

Grant Working Party



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda							
Date:	Monday 12 January 2015							
Time:	5.00 pm							
Venue:	GFR14 West Suffolk House Western Way Bury St Edmunds							
Full Members:	<p style="text-align: center;">Chairman To be elected</p> <p style="text-align: center;">Vice Chairman To be appointed</p> <p><u>Conservative Members (6)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Sarah Broughton</td> <td style="width: 33%;">Ian Houlder</td> </tr> <tr> <td>Robert Clifton-Brown</td> <td>Angela Rushen</td> </tr> <tr> <td>Phillip French</td> <td>Jim Thorndyke</td> </tr> </table> <p><u>Independent Group Member (1)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Derek Redhead</td> </tr> </table>	Sarah Broughton	Ian Houlder	Robert Clifton-Brown	Angela Rushen	Phillip French	Jim Thorndyke	Derek Redhead
Sarah Broughton	Ian Houlder							
Robert Clifton-Brown	Angela Rushen							
Phillip French	Jim Thorndyke							
Derek Redhead								
Substitutes:	<p><u>Conservative Members (2)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Christopher Spicer</td> <td style="width: 33%;">Sara Mildmay-White</td> </tr> </table> <p><u>Independent Group Member (1)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">David Nettleton</td> </tr> </table>	Christopher Spicer	Sara Mildmay-White	David Nettleton				
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David Nettleton								
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.							
Quorum:	Three Members							
Committee administrator:	Claire Skoyles SEBC Cabinet Officer/Committee Administrator Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk							

Agenda

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Procedural Matters

1. **Substitutes**
2. **Election of Chairman**
3. **Appointment of Vice-Chairman**
4. **Apologies for Absence**
5. **Minutes** 1 - 4

To confirm the minutes of the meeting held on 20 March 2014 (copy attached).

Part 1 - Public

6. **Update on: Core Grants; the Rural Initiatives Grant Scheme; Member Locality Budgets; and Streamlining the Grant Funding Process** 5 - 12

Report No: **GWP/SE/15/001**
7. **Streamlining the Grant Funding Process - Community Chest (working title)**

Following on from the previous agenda item, the Working Party is invited to partake in a workshop on the future allocation of funds and proposals for streamlining the grant funding process, and to discuss the idea and consider principles for a Community Chest (working title).
8. **Member Locality Budget Review**

The Working Party will receive a verbal update in respect of this item, which will include how and when the review will take place and to where it will be reported.
9. **Arts and Sports Revenue Grants**

The Working Party will receive a verbal update in respect of this item.
10. **Dates of Future Meetings**

The Working Party is asked to **CONSIDER** whether it needs to meet again before budget setting on 24 February 2015.

No dates for an ordinary meeting in the 2015/2016 civic year have been proposed at this stage. The Borough Council's Elections are scheduled for May 2015 and therefore membership of the Working Party may change by the time it meets again in late 2015/early 2016.

The next ordinary meeting will therefore be arranged nearer the time in consultation with the Working Party.

Part 2 – Exempt

NONE

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ST EDMUNDSBURY BOROUGH COUNCIL

GRANT WORKING PARTY

Minutes of a meeting held on Thursday 20 March 2014 at 5.00 pm in Room GFR13, West Suffolk House, Western Way, Bury St Edmunds

PRESENT: Councillors Mrs A D Rushen (Chairman)
Councillors Mrs Broughton, Clifton-Brown, French, Houlder,
Redhead and Thorndyke

BY INVITATION: Councillor Mrs Mildmay-White, Portfolio Holder for Sport
and Health and Wellbeing; and
Councillor Spicer

15. Substitutes

No substitutions were declared.

16. Apologies for Absence

No apologies for absence were received.

17. Minutes

The minutes of the meeting held on 5 February 2014 were confirmed as a correct record and signed by the Chairman.

18. Declarations of Interests

Members' declarations of interests are recorded under the item to which the declaration relates.

19. Substance Misuse Funding

The Working Party considered Report E324 (previously circulated) which sought decisions on applications for funding from the Substance Misuse Fund.

On 5 December 2013 officers recommended, and the Working Party accepted, an award of £2,500 of core-funding to Artheads from the Substance Misuse Grant Fund which totalled £5,000 each year (Report E192 refers). Officers had, however, overlooked in making that recommendation that the division of the pot meant that there were equal amounts for core funding and project funding (see extract from Report C254 attached at Appendix 1 to Report E324). As Open Road were already in receipt of £2,500 of core funding for three years from 2013/2014, officers should have reported that there was no core funding available.

In the circumstances, and following discussion with the Portfolio Holder, it had been recommended that the terms of the scheme be varied to devote the full £5,000 to core funding as a one-off arrangement in 2014/2015. Report C254 made provision for unallocated funds to be carried forward. To date no project funding had been allocated in 2013/2014 so that funding, less the sum the Working Party might recommend allocating to the Southgate application outlined below, could be rolled forward to 2014/2015.

The application submitted by Southgate Church Liquid Youth Club was for £1,025 of project funding towards the cost of running a substance misuse awareness raising event for young people on 8 March 2014. The application was circulated via the e-mail system on 17 February 2014 but as no clear consensus was reached, the Chairman had called a meeting of the Grant Working Party to allow the application to be debated. The original e-mail circulation would have allowed the application to be considered before the event took place. Details of the application were contained in Report E324.

The Working Party was of the view that the grant of £2,500 previously agreed for Artheads should be maintained but as project funding rather than core support and that this organisation should be invited to submit a proposal on how this sum could be utilised for a project. Members felt the application for Southgate Liquid Youth Club should be refused since it would be retrospective funding which was contrary to policy.



RECOMMENDED:- That

- (1) the waiver of the split of the funding pot in 2014/2015, as suggested in Section 4.2 of Report E324, be not approved and therefore no award of core funding be made to Artheads as the full allocation for 2014/2015 was already committed but Officers work with Artheads to encourage them to bring back an application for project funding whilst funds were still available;**
- (2) to avoid any unnecessary delay, Cabinet delegate authority to the Chairman and Vice-Chairman of the Grant Working Party to assess any project application received from Artheads to reach a swift decision on whether it met the criteria for funding as the principle of supporting them was established at the Grant Working Party meeting on 5 December 2013; and**
- (3) no project funding be awarded to the Southgate Church Liquid Youth Club application in 2013/2014.**

20. Creating a Suffolk Community Foundation Sport Fund

The Working Party considered Report E325 (previously circulated) which sought approval to the allocation of a one-off contribution of £10,000 to a Suffolk Sport Fund to be administered by the Suffolk Community Foundation.

Suffolk Community Foundation had put forward a proposal to establish a Sport Fund for Suffolk which it would administer. The proposal was based on a commitment of £70,000 from Suffolk County Council and £10,000 from each of the seven boroughs/districts. If it gained this commitment of local government funding the Foundation would then go out and raise a further £140,000 through philanthropic giving to produce a total fund of £280,000. That initial fund would be invested to produce a yearly funding stream which sport groups within Suffolk could apply to. After the initial £140,000 was secured the Foundation would continue to raise funds to add to the long term sustainability of the scheme. The local government funding would only be

drawn down once Suffolk Foundation had secured the £140,000 of philanthropic giving. The Foundation would work with local government to ensure sufficient sports related expertise was available to the panel assessing applications to this fund.

Suffolk County Council, Ipswich Borough and Babergh, Mid Suffolk, Suffolk Coastal and Waveney District Councils had already committed their funding. The Cabinet of Forest Health DC would be receiving the same report at its meeting on 1 April 2014 with a similar recommendation.

If the fund was established, the Locality Officers working for the two West Suffolk authorities would promote its existence to local groups to encourage a good take-up from sport bodies in the west of the county.

In discussing the request, the majority of Members of the Working Party had reservations that the interest obtained from investing the Fund would not provide a substantial sum per annum for allocation to sports projects within the county. Furthermore, the Working Party considered there would be no guarantee that sports organisations within the Borough would benefit. The Working Party noted that the request had been made at a working meeting of Suffolk Leaders and not via the Council's normal channels.



RECOMMENDED:- That

- (1) the principle of making a £10,000 contribution from the 2013/2014 underspend in Leisure, Culture and Communities towards the establishment of a Suffolk Community Foundation Sports Fund, as described in Section 4 of Report E325, be not supported; and**
- (2) at the request of the Working Party, it be noted that there would be greater transparency if any future request of this type from the Suffolk Foundation were made formally to the Council and not put to Leaders at a working meeting without any prior notice of the request.**

21. Amendments to the Rural Initiatives Grant Scheme Application Form

The Working Party considered Report E326 (previously circulated) which sought approval of the revised application form and Grant Scoring Matrix for the Rural Initiatives Grant Scheme.

Following discussions with the Chairman of the Working Party officers had produced draft revised application forms for Rural Initiatives Grant Scheme (RIGS) funding. Copies were provided to Members in paper form at the last meeting on 5 February 2014 and subsequently e-mailed out for comment. A further copy was contained in Report E326. The revisions were made as Grant Working Party Members had indicated that they wished to receive a greater level of detail now that all RIGS applications are considered via the e-mail system. The aim of the revised paperwork was to group together all the information the Working Party wished to see so that officers could simply attach this, rather than have to prepare a separate report.

This meeting of the Working Party provided an opportunity for further comments from Councillors prior to the introduction of the revised paperwork. The bulk of changes were presentational, the only change to the content was that applicants were now asked to state whether they were receiving financial support from their Parish Council, and to give a reason if not.

The Working Party agreed that the circulation of the pages of the revised application form would assist them in assessment of schemes with the applications were being dealt with by e-mail. The revised application form and grant scoring matrix for Rural Initiatives Grant Scheme funding, as contained in Report E326, was therefore approved, subject to in Part B in the section where applicants were required to state other sources of funding for the project and whether these have been confirmed, an additional reference to the Parish Council be included to make it clear in appropriate cases whether this organisation is providing funding for the project and the amount of its contribution.

22. Date of Next Meeting

The Working Party had already agreed that the date for its next meeting would be 3 December 2014 at 5.00 pm and that this would be to consider applications for core funding 2015/2016 prior to Budget Setting.

The meeting concluded 6.17 pm.

**MRS A D RUSHEN
CHAIRMAN**

Grant Working Party



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Update on: Core Grants; the Rural Initiative Grant Scheme; Member Locality Budgets; and Streamlining the Grant Funding Process	
Report No:	GWP/SE/15/001 [to be completed by Democratic Services]	
Report to and date/s:	Grant Working Party	12 January 2015
Portfolio holder:	Sara Mildmay-White Portfolio Holder for Health and Communities Tel: 01359 270580 Email: sara.mildmay-white@stedsbc.gov.uk	
Lead officer:	Davina Howes Head of Families and Communities Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk	
Purpose of report:	To update the Grant Working Party on current commitments to (i) Core Grant funding for community organisations; (ii) the Rural Initiative Grants Scheme; (iii) Member locality budgets and (iv) streamlining the grant funding process.	
Recommendation:	The Grant Working Party is requested to <u>NOTE</u> the contents of the report.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<p><i>The key decision made as a result of this report will be published within 48 hours and cannot be actioned until seven working days have elapsed. This item is included on the Decisions Plan.</i></p>		
Consultation:	<ul style="list-style-type: none"> • None 	
Alternative option(s):	<ul style="list-style-type: none"> • Not applicable 	
Implications:		
<p><i>Are there any financial implications?</i> <i>If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See body of report. 	
<p><i>Are there any staffing implications?</i> <i>If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> • 	

<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • In terms of the Council's policies for the awarding of grants.	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Not applicable		Not applicable	
Ward(s) affected:		All Ward/s	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		None	

1. Key issues and reasons for recommendation(s)

The Council is committed to supporting voluntary organisations and community groups which operate within St Edmundsbury and whose services support the Council's priorities. The Council has, for many years, given grants totalling many thousands of pounds to a range of voluntary organisations, including those which provide advice and support to individuals, community organisations, residents groups, parish councils, sports clubs and art and cultural bodies.

1.1 Core Grants 2014/2015 and 2015/2016

Core Grants are available to support the running costs of an organisation which provides a service to people in St Edmundsbury. Organisations may apply for funding for up to three years. The Council and the applicant decide a funding agreement which sets out what the organisation will provide over the duration of the agreement. The funding agreement is more detailed for larger grants, and in these cases the Council may require a service level agreement and specific performance monitoring arrangements. Applications for core funding must be received by the 1st of October each year in order that the Grant Working Party can consider applications in time for the Council's budget setting process.

1.2 Applications are considered by the Grant Working Party which makes recommendations to Cabinet.

1.3 Core Grants that have already been approved for 2014/2015 and 2015/2016 are as follows:

Organisation	2014/15	2015/16
Optua Advice & Advocacy (Avenues Group)	£1,000	£1,000
St Edmund & Waveney YMCA	£5,000	£5,000
MENTA	£2,970	£2,970
Suffolk Accident and Rescue Service (SARS)	£1,500	No further application received
Three Counties Transport	£2,500	£2,500
Suffolk West CAB	£181,800	£181,800
Community Action Suffolk (CAS)	£18,000	No further application received
Gatehouse Caring in West Suffolk	£4,000	£4,000
REACH Haverhill Foodbank	£3,750	£3,750
Relate Norfolk & Suffolk	£5,000	£5,000
Haverhill Community Grants	£50,000	£50,000
Suffolk Community Foundation Sports Fund		£10,000

1.4 As at December 2014, one application for 2015/2016 Core Funding has been received from the Suffolk Young People's Health Project. There are a few elements of the application which are unclear and we have asked for clarity. We will be discussing the opportunities for partnership working and will update the Working Party when these areas are clarified.

2. Substance Misuse Core Grants 2014 /2015 and 2015/2016

- 2.1 Revenue grants are available to support initiatives which address substance misuse. Up to £2,500 is available annually for core funding. Grants may be awarded to cover periods of up to three years. Between £250 and £2,500 can be applied for to support one-off projects. Project funding applications are considered by the Grant Working Party which will normally approve grants through an email voting system. Applications can be made by any constituted organisation working to tackle drug or alcohol problems in St Edmundsbury.
- 2.2 Approved applications for 2014/2015 and 2015/2016 are as follows:

Organisation	2014/15	2015/16
Open Road	£2,500	£2,500
Art Heads	£2,320	

- 2.3 There remains £180 in the Substance Misuse Grants fund to support one-off projects for 2014/2015 and £2,500 available for financial year 2015/2016.

3. Grants of £250 or less

- 3.1 Grants of up to £120 are available to Residents' Associations from a small annual budget. This grant is only available to groups with less than five years' worth of annual funding in their accounts. A £250 pump-priming grant is also available for eligible groups in their first year of operation. Applications for these grants may be made throughout the year, and will be decided by officers in accordance with the policy and the Council's priorities under delegated authorities. Residents' Associations supported in 2014/2015 so far are as follows:

- Horringer Court Residents Association
- Mildenhall Road Estate Residents Association
- Moreton Hall Residents Association
- Nowton Resident Association
- Southgate Area Residents Association

4. Rural Initiative Grant Scheme (RIGS)

- 4.1 This is a one-off match-funding grant scheme from £250 up to £10,000, which must be used for a specific capital project. Larger grants of over £4,000 are reserved for village halls and recreation facilities, but smaller grants can also be used for a wide variety of other schemes which benefit rural communities.
- 4.2 The organisation is required to sign up to a funding agreement, which includes the standard terms and conditions. Monitoring of the agreement/project will be required to ensure the effective management of resources. The project must contribute to the Council's priorities.
- 4.3 Applications for this grant may be made throughout the year, although an individual organisation cannot re-apply for funding from the Council within two years of a grant being awarded for up to £4,000 and three years for grants approved between £4,001 and £10,000. All applications are considered by the Grant Working Party which will normally consider grants through an email

voting system.

4.4 Funding allocated for the financial year 2014/2015 is as follows:

Organisation	Activity	Funding Approved
Lidgate Parish Council	Play facilities	£2,909.00
Barrow Village Hall	Play facilities	£10,000.00
Barrow Archery Club	Community activities	£1,500.00
Great Barton Parish Council	New village sign	£2,000.00
Honington and Sapiston Village Hall	New kitchen	£6,303.00
Rougham Playing Field Association	Defibrillator	£948.00
Bradfield St Clare Village Hall	Improved community facilities	£450.00
All Saints Church Rooms, Stanton	Improved community facilities	£2,185.00
Bradfield Combust Village Hall	Exterior restoration	£4,000.00

4.5 As at December 2014, the remaining balance for RIGS stands at £63,444.

5. Member Locality Budgets

5.1 During 2014/2015, St Edmundsbury has been trialling Member Locality Budgets. Criteria have been established to identify the type of activity which can be supported as part of this budget. All enquiries and requests for funding are directed to the local ward Councillor. As at end December 2014:

- 77 community projects have been supported
- £40,303 has been allocated
- Average grant awarded - £523.42
- 35% of the allocated annual budget of £112,500 has been committed so far this year
- 36 out of 45 Members had awarded some of their allocation.

5.2 Following discussions with both Councillors and staff it is clear that publicising projects which have benefitted from locality budget funding could be improved. It is not always easy to publicise a project as soon as funding is allocated as it can take some time for projects to be completed. The Families and Communities Team will work with colleagues in the Communications Team to improve publicity and generate interest in the scheme. However, Councillors also play an important role as a key influencer in their community.

5.3 A review of the Member Locality Budget Scheme will take place before the end of the 2014/2015 financial year and will consider its effectiveness, process and criteria, as well as consider the publicity of the scheme. Further details on this will be discussed later on this agenda.

6. Streamlining the grant funding process

6.1 One of the Council's priorities is to 'help families and communities become more resilient' with a range of enabling, empowering and early intervention tools, which result in a reduced need for costly crisis management. The Council recognises that it cannot achieve this on its own; working towards this

vision will require effective partnerships with a range of organisations, including those in the voluntary sector and local community groups.

- 6.2 The grant funding streams outlined in this report have been in operation for a number of years. It is now felt appropriate to review the Council's approach to grant funding given the following factors:
1. the Council's current financial situation (and all public and voluntary sector funding) with the ongoing reduction in government grant and the reliance on more local funding through commercial activities, council tax and business rate collection;
 2. adoption of a West Suffolk Strategic Plan and Medium Term Financial Strategy which outlines three priorities, including families and communities;
 3. greater alignment with Forest Heath as a West Suffolk partner to ensure that organisations that seek funding across the area benefit from a consistent approach;
 4. need to ensure a complementary approach to other sources of funding/commissioning across West Suffolk including West Suffolk Clinical Commissioning Group, Suffolk Foundation, and Suffolk County Council; and
 5. a number of the three-year Service Level Agreements (SLAs) are due to end in March 2016 so any changes to funding arrangements need to be communicated to organisations well in advance.
- 6.3 Given the above it would be appropriate to simplify funding arrangements and create a single pot possibly known as a 'Community Chest' which communities and organisations can bid into, for larger projects against concerns identified by communities and that are a priority for the council. Where locality budgets address small, local projects, a 'Community Chest' might include support for bigger social issues such as help for young mothers, advice on debt etc. These are often covered by SLAs with charitable groups.
- 6.4 It is envisaged that the pot will be formed by merging all the previously allocated small grant budgets (such as the youth, community development and, community safety budgets) that are not ring fenced and that fall within the base budget already. It also includes existing contracts and Service Level Agreements. Note that these will be honoured for their duration, and reviewed against community demand at the time determined by the current contract. The main impact of this is that a proportion of the Community Chest is pre-allocated against existing SLAs (such as the CAB, CAS etc.). It is suggested that RIGS is not included in this funding because it was established and ring-fenced for a specific purpose.
- 6.5 By moving to a separate 'Community Chest' budget we can clearly analyse and monitor the funding to ensure this is making the expected difference, where outcomes are achieved and that families and communities are thriving.

- 6.6 The key to a successful Community Chest will be clear governance, guidelines and conditions to ensure that it is distributed fairly across the Borough (not necessarily equally) and does not have a time consuming application or administrative process.
- 6.7 As part of development of a streamlined approach to grant funding, the views and opinions of the Grant Working Party are sought. A facilitated discussion session has therefore been added as a separate item on this agenda.

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