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Wednesday 24 June 2009

To: Councillor RMA Manning, Portfolio Holder

JD Batchelor

Opposition Spokesman

Officers: Patrick Adams
Greg Harlock

Senior Democratic Services Officer
Chief Executive

Dear Sir / Madam

You are invited to attend the next meeting of **LEADER'S PORTFOLIO MEETING**, which will be held in **MEZZANINE, SECOND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 2 JULY 2009** at **10.00 a.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA

PAGES

PROCEDURAL ITEMS

1. **Declarations of Interest**

2. **Minutes of Previous Meeting and Matters Arising**

The Portfolio Holder is asked to sign the minutes of the meeting held on 14 May 2009 as a correct record.

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RECOMMENDATIONS TO CABINET / COUNCIL

DECISION ITEMS

3. **Grants to Voluntary Organisations From 2010-11**

3 - 8

INFORMATION ITEMS

4. **Crime and Disorder Reduction Funding Plan**

9 - 12

STANDING ITEMS

5. **Forward Plan**

The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, Cabinet, Council, or any other constituent part of the

13 - 14

Council. The plan will be updated as necessary and published on the Council's website following each meeting. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

6. Dates of Next Meetings

The next meetings have been scheduled for:

- 10 September 2009
- 12 November 2009
- 14 January 2010
- 11 March 2010
- 13 May 2010

All meetings to start at 10am

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Leader's Portfolio Holder Meeting held on
Thursday, 14 May 2009 at 10.00 a.m.

Portfolio Holder: RMA Manning

Councillors in attendance:

Scrutiny and Overview Committee monitor and JD Batchelor
Opposition spokesman

Officers:

Patrick Adams Senior Democratic Services Officer
Gemma Barron Partnerships Manager

1. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15 January 2009 were accepted as a correct record.

2. DECLARATIONS OF INTEREST

Councillor RMA Manning declared a personal interest as a member of Willingham Parish Council which occasionally applies for funding.

Councillor JD Batchelor declared a personal interest as a member of Linton Action for Youth.

3. CAMBRIDGESHIRE COMPACT CODE OF GOOD PRACTICE FOR FUNDING AND COMMISSIONING CODE OF GOOD PRACTICE

The Partnerships Manager presented this item which recommended that the Council adopt the Cambridgeshire Compact Code of Good Practice for Funding and Commissioning, which the Portfolio Holder had supported in draft form at the previous meeting in January.

The Partnerships Manager explained that the Compact now included a clause which ensured that compliance with the Compact would be second to any conflicting future changes in the law.

The Partnerships Manager explained that the grant procedures exercised by the Council were determined by the size of the funding awarded.

It was noted that new European legislation might apply to some of the larger grants awarded by the Council, which would significantly add to the administration work involved and this would be investigated.

The Partnerships Manager reported that further Codes of Good Practice were in development, including a Community Code and a Volunteering Code which would be presented to a Portfolio Holder's meeting in due course.

The Leader

AGREED to adopt the Cambridgeshire Compact Code of Good Practice for Funding and Commissioning.

4. FORWARD PLAN

It was understood that the Partnerships Manager would liaise with Democratic Services and put the following items on the Portfolio Holder's Forward Plan:

- Review of voluntary sector small grants policy and voluntary sector service level agreement procedures
- Update on relevant Aims, Approaches and Actions (the 3As)
- Financial update on South Cambridgeshire Local Strategic Partnership and South Cambridgeshire Crime and Disorder Reduction Partnership

The Meeting ended at 10.20 a.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader's Portfolio Holder Meeting
AUTHOR/S: Chief Executive / Partnerships Officer

2 July 2009

GRANTS TO VOLUNTARY ORGANISATIONS FROM 2010-11**Purpose**

1. To propose a number of amendments to the Council's scheme of Grants to Voluntary Organisations, which are required in order to:
 - (a) Ensure the Council's priorities are met when funding third sector agencies
 - (b) Ensure transparency when funding third sector agencies
 - (c) Simplify the application process for third sector agencies
 - (d) Ensure Compact compliance wherever possible throughout the grant-giving process
- This is not a key decision because the principles of the grant funding will remain unchanged.

Background

2. In the financial year 2009-10 the Council allocated £156,130.00 in total to the Council's scheme of Grants to Voluntary organisations. £13.00 remains unallocated.
3. £15,450.00 was allocated through small, one-year grants of up to £3000.00 for the 2009-10 financial year.
4. £140,667.00 was allocated for the third year of three-year funding agreements which are currently divided into two sub-categories with separate budgetary cost codes:
 - (a) Funding agreements between the Council and advice-giving organisations such as Citizen's Advice Bureaux and Advice For Life (totalling £92,220.00).
 - (b) Funding agreements between the Council and other third sector service providers (totalling £48,447.00).
5. Within the small grants allocation, priorities for funding can change annually dependent on the Council's priorities. The funding allocated to three-year agreements has been done so according to priorities set several years ago which need to be reviewed and, if necessary, revised for the coming three-year period (2010-13).
6. Historically, the same organisations have been funded for a number of years across all categories within this scheme.
7. There has been no systematic, widespread publication of the scheme and its criteria.
8. There is currently no ring-fenced sum for allocation to three-year funding agreements or small grants within the total budget. The small grants have historically been allocated using the remaining funds after funding agreement allocation.
9. A number of departments within the Council provide grants to the voluntary sector (e.g. Conservation, New Communities) and this review seeks to ensure that the

schemes are better co-ordinated, that duplication of funding and of Council resource is avoided and that the schemes are aligned wherever possible.

Policy Context

10. Contract, funding agreement and grant funding schemes have been under greater scrutiny since the 2006 introduction of EU Procurement Procedures and, while these may not affect the grant scheme in question, they and other good practice guidance require the Council to review the processes that are followed in allocating grants to voluntary organisations.
11. The Council's Constitution makes a number of stipulations for contracting with external parties. These include various references to fairness in allocating public contracts and providing clear audit trails of decisions, agreements and contracts.
12. Both the LAA and the district Sustainable Community Strategy state a commitment to working to support and develop a thriving third sector under National Indicator 7.
13. The Council is signed up to the Cambridgeshire Compact and it's underpinning Funding and Commissioning Code of Conduct which comprises of a number of undertakings for statutory bodies regarding the provision of grants and the commissioning of services, including:
 - (a) Working towards implementing three-year Funding Agreements when these represent best value, recognising that the length of funding enables better business planning
 - (b) Recognising the need for short term funding in some instances
 - (c) Publishing the details about each grant scheme in a timely manner to allow the sector sufficient time to prepare and submit high quality applications
 - (d) Clearly stating what the scheme is trying to achieve, what information is needed, how long it will take, what the process is and whom to contact for more information
 - (e) Consulting the widest range of provider organisations...within the bounds of legal and procurement constraints and requirements, with regards to services and priorities.
 - (f) Being open about its needs, priorities, targets and motivations as well as being willing to consider changing them in the light of compelling evidence.
14. By signing up to the Compact, the Council is committed to working with other agencies wherever possible to develop shared processes for funding and monitoring the third sector.

Small Grants

15. Small grants are made available annually to voluntary organisations to a maximum of £3000.00 per organisation.
16. Grants are awarded against the Council's agreed priorities for that year and this should wherever possible remain the case to ensure transparency as well as flexibility year-on-year.
17. It is suggested that a number of changes could be made to this element of the scheme, including:

- (a) Ensuring the funding is promoted publicly and widely, ensuring transparency of process and equality of opportunity within the voluntary sector.
- (b) Reviewing the application criteria to ensure the scheme is as equitable and inclusive as possible.
- (c) Revising the application forms to ensure they are comprehensive (the Council should receive all necessary information in order to allocate the funding fairly) yet simple enough for small, volunteer-led organisations to complete.
- (d) Giving appropriate support and guidance to organisations in preparation for submission of applications, and setting up a process for this.
- (e) Developing robust and consistent assessment criteria, which will ensure decisions are made appropriately and based on merit. This should include a panel of Council Officers to ensure an unbiased result.
- (f) Implementing monitoring arrangements that enable the Council to assess the outcomes and value for money of the grant, whilst remaining commensurate to the grant given and not onerous to fulfil.
- (g) Creating appropriate supporting documentation that outlines the commitments and undertakings of both parties relating to the funding. This documentation will not be legally binding.

18. For the purposes of consistency and transparency, small grants should be allocated based on a predetermined sum rather than a variable remainder after funding agreements are allocated. Based on allocations from previous years, it is suggested that this should stand at a minimum of 10% of the total budget, plus inflationary increases where appropriate.

19. For the purposes of consistency and transparency, a timeline should be set for this element of the scheme as follows:

| Activity | Timescales |
|--|-------------------|
| Notification to existing grant recipients that the scheme has been revised | August 2009 |
| Promotion and publicity for new scheme commences | September 2009 |
| Scheme launches | October 2009 |
| Scheme closes | December 2009 |
| Officer decision-making panel meets | January 2010 |
| Organisations notified of the panel's decisions | February 2010 |
| Grants paid | April 2010 |

20. Decisions regarding small grants (sum available, organisations awarded etc) will be made prior to budget finalisation in February 2010 and would need to be upheld throughout this budgeting process.

21. The above considerations would result in a scheme with timescales and monitoring requirements aligned to those of other local District Councils and the County Council ensuring Compact compliance and equitability.

Three-Year Funding Agreements

22. Three-year funding agreements are generally for larger amounts than small grants and last for three years at a time, plus inflationary increases where appropriate.

23. It is suggested that the revised scheme incorporates the actions in Point 17 above.
24. For the purposes of consistency and transparency, the Council would need to review and agree its three-year priorities prior to the launch of the fund. Based on priorities from previous years and the Council's existing Aims, Approaches and Actions, including the forthcoming Community Transport Plan, it is believed that four headings would be appropriate, as follows:
- (a) Citizens Advice (advice and guidance to individuals).
 - (b) Community Transport (including grants to community transport, voluntary car schemes etc).
 - (c) Infrastructure Support (support to voluntary organisations).
 - (d) Specialist Services (themed frontline services including, but not limited to, disability, care, counselling, young people, vulnerable adults etc).
25. For the purposes of consistency and transparency, three-year funding agreements should be allocated based on a predetermined sum. Based on allocations from previous years, this should stand at a minimum of 90% of the total budget, plus inflationary increases as appropriate and, within this sum, approximate allocations to the four headings as follows:
- (a) Citizens Advice – 65% (c. £91,300)
 - (b) Community Transport – 5.5% (c. £7,750)
 - (c) Infrastructure Support - 12% (c. £16,800)
 - (d) Specialist Services – 17.5% (c. £24,600)
26. For the purposes of consistency and transparency, a timeline should be set for this element of the scheme as for the small grants scheme in Point 19 above, which includes a minimum notice period of 3 months for organisations in the final year of their existing three-year funding agreements.
27. The only exception to the above timetable is that recommendations relating to grants over £5,000 per annum must come to the Portfolio Holder's meeting in January 2010 for discussion and approval.
28. All decisions regarding three-year funding agreements (sum available, headings, organisations awarded etc) will be made prior to budget finalisation in February 2010. These decisions would need to be upheld throughout this budgeting process and for the three-year period (2010-13).
29. The above considerations would result in a scheme with timescales and monitoring requirements aligned to those of other local District Councils and the County Council ensuring Compact compliance and equitability.

Options: Small Grants

30. Option 1 - to maintain the status quo regarding Grants to Voluntary Organisations.
31. Option 2 - to maintain the existing grants scheme and the total funding available (minimum £156,130 plus inflationary increases where appropriate) but to redefine it, implementing a combination of one or more of the changes detailed above, relating to:
- (a) Points 16 & 17: changing funding priorities annually & reviewing the process
 - (b) Point 18: ring-fencing the sum available for small grants

(c) Point 19: implementing a timeline for the funding scheme

32. Option 3 - to maintain the existing grants scheme and the total funding available (minimum £156,130 plus inflationary increases where appropriate) but to redefine it, implementing *all* of the changes detailed above to ensure clarity, consistency and transparency.

Options: Three-Year Funding Agreements

33. Option 1 - to maintain the status quo regarding Grants to Voluntary Organisations.

34. Option 2 - to maintain the existing grants scheme and the total funding available (minimum £156,130 plus inflationary increases where appropriate) but to redefine it, implementing a combination of one or more of the changes detailed above, relating to:

- (a) Point 23: reviewing the process
- (b) Points 24 & 25: ring-fencing the sum available and agreeing the priorities for the next three years
- (c) Point 26: implementing a timeline for the funding scheme

35. Option 3 - to maintain the existing grants scheme and the total funding available (minimum £156,130 plus inflationary increases where appropriate) but to redefine it, implementing *all* of the changes detailed above to ensure clarity, consistency and transparency.

Implications

| | |
|-----------------|---|
| 36. Financial | <ul style="list-style-type: none"> ○ While the Council has moved towards three year funding agreements with many of the voluntary organisations it funds, the Compact and other good practice shows that short-term, small grant funding is still required by voluntary organisations and that the criteria and monitoring requirements should be commensurate to the grant sum. ○ Agreement with the proposed changes to small grants would, as outlined above, require financial decisions to be upheld as budgets are confirmed in February for 2010-11. Decisions relating to three-year agreements would need to be upheld until 2013. |
| Legal | <ul style="list-style-type: none"> ○ Documentation pertaining to small grants and three-year funding agreements would not be legally binding |
| Staffing | <ul style="list-style-type: none"> ○ Changes to the scheme of Grants to Voluntary Organisations can be implemented within existing staffing arrangements |
| Risk Management | <ul style="list-style-type: none"> ○ Compact compliance, transparency and aligning South Cambridgeshire processes to those used by other local District and County Councils should reduce the risks associated with commissioning and providing small grants to the third sector. ○ Once agreed, any change or reversal of these budgetary decisions could affect the reputation of this Council as a reliable funder and could leave voluntary organisations in a precarious situation, unable to find alternative funding. |

| | |
|---------------------|---|
| Equal Opportunities | o Compact compliance and improved promotion of small grant funding will improve transparency and provide consistency, co-ordination and fairness. |
|---------------------|---|

Consultations

- 37. A report on Grants went to the Scrutiny and Overview committee on 2 April 2009 where it was agreed a review of grants was necessary. It was commented that the current scheme was not open and transparent. The proposals outlined in this paper constitute part of that review.
- 38. In reviewing the scheme of Grants to Voluntary Organisations, the Council's Partnerships Officer has consulted County and District colleagues who are in support of adopting the 3rd option in each case. These decisions would bring clarity, consistency and transparency to the South Cambridgeshire District Council scheme and align it to those run by other local councils.

Effect on Strategic Aims

| | |
|-----|---|
| 39. | Commitment to being a listening council, providing first class services accessible to all. |
| | Small grants and three-year funding agreements can be used to commission services in support of the Council's strategic aims where it is considered best value to do so. The Council's aims can be better met by aligning this grant scheme to the commitments made in the Constitution and by ensuring Compact compliance. |
| | Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all. |
| | See above |
| | Commitment to making South Cambridgeshire a place in which residents can feel proud to live. |
| | See above |
| | Commitment to assisting provision for local jobs for all. |
| | See above |
| | Commitment to providing a voice for rural life. |
| | See above |

Recommendations

- 40. That Option 3 relating to small grants is supported.
- 41. That Option 3 relating to three-year funding agreements is supported.

Background Papers: the following background papers were used in the preparation of this report:

- The Cambridgeshire Compact
- The South Cambridgeshire District Council Constitution (Contract Regulations)

Contact Officer: Kathryn Hawkes – Partnerships Officer
 Telephone: (01954) 713290

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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|-------------------|--|-------------|
| REPORT TO: | Leader/Community Safety Portfolio Holder | 2 July 2009 |
| AUTHOR/S: | Chief Executive / Community Safety Officer | |

SOUTH CAMBRIDGESHIRE CDRP FUNDING PLAN 2009-10**Purpose**

1. The purpose of this report is to inform the Community Safety Portfolio Holder about the South Cambridgeshire Crime and Disorder Reduction Partnership Funding Plan for April 2009 to March 2010

Executive Summary

2. The South Cambridgeshire Crime and Reduction Partnership initially discussed its 2009-10 funding plan at the CDRP Board meeting held on Tuesday 28th April 2009. Following that meeting, a revised funding plan was circulated by email to board members for approval, taking into account the discussions at the meeting, as well as some amended funding requirements.
3. It is scheduled that the plan attached at Appendix A will be formally agreed at the next meeting of the CDRP board on Monday 27th July 2009.

Background

4. It has been confirmed that the CDRP will receive the same levels of Safer Communities funding through the County Local Area Agreement that it did in 2008-9: £ 67,273 Revenue and £22,847 Capital.
5. In addition to the above, the Partnership has the Pooled Fund, which has an existing balance of £17,480. Historically, the Pooled fund has been funded with contributions of £4,500 each from Police, Fire & Rescue Service, County Council and SCDC, and partners will provide the same commitment in 2009-10.
6. This gives a total of £125,600 available to the CDRP to allocate in 2009-10, of which £22,847 should be spent on capital.

Considerations

7. It should be pointed out that there may be some additional funding requests made to the CDRP at the July meeting, so it is expected that the funding plan will change slightly during the year. Changes are subject to decisions by the CDRP Executive Group (up to £2,500) and the CDRP Board.

Implications

- 8 The District Council administers the funds on behalf of the CDRP, as well as contributing £4,500 of SCDC funds to the CDRP Pooled Fund

Consultations

- 9 CDRP Board members have been given opportunity to comment on the funding plan, at the meeting on 28 April 2009, and via email on 4 June 2009, allowing 7 days for reply.

Effect on Strategic Aims

| | |
|----|---|
| 10 | Commitment to being a listening council, providing first class services accessible to all. |
| | |
| | Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all. |
| | The work of the CDRP, and this funding plan are key strands of delivering community safety services in the District |
| | Commitment to making South Cambridgeshire a place in which residents can feel proud to live. |
| | |
| | Commitment to assisting provision for local jobs for all. |
| | |
| | Commitment to providing a voice for rural life. |
| | |

Recommendations

- 11 That the Portfolio Holder supports the funding plan when it is presented for approval at the CDRP meeting on Monday 27 July 2009.

Background Papers: the following background papers were used in the preparation of this report:

CDRP Board minutes 28 April 2009

Contact Officer: Philip Aldis – Community Safety Officer
Telephone: (01954) 713344

Appendix A: CDRP funding plan

| | 67,273.23 | 22,847.00 | 35,480.00 | |
|---|---------------------|---------------------|--------------------|--|
| CDRP FUNDING PLAN 2009-10 DRAFT | Revenue | Capital | | |
| Project | SSCF Revenue | SSCF Capital | Pooled fund | Notes |
| 1. CDRP Partnership Support Officer PART TIME MATERNITY COVER | 21,000.00 | | | AGREED: post has been made part-time, with Neil Weston on secondment from Go East until the end of February 2009 |
| 2. CDRP Partnership Support Officer MATERNITY PAY | 6,000.00 | | | AGREED: payment to existing post holder (upto 21 December 2009) |
| 3. CDRP Partnership support officer EXISTING POST HOLDER | 9,000.00 | | | AGREED: payment to existing post holder (from 1 January 2010 to 3 March 2010); payment is at full-time rate |
| 4. CDRP ASB Case Officer (part-time from 1 June 2009) | 23,607.66 | | | AGREED: member of staff to become part-time from 1 June 2009; this plan reflects the reduced cost to the CDRP |
| 5. Community Cohesion Officer - see Appendix B | 6,500.00 | | 0.00 | AGREED: This is a post hosted by Cambs Police Southern Division currently being recruited |
| 6. Strategic Assessment & Consultation | 1,165.57 | | 834.43 | AGREED: The exact amount will vary but £2000 has been allocated to cover costs for gathering, analysing and producing the required Strategic Assessment |
| 7. PPO interventions fund | | | 500.00 | Agreed |
| 8. Alcohol Treatment Requirements - see Appendix C | | | 9,800.00 | DECISION REQUIRED: No decision made yet; To be discussed further at CDRP meeting on 27 July 2009 |
| 9. Young Females Alcohol Project | | 8,000.00 | 7,000.00 | AGREED WITH AMENDMENTS TO FOLLOW: An initial £10,000 has been allocated; however revised and increase amount will be presented to the CDRP at the July meeting |
| 10. Smart Water - Domestic Burglary | | 3,500.00 | | AGREED: Police to buy and distribute as part of wider burglary initiative |
| 11 Smart Water - Village Colleges | | 2,347.00 | | AGREED: Police to buy and distribute as part of wider burglary initiative |
| 12 Burglary message | | | 4,000.00 | AGREED: awaiting actual cost but leaflet has been distributed to every home in the District |
| 13 Fire & Rescue Service laptops + ASB | | 3,000.00 | | AGREED: Awaiting more detailed cost breakdown - expected to be less |
| 14. Domestic Violence Training and Awareness | | | 1,500.00 | DECISION REQUIRED: No decision made yet; To be discussed further at CDRP meeting on 27 July 2009 |
| 15. Youth Work in Fen Drayton | | | 3,000.00 | AGREED: In response to requests made at Neighbourhood Panels and ASB Task Group |
| 16. Security improvements to housing | | 6,000.00 | | DECISION REQUIRED: No decision made yet; To be discussed further at CDRP meeting on 27 July 2009 |
| Totals | 67,273.23 | 22,847.00 | 26,634.43 | |
| Funds remaining | 0.00 | 0.00 | 8,845.57 | |

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| Date of PFH Meeting | Partnership Agenda Item | Responsible Officer | Council Values | Responsible Officer |
|----------------------------|---|----------------------------|----------------------------------|----------------------------|
| 2009 | | | | |
| 2 July | Grants to Voluntary Organisations | Kathryn Hawkes | | |
| | Crime & Disorder Funding Plan | Phil Aldis | | |
| 10 September | Finance Monitoring Report: Partnerships | Peter Harris | 3As (Aims, Approaches & Actions) | ? |
| | Compact Codes: Community Groups | Gemma Barron | | |
| 12 November | Community Engagement Action Plan | Gemma Barron | | |
| | Compact Codes: Voluntary Groups | Gemma Barron | | |
| 2010 | | | | |
| 14 January | | | | |
| 11 March | | | | |
| 13 May | | | | |

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