



**EXECUTIVE DECISION RECORD**  
**Cabinet Member**

**REF No: 69/23**

<b>A1</b> Service Area	Communities and Regulatory Services
<b>A2</b> Title	Launch of Community Kitchens Fund
<b>A3</b> Decision Taken By	Cabinet Member
<b>A4</b> Chief Officer	Please print name: Thomas Deery  Please sign name: (Approval by email 26/09/23)
<b>A5</b> Leader / Deputy Leader	Please print name: Cllr S Slater  Please sign name: (Approval by email 26/09/23)
<b>A6</b> Date of Decision	29 <sup>th</sup> September 2023

**Confidentiality**

<b>A7</b> Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
<b>A7.1</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.	NA

**Conflict of Interest**

Are there any conflicts of interest to declare? No



## Scrutiny

**A8** Which Scrutiny Committee should this decision be submitted to? (*Please tick as appropriate*)

Scrutiny (Value for Money Council) Committee

Scrutiny (Regeneration Development and Market Hall) Committee

Scrutiny (Health and Wellbeing) Committee ✓

Scrutiny (Climate Change and Environment) Committee



<b>B1</b> What is the Decision?	To offer funding for the development of Community Kitchens in the borough, with the intention of tackling poverty and isolation.
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**B2** What are the reasons for the Decision?

- To find a community led solution for nutrition and food poverty, as part of the wider piece of work to support resident with the Cost of Living.
- Applicants to the scheme need to set out how they meet the following conditions utilising the form at Appendix 1:
  - Based in East Staffordshire
  - Be a non-profit, community or charitable organisation which provides food for the community
  - Describe mobilisation and outcomes, as well as detail how this links, complements or builds on existing community work.
  - Describe how food safety and the health and safety of participants will be managed.
  - Describe how the funding will be used.
- A member led panel will consider applications on a regular basis with professional food safety input, and successful applications will be chosen up to the limit of the funding envelope.
- This is a pilot initiative, and for that reason has deliberately been kept 'open' in terms of how much funding each individual organisation will receive and the potential outcomes. It is anticipated that this fund could support up to 5 community kitchens running a limited number of sessions, but this will ultimately be determined by the applications received
- Successful applicants need to sign the condition of grant aid form at Appendix 2, and will receive an initial payment of 50%, with the remainder to follow at the half way point of the project.
- Community Kitchens to email the receipts for items they have purchased with this fund and a record of the amount they have spent for monitoring purposes.

**B2** Alternative options considered and rejected?

This measure forms part of a package designed to alleviate cost of living pressures for affected

	households, therefore alternative options are being taken forward simultaneously.
<b>B3</b> What are the contributions to Corporate Priorities?	Standing up for our Communities
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

### Financial Implications

<b>B5</b> What are the financial implications?	<p>The main financial issues arising from this decision are as follows:</p> <ul style="list-style-type: none"> <li>• The budget for this service of £40,000 will be allocated from the resources set aside towards cost of living pressures in 2023/24.</li> <li>• There is no maximum sum to be awarded to one organisation due to the 'pilot' nature of initiative, but the total funding awarded to applicants will not exceed the available amount.</li> <li>• Successful organisations will receive an initial payment of 50%, with the remainder to follow at the half way point of the project.</li> <li>• The service will terminate when all the funds available for the scheme have been expended.</li> </ul>
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Revenue	2023/24	2024/25	2025/26
Community Kitchen Fund	£40,000		

The finance section has been approved by the following member of the Financial Management Unit:	<p>Please print name: Anya Murray</p> <p>Please sign name: (Approval by email 26/09/23)</p>
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### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	Yes

### Equalities Implications

<b>B8</b> What are the Equalities implications:
<p><b>B8.1</b> Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> <li>• Provide support to local residents struggling with food poverty and isolation.</li> <li>• Enable residents with knowledge on nutrition and inexpensive meals.</li> </ul>
<p><b>B8.2</b> Negative (Threats):</p> <ul style="list-style-type: none"> <li>• None identified.</li> </ul>
<b>B8.3</b> The subject of this decision is a policy, strategy, function or service that is new or being revised. An equality impact assessment is attached as Appendix 2.
<b>B8.4</b> NA

### Risk Assessment

<b>B9</b> What are the Risk Assessment implications:
<b>B9.1</b> Positive (Opportunities/Benefits): <ul style="list-style-type: none"> <li>• Support to those in need at a time of rising costs and inflation.</li> <li>• Support to local voluntary sector, many of whom have been engaged in this area of community service for several years.</li> </ul>
<b>B9.2</b> Negative (Threats) <ul style="list-style-type: none"> <li>• As this is a pilot activity it is possible that the outcomes will not be achieved, or that local providers are not able to deliver the service.</li> </ul>
<b>B9.3</b> The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

### **Legal Considerations**

<b>B10</b> What are the Legal Considerations:
<b>B10.1</b> The main legal issues arising from this decision are as follows: <ul style="list-style-type: none"> <li>• By s24 of the Local Government and Elections (Wales) Act 2021, a local authority has a power of competence to do anything which an individual can do, which would include the provision of grant funding.</li> </ul>
<b>This section has been approved by the following member of the Legal Team</b>
Please print name: Glen McCusker – Locum Solicitor
Please sign name: G. McCusker (Approval by email 22/09/23)

### **Sustainability Implications**

<b>B11</b> What are the Sustainability implications:
<b>B11.1</b> The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
<b>B11.2</b> NA
<b>B11.3</b> NA

### **Health & Safety Implications**



B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 Any financial implications to mitigate against these hazards and risks are considered above.
B12.3 NA
B12.3.1 NA
B12.3.2 NA

### Key Decision

**B13** Is this a Key Decision?      No

**Note: A Key Executive Decision is one where:**

1.     **REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
2.     **CAPITAL – Any capital project with a value in excess of £150,000**
3.     **A decision which significantly affects communities living or working in an area comprising two or more wards.**

<b>B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?</b>	NA
<b>B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?</b>	NA

**NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.**

Please send the original signed document to [andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)

*The questions contained in this questionnaire are not to be altered in any way. If you have any queries regarding the contents of this document, please contact Andrea Davies Ext 1306 or refer to Part 3 Section 6 of the Constitution.*