



## OVERVIEW AND SCRUTINY COMMITTEE

Meeting: Tuesday, 22nd March 2016 at 6.30 pm  
in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

### ADDENDUM

The following item although provided for on the agenda front sheet was not available at the time of dispatch:

3.	<b>CALL-IN OF CABINET DECISION REGARDING VOLUNTARY AND COMMUNITY SECTOR FUNDING 2014-16 AND PROPOSALS FOR 2016-17 FUNDING (PAGES 5 - 54)</b> <ul style="list-style-type: none"><li>• Document Pack</li></ul>
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Yours sincerely

**Jon McGinty**  
Managing Director

## NOTES

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area.  For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and

(b) either –

- i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

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For further details and enquiries about this meeting please contact Tanya Davies, 01452 396125, [tanya.davies@gloucester.gov.uk](mailto:tanya.davies@gloucester.gov.uk).

For general enquiries about Gloucester City Council’s meetings please contact Democratic Services, 01452 396126, [democratic.services@gloucester.gov.uk](mailto:democratic.services@gloucester.gov.uk).

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**OVERVIEW AND SCRUTINY COMMITTEE**

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**CALL-IN OF CABINET DECISION**

**REGARDING VOLUNTARY AND COMMUNITY SECTOR FUNDING  
2014-16**

**AND PROPOSALS FOR 2016-17 FUNDING**

**DOCUMENT PACK**

**CONTENTS**

<b>Document 1</b>	<b>Call-In Request</b>
<b>Document 2</b>	<b>Report of the Cabinet Member for Communities and Neighbourhoods approved by Cabinet on 9 March 2016</b>
<b>Document 3</b>	<b>Minute of Cabinet Meeting held on 9 March 2016</b>
<b>Document 4</b>	<b>Statement of the first-named Member on the Call-In request</b>
<b>Document 5</b>	<b>Statement of the Decision Taker</b>
<b>Document 6</b>	<b>Procedure Note</b>

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**From:** Kate Haigh  
**Sent:** 10 March 2016 11:13  
**To:** Jon McGinty  
**Subject:** FW: Call in  
**Importance:** High

I wish to call-in the decision made by Cabinet last night in relation to the report on Voluntary and Community Sector Funding 2014-16 and proposal for 2016-17 funding.

I believe that this decision was not taken in accordance with Council Rules and Procedures in that there was insufficient detail in the report for Cabinet to take the decision.

In particular the Grants and Community Services Forum have not been consulted as required in the Constitution Part 3, section 15

**Role:**

(i) The Forum will play an advisory role on matters relating to grants and community services, making recommendations to the Cabinet and/or Corporate Director 2 as appropriate, where there is a majority view of the Forum.

There was no detailed consultation with the voluntary organisations through the Forum or elsewhere on the detail of the proposals.

Furthermore Members of the Council have not been formally consulted about proposed changes to the Members Allocation Fund. The report was not brought to Overview and Scrutiny.

There has been no People Impact Assessment (PIA) assessment. This must be completed prior to the taking of a decision by Cabinet. There is a strong risk that equalities groups may be disadvantaged by this change in policy and that it is open to legal challenge.

The effects to the change of funding to individual groups have not been considered – the report is silent and there is no evidence that they have been asked.

Groups that have received grants in the past but work across ward boundaries will not be able to secure funding centrally but will have to apply to a number of members with no fixed criteria to apply against. This places an additional burden on such groups.

There is no demonstration in the report of how the Council's vision and priorities are met by this change or how that will be monitored or measured.

The guidance, criteria and process adopted by the Council demonstrates that decisions to award grants are taken in a fair and transparent manner. Also, the written documentation of the award ensures that a successful organisation understands their obligations and the terms upon which the grant has been awarded. The shift to Councillors making grants is less fair and transparent as there is minimal documentation and oversight. The Cabinet Member made it clear that she saw the removal of detailed oversight by officers as an advantage of the proposals.

Councillor Kate Haigh

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<b>Meeting:</b>	<b>Cabinet</b>	<b>Date:</b>	<b>9 March 2016</b>
<b>Subject:</b>	<b>Voluntary and Community Sector Funding 2014-16 and proposal for 2016-17 funding</b>		
<b>Report Of:</b>	<b>Cabinet Member for Communities and Neighbourhoods</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>Yes</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Verona Vidal, Partnership and Engagement Officer</b>		
	<b>Email: verona.vidal@gloucester.co.uk</b>	<b>Tel:</b>	<b>396612</b>
<b>Appendices:</b>	<b>1. Allocation of funding to community groups 2014-16</b>		
	<b>2. Community grants guidance 2016-17</b>		

## **FOR GENERAL RELEASE**

### **1.0 Purpose of Report**

- 1.1 To outline how grant funding has been allocated for the period 2014 to 2016 and the proposed approach for 2016 to 2017.

### **2.0 Recommendations**

- 2.1 Cabinet is asked to **RESOLVE** that:

- (1) The allocation of grant funding for the period to March 2016, as set out in Appendix 1, is noted.
- (2) The process and criteria for the allocation of grant funding, as outlined in appendix 2, be approved for 2016-17
- (3) The grant monies are split as detailed in paragraph 3.8.
- (4) The remaining ABCD (Your Gloucester) budget is carried forward to 2016-17.

### **3.0 Background and Key Issues**

- 3.1 Gloucester City Council's voluntary and community sector grants have provided financial assistance to voluntary and community sector organisations in the city of Gloucester for many years.
- 3.2 A total budget of £592,000 was allocated for community grants for the period: 2014-16. This was split as follows:

	<b>2014-15</b>	<b>2015-16</b>
Grants for community groups	£119,000	£119,000
Service level agreements for advice centres	£192,000	£142,000
Support for asset based community development (ABCD – Your Gloucester)	£20,000	

- 3.3 In addition, the following budgets were allocated in 2014-15 and 2015-16:
- (i) Members Community Fund - £36,000 per annum
  - (ii) Youth grants (funded by Gloucestershire County Council) - £50,000 per annum
- 3.4 To support the Rugby World Cup and Kings House start-up, £15,000 was identified from within existing grants and under spends of member's allocation fund.
- 3.5 It is recommended that the remaining ABCD (Your Gloucester) budget is carried forward to 2016-17 to continue to support asset based community development. This amounts to £14,000 to cover the whole of the city of Gloucester.
- 3.6 Appendix 1 details how funding was allocated to voluntary and community groups and organisations during 2014-16.
- 3.7 For the period: 2016-17, it is proposed that the criteria for awarding grants are as outlined in appendix 2. These are set in accordance with ABCD principles and have been updated to reduce the maximum grant that can be applied for from £15,000 to £10,000 to encourage more and newer groups to apply
- 3.8 It is proposed that the grant monies for the period: 2016-17 are split as follows:
- (i) Funding for additional community builder - £30,000
  - (ii) Members Community fund- £42,000
  - (iii) Community grants - £47,000
- 3.9 The funding for the community builder is to support ABCD priority. A separate report on outcomes for the Kingsway community builder will be available.
- 3.10 The member's community fund above is in addition to the £36,000 already allocated. Therefore, each member will be allocated an increased fund of £2,000 per annum rather than £1,000 per annum. The increase from £36,000 to £42,000 takes into account that there will be three additional members from May 2016.
- 3.11 The reduction in community grants will be offset by an increase in the member's Fund, as well as continued advice and assistance from the partnerships and engagement team.
- 4.0 Asset Based Community Development (ABCD) Considerations**
- 4.1 The criteria for awarding grants have been set in accordance with the ABCD approach. To be successful applications must demonstrate that they use the strengths and assets that they already have, that there is a real desire from a group

or community for the project and that one of the outcomes is that more people are engaged in social action. .

- 4.2 A review of the outcomes and monitoring arrangements of funded organisations will be carried out to assess whether the ABCD approach is being supported in the delivery of social action and that this is value for money.

## **5.0 Alternative Options Considered**

- 5.1 Consideration could be given to cease offering grants. However some groups would not be able to meet and or grow community social action and the council recognises the value grants offer to the voluntary and community sector and the social action this helps to generate.
- 5.2 Grant funding is an investment into communities. These financial investments support associations which reduce social isolation, encourage physical activity and other outcomes. Consideration should be given to aligning the Community Grants with commissioning that also seeks to achieve these outcomes in partnership with Gloucestershire County Council and other partners.
- 5.3 Discussions have been held with grant officers in other Gloucestershire districts to ascertain the direction of travel within their organisations to help inform our proposals.

## **6.0 Reasons for Recommendations**

- 6.1 Community grants offer support to a wide number and range of groups that have a positive impact on the well-being of residents within their neighbourhoods.

## **7.0 Future Work and Conclusions**

- 7.1 Reviews of the work done by groups who have been allocated funding during 2015-16 will continue and will help to inform on outcomes and how to deliver grants in future years.
- 7.2 The partnerships and engagement team will continue working with groups and individuals to connect with other funding opportunities and connecting them to others with the same aspirations.
- 7.3 A number of workshops have been held with communities and it is proposed that these will continue into the next financial year. The outcome of the workshops is to identify more groups of people coming together to share their skills and time to do more in their communities for greater well – being. The outcome of this is to reduce the call on services.
- 7.4 The allocation of grant funding will be kept under constant review. If alternative ways of allocating the money to better support the ABCD approach are identified or the sum of money for grants changes significantly then a report will be presented to Cabinet to determine any changes to how the fund is allocated.

## 8.0 Financial Implications

- 8.1 The tables below show a comparison of the grants allocation during 2015-16 and the proposed allocation for 2016-17:

Gloucester City Council funding:

	<b>2015-16</b>	<b>2016-17</b>
Service level agreement	142,000	142,000
Community grants	119,000	47,000
Community builder	0	30,000
Members Community Fund	36,000	78,000
<b>TOTAL</b>	<b>297,000</b>	<b>297,000</b>

Other sources of funding:

	<b>2015-16</b>	<b>2016-17</b>
Support for ABCD	20,000	15,000 (carried forward from 2015-16)
Youth grants (funded by Gloucestershire County Council)	50,000	50,000 (pending decision of Gloucestershire County Council)
<b>TOTAL</b>	<b>70,000</b>	<b>65,000</b>

- 8.2 The grants awarded for the period 2014-16 are within the budgets agreed by Council for that period. The budget to be set by Council in February 2016 will confirm the grants allocations for the financial year 2016-17.
- 8.3 The reduction in community grants will be mitigated by an increase in the member's community fund, from £1,000 to £2,000 per member during 2016 -17

(Financial Services have been consulted in the preparation this report.)

## 9.0 Legal Implications

- 9.1 The Council has a wide variety of statutory powers to award grants to voluntary and community groups.
- 9.2 The guidance, criteria and process adopted by the Council demonstrates that decisions to award grants are taken in a fair and transparent manner. Also, the written documentation of the award ensures that a successful organisation understands their obligations and the terms upon which the grant has been awarded.

(One Legal have been consulted in the preparation this report.)

## 10.0 Risk & Opportunity Management Implications

- 10.1 Removing or reducing funding could have an impact on the number of projects delivered and the support that communities need to develop and encourage more social action.

10.2 There are opportunities to use smaller funds that will grow community action through ABCD, for example hiring a venue is relatively low cost but has a high value in assisting groups to meet.

### **11.0 People Impact Assessment (PIA):**

11.1 People impact assessments will be carried out as part of the application and assessment process.

### **12.0 Other Corporate Implications**

#### Community Safety

12.1 The work done through community projects can help increase social interactions and add to a feeling of security thus reducing the fear of crime.

#### Sustainability

12.2 Grant funding does not directly encourage sustainability of groups who are dependent on the income. However, if grants are seen as occasional investments and groups have a plan around this concept; this will create opportunities around a skill sharing economy within the voluntary and community sector.

#### Staffing & Trade Union

12.3 Not applicable

**Background Documents:** None



## Appendix 1

### Allocation of Funding to Voluntary & Community Groups/Organisations 2014 - 2016

<b>Organisation and Type</b>	<b>Project description</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Total Award</b>
Abbeydale Community Association	Weekly artwork course for children aged 7 – 13yrs. 18 children attended and artwork displayed within centre	£1,700	£1,700	£3,400
Age Concern St Hilda's Lunch Club	3 x weekly meals and contribution towards transport. Provides companionship which reduced isolation for 44 people	£2,000	£2,000	£4,000
Barnwood Community Partnership	Admin, insurance and running costs	£1,183	£1,183	£2,366
G.A.R.A.S ( Gloucestershire Action for refugees & Asylum Seekers	3 x volunteers teaching @ 6hrs per day X 3 days per week for 40 weeks 1 x volunteer to help access volunteering opportunities 2 x volunteers to help access volunteering opportunities	£4,674	£4,674	£9,348
G.A.V.C.A (Gloucestershire Association for Voluntary & Community Action)	56 Groups supported to date with issues include funding advice, bid assistance, joint working, volunteering, organisational development, starting & closing a group, mentoring and job advertising	£15,000	£15,000	£30,000
Gymnasion/Friendship Café	Funding towards Centre Mangers post to work on plan to revive the centre as a full time youth & community centre for all	£13,165	£13,428	£26,593
Matson & Robinswood Community Partnership	Contributions towards room hire, 2 x newsletters and a summer trip. Supporting 2 x local planning	£1,000	£1,000	£2,000

	groups and future work include development of welcome pack and signage for new estates			
Play Gloucestershire	Provide free community based holiday play days in wards, reclaim green spaces for play, encouraging young people to volunteer and encouraging healthy active lifestyles to over	£9,910	£10,207	£19,117
Rainbow Social Club	Contribution towards running costs of social club for people with learning difficulties	£4,000	£4,000	£ 8,000
Community Connexions(formerly Third Sector Services)	Contribution towards providing door to door community transport. 125 hours of volunteer drivers time within Gloucester City and 600 residents who have mobility difficulties to libraries, hospitals, shopping and day centre	£15,000	£15,000	£30,000
Kingsholm Neighbourhood Partnership	Provided engagement opportunities for over 50 people in Rugby World Cup, Centenary of World War 1 and planning issues	£1,000	£1,000	£2,000
Together in Matson	Young people planned and organised a Christmas event attended by 600 people. 3 x weekly youth club attended by 250 young people. Summer day trip. Soft outcome include confidence, self- esteem,	£15,000	£15,000	£30,000
Barton & Tredworth Neighbourhood Partnership	Room hire for meetings, admin and discretionary seed grants to informal groups i.e. Czech Romany Childrens Party,	£1,815		£ 1,815
Black Elders Day Centre	Provide fitness and activity sessions to prevent falls	£600		£ 600
Friends of Saintbridge Pond	Provide equipment and training for young people to use a less invasive method of vegetation maintenance programme	£1,565		£1,565
Gloucestershire Bangladeshi Women's Group	Contribution towards providing a range of culturally appropriate activities	£2,225		£ 2,225



Gloucester FM	We estimate GFM has potential listenership of over 20,000 this is based on the number of BME living in Gloucester and the number of hits per month on GFM website.	£14,640		£14,650
Gloucester Street Pastors	Contribution towards volunteer patrol scheme covering the city centre on Fri and Sat 22.30pm and 4.00am on Fri and Sat to reduce crime and disorder and support to those who need it	£3,000		£ 3,000
Hucclecote Community Association	To provide free youth drop in facilities for young people aged 11-18 twice per week. No other similar facility in area	£7180		£ 7,180
Saintbridge Allotment & Gardens Association	Contribution towards equipment and resources for intergenerational growing project between older members of saintbridge allotment and Gloucester Academy School	£440		£440
Tuffley Community Centre	Refurbishment of a regularly used kitchen used by various groups and residents in the area	£3,000		£3,000
Churches 4 Change	Working with St James Church to set up a befriending scheme		£2,000	£ 2,000
Gloucestershire Deaf Association	Contribution towards a café and bingo board games club for local people run by a core group of up to 7 deaf sign language users		£2,493	£ 2,493
St James City Farm (Grow Gloucester Project)	Equipment and resources for allotment and cookery project using the farms allotment and other disused green spaces in the city		£1,850	£ 1,850
Gloucestershire Bike Project	Provide series of free bike maintenance workshops with adults aged 55 plus. Volunteer peer support to set up own groups		£2,500	£ 2,500
Ebony Carers	Contribution towards venue hire and resources to provide regular exercise and healthy eating sessions with isolated carers		£1,290	£ 1,290
Europa European	Contribution towards fortnightly drop in sessions		£2,496	£ 2,496

Alliance	for those originally from Eastern European Communities ie help with skills, language and job skills training			
Sharp Life & Learning Skills	Contribution towards equipment and resources for an enterprise group with students who have learning difficulties, to cultivate fruit and vegetables for distribution to people in the local area within walking distance of the project		£2,500	£ 2,500
Abbeydale Senior Citizen	Contribution towards older volunteers running activities with older people to reduce isolation by providing a diverse programme		£600	£ 600
Roots Coffee & Community CIC	Contribution towards room hire and resources for community meals with families, older people etc. who live in the area		£1,836	£ 1,836
Active Connections	Increase confidence to take part in physical activity locally and increase awareness of local activities for families and over 55's		£2,400	£ 2,400
Kingfisher Treasure Seekers	Equipment and resources towards establishing a new hospitality team to provide opportunities for residents and young people to gain events management and hospitality experience		£2,500	£2,500
Kingfisher Tredworth	Equipment and resources towards toddler groups and the only TWINS group in Gloucester		£2,440	£2,440
Strike a Light	Contribution towards ACE bid to find and develop emerging BAME artists		£1,000	£1,000
Gloucestershire Chinese Resource Centre	Contribution towards venue hire and start - up costs for new arts group to share skills and reduce isolation		£400	£ 400
Longlevens Ladies FC	Contribution towards developing a ladies team to increase participation and learning opportunities i.e. coaching skills		£862	£ 862
Longlevens AFC	Contribution towards football related training for		£380	£ 380

	current members			
Together in Matson	Contribution towards community engagement activity organised by young people for young people		£850	£ 850
<b>Festival and Events – to support rugby world cup</b>				
Longlevens Rugby Football Club	Support for fans to watch matches and give local residents opportunity to connect			£1,000
Josie's Melting Pot	Community coming together and partners able to promote café, services and activities			£ 500
Chinese Resource Centre	Promote the link with Japan in RWC, Chinese and English Community			£ 407
Churches 4 Change	Contribution towards series of community events			£1,000
St James School	Class work and sports day linked to RWC			£ 320
The Nelson Trust	Support to the recovering community to celebrate RWC			£ 562
Get Up and Go	Encouraging people to come together to use existing sports facilities			£ 400
Roots Coffee and Community CIC	Series of events to engage Kingsholm residents and wider community with RWC			£ 805
GL Communities	Wide collaboration to ensure RWC bringing different people together			£ 450
Kingfisher Treasure Seekers	Innovative idea to run salsa dance workshops leading to Salsa Street Party in City centre			£1, 000
All Nations Community Centre	Supporting parent volunteering and inclusion in the RWC			£ 820
Gordon League RFC	Host multiple events in the run up and during RWC			£ 986.01
Gloucestershire BME	Carers, parents, extended family and local			

Focus Group	volunteers organising Community Fun day with Rugby related theme			£ 488
<b>Total amount allocated during 2014 to 2016</b>				<b>£237,001</b>
	<b>Service Level Agreement</b>			
Citizen Advice Bureau		£84,304	£62,015	£146,034
Gloucester Law Centre		£103,020	£75,812	£178,832
G.A.R.A.S		£4,064	£4,064	£4,064
<b>Total amount allocated during 2014 to 2015</b>				<b>£333,279</b>
	<b>ABCD – Your Gloucester</b>			
No Limits	Workshops that will provide social connections for people who are known/referred to the organisation. Also lonely or isolated/have clinical or non – clinical mental health concerns workshops around job skills & other services as required by attendees, e.g. healthy eating/health advice	n/a		£370
Flutterbucks Nursey	Help with relocation costs to Kingsway	n/a		£250.
Andrew Thorn Storybook project	Collecting stories written by residents.	n/a		£300.start-up costs.
The Kingsholm & St Oswalds “ Little Winter Knit”	Participants will be learning to crochet, sew or knit and sharing any skills they have in these crafts. They will also drink tea together, share ideas about their local community and hopefully become a peer support group, in time.	n/a		£280 plus a Big Knit starter pack
The Kingsholm Community Christmas Market	Kingsholm Community Market – Attendance of around 150 people during the day and another 50 for the band night, coach and horses. At least 2	n/a		£500

	were first time stallholders. Staff from the electrical shop volunteered their time, local shops gave goods for prizes. Volunteers face painted, organised carol singing. Connections made resulted in attending the knitting project. Positive feedback from residents which can be viewed on social media site			
Project Advent Fenster or living Advent	Decorate a window according to their own taste and creativity. Each participant deciding on how much effort you want to put into it. Not worrying about people's expectation. Just agreeing to spread some light (and colour) throughout advent in our neighbourhood.	n/a		£300
Philip Street Community Garden	<p>St Philips Court is a sheltered housing complex for elder people, directly outside the front of the building are a large number of brick built raised beds. These beds have been left uncared for, they have become severely overgrown and an eye sore to all of the community. Currently unable to establish who is responsible for these beds and it would appear that no-one wants to take responsibility for the maintenance of these beds.</p> <p>As a result residents at STPH have decided to lead a project clearing the beds themselves and restoring the beds to their former glory</p>	n/a		£500
Crafty Ladies	Following a successful taster course using recyclable arts and crafts – developing a 12 week	n/a		£500

	course, led by peers to continue to develop their concept of crafts which they can continue at home			
Kingsway and Quedgley Conservation	To hold two pond dipping events which will form the basis of continued seasonal collaborations with both primary school and childminding services in the area, to take more responsibility for local conservation and at the same time encourage community connections	n/a		£500
Kingsway Runners	Building on the momentum and volunteer capacity – train new leaders to cope with the growing number of participants whilst encouraging others to take up exercise and reap the benefits.	n/a		£500
Quedgley and Kingsway Men's Shed	Provides a space for Men to make connections, feel productive and valuable to the community.	n/a		£500
The Beacon	Facilitate weekly group which encourages effective coping strategies as well as activities to help build confidence should they wish to participate	n/a		£500
<b>Total amount allocated to date</b>				<b>£4, 920</b>
<b>Youth Activities Grant (Gloucestershire County Council)</b>				
Organisation and Type	Project Description	Yr 1	Yr 2	Total Award
Gloucester Blazers Wheelchair Basketball Club	Provides opportunity for disabled young people seeking a physical activity in a safe environment	£2,500	£2,500	£5,000
St John's Ambulance	Provides first aid for primary school children	£2,500	£2,500	£5,000
Gloucestershire Bike Project	Series of bike building workshops and outdoor pursuits days	£2,500	£2,500	£5,000

Old Richians Rugby Football Club	Purchase portable foodlights to enable 200 boys and girls to engage in sporting and training activities during the evening sessions	£2,044		£2,044.
Gloucester FM ( GFM)	Contribution towards application to become registered accredited trainers to train young people in media production	£2,125		£2,125
ReachOut!	Summer activities and street work with young people	£2,000		£2,000
Together in Matson	Weekly Youth club	£2,500	£2,500	£5,000
MY:UK	Weekly Youth Club	£2,410	£540	£2,950
Glo-Active Saturday Starz	Fortnightly club for disabled young people	£2,500	£2,500	£5,000
Furniture Recycling Project	Continuation of funding to increase hours to further develop project to provide mentoring, advice and guidance to young people	£2,500		£2,500
Churches for Change	Run youth activities over 4 sites over the school holidays	£2,500	£2,500	£5,000
Gloucestershire Chinese Resource Centre	Intergenerational awareness, healthy eating and Getting advice.	£1,000		£1,000
Friendship Cafe	Single sex swimming sessions	£1,700	£1,000	£2,700
Glo – Active Street Beat	Weekly dance youth club	£1,940		£1,940
Roots CIC	After School club	£2,381		£2,381
Gay-Glos	Weekly Youth Club activities	£1,100	£1,500	£2,600
Create Gloucestershire/Strike a Light	Deliver workshops for young people culminating in a performance. Also targeting development of young BME artists	£2,300	£2,490	£4790
Kingfisher Treasure Seekers	Youth club, Alcohol free live music and Music workshops	£2,250	£2,181	£4,481
38 <sup>th</sup> Longlevens Scout Group	Contribution towards purchasing camping equipment	£500		£500

Glos'shire Dance	Contribution towards disabled arts programme for young people	£2,460	£2,380	£4,840
Gloucestershire City Supporters Trust	City wide football roadshows during school holidays		£2,249	£2,249
15 <sup>th</sup> Gloucester (St Peters) Sea Cadets	Powerboat safety training for 3 leaders and waterproof equipment		£724	£724
BuzzBeat	To turn music studio at chequers into a digital recording studio. Run by and for young people		£2,369	£2,369
Active Connections	Development of young volunteer to mentor and support young people		£2,500	£2,500
Gloucestershire Deaf Association x 2	Youth clubs for younger and older young people		£3,656	£3,656
Gloucestershire Youth Mini Bike Project	Provide safe, controlled environment for using mini/pit bikes		£1,800	£1,800
Gloucestershire Young Carers	Run activity based respite support for senior young carers		£2,400	£2,400
Longlevens Ladies FC	Set up an Under 12's girls football team by providing 3 summer football events		£1,645	£1,645
Street Beat	Weekly dance group	£1,000		£1,000
Young Gloucestershire	Weekly youth club		£2,500	£2,500
The Venture: White City	Bespoke Youth Club	£2,251.2		£2,251.20
Youth Council	Develop Youth Council		£2,000	£2,000
<b>Total Amount allocated to date</b>				<b>£90,000</b>
	<b>Members Community Fund-2014 - 2015</b>			
<b>Member - Cllr</b>				
Beeley	Hucclecote Girls Guide			£991.96
Bhaimia	Benches for Ayland Gardens and St James Park			£1,000
Brown	Hucclecote Girl's Guide, 5 <sup>th</sup> Gloucester Boys Brigade and Gloucester and District U£A			£996.98
Chatterton	Increase the Peace			£1,000



Dallimore	Clean up Lower Tuffley Lane, Podsmead Community Association, Charlies; Bowls Club mower, Josie's Café			£1,000
Dee	Curtains for St Barnabus Church			£1,000
Field	Rose garden improvements, Christmas Crafts at Kingsholm, kingsholm bins			£1,000
Gilson				£0
Gravells	Abbeydale Rovers Football Club			£1,000
Haigh	Wiggly Worm project			£1,000
Hanman	Chairs, tables, fridge for Tuffley Community Association			£992.02
Hansdot	Benches for Ayland Gardens and St James Park			£1,000
Hilton	Rose gardens improvements, Kingsholm bins			£1,000
Hobbs	Glos Mini Bike project, rainbows and Golden Years			£990
James	Longlevens Football Club			£1,000
Lewis	Multiple Sclerosis			£1,000
Llewelyn	ReachOut – Quedgeley community choir			£1,000
Lugg	Junior Warden Scheme and Gazebo for White City CAG			£778
McLellan	Vibe Youth, Hucclecote Girls Guide, Friends of Barnwood Arboretum			£1,000
Mozol	Quedgley Parish Council			£1,000
Noakes	Scouts Event			£1,000
Norman	Chatterbox at St James Church, Chit Chat at St James Church, Equipment for Quedgeley PC			£994.99
Organ				£0
Patel	City Farm, Widden School, Info Buzz			£1,000
Porter	Longlevens Football Club			£1,000
Pullen	Increase the Peace			£950
Randle	Dog bin stickers, Emmaus, St Oswalds,			£1,000

	Hucclecote Playgroup			
Ravenhill	Abbeydale Rovers Football Club			£1,000
Smith	Mini Moto and Soft Play			£1,000
Taylor	Abbeydale Rovers Football club			£1,000
Toleman	Carpets for playgroup, gates for lawn assoc and repairs to village hall			£950
Tracey				£0
Williams	Event at Longlevens Holy Trinity Church and Junior/infant school			£1,000
Wilson	Hucclecote Girl Guides, Hucclecote Community Association			£1,000
Witts	Lonsdale Church			£1,000
Witts	Lonsdale Church			£1,000
<b>Total</b>				<b>£32,643.02</b>



## **Community Grants Guidance 2016 – 2017**

### **Part 1 Guidance**

#### **Who can apply?**

##### **We will only consider funding organisations as follows:**

- a voluntary, community organisation or social enterprise that is/intending to run activities in Gloucester for at least 12 months;
- be non-profit making (any funds raised must be used towards furthering the aims and objectives of your organisation);
- have a constitution setting out your organisation's aims and how you operate; or alternatively an organisation with policies in place has agreed to be accountable for the funds on your behalf
- operate to the benefit of Gloucester and its people, and normally be located within the city;
- be able to provide annual accounts and an annual report for the last financial year or a 12 month financial budget;
- have a bank or building society account in the name of your organisation which needs at least two signatures on each cheque. The two signatories on any one cheque cannot be related or live at the same address;
- If you are applying for more than £5,000 be formally regulated or registered, for example: a registered charity or company limited by guarantee.

## **We will not consider applications from / for:**

- statutory bodies or individuals;
- companies that exist to trade for profit;
- organisations which promote political parties;
- organisations which could reasonably be expected to obtain sufficient funds from other sources or members' subscriptions;
- organisations whose principle area of activity is outside the City, or whose aims and objectives are not specifically directed at residents of the City of Gloucester;
- organisations whose annual expenditure exceeds £100,000 **and** that have more than 6 months of unrestricted reserves (this includes designated reserves);
- national organisations with no specific local brief;
- deficit funding;

## **Part 2 Guidance**

**In answering the questions in Part 2, we only want information about your specific project for which you seek funding, not your organisation in general.**

Gloucester City Council wish to support the voluntary and community sector and will fund projects using the asset based community development approach. Further information can be found at: <http://www.gloucester.gov.uk/resident/community/Pages/partnership-and-engagement.aspx>

**There are five questions in Part 2:**

### **Questions 1-3**

Given the high number of applications we receive for community grants we would recommend that you must be able to demonstrate that your project can answer yes to at least one of these questions to be able to be considered for a grant.

Those applications which answer yes to two or three are more likely to be considered.

We will not consider applications that answer no to all of these questions, and we recommend that you seek alternative sources of funding.

**Question 1** – this question seeks to show that your project will really make a difference in your community and will demonstrate diversity and inclusion.

**Question 2** – this question is about whether the project is going to give skills and training to support the group or community. We want to see passionate people in our communities given the training and support for them to become more active in their communities.

**Question 3** – this is about whether the project will increase the amount of volunteer hours either through leading groups or helping out. Volunteers underpin our communities and we want to support those passionate people to give their time and skills.

### **Questions 4 and 5**

**Question 4** is about whether people are passionate about the project you want to fund with your grant. We are keen to see where you have utilized all the skills and opportunities you have before applying for a grant. This is about using the assets that already exist in your group. Gloucester City Council wish to support the voluntary and community sector using the asset based community development approach. Further information can be found at: <http://www.gloucester.gov.uk/resident/community/Pages/partnership-and-engagement.aspx>

**Question 5** is about whether you've developed a partnership with another community organisation. In doing this you can use equipment and skills that are already there. We are keen to promote partnerships and skill sharing across the community.

## **Part 3 Guidance**

### **How much can I apply for?**

You can apply for up to £10,000 during 2016/17. We will not award any further funding than this for any one single project, we will accept more than one application per organisation; however, we wish to support as many groups as we can. The project must be completed by 31 March 2017)

### **What will we pay for?**

We will pay for your project costs, however, we will give higher priority to those projects that we are a match funder. We do expect you to secure funding from other sources as well. We will not fund applications made retrospectively.

### **What else do I need to know?**

If you also need funding from other sources, please include the details in your application, it must have been secured before our funding will be released.

If the total cost of your project is greater than the amount you've applied for from the City Council, you must have secured the shortfall before we can pay your grant. You must provide proof of how you have achieved this.

### **What is the deadline for application?**

Completed applications must be received by **5pm Friday 1<sup>st</sup> April 2016**. Any late applications will not be considered.

## **How to apply?**

Complete all the sections of the application form. (NOTE Please do not send in any additional information with your completed application form)

Once you have completed the form in full please either email it to [grants@gloucester.gov.uk](mailto:grants@gloucester.gov.uk)

If you complete the form by hand, please post to

Partnership & Engagement Team,  
Gloucester City Council,  
The Docks,  
Gloucester,  
GL1 2EQ

## **What happens next?**

When we receive your application we will check your application against the criteria and that your project is something we can support. We will then use a scoring system to help us decide which projects to fund.

We'll give higher priority to applications that:

- clearly show what difference it will make to peoples' quality of life and wellbeing;
- there is evidence that the programme will work and there is a clear desire people want it and you've used people's strengths and assets;
- fit strongly with our Grant aims and Council Plan 2014-17 outcomes

Applications will be prioritised on this basis. To help the council better understand the impact of local projects, applicants may be invited to a decision making panel.

## **What happens if we offer you a grant?**

If we offer you a grant it will be on the condition that you accept the terms of our conditions of grant aid and send us some documents that allow us to check how your organisation is run.

You cannot allocate any of our funding to project costs incurred before we have approved these documents.

Our standard conditions of grant aid are in the application pack. The additional information required if you are offered a grant will be –

- **Accounts** - We'll need a copy of your organisation's latest approved annual accounts, or if you've been running for less than 15 months, a 12-month financial projection.
- **Bank form** – If you have not received a grant from Gloucester City Council in the last 12 months we will send you a 'bank or building society details form' to complete.
- **Bank statements** - We'll need three consecutive pages of original bank (or building society) statements. The most recent page must be less than three months old. If you use a building society passbook, we'll need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'.
- **Governing document** - Unless you're a registered charity or a company limited by guarantee we'll need a copy of your organisation's signed and dated constitution
- **Equal Opportunities Policy** - we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months
- **Safeguarding Policy** – we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months

## **Celebrating success**

Once we've checked everything you send us and confirmed our grant you can get started and tell everyone about it. We hope that everyone in your community will be proud of your achievement and want to get involved. Remember to use the Gloucester City Council logo on all materials related to your project. Please contact us if you need a copy of our logo.

We will also need you to provide us with monitoring information, telling us how you spent the grant and what you achieved with it. You will need to have systems in place so you can evidence that your work is making the differences you expect. We will confirm what is required if we offer you a grant towards the end of the financial year/s.

## **Support**

**If you require any support in applying for a Community Grant, please contact Gloucester City Council on: 01452 396 612.**

Please note all grants are subject to Member Call-In.

# Other sources of grant funding

**Members Allocation Fund** – Your City Councillor has a Members Allocation Fund. You could contact your City Councillor and discuss a possible grant from them. To find your local Councillor use this link <http://democracy.gloucester.gov.uk/mgFindMember.aspx>

**Active Together** – if your group or project increases how active people are you could apply for an Active Together grant from your County Councillor by following this link <http://www.gloucestershire.gov.uk/activetogether>

**Healthy Together** – if your group will reduce health inequalities, you could apply for a Healthy Together grant, by following this link <http://www.gloucestershire.gov.uk/healthytogether>

**Your Wellbeing** - If you require a small grant of up to £500 to improve physical or mental health and wellbeing, you can apply to the City Council for a Your Wellbeing Grant. You can do this by e-mailing us at [grants@gloucester.gov.uk](mailto:grants@gloucester.gov.uk) and put Your Wellbeing Grant in the subject title of the e-mail, or call us on 01452 396 266.

**Sports England** – there are small grants for sport available from <http://www.sportengland.org/media/32977/Small-grants-guide.pdf>

**Other sources** – you can find a comprehensive list of other grants at <http://www.glosvcsalliance.org.uk/wp-content/uploads/2014/12/Funding-Opportunities-Bulletin-Issue-144-January-2015.pdf>

If in doubt, drop us a line. We are here to support your organization not just through grants but helping you develop new skills, finding the right connection or many other things that can help your organization!



Cabinet considered the report of the Cabinet Member for Communities and Neighbourhoods which outlined how grant funding had been allocated for the period 2014 to 2016 and the proposed approach for 2016 to 2016 and the proposed approach for 2016 to 2017.

Councillor Dallimore reported that the landscape for grant funding had changed owing to the financial constraints the Council was facing, noting that the City Council was still the largest grant provider in the district. She advised that a grass roots approach had been adopted, with Officers working to develop communication with partners to consider the possibility of sharing funding. She reported that the budgetary implications had been discussed at a workshop on the 24<sup>th</sup> November 2015 which had been well attended by voluntary and community groups; she noted that the service level agreements with advice centres would remain the same.

Councillor Dallimore expressed her disappointment at an article in the local media regarding the Members Allocation Fund, noting that a majority of the monies had already been spent.

Cabinet Members endorsed the proposals, commenting that Members were in an appropriate position to recognise groups and projects that require funding within their individual wards.

**RESOLVED:**

1. That the allocation of grant funding for the period to March 2016, as set out in Appendix 1, be noted.
2. That the process and criteria for the allocation of grant funding, as outlined in appendix 2, be approved for 2016-17
3. That the grant monies are split as detailed in paragraph 3.8.
4. That the remaining ABCD (Your Gloucester) budget is carried forward to 2016-17.

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**STATEMENT OF THE FIRST NAMED MEMBER ON THE CALL-IN REQUEST**

Herewith is a statement in support of the call- in of the Cabinet decision published on 9th March 2016 relating to Voluntary and Community Sector Funding 2014-16 and proposal for 2016-17 funding. There are three main ground to be considered:

**It is in breach of the constitution**

The report is deficient – Cabinet were not given enough information to make a proper decision

It does not meet our equalities obligations in our Constitution or in law.

**Breach of the Constitution**

Set out below are the relevant sections relating to the Grants and Community Services Forum:

Part 3 section 15

(i) The Forum will play an advisory role on matters relating to grants and community services, making recommendations to the Cabinet and/or Corporate Director 2 as appropriate, where there is a majority view of the Forum. The Terms of Reference do not, however, extend to deliberations or decisions on individual grant allocation.

(vi) To assist the Council in promoting equality of opportunity with particular regard to grant allocation and the delivery plan of the Community Services team.

(v) To be the consultative Forum whose views the City Council can take into account on matters relating to grants and community services.

The most recent meeting of the forum on 21<sup>st</sup> Jan 2016 fell into the consultation period for the budget. No item was placed on the agenda and the Cabinet Member did not attend. It would be usual for this meeting to have that discussion and incumbent the Council to place this on the agenda. The minutes show that no mention was made of proposed reductions to the amount of funding available to groups or the top slicing of the budget to fund a community builder.

There is also a consideration as to whether the Cabinet member and officers acted within the Rules of Conduct when taking this decision:

#### Part 5 Rules of Conduct

##### 6.01

d. **Do not** do anything which may cause your Council to breach any of the equality enactments (as defined in the Equality Act 2010), data protection legislation or any other legislation.

#### 8. Equality Issues

8.1 Staff should ensure that Council policies relating to equality issues are complied with in addition to the requirements of the law. Everyone, including customers, other employees, potential employees, clients and customers are treated consistently with respect and in accordance with the principles of equal opportunities and human dignity.

There was no consideration of equalities in the report or during the decision taking.

#### **The report is deficient**

The lack of a People Impact Assessment in advance of the decision mean that Cabinet did not have sufficient information to know if there would be any effect on the equalities groups that have been funded up till now. In particular groups supporting BME communities and community cohesion are likely to be affected.

The transfer of funds to members to allocate reduces the amount of oversight. It is not possible to tell from the information in the Appendix 1 to the report if the money has been spent in line with Council priorities.

Organisations that operate across ward boundaries are disadvantaged as members are more likely to want to spend on ward based activities. There is also a potential shift in funding from areas of most need that have received larger grants in the past. The cap of £10000 may mean that these organisations may not be able to operate where they are needed most.

The shift to Councillor's allocating funding creates uncertainty for organisations and places on them a burden of having to ask several councillors for funds across different wards, Evidence shows that members like to consider options before allocating funding and may mean that opportunities to support Council priorities are lost.

The funding of a Community Builder post from the grants fund is novel and the report is silent on how this is preferable to funding existing organisations who are already building communities in the City. It is not clear what the post holder would be doing

or where they would operate. No consideration has been given of using existing resources within the team and O&D committee have not approved the post.

### **Equalities Obligations**

Public authorities must ensure that decisions are made in such a way as to minimise unfairness, and do not have a disproportionately negative effect on people from different ethnic groups, disabled people, and men and women.

To ensure that they have complied with the equality duties, and to ensure that any decision made does not unfairly discriminate, public authorities should carry out robust equality impact assessments and consult and involve relevant stakeholders as part of the decision-making process.

Furthermore, Under the current grant process there is an application process, an assessment process by officers (against clearly set criteria) and a monitoring / evaluation process explaining how funding was spent and outcomes achieved. All of this promotes transparency, equality and accountability. Transfer of funding members to allocate "as they see fit" means that none of the above will apply.

This I believe is therefore contrary to the Councils equality policy and may be contrary to financial regulations.

### **Recommendations**

I ask Overview and Scrutiny Committee to make the following recommendations to Cabinet:

1. That aspects of the report relating to the allocation of £119000 Grants for Community Groups be removed and
2. A further report be drafted in consultation with the Grants and Community Services Forum, the Groups who received or applied for grants in the last 2 years and members about the future balance of funding between Community Grants and the Member's allocation fund.
3. That Overview and Scrutiny consider the report before Cabinet decision

Councillor Kate Haigh

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**DOCUMENT 5**  
**STATEMENT OF THE DECISION TAKER**

Response to the call-in objections to the Cabinet Member's report on Voluntary and Community Sector Funding 2014-16 and proposal for 2016-17 funding

The decision was called-in on seven grounds:

- i) This decision was not taken in accordance with Council Rules and Procedures in that there was insufficient detail in the report for Cabinet to take the decision. In particular the Grants and Community Services Forum have not been consulted as required in the Constitution Part 3, section 15
- ii) Members of the Council have not been formally consulted about proposed changes to the Members Allocation Fund. The report was not brought to Overview and Scrutiny
- iii) There has been no People Impact Assessment (PIA) assessment. This must be completed prior to the taking of a decision by Cabinet. There is a strong risk that equalities groups may be disadvantaged by this change in policy and that it is open to legal challenge.
- iv) The effects to the change of funding to individual groups have not been considered – the report is silent and there is no evidence that they have been asked.
- v) Groups that have received grants in the past but work across ward boundaries will not be able to secure funding centrally but will have to apply to a number of members with no fixed criteria to apply against. This places an additional burden on such groups.
- vi) There is no demonstration in the report of how the Council's vision and priorities are met by this change or how that will be monitored or measured.
- vii) The shift to Councillors making grants is less fair and transparent as there is minimal documentation and oversight.

There has been on-going dialogue and discussion with the members of the Voluntary and Community Sector regarding Community Grants.

There was a meeting of the Grants and Community Services Forum on January 21<sup>st</sup>, chaired by the Interim CEO of GAVCA, where Community Grants were discussed with the attendees (minutes attached). At this meeting it was stated by the City Council that the Community Grants would be maintained for the year 2016/17. There has been on-going e-mail dialogue between the Cabinet Member for Communities and the Interim CEO of GAVCA regarding Community Grants and the proposal for the Community Grants for 2016/17 has recently been sent to the Interim CEO of GAVCA to reply to on behalf of the voluntary and community sector. In addition to this a number of earlier consultations were undertaken with the wider VCS community:

An event was held on 10<sup>th</sup> September, at the request of GAVCA, and was held at Oxstalls Sports Park. The event was called "Gloucester VCS Working Well with the City Council". At this meeting the Managing Director it was made clear of the financial uncertainty that lay ahead, in particular he outlined the expected public sector financial cuts of 40% and resultant impact that the state will do less for people.

A workshop was jointly organised with Gloucestershire Association of Voluntary and Community Action (GAVCA) on November 24<sup>th</sup> which was well attended by voluntary and community groups in Gloucester. At this event it was stated by the City Council that Community Grants would in all likelihood at that stage be maintained for the year 2016/17. The event was chaired by the Interim CEO of GAVCA.

There is no specific requirement for the report to be shared with Council or Overview and Scrutiny but it was published on the Cabinet Forward Plan. The Grants and Community Services Forum was consulted generally about grants and community funding but the report that was taken to Cabinet was not presented to it.

All successful applications for a Community Grant are subject to the terms and conditions. The terms and conditions include having an up to date Equal Opportunities Policy. Equally, Members Allocation Fund Guidelines clearly prohibit the allocation of fund 'to discriminate against individuals or organisations.'

Through the meetings mentioned in Point i) of this response, arranged by GAVCA at the request of the Voluntary and Community Sector, the Council has been explicit that the ability to provide grants is proving more difficult each year. The City Council has been working closely with GAVCA to provide its members with the best opportunities to diversify their income streams as well as develop their working practices to minimise the impact of what is a difficult period for all. This was clearly stated at the workshop on November 24<sup>th</sup>.

The Member allocation does not have to be spent within the Members own ward alone. Therefore Members can allocate their money to a project that helps any community in the City. Examples of projects that Members have helped that have crossed ward boundaries are Wiggly Worm and events. Groups that require any assistance in determining who the ward Councillor is can use the Council website or contact the Partnership and Engagement Team for support. It is this kind of networking and making connections that will help support better connected communities, and encourage groups to get to know their locally elected Members. It is Members that submit application forms, not the groups themselves, so this should not represent any burden to groups at all. Members are well placed to represent their communities and allocate their funds accordingly.

It is clear in the report that the criteria for awarding grants are set in accordance with the asset based community development (ABCD) approach. ABCD is a core council priority. There is a requirement for all Members to monitor the implementation and effectiveness of their allocated fund. This requirement appears as section 7.0 of the Members Allocation Fund Terms of Reference.

Elected Members are being given the opportunity, throughout the year, to fund groups or equipment to support that community. This has an advantage over the traditional method where Community Grants are given out only at the start of the year. Elected Members are responsible for advising groups on their obligation of receiving a grant and are best placed to ensure these obligations are met and the effects they are having in their communities. The process is recorded and audited and therefore is transparent.

*Cabinet Member for Communities and Neighbourhoods*



## EXTRACT FROM PART 3-35 OF THE CITY COUNCIL'S CONSTITUTION

### TERMS OF REFERENCE

#### Grants and Community Services Forum

The Forum shall have the functions, powers and responsibilities set out below.

**Membership:** 12 (Quorum 4) [Council Membership to be proportional to the political composition of the Council].

**Quorum:** Shall consist of at least 2 voluntary sector representatives and at least 2 City Councillors.

**Comprising:** A total of six non-Cabinet Members of the City Council nominated by the Council (plus the Cabinet Member for Communities and Neighbourhoods who shall have the right to attend but not vote) and six representatives from the Voluntary and Community Sector as elected by and in accordance with a process agreed by the Gloucester Voluntary and Community Sector Forum. Evidence of the voluntary sector representative election process shall be provided to the City Council upon request. Every effort shall be made to ensure broad-based participation in the elections including by BME organisations

#### Frequency

**of Meetings:** 2 meetings per annum.

#### Requirement:

**(a) Role:**

- (i) The Forum will play an advisory role on matters relating to grants and community services, making recommendations to the Cabinet and/or Corporate Director 2 as appropriate, where there is a majority view of the Forum. The Terms of Reference do not, however, extend to deliberations or decisions on individual grant allocation.
- (ii) To improve awareness and understanding amongst City Council Members and officers of the structure, organisation and workings of voluntary organisations in Gloucester.
- (iii) To assist the Council and the voluntary sector more broadly in promoting good practices in all aspects of voluntary sector services.
- (iv) To assist the Council in promoting the development of policy criteria and good practices in arrangements for funding of voluntary groups in Gloucester, and where appropriate to work towards a consistency of approach throughout the County.
- (v) To be the consultative Forum whose views the City Council can take into account on matters relating to grants and community services.
- (vi) To assist the Council in promoting equality of opportunity with particular regard to grant allocation and the delivery plan of the Community Services team.
- (vii) To assist the Council identify training and other support needs for voluntary organisations in Gloucester, particularly for those groups where changes arise as a result of change in City Council policy, funding conditions or arrangements.
- (viii) Chairing of meetings of the Forum shall be by a voluntary sector representative.
- (ix) The Forum is entitled to report and make recommendations (where there is a majority view).
- (x) All Members of the Forum will be entitled to place items on the agenda of the Forum giving not less than 14 days notice to Community Development Team Leaders, who will pass them to the Head of Paid Service, or where, in the opinion of the Chairman, the matter is deemed to be urgent in which case no specific period of notice is specified.
- (xi) Voting (should it prove necessary) will be one vote per Member.
- (xii) The Forum may appoint a representative to attend other appropriate fora or partnerships if appropriate or necessary

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## **GRANTS AND COMMUNITY SERVICES FORUM**

**MEETING** : Thursday, 21st January 2016

**PRESENT** : Catherine Kevis, GAVCA - Chair  
Robin Agascar, Gay-Glos  
Anne Whitworth, Gloucester Law Centre  
Councillor David Brown  
Councillor Gerald Dee  
Councillor Hannah Norman

### **Officers in Attendance**

Ed Pomfret, Health Partnerships and Engagement Manager  
Gareth Hooper, Senior Engagement and Partnerships Officer  
Parvati Diyar, Democratic Services Officer

**APOLOGIES** : Councillor Usman Bhaimia, Councillor Kathy Williams, Councillor Terry Pullen, Pauline Reynolds (Gloucestershire African and Caribbean Association), Mike Harrison (Hucclecote Community Association) and Michael Teesdale (Abbeydale Community Association)

### **9. APPOINTMENT OF CHAIR**

Catherine Kevis was appointed Chair for the meeting.

### **10. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **11. MINUTES**

Robin Agascar commented that at its last meeting the Forum talked about the level of engagement with the VCS and the minutes did not reflect this. He requested for this to be recorded.

The minutes of the meeting held on 16 July 2015 were confirmed and signed by the Chair.

**GRANTS AND COMMUNITY SERVICES FORUM  
21.01.16**

**12. PUBLIC QUESTION TIME (15 MINUTES)**

There were no questions from members of the public.

**13. PETITIONS AND DEPUTATIONS (15 MINUTES)**

There were no petitions and deputations.

**14. VOLUNTARY SECTOR UPDATE**

The Chair amended the order of proceedings to consider this agenda item, in advance of agenda item 15.

In response to a query from Councillor Dee about the Gloucester Gateway Trust, Catherine Kevis advised the Forum that conversations had taken place with Mark Gale, Chief Executive of Gloucester Gateway Trust. It had been too soon to have generated the necessary funds but the project was heavily involved in local communities.

She gave news of a new project bid from the Voluntary and Community Sector which had got through to the second stage and was called 'Going the Extra Mile' and was a county wide project. The money would originate from the European Fund and Lottery Fund and would encourage economically inactive people back into employment. The project was contributing to the community and a delivery plan was being prepared.

Councillor Dee commented that when proposals for the Gloucester Gateway Trust had been discussed, emphasis had been made that profits generated would go to local communities and this should not be lost.

Councillor Brown reported that he had attended a presentation by the Chief Executive of Chase Associates. It had been confirmed that six local organisations would benefit from the profits but these would not be known until the end of the year.

Catherine Kevis added that GAVCA had continued to hold Forums in Gloucester and a number of special events had taken place. The Managing Director had attended an event held at Oxstalls Tennis Centre in September 2015. Groups had been divided into workshops and looked at funding and ways of working better together with Gloucester City Council.

Another event had been organised in October 2015 to discuss the budget for 2016/17 which had been attended by Jon Topping, Head of Finance. This event also included three leaders from local organisations who shared their experience of adapting their model to include trading activities as part of their income. Catherine explained that not all organisations were able to trade and sell their services; this was particularly true of social care providers working with vulnerable people with little income. Robin Agascar commented that it was important to recognise the different types of organisations and that not all could trade to raise revenue.

## **GRANTS AND COMMUNITY SERVICES FORUM 21.01.16**

Catherine Kevis added that a Funding Fayre had been organised to take place on 7 March 2016 at Cheltenham Pavilion. It is hoped this event would showcase the diversity of funding available to community groups and organisations.

A GAVCA survey had been undertaken and 19 organisations from Gloucester had responded. The outcome was that 44% had an income of £20,000 or less and 68% had an income of £100,000. The key outcomes from the survey was that organisations required the following advice and support:

- Fundraising / finance
- Marketing / promotion
- Working with businesses

The Forum noted the Aston Project and Great Expectations and the current consultation to develop the Hate Crime Strategy. Robin Agascar commented that there had been a lot of activity during the Hate Crime event and referred to the development of the county wide strategy. He added that a Hate Crime Summit would be held.

Robin Agascar advised the Forum that funding for a GayGlos youth group had been received from the Police Crime and Commissioner's office and a small grant received from the City Council. Robin explained how supportive the Commissioner had been of local communities and how engaged he was.

Anne Whitworth advised the Forum that the Law Centre continued to provide legal advice and representation. A new website, GAIN (Gloucester Advice Information Network), had been launched which would provide guidance and support on various issues and also ensure advice was readily accessible for everybody.

The Law Centre and Citizens Advice Bureau were unsure how much funding they would receive.

In response to a question from Councillor Brown, Anne Whitworth confirmed that the Law Centre continued to work closely with the Chinese Women's Guild.

### **15. WORKING TOGETHER WITH THE VOLUNTARY AND COMMUNITY SECTOR (VCS) IN GLOUCESTER**

The Forum appreciated the attendance of the Managing Director and believed it would be useful for him to continue to attend quarterly meetings. The VCS said they wished to have a close working relationship with the City Council.

The Senior Engagement and Partnerships Officer asked the Forum to consider the current relationship with the City Council and clarify how they anticipated this to move forward.

Members discussed the future of the Grants and Community Services Forum and made the following comments:

**GRANTS AND COMMUNITY SERVICES FORUM**  
**21.01.16**

- Establish a working relationship and encourage Members to be invited to events
- An action plan be prepared
- Clear understanding of who the beneficiaries should be
- Change the audience – have meetings in a variety of Wards
- Elected representatives from the voluntary sector should be broader
- Talk to the associations to ensure no duplication
- Group to be more informal
- Consider re-naming the Forum

The Health, Partnerships and Engagement Manager suggested the Forum be dissolved and replaced with something less formal. An example of this could be a commitment to have three workshops a year to enable the VCS to meet, network and exchange ideas. He recommended that the current terms of the Forum as set out in the Council's Constitution be reviewed and the recommendations presented to the Constitutional and Electoral Working Group in March. He added that One Legal would be able to provide advice on the proposed amendments.

Councillor H Norman advised that any suggested recommendations would also need to be approved at a Council meeting.

Catherine Kevis confirmed that the VCS would review the current terms and feedback their comments to the Health, Partnerships and Engagement Manager.

**16. ANY OTHER BUSINESS**

Social Prescribing Officer

Anne Whitworth commented that she had received a call from a member of the 'Social Prescribing Team' from the City Council which she was unaware of. She added that it would be helpful for a contact list to be circulated.

The Senior Engagement and Partnerships Officer advised that this had been rolled out by the Clinical Commissioning Group (CCG) and one Social Prescribing Project had been based in each of the six district councils. The post was funded by CCG and the City Council only provided office space. Ian Preston leads the project in the City Council on behalf of the CCG but was employed by the Independence Trust. There are three other Social Prescribing Officers and one Admin Officer, again all employed by the Independence Trust.

**17. DATE OF THE NEXT MEETING**

Thursday, 4 July 2016 at 6.00pm.

**Time of commencement: 6.00 pm hours**  
**Time of conclusion: 7.10 pm hours**

**Chair**

# Members' Allocation Fund 2015/16

## Guide to submitting your applications

### Time Frames

#### **Last date for submitting an application – 1<sup>st</sup> March 2016.**

- If submitting by e-mail, the date of receipt must be before this date
- If posting or hand delivering, this must be with the Partnership and Engagement team before this date

#### **Whatever you fund must take place before 31<sup>st</sup> March 2016.**

- If you're funding an event, the event must take place before this date.

### What your application must include

- Your completed application form
- A completed supplier form of the organization you want to pay. It is best for us to pay the organization rather than the supplier they're using.
- An invoice with Bank Account details on from the organization you're paying

### What happens if you miss deadlines?

If you miss the 1<sup>st</sup> March deadline your fund for that year will no longer be available to you.

## **1.0 Background:**

As part of the Community Grant budget, the Cabinet Member for Communities and Neighbourhoods has provided a 'Members' Allocation Fund'. This fund allows every Councillor to spend £1,000 within their individual ward on community projects.

The funding for 2015/16 is available now. All funding must be spent by 31<sup>st</sup> March of each financial year.

**Please note the procedure in point 4.0 to ensure application forms and supplier forms are complete before sending to the Partnership and Engagement Team.**

## **2.0 What can the funding be used for?**

The fund can be allocated to support projects or activities that benefit the communities they represent within the ward boundaries. Examples of appropriate use of funding include; start up costs for a community group or purchase of a bench seat in a public space.

Councillors must:

- Ensure the funds will comply with all relevant legislation affecting the way the project is carried out, including having the appropriate practices in place where working with children, young people or vulnerable adults
- Ensure the project provides value for money
- Ensure that any unspent funding is returned to the Council

## **3.0 What the funding CANNOT be used for?**

- Funding to support any political party, nor pay for publicity, which is for or against any political party
- Paying for goods or services, before receipt of the funding
- Benefiting any individuals or privately owned businesses
- To support any organisation who's aims do not match those of the City Council
- Anything that would place a Councillor under any obligation to people or organisation that may try to inappropriately influence them in their work
- To enable discrimination of individuals or organisations
- Gambling purposes or any illegal or immoral purposes
- Personal use or to gain further personal assets
- Payment to an individual who is a family member or friend
- To cover ongoing revenue costs of a particular organisation, including salaries



- During election periods (known as purdah) Councillors are not able to make decisions on grant awards. During an election year, Councillors will not be able to spend any of their ward budget for the period 1 April until the Annual Council in May.

#### **4.0 Procedure:**

- Councillors should complete the application form detailing the project they're supporting along with costs and payee
- A new supplier form must be sent to the organisation you wish to pay. This must be submitted along with the application so that the supplier can be set up at the City Council. The group should also include a letterhead with their BACS details See Annex 2
- Application Form and New Supplier Form must both be sent to [grants@gloucester.gov.uk](mailto:grants@gloucester.gov.uk)
- Ideally, the organisation requesting payment would invoice the Council for the amount. If this is not possible, payment can be made without an invoice. Payment will be made to the organisation directly
- All funding must be accounted for by receipt or invoice. Invoices should be sent directly to the Partnership & Engagement Team for authorisation. No funding will be passed through a Councillor's bank account

#### **4.1 Joint bids**

Councillors within a ward (or across wards if the activity/project is undertaken in more than one ward) can pool the funding to create a bigger budget i.e. two Councillors can group their allocation funds for a total of £2,000. This will require a joint application form and detail the amount of funding each Councillor is contributing to the project.

#### **5.0 Repeat Applications:**

It is important that organisations do not become dependent on this money as a source of funding and Councillors do not get into a position where they can be accused of favouritism. It must be stated that organisations should not expect funding for the same project for more than one year, or within 2 years of a successful application. Organisations can put in bids to Councillors for several projects and these could be funded – subject to the maximum annual limit per Councillor.

#### **6.0 Transparency:**

Full details of proposals, commitments and actual expenditure by each Councillor will be made available on the Council's web-site along with the amount of money still available to be spent / committed.

**7.0 Monitoring:**

All monitoring is the sole responsibility of the Councillor who authorised the funding. This information will be required at the end of the year by the Partnership & Engagement Team, who will incorporate it in to the annual outcomes report.

The Fund can be subject to a review by the Council's Internal Audit Service to ensure financial probity and value for money in how public money is spent. Appropriate records should be kept by all applicants and Councillors in case their application is audited.

**8.0 Further information:**

For all enquiries please contact Verona Vidal, Partnership & Engagement Officer on: 01452 396612 or email: [verona.vidal@gloucester.gov.uk](mailto:verona.vidal@gloucester.gov.uk)

## DOCUMENT 6 – PROCEDURE NOTE FOR MEETING

The Chair will open the meeting.

### 1. Reasons for the Call-in

The Members who “Called-in” the decision will be asked to explain why they have done so and what they feel should be reviewed. **They shall be allowed up to 15 minutes in total to present their case.** It shall be up to them to determine how they wish to use their time, they may ask one speaker to speak or share the time among several speakers as they see fit.

***Members of the Committee may ask questions of clarification at this point. However there is no opportunity for cross-examination***

### 2. Decision-maker’s response

The Leader of the Council / Cabinet Member will respond to the reasons given for the Call-in. **15 minutes shall be allowed to respond on behalf of the decision-maker(s).** It shall be up to them to decide how to use this allocation. The relevant Cabinet Member may make the presentation or they may divide the time between several speakers as they see fit.

***Members of the Committee may ask questions of clarification at this point. However there is no opportunity for cross-examination***

### 3. Consideration by the Committee

The Overview and Scrutiny Committee will then discuss the matter. Members may ask further questions of the Members who submitted the Call-in or the decision-makers during the debate. The Members making the call in and the decision-maker will not normally speak during the debate, except to answer questions.

### 4. Summing-Up

When the Chair considers that the matter has been debated for a reasonable length of time, both the decision-maker and one of the Members making the Call-in will be offered the opportunity to make any final comments on the matter and to sum up.

***Each side will be allowed five minutes for this purpose.***

## 5. The Vote

The matter will then move to the vote. The first issue for consideration is whether, in light of the case presented by the Members making the Call-in and any other points made during the debate, Members wish to refer the decision for further consideration.

## 6. If the Vote to support the Call-in is lost

If Members vote **NO** at this stage, the call-in is ended. The matter will not be referred back and the original decision may be implemented.

## 7. If the Vote to support the Call-in is carried

If Members vote **IN FAVOUR** of referring the matter for reconsideration, they must vote on the following matters in turn:

### **Where to refer the matter –**

Members must decide whether the decision should be referred back for reconsideration directly to the original decision-maker (i.e. to the Cabinet) **OR** to refer the matter to City Council with a request that they decide whether to refer the matter back to the original decision-maker for reconsideration.

The Chair will ask members to vote in favour of either:

- (i) Reference directly back to the original decision-maker  
**OR**
- (ii) Reference back via the City Council

### **Reasons for referring the matter back –**

The Chair will then put to the meeting that the matter be referred back to the original decision-maker (or to the City Council, as the case may be) for the reasons set out in the call-in request.

Members will then be invited to move any amendments or additions to those reasons. Members may also move any specific recommendations or issues they would like the original decision-maker or Council to consider.

Members must agree on the factors the decision-maker (or Council) are to be asked to consider. The matter may not be referred for reconsideration without reasons being given.

### **8. Advising the Committee of Action taken**

Where a decision has been referred back to the decision-maker (or Council), a report of actions taken will be presented to a future meeting of the Committee.

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