

There is no correspondence between the Office of the Police and Crime Commissioner (OPCC) and the Amirah Foundation during 2014 and 2015.

2016:

Email from the now OPCC Deputy Chief Executive regarding Monitoring Information – 17th February 2016.

From: XXXXXXXXXXXX
Sent: 17 February 2016 09:03
To: XXXXXXXXXXXX
Cc: XXXXXXXXXXXX <XXXXXXXXXXXX>
Subject: Monitoring Information
Importance: High

Morning XXXXXXXXXXXX

My officer, XXXXXXXXXXXX has made several attempts to contact you in relation to your monitoring information for the first quarter of service delivery for the project. Payment of the second instalment is dependent on the receipt of satisfactory monitoring information and therefore at this stage it is important that you send the information in to the OPCC. The Conditions of Grant clearly state that funding is dependent on delivery of the project and satisfactory outcomes. Can you make contact to clarify the present position please? If you do not make contact, we will assume that you no longer want to deliver the project and Internal Audit will make contact regarding return of the 1st instalment of funding.

If you need any help or support in this, I would advise that you make contact by Friday 19 February.

Kind regards
XXXXXXXXXXXX

XXXXXXXXXXXX
Partnerships and Engagement Manager
Office of the Police and Crime Commissioner West Midlands
Aqua House
20 Lionel Street
Birmingham
B3 1AQ

Internal XXXXXXXXXXXX
External XXXXXXXXXXXX (Direct Dial)
Fax 0121 626 5003
Email XXXXXXXXXXXX

Website: www.westmidlands-pcc.gov.uk
Twitter: @WestMidsPCC
Facebook: <http://www.facebook.com/WestMidsPCC>

Email from The Amirah Foundation with their Monitoring Information attached – 18th February 2016.

From: XXXXXXXXXXXX <XXXXXXXXXXXX>
Sent: 18 February 2016 16:18
To: XXXXXXXXXXXX <XXXXXXXXXXXX>
Subject: Mid report

Hi XXXXXXXXXXXX

Please find attached the mid report documentation.

If you require any further clarification please do get in touch.

I am sorry for the delay in sending this back to you.

Kind regards

XXXXXXXXXXXX
CEO

Amirah Foundation
George Lucas Building
St George's Community Hub
Great Hampton Row
Birmingham
B19 3JG

Mobile: XXXXXXXXXXXX

www.amirahfoundation.org
facebook.com/AmirahFoundation

I am sorry it has taken us some time to get there! I will be sending comprehensive information in the final report in a few weeks.

I hope I have covered everything needed, if not please do let me know.

kind regards

XXXXXXXXXX
CEO

Amirah Foundation
Women's Enterprise Hub
249 Ladypool Road
Birmingham
B12 8LF

Mobile: XXXXXXXXXXX

www.amirahfoundation.org
facebook.com/AmirahFoundation

Email From The Amirah Foundation – 13th July 2016.

From: XXXXXXXXXXX [XXXXXXXXXXXX]

Sent: 13 July 2016 14:02

To: XXXXXXXXXXX

Subject: Your Time to Shine.zip

Hi XXXXXXXXXXX

Hope all is well with you. Please find attached the final report and supporting documents.

Email Attachment:



west midlands
police and crime
commissioner

Your Time to Shine Celebration Event 18th June 2016





west midlands
police and crime
commissioner

Feedback from Your Time to Shine Awards – Saturday 18th June 2016

"This has been an amazing journey of self-discovery for me – I feel invincible" XXXXXXXXXXXX

"Do you know what – I just feel like a princess – I can't remember the last time I was this supported – this programme has really made me feel special"

XXXXXXXXXX

"Amirah is my family now – and I feel stronger and brave – knowing they are her for me. Thank you for believing in me."

XXXXXXXXXX

"Although I am still fighting in debt, I'm working through it and having this opportunity has made me stronger. I'm not giving up and I'm still in touch with my mentor and can see myself after I'm more settled, volunteering for Amirah – they are my family now."

XXXXXXXXXX

"I'm starting a new business and hope to be working for some of the women. It's only a small catering business but I know it will grow and I've so many contacts through the programme – Your Time to Shine came at just the right time for me. I really am shining!"

XXXXXXXXXX

It was clear from the joy and laughter of the women and the pride they felt at receiving their awards, that this programme was well received and had a lasting powerful impact on those women.

This programme will now be an integral part of Amirah Foundation's Women and Girls programme, offering confidence building to all future and past clients.

2017:

Email requesting Advice for Application – 19th January 2017.

From: XXXXXXXXXXXX
Sent: 19 January 2017 12.26
To: XXXXXXXXXXXX
CC: XXXXXXXXXXXX; XXXXXXXXXXXX
Subject: Fwd: BRAVE – Brothers Against Violence

Hi XXXXXXXXXXXX

Here is my difficulty, whilst we know exactly what we want to do, the information I have read is confusing about:

1. How long is the funding for?
2. Can it pay for posts?
3. How much can we bid for?

Ideally, we'd like a 12 month post as a campaign officer who will engage in mosques, the strategy team, other organisations, celebrities and sport personalities and to change the way our community thinks about DV.

Of course the answers to the above questions will totally change the structure of the bid and the possible costs.

Could you please therefore give me some guidance as to how much to apply for and the duration of the fund.

Or ask therefore Sargent XXXXXXXXXXXX to give me a call or to send me his/her contact information?

Sorry to be so pedantic but I totally believe in this project and if we cannot get the funding we need to make this a meaningful campaign, I need to look elsewhere and quick before we loose the momentum we have already gained from the Mobilising Communities fund.

Thank you in anticipation.

Yours Sincerely

XXXXXXXXXXXX

On Tue, Jan 17, 2017 at 4:24 PM, XXXXXXXXXXXX XXXXXXXXXXXX wrote:
Hi XXXXXXXXXXXX

I've just picked up this email. If you have a completed application form please send it across to myself. If you are looking for advice prior to sending it to me then Sergeant XXXXXXXXXXXX team will be in contact with you to assist.

Please let me know either way.

Thanks.
Kind Regards,



stay updated
get involved

[REDACTED]
[REDACTED]
Birmingham Partnership Team

West Midlands Police

Switchboard / Internal: 101 Ext. [REDACTED]

Email: [REDACTED]@west-midlands.pnn.police.uk

Website: www.west-midlands.police.uk

Twitter: www.twitter.com/@brumpartnership

Facebook: www.facebook.com/brumpolice

Youtube: www.youtube.com/westmidlandspolice

Flickr: www.flickr.com/westmidlandspolice

To report crime or anti-social behaviour which does not require an emergency response, please call 101. In an emergency, dial 999

From: [REDACTED] [mailto:[REDACTED]@amirahfoundation.org]

Sent: 17 January 2017 14:52

To: [REDACTED]

Cc: CP Bhambids

Subject: BRAVE - Brothers Against Violence

Dear [REDACTED]

I have been trying to speak to the right person about this project for some time now.

I sent an email to and was responded to by [REDACTED] but I'm still not sure if that's the same as a Go-ahead.

Can you please advise who I need to speak to?

I've almost completed the application - I'm just not sure who to send it to?

Yours [REDACTED]

[REDACTED]
Amirah Foundation

Women's Enterprise Hub - 249 Ladypool Road - Birmingham, B12 8LF



This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Email from the OPCC regarding Active Citizens Funding – 16th February 2017.

From: XXXXXXXXXXXX

Sent: 16 February 2017 17:07

To: XXXXXXXXXXXX (XXXXXXXXXXXX) <XXXXXXXXXXXX >

Subject: Active Citizen Funding: 2017-00234 BRAVE Community

Dear XXXXXXXXXXXX

I have received notification that the Amirah Foundation has been successful in its bid for Active Citizen funding for the BRAVE Community project. I have looked at the application and it seems to me that the total payment of £11,000 should be made in two stage payments, the details of which can be found in the Grant Conditions form attached.

You will need to read, sign and return the Grant Conditions form to me assuming you agree the conditions. No payment can be made before that signed form has been returned.

Please note that you are required to provide updates on the financial spend and also on the achievements of the project, indicating how you have met the outcomes you identified in the application form. I will e-mail you again with details of how to submit your monitoring information.

Meanwhile, congratulations.

I look forward to receiving your signed grant conditions form.

Kind regards

XXXXXXXXXXXX

XXXXXXXXXXXX

Senior Business Support Officer

West Midlands Police & Crime Commissioner
Lloyd House
Colmore Circus Queensway
Birmingham
B4 6NQ

Tel: 0121 626 6060

Int: XXXXXXXXXXXX

Web: www.westmidlands-pcc.gov.uk

Twitter: @WestMidsPCC

Facebook: www.facebook.com/WestMidsPCC

The Amirah Foundation's Grant Conditions – 17th February 2017.

From: XXXXXXXXXXX XXXXXXXXXXX

Sent: 17 February 2017 11:11

To: XXXXXXXXXXX

Subject: Grant Conditions – Active Citizens Fund.pdf

Attachments: Grant Conditions – Active Citizens Fund.pdf; ATT00001.htm

Hi XXXXXXXXXXX

Please find attached signed copy of Grant conditions.

If you would like a hard copy, please let me know and I will send out in post today.



west midlands
police and crime
commissioner

POLICE AND CRIME COMMISSIONER
WEST MIDLANDS

Active Citizens Fund

GRANT CONDITIONS

1. Introduction

1.1 The purpose of this document is to set out the arrangements for the funding provided by the West Midlands Police and Crime Commissioner (PCC) to The Amirah Foundation for the BRAVE Community project.

1.2 In these grant conditions:-

- the "Recipient" herewith referred to as the "Recipient".
- the "Grant" refers to the grant of £11,000 payable to the recipient under the terms of this grant agreement.

2. Statutory basis for payment of grants

2.1 The grant will be paid to the recipient and they will be responsible for ensuring that the grant is expended and accounted for in accordance with recognised accounting practice, the recipients own Standing Orders and Financial Regulations and Legal and Statutory requirements.

2.2 The recipient will receive a grant which will be paid by the PCC to the recipient in accordance with the payment schedule agreed in the application form.

2.3 The grant is being offered for twelve months and will be reviewed towards the end of that period. The monitoring information will be used as part of the evaluation process.

3. Purposes & uses of the grant

3.1 The grant is provided for the purposes detailed in the proposal submitted by the applicant, funding should not be used to make payments to the committee of the organisation/group.

4. Reporting & accounting arrangements

4.1 The recipient will be expected to exercise appropriate budgetary and other controls during the year to ensure the grant is spent only for the purpose intended and that expenditure does not exceed the allocation.

4.2 Each quarter, and at the end of the period, all recipients are required to submit an Expenditure Statement, which will include an expected outturn for the year. To support the expenditure statement copies of all invoices and receipts should be submitted together with that statement. Recipients should also complete an Impact Assessment Form at six month intervals and at the conclusion of the project. These should be submitted to the Police and Crime Commissioner's website.

4.3 All invoices, receipts, accounting records and other documents relating to the grant must be retained for at least six years after completion of the activity funded and must be made available at any reasonable time for inspection by officials of the PCC, including the PCC's Internal Audit, the PCC's External Auditor or those acting on their behalf.

4.4 Failure to comply with any of these conditions may result in future funding being withheld or withdrawn.

5. Publicity/Branding (Please note)

- 5.1 Publicly available material relating to projects and activity supported by this funding should include acknowledgement of funding from the West Midlands Police and Crime Commissioner.
- 5.2 This should include use of the Active Citizen's logo, for example on promotional literature, public reports, signage, presentations, websites and vehicles. The Police and Crime Commissioner should be invited to significant events relating to projects and activity supported by the PCC's funding.

6. Consultation and Engagement

- 6.1 The Police and Crime Commissioner wants to ensure that communities have the opportunity to feedback on the services that they receive. Please ensure that service users have the opportunity to comment on the user satisfaction on services.

7. Value for Money

- 7.1 It will be the responsibility of the recipient to ensure that the grant funding is administered carefully and economically to avoid extravagance and waste and to obtain value for money.

8. Payment Arrangements

- 8.1 The funds totalling £11,000 (eleven thousand pounds) will be transferred in two stage payments as follows:

- February 2017: £5,500
- April 2017: £5,500

9. Acceptance of these Grant Conditions

- 9.1 Please confirm that these terms and conditions are acceptable by signing a copy of this grant conditions' document, and return it, together with the details requested, to the Police & Crime Commissioner's Chief Financial Officer at:

wmpcc@west-midlands.pnn.police.uk

This document should be signed by the senior finance officer of the grant recipient.

ACCEPTANCE OF GRANT CONDITIONS

If the recipient wishes to accept this offer of funding, please sign two copies of the Grant Agreement in the space indicated below and return one of the copies to the Chief Financial Officer of the PCC's Office. No payment will be issued until receipt of the signed Grant Agreement.

I formally agree to abide by the above conditions:

Name of Accountable Body (Recipient) AMIRAH FOUNDATION

Signature of the Chief Finance Officer (or equivalent)

Bank details	
Name of Bank: [REDACTED]	Address: [REDACTED]
Account Number: [REDACTED]	[REDACTED]
Sort Code: [REDACTED]	[REDACTED]
Contact details	
Name: [REDACTED]	Address: [REDACTED]
Phone: [REDACTED]	[REDACTED]
E-mail: [REDACTED]	[REDACTED]

FOR AND ON BEHALF OF PCC's OFFICE

Date received

Agreed/Checked by

Date

The Amirah Foundation's Grant Conditions – 17th February 2017.

From: XXXXXXXXXXXX

Sent: 17 February 2017 11:37

To: XXXXXXXXXXXX

Subject: FW: Grant Conditions – Active Citizens Fund.pdf

Attachments: Grant Conditions – Active Citizens Fund.pdf; ATT0001.htm; The Amirah Foundation ACF Application Form

Hi XXXXXXXXXXXX

Please find attached signed grant conditions form and copy of successful bid for the Amirah Foundation – BRAVE Community project (2017-00234). Given we already provide funding to this organisation I assume we will not require a bank statement but let me know if we do.

Thanks

XXXXXXXXXXXX

From: XXXXXXXXXXXX [XXXXXXXXXXXX]

Sent: 17 February 2017 11:11

To: XXXXXXXXXXXX

Subject: FW: Grant Conditions – Active Citizens Fund.pdf

Hi XXXXXXXXXXXX

Please find attached signed copy of Grant conditions.

If you would like a hard copy, please let me know and I will send out in post today.

Email from OPCC Requesting Monitoring Information – 10th April 2017.

From: West Midlands Office of the Police and Crime Commissioner

Sent: 10 April 2017 10:35

To: XXXXXXXXXXXX

Subject: Active Citizen Monitoring forms – Ref No. 2017-00234

Attachments: Active Citizens Fund – Form A Impact Assessment.docx; Copy of ACF Form 8 Expenditure Statement 2017-18.xlsx

Good Morning XXXXXXXXXXXX

Please find attached Impact Assessment / Monitoring form/s for you to complete in relation to Active Citizen Funding for your project. As part of your Grant Conditions you will have agreed to provide the PCC's office with certain information and you are required to do so via these forms.

Projects receiving a funding via a single payment, need to complete Form A only, either after 6 months or at the end of their project, whichever comes first.

Projects receiving stage payments, need to complete Forms A and B prior to the date of next scheduled payment. So, for example if the funding was to be paid in 3 stages (May, Sept and Dec) forms A&B would have to be submitted in Aug and Nov.

Completed monitoring forms and relevant receipts, photographs and any other supportive information should be returned via wmpcc@west-midlands.pnn.police.uk or by post to the address shown at the bottom of this email.

I look forward to hearing from you.

Kind Regards,
XXXXXXXXXX
XXXXXXXXXX

West Midlands Police and Crime Commissioner
Lloyd House
Colmore Circus Queensway
Birmingham
B4 6NQ

Internal: XXXXXXXXXXXX
Office: 0121 626 6060
Twitter: @WestMidsPCC
www.westmidlands-pcc.gov.uk

Email from OPCS Requesting Monitoring Information – 11th September 2017.

From: XXXXXXXXXXXX
Sent: 11 September 2017 13:11
To: XXXXXXXXXXXX XXXXXXXXXXXX
Cc: XXXXXXXXXXXX
Subject: FW: Active Citizen Monitoring forms – Ref No. 2017-00234
Attachments: Active Citizen Fund – Form A Impact Assessment.docx; Copy of ACF Form B Expenditure Statement 2017-18.xlsx

Importance: High

Good afternoon XXXXXXXXXXXX
As you can see I am sending this e-mail to two different e-mail addresses as there appears to be some confusion over which one is correct.
The purpose of the e-mail is to remind you that two stage payments of Active Citizens Funding for the Amirah Foundation – BRAVE Community project were granted. To date you will have received the first payment of £5,500. However, in order to trigger the second payment you will need to complete and return the monitoring forms which my colleague sent out in April. No further payment can be made until these forms have been submitted.
Can I therefore urge you to give this matter your earliest attention.

Kind Regards,
XXXXXXXXXX
XXXXXXXXXX
West Midlands Police and Crime Commissioner
Lloyd House
Colmore Circus Queensway
Birmingham
B4 6NQ

Tel: 0121 626 6060

Int: XXXXXXXXXXXX

[PLEASE NOTE THAT I AM NOT IN THE OFFICE ON WEDNESDAYS]

Web: www.westmidlands-pcc.gov.uk

Twitter: @WestMidsPCC

Facebook: www.facebook.com/WestMidsPCC

From: West Midlands Office of the Police and Crime Commissioner

Sent: 10 April 2017 10:39

To: XXXXXXXXXX

Subject: Active Citizen Monitoring forms – Ref No. 2017-00234

Good Morning XXXXXXXXXX,

Please find attached impact. Assessment / Monitoring form/s for you to complete in relation to Active Citizen Funding for your project. As part of your Grant Condition you will have agreed to provide the PCC's office with certain information and you are required to do so via these forms.

Projects receiving a funding via a single payment, need to complete Form A only, either after 6 months or at the end of their project, whichever comes first.

Projects receiving stage payments, need to complete Forms A and B prior to the date of next scheduled payment. So, for example if the funding was to be paid in 3 stages (May, Sept and Dec) forms A&B would have to be submitted in Aug and Nov.

Completed monitoring forms and relevant receipts, photographs and any other supportive information should be returned via wmpcc@west-midlands.pnn.police.uk or by post to the address shown at the bottom of this email.

I look forward to hearing from you.

Kind Regards,

XXXXXXXXXX

XXXXXXXXXX

West Midlands Police and Crime Commissioner

Email from OPCC Senior Business Support Officer regarding Monitoring Information – 24th November 2017.

From: XXXXXXXXXX

Sent: 24 November 2017 14:17

To: XXXXXXXXXX

Cc: XXXXXXXXXX; XXXXXXXXXX

Subject: FW: Active Citizens Monitoring forms – Ref No. 2017-00234

Attachments: Active Citizens Fund – Form A Impact Assessment.docx; Copy of ACF Form B Expenditure Statement 2017-18.xlsx

Good afternoon,

I understand that you have been in touch with XXXXXXXXXX from WMP Birmingham Partnership team, asking why you have not received your second stage payment from the Active Citizens Fund.

May I refer you to the attached e-mail trail. You will see that my colleague first sent you monitoring forms on 10 April, this was followed by an e-mail from me on 11 September reminding you that it would not be possible to pay your second stage payment until monitoring and evaluation information had been received and assessed.

To date we have not received anything from you. I should point out that the Grant Conditions form states that this is a condition of the grant that monitoring and financial information is submitted, and when this form is signed this is what is being agreed.

I am re-sending the forms for your use. Please return asap.

Thank you.

XXXXXXXXXX
XXXXXXXXXX
West Midlands Police and Crime Commissioner
Lloyd House
Colmore Circus Queensway
Birmingham
B4 6NQ

Tel: 0121 626 6060
Int: XXXXXXXXXXX
[PLEASE NOTE THAT I AM NOT IN THE OFFICE ON WEDNESDAYS]

Web: www.westmidlands-pcc.gov.uk
Twitter: @WestMidsPCC
Facebook: www.facebook.com/WestMidsPCC

From: XXXXXXXXXXX
Sent: 11 September 2017 13:11
To: XXXXXXXXXXX; XXXXXXXXXXX
Cc: XXXXXXXXXXX
Subject: FW: Active Citizen Monitoring forms – Ref No. 2017-00234
Attachments: Active Citizen Fund – Form A Impact Assessment.docx; Copy of ACF Form B Expenditure Statement 2017-18.xlsx

Importance: High

Good afternoon XXXXXXXXXXX
As you can see I am sending this e-mail to two different e-mail addresses as there appears to be some confusion over which one is correct.
The purpose of the e-mail is to remind you that two stage payments of Active Citizens Funding for the Amirah Foundation – BRAVE Community project were granted. To date you will have received the first payment of £5,500. However, in order to trigger the second payment you will need to complete and return the monitoring forms which my colleague sent out in April. No further payment can be made until these forms have been submitted.
Can I therefore urge you to give this matter your earliest attention.

Kind Regards,
XXXXXXXXXX
XXXXXXXXXX
West Midlands Police and Crime Commissioner
Lloyd House
Colmore Circus Queensway
Birmingham
B4 6NQ

Tel: 0121 626 6060
Int: XXXXXXXXXXX
[PLEASE NOTE THAT I AM NOT IN THE OFFICE ON WEDNESDAYS]
Web: www.westmidlands-pcc.gov.uk
Twitter: @WestMidsPCC
Facebook: www.facebook.com/WestMidsPCC

From: West Midlands Office of the Police and Crime Commissioner
Sent: 10 April 2017 10:39
To: XXXXXXXXXXX
Subject: Active Citizen Monitoring forms – Ref No. 2017-00234
Good Morning XXXXXXXXXXX,

Please find attached impact. Assessment / Monitoring form/s for you to complete in relation to Active Citizen Funding for your project. As part of your Grant Condition you will have agreed to provide the PCC's office with certain information and you are required to do so via these forms.

Projects receiving a funding via a single payment, need to complete Form A only, either after 6 months or at the end of their project, whichever comes first.

Projects receiving stage payments, need to complete Forms A and B prior to the date of next scheduled payment. So, for example if the funding was to be paid in 3 stages (May, Sept and Dec) forms A&B would have to be submitted in Aug and Nov.

Completed monitoring forms and relevant receipts, photographs and any other supportive information should be returned via wmpcc@west-midlands.pnn.police.uk or by post to the address shown at the bottom of this email.

I look forward to hearing from you.

Kind Regards,

XXXXXXXXXX

XXXXXXXXXX

West Midlands Police and Crime Commissioner

Email from the Amirah Foundation – 13th December 2017.

From: XXXXXXXXXXXX [XXXXXXXXXXXX]

Sent: 13 December 2017 10:35

To: XXXXXXXXXXXX

Subject: Amirah Foundation

Dear XXXXXXXXXXXX

It is with regret that we need to bring to your attention that the current trustees of Amirah Foundation have identified some issues with the Charity which we felt duty bound to bring to your attention.

Firstly, we have had changes at Board level. We had a team of 4 trustees leading the Charity, however we have recently had two unexpected resignations leaving only XXXXXXXXXXXX and XXXXXXXXXXXX as acting Trustees;

Secondly the Charity CEO has gone on long term sick leave and the current trustees are working with existing staff to keep the charity running and ongoing projects operational.

Thirdly, some financial irregularities and funds which have not been accounted for has come to the attention of the Trustees. We are in the process of fully investigating the matter and have made a serious incident report to the Charity Commission who are advising the Charity on the steps to take.

The above events, which to an extent were entirely unexpected, has made the current trustees consider the future of the charity. Our primary concern would be to ensure that the beneficiaries who rely on the Charity are continuing to be supported. One option we are looking at is to transfer projects to another charity who will continue them. As a funder, we would be grateful if you could let us know whether you would be willing to transfer your funding to another charity if they are willing to continue the project?

Please do let us know if you have any queries.

Yours Faithfully

XXXXXXXXXX

Trustee of Amirah Foundation
BSc (Hons) Psychology
Specialist Leader of Education in Mathematics

2018:

Email regarding Transferring Active Citizens Funding - 5th January 2018.

From: XXXXXXXXXXXX
Sent: 05 January 2018 14:23
To: XXXXXXXXXXXX
Cc: XXXXXXXXXXXX
Subject:

Importance: High

Dear XXXXXXXXXXXX

Thank you for your e-mail and please excuse the delay in responding to you.

I am sorry to hear of the problems the Amirah Foundation is experiencing; this must be a difficult period for those who remain.

I have noted your comments regarding the possibility of transferring projects to another charity, asking whether or not it would be possible to transfer your Active Citizens funding too. I have discussed this situation with my Chief Finance Officer and unfortunately I must advise you that no transfer of funding will be possible.

Your successful bid in February of 2017, saw the Amirah Foundation secure a total of £11,000 which was to be paid in two stages, subject to satisfactory monitoring and evaluation information being provided. The first payment of £5,500 was made but as there was no monitoring information forthcoming the second payment was not.

E-mails asking for the evaluation information was sent to the Foundation on 10 April, 11 September and finally on 24 November after contact had been made with your local police partnership team asking why the full grant had not been paid.

I must ask that you now provide evidence of the outcomes from the £5,500 already received, together with appropriate receipts. This forms part of the Grant Conditions agreement which was signed and returned by XXXXXXXXXXXX. If you are not able to provide this information I must ask that the grant is returned without further delay.

I look forward to hearing from you soonest.

Kind Regards,

XXXXXXXXXX
XXXXXXXXXX

West Midlands Police and Crime Commissioner
Lloyd House
Colmore Circus Queensway

Birmingham
B4 6NQ

Tel: 0121 626 6060
Int: XXXXXXXXXX

[PLEASE NOTE THAT I AM NOT IN THE OFFICE ON WEDNESDAYS]

Web: www.westmidlands-pcc.gov.uk
Twitter: @WestMidsPCC
Facebook: www.facebook.com/WestMidsPCC

The Amirah Foundation Confirming Liquidation – 24th February 2018.

From: XXXXXXXXXX XXXXXXXXXX@amirahfoundation.org>
Sent: 24 February 2018 23:19
To: XXXXXXXXXX
Subject: Amirah Foundation

Follow Up Flag: Follow Up
Flag Status: Flagged

Dear XXXXXXXXXX

It is with deepest regret that Amirah Foundation is going into liquidation as we have been unable to secure a permanent solution for the continuation of the registered charity.

We would like to take this opportunity to thank you for the tremendous support you have given us to make a difference to many lives.

We have released a public statement, please see the link below, and have been working closely with the charities commission. A full report will follow and the findings from the external investigation we expect to be shared with relevant bodies.

Thank you for your support and understanding this is an extremely difficult time.

Yours sincerely,

XXXXXXXXXX

[http://www.facebook.com/notes/amirah-foundation/statement-on-amirah-foundation-internal-investigation-and-permanent-closure/1959688934060271](https://www.facebook.com/notes/amirah-foundation/statement-on-amirah-foundation-internal-investigation-and-permanent-closure/1959688934060271)

Email from OPCC – 26th February 2018.

From: XXXXXXXXXX
Sent: 26 February 2018 14:44
To: XXXXXXXXXX
Subject: Amirah Foundation – Active Citizen project 2017-00234

XXXXXXXXXX – As discussed. The Amirah Foundation received £5,000 of the £11,000 successfully bid for through Active Citizens Funding. The project was entitled 'The Amirah Foundation – BRAVE Community'. We have never received any monitoring information on this project despite sending them form and requests 3 times throughout 2017.

XXXXXXXXXX – A Birmingham West bid from Feb 2017. You may wish to note your records.

XXXXXXXXXX

Email from OPEC Senior Business Support Officer – 1st March 2018.

From: XXXXXXXXXXXX
Sent: 01 March 2018 12:36
To: XXXXXXXXXXXX
Cc: XXXXXXXXXXXX
Subject: FW: Amira Foundation Limited (2017-00234)
Attachments: DOC166.pdf

Importance: High

XXXXXXXXXX

Please see attached letter regarding liquidation of the Amira Foundation. Unfortunately this was only sent late Tuesday and as I am not in on Wednesdays, I have only just read it. They have given 4 pm the day before the decision day (which is today), to register any claim. Given this late notification I don't suppose they will be getting many claims!

So, looks like we will be writing off the £5.5k received as an Active Citizen Grant. Thanks goodness it was only half of what they should have had!

XXXXXXXXXX

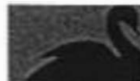
From: XXXXXXXXXXXX [<mailto:XXXXXXXXXX@findlayjames.co.uk>]
Sent: 27 February 2018 17:02
Subject: Amira Foundation Limited
Importance: High

For the attention of XXXXXXXXXXXX

Dear Sir/Madam

We have been instructed to place the above organisation into Creditors Voluntary Liquidation. It has been brought to my attention that you have provided Funding and therefore should have been provided with paperwork relating to the process. Please see attached a copy of the Notice that was sent out to all known creditors and interested parties on 14 February 2018. The meeting date has been scheduled for 1 March 2018. This is being sent to you by e-mail due to the late notification.
Kind regards

XXXXXXXXXX
Findlay James (Insolvency Practitioners) Limited
01242 576555
XXXXXXXXXX
Address: Saxon House, Saxon Way, Cheltenham, GL52 6QX



findlayjames
insolvency practitioners

Our Ref: JW/AMRA01/T

Creditor Reference: 7x384y

14 February 2018

Dear Sir / Madam

AMIRAH FOUNDATION LIMITED (The Company)
Company Number 08303004; England & Wales
Your Reference: <<Custom2>>

The Board of the Company, having regard to its financial position, have decided to commence liquidation proceedings. We have been asked to assist in the convening of the virtual meeting of creditors, and the preparation of a statement of affairs for presentation at the meeting.

At the virtual meeting, resolutions will be sought for the nomination of a Liquidator, or Liquidators, to invite creditors to appoint a Liquidation Committee and, in the absence of a Liquidation Committee, to agree the payment of the Liquidator's pre-appointment fees and expenses for assisting the Directors. A Notice of resolutions for which approval is sought is enclosed with this letter along with a Notice of invitation to form a Liquidation Committee.

If you do not wish to attend the virtual meeting you can nominate a person as your proxy holder, or alternatively request that the Chair acts as your proxy holder.

All future correspondence including delivery of reports, voting on resolutions and registering of claims will be done online via our Creditor Hub website. To receive email notifications, register a claim, vote on the resolutions or nominate a person as your proxy, please visit <http://www.findlayjames.co.uk/7x384y> and create an account on the Creditor Hub website.

The virtual meeting is scheduled to take place online at the above website on 1 March 2018, (The Decision Date) at 2:30 pm.

The Directors are required to make out a statement of affairs of the Company and provide a copy to all creditors. The statement of affairs will be made available for download on the Creditor Hub website no later than one business day before the decision date. A copy of this document can be posted to you upon request.

Your vote on the resolutions will not count unless you have lodged proof of your debt by no later than 4.00 pm on the day before the Decision Date.

Saxon House, Saxon Way, Chislehurst, Greater London, GL52 6QX
Tel: 01242 576555 Fax: 01242 576999
Email: info@findlayjames.co.uk Web: www.findlayjames.co.uk

is licensed to take insolvency appointments in the UK by the Institute of Chartered Accountants in England & Wales.
Membership number [redacted] Insolvency Licence number 1225-When acting as either Administrative Receiver or Administrator, Andrew Findlay acts as agent of the Company without any personal liability whatsoever.

Findlay James (Insolvency Practitioners) Limited is a Company registered in England and Wales. Registration number [redacted]
Registered office: Saxon House, Saxon Way, Chislehurst, Greater London, GL52 6QX. A set of documents and documents can be provided on request or inspected at this address.

I am obliged to provide you with a fee and expense estimate in respect of the Liquidation. Please use the aforementioned link to create your account on the Creditor Hub website and download the Liquidation fee and expense estimate. Your online account will also provide answers to frequently asked questions you may have about the liquidation process along with information relating to Liquidators' remuneration and creditors' rights. Copies of all these documents can be posted to you free of charge upon request.

Please note that I must receive at least one vote by the decision date or the decision will not be made. I would therefore urge you to respond promptly.

Should you, or a group of creditors wish to request a physical meeting of creditors, you must do so by no later than the date of the virtual meeting, and such requests must be supported by valid proof of your debt (if not already lodged). We will convene a meeting on behalf of the Board if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where 'creditors' means 'all creditors'.

The Fee Estimate sets out the work that I would undertake if I was appointed Liquidator by the members and creditors of the Company. If a Liquidation Committee is not appointed by the creditors then it will fall to the creditors to fix the basis of the Liquidator's remuneration.

My duties and functions as Liquidator are the realisation of the Company's assets, the agreement of the claims of creditors, investigation of the directors' conduct and the company's affairs generally, and the eventual distribution of the Liquidation funds between the creditors in accordance with their legal entitlements.

I am seeking approval from creditors that my remuneration as Liquidator is fixed on a time cost basis.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (ABRP) at <http://www.creditorinsolvency.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9. There are different versions of these Guidance Notes, and in this case please refer to the October 2015 version. Please note that we have also provided further details in the practice fee recovery sheet.


If you have any questions or if you wish to opt-out of using the Creditor Hub website and have correspondence sent to you through the post please contact my office on 01242 578555.

Yours faithfully



Please note that an Insolvency Practitioner is bound by the Insolvency Code of Ethics when carrying out work relating to an insolvency appointment - information of which can be found at <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Saxon House, Saxon Way, Cheltenham, Gloucestershire, GL52 6QX
Tel: 01242 578555 Fax: 01242 578999
Email: info@findlayjames.co.uk Web: www.findlayjames.co.uk

 licensed to take insolvency appointments in the UK by the Institute of Chartered Accountants in England & Wales.
Insolvency licence number 1228. When acting as either Administrator, Receiver or Administrative Receiver, Findlay acts as agent of the Company without any personal liability whatsoever.

Findlay James (Insolvency Practitioners) Limited is a Company registered in England and Wales. Registered office: Saxon House, Saxon Way, Cheltenham, Gloucestershire, GL52 6QX. A list of shareholders and directors can be provided on request or inspected at this address.

7. Creditors with small debts, that is claims of £1,000 or less, must have lodged proof of their debt for their vote to be valid.
8. Creditors may, at any time prior to the Decision Date, request that a physical meeting of creditors be held to determine the outcome of the resolutions. Any request for a physical meeting must be delivered to us and be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
9. Creditors have the right to appeal the decision made by the resolution(s) by applying to court under Rule 15.16 of the Insolvency Act within 21 days of the Decision Date.
10. The Chair of the meeting may adjourn or suspend the meeting if necessary, and must do so if so resolved by creditors.
11. Any creditors excluded from the meeting, may complain to the chair during the meeting, or the convenor of the meeting by no later than 4 p.m. the business day following the exclusion, in accordance with rule 15.38.
12. [REDACTED] is qualified to act as an Insolvency Practitioner in relation to the Company and will, during the period before the day of the meeting, furnish creditors free of charge with such information concerning the Company's affairs as they may reasonably require. Creditors can contact him on 01242 576 555 or by email at info@findlayjames.co.uk.
13. Creditors are informed that the members of the Company have nominated [REDACTED] of Findlay James (Insolvency Practitioners) Limited, Saxon House, Saxon Way, Chesham, GL52 6QX, to act as Liquidator of the Company.

DATED THIS 1 February 2016

BY ORDER OF THE BOARD

Authorised By [REDACTED]
(Director)
(by order of the board of directors of AMIRAH FOUNDATION LIMITED)

Notice of invitation to form a Liquidation Committee
AMIRAH FOUNDATION LIMITED - In Creditors' Voluntary Liquidation
(Company Number 08303004; England & Wales)

NOTICE IS GIVEN by [REDACTED] to the creditors of AMIRAH FOUNDATION LIMITED of an invitation to form a Liquidation Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016.

1. Creditors are invited to determine whether a Liquidation Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. Please submit your vote on the Creditor Hub website at <http://creditorhub.uk/71204> as part of the online claim process, and include the name of any person you wish to nominate to act as a member of the Committee by no later than 23.59 on 1 March 2018, the decision date.

The final date for the decision about the formation of a Committee and for nominations for members of the Committee is 1 March 2018 the decision date.

DATED THIS 1 February 2018

[REDACTED]

[REDACTED]

**Email Regarding the now Deputy Police and Crime Commissioner's
Resignation as a Trustee – 6th March 2018.**

From: XXXXXXXXXXXX [XXXXXXXXXXXX]
Sent: 06 March 2018 10:03
To: XXXXXXXXXXXX
Subject: Fwd: Resignation as Trustee

XXXXXXXXXXXX
XXXXXXXXXXXX

Sent from my iphone

Begin forwarded message:

From: XXXXXXXXXXXX <XXXXXXXXXXXX>
Date: 7 March 2017 at 11:24:24 GMT
To: XXXXXXXXXXXX XXXXXXXXXXXX
Subject: Resignation as Trustee

Dear XXXXXXXXXXXX

Further to my conversation, due to an increase in my workload I am reluctantly resigning as Trustee of Amirah Foundation. It's been a pleasure in working with you and the team in doing great work with vulnerable women in society.

I wish you the best for the future and look forward to hearing of your successes in supporting vulnerable women.

I would be grateful if you can inform the relevant authorities to remove my name.

Kind Regards,

XXXXXXXXXXXX
XXXXXXXXXXXX

Sent from my iPad.