

Name of meeting: Cabinet
Date: 30 May 2017
Title of report: Ward Budgets 2017/18

Purpose of report

To consider a set of criteria in respect of Ward budgets for 2017-18.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name Is it also signed off by the Service Director for Finance IT and Transactional Services? Is it also signed off by the Service Director for Governance and Commissioning Support?	Give name and date for Cabinet reports Debbie Hogg – 19/05/17 Julie Muscroft – 19/05/17
Cabinet member portfolio	Cllr David Sheard and Shabir Pandor

Electoral wards affected: All

Ward councillors consulted: N/A

Public or private: Public

1. Summary

- 1.1 In preparing this report, it is assumed that the proposal not to re-establish District Committees is supported at Annual Council meeting on 24th May 2017.
- 1.2 Instead each ward has been allocated £10,000 to spend in 2017/18. New Homes Bonus funding ceased at the end of the current Municipal Year in light of the decision at Budget Council in February 2017.
- 1.3 It is proposed that executive delegations to District Committees, including Housing Revenue Account Estate and Environmental Works Budget and responsibility for street naming and residential parking permits, will revert back to the Executive who will determine decision making arrangements moving forward.
- 1.4 In delivering this approach a criteria will need to be agreed in respect of the £10k ward budgets together with unspent money from previous years for resources previously allocated to District Committees, including resources for commitments made at public meetings held in April and New Homes Bonus, to support ward activities. A proposed criteria for the allocation of monies from the £10k ward budget and the use of outstanding New Homes Bonus resources is set out in Appendix 1 and 2 of this report for consideration along with a proportionate governance process developed in consultation with the Head of Audit and Risk.

2. Information required to take a decision

- 2.1 In previous years, District Committee unallocated resources have been held in earmarked reserves to support District Committee activities.
- 2.2 Going forward, it should be noted that consideration of earmarking District Committee underspends is dependent on undertaking the exercise described in the Financial Outturn and Rollover Report 2016/17 under *District Committee Managed Budgets*, in terms of reviewing overall Council reserves as part of the quarterly financial reporting cycle to Cabinet through 2017/18. The report can be found elsewhere on the agenda.
- 2.3 Proposed criteria in respect of the £10k ward budgets plus any potential reserves to support ward activities 2017/18 are set out in Appendix 1 of this report.
- 2.4 Proposed criteria in respect of any potential New Homes Bonus reserves are set out in Appendix 2 of this report.

3. Implications for the Council

The criteria and proposals set out in this report support the overall delivery of the Council priorities set out below and are intended to increase ward councillor responsibility in terms of devolved resources; recognise the role of ward councillors, with their local knowledge and insight being increasingly vital in maximising the use of local community skills, assets and resources so that people can do something positive to improve lives and make their community thrive; and raise the profile of the ward councillor in a positive way with local citizens. This is consistent with the emerging work of the Democracy Commission which recognises the importance of promoting the councillor role.

- Early Intervention and Prevention (EIP)
- Economic Resilience (ER)

- Reducing demand of services

4. **Consultees and their opinions**

The views of Leadership Management Team and Leading Members have been considered in relation to ward budgets plus any potential reserves to support ward activities 2017/18.

5. **Next steps**

Subject to approval from Cabinet to implement the recommended criteria and process for district committee budgets for 2017/18

6. **Officer recommendations and reasons**

Cabinet is requested to:

- Consider and approve the proposed new criteria in respect of the ward budgets and New Homes Bonus as set out in Appendix 1 and 2 of this report along with a proportionate governance process developed in consultation with the Head of Audit and Risk.

7. **Cabinet portfolio holder's recommendations**

That Cabinet approve the officer recommendations detailed above.

8. **Contact officer**

Vina Randhawa, Senior Area and Neighbourhood Officer
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Carl Whistlecraft, Head of Governance and Democratic Services
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9. **Background Papers and History of Decisions**

The future arrangements in respect of New Homes Bonus funding were included as part of the reports considered at Budget Council in February 2017. Constitutional changes governing District Committees and Ward Budgets are set out in the report considered by Corporate Governance and Audit Committee on 12 May 2017 and thereafter Annual Council on 24 May

10. **Service Director responsible**

Jacqui Gedman, Chief Executive
Julie Muscroft, Service Director – Governance and Commissioning Support
Debbie Hogg, Service Director - Financial, IT & Transactional Services
Email: debbie.hogg@kirklees.gov.uk

1. Members Local Project Fund

£10K per ward, plus any potential reserves, to support ward activities 2017/18. The recommended criteria are as follows:-

- 1.1 The money will be available for spending after 1st June 2017, and it is expected that funds will be committed by 31 December 2017. Any money not committed by that time, or fully expended by 31st March 2018 will return to corporate funds.
- 1.2 It is Ward Members responsibility to choose and select uses for the money, and to do so in an open and accountable way. Officers will not be assisting or supporting this part of the process, and their input will be restricted to as described in para 1.8 below.
- 1.3 Ward budgets will be allocated on an individual basis per ward member i.e. One third of the total budget each. Ward members can work together if they choose.
- 1.4 When buying goods, works or services, it is expected that quotes will be obtained and recorded for any item above £100. This should reflect trade practice, noted down costs from telephone conversations, catalogues or the internet are acceptable in many cases, although written quotes should be obtained for anything costing more than £3,000.
- 1.5 Ward Members are not required to use council Service providers. If Members choose to do so, they will be expected to charge the full costs of any works, goods or services provided.
- 1.6 Ward Members will be expected to submit a simple form (see para 3 below) for each project, justifying the purpose etc. This along with the evidence of payments made will be published on the Councils website. (There may be limited redaction of some personal information in respect of individual grant recipients).
- 1.7 The Council is able to recover VAT on works, goods or services provided to the Council. Businesses/schools that are grant aided are almost always able to recover VAT, so this element should not be grant aided. Individuals or community groups are not usually able to recover VAT, so you may want any grant to reflect this.
- 1.8 The Area and Neighbourhood Action Team (ANAT) will be responsible for making payments in accordance with Ward Member's instructions. They will expect to receive the form (see para 1.6 above) before making any payment. It is the responsibility of Ward Members to run the choices and procurement process in any way they see fit. Advice on any complex matter (e.g. related to legality or finance such as VAT should be sought from ANAT in the first instance). These activities will not be charged against the budget. Officers in the Area Neighbourhood Action Team may ask you for any information about spending or planned spending at any time.
- 1.9 Grants to groups are permitted (but see also section 2.2 below). Ward members can choose to have a community grants scheme to support communities to do more for themselves and each other. Encouraging community groups to deliver activities that provide genuine community benefit, address community need, bring communities together and promote social cohesion.
- 1.10 Ward Members will be expected to hold at least one meeting in public annually e.g. through a Ward Forum, to report how they have allocated their budgets and the

outcomes they have achieved. A summary of schemes funded will be published on the Councils website.

2. Grants

2.1 Who and What Cannot Be Funded

- The funding may not be given to any school, religious or sectarian body, other than where the purpose of the funding is to promote community access to facilities on a full and open basis (e.g. a legitimate use is to construct a disabled access ramp to a school hall where the school permits to make the facility open, at reasonable charges to any individual, group or part of the community. A community lunch at a church hall would be acceptable, provided that it was fully promoted to every member of the community)
- Organisations with party political aims.
- Lobbying activities.
- Activities and projects that have already been funded from other sources.
- Purely social activities with no other discernible benefits/impacts.
- Grants may not be given to relatives or close personal friends of any Member.
- It would be unwise to use relatives or close personal friends as suppliers of works goods or services, unless it is clear that a competitive process has been followed.
- Payments to meet debts or liabilities.
- Expenses incurred before a grant has been formally awarded.
- If applying for equipment groups are advised to initially contact Kirklees Comoodle website www.comoodle.com as items needed may be available there
- All organisations requesting funding must register the group with Kirklees Community Directory <http://communitydirectory.kirklees.gov.uk/communitydirectory>

2.2 Eligible Groups

- Groups must have all relevant insurances and licenses required for the activities funded.
- Are legally able to carry out the activities described.
- Are financially viable and have appropriate clear financial controls including a bank account with two signatories and the production of annual accounts.
- Have a recognised legal structure with governance arrangements which outline who makes decisions and how decisions are made. In some cases, groups may be new and may not have a constitution or bank account so they must ensure the money is held by a recognised body.

3. MEMBERS LOCAL PROJECT FUND

Members Local Project Fund - Application Form 2017/18	
WARD	
COUNCILLORS NAMES	
PROPOSAL (PURPOSE OF PROJECT/REASON FOR FUNDING)	
LOCATION (Where will the project be delivered)	
PROCUREMENT or GRANT	
NAME OF SUPPLIER or RECIPIENT	
AMOUNT APPROVED	£
DATE APPROVED	
AMOUNT EXPENDED	£
DATE FINALISED	
ANY OTHER ADDITIONAL INFORMATION (e.g. Comoodle, Community Directory etc.)	
APPLICANT DETAILS (NAME, ADDRESS, EMAIL & TELEPHONE)	

1. New Homes Bonus Budget

Proposed criteria in respect of any potential New Homes Bonus reserves are as follows:

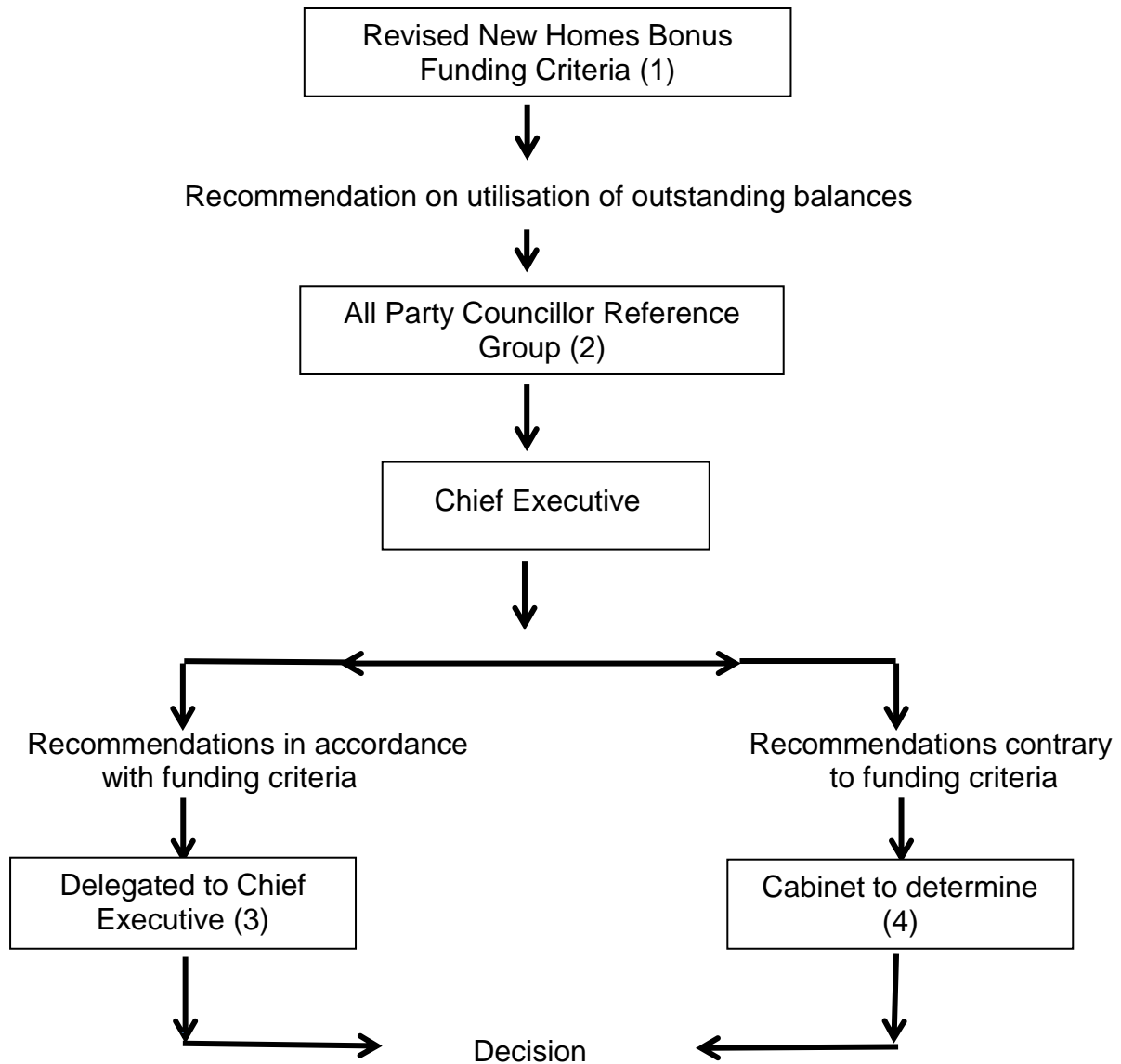
- 1.2 Priority is given to activities or initiatives that help deliver the outcomes in the Council's two key strategies - the Joint Health and Wellbeing Strategy and the Kirklees Economic Strategy.
- 1.3 Funding is invested in activities or initiatives that help to build positive, resilient communities that are able to do more for themselves and each other.
- 1.4 Projects that encourage partnership involvement to deliver and achieve more collectively.
- 1.5 The allocation of funding should not be contrary to any policies agreed by Cabinet.
- 1.6 The allocation of funding should not commit the Council to supporting expenditure beyond the financial year/to any future maintenance liability.
- 1.7 Funding should not be used to fill gaps created as a result of budget reductions already approved by the Council.
- 1.8 Proposals should demonstrate value for money and a return on financial and social investment as follows:-
 - 1.8.1 Financial return on investment – NHB funding will result in a Council saving over a three year period after which the proposal/activity funded will generate sufficient income from other sources (e.g. grants, sponsorship, in kind) to cover its ongoing costs.
 - 1.8.2 Social return on investment – NHB funding will help to generate social impact and positive outcomes for people, communities or the environment and demonstrate a financial saving for the Council after three years.
- 1.9 Ward Members will be expected to complete a NHB enquiry form (attached at para 2) for each project which identifies the outcomes and benefits of the proposal and submit it to ANAT who will assess the proposal against the criteria and then seek a decision as set on in the decision making flowchart at para 3.
- 1.10 Where Ward Members wish to commission a Council service the project will be assessed against the criteria and comments will be sought from the relevant service/s to determine what level and type of officer support and resources are required to deliver the scheme. This information will be shared as part of the decision making process.
- 1.11 Ward Members will be expected to hold at least one meeting in public annually e.g. through a Ward Forum, to report how they have allocated their budgets and the outcomes they have achieved. A summary of schemes funded will be published on the Council's website.

2. NEW HOMES BONUS

New Homes Bonus Fund – Enquiry Forum	
WARD	
COUNCILLORS NAMES	
PROPOSAL (PURPOSE OF PROJECT/REASON FOR FUNDING)	
WHAT ARE THE MAIN OUTCOMES AND BENEFITS OF THIS PROJECT?	
WHO WOULD BENEFIT AND HOW?	
AMOUNT OF FUNDING NEEDED (IF KNOWN)	£
OFFICER ASSESSMENT	
HOW DOES THIS PROJECT MEET THE NHB CRITERIA?	
HOW DOES THE PROPOSAL DEMONSTRATE VALUE FOR MONEY AND RETURN ON FINANCIAL & SOCIAL INVESTEMENT?	
SERVICE COMMENTS (WHO AND WHAT)	
PROJECT COSTS?	£
ALL PARTY COUNICLLOR REFERENCE GROUP RECOMMENDATIONS	
CHIEF EXECUTIVE/CABINET DECISION	
AMOUNT APPROVED	£
DATE APPROVED	
AMOUNT EXPENDED	£
DATE FINALISED	
ANY OTHER ADDITIONAL INFORMATION	

3. New Homes Bonus Decision Making Flowchart (in respect of any potential reserves)

Ward Councillors or Cross Ward Collaboration



Notes:

- (1) Cabinet to approve revised criteria for use of outstanding New homes Bonus allocations
- (2) Cabinet to establish an All-Party Councillor Reference Group to consider recommendations for funding
- (3) Chief Executive to be given delegated authority by Cabinet to approve funding applications that are in accordance with the revised funding criteria and to refer proposals that are contrary to the criteria to Cabinet for determination.
- (4) Cabinet to consider and determine funding applications that are contrary to the revised funding criteria