

**POLICE STAFF
FUNDING AGREEMENT**

between

LINCOLNSHIRE COUNTY COUNCIL

and

THE POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE

and

THE CHIEF CONSTABLE OF LINCOLNSHIRE POLICE

THIS AGREEMENT IS MADE THE DAY OF 2024
BETWEEN

- (A) **LINCOLNSHIRE COUNTY COUNCIL** of County Offices, Newland, Lincoln, Lincolnshire, LN1 1YS ("**LCC**"); and
- (B) **THE POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE** and **THE CHIEF CONSTABLE OF LINCOLNSHIRE POLICE** both of Fire and Police Headquarters, Deepdale Lane, Nettleham, Lincoln, LN2 2LT (together "**Lincolnshire Police**").

together the Parties (or Party).

1. Definitions

1.1. The following terms shall have the following meanings:

- 'Business Day'** means a day (other than a Saturday, Sunday or public holiday in England);
- 'Consideration'** means the sum relating to the direct costs of the CRTA which will be recharged to the LCC for two years on a full cost recovery basis and as amended pursuant to Clauses 4.4, 6.4 and 7.5;
- 'Data Protection Legislation'** means the UK GDPR, the Data Protection Act 2018 and all applicable laws relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner;
- 'Joint Protocol'** means the joint protocol set out in the Schedule;
- 'CRTA'** means the person appointed to the role of Crime Reduction Tactical Advisor (Domestic Abuse).

1.2. Unless the context otherwise requires, the interpretation and construction of this Agreement shall be subject to the following provisions:

- 1.2.1. words importing the singular meaning include where the context so admits the plural meaning and vice versa;
- 1.2.2. words importing the masculine include the feminine and the neuter;
- 1.2.3. references to Clauses are to clauses of this Agreement;
- 1.2.4. references to legislation:
- 1.2.4.1. include any secondary or subordinate legislation made under or pursuant to that legislation; and
- 1.2.4.2. include any modification or re-enactment of that legislation;
- 1.2.5. reference to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- 1.2.6. the words "include", "includes" and "including" are to be construed as if they

were immediately followed by the words “without limitation”; and

1.2.7. headings are included in this Agreement for ease of reference only and shall not affect the interpretation or construction of this Agreement.

2. Background

2.1. Lincolnshire Police and Lincolnshire County Council are responsible for the promotion, advancement and pursuit of crime prevention and detection, community safety, public order and other related measures and matters as are appropriate to its concerns relating to its statutory and other duties.

2.2. To help further Lincolnshire Police’s and Lincolnshire County Council’s responsibilities of safeguarding victims of domestic abuse, Lincolnshire County Council has agreed to provide funding to Lincolnshire Police for the provision by Lincolnshire Police of a CRTA in accordance with the terms of this Agreement.

2.3. This Agreement shall comprise the following:

2.3.1. the Clauses set out in the main body of this document; and

2.3.2. the Schedule.

2.4. In the event of any conflict or inconsistency between the Clauses and the Schedule, the Clauses shall take precedence.

3. Commencement and Duration

3.1. This Agreement shall become effective (and the Parties’ obligations shall come into force) when signed by the authorised representatives of both Lincolnshire Police and the LCC and, subject to Clauses 7.2.2, 9 and 10.1, shall continue for 2 years unless terminated by either Lincolnshire Police or LCC, giving not less than 3 months’ prior written notice to the other Party.

4. The Consideration

4.1. Lincolnshire Police shall invoice LCC for the Consideration quarterly in arrears.

4.2. LCC shall pay the Consideration to Lincolnshire Police within 30 days of receipt of an invoice submitted in accordance with Clause 4.1.

4.3. Lincolnshire Police shall use the Consideration to pay the costs and expenses (on a full cost recovery basis including salary or service contract payments and expenses, and including, but not limited to, pensions, sick pay, maternity/paternity pay, pay in lieu of notice or holiday and any redundancy costs and expenses) of the CRTA.

4.4. The Parties shall review the amount of the Consideration on an annual basis and may make any amendments necessary to the amount of the Consideration as the Parties agree acting reasonably and taking into account the actual costs and expenses of the provision of the CRTA.

5. LCC Obligations

5.1. LCC shall pay to Lincolnshire Police the Consideration in accordance with Clause 4.

5.2. LCC shall comply with and ensure that its staff comply with the Joint Protocol.

5.3. LCC shall agree with Lincolnshire Police the working arrangements of the CRTA in respect of supervision and work allocation in line with the Joint Protocol.

6. Equipment

6.1. LCC acknowledges and agrees that any equipment used by the CRTA in undertaking this role as set out in this Agreement and any and all data stored on such equipment shall

be and remain the property of Lincolnshire Police (at all times including following termination of this Agreement for any reason) and the LCC hereby waives any rights it would (in the absence of this Clause) have had in such equipment and/or data.

- 6.2. LCC shall be responsible for providing secure storage of any equipment used by the CTRA which it requires to be left at LCC premises overnight when appropriate.
- 6.3. LCC agrees that the CTRA shall be accepted as having met and fulfilled Lincolnshire Police standards in relation to his/her duties and requirements of service and will only be issued with Lincolnshire Police essential equipment as is necessary to their status, performance and operational needs but not further or otherwise unless separately agreed in writing by LCC with Lincolnshire Police in any new or specific circumstances hereafter arising and which the Parties may agree are or should become an additional part of the CTRA's duties as contemplated hereunder.
- 6.4. Lincolnshire Police further reserves the right to adjust the Consideration so as to recover from LCC the costs of any such CTRA role specific training, further training, re-equipping or other continued development of the CTRA as may arise from these or any other occurring additional duties hereby generally contemplated.

7. Lincolnshire Police Obligations

- 7.1. Lincolnshire Police will procure that the CTRA provides the services described in the Joint Protocol.
- 7.2. If the CTRA resigns or is, temporarily or permanently, unable to attend for duty for whatever reason for more than 28 consecutive Business Days, Lincolnshire Police shall, at its option, either:
 - 7.2.1. replace the absent CTRA with such proper and reasonable substitute as may be agreed with LCC; or
 - 7.2.2. terminate this Agreement immediately on giving notice to LCC and shall reimburse LCC any payment of the Consideration which has been made in advance and which is no longer payable due to the termination.
- 7.3. Lincolnshire Police shall at all times retain full responsibility for the CTRA (who will be and remain under the administrative and operational control of Lincolnshire Police at all times) and for any disciplinary issues and statutory officer engagement matters in relation to the CTRA.
- 7.4. Lincolnshire Police shall be responsible for all costs relating to the engagement and service of the CTRA subject to payment by LCC of the Consideration as provided for in this Agreement.
- 7.5. Lincolnshire Police shall be entitled to increase the CTRA's salary each year in line with other salary increases made to other staff within Lincolnshire Police within the same pay scale as the CTRA and LCC agrees that the Consideration shall be increased pro rata accordingly.
- 7.6. Lincolnshire Police shall at all times always have control of and unfettered discretion to the location, dispersal, duties and overall general activity and service of the CTRA and as to where and how they will operate and otherwise fulfil their obligations as a police staff member and which will at all times be consistent within Lincolnshire Police's operational needs and requirements and which of necessity take precedence at all times and as such will remain paramount throughout the term of this Agreement.
- 7.7. The CTRA shall be operationally deployed by the Chief Constable of Lincolnshire Police on each Business Day of this Agreement which shall constitute a total period of 37 hours worked per week, or for any agreed part of such period should the CTRA be employed on a part time basis or other working rota basis subject always to the rights as necessary to remove the CTRA from the duty, import and effect of these terms to enable him or her

to attend training courses, specialist management and administration, operational and all other similar related police matters and concerns at a station or office elsewhere or any other similar and occasional duty as may from time to time arise during the term of this Agreement.

- 7.8. Lincolnshire Police will, prior to the determination of the proper Officer(s) responsible for the CRTA, invite an appropriate representative of LCC to meet with them to discuss and review the effect and operation, value, worth and outcomes of past activities and potential for the ensuing future conduct of this Agreement.
- 7.9. Lincolnshire Police will prepare a report of the CRTA activity undertaken under this Agreement after any such meeting as contemplated in Clause 7.8 for its own reporting, audit and duty purposes. A copy of the report will be provided to LCC for their own reporting purposes.
- 7.10. Lincolnshire Police will, if requested in writing to do so by LCC, supply LCC with a copy of all work rotas for the CRTA engaged hereby but not more than once in any eight week period and in a form designated and compiled by Lincolnshire Police only.
- 7.11. Lincolnshire Police reserves the right to, at its sole discretion, substitute the CRTA at any time during the term of this Agreement for any suitable and appropriately qualified police staff for any period and for any cause without the need to provide an explanation to LCC.
- 7.12. The CRTA shall perform their duties and report to Lincolnshire Police in accordance with normal police operating practices for police staff at Lincolnshire Police.

8. Intellectual Property Rights

- 8.1. Lincolnshire Police is the holder of the copyright in all crests, livery and other heraldry and material used by it for identification, promotion and other purposes and the same shall not therefore be used or employed by LCC in any way throughout the term of this Agreement without its first having gained the written consent of Lincolnshire Police to do so.

9. Termination

- 9.1. This Agreement may be terminated at any time by formal written agreement signed by the Parties.
- 9.2. Either Party may at any time by notice in writing to the other Party terminate this Agreement forthwith if the other Party is in material default of any obligation under this Agreement and:
 - 9.2.1. the material default is capable of remedy and the defaulting Party shall have failed to remedy the material default within thirty (30) days of written notice to the defaulting Party specifying the material default and requiring its remedy, or
 - 9.2.2. the material default is not capable of remedy
- 9.3. Lincolnshire Police may terminate this Agreement at any time by giving notice in writing to LCC if:
 - 9.3.1. LCC has failed to pay any amount due under this Agreement on the due date and such amount remains unpaid within 30 days after LCC has received notification that the payment is overdue; or
 - 9.3.2. LCC stops carrying on all or a significant part of its business, or indicates in any way that it intends to do so; or
 - 9.3.3. LCC is unable to pay its debts either within the meaning of section 12 of the Insolvency Act 1986 or Lincolnshire Police reasonably believes that to be the case.
- 9.4. The termination of this Agreement shall not prejudice or affect any right of action or

remedy which shall have accrued or shall thereafter accrue to either Party.

10. Bribery

10.1. Each Party shall comply with all applicable laws, regulation and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 and no Party shall give, provide or offer to any other Party any loan, fee, reward, gift, or any emolument or advantage whatsoever. Non-compliance or suspected non-compliance shall constitute a material breach of this Agreement and this Agreement may be terminated by the non-breaching Party with immediate effect without prejudice to any other rights the non-breaching Party may possess.

11. Equality and Diversity

11.1. Each Party undertakes not to unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age and without prejudice to the generality of the foregoing each Party undertakes not to unlawfully discriminate within the meaning and scope of the Human Rights Act 1998, the Equality Act 2010 or other relevant or equivalent laws from time to time in force or any statutory modification or re-enactment thereof.

12. Rights of Third Parties

12.1. A person who is not party to this Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

12.2. The rights of the Parties to terminate, rescind or agree any variation, waiver or settlement under this Agreement are not subject to any third party.

13. Disputes

13.1. Any dispute between Lincolnshire Police and LCC relating to the development and employment of the CRTA may, in the first instance and irrespective of any superior provisions, be referred by both Parties jointly for discussion and intended resolution between an appropriate member of LCC and an appropriate member of Lincolnshire Police. This will be the Assistant Director of Public Protection LCC and the Chief Superintendent of Local Policing.

14. Confidentiality

14.1. Subject to Clauses 14.2 and 16, each Party shall during the term of this Agreement and thereafter keep secret and confidential all business, technical or commercial information disclosed to it by another Party as a result of this Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the disclosing Party.

14.2. The obligation of confidentiality contained in Clause 14.1 shall not apply or shall cease to apply to any information which:

14.2.1. at the time of its disclosure by the disclosing Party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Agreement by the receiving Party;

14.2.2. is already known to the receiving Party as evidenced by written records at the time of its disclosure by the disclosing Party and was not otherwise acquired by the receiving Party from the disclosing Party under any obligations of confidence;

14.2.3. is at any time after the date of this Agreement acquired by the receiving Party from a third party having the right to disclose the same to the receiving Party without breach of the obligations owed by that party to the disclosing Party;

14.2.4. is required to be disclosed by Law whether under the FOIA or EIR or otherwise;

14.2.5. is required to be disclosed by order of a court of competent jurisdiction; or

14.2.6. is required to be disclosed by either Party to any regulatory body.

15. Freedom of Information

15.1. Both Parties acknowledge they are subject to the requirements of the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR") and shall comply with all information disclosure requirements (defined as having the meaning given under section 84 of the FOIA).

15.2. Each Party will deal with any request for information under the FOIA or the EIR in regard to this agreement in accordance with all information disclosure requirements to comply with their obligations under the FOIA and EIR; and

15.3. Both Parties acknowledge that they may be required under the FOIA and EIR to disclose information in relation to this Agreement without consulting or obtaining consent from the other Party. Each Party will use reasonable endeavours to consult the other before disclosing information under FOIA and EIR to the extent that it is lawfully permissible and reasonably practical for it to do so but both Parties acknowledge that the final decision whether to disclose such information will rest with the Party who receives the request for information.

16. Transparency

16.1. LCC acknowledges that the Police and Crime Commissioner for Lincolnshire is subject to the Elected Local Policing Bodies (Specified Information) Order 2012. LCC gives consent for the Police and Crime Commissioner for Lincolnshire to publish the contents of this Agreement and information regarding amounts paid by LCC under this Agreement ("the Agreement Information"). The Police and Crime Commissioner for Lincolnshire may, in its absolute discretion, redact all or part of the Agreement Information prior to its publication and shall endeavour to notify LCC in advance of any publication so far as practicable and lawfully permissible. The Police and Crime Commissioner for Lincolnshire shall make the final decision regarding publication and/or redaction of the Agreement Information.

17. Data Protection

17.1. Each Party shall (and shall procure that any of its staff involved in connection with the activities under this Agreement shall):

17.1.1. comply with any notification requirements under the Data Protection Legislation;

17.1.2. duly observe all their obligations under the Data Protection Legislation, which arise in connection with this Agreement; and

17.1.3. not by act or omission, put any other Party in breach of, or jeopardise its registration under, the Data Protection Legislation.

18. Retention, Review and Deletion of data

18.1.1. All the Data will be subject to the normal policies and procedures of the Parties in relation to the retention, review and disposal.

18.1.2. Electronic copies of the data shall be securely destroyed by either physical destruction of the storage media or secure deletion using an approved CESG data cleansing product.

19. Agreement Final and Complete

19.1. This Agreement contains the entire agreement between the Parties and supersedes all prior agreements and understandings whether written or oral pertaining to its subject

matter. Each Party acknowledges and agrees that it has not been induced to enter into this Agreement in reliance upon, and in connection with this Agreement, does not have any remedy and waives all rights in respect of, any warranty, representation, promise, statement, agreement or undertaking of any nature whatsoever other than as expressly contained in this Agreement, except that this Clause 18.1 shall not exclude liability in respect of any fraudulent misrepresentation.

20. Variations

20.1. This Agreement may only be varied by agreement between the Parties in writing and signed by their duly authorised representatives.

21. Assignment

21.1. The rights, benefits and obligations of LCC in this Agreement shall not be assigned or sub-contracted by it to any third party either in part or in whole at any time without the prior written consent of Lincolnshire Police.

22. Relationship

22.1. The Parties are independent entities and not partners nor principal and agent, nor employer and employee nor in any other relationship of trust to each other. This Agreement shall not be deemed to constitute a legal partnership, joint venture or similar relationship between the Parties nor authorise any Party to enter into any contact or commitment for and on behalf of any other Party.

23. Force Majeure

23.1. No Party shall be liable to any other Party for any delay or non-performance of its obligations under this Agreement arising from any cause or causes due to an event or sequence of events beyond its reasonable control provided that it:

23.1.1. promptly notifies the other Parties of the relevant event and its expected duration; and

23.1.2. uses reasonable endeavours to minimise the effects of that event.

24. Severability

24.1. If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions of this Agreement shall continue in full force and effect as if this Agreement had been executed with the invalid, illegal or unenforceable provision eliminated.

24.2. In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of this Agreement, the Parties shall immediately commence good faith negotiations to remedy such invalidity.

25. Remedies Cumulative

25.1. Except as otherwise expressly provided by this Agreement, all rights and remedies available to any Party under this Agreement or otherwise are cumulative and may be exercised concurrently or separately, and the exercise of any one right or remedy shall not be deemed an election of such right or remedy to the exclusion of, and shall be without prejudice to the availability of, any other right or remedy.

26. Waiver

26.1. The failure of any Party to insist upon strict performance of any provision of this Agreement, or the failure of any Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by this Agreement.

26.2. No waiver shall be effective unless it is expressly stated to be a waiver and

communicated to the other Party in writing in accordance with Clause 26.

26.3. A waiver of any right or remedy arising from a breach of this Agreement shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of this Agreement.

27. Notices

27.1. All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered or mailed (first class postage prepaid) to an Authorised Representative at the address of the relevant Party, as referred to above or otherwise notified in writing. If personally delivered all such communications shall be deemed to have been given when received (except that if received on a non-Business Day or after 5.00pm on any Business Day they shall be deemed received on the next Business Day) and if mailed all such communications shall be deemed to have been given and received on the second Business Day following such mailing.

27.2. For the avoidance of doubt, any notice given under this Agreement shall not be validly served if sent by electronic mail and not confirmed by a letter sent by post.

28. Counterparts

28.1. This Agreement may be executed in counterparts, each of which when executed and delivered shall constitute an original but all counterparts together shall constitute one and the same instrument.

29. Governing Law

29.1. This Agreement shall be governed and construed in accordance with the laws of England and, subject to Clause 13, the Parties irrevocably submit to the exclusive jurisdiction of the English courts.

AS WITNESS the hands of the Parties hereto the day and year first before written

SIGNED by

For and as authorised signatory of **The Police and Crime Commissioner for Lincolnshire**

In the presence of

SIGNED by

For and as authorised signatory of **The Chief Constable of Lincolnshire Police**

In the presence of

SIGNED by

For and as authorised signatory of **Lincolnshire County Council**

In the presence of

The Schedule

Joint Protocol

JOB PURPOSE AND SCOPE:

To be the lead tactical advisor for specialist crime reduction advice in relation to domestic abuse (DA).

To provide information, advice and guidance on structured problem solving and the delivery of effective crime prevention initiatives; to support the objectives of:

- reducing domestic abuse incidents;
- minimising the effects of domestic abuse related crime;
- safeguarding adult and child victims of domestic abuse within Lincolnshire.

The CRTA will work proactively with partnership agencies, local authorities, specialist domestic abuse services, policing teams and community groups on crime reduction and prevention strategies in respect of domestic abuse.

The CRTA will be expected to complete the relevant accredited training for the role within the first 12 months and keep up to date with information and intelligence relevant to problem solving and preventative policing.

All staff involved in carrying functions in this role will do so in accordance with the principles of the Code of Ethics. The aim of the code of ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

CORE WORK AREAS

- Visit high risk domestic abuse victims and compile “Sanctuary Scheme” target hardening reports with recommendations for partner agencies (Sanctuary Scheme - [Sanctuary schemes for households at risk of domestic violence: guide for agencies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/Sanctuary_schemes_for_households_at_risk_of_domestic_violence_guide_for_agencies_-_GOV.UK.pdf)).
- Support LCC’s Domestic Abuse Strategy for Lincolnshire and report to the Safe Accommodation Project Officer with regards to their contribution to the Sanctuary Scheme project.
- Work closely with the Lincolnshire Domestic Abuse Partnership (LDAP).
- Provide direct support to crime reduction plan owners, to guide and assist them in the application of Scanning, Analysis, Response and Assessment (SARA) and related problem-solving tools, to support the development and delivery of crime prevention initiatives.
- Carry out research in the Scanning, Analysis and Research phases of SARA, providing information in appropriate formats, to enable crime reduction plan owners to identify and prioritise issues, identify underlying causes, and to develop appropriate interventions.
- Provide data to quantify the benefits of DA related crime reduction activities, and inform Lincolnshire Police and LCC/LDAP reporting on performance indicators.
- Represent Lincolnshire Police and LCC at external meetings, conferences, and events to present and explain relevant crime prevention initiatives and to identify information

from other organisations that may contribute to force effectiveness in preventing domestic abuse related crime.

- Deliver presentations and training within the force to raise awareness of problem-solving tools, crime prevention processes and procedures, and lessons learned; to promote the adoption of best practices.
- Liaise with colleagues within the Lincolnshire Police and beyond to share lessons learned and best practices.
- Utilise Lincolnshire Police systems within your daily role inclusive of Niche, Business systems and Guardian Command.

Abstraction

1. LCC contact to be notified of any abstraction and the reason why.
2. It is accepted that there will be abstractions for mandatory and developmental training courses and conference attendance as required and agreed by supervision.

Working Practices for Partnership

3. The CRTA will be the lead CRTA for Sanctuary Scheme visits and reports. However, they will be part of the Lincolnshire Police team of CRTA's. As such they will be a trained and accredited CRTA. Sanctuary Scheme referrals will be allocated to both this CRTA and generic CRTA's by supervisors to achieve fair and balanced workloads, considering the counties geography and to respond to abstractions so that a consistent service is given to both generic crime reduction referrals and Sanctuary Scheme crime reduction referrals.
4. The CRTA will also be allocated crime reduction referrals that do not relate to domestic abuse. This is to achieve resilience and balanced workloads across the CRTA team, and to ensure that the CRTA can evidence delivering varied crime reduction work to complete their accreditation and maintain their CPD.
5. The CRTA be provided with a Lincolnshire Police staff uniform to wear at engagement events. Visits can be carried out in office attire or police staff uniform.
6. The CRTA will be provided with a Lincolnshire Police laptop and work mobile phone.
7. The CRTA will be given access to use Lincolnshire Police fleet vehicles to carry out their duties.
8. The principal point of contact for each party (unless the other party is notified otherwise in writing) shall be:
 - a) Lincolnshire County Council: Jade Thursby
 - b) Lincolnshire Police: Inspector 754 Claire Hime
9. The principal points of contact for Lincolnshire County Council and Lincolnshire Police shall meet formally, on a minuted basis, at least every three months from the effective date of this Agreement. The basic agenda for the meeting shall be to review the Parties' performance of their obligations set out in this Agreement, and to discuss, in so far as possible, operational matters arising from it. The principal points of contact may add items to the agenda as they consider fit and may invite others to attend any meeting.

Line Management

10. The CRTA shall be managed by Lincolnshire Police and LCC supervisors as set out below:
 - a) Lincolnshire Police first line manager; Crime Prevention and Fraud

Coordinator

- b) LCC first line manager; Safe Accommodation Project Coordinator
11. The Lincolnshire Police Crime Prevention and Fraud Coordinator is responsible for:
- a) Daily management of the CRTA.
 - b) Joint 'pause point' personal development reviews bimonthly with the CRTA and the Safe Accommodation Coordinator.
 - c) Obtaining the relevant training for the CRTA and monitoring the CRTA's training progress and completion.
 - d) All matters connected with the engagement of the CRTA including, without limitation, pay, pensions, health and safety, welfare, and discipline.
 - e) Managing the CRTA's performance and attendance.
 - f) Signposting the CRTA to appropriate support as required.
 - g) Ensuring the CRTA is suitably qualified and has the equipment they need to carry out the role.
 - h) Workload allocation and workload reviews with the CRTA. Workload reviews must take place at least monthly with the CRTA.
12. The LCC Safe Accommodation Project Coordinator is responsible for:
- a) Joint 'pause point' personal development reviews bimonthly with the CRTA and the Crime Prevention and Fraud Coordinator.