

Locality Budget scheme: summary of recommended changes to the scheme

A number of changes have been made to the guidance in light of the feedback to ensure that it is up-to-date, remains relevant and is easier to read.

Paragraph	Recommended changes
Scheme purpose	
1.1 & 1.2	Further information on the Families and Communities approach
1.3	Wording added: 'The objective of the scheme is for the funding to be used in developing and building capacity and resilience in local communities....'
1.4	Grants to External Organisation Review Group agreed that the amount that should be allocated to Members each year is £2,800. Wording regarding election year removed.
1.6	Wording to add clarity that the locality budget requests covering the whole district are not suitable for this funding.
1.7	Asking for evidence in the application form that the project or activity has wider community support.
1.8	Wording added to extend the description of 'community groups' for example charities, Social enterprises & Community Interest Company
1.10	Wording added suggesting that; -Members continue to work closely with local groups to ensure that projects or activities meet the current requirements. -Projects should be aligned with the West Suffolk Approach.
1.12	Emphasis the point that locality budgets cannot be used for individuals.

Essential criteria	
2.5	Wording added: 'Under exceptional circumstances, where a small group does not hold a bank account, funds can be paid to the holding account of a public sector partner or community organisation on the strict understanding that funds can only be used for the stated purpose. This governance procedure is called 'in trust'.'
2.7	Wording added stating that sufficient time is required to complete the project before the funds are awarded and they should not be approved with only limited notice.
2.8	Wording added about the sort of evidence that should be provided to demonstrate community involvement.
2.10	Wording added stating that: 'Evidence is required if payment exceeds 12 months.'

How the scheme works	
3.2	New paragraph focusing on the need for Members to continue their understanding of local groups, build support and keep in touch with local need.
3.6	Wording added: Councillors may propose changes to a project to meet the scheme's criteria and should discuss this possibility with the Families and Communities Officer.

Further details	
4.5	Clarification on carry forward of unspent funds in District Council election year.

The Review Group also requested that a pro-forma be made available for completion in reviewing a project if appropriate and where useful to gain learning from projects and best practice. Completion of the pro-forma is optional and not essential for all projects. This will allow Councillors to report on how the Locality Budget funding was spent and what the outcomes were. Photographs could be used as appropriate.

For information, the current scheme is available at the following link:
<https://www.westsuffolk.gov.uk/community/upload/LocalityBudgetSchemeGuidanceForCouncillors.pdf>