

EXECUTIVE DECISION RECORD

REF No 548/23

A1 Service Area	Communities and Housing
A2 Title	Review of the Councillor Community Fund (CCF)
A3 Decision Taken By	Deputy Leader/ Chief Officer
A4 Chief Officer	Please print name: Mark Rizk Please sign name: Approval by email 270223
A5 Leader / Cabinet Member	Please print name: Cllr B Peters Please sign name: Approval by email 270223
A6 Date of Decision	27 th February 2023

Confidentiality

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

Scrutiny

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

Scrutiny Community Regeneration Committee ✓
Scrutiny Environment and Health and Well Being Committee
Scrutiny Value for Money Council Services Committee

B1 What is the Decision?

To approve the proposals outlined in the CCF review report for the future operation of the grant scheme in relation to both the criteria and process. The key proposals are outlined below and a copy of the revised criteria and terms of reference for the CCF panel are included as appendices.

Grant awards:

- Continuation of the open-bidding pot
- Increase the maximum grant available per application to £1,500.00
- Remain a one-off funding stream and repeat applications will continue to be rejected
- There will be no cap on the number of applications that each Member can submit and CCF will continue to operate on a first come first served basis. A quarterly update on expenditure will be included on the Member briefing ensuring all Members can keep track of available funds.

Grant criteria:

- Parish Councils will be excluded from applying to CCF
- To support efforts to tackle social isolation and promote the reduction of carbon emissions the purchase of virtual meeting software and subscriptions will be added to the list of eligible costs.

CCF panel:

- Reduce the CCF panel from six to five members and it will be a Member-based panel only representing cross-party membership.
- CCF panel meeting notes, once signed off, will be uploaded to the intranet to improve transparency with the decision making process

CCF will reopen for applications in May 2023.

<p>B2 What are the reasons for the Decision?</p>	<p>CCF has operated in its current form since May 2019 and a review was conducted of both the funding criteria and funding process to ensure that the scheme remains relevant and fit for purpose. The proposals take into account feedback from Members and the current CCF panel. This decision relates to the CR05 corporate target to review the Councillors Community Fund to ensure funding for projects remains relevant and to put forward suggestions for the future use of the scheme.</p>
<p>B3 What are the contributions to Corporate Priorities?</p>	<p>Community Regeneration Continued availability of small grant funding to support local community and voluntary organisations</p>
<p>B4 What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

Financial Implications

<p>B5 What are the financial implications?</p>	<p>The main financial issues arising from this decision are as follows:</p> <p>The increase in the CCF funding to £37,000 to enable the increase to the maximum grant award per application is in line with the approved Medium Term Financial Strategy for 2023/24 – 2025/26.</p>
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<p>The finance section has been approved by the following member of the Financial Management Unit:</p>	<p>Please print name: Anya Murray</p> <p>Please sign name: Approval by email 240223</p>
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Policy Framework

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

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits): The continuation of small grant funding to support local, community projects throughout the Borough that will benefit local communities in the Borough. Funding is available to all areas in East Staffordshire.
B8.2 Negative (Threats): N/A
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 The equality impact assessment identified the following actions to be carried out: N/A

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): Maximising available funds and providing a funding process that ensures fair and equal access to grant funding Ward Members take the lead with applications enabling them to identify and prioritise projects and activities in their Ward to access funding
B9.2 Negative (Threats): Insufficient funding applications leading to an underspend Submission of multiple applications for a specific Ward leading to an unequal distribution of grant funding across the Borough. The open bidding funding pot process leading to all available funds being committed early in the funding process and the fund subsequently having to close to new applications earlier than anticipated.

B9 What are the Risk Assessment implications:

B9.3 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

B10 What are the Legal Considerations:

B10.1 The Council has the statutory power, under s2 Local Government Act 2000, to do anything it considers is likely to achieve one, or more, of the following objects: the promotion of the social, economic, or environmental well-being of its Area.

This section has been approved by the following member of the Legal Team

Please print name: Glen McCusker – Locum Solicitor

Please sign name: [Approval by email 230223](#)

Sustainability Implications

B11 What are the Sustainability implications: N/A

B11.1 The proposal [would/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).

B11.2 Positive (Opportunities/Benefits):

B11.3 Negative (Threats):

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 [The significant hazards and risks have been identified in the Safety Media Risk Assessment numbered []. Any financial implications to mitigate against these hazards and risks are considered above.] N/A

B12.3 [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below] N/A

B12.3.1 Positive (Benefits)

B12 What are the Health & Safety implications:
B12.3.2 Negative (Threats)

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.

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?	NA
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?	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