – Interactive learning forum

Work is currently ongoing to populate each module accordingly. Each module will then be offered to Police Scotland's Learning & Development Unit, who will identify units that are assessable and that could be subject to an award or accreditation by SQA. The financial investment in developing the e-learning Project will offer PSYV's volunteers a modern, sustainable learning platform that will be developed continuously as the Project grows and meets new challenges.

The Moodle E-learning platform is to be launched on 1<sup>st</sup> June 2016, following a period of testing, review and evaluation.

An improved, more robust operational structure will support PSYV throughout the 2016/17 period, this will ensure individual groups have local management dedicated to the growth of PSYV in support of the diverse and hardest to reach communities. The deployment of 3 regional Police Sergeants in March 2016 will be responsible for the extensive 2016 role out in Police Scotland's North, East and West Divisions. They will also ensure by means of visits and co-ordination that the PSYV environment is safe, supportive and engaging.

Divisional coordinators will be guided by the publication and implementation of a PSYV Manual of Guidance, which has been developed from the learning of previous activities. An inspection mechanism is being launched in April 2016 to ensure these methods are effective. This will allow for groups to self evaluate, whilst permitting staff from the national team to inspect a group and close a group if the environment or experience was deemed to be unsafe.

PSYV are currently engaged in discussions with Volunteer Scotland, who are to support PSYV towards accreditation in their "Investing in Volunteers" quality standards. This will ensure all volunteers within the PSYV Project are supported, respected and protected throughout their time with us.

## **2016/2017 Proposal**

Scottish Government have indicated their willingness to support the PSYV Project in 2016/7 with funding of £50,000.

PSYV will continue to support the existing groups establish sustainable structures and training materials/Projects whereby they can become truly self sustaining.

The already ambitious level of expansion places a considerable financial demand on PSYV whereby the offered Government financial support will significantly assist with the ongoing costs associated with already established new groups throughout Scotland, with a focus upon the hardest to reach young people and the following essentials:

- Equipment
- Uniforms for Adult and Youth Volunteers
- Accommodation for training events
- Travel to areas with new PSYV groups throughout Scotland
- Training & Training Resources for Adult and Youth Volunteers
- Awards in recognition of their volunteering

This funding will ensure that no young person within PSYV, regardless of financial means, will be excluded from any element of the Project and that their participation in all events will be fully supported.

To ensure financial governance is robust and all spending is reported accurately and timely, Quarterly reports will be provided against an agreed performance framework to the Community Safety Unit. In addition, a full annual report would be produced, outlining process and impact, at the end of the financial year.

T: 0131-244-4918  
E: Wendy.Wilkinson@gov.scot

Louise MacDonald  
Chief Executive  
Young Scot  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

17/03/2017

Dear Louise,

**OFFER OF GRANT FOR POLICE SCOTLAND YOUTH VOLUNTEERS PROJECT TO POLICE SCOTLAND PARTNERSHIP UNIT VIA YOUNG SCOT – 2017/2018**

The Scottish Ministers in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give to Young Scot a company limited by guarantee with the company number SC029757 and whose registered office is situated at Roseberry House, 9 Haymarket Terrace, Edinburgh EH12 5EZ ("the Grantee") a grant of up to ONE HUNDRED AND THREE THOUSAND POUNDS (£103,000.00) STERLING, payable over the financial year 01/04/2017 to 31/03/2018 in connection with the Police Scotland Youth Volunteers Project, which is more particularly described in Part 1 of SCHEDULE 1 ("the Project") and Annex A, and subject to the following terms and conditions:

**1. Definitions and Interpretation**

- 1.1 In these Conditions, the words and expressions set out in SCHEDULE 4 shall have the meanings ascribed to them in that Schedule.
- 1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.
- 1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.
- 1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, subparagraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.
- 1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

## 2. Purposes of the Grant

- 2.1 The Grant is made to enable the Grantee to carry out the Project.
- 2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.
- 2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- 2.4 The main objectives / expected outcomes of the Grant are set out in Annex A and:
- In delivering the Project considers steps that might promote fair working practices, including payment of the Living Wage as this relates to the Grantee's areas of responsibility.
  - In delivering the Project considers steps that might further promote and protect the rights of children and young people, consistent with the requirements of the United Nations Convention on the Rights of the Child (UNCRC) as this relates to the Grantee's areas of responsibility.
- 2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are set out in Annex A.
- 2.6 The eligible costs for which the Grant can be claimed are:
- Set out in Schedule 1: Annex A - 2017/2018 Proposal
- 2.7 The eligible costs exclude:
- Any Value Added Tax (VAT) reclaimable by the Grantee

## 3. Payment of Grant

- 3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of SCHEDULE 1 attached.
- 3.2 The Grantee shall within 6 weeks following the end of each financial year in respect of which the Grant has been paid and/or of receiving the final instalment of the Grant submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in SCHEDULE 3. The statement shall be signed by the Grantee's Director of Finance or equivalent official.
- 3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

- 3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in SCHEDULE 1, unless otherwise agreed in writing by the Scottish Ministers.

#### **4. Inspection and Information**

- 4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of quarterly reports. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.
- 4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.
- 4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.
- 4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.
- 4.5 The Grantee shall keep and maintain for a period of 6 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.
- 4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.
- 4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

#### **5. Confidentiality and Data Protection**

- 5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

- 5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.
- 5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.
- 5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

## 6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

## 7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material and appropriate communications relating to the Project, the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

## 8. Intellectual Property Rights

- 8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.
- 8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right

and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

## 9. Default and Recovery etc. of Grant

- 9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:
- 9.1.1 The Grantee commits a Default;
  - 9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;
  - 9.1.3 The Grantee fails to carry out the Project;
  - 9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or
  - 9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.
- 9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.
- 9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:
- 9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
  - 9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or
  - 9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.
- 9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base

lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

- 9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.
- 9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

## **10. Assignment**

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

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The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

## **12. Corrupt Gifts and Payments of Commission**

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

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- 13.1 These Conditions, except for Condition 6, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.
- 13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

## **14. Compliance with the Law**

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

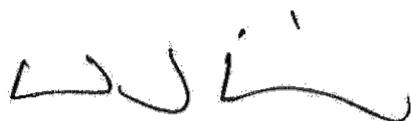
## **15. Governing Law**

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to me at [REDACTED] Scottish Government, Community Safety

Unit, Area 1 West, St Andrews House, Regent Road, Edinburgh EH1 3DG You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



Wendy Wilkinson  
Deputy Director Safer Communities Division  
17 March 2017

## GRANT ACCEPTANCE

On behalf of Young Scot I accept the foregoing offer of Grant by the Scottish Ministers dated 17/03/2017 and the terms and conditions as set out in the letter and annexed Schedules. I confirm that Young Scot are solvent. I confirm that I hold the relevant signing authority.

Signed:

Director/Company Secretary/Authorised Signatory

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness

Witness Name:

Address:

Date:

Place of Signing:

## SCHEDULE 1

### PART 1: THE PROJECT

The Police Scotland Youth Volunteers Project, delivered via the Police Scotland Partnership Unit, gives young people aged 10 – 18, particularly those 'at-risk', an insight into policing in Scotland and inspires them to participate positively in their communities. The PSYV in Scotland aims to:

- Promote a practical understanding of policing amongst all young people;
- Encourage the spirit of adventure and good citizenship;
- Support local policing priorities through volunteering;
- Give young people a chance to be heard; and
- Inspire young people to participate positively in their communities.

More specifically, the grant in financial year 2017/2018 is provided to complete the final roll out to cover all 32 local authorities by March 2018 where PSYV will offer an accredited learning programme to all participants:

- **The roll-out of PSYV to all 32 local authorities** – This includes the start-up of 15 new groups and taking all groups to a point where they are self-sustaining.
- **The development and implementation of an SCQF accredited award** (four modules at SCQF Levels 4, 5 & 6) awarded by Police Scotland College – Tulliallan. This learning programme contains bespoke content which is made available to all youth volunteers through an online learning platform. This also includes training Adult Volunteers and Group Coordinators to fulfil the assessor and verifier requirements.

A more detailed description is provided in **Annex A**.

### PART 2: PAYMENT OF GRANT

1. The total Grant of up to £103,000.00 shall be payable by the Scottish Ministers to the Grantee quarterly on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2**;
2. **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant. The total Grant shall be payable over the Financial Year 2017/18. The grant for the financial year has been allocated as follows:

Amount	Item	Payment Date
£52,000	Payment 1	1 April 2017
£51,000	Payment 2	1 October 2017
<b>Total</b>		
<b>£103,000.00</b>		

3. The total Grant shall be payable over the financial year 2017 to 2018. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.
4. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the financial year. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
5. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.
6. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
7. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks of receiving a claim and any required documentation and information relevant to the claim.
8. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 30 April the amount of the Grant actually expended up to and including 31 March.

**SCHEDULE 2**

**GRANT CLAIM FORM**

**Organisation:** Young Scot

**Bank details:** [REDACTED], Sort code - [REDACTED] Account - [REDACTED]

**Project:** Police Scotland Youth Volunteers Project

**Total agreed grant for: 2017-2018:** £103,000.00

**Latest forecast of expenditure of grant for:**

**Grant claimed to date:** 0

We hereby claim a grant of £52,000.00 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 17/03/2017 and the Schedules attached thereto.

**Completed by:**

**Position:**

**Contact Details:**

**Date:**

**Items of Expenditure**

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted to substantiate each amount.

A	B	C	D
Item	Amount (£)	Paid Invoice [Y/N]	Other (please specify, e.g. certificate of payment in kind)

\* Note the total should add up to the total expenditure claimed for the period.

### **SCHEDULE 3**

#### **STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT**

Name of the Project: **Police Scotland Youth Volunteers Project**

This is to confirm that the grant claimed by Young Scot in relation to the Police Scotland Youth Volunteers Project during the financial year ended 31 March 2018 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Young Scot.

Signed:

Name in block capitals:

Position:

Date:

## SCHEDULE 4

### DEFINITIONS

**"Agreement"** means the agreement constituted by the Scottish Ministers' invitation to apply for a grant, the Grantee's Application, these Conditions and the Grantee's acceptance of these Conditions;

**"Conditions"** means these grant conditions;

**"Default"** means:

- a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- c) Any breach of any legislation; or
- d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

**"Financial Year"** means a period from 1 April in one year until 31 March in the next;

**"Grant"** means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

**"Grantee"** means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the "Grantee" are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

**"Intellectual Property Rights"** means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

**"Project/Project"** means the purpose for which the Grant has been awarded as described in the Offer of Grant;

**"Payment"** means each of the payments specified in Schedule 1 hereto.

## ANNEX A

# PSYV Funding Proposal 2017/2018

## Preface

Inspector Craig Rankine, the National Coordinator of Police Scotland Youth Volunteers (PSYV) met with Justice Minister Michael Mathieson at the Police Scotland Muslim Association dinner, where a new bid from PSYV was encouraged.

PSYV is therefore pleased to be given the opportunity to submit the following proposal, which marks the last bid that will be made by PSYV to the Scottish Government for this purpose.

The proposal highlights two priorities for investment that will enable Police Scotland to expand PSYV as a Scotland wide, self-sustaining youth volunteering scheme and offer SCQF accredited awards to young people in recognition of their learning, experiences and outcomes achieved through taking part.

The first section gives an update on progress to date and the second explains the rationale for this funding proposal.

Police Scotland wishes to thank the Community Safety Unit for their support in preparing this proposal.

## Introduction

In 2015-16 the Police Scotland Youth Volunteers (PSYV) programme has already inspired more than **300 young people** from **22 areas across Scotland** to provide **20,000 hours of volunteering** at an estimated value of **84 thousand pounds**.

The 23rd group launched at the end of 2016 with PSYV now offering 552 places to young people aged 13 to 18 and an additional 184 places for adult volunteers.

PSYV's ultimate appeal is that youth volunteers play a supporting role to serving police officers in active community safety work, such as assisting the public to safely attend public performances or delivering safety information from door to door in local communities. Working among the masses attending internationally renowned events such as the Edinburgh Military Tattoo, the Scottish Golf Open and T in the Park ensures that participants stand out from the crowd when progressing into further education or employment. Consequently, PSYV is emerging as a step up the ladder of opportunity as well as placing young people at the forefront of combatting community safety issues in Scotland.

This report provides:

- An update on progress made by PSYV
- An outline of future priorities

A clear principle behind current planning is to make PSYV a self-sustaining national youth volunteering programme – a task already well underway as this report will reveal. Meanwhile interim investment is required to complete the final roll out to cover all 32 local authorities by March 2018 where PSYV will offer an accredited learning programme to all participants.

**1. The roll-out of PSYV to all 32 local authorities** – This includes the start-up of 15 new groups and taking all groups to a point where they are self-sustaining.

**2. The development and implementation of an SCQF accredited award** (four modules at SCQF Levels 4, 5 & 6) awarded by Police Scotland College – Tulliallan. This learning programme contains bespoke content which is made available to all youth volunteers through an online learning platform. This also includes training Adult Volunteers and Group Coordinators to fulfil the assessor and verifier requirements.

## **1. Current Progress**

This section details the status of the PSYV programme regarding reach; participation; structure; inclusion; volunteer development and community safety initiatives. It also provides a summary of results from the latest evaluation report.

### **1.1 Reach**

Funding to date has allowed the PSYV programme to expand from five pilot areas to 22 active groups in 18 local authorities across Scotland.

### **1.2 Participation**

To date PSYV has recruited 456 youth volunteers. Having now established 23 groups PSYV currently offers up to 552 places to those aged 13 to 18 in respective areas. To serve all 23 groups, PSYV has 184 places available for adult volunteers

### **1.3 Structure**

Police Scotland has demonstrated its ongoing commitment to PSYV by investing in a dedicated office space and seconded staff resources to both the core team and local groups. The PSYV Portfolio continues to be held by ACC Andy Cowie, with national coordination and delivery overseen by Inspector Craig Rankine. On a full-time basis three Sergeants oversee the operational delivery of the PSYV in the North, East & West Police Scotland regions. There are also two full-time officers allocated to support the national team.

Each individual group has a dedicated Police Constable who has the role within PSYV of Group Coordinator responsible for overseeing the safe and effective management of each PSYV Group. Police Scotland's Executive has authorised 2 days per working week of any officer holding a Group Coordinator position. This allows the Group Coordinator to manage the recruitment, learning, volunteering and partnerships involved. The PSYV national team also brings Group Coordinators together for regular planning and training (E.g. Child Protection, Risk Assessment, Volunteer Management and implementation of the learning programme)

## 1.4 Inclusion

PSYV has created a high level of demand for the 24 places available in each group, generating the need for an application and interview process so that places are allocated fairly, whilst striking a group-balance that gives all youth volunteers a positive experience.

A founding principal of PSYV is to include at least 25% of participants that meet one or more of the vulnerability criteria. Current data gathered by Catch the Light, our external evaluators confirms that we are achieving well over this target with **32%** of new recruits in 2015-16 meeting one or more of the criterion. PSYV has targeted areas or criteria known to the police, such as the recent development of the Glasgow South Group in Govanhill where **66%** of youth volunteers belong to Black and Minority Ethnic groups. Similarly, PSYV has avoided saturating activities in the Central Belt by establishing groups in locations as far afield as the Shetland Isles and Stranraer.

## 1.5 Learning and Progression

With recruitment spanning the ages of 13 to 18 there is potential for youth volunteers to remain involved in PSYV for up to five years. This allows for a considerable amount of learning and experience to accumulate. Nevertheless, the programme inherited from the Police Cadet Volunteers in England proved to be insufficient at giving adults the volume and depth of learning they need to deliver to participants over a full five-year term. Hence Catch the Light consultancy was commissioned to review the existing training resources and develop a learning package containing outcomes and experiences that fitted the PSYV model and was relevant to the Scottish learning context.

In recognition of PSYV's wider desire to utilise Police Scotland's assets for positive and preventative interventions with young people, work was done in partnership with the Scottish Police College, Tulliallan to create a **PSYV Volunteering Award** and a **PSYV Leadership Award**. Made up of four modules the award specification is being submitted to SCQF to offer accreditation at level 4 for both the PSYV Volunteering Award modules and at levels 5 & 6 for the PSYV Leadership Award. The initial learning combines theory and practical elements in preparation for becoming a PSYV volunteer and recognises the skills and experience gained while volunteering at events. As youth volunteers advance in age and progress through PSYV, the learning moves towards developing leadership skills. As well as building on learning from the PSYV Award this promotes PSYV's wider aim of making PSYV more sustainable by generating our own internal supply of new adult leaders in future.

The PSYV awards programme was built using Moodle software. This has the advantage of being accessible to young people throughout Scotland, wherever they have access to a PC or mobile device and supports tailoring the learning to a level and pace which meets individual needs. Group Coordinators, the national team and the quality managers from Tulliallan can view, assess and manage quality at ease using the software.

In addition, an online package of session guides has been created to guide Group Coordinators and Adult Volunteers in delivering activities as part of weekly sessions to ensure relevant learning outcomes are achieved and evidence is collated. Included is a series of non-assessed activities with a community safety focus that enhances the programme beyond the assessment essentials and will be used by youth volunteers to deliver learning sessions to peers as part of the leadership award.

## **1.6 Volunteer Development**

Recruitment of Adult Volunteers to support the programme attracts individuals from all backgrounds, with adverts posted in local and national volunteer agency websites and at local police offices.

Following receipt of applications, prospective adult volunteers are interviewed and if accepted and PVG scheme matters are concluded, they are invited to attend PSYV adult volunteer training. Due to their expertise in youth work practice, YouthLink Scotland provide the adult volunteer training which has been refined this year to better meet PSYV's requirements. The one-day training includes elements of child protection in a youth environment; health & safety/risk assessment; running an effective PSYV programme and positive participation by young people.

However, the introduction of an accredited award for young people requires roles and remits relating to the assessment and verification of learning and experiences. Therefore, new training materials and training sessions are required so that existing and new adult volunteers can confidently fulfil these responsibilities.

Reflecting our emphasis on volunteering with adults and young people, we are working with Volunteer Scotland to achieve the UK recognised "Investing in Volunteers Award" with the following benefits expected:

- Publicly demonstrate our organisation's commitment to volunteering and effective volunteer management
- Increasing our volunteers' motivation and enhancing their experience
- Encouraging more people to volunteer with PSYV
- Enhancing your reputation in the local community
- Minimising any potential risks arising from the involvement of volunteers

If successful, this will set new standards and provide a clear framework for achieving and maintaining good practice.

## **1.7 Community Safety Initiatives**

Central to the PSYV programme is working with youth volunteers to take a lead in implementing national community safety priorities and initiatives. To date youth volunteers have successfully engaged in the following:

- No Knives Better Lives PSYV peer education training completed by 100 youth volunteers and delivered to peer groups in local areas
- Leading a national campaign to prevent domestic housebreakings
- Developing a Cyber Safety input aimed at elderly and vulnerable community members
- Delivering "Choices for Life" internet safety peer education lessons

On the 20th October 2016, PSYV and the Police Scotland Youth Advisory Panel combined their effort to assist Police Scotland on the launch of their 2016/20 Children and Young

People – “Our Approach”. The PSYV are identified within this as a key partner within the Engagement priority. Police Scotland’s commitment to the National Partnership Unit, which includes Young Scot, YouthLink Scotland and both PSYV and the PSYAP gives Police Scotland a fully inclusive approach to youth engagement.

Further evidence of ways PSYV diversifies ways of tackling community safety was demonstrated through surveying over 300 youth volunteers on the Government’s Stop & Search for Alcohol consultation, providing a useful population sample.

## **1.8 Evaluation Results**

The most recent evaluation is based primarily on two measures of youth volunteers. A baseline is taken upon joining PSYV. The current data was gathered throughout 2015 to 2016 and accounts for 290 new recruits. The follow-up review was carried out between February to May 2016 with 252 respondents.

A review of adult volunteers gathered data from 38 respondents. Interviews were also conducted with the national team, stakeholders and one to one interviews with youth volunteers.

As highlighted previously PSYV in 2015 to 2016 was estimated to have generated an £84,000 return on investment through 20,000 hours of volunteering contributed by young people and adults. Of the 290 new recruits, more than half (58%) are aged 13 to 14 with slightly more girls than boys (57% to 43% respectively). Results confirm that 32% of new recruits meet one or more of PSYV’s vulnerability criteria. The largest proportion (10% of all respondents) stated that their parents have a low income. Slightly fewer (8.3%) have parents that are not working and a smaller proportion (6.2%) have been a victim of crime. A small number (2.1%) admitted to being involved in criminal activity. A significant proportion (10%) are not of White British or Scottish ethnicity, with examples such as the Glasgow South group where two-thirds (66%) of participants have a BME background.

The reasons new recruits give for joining PSYV tends to fall into the following categories:

- Helping with confidence, CV’s and getting a job
- For new challenges, work experience and developing new skills
- To have fun, meet new people and make new friends
- To learn about the police and how to join
- To be able to help-out in the local community

Initial expectations appear to be met with many respondents citing ways PSYV has surpassed their expectations.

## 2. Future Priorities

### 2.1 Programme Roll-out

The programme roll-out for 2017 is planned as follows:

Region	Active Groups	By March 2017	By March 2018
<b>North</b>	Dundee Aberdeen Perth Arbroath Inverness Shetland Junior PSYV	Orkney Dundee East Stornoway	Buckie
<b>East</b>	Edinburgh South Edinburgh North Alloa Dunfermline Bathgate	East Lothian Stirling Falkirk Fife	Midlothian Scottish Borders
<b>West</b>	Glasgow North Glasgow East Paisley Dumbarton Cumbernauld Stranraer Cumnock	Govanhill Campbeltown Clydebank	Greenock Irvine Rutherglen Kirkintilloch Kilmarnock

Considerable advances have been made in ensuring that PSYV moves towards a model which is sustainable in the longer term. The original five pilot groups and some of the early roll-out locations are proving that it is possible to raise sufficient funds to become self-sustaining. This bid therefore seeks funding to establish new groups in the gap areas and set in place the foundations which make that achievable for all 37 groups year on year.

Further advancement will begin in 2016-17 by considering the following income stream options:

- An annual joining fee per group – funded by fundraising or subs
- Collection of weekly subscriptions (not compulsory)
- A policy offering guidance to support local / national sponsorship
- Fundraising activities and events in local areas
- Donations made by organisers for providing a volunteer workforce at local and national events (using a scale of recommended donations)
- Branded goods and stationary for sale

Funding is sought in this round for the establishment of the new groups and to support emerging groups that are transitioning to the self-sufficient model. This will include the recruitment of an additional 120 new adult volunteers and 360 youth volunteers. Arrangements will be made to make places free to those unable to pay subscriptions.

## 2.2 Accredited learning programme

To bring the accredited learning programme to fruition there is a need to introduce a staged implementation as follows:

Training in...		Provided to...
Piloting of programme	Module 1 – Initial Training Programme	Ayrshire, Dundee, Glasgow, East Lothian and Fife
Roll out of Module 1	Initial Training Programme	All remaining areas (various dates and locations)
Piloting of Modules 2, 3 & 4	Module 2 – Initial Volunteer Experience	Ayrshire, Dundee, Glasgow, East Lothian and Fife
Roll out of all modules	Module 2 – Initial Volunteer Experience Module 3 – Introduction to Youth Leadership Module 4 – Youth Leadership Practice	All areas (various dates and locations)

Training is being introduced incrementally, as adults build confidence in using the software, delivering the new programme content and assessing work submitted by youth volunteers.

There are plans to rotate training in different locations so that all Group Coordinators and Adult Volunteers can access the training and deliver the programme to the required standards. Funding is therefore sought for implementing the new accredited award, which includes an accrued charge for each SCQF 'certificate'. External input from Catch the Light is necessary to support the phased training to Group Coordinators and Adult Volunteers. This will be shadowed by the national team until they are ready to lead the training. The targets are as follows:

- 280 Youth Volunteers will complete Module 1: Initial Training Programme by July 2017.
- 260 youth volunteers will undertake Module 2: Initial Volunteer Experience and by September 2017.
- 50 youth volunteers will undertake Module 3: Introduction to Youth Leadership by March 2017.
- 50 youth volunteers will undertake Module 4: Youth Leadership Practice and the PSYV Youth Leadership Award by September 2017.
- An additional 400 (new cohort) youth Volunteers will undertake Module 1: Initial Training Programme by September 2017.

T: 0131-244-4918

E: Wendy.Wilkinson@gov.scot

Louise MacDonald  
Chief Executive  
Young Scot  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

26/04/2018

**Dear Louise,**

**OFFER OF GRANT FOR POLICE SCOTLAND YOUTH VOLUNTEERS PROJECT TO POLICE SCOTLAND PARTNERSHIP UNIT VIA YOUNG SCOT – 2018/19**

The Scottish Ministers in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give to Young Scot a company limited by guarantee with the company number SC029757 and whose registered office is situated at Roseberry House, 9 Haymarket Terrace, Edinburgh EH12 5EZ (“the Grantee”) a grant of up to ONE HUNDRED AND FOUR THOUSAND (£104,000) STERLING, payable over the financial year 01/04/2018 to 31/03/2019 in connection with the Police Scotland Youth Volunteers Project, which is more particularly described in Part 1 of **SCHEDULE 1** (“the Project”) and Annex A, and subject to the following terms and conditions:

**1. Definitions and Interpretation**

- 1.1 In these Conditions, the words and expressions set out in **SCHEDULE 4** shall have the meanings ascribed to them in that Schedule.
- 1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.
- 1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.
- 1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.
- 1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

## 2. Purposes of the Grant

- 2.1 The Grant is made to enable the Grantee to carry out the Project.
- 2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.
- 2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- 2.4 The main objectives / expected outcomes of the Grant are set out in Annex A and:
- In delivering the Project considers steps that might promote fair working practices, including payment of the Living Wage as this relates to the Grantee's areas of responsibility.
  - In delivering the Project considers steps that might further promote and protect the rights of children and young people, consistent with the requirements of the United Nations Convention on the Rights of the Child (UNCRC) as this relates to the Grantee's areas of responsibility.
- 2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are set out in Annex A.
- 2.6 The eligible costs for which the Grant can be claimed are:  
Set out in Schedule 1: Annex A - 2018/2019 Proposal
- 2.7 The eligible costs exclude:
- Any Value Added Tax (VAT) reclaimable by the Grantee

## 3. Payment of Grant

- 3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **SCHEDULE 1** attached.
- 3.2 The Grantee shall within 6 weeks following the end of each financial year in respect of which the Grant has been paid and/or of receiving the final instalment of the Grant submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **SCHEDULE 3**. The statement shall be signed by the Grantee's Director of Finance or equivalent official.
- 3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate

prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

- 3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in **SCHEDULE 1**, unless otherwise agreed in writing by the Scottish Ministers.

#### **4. Inspection and Information**

- 4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of six monthly reports. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.
- 4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.
- 4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.
- 4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.
- 4.5 The Grantee shall keep and maintain for a period of 6 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.
- 4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.
- 4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

## **5. Confidentiality and Data Protection**

- 5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.
- 5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.
- 5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.
- 5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

## **6. Disposal of Assets**

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

## **7. Publicity**

The Grantee shall where reasonably practicable acknowledge in all publicity material and appropriate communications relating to the Project, the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

## 8. Intellectual Property Rights

- 8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.
- 8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

## 9. Default and Recovery etc. of Grant

- 9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:
- 9.1.1 The Grantee commits a Default;
  - 9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;
  - 9.1.3 The Grantee fails to carry out the Project;
  - 9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or
  - 9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.
- 9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.
- 9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:
- 9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
  - 9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or
  - 9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

- 9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.
- 9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.
- 9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

## **10. Assignment**

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

## **11. Termination**

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

## **12. Corrupt Gifts and Payments of Commission**

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

## **13. Continuation of Conditions**

- 13.1 These Conditions, except for Condition 6, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.
- 13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

## **14. Compliance with the Law**

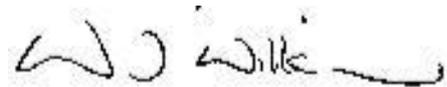
The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

## **15. Governing Law**

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to [REDACTED] Scottish Government, Community Safety Unit, Area 1 West, St Andrews House, Regent Road, Edinburgh EH1 3DG You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



Wendy Wilkinson  
Deputy Director Safer Communities Division  
26 April 2018

## GRANT ACCEPTANCE

On behalf of Young Scot I accept the foregoing offer of Grant by the Scottish Ministers dated 26/04/2018 and the terms and conditions as set out in the letter and annexed Schedules. I confirm that Young Scot are solvent. I confirm that I hold the relevant signing authority.

Signed:

Director/Company Secretary/Authorised Signatory

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness

Witness Name:

Address:

Date:

Place of Signing:

## SCHEDULE 1

### PART 1: THE PROJECT

The Police Scotland Youth Volunteers Project, delivered via the Police Scotland Partnership Unit, gives young people aged 10 – 18, particularly those ‘at-risk’, an insight into policing in Scotland and inspires them to participate positively in their communities. The PSYV in Scotland aims to:

- Promote a practical understanding of policing amongst all young people;
- Encourage the spirit of adventure and good citizenship;
- Support local policing priorities through volunteering;
- Give young people a chance to be heard; and
- Inspire young people to participate positively in their communities.

A more detailed description is provided in **Annex A**.

### PART 2: PAYMENT OF GRANT

1. The total Grant of up to £104,000 shall be payable by the Scottish Ministers to the Grantee six monthly on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2**;

2. **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant. The total Grant shall be payable over the Financial Year 2018/10. The grant for the financial year has been allocated as follows:

Amount	Item	Payment Date
£52,000	Payment 1	1 May 2018
£52,000	Payment 2	1 October 2018
£104,000	TOTAL	

3. The total Grant shall be payable over the financial year 2018 to 2019 . The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.

4. The Grantee shall provide a 6 monthly profile of expenditure of the Grant before the start of the financial year. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.

5. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.

6. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.

7. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks of receiving a claim and any required documentation and information relevant to the claim.

8. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 30 April the amount of the Grant actually expended up to and including 31 March.

**SCHEDULE 2**  
**GRANT CLAIM FORM**

**Organisation: Young Scot**

**Bank details:** [REDACTED], **Sortcode -** [REDACTED], **Account -**  
[REDACTED]

**Project: Police Scotland Youth Volunteers Project**

**Total agreed grant for: 2018-2019: £104,000**

**Latest forecast of expenditure of grant for:**

**Grant claimed to date: 0**

**We hereby claim a grant of £52,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 26/04/2018 and the Schedules attached thereto.**

**Completed by:**

**Position:**

**Contact Details:**

**Date:**

**Items of Expenditure**

**Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted to substantiate each amount.**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Item</b>	<b>Amount (£)</b>	<b>Paid Invoice [Y/N]</b>	<b>Other (please specify, e.g. certificate of payment in kind)</b>

**\* Note the total should add up to the total expenditure claimed for the period.**

### **SCHEDULE 3**

#### **STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT**

Name of the Project: **Police Scotland Youth Volunteers Project**

This is to confirm that the grant claimed by Young Scot in relation to the Police Scotland Youth Volunteers Project during the financial year ended 31 March 2019 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Young Scot.

Signed:

Name in block capitals:

Position:

Date:

## SCHEDULE 4

### DEFINITIONS

**“Agreement”** means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

**“Conditions”** means these grant conditions;

**“Default”** means:

- a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- c) Any breach of any legislation; or
- d) Any negligence or negligent or fraudulent miss-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

**“Financial Year”** means a period from 1 April in one year until 31 March in the next;

**“Grant”** means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

**“Grantee”** means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

**“Intellectual Property Rights”** means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

**“Project/Project”** means the purpose for which the Grant has been awarded as described in the Offer of Grant;

**“Payment”** means each of the payments specified in Schedule 1 hereto.

**Police Scotland Youth Volunteers Business Plan**

<https://joom.ag/lpHL>

T: 0131-244-4918  
E: Wendy.Wilkinson@gov.scot

Louise MacDonald  
Chief Executive  
Young Scot  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

02/04/2019

**Dear Louise,**

**OFFER OF GRANT FOR POLICE SCOTLAND YOUTH VOLUNTEERS PROJECT  
VIA YOUNG SCOT – 2019/20**

The Scottish Ministers in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give to Young Scot a company limited by guarantee with the company number SC029757 and whose registered office is situated at Roseberry House, 9 Haymarket Terrace, Edinburgh EH12 5EZ (“the Grantee”) a grant of up to **ONE HUNDRED AND FOUR THOUSAND (£104,000) STERLING**, payable over the financial year 01/04/2019 to 31/03/2020 in connection with the Police Scotland Youth Volunteers Project, which is more particularly described in Part 1 of **SCHEDULE 1** (“the Project”) and Annex A, and subject to the following terms and conditions:

**1. Definitions and Interpretation**

- 1.1 In these Conditions, the words and expressions set out in **SCHEDULE 4** shall have the meanings ascribed to them in that Schedule.
- 1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.
- 1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.
- 1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.
- 1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

## 2. Purposes of the Grant

- 2.1 The Grant is made to enable the Grantee to carry out the Project.
- 2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.
- 2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- 2.4 The main objectives / expected outcomes of the Grant are set out in Annex A and:
- In delivering the Project considers steps that might promote fair working practices, including payment of the Living Wage as this relates to the Grantee's areas of responsibility.
  - In delivering the Project considers steps that might further promote and protect the rights of children and young people, consistent with the requirements of the United Nations Convention on the Rights of the Child (UNCRC) as this relates to the Grantee's areas of responsibility.
- 2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are set out in Annex A.
- 2.6 The eligible costs for which the Grant can be claimed are:
- Set out in Schedule 1: Annex A - 2019/2020 Proposal
- 2.7 The eligible costs exclude:
- Any Value Added Tax (VAT) reclaimable by the Grantee

## 3. Payment of Grant

- 3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **SCHEDULE 1** attached.
- 3.2 The Grantee shall within 6 weeks following the end of each financial year in respect of which the Grant has been paid and/or of receiving the final instalment of the Grant submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **SCHEDULE 3**. The statement shall be signed by the Grantee's Director of Finance or equivalent official.
- 3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in **SCHEDULE 1**, unless otherwise agreed in writing by the Scottish Ministers.

#### 4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of six monthly reports. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.1.1. Please send six monthly report by the end of **October 2019** addressed to Clare Collin (Six Monthly Progress Report to include) :

- to include detail on progress towards identified outcomes
- to include detail on financial position/ likely project underspends
- summary of activity delivered in 6 month reporting period
- summary of activity planned in coming 6 month reporting period
- impact of activity/ difference made

4.1.2. Please send end of year report by the end of **March 2020** addressed to Clare Collin (end of year report to include):

- progress towards outcomes and full financial report for grant period
- impact of activity/ difference made
- audited accounts to follow once prepared for annual report

4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of 6 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

- 4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.
- 4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

## **5. Confidentiality and Data Protection**

- 5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.
- 5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.
- 5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.
- 5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

## **6. Disposal of Assets**

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

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  - 9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or
  - 9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.
- 9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.
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  - 9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made

against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

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9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

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The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

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The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

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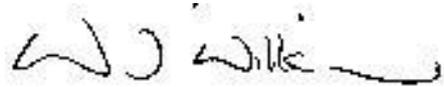
The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

#### **15. Governing Law**

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to [REDACTED] Scottish Government, Community Safety Unit, Area 1 West, St Andrews House, Regent Road, Edinburgh EH1 3DG You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



Wendy Wilkinson  
Deputy Director Safer Communities Division  
02/04/19

## GRANT ACCEPTANCE

On behalf of Young Scot I accept the foregoing offer of Grant by the Scottish Ministers dated 02/04/2019 and the terms and conditions as set out in the letter and annexed Schedules. I confirm that Young Scot are solvent. I confirm that I hold the relevant signing authority.

Signed:

Director/Company Secretary/Authorised Signatory

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness

Witness Name:

Address:

Date:

Place of Signing:

## SCHEDULE 1

### PART 1: THE PROJECT

The Police Scotland Youth Volunteers Project, gives young people aged 10 – 18, particularly those ‘at-risk’, an insight into policing in Scotland and inspires them to participate positively in their communities. The PSYV in Scotland aims to:

- Promote a practical understanding of policing amongst all young people;
- Encourage the spirit of adventure and good citizenship;
- Support local policing priorities through volunteering;
- Give young people a chance to be heard; and
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A more detailed description is provided in **Annex A**.

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1. The total Grant of up to £104,000 shall be payable by the Scottish Ministers to the Grantee six monthly on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2**;

2. **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant. The total Grant shall be payable over the Financial Year 2019/20. The grant for the financial year has been allocated as follows:

Amount	Item	Payment Date
£52,000	Payment 1	1 April 2019
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£104,000	TOTAL	

3. The total Grant shall be payable over the financial year 2019 to 2020 . The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.

4. The Grantee shall provide a 6 monthly profile of expenditure of the Grant before the start of the financial year. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.

5. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.

6. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.

7. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks of receiving a claim and any required documentation and information relevant to the claim.

8. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 30 April the amount of the Grant actually expended up to and including 31 March.

## SCHEDULE 2

### GRANT CLAIM FORM

Organisation: Young Scot

Bank details: [REDACTED] Sortcode - [REDACTED] Account - [REDACTED]

Project: Police Scotland Youth Volunteers Project

Total agreed grant for: 2019-2020: £104,000

Latest forecast of expenditure of grant for:

Grant claimed to date:

Completed by:

Position:

Contact Details:

Date:

#### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted to substantiate each amount.

A	B	C	D
Item	Amount (£)	Paid Invoice [Y/N]	Other (please specify, e.g. certificate of payment in kind)

\* Note the total should add up to the total expenditure claimed for the period.

### **SCHEDULE 3**

#### **STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT**

Name of the Project: **Police Scotland Youth Volunteers Project**

This is to confirm that the grant claimed by Young Scot in relation to the Police Scotland Youth Volunteers Project during the financial year ended 31 March 2020 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Young Scot.

Signed:

Name in block capitals:

Position:

Date:

## SCHEDULE 4

### DEFINITIONS

**“Agreement”** means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

**“Conditions”** means these grant conditions;

**“Default”** means:

- a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- c) Any breach of any legislation; or
- d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

**“Financial Year”** means a period from 1 April in one year until 31 March in the next;

**“Grant”** means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

**“Grantee”** means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

**“Intellectual Property Rights”** means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

**“Project/Project”** means the purpose for which the Grant has been awarded as described in the Offer of Grant;

**“Payment”** means each of the payments specified in Schedule 1 hereto.

Police Scotland Youth Volunteers Business Plan



**FUNDING PROPOSAL**



JAN 2019

POLICE SCOTLAND  
YOUTH VOLUNTEERS  
VOLUNTEERING FOR OUR COMMUNITIES

04

*Closing the Gap*

06

*Increasing Divers.*



# CONTENTS

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*Learning & Experiences*

10

*Making Communities Safer*

12

*2019 - 2020 Funding Proposal*



# Closing the Gap

The most recent update in December 2018 affirms that PSYV currently has 43 groups operating across Scotland, 10 of which formed in 2018. In this funding proposal we present findings from a recent survey on what works and why when providing over 1,000 places for youth volunteers.

The chart below outlines the main benefits of taking part in PSYV as identified by over 300 youth volunteers.

There are three ways PSYV works to close the attainment gap:

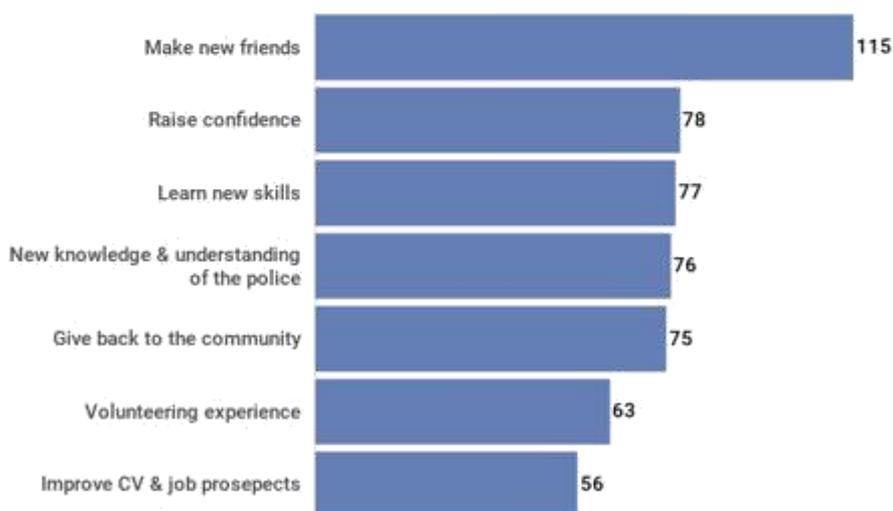
- Increasing the diversity of participants
- Developing learning and experiences
- Making communities safer

Results presented under each heading lead to proposal for furthering achievements and raising standards in the year ahead.

## The benefits of PSYV

Participants were asked to describe the main benefits of taking part in PSYV.

2018-19



The charts show the number and percentage of references made to each type of benefit (n=302).



View results

# INCREASING DIVERSITY



Since its inception PSYV has worked to increase participation from a diverse range of young people, whilst making sure that any learning and experience raises awareness of discrimination and inequalities and how hate crime can be prevented.

Despite overall incidences of reported hate crime falling, we know first-hand that many crimes towards identifiable groups are grossly unreported.

Consequently, PSYV has taken a number

of measures to remove societal barriers so that all young people can achieve their ambitions.

**Responsive recruitment:**

PSYV has an established set of vulnerability criteria which is used to guide recruitment. As a result PSYV maintains a diverse range of participants, although this is under constant review. There are slightly more females (53%) than males, which is counter to the data on recruitment of police officers in Scotland.

According to the recent survey, around 12% of respondents were not of mainstream White Scottish / British origin. More than 5% stated that they were of Asian Scottish / British origin. More than 3% were White European. Around 5% of respondents stated that English is their second language.

As many as (15%) of survey respondents live in families with a low income. Among respondents 8% say that their parents/families are not in work.

With a rise in reports of sexual orientation related hate crime it is significant that so many LGBT young people (7.5%) have declared their sexual orientation.

Another 5% of respondents have a long-term illness or disability.

#### **Targeting Communities:**

When starting new groups PSYV has targeted areas with high levels of crime

and deprivation. There are groups active in Glasgow South, East and North which are known to contain areas consistently among the 5% most deprived in Scotland. Likewise our groups target similar areas in Dundee, Paisley, Greenock, Edinburgh and Inverness.

#### **Growing Stronger Communities:**

Through our volunteering activities we have a unique opportunity to forge connections between disparate segments of communities; conduct tailored community safety campaigns and provide services to communities from fundraising to supporting events.

#### **Future priorities:**

In the year ahead we wish to start new groups in Raploch, Stirling and Drylaw, Edinburgh as well as another group in Govan, Glasgow. This will be accompanied by work to improve our equalities monitoring and quality assurance. Youth volunteers will also be trained in tackling hate crime.





# Effectiveness of training & volunteering experiences

Percentage giving a positive rating of 4 or 5 (out of 5) [n=313]

-  **84.6%**  
The initial training programme
-  **87%**  
The way the training is delivered
-  **78.5%**  
Talks from different police departments
-  **85%**  
National volunteering events
-  **84%**  
Local volunteering events

[View here](#)

# LEARNING & EXPERIENCES

The chart summarises feedback on the effectiveness of the 12 week Initial Training Programme and subsequent national and local volunteering events. Most participants find all aspects of PSYV to be effective. Youth Volunteers especially enjoy the fun and participative way that training is delivered, as these comments portray:

*"I love PSYV and helping people in and out of my local community. The joy and pride that helping others brings and being in full uniform is such a good feeling. Being able to see the impact you have and the way doing little bits of volunteering helps others is amazing."*

Much of the success is attributed to the way adults interact with young people, as one commented:

*"The group coordinators and staff volunteers do a fantastic job at conducting the sessions. They make the sessions more interactive especially with content that they know the youths won't find as enjoyable. They always come up with creative ideas and make each session as enjoyable and informative as they can."*

Nevertheless experiences are varied across the country which results in mixed views on what works:

- Some groups feel they get too many talks which lack opportunities for active participation; while others feel that they don't get enough.

- Some particularly like the way drill makes them feel part of a group while others say it's overdone.

- Many enjoy the training sessions, although some think that they could be made more engaging.

- A highlight for most participants is taking part in national events, whilst those in remote areas are eager for greater access.

- A large proportion feel a sense of pride in doing many of the local community events, whereas a few find these to be repetitive.

## Future developments

With the SCOF accreditation now in place youth volunteers were asked if they were interested in taking up this offer, or whether it should only be offered to new recruits. Responses show that the majority (85%) are interested in gaining the award, with another 13% still unsure. Therefore, resources are needed to support the sign-up and processing of awards in the year ahead. A combination of bringing each group online with digital communication tools, adding new content to the resources website and spreading access to the Moodle learning platform will aid implementation of the accredited award.



"I have delivered night light leaflets on many occasions that warn people about the dangers of leaving your house in complete darkness and how it poses as a target for a house break in. This gives the community information that they may not have known, which makes their properties safer."

# MAKING COMMUNITIES SAFER

The 6-month report identified an estimated £300,000 value of volunteer hours donated across a full year (exact figures will be available in March 2019). Time invested has a significant impact in making Scotland's communities safer.

## Crime Prevention Campaigns

Half of survey respondents referred to leaflet drops as one of the ways that this is achieved locally. Neighbourhood action is determined by local police intelligence covering topics such as bogus callers, house-breakings and bike theft. The existence of PSYV groups locally means that issues identified can be responded to by raising awareness of the dangers and explaining ways to stay safe from harm. This intervention has multiple beneficiaries; the police are freed to pursue reported crimes; the community see action being taken and young people become positive force in advocating safety.

## Peer Education

Some groups have taken the added step of being trained in particular aspects of crime. For example a number of groups have trained as peer educators as part of the No Knives Better Lives Campaign. The groups go into schools and youth groups

to raise awareness of knife crime and how to avoid, prevent and report it. Similar approaches have been taken on issues of drugs and hate crime. This means that the training given to groups is cascaded to a much larger audience. It capitalises on giving young people responsibility for educating their peers in staying safe and reducing crime. This makes give the message greater impact than the police could achieve in isolation.

**Community Interventions**  
Another tactic adopted by groups is to work alongside the police to implement campaigns that can assist with fighting crime in Scotland's communities. Actions such as secure marking bicycles or recording your technical goods are things which the youth volunteers learn about as part of their training and are then supported to share the advice this at community gatherings and events. We already have reports of young people being vigilant in their communities making their own families and communities safer, as these examples demonstrate:

*"I always help my neighbours. I clean the close every week and also make sure the pavements*

*are clear so no one gets hurt."*

## Safer Events

A major contribution made by PSYV is that at national and local events PSYV's provide a visible and active presence where everyone is working to make participation fun and safe, as this volunteer explains:

*"I have volunteered at events where I have been handing out and supplying the young children with the brackets so if the where to be split form there parents the could be found as we have there contact details in a file. I enjoying doing this job as I get to interact with the younger group and setting there parents mind at ease during a busy festival or event."*

## Future Developments

In the year ahead PSYV seeks to organise a more strategic engagement in crime prevention campaigns such as hate, sexual and cyber crimes which rose in the last year and have a particular impact on young people. There is also a desire to extend PSYV's engagement with younger age-groups, particularly relating to education on staying safe.

# 2019-2020 PROPOSAL

PSYV brings together two key strands of youth justice and public safety in Scotland. It puts young people at the heart of building safe, cohesive and resilient communities. Findings from our survey make clear that involvement in PSYV develops young people into active citizens that extend the capacities of core policing. PSYV is becoming embedded as part of the education, prevention and early intervention resources that make community safety modern, affordable and sustainable.

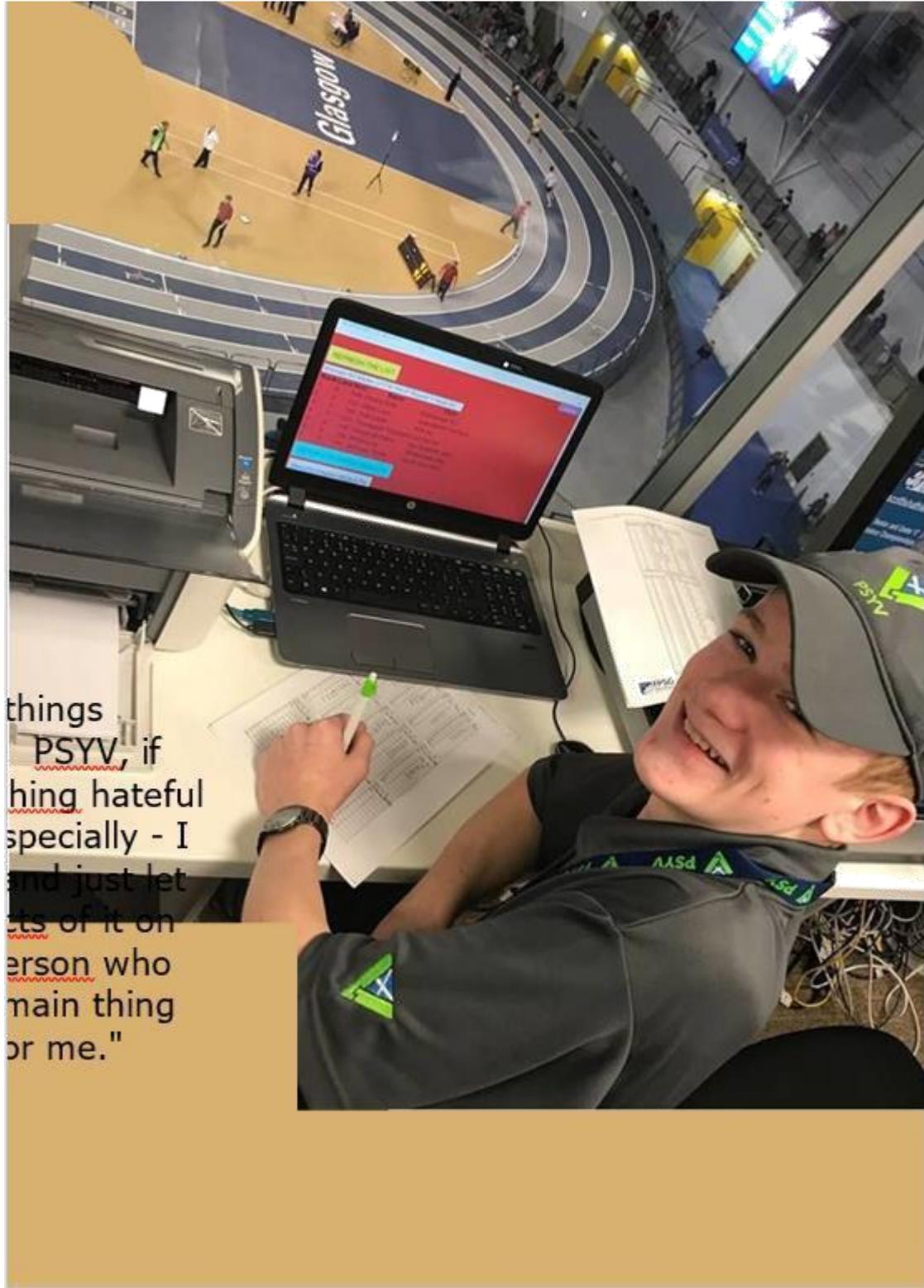
Investment in the following actions: will ensure that PSYV groups are ready, trained, active and responsive to local needs as well as supporting national events and crime prevention campaigns:

- Establish new groups in gap priority-areas
- Improve equalities monitoring, including monitoring of crime prevention and community safety campaigns and evaluate their impact
- Develop new resources and materials relating to work with Juniors/younger age groups and key crime prevention strategies
- Roll out the newly accredited training programme and process awards for registered entrants
- Produce a 'Junior PSYV' programme
- Agree strategic focus/priorities for crime

prevention campaigns and success criteria With this in mind we propose the following budget breakdown for support required in 2019-2020.

Support to existing groups - £39K  
Training - £15k  
Award, inclusion and resource development - £30K  
Junior PSYV development - £10K  
Evaluation - £10K

"The way I see  
is that since joinin  
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or racist - at school  
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or me."

# Thank You



catch the light

