



Brighton & Hove
City Council

Overview & Scrutiny

Title:	Overview & Scrutiny Commission
Date:	27 November 2009
Time:	5.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mitchell (Chairman), Alford, Bennett, Elgood, Meadows, Morgan, Older, Peltzer Dunn, Pidgeon (Deputy Chairman), Randall and Wakefield-Jarrett
Contact:	Tom Hook Head of Overview & Scrutiny 29-1110 tom.hook@brighton-hove.gov.uk

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AGENDA

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52. REQUEST TO CALL IN THE 12 NOVEMBER CABINET DECISION; THREE - YEAR STRATEGIC GRANTS	3 - 94
Report of the Director of Strategy and Governance.	
<i>Contact Officer:</i> Tom Hook	<i>Tel:</i> 29-1110
<i>Ward Affected:</i> East Brighton;	

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If you have any queries regarding this, please contact the Head of Scrutiny or the designated Scrutiny Support Officer listed on the agenda.

For further details and general enquiries about this meeting contact Mary van Beinum, Overview & Scrutiny Support Officer, (29-1062, email mary.vanbeinum@brighton-hove.gov.uk) or email scrutiny@brighton-hove.gov.uk

OVERVIEW & SCRUTINY COMMISSION

Date of Publication - Wednesday, 25 November 2009

Agenda Item 51

A. Declaration of Substitutes

Where a Member of the Commission is unable to attend a meeting for whatever reason, a substitute Member (who is not a Cabinet Member) may attend and speak and vote in their place for that meeting. Substitutes are not allowed on Scrutiny Select Committees or Scrutiny Panels.

The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the Commission. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

B. Declarations of Interest

- (1) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct for Members in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest.
- (2) A Member of the Overview and Scrutiny Commission, an Overview and Scrutiny Committee or a Select Committee has a prejudicial interest in any business at meeting of that Committee where –
 - (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken the Member was
 - (i) a Member of the Executive or that committee, sub-committee, joint committee or joint sub-committee and
 - (ii) was present when the decision was made or action taken.
- (3) If the interest is a prejudicial interest, the Code requires the Member concerned:-
 - (a) to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. [There are three exceptions to this rule which are set out at paragraph (4) below].
 - (b) not to exercise executive functions in relation to that business and
 - (c) not to seek improperly to influence a decision about that business.
- (4) The circumstances in which a Member who has declared a prejudicial interest is permitted to remain while the item in respect of which the interest has been declared is under consideration are:-

(a) for the purpose of making representations, answering questions or giving evidence relating to the item, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, BUT the Member must leave immediately after he/she has made the representations, answered the questions, or given the evidence,

(b) if the Member has obtained a dispensation from the Standards Committee, or

(c) if the Member is the Leader or a Cabinet Member and has been required to attend before an Overview and Scrutiny Committee or Sub-Committee to answer questions.

C. Declaration of party whip

To seek declarations of the existence and nature of any party whip in relation to any matter on the Agenda as set out at paragraph 8 of the Overview and Scrutiny Ways of Working.

D. Exclusion of press and public

To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part 2 of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public.

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.

Subject:	Request for Call-in of the 12 November 2009 Cabinet Decision on “Three Year Strategic Grants 2010-2013: Decision on Full Bid Applications”		
Date of Meeting:	27 November 2009		
Report of:	The Director of Strategy and Governance		
Contact Officer:	Name: Tom Hook	Tel: 29-1110	
	E-mail: Tom.hook@brighton-hove.gov.uk		
Wards Affected:	East Brighton		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To determine whether to ask the Cabinet to reconsider its decision in relation to the Three Year Strategic Grants 2010-2013, which was taken at the 12 November 2009 Cabinet meeting.
- 1.2 The following information is included in the appendices to this report:
 - (a) **Appendix 1** to the report contains the Call-In request;
 - (b) **Appendix 2** to the report contains an extract from the draft minutes from the Cabinet meeting of 12 November 2009;
 - (b) **Appendix 3** to the report contains the official record of the Cabinet’s decision on this matter;
 - (c) **Appendix 4** to the report contains the report from the Director of Strategy and Governance which was agreed at the 12 November 2009 Cabinet meeting (including any appendices published alongside the original report);
 - (d) **Appendix 5** to the report contains further information on this issue supplied by the Director of Strategy and Governance.

2. RECOMMENDATIONS:

- 2.1 (a) To note the decision taken by the Cabinet on November 12 2009 in relation to the Three Year Strategic Grants 2010-2013;
- (b) To note the subsequent Call-In request;
- (c) To note the additional information supplied by the Director of Strategy and Governance.
- 2.2 Having regard to the grounds for Call-In, to determine whether to refer the decision back to the Cabinet for reconsideration.

3. BACKGROUND INFORMATION

- 3.1 On November 12 2009 Cabinet approved the recommendations made by the cross party Members' Advisory Group for Grants (MAG) in relation to the Three Year Strategic Grants 2101-1013. These are discretionary grants that the Council makes to local 3rd Sector organisations.
- 3.2 On 16 November 2009, Councillors Gill Mitchell and Craig Turton wrote to the Chief Executive requesting that the Cabinet Decision be called in. The Call-In request is reprinted as **Appendix 1** to this report.
- 3.3 The Chief Executive accepted the Call-In request on 18 November 2009 and asked for a Call-in Meeting of the Overview & Scrutiny Commission to be called within seven working days.
- 3.5 Call-In is the process by which Overview & Scrutiny Committees can recommend that a decision made (in connection with Executive functions) but not yet implemented be reconsidered by the body which originally took the decision.
- 3.6 Call-In should only be used in exceptional circumstances, for instance where there is evidence that an important decision was not taken in accordance with Article 13 of the Council's constitution ('Decision Making').
- 3.7 An Overview & Scrutiny Committee examining a decision which has been Called-In does not have the option of substituting its own decision for that of the original decision. The Overview & Scrutiny Committee may only determine whether or not to refer the matter back to the original decision making body for reconsideration.
- 3.8 In determining whether to refer a decision back to its originating body for reconsideration, the Overview & Scrutiny Committee should have regard

to the criteria for Scrutiny reviews, as set out in the Council's constitution (Part 6.1, paragraph 4.2). In addition, the Committee should take into account:

- Any further information which may have become available since the decision was made
- The implications of any delay; and
- Whether reconsideration is likely to result in a different decision.

3.9 More information about the Call-In process is contained in the Council's constitution (Part 6.1, paragraph 16).

4. CONSULTATION

4.1 No formal consultation has been undertaken in regard to this report.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 There are no direct financial implications to this report, although the 12 November 2009 Cabinet decision was made with regard to the financial implications contained within the original report of the Director of Strategy and Governance (see **appendix 4**). If the decision is referred back to Cabinet the impact of alternative proposals on the grant budget available would need to be considered.

Legal Implications:

5.2 If, having scrutinised the decision, the Commission is still concerned about it, the Commission may refer it back to Cabinet for reconsideration, setting out in writing the nature of its concerns.

If the decision is referred back to Cabinet, that body shall then consider, either at its next programmed meeting or at a special meeting called for the purpose, whether to amend the decision or not before reaching a final decision and implementing it.

Lawyer consulted: Oliver Dixon

Date: 20 November 2009

Equalities Implications:

5.3 There are no direct equalities implications to this report, although the 12 November 2009 Cabinet decision was made with regard to the equalities implications contained within the original report of the Director of Strategy and Governance (see **appendix 4**).

Sustainability Implications:

- 5.4 There are no direct sustainability implications to this report, although the 12 November 2009 Cabinet decision was made with regard to the sustainability implications contained within the original report of the Director of Strategy and Governance (see **appendix 4**).

Crime & Disorder Implications:

- 5.5 There are no direct crime & disorder implications to this report, although the 12 November 2009 Cabinet decision was made with regard to the crime & disorder implications contained within the original report of the Director of Strategy and Governance (see **appendix 4**).

Risk and Opportunity Management Implications:

- 5.6 The Call-In procedure seeks to provide a system via which important decisions can be re-examined in a timely fashion, so as to ensure that the Council is not unnecessarily exposed to risk associated with taking decisions contrary to established procedure, whilst also minimising risk inherent in unduly delaying the decision making process.

Corporate / Citywide Implications:

- 5.7 Strategic Grants are used to support and encourage 3rd sector organisations across Brighton & Hove in delivering key services for local communities. When allocating these grants, the Council should seek to ensure that it supports organisations whose aims are in accordance with the Council's priorities and with the partnership priorities detailed in the Local Area Agreement and the Community Strategy for Brighton & Hove.

SUPPORTING DOCUMENTATION

Appendices:

1. The request for Call-In;
2. An extract from the draft minutes of the 12 November 2009 Cabinet meeting;
3. The official record of the Cabinet decision in relation to this report;
4. The Director of Strategy and Governance's report to the 12 November 2009 Cabinet meeting: Three Year Strategic Grants 2010-2013: Decision on Full Bid Applications;
5. Additional information on this matter from the Director of Strategy and Governance.

Documents in Members' Rooms:

There are none.

Background Documents:

The Council's constitution (May 2008).

Mr John Barradell
Chief Executive
Brighton & Hove City Council

16th November 2009

Dear John,

Request for call-in of Cabinet decision taken on 12th November in relation to the report 'Three Year Strategic Grants 2010-13: decision on Full Bid Applications'. Refusal of funding for the Whitehawk Crew Club.

We are requesting that this decision is called-in to the Overview and Scrutiny Commission, or relevant Scrutiny Committee, on the basis that it is unclear what advice was given to Cabinet Members for the refusal of this particular grant and the Cabinet's reasons for refusal. The Cabinet report did not give any detail of how decisions were reached in relation to the awarding or otherwise, of the individual grants and no explanation was offered at the Cabinet meeting in respect of questions asked.

At council organised consultation meetings currently underway in Whitehawk on the proposed Co-location project, Senior Council Officers from the Children and Young People's Trust are unable to tell local residents and councillors what, if any, of the existing services run from the present Whitehawk Youth Club building will be retained in the area, following the demolition of that building and subsequent land sale.

It is our understanding that the decision on the grant application for the Crew Club, not to fund in whole or in part, was based on the fact that capital finance was being made available for the nearby Co-location Project and that this would also finance the existing youth services and so the grant for the Crew Club was not needed. This is not the case.

As the future of the Crew Club is now in doubt, we would request that this decision is taken again following the call-in process so that these facts can be clearly established prior to any subsequent decision by Cabinet Members who may then wish to reconsider their original grant allocations.

Yours sincerely,

Councillor Gill Mitchell

Councillor Craig Turton

**DRAFT EXTRACT FROM THE PROCEEDINGS OF THE CABINET MEETING HELD
ON THE 12 NOVEMBER 2009**

CABINET

4.00PM 12 NOVEMBER 2009

COUNCIL CHAMBER, HOVE TOWN HALL

DRAFT MINUTES

Present: Councillors Mears (Chairman), Brown, Caulfield, Fallon-Khan, Kemble, K Norman, Simson, Smith, G Theobald and Young

Also in attendance: Councillors Mitchell (Leader, Labour Group), Randall (Convenor, Green Group) and Watkins (Opposition Spokesperson, Liberal Democrat Group)

Other Members present: Councillors Allen, Bennett, Cobb, Fryer, Harmer-Strange, McCaffery, Meadows, Morgan, Oxley and Taylor

115 THREE YEAR STRATEGIC GRANTS 2010-13: DECISION ON FULL BID APPLICATIONS

- 115.1 The Cabinet considered a report of the Director of Strategy & Governance setting out the proposed allocation of the council's Three Year Strategic Grants programme in 2010-13 for Third Sector organisations (for copy see minute book).
- 115.2 Councillor Simson recapped the process followed by the cross-party Members' Advisory Group (MAG) in making their recommendations for funding and explained that the Communities Team would work with all unsuccessful applicants to find alternative support packages.
- 115.3 Councillor Mitchell commented that it was always difficult to make decisions to allocate grant funding and that it was good to see the variety of groups recommended for funding, however, she regretted that the Crew Club in Whitehawk had been unsuccessful in their bid. She questioned the influence of the Cabinet with regard to MAG recommendations, questioning whether the final decision to approve lay with the Cabinet.
- 115.4 Councillor Randall echoed Councillor Mitchell's comments regarding the Crew Club and added that it was unfortunate that the Pre-School Learning Alliance and Wood Recycling Project had also been unsuccessful in their bids.
- 115.5 Councillor Simson stated that Cabinet was not the appropriate forum to discuss individual applicants; she was happy that MAG had made a unanimous recommendation following full and frank discussions. She reiterated that the

Council would support those organisations that were unsuccessful in their bid through alternative funding sources and assistance, along with those who were not allocated all the funding they requested.

- 115.6 Councillor Watkins, a member of the MAG, stated that the cross-party group was set up under the previous Administration following concerns raised around Member involvement in the grant-making process. He agreed that it was inappropriate to go into detail, but recalled that there were good reasons why the Crew Club was not recommended for funding and that it was ultimately up to the Cabinet to make the final decision. He added that the presentations and details provided by officers to support the recommendations were of unprecedented quality.
- 115.7 The Chairman stated that the MAG was cross-party and a process had to be followed; it was for the representatives to feed comments from their Group back to the MAG. The process had never been challenged before and the decision-making bodies had always agreed the recommendations made by the MAG.
- 115.8 Councillor Caulfield stated that Bridge Centre was in her ward and had also been unsuccessful in receiving funding, but that the Cabinet respected the recommendations of the MAG; Members accepted this when they agreed to cross-party working groups.
- 115.9 In response to questions from Councillor Mitchell the Monitoring Officer confirmed that the MAG's role was to put forward recommendations for the Cabinet to agree and that if Members were trustees or paid members of staff of any of the organisations recommended for funding it was for them to decide whether they should declare an interest.
- 115.10 After consulting the Monitoring Officer, Councillor Simson confirmed that she did not have an interest to declare.
- 115.11 The Chairman stated that to dispel any doubt she would declare a personal, but non-prejudicial interest due to her position on the management board of the Resource Centre, which had been recommended for funding. She chose to take no further part and Councillor Simson assumed the role of Chairman for the vote.
- 115.12 RESOLVED** - That, having considered the information and the reasons set out in report, the Cabinet accepted the following recommendations:
- (1) That the recommendations from the cross party Members Advisory Group on Grants for the allocation of the Three Year Strategic Grants programme in 2010-13 be agreed.

Decision No: CAB140 – 12/11/09

Forward Plan No: CAB11774

This record relates to Agenda Item 115 on the agenda for the Decision-Making

RECORD OF CABINET KEY DECISION

DECISION-MAKER: CABINET

PORTFOLIO AREA: STRATEGY & GOVERNANCE

SUBJECT: THREE YEAR STRATEGIC GRANTS
2010-13: DECISION ON FULL BID
APPLICATIONS

AUTHOR: JOHN ROUTLEDGE

THE DECISION

- (1) That Cabinet agrees the recommendations from the cross party Members Advisory Group on Grants for the allocation of the Three Year Strategic Grants programme in 2010-13.

REASON FOR THE DECISION

1. Reasons for recommendations are outlined in the report & supported by the appendix.

DETAILS OF ANY ALTERNATIVE OPTIONS

1. Alternative options have been considered and where appropriate identified as part of the consultation exercise outlined in the report.

OTHER RELEVANT MATTERS CONCERNING THE DECISION

None

CONFLICTS OF INTEREST

None.

CONFIRMED AS A TRUE RECORD:

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision

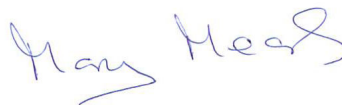
Date:

12 November 2009

Decision Maker:

Councillor Mary Mears
Leader of the Council

Signed:



Proper Officer:

12 November 2009

Mark Wall, Head of Democratic Services

Signed:



SCRUTINY

Note: This decision will come into force at the expiry of 5 working days from the date of the meeting at which the decision was taken subject to any requirement for earlier implementation of the decision.

Or: This decision is urgent and not subject to call-in (date of CE's agreement to urgency of decision).

Call-In Period

13-19 November 2009

Date of Call-in *(if applicable) (this suspends implementation)*

18 November 2009

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 52

Appendix 4

Brighton & Hove City Council

Subject:	Three Year Strategic Grants 2010-13: Decision on Full Bid Applications		
Date of Meeting:	Cabinet 12 November 2009		
Report of:	Director Strategy & Governance		
Contact Officer:	Name:	John Routledge	Tel: 29-1112
	E-mail:	john.routledge@brighton-hove .gov.uk	
Key Decision:	Yes	Forward Plan No: CAB11774	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report sets out the proposed allocation of the council's Three Year Strategic Grants programme in 2010-13 for Third Sector organisations. The recommendations for funding outlined in the report are produced by the council's cross party Members Advisory Group for Grants (MAG).
- 1.2 This decision was originally due to be considered at Cabinet in December 2009. As the grants assessment process was completed ahead of schedule it was agreed to bring the report date forward giving more time to applicant organisations to plan around the outcome of the decision.

2. RECOMMENDATIONS:

- 2.1 That Cabinet agrees the recommendations from the cross party Members Advisory Group on Grants for the allocation of the Three Year Strategic Grants programme in 2010-13.

For a summary of recommendations please see Appendix 1: "Full Bid Recommendations".

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Following a process of consultation with service heads and MAG, Cabinet (20 November 2008) agreed recommendations to consolidate & build upon the council's corporate discretionary grants programme for 2010-13.
- 3.2 Cabinet agreed that the size of programme budget 'be determined by the 2010-11 budget strategy subject to council financial position, the indicative amount being equivalent to the 2008-09 budget level plus appropriate inflationary uplift' (£1,244,000 pa. for Three Year Strategic Grants 2010-13 please see 5.1).

- 3.3 Local Third Sector* organisations with an annual income of over £35,000 were invited to apply for Three Year Strategic Grants 2010-13 in December 2008 and 98 applications were received by deadline in February 2009.
- 3.4 Following a process of technical appraisal, consultation with service heads and MAG, Cabinet (21 May 2009) agreed to invite 74 of 98 Outline Bid applicants to Full Bid stage (with the remainder offered an alternative support package).

This report makes recommendations for allocation of Three Year Strategic Grants 2010-13 covering these 74 Full Bids.

** Third Sector in this context is an umbrella term used for not-for-profit organisations including community groups, voluntary organisations & social enterprises*

4. CONSULTATION

- 4.1 All 74 applicants invited to Full Bid stage submitted an application by deadline in July 2009 requesting in total £2,018,246 pa. for the period 2010-13. Please see Appendix 1.
- 4.2 A process of appraisal was undertaken on each bid including:
- Assessment of application by specialist officers
 - Consultation with service heads to address wider strategic impact
 - Input from the Cabinet Member for Community Affairs, Inclusion, Internal Relations & Community Safety
- 4.3 MAG met again on 12 October 2009 and discussed a range of potential grant allocations.

MAG agreed recommendations covering all 74 applicants to a total of £1,244,000 pa. 2010-13. Please see Appendix 1 (*applicants not currently in receipt of Three Year Strategic Grant are italicised*).

- 68 applicants are recommended for support including 13 not currently in receipt of strategic grant.
- 6 applicants are not recommended of which 2 are currently in receipt of strategic grant. Alternative support options will be identified where appropriate

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The budget allocation for grants is £1.554m in the current financial year, of which the existing three-year grants programme accounts for £1.211m.
- 5.2 Subject to resources being available, the proposed Three Year Strategic Grants programme of £1.244m pa. can be met from the grants budget pa. (inflated to £1.585m for 2010/11) over the next three years.

Finance Officer Consulted: Peter Francis

Date: 23/10/09

Legal Implications:

- 5.3 The appraisal process referred to in section 4 is a reasonable one and there are no immediate legal implications arising.

Lawyer Consulted: Bob Bruce

Date: 23/10/09

Equalities Implications:

- 5.4 A number of Three Year Strategic Grant recommendations directly address & support equalities issues.
- 5.5 An Equalities Impact Assessment is part of the ongoing assessment and decision making process and is due for completion later in 2009.

Sustainability Implications:

- 5.6 A number of Three Year Strategic Grant recommendations directly address sustainability issues

Crime & Disorder Implications:

- 5.7 A number of Three Year Strategic Grant recommendations directly address crime & disorder issues.

Risk & Opportunity Management Implications:

- 5.8 Promotion of opportunity is prioritised in the vision & criteria for grant aid agreed by Cabinet 20 November 2008 & 21 May 2009.
- 5.9 Mechanisms for the appropriate management of associated risk underpin outlined process and are acknowledged / addressed in the recommendations made.
- 5.10 In addition all grant recipients must accept standard (and where appropriate specific) terms & conditions for grant including submission of annual evaluation returns.

Corporate / Citywide Implications:

- 5.11 Recommendations made support a number of council priorities for example:
- Our Corporate Plan 2008-11
 - Local Area Agreement
 - Community Strategy for Brighton and Hove

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Alternative options have been considered and where appropriate identified as part of the consultation exercise outlined in this report.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Reasons for recommendations are outlined in this report & supported by the attached appendix.

SUPPORTING DOCUMENTATION

Appendices:

1. Full Bid Recommendations

Documents in Members' Rooms

None

Background Documents

1. 'Our Corporate Plan 2008-11'
2. Cabinet Report 20 November 2008: "Discretionary Grants Programme 2010-13: Three Year Process"
3. Cabinet Report 21 May 2009: "Three Year Strategic Grants 2010-13: Decision on Outline Bid Applications"
4. Local Area Agreement
5. Community Strategy for Brighton and Hove

Three Year Strategic Grants 2010-13: FULL BID RECOMMENDATIONS

Organisation Name	Requested pa 2010-13	Recommend pa 2010-13
Adventure Unlimited	£15,000	£10,000
Age Concern	£40,000	£30,000
Albion in the Community	£30,000	£15,000
Allsorts Youth Project	£30,000	£22,000
<i>Amigos Pre-school</i>	£5,000	£0
Basement	£15,000	£12,000
BHT Legal Services	£78,000	£70,000
Bike For Life	£15,000	£10,000
Black & Minority Ethnic Community Partnership	£17,000	£8,000
Black and Minority Ethnic Young People's Project	£15,000	£15,000
<i>Bridge Community Education Centre</i>	£18,000	£0
<i>Brighton & Hove Inclusion Project</i>	£12,000	£5,000
<i>Brighton Peace & Environment Centre</i>	£32,000	£5,000
Brunswick Older People's Project (Impact)	£10,000	£8,000
Business Community Partnership	£25,000	£15,000
Carers' Centre for Brighton & Hove	£12,000	£11,000
Carousel	£35,000	£32,000
CEDP Chinese Centre	£80,000	£5,000
Cinecity	£10,000	£10,000
Citizens Advice Bureau	£100,000	£100,000
Community and Voluntary Sector Forum	£35,000	£27,000
Cornerstone Community Centre	£10,000	£10,000
Credit Union (East Sussex)	£30,000	£10,000
<i>Crew Club</i>	£25,000	£0
Early Childhood Project	£12,000	£8,000
Extratime	£30,000	£10,000
Fabrica	£30,000	£20,000
Fareshare (City Gate Community Projects)	£15,000	£12,000
Federation of Disabled People	£40,000	£20,000
Festival Fringe	£10,000	£10,000

First Base Day Centre (BHT)	£22,000	£20,000
Food Matters Partnership Ltd	£10,000	£6,000
Fun in Action for Children	£20,000	£10,000
<i>Hangleton & Knoll Project</i>	£25,000	£5,000
<i>Jewish Community Foundation</i>	£10,000	£3,000
Komedia Productions Ltd	£30,000	£10,000
LGBT Switchboard	£35,000	£28,000
<i>Lighthouse Arts and Training Ltd</i>	£15,000	£5,000
<i>Mediation Service</i>	£10,000	£5,000
Mind	£25,000	£15,000
<i>Money Advice and Community Support</i>	£25,000	£10,000
Mosaic Black & Mixed Parentage Family Group	£33,000	£27,000
Moulsecoomb Neighbourhood Trust	£20,000	£11,000
Neighbourhood Care Scheme (Impetus)	£30,000	£25,000
Oasis	£20,000	£20,000
<i>Off The Fence Trust</i>	£40,000	£10,000
<i>Poets Corner Community Society</i>	£8,500	£5,000
Pre-School Learning Alliance	£26,500	£0
<i>QueenSpark Books</i>	£15,000	£5,000
R.I.S.E	£100,000	£95,000
Resource Centre (BHSWET)	£100,000	£90,000
Same Sky	£40,000	£35,000
Somerset Day Centre	£20,000	£5,000
South East Dance	£25,000	£15,000
Speak Out	£20,000	£10,000
Spectrum	£30,500	£12,000
St Luke's Advice Service	£8,000	£8,000
Stopover (Impact)	£15,000	£12,000
Survivors' Network	£29,146	£20,000
Sussex Interpreting Services	£21,500	£8,000
Tarnerland Children and Young People's Project	£30,000	£10,000
Threshold (BHT)	£22,100	£20,000
<i>Trust for Developing Communities</i>	£23,500	£10,000

App 4 (App1)

Unemployed Centre Families Project	£50,000	£43,000
Volunteer Centre (Impetus)	£35,000	£23,000
<i>Whitehawk Inn</i>	<i>£18,000</i>	<i>£7,000</i>
<i>Women's Centre</i>	<i>£25,000</i>	<i>£10,000</i>
<i>Wood Recycling Project</i>	<i>£15,000</i>	<i>£0</i>
Woodingdean Youth Centre	£35,000	£20,000
Workability (Impact)	£17,000	£0
Working Together Project	£27,500	£16,000
Young People's Centre (Impact)	£20,000	£19,000
Youth Advice Centre (Hove YMCA)	£20,000	£15,000
Youth and Sport Project (Hove YMCA)	£20,000	£11,000

App 4 (App1)

Total requested pa 2010-13	£2,018,246
Recommended pa 2010-13	£1,244,000

SCRUTINY 27 November 2009 Request for Call In: Three Year Strategic Grants 2010-13

1) Introduction

Brighton & Hove City Council's Discretionary Grants Programme is dedicated to supporting local third sector organisations (not-for-profit community groups, voluntary organisations & social enterprise).

The programme's application, appraisal & decision making mechanisms were agreed by Council following an extensive consultation programme with partners / stakeholders (P&R: Best Value Review of Grants 2001 and Grants Scrutiny Panel 2002). The establishment of a Cross Party Member Advisory Group for Grants was a key feature of the recommended changes as this was identified as the best way to ensure an open and non political process.

Subsequent revisions to process and procedure have built on this and been informed by the Communities Team experience and evaluation of three year grant cycles: 2001-04, 2004-07 & 2007-10 and agreed at appropriate P&R Committee / Cabinet Meeting.

Current grant-making mechanisms are recognised as best practice in the field (Chartered Institute of Public Finance & Accountancy: CIPFA 2005 & Top Local Authority for Grant Giving Arrangements - Directory of Social Change: DSC 2009).

The current round of grants has followed the agreed and established arrangements and the Leader and the Cabinet have been fully briefed at each stage of the process.

2) Background

Three Year Strategic Grants 2004-07

In **June 2003** OSOC Member 'Call In' request was made by Cllrs David Watkins & Dawn Davidson around "P&R Decision 18 June 2003: Discretionary Grants Programme 2003-04". The request was declined.

(please see sub-appendix 5.1 OSOC Minutes: 30 June 2003).

The Chair of OSOC at that time, Cllr Leslie Hamilton, stated: "Process was greatly improved in comparison with the previous round of main grant applications and OSOC were pleased with progress achieved in line with recommendations of both the Best Value review and the scrutiny panel. OSOC did not agree to refer the decision back for re-

consideration. In this way the current round of grants applications would suffer no undue delay.”

At that time OSOC also recommended increasing the involvement of the cross-party Members Advisory Group in future funding rounds to ensure the process was open and non political. Chair stated “MAG should have been established & actively involved earlier in the process... and given the opportunity to suggest any amendments before recommendations are reported to the Executive Committee”

Three Year Strategic Grants 2007-10

At **June 2005** these recommendations had been incorporated into the process of Three Year Grant programme administration. P&R Report 22 June 2005 ‘Proposals for Discretionary Grants Programmes 2007-10’ documented:

- “A two-stage process of Outline and Full Bid applications for three-year funding”
- “A cross-party Grants Panel to make recommendations to the Policy & Resources Committee for Full Bids (now extended to Outline Bid recommendations for the 2007-10 programme)”
- “Clear matching of grants programmes to City Council priorities”

(please see sub-appendix 5.2: “P&R Report 22 June 2005”)

The above was agreed alongside Terms of Reference for MAG accompanied by Operating Principles.

(please see sub-appendix 5.3: “P&R Report 22 June 2005 - Appendix 4”)

Three Year Strategic Grants 2010-13

MAG comprises one member from each of the main political parties as follows:

- Chair - Cllr Dee Simson (Conservative & Cabinet Member for Community Affairs)
- Cllr Leslie Hamilton (Labour)
- Cllr David Watkins (Lib Dem)
- Cllr Sven Rufus (Green)

By **June 2008** MAG was engaged at the earliest stages of discretionary grant process. That is advising and making recommendation around design & development of the potential Three Year Grants cycle for 2010-13 as well as recommendations to Cabinet at both Outline & Full Bid stage. In that month MAG met and agreed that the discretionary grants programme “continued to offer open, transparent & accountable process & procedures”.

MAG recommended the Communities Team “initiate a process of consultation with service heads & senior officers with a view to identifying those key priorities that would define the vision & criteria for grant aid” 2010-13. On completion of this process MAG met again in **October 2008**.

(please see sub-appendix 5.4: Report to MAG 20 October 2008)

The subsequent Cabinet Report recommended a new vision and criteria for grants that clearly matched corporate priorities, aligned to strategic service objectives.

(please see sub-appendix 5.5 Cabinet Report 20 November 2008: “Discretionary Grants Programme 2010-13 Three Year Process”)

This was agreed by Cabinet alongside a two stage application and appraisal process (Outline Bid & Full Bid) supported by regular input from MAG.

3) The 2010-13 Process

In **January 2009** the Communities Team gave a Cabinet & Cross Party presentation on the council's relationship with the community & voluntary sector as part of the new Grants Programme 2010-13, its priorities and procedures. This gave the Cabinet and other councillors from all parties the opportunity to understand the Three Year Grant process including the role of the Members Advisory Group in delivering an open and non political grant making process. The briefing also included the relevant time table and decision making arrangements.

This was well received with positive feedback across attendees. On **23 January 2009** as part of evaluation returns on the event Cllr Ayas Fallon Khan: Cabinet Member for Central Services noted the rigour of the programme and it's 'commitment to delivering value' to the city.

Outline Bid Stage

Outline Bid is designed to provide an accessible application process helping ensure an open non political programme and supporting Cabinet in maximising opportunities for organisations to access longer term funding.

In addition Outline Bid is effective in terms of identifying fit with complementary Annual Grants Programme criteria (a companion programme administered by the Communities Team and worth approx £330,000 pa 2010-13). *nb. this is of specific relevance to the alternative support packages outlined at ¹ & ² below.*

The Outline Bid deadline was **2 February 2009** and 98 applications were received.

MAG met on **26 March 2009** to discuss progress made and agreed that, to support Cabinet in decision making on all bids, the following appraisal process would be undertaken for each application:

- **Initial eligibility check** covering nature of organisation, criteria fit & area of benefit
- **Full technical appraisal** covering governance arrangements, finances / accounts & funding relationships with council / other major funders
- **Consultation with service heads** to address wider strategic impact, council links & partnership working etc. framed within 'discussion groups' and covering 18 specific service specialisms

(please see sub-appendix 5.6: "Officer Engagement & Consultation: Outline Bid 2010-13")

The Outline Bid appraisal process ensured robust assessment of applications, strategic fit & cross-party support for subsequent recommendations of MAG. It also underpinned production of a technical appraisal report circulated to MAG for all 98 applicants.

(please see sub-appendix 5.7: "Technical Report Template – Outline Bid 2010-13")

MAG met again on **23 April 2009** to consider appraisal reports alongside original application documentation. Following discussion & suggestions from all members MAG agreed to recommend Cabinet invite 74 applicants to Full Bid stage and extend an alternative support package to the remaining 24. ¹

The Leader of the Council, Cabinet Member for Community Affairs and other Cabinet Members were fully briefed by officers on the recommendations made by MAG. Technical appraisals including service impacts and the effectiveness of the suggested alternative support packages formed part of this briefing process.

The subsequent Cabinet Report was agreed and it was decided to invite 74 applicants to Full Bid.

(please see sub-appendix 5.8: "Cabinet Report 21 May 2009: Decision on Outline Bid Applications 2010-13")

The Communities Team notified applicants on **28 May 2009**.

The Team has initiated and continues to deliver the alternative support package identified for the remaining 24. This has included recommendation to award monies from the Annual Grant Programme 2009-10 and consideration around Annual Grants Programme support

2010-11, development support and advocacy in liaison with other council departments around potential income streams.

Full Bid Stage

Full Bid is designed to provide a robust and detailed application & appraisal process to deliver rigorous non political recommendations around allocation of grant monies worth up to £100,000 pa thereby supporting Cabinet in ensuring value for associated grant monies.

In addition Full Bid is also particularly effective in terms of identifying strong fit with complementary Annual Grants Programme criteria whereby immediate, as well as longer-term, funding support can be offered to organisations.

The Full Bid deadline was **24 July 2009** and all 74 applicants invited to apply submitted a bid requesting in total £2,018,246 pa. As the total available grant pot was for no more than £1,244,000 MAG was faced with a very difficult task.

To support Cabinet in decision making on all bids, the following appraisal process was undertaken for each application:

- **Assessment of application** by specialist officers to assess six core aspects of each application
- **Consultation with service heads** to address wider strategic impact
- **Engagement with MAG Chair / Cabinet Member** for Community Affairs, Inclusion, Internal Relations & Community Safety

(please see sub-appendix 5.9: "Officer Engagement & Consultation: Full Bid 2010-13")

The process also underpinned production of a comprehensive appraisal report on each application that consolidated and built on that produced at Outline Bid Stage. It specifically covered compulsory support documents and their implementation in practical day-to-day operations:

- **Risk Management Strategy**
- **Staffing Structure**
- **Financial Controls**
- **Accounts & Reserves**
- **Equal Opportunities Policy**
- **Business Planning 2010-13**

(please see sub-appendix 5.10: "Appraisal Report Template – Full Bid 2010-13")

Each Full Bid Appraisal Report was completed, summarised & circulated ahead of MAG meeting on **12 October 2009** where MAG

members also had access to full reports alongside all original application documentation.

Following discussion and debate all members of MAG agreed recommendations for 70 applications (either Three Year Grant 2010-13 or an alternative support package) and suggested that additional consultation be undertaken around 4 bids to ensure Cabinet were fully supported in later decision-making .

On completion of this additional consultation all members of MAG agreed to recommend Cabinet award 68 grants up to £100,000 pa. totalling £1,244,000 pa (the largest amount ever allocated under the Three Year Strategic Grants Programme).

MAG also agreed to recommend Cabinet extend an alternative support package to the remaining 6 applicants. ² The alternative support packages being offered aim to ensure groups are better able to obtain the necessary resources and support they need from the Council and its partners.

Alternative support packages can include:

- **Immediate consideration of grant from the Annual Grants Programme 2009-10** to address potential funding shortfall in the current financial year and demonstrate council's support for applicant organisations
- **Prioritisation for continuing Annual Grants Programme consideration 2010-11** to help ensure longer-term viability
- **Specialist fundraising advice and development support** from the Communities Team
- **Advocacy in liaison with other council departments** often around potential income streams

The Leader of the Council, Cabinet Member for Community Affairs and other Cabinet Members were fully briefed by officers on the recommendations made by MAG. Technical appraisals including service impacts and the effectiveness of the suggested alternative support packages formed part of this briefing process.

Cabinet of **12 November 2009** agreed the subsequent recommendation report.

(please see sub-appendices 5.11 & 5.12: Cabinet Report 12 November 2009: Decision on Bid Applications 2010-13 & Appendix 1")

4) Crew Club

The application from Crew Club has been assessed and appraised in the same way as all other 97 Outline and 73 Full Bids received this year. The process and procedures followed, including Cabinet engagement, has been outlined above.

Crew Club: Outline Bid

The Outline Bid from Crew Club was identified as a request for core revenue. This is documented in the associated technical appraisal report at Outline Bid which underpinned MAG recommendation and the subsequent Cabinet Report 21 May 2009 (*sub-app 5.8*).

Crew Club: Full Bid

The Members Advisory Group (MAG) were given a summary of the results of the technical and specialist officer appraisals for the Crew Club bid and this formed the basis for their recommendation. Copies of the full bid and appraisals were available for inspection at the meeting where MAG recommendations were made.

At no point did the potential Co-Location Project in East Brighton have any bearing on the assessment, appraisal or decision making process around Crew Club's grant application. Thus there is no commentary in this regard documented within the associated Full Bid appraisal report which underpinned MAG recommendation and the subsequent Cabinet Report 12 November 2009 (*sub-appendix 5.11*).

The Leader of the Council, Cabinet Member for Community Affairs and other Cabinet Members were fully briefed by officers on MAGs recommendations.

What is on record is the need to identify the most flexible and responsive funding schemes, accompanied by complementary income streams from departmental budgets, to support an organisation of real value to the communities it serves. The Annual Grants Programme is well suited to supporting organisations such as Crew Club in helping them build towards longer-term sustainability.

It is noted that Crew Club are currently in receipt of Children & Young People's Trust funding worth approximately £25,000 in 2009-10 and appear well placed to access further monies in 2010-11.

Alternative support package suggested is summarised as:

- **Immediate consideration of grant from the Annual Grants Programme 2009-10** to assist the crew club in the current financial year and demonstrate council's support of the organisation
- **Prioritisation for continuing Annual Grants Programme consideration 2010-11** to help ensure longer-term viability

- **Specialist fundraising advice and development support** from the Communities Team
- **Advocacy in liaison with other council departments** often around potential income streams

At the current time the Communities Team is unable to initiate support packages or communicate the opportunities to Crew Club.

5) In Summary

The council's Constitution and its procedural rules regarding Overview & Scrutiny attest that in considering whether or not any matter should be agreed for a Select Committee Review, the Commission will have regard to:

- **The importance of the matter raised and the extent to which it relates to the achievement of the Council's strategic priorities, the implementation of its policies or other key issues affecting the well being of the City or its communities;**

The decision does not risk the achievement of the council's strategic priorities or adversely affect the well being of the city, or its communities because the Leader and the Cabinet were fully briefed at each stage of the process. They were aware of the strategic implications of Cross Party Member Advisory Group for Grants (MAG) recommendations and the appropriateness of the alternative support packages.

- **Whether there is evidence that the decision-making rules in Article 11 of the constitution have been breached; that the agreed consultation processes have not been followed; or the decision or action proposed or taken is not in accordance with a policy agreed by the council.**

The current round of Three Year Grant applications has followed the agreed and established arrangements aimed at ensuring that the council's discretionary grant giving arrangements are open and non political.

The programme's arrangements (application, appraisal & decision making mechanisms) were agreed by P&R with cross party support following an extensive consultation programme with partners / stakeholders.

As such the MAG has lead on every element of the process and every recommendation made by MAG has been supported by the Cabinet.

The application from Crew Club has been assessed and appraised in the same way as all other 97 Outline and 73 Full Bids received this year.

- **The potential benefits of a review especially in terms of possible improvements to future procedures and/or the quality of Council services;**

The Communities Team evaluates each three-year cycle of strategic grants and makes any improvements; this is built into the process. A further review would add little to the lessons already learned and delay the implementation of this year's award.

As previously stated, the council's Discretionary Grants Programme has received national recognition in terms of best practice.

In the current cycle the Communities Team has received very positive feedback on process and procedures in support of Cabinet decision-making, from both participating members and colleagues across council. From an applicant's perspective the Feedback Forms circulated to and, so far, returned by 23 organisations have been overwhelmingly supportive.

All, bar one, that have applied in 2007-10 considered the Three Year Strategic Grants 2010-13 application procedures 'easier than last time'. Similarly 22 of 23 applicants were 'fairly or very satisfied' with the overall process.

An example of some accompanying qualitative feedback can be found below:

- *'I think it is ... clear and straight forward.... the guidance notes are useful too ... a very good process'*
- *'very useful to be able to speak to supportive staff regarding the application'*
- *'In my experience this is the most transparent and well organised commissioning process in the council'*

Further, the constitution states;

16.2 In deciding whether or not to refer a decision back, the relevant Overview and Scrutiny Committee shall have regard to the criteria for Scrutiny reviews ... In addition it may take into account:

- **any further information which may have become available since the decision was made**
- **the implications of any delay; and**
- **whether reconsideration is likely to result in a different decision.**

The delay in final decision due to the above 'Call In to Scrutiny' means the Communities Team have been unable to confirm new grants for

2010-13 to 68 applicants nor extend the agreed alternative support to the 6 applicants identified for this package.

BRIGHTON & HOVE CITY COUNCIL

**OVERVIEW AND SCRUTINY ORGANISATION COMMITTEE
(URGENCY MEETING)**

5.30PM- MONDAY 30 JUNE 2003

**COMMITTEE ROOM 1
BRIGHTON TOWN HALL**

MINUTES

Present: Councillor Hamilton (Chair), Councillors Allen, Carden, Edmond-Smith, K Norman, Meegan, Simson, Watkins, Williams and Young.

Officers: Abraham Ghebre-Ghiorghis (Head of Law), Tony Miller (Director, Communications and Democratic Services), Jude Tyrie (Voluntary Sector Unit Manager), Mary van Beinum (Scrutiny Support Officer)

PART ONE

ACTION

1 PROCEDURAL BUSINESS

1A Declarations of Substitutes

<u>Substitute Councillor</u> Councillor David Watkins Davidson	<u>For Councillor</u> Councillor Dawn
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1B Declarations of Interest

Councillors Watkins, Edmond-Smith and Carden declared personal interests as, respectively, a member of the steering committee of Brunswick Older Peoples' Committee, an invited member of the Hanover Management Committee and on the committee of the Portslade Community Project.

1C Exclusion of Press and Public

1.1 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Section

100A(3) or 100 1 of the Local Government Act 1972.

1.2 **RESOLVED** - That the press and public be not excluded from the meeting during consideration of any items on the agenda.

2. REQUEST FOR CALL-IN OF P&R DECISION, 18TH JUNE 2003 RE: DISCRETIONARY GRANTS PROGRAMME 2003 –2004

2.1 The Head of Law pointed out that this was a meeting of the full Overview and Scrutiny Organisation Committee and not as stated on the printed agenda, an urgency sub-committee. An OSOC urgency sub-committee is not established.

2.2 The meeting agreed that all urgency meetings set up to consider items such as call-in requests should be open to all 11 Members of OSOC.

2.3 With the agreement of the Chair Councillor Watkins put forward reasons for the call-in request submitted by Councillor Dawn Davidson (for report see minute book)

2.4 Councillor Watkins had chaired the discretionary grants scrutiny panel which had reported its recommendations in August 2002. The Panel recommended (amongst other things) a revised timetable for the appraisal of applications in future which should include consideration of factors including the extent and timing of Member involvement. The Panel had been reassured that in the new council committee system a cross-party committee would consider funding recommendations in future.

2.5 The response by the Executive committee, agreed in September 2002 accepted the need for a revised timetable for appraisals, to ensure full member involvement.

2.6 Councillor Watkins said the process had run very well in the current round and he welcomed the setting up of a cross-party Member Advisory Panel. However the Advisory Panel should have had the opportunity to consider the details of all 86 outline bids, not only the 58 that had been selected in the Stage one process.

2.7 The Policy and Resources Committee report did not include reasons why 28 of the initial grants applicants had been unsuccessful at stage one.

2.8 Councillor Watkins said the decision should therefore be reconsidered as it went against the spirit of the scrutiny recommendations and executive response regarding member

involvement. In his view an additional meeting of the Advisory Group to look at all the outline bids would not cause a delay to the current grants round but would demonstrate 'full member involvement' in the process as agreed.

2.9 The Committee discussed fully the call-in request. The Director of Communications and Democratic Services told the meeting that the next scheduled meeting of Policy and Resources Committee would be on 16th July, that the revised assessment process had been carried out very thoroughly in line with recommendations of both the Best Value Review and the Scrutiny review and had been very widely accepted within the community and voluntary sector. A delay could cause problems with the schedule for assessing full bids.

2.10 The Voluntary Sector Unit Manager set out the tight schedule not only for the initial assessments, which had been carried out in line with the scrutiny panel recommendations, but also for the second stage. It had not been possible to liaise with Members during the period preceding the postal election. Full reasons for recommendations relating to each outline bid were nevertheless available to Members, all of whom had been invited to ask questions on all the grant applications. It was inappropriate to set out in a public document the reasons why an organisation had not been successful at the first stage.

2.11 The Head of Law said that the Policy and Resources Committee had unfettered discretion including the option to reject the report's recommendations and to ask for more consultation before making a decision on the outline grants applications. The decision had therefore been made legally. The meaning of 'full Member involvement' was not clearly defined.

2.12 Members considered the options; to agree or reject the call-in request and/or other possible ways forward.

2.13 The Committee were generally pleased with the revised process but felt however that it would have been advisable for the cross-party Advisory Group to have been involved sooner. The Committee did not wish to delay the grants assessments for 2004 - 2007.

2.14 Officers and the relevant Member with responsibility for discretionary grants should still in future draw up the lists of those to be invited to the full bid stage and those whose applications would be recommended for refusal, and the cross-party Member Advisory Group should have the opportunity to suggest any amendments before the recommendations are reported to the Executive Committee.

**OVERVIEW AND SCRUTINY
ORGANISATION URGENCY SUB-COMMITTEE**

30 JUNE 2003

2.15 Following a vote the Committee agreed not to call in the decision and OSOC would instead write to P&R with recommendations for future grants funding rounds.

2.16 **RESOLVED;** (1) That the decision be not called in

MvB/LH

2.17 (2) That a letter be sent to Policy and Resources committee with a recommendation on the future involvement of the Member Advisory Group in the discretionary grants programme. (Letter attached)

The meeting was followed by an informal OSOC scoping meeting for the annual work programme which concluded at 7.10pm

Signed

Chair

Dated this

day of

2003

To the Chair of Policy and Resources Committee

RE: CALL-IN REQUEST, ITEM 11 (DISCRETIONARY GRANTS PROGRAMME 2004 – 2007) POLICY AND RESOURCES COMMITTEE, 18TH JUNE 2003

As you are aware the Overview and Scrutiny Organisation Committee held an urgency meeting on June 30th to consider a call-in request submitted on June 24th by Councillor Dawn Davidson relating to the Policy and Resources Committee decision on 18th June on the discretionary grants programme 2004/2007.

Members discussed the call-in request, the background to it and evidence from Councillor Watkins who chaired the Discretionary Scrutiny Panel (November 2001 – August 2002), together with further information from the officers including the possible effects of delaying the decision.

OSOC felt that the overall process of appraising the outline bids was greatly improved in comparison with the previous round of main grant applications and were pleased with progress achieved in line with recommendations of both the Best Value review and the scrutiny panel.

Following discussion OSOC did not agree to refer the decision back for re-consideration. In this way the current round of grants applications would suffer no undue delay.

Nevertheless OSOC agreed to make a recommendation regarding the involvement of the Members Advisory Group in future grants funding rounds.

It would have been preferable for the cross-party member advisory group that had now been established, to have overseen the assessment of the initial outline bids as well as the full bids. The advisory group should therefore have been established and actively involved earlier in the process.

Officers and the relevant Member with responsibility for discretionary grants should in future still draw up the list of those to be invited to the full bid stage and those whose applications would be recommended for refusal, but the Member Advisory Group should have the opportunity to suggest any amendments before the recommendations are reported to the Executive Committee.

Councillor Les Hamilton
Chair OSOC
3rd July 2003

Brighton & Hove City Council

For general release

Agenda Item 23

Meeting: Policy and Resources Committee
Date: 22 June 2005
Report of: Director of Cultural Services
Subject: Proposals for Discretionary Grants Programmes
2007-2010

1. Purpose of the report

1.1 This report builds on the delivery of the Discretionary Grants Programmes 2004-07 agreed at the Policy and Resources Committee Meeting on 13 November 2002. It makes detailed recommendations for the administration and decision-making of the Council's Discretionary Grant funding.

2. Recommendations

- 2.1 To agree the application process for three-year and annual grant funding 2007-2010 as outlined in Section 3 of this report. (Appendix 2 sets out an indicative timetable for this approach with Appendix 3 summarising the process.)
- 2.2 To agree the role of the cross-party Members' Advisory Group and the Terms of Reference as detailed in Appendix 4.
- 2.3 To agree the existing Members' Advisory Group, covering Global Grants and Community Development Commissioning, be extended to cover three-year grant funding from 2007/10 and annual grant funding programmes from 2005/06.
- 2.4 To agree that funding recommendations from the Members' Advisory Group be made to the Policy and Resources Committee for Three-Year Grant Funding.
- 2.5 To agree that funding recommendations from the Members' Advisory Group for all smaller and specialist programmes be made to the Director of Cultural Services.

- 2.6 To agree that funding recommendations for Grants to Smaller Organisations and Specialist Programmes can be made by the Chair of the Members' Advisory Group. Recommendations for grants between £3,001 and £5,000 will be made in consultation with the members of the group.

3. Application Process and Criteria

The aims and objectives of the City Council's Discretionary Grants Programme are to:

- 3.1 Deliver three-year revenue grant funding for larger and medium sized organisations, one-year funding for smaller organisations and the specialist range of grant programmes for organisations of any size. (See Appendix 3 outlining programme 2007-2010.)
- 3.2 Work to application criteria based on existing City Council commitments, priorities and directorate development plans. The Discretionary Grant Programmes 2007-2010 will support the council's four corporate priorities:
- Developing a prosperous and sustainable economy
 - Liveability (improving quality of life in the city)
 - Social well-being and caring for vulnerable people
 - Thriving 14 year-olds able to participate in city life
- 3.3 Deliver a range of grants programmes dependent on the size of the organisation's annual income with application processes suitable to their size and amount of funding requested.
- Smaller Organisations – annual income up to £25,000
 - Medium Organisations – annual income between £25,001-£100,000
 - Larger Organisations – annual income over £100,001

In addition:

- 3.4 It has been agreed that organisations with multiple projects are assessed on the basis of the size of their total organisational annual income not individual project annual income.
- 3.5 As the 2007/2010 City Council budget has not yet been set, this report is using the 2005/06 corporate grants budget £1,470,170, as an indicative level of funding. Approximate allocations will be made as indicated below:
- £900,000 to Larger Organisations
 - £225,000 to Medium Organisations
 - £125,000 to Smaller Organisations

- 3.6 The maximum grant limit for each section of the programmes will be:
- Smaller Organisations – maximum annual grant £5,000
 - Medium Organisations – maximum annual grant £25,000
 - Larger Organisations – maximum annual grant £100,000
- 3.7 The transitional arrangements giving flexibility to allocate funding in excess of £100,000 using a Service Level Agreement (SLA) which were agreed for the 2004/07 scheme have now finished. The new programme will maintain a grant ceiling of £100,000 per annum.

Three-Year Funding 2007/10 for Medium and Larger Sized Organisations

- 3.8 The application process for three-year grant funding will comprise an initial Outline Bid followed by a more detailed Full Bid for organisations who are prioritised to the second stage. Applications which reach the second stage would not be guaranteed a grant, as there would be a further prioritisation process.
- 3.9 Recommendations on Outline and Full Bids will be made by the cross-party Members' Advisory Group to the Policy and Resources Committees in 2006.
- Members' Advisory Group – March: Outline Bid recommendations to April Committee
 - Members' Advisory Group – October: Full Bid recommendations to November or December Committee

Annual Funding to Smaller Sized Organisations

- 3.10 Applications for Grants to Smaller Organisations will continue to be made on a quarterly basis in April, July, October and January.
- 3.11 Smaller Organisations with an annual income of up to £25,000 will be able to apply for up to £5,000 per annum on an annual basis.

Annual Funding to Specialist Programmes

- 3.12 Allocations to each of the specialist programmes and indicative award limits are as follow. Organisations of any size can apply in these schemes each year.

	Annual Allocation Award £	Usual Maximum £
Arts Partnership Awards	45,000	2,000

Pride Community Chest	5,000	750
Sustainability		40,000
2,500		
Improving Organisational Equalities	40,000	
2,500		
Community Festivals	20,000	
1,500		

3.13 Applications to all of the above will continue to be made on a quarterly basis in April, July October and January with the exception of the Pride Community Chest which is delivered annually in May/June.

4. Information/background

4.1 The delivery of the Discretionary Grants Programme was revised following the consultation for the Best Value Review of Grants and the Discretionary Grants Scrutiny Panel 2002.

4.2 Revisions included:

- A two-stage process of Outline and Full Bid applications for three-year funding
- A cross-party grants Panel to make recommendations to the Policy and Resources Committee for Full Bids (now extended to Outline Bids in the recommendations for the 2007/10 programme)
- Clear matching of grants programmes to City Council priorities

4.3 The new process was put into place for 2004/07 three-year grant funding and for annual programmes from 2004/05.

4.4 Take-up of one new programme: Community Festivals has been very high with all budgeted monies being allocated.

4.5 Take-up of two of the new programmes: Environmental Sustainability and Improving Organisational Equalities, has been slower. Feedback has shown that the £1,500 grant available was insufficient to complete many projects. Consequently it has been increased to £2,500 from 2005/06.

4.6 The decision to focus on core funding in the Council's programmes has been well received and targets money appropriately.

4.7 The Council's Discretionary Grants Programmes must be seen in the light of the delivery of a range of funding opportunities through and in partnership with other parts of the Council, for example: Global Grants, Single Regeneration Budget, Area

Investment Framework, Children's Fund, Neighbourhood Renewal, Sure Start etc.

5. Consultation

- 5.1 Feedback from the Voluntary and Community Sector has been positive on all aspects of the new programme and access to the Council website to download information and application forms etc is seen as a major improvement.
- 5.2 Following the three-year application process in 2003, feedback evaluation was obtained. Of those that responded, 88% found both the Outline and Full Bids forms clear and easy to understand and the constructive comments received will be incorporated into the design of the new forms.
- 5.3 Use of a Members' Advisory Group has proved to be a well-respected and accountable decision-making process and has been extended to cover Global Grants and Community Development Commissioning decision making.
- 5.4 The current Councillors on the cross-party Members' Advisory Group have been consulted on, and are in agreement with, the revised role for the Group.

Committee Report Appendix 1

Meeting/Date	Policy and Resources Committee – 22 June 2005
Report of	Director of Cultural Services
Subject	Proposals for Discretionary Grants Programme 2007-2010
Wards affected	All

Financial implications

The three-year grant budget has not been finalised for 2007/10. For the purposes of this report the 2005/06 figures have been used giving an annual budget £1,470,170. Should there be a material change in the budget available during 2007/2010, a further report outlining revised proposals will be submitted to this Committee.

Allan Clarkson 31.05.05

Legal implications

This report proposes that a Members' Advisory Group ["MAG"] makes recommendations on various grants. In respect of Three-Year Grant Funding it is proposed that the final decisions will be made by the Committee, but that all other grant applications will fall within the delegated power of Director of Cultural Services, in exercise of which he will have regard to the recommendations of the MAG [or in the case of Grants to Smaller Organisations and Specialist Programmes the Chair of the MAG]. This should ensure consistent decision-making at the right level.
 Bob Bruce 01.06.05

Corporate/Citywide implications Outline and Full Bids will be assessed against key City Council priorities.	Risk assessment Every effort will be made to ensure organisations are funded in line with their individual core objectives and the City Council's priorities.
Sustainability implications Sustainability issues are considered in appraisal of all applications. This report recommends the continuation of the Environmental Sustainability specialist funding programme.	Equalities implications Equalities issues are considered in appraisal of all applications. This report recommends the continuation of the Implementing Organisational Equalities specialist funding programme.
Implications for the prevention of crime and disorder There are no specific implication on prevention of crime and disorder with in this report. However community safety is one of the key priorities within all grant funding programmes.	

Appendices

Appendix 2 – Timetable for three-year discretionary grants application and decision-making process
 Appendix 3 – Discretionary Grants Programme 2007/10
 Appendix 4 – Terms of Reference: Members' Advisory Group

Contact Officer

Scott Marshall, Assistant Director of Economic Development & Regeneration – 291100
 Jude Tyrie, Voluntary Sector & External Funding Unit Manager – 291112

Appendix 4 – Policy and Resources Committee Report – 22 June 2005

Proposal for Discretionary Grants Programme 2007/10

Voluntary Sector and External Funding Unit Members' Advisory Group Terms of Reference

Background

Following the Best Value Review of Grants 2000 and a Scrutiny Report on Grants 2002 it was agreed to ensure full Member involvement in the appraisal process for three-year grant funding for larger and medium sized organisations. In June 2003, the Policy and Resources Committee agreed to establish a cross-party Member Advisory Group for this purpose and this was extended to Global Grants in September 2003 and Community Development Commissioning in November 2004.

Objectives

The key objective of the Members' Advisory Group is to ensure involvement of Members and key funders as appropriate in the appraisals of grant applications. The group will meet as needed usually:

- Three-Year Programme – Outline Bids, March and Full Bids, October
- Global Grants, Grants to Smaller Organisations, Specialist Programmes and Hedgcock Bequest – March, June, September and December
- Community Development Commissioning – June and December

Recommendations

The Members' Advisory Group will be consulted and make recommendations to:

- Policy and Resources Committee for Three-Year Discretionary Grant Funding
- The Director of Cultural Services for Grants to Smaller Organisations, Specialist Programmes, Global Grants and Community Development Commissioning

The Members' Advisory Group will delegate responsibility for Grants to Smaller Organisations, Specialist Programmes and Hedgcock Bequest, under £3,000 to the Chair.

Operating Principles

1. The Members' Advisory Group will comprise:
 - Four elected members: Labour (Chair), Conservative, Green and

- Liberal Democrat
 - Representatives of match funders as appropriate
 - Key officers of the City Council as appropriate
2. A declaration of officers' and members' interests will be made at the commencement of each meeting.
 3. The Members' Advisory Group meet on the dates each year as outlined above and confirmed at the first meeting of each calendar year.
 4. Administration of the meetings of the Members' Advisory Group (agendas, minutes, venues etc) will be provided by the City Council's Voluntary Sector and External Funding Unit.
 5. Other officers from the Voluntary Sector and External Funding Unit attending the Members' Advisory Group will be the lead programme officer and the Unit administrative officer (minutes).
 6. All information reported during the Members' Advisory Group will, unless otherwise stated, be deemed confidential and treated in the strictest confidence. Any public dissemination of information must be cleared through the Chair.

Review

At the December meeting of the Members' Advisory Group, Members will be asked to review their involvement with a view to informing the role of this group in future years.



Sub-appendix 5.4

**REPORT TO MEMBERS ADVISORY GROUP
FOR GRANTS
20 October 2008**

Brighton & Hove City Council Discretionary Grants Programme

Purpose of Report:

To share with MAG the Voluntary Sector Unit's suggestions and potential recommendations for future delivery of the discretionary grant programme from 2009-10 onwards

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To consolidate and build upon the corporate Discretionary Grants Programme 2007-10 in recognition of its role in underpinning council's working relationship with, and the continuing sustainability of, Brighton and Hove's community & voluntary sector.

2. RECOMMENDATIONS:

- 2.1 To agree a future discretionary grants budget 2010-13 at £1,583,707 pa (maintaining the current budget commitment of £1,545,080 pa plus inflation at 2.5%)
- 2.2 To adopt a revised vision for the discretionary grants programme, accompanied by updated eligibility criteria, reflecting new corporate priorities.
- 2.3 To maintain the current application procedure, appraisal process & delivery mechanism.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Council is currently committed to a three year cycle of discretionary grants through 2007-10 (P&R Report June 2005).

This is managed by the Voluntary Sector Unit (in consultation with service departments) and delivered as Three Year Strategic Grants (£1.21M pa), accompanied by an Annual Grants Programme (comprising 6 distinct smaller schemes worth in total approx £330,000 pa)

- 3.2 Following the adoption of a new constitution & cabinet structure the Cabinet Member for Community Affairs, Inclusion & Internal Relations asked the Voluntary Sector Unit to formulate recommendations for continuing delivery of a discretionary grants programme to support community & voluntary sector organisations in future years.
- 3.3 Therefore, in June 2008, the Unit facilitated a meeting of the existing cross-party Members Advisory Group for Grants (MAG) comprising one elected member from: Conservative (Chair & Cabinet Member for Community Affairs), Labour, Green & Liberal Democrat Groups to discuss background and options.
- 3.4 At this meeting MAG considered:

Original application & appraisal mechanisms for the discretionary grants programme, agreed by council following an extensive consultation programme with partners / stakeholders (P&R: Best Value Review of Grants 2001 and Grants Scrutiny Panel 2002).

Subsequent revisions to process & procedure, informed by the Voluntary Sector Unit's experience & evaluation of three year grant cycles: 2001-04, 2004-07 & 2007-10 and agreed at relevant P&R Committees.

Current mechanisms, recognised as reflecting best practice in the field (Chartered Institute of Public Finance & Accountancy 2005).

In summary:

- A two stage process of Outline & Full Bid for Three Year funding open to application every three years (please see Appendix 1: 'Timetable Three Year Strategic Grants 2010-13').
- Quarterly application & appraisal cycle for Annual Grant funding each year (typically commencing in January, April, July & October)
- A cross party Members Advisory Group providing comment & input on all recommendations to Cabinet covering Three Year Outline &

Full Bids plus Annual Grants above £3,000 (below this level decision delegated to Chair & senior officers)

- o Clear matching of grants programmes to council priorities

- 3.5 MAG suggested that the programme continued to offer open, transparent & accountable process & procedures. In addition a dedicated Unit, working in consultation with service departments, ensured effective / efficient programme management / delivery and value for associated monies.
- 3.6 MAG advised that the evolving strategic context within which any future discretionary grants programme would operate necessitated a new 'vision' for grants with associated eligibility criteria that clearly matched emerging corporate priorities.
- 3.7 It was agreed that the Unit would initiate a process of consultation with service heads & senior officers with a view to identifying those key priorities that would define the recommended vision & criteria for grant aid (please see Appendix 2: 'Officer Consultation List' & Appendix 3: 'Strategic Reference Index').
- 3.8 **Vision**

"Brighton & Hove City Council recognises the value of independent, not-for-profit community and voluntary sector organisations...

... the discretionary grants programme demonstrates council commitments around delivery of open & effective leadership by investing in a vibrant third sector to help citizens become more involved in their communities and participate in regular volunteering."

The vision is directly derived from Our Corporate Plan 2008-11 and recognises the third sector's capacity to design & deliver high quality services efficiently & effectively (Economic & Social Audit of the CV sector in B&H: Dialogue 50/50 Group 2003 & draft 2008).

As such it embeds 'value for money' at the earliest stage of grant giving.

In addition the vision encompasses key cross-cutting themes for council around promotion of citizen participation through active volunteering (LAA: Strengthening Communities 2008-11) alongside established & emerging priorities in terms of opportunity & engagement (Creating & City of

Opportunities: 20/20 Community Strategy 2006-09 & Community Engagement Framework: Draft Sept 2008).

Brighton and Hove is the only authority in South East region to have adopted the 3 major LAA Strengthening Communities indicators NI 4: 'influencing decisions', NI 6: 'regular volunteering' & NI 7: 'thriving third sector'. The council is also one of only 18 Community Empowerment Champions nationally.

The vision acknowledges this status and seeks to ensure that council and our communities benefit from the opportunities ahead (An Action Plan for Community Empowerment: DCLOG 2007).

3.9 Criteria for Grant Aid

A cross-cutting vision will ensure all successful applicant organisations demonstrate: ability to effectively engage as well as capacity to empower resident communities, alongside delivery of value for grant monies.

However the dynamism and diversity of sector partners also means they are uniquely placed to complement key council service priorities. Each applicant organisation will therefore need to demonstrate how its day-to-day work meets at least one of four eligibility criteria derived from the corporate plan and core strategies:

(1) Protecting the environment while growing the economy

Preserving & improving our urban & natural environments, growing our economy & supporting people into work...

Thereby prioritising actions to address, for example:

- Sustainability Strategy – Local Agenda 21
- Social Enterprise Strategy
- City Employment & Skills Plan
- Reducing Inequality Review

Criteria 1 enables activities that tackle poverty & address 'worklessness' by enabling those early, often low-level, interventions whereby the sector specialises in prevention of dependency and progression towards independence.

(2) Providing excellent cultural opportunities for all

“Promoting participation in cultural & sporting activities... expanding ‘life chances’, improving physical / mental health & enabling people to share in the city’s life”

Thereby prioritising actions to address, for example:

- Active Living Strategy
- City Sports Strategy
- A Thriving Creative Ecology - A&CIU draft
- Community Development Commissioning Strategy

Criteria 2 is placed to maximise the sector’s individual contribution to forthcoming 2012 cultural Olympiad, LAA NI 11 “Engagement in the Arts”, as well as new and emerging initiatives around asset transfer & community anchors.

(3) Making a city where people are safe & feel safe

“Encouraging ‘responsibility... involving communities in reducing crime & antisocial behaviour”

Thereby prioritising actions to address, for example:

- Safe in the City - Community Safety, Crime Reduction & Drugs Safety
- Learning Partnership 14-19 Strategy
- LGBT Strategic Action Plan
- Neighbourhood Action Plans

Criteria 3 acknowledges targets identified in the Partnership Community Safety Team’s Strategic Assessment and the sector’s capacity to engage both communities of place and interest across the city in the delivery of effective interventions through diversionary activities etc.

(4) Reducing inequality by increasing opportunity

“Giving children the best start in life...providing excellent education for all, improving health working together to target the most vulnerable”

Thereby prioritising actions to address, for example

- Children & Young Peoples Plan (currently under revision)
- B&H Homelessness Strategy
- Personalisation: Transforming Adult Social Care
- Working Towards an Equal City: BHCC Equalities & Inclusion Policy

Criteria 4 recognises that deprivation can be widely dispersed across the city and that sector expertise can remove barriers by helping Brighton and

Hove's diverse communities make their own different and valuable contributions to tackling disadvantage.

- 3.10 In conclusion Appendix 4: 'Translating priorities into Actions' illustrates how vision, criteria & priorities become practical activities against which community & voluntary sector organisations can deliver eligible applications for council grant aid.

4. CONSULTATION

- 4.1 Please see 3.4, 3.5 & 3.6 above plus Appendix 2: Officer Consultation List

5. REASONS FOR REPORT RECOMMENDATIONS

- 5.1 Recommendations 2.1 & 2.2 recognise that provision of a discretionary grants programme in future years will be essential, not only for the council's continuing good working relations with a thriving third sector but also its capacity to deliver on corporate commitments and strategic priorities throughout the period.
- 5.2 Recommendation 2.3 acknowledges 3.4 & concurs with 3.5 above.
- 5.3 Should council agree the above recommendations Appendix 5: 'Provisional Grant Scheme Budgets 2010-13' summarises the anticipated allocation pa. across all schemes.

nb. Current grant allocations & commitments 2007-10 have previously been circulated to all members, can be downloaded from the council's website or are available on request from the Voluntary Sector Unit.

SUPPORTING DOCUMENTATION

Appendices:

1. Timetable Three Year Strategic Grants 2010-13
2. Officer Consultation List
3. Strategic Reference Index
4. Translating priorities into Actions
5. Provisional Grant Scheme Budgets 2010-13

Subject:	Discretionary Grants Programme 2010-13: Three Year Process
Date of Meeting:	20 November 2008
Report of:	Director of Cultural Services
Contact Officer:	Name: John Routledge: VSU Manager Tel: 29-1112
	E-mail: john.routledge@brighton-hove.gov.uk
Key Decision:	Yes Forward Plan No. 5516
Wards Affected:	All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To consolidate and build upon the corporate Discretionary Grants Programme 2007-10 in recognition of its role in underpinning council's working relationship with, and the continuing sustainability of, Brighton and Hove's community & voluntary sector.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet agree to a future discretionary grants programme for 2010-2013. The size of the programme to be determined by the 2010-11 budget strategy subject to the council's financial position, the indicative amount being equivalent to the 2008-09 budget level plus appropriate inflationary uplift (approx £1,584,000 pa. please see 5.1).
- 2.2 That the Cabinet agree to adopt a revised vision for the discretionary grants programme, as detailed in paragraph 3.9, accompanied by updated eligibility criteria reflecting the new corporate priorities.
- 2.3 That the Cabinet agree to maintain the current application procedure, appraisal process & delivery mechanism including the recommended timetable (please see Appendix 1. 'Timetable Three Year Strategic Grants 2010-13').

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Council is currently committed to a three year cycle of discretionary grants through 2007-10 (Policy & Resources Committee Report June 2005).

This is managed by the Voluntary Sector Unit (in consultation with service departments) and delivered as Three Year Strategic Grants (£1.21M pa),

accompanied by an Annual Grants Programme (comprising 6 distinct smaller schemes worth in total approx £330,000 pa).

3.2 Following the adoption of a new constitution & cabinet structure the Cabinet Member for Community Affairs, Inclusion & Internal Relations asked the Voluntary Sector Unit to formulate recommendations for continuing delivery of a discretionary grants programme to support community & voluntary sector organisations in future years.

3.3 Therefore, in June 2008, the Unit facilitated a meeting of the existing cross-party Members Advisory Group for Grants (MAG) comprising one elected member from: Conservative (Chair & Cabinet Member for Community Affairs), Labour, Green & Liberal Democrat Groups to discuss background and options.

3.4 At this meeting MAG considered:

Original application & appraisal mechanisms for the discretionary grants programme, agreed by council following an extensive consultation programme with partners / stakeholders (P&R: Best Value Review of Grants 2001 and Grants Scrutiny Panel 2002).

Subsequent revisions to process & procedure, informed by the Voluntary Sector Unit's experience & evaluation of three year grant cycles: 2001-04, 2004-07 & 2007-10 and agreed at relevant Policy & Resources (P&R) Committees.

Current mechanisms, recognised as reflecting best practice in the field (Chartered Institute of Public Finance & Accountancy 2005).

In summary MAG considered & agreed:

- A two stage process of Outline & Full Bid for Three Year funding open to application every three years (please see Appendix 1: 'Timetable Three Year Strategic Grants 2010-13').
- Quarterly application & appraisal cycle for Annual Grant funding each year (typically commencing in January, April, July & October)
- A cross party Members Advisory Group providing comment & input on all recommendations to Cabinet covering Three Year Outline & Full Bids plus Annual Grants above £3,000 (below this level decision delegated to Chair & senior officers)
- Clear matching of grants programmes to council priorities

- 3.5 MAG suggested that the programme continued to offer open, transparent & accountable process & procedures. In addition a dedicated Unit, working in consultation with service departments, ensured effective / efficient programme management / delivery and value for associated monies.
- 3.6 MAG advised that the evolving strategic context within which any future discretionary grants programme would operate necessitated a new 'vision' for grants with associated eligibility criteria that clearly matched emerging corporate priorities.
- 3.7 It was agreed that the Unit would initiate a process of consultation with service heads & senior officers with a view to identifying those key priorities that would define the recommended vision & criteria for grant aid (please see Appendix 2: 'Officer Consultation List' & Appendix 3: 'Strategic Reference Index').
- 3.8 On completion of the above consultation process a subsequent meeting of MAG, held in October 2008, unanimously supported Recommendations: 2.1, 2.2 & 2.3 above alongside the following recommended vision & criteria for grant aid.

3.9 Vision

“Brighton & Hove City Council recognises the value of independent, not-for-profit community and voluntary sector organisations...

... the discretionary grants programme demonstrates council commitments around delivery of open & effective leadership by investing in a vibrant third sector to help citizens become more involved in their communities and participate in regular volunteering.”

The vision is directly derived from “Our Corporate Plan 2008-11” and recognises the third sector’s capacity to design & deliver high quality services efficiently & effectively (Economic & Social Audit of the CV sector in B&H: Dialogue 50/50 Group 2003 & draft 2008).

As such it embeds ‘value for money’ at the earliest stage of grant giving.

In addition the vision encompasses key cross-cutting themes for council around promotion of citizen participation through active volunteering (Local Area Agreement (LAA): Strengthening Communities 2008-11) alongside established & emerging priorities in terms of opportunity & engagement (Creating & City of Opportunities: 20/20 Community Strategy 2006-09 & Community Engagement Framework: Draft Sept 2008).

Brighton and Hove is the only authority in South East region to have adopted the 3 major LAA Strengthening Communities indicators NI 4:

'influencing decisions', NI 6: 'regular volunteering' & NI 7: 'thriving third sector'. The council is also one of only 18 Community Empowerment Champions nationally.

The vision acknowledges this status and seeks to ensure that council and our communities benefit from the opportunities ahead (An Action Plan for Community Empowerment: DCLG 2007).

3.10 Criteria for Grant Aid

A cross-cutting vision will ensure all successful applicant organisations demonstrate: ability to effectively engage as well as capacity to empower resident communities, alongside delivery of value for grant monies.

However the dynamism and diversity of sector partners also means they are uniquely placed to complement key council service priorities. Each applicant organisation will therefore need to demonstrate how its day-to-day work meets at least one of four eligibility criteria derived from the corporate plan and core strategies:

(1) Protecting the environment while growing the economy

Preserving & improving our urban & natural environments, growing our economy & supporting people into work...

Thereby prioritising actions to address, for example:

- Sustainability Strategy – Local Agenda 21
- Social Enterprise Strategy
- City Employment & Skills Plan
- Reducing Inequality Review

Criteria 1 enables activities that tackle poverty & address 'worklessness' by enabling those early, often low-level, interventions whereby the sector specialises in prevention of dependency and progression towards independence.

(2) Providing excellent cultural opportunities for all

"Promoting participation in cultural & sporting activities... expanding 'life chances', improving physical / mental health & enabling people to share in the city's life"

Thereby prioritising actions to address, for example:

- Active Living Strategy
- City Sports Strategy
- A Thriving Creative Ecology - A&CIU draft

- Community Development Commissioning Strategy

Criteria 2 is placed to maximise the sector's individual contribution to forthcoming 2012 Cultural Olympiad, LAA NI 11 "Engagement in the Arts", as well as new and emerging initiatives around asset transfer & community anchors.

(3) Making a city where people are safe & feel safe

"Encouraging responsibility... involving communities in reducing crime & antisocial behaviour"

Thereby prioritising actions to address, for example:

- Safe in the City - Community Safety, Crime Reduction & Drugs Safety
- Youth Justice Team Action Plan
- LGBT Strategic Action Plan
- Neighbourhood Action Plans

Criteria 3 acknowledges targets identified in the Partnership Community Safety Team's Strategic Assessment and the sector's capacity to engage both communities of place and interest across the city in the delivery of effective interventions through diversionary activities etc.

(4) Reducing inequality by increasing opportunity

"Giving children the best start in life...providing excellent education for all, improving health working together to target the most vulnerable"

Thereby prioritising actions to address, for example

- Children & Young Peoples Plan (currently under revision)
- B&H Homelessness Strategy
- Personalisation: Transforming Adult Social Care
- Working Towards an Equal City: BHCC Equalities & Inclusion Policy

Criteria 4 recognises that deprivation can be widely dispersed across the city and that sector expertise can remove barriers by helping Brighton and Hove's diverse communities make their own different and valuable contributions to tackling disadvantage.

- 3.11 In conclusion Appendix 4: 'Translating priorities into Actions' illustrates how vision, criteria & priorities become practical activities against which community & voluntary sector organisations can deliver eligible applications for council grant aid.

4. CONSULTATION

- 4.1 Consultation process directly engaged the Cabinet Member for Community Affairs alongside representatives of each political party (through the Members Advisory Group) as well as service heads and senior officers. Please see 3.3 to 3.8 above plus Appendix 2: Officer Consultation List

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

The council's budget for its Discretionary Grants Programme is £1,545,080 in 2008/09. The value of the Discretionary Grants Programme for 2010/11 will be determined as part of budget setting for 2010/11 and prioritised against competing demands on the Cultural Services budget and the council's financial position at that time. Based on current level plus inflation the indicative grant programme would be £1,584,000 for the years 2010/11 to 2012/13 however this is subject to resources being available to fund the programme in each of the three years.

*(Finance Officer Consulted: Anne Silley – Head of Financial Services
Date: 30/10/08)*

5.2 Legal Implications:

The report recommends continuation of the discretionary grants programme with the current application procedure, process and delivery mechanism all maintained alongside a new timetable for Three year Strategic Grants 20-13. It also recommends adopting a revised vision for the discretionary grants programme, accompanied by updated eligibility criteria which reflect new corporate priorities. This is considered to be a reasonable legal approach.

(Lawyer Consulted: Bob Bruce – Principal Solicitor Date: 20/10/08)

5.3 Equalities Implications:

Actions to promote equalities issues are prioritised in the vision & criteria for grant aid as outlined above.

In addition the specialist grant schemes identified at Appendix 5 address key council strategies in this regard.

This report recommends continuation of the discretionary grants programme. However an Equalities Impact Assessment is underway & due for completion by Cabinet 20 November 2008.

5.4 Sustainability Implications:

Actions to promote sustainability issues are prioritised in the vision & criteria for grant aid as outlined above.

In addition the specialist grant schemes identified at Appendix 5 address key council strategies in this regard.

5.5 Crime & Disorder Implications:

Actions to address crime & disorder issues are prioritised in the vision & criteria for grant aid as outlined above.

In addition the specialist grant schemes identified at Appendix 5 promote key council strategies in this regard.

5.6 Risk & Opportunity Management Implications:

Promotion of opportunity is prioritised in the vision & criteria for grant aid outlined above. Provision of mechanisms for the appropriate management of associated risk are acknowledged & addressed in the recommendations made.

Risks attached to discontinuing the programme are outlined in this report. In summary: “provision of a discretionary grants programme in future years will be essential, not only for the council’s continuing good working relations with a thriving third sector but also its capacity to deliver on corporate commitments and strategic priorities throughout the period.”

5.7 Corporate / Citywide Implications:

Recommendations made support a number of council priorities as outlined. For example:

- Our Corporate Plan 2008-11
- LAA Strengthening Communities Indicators NI: 4, 6 & 7

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Alternative options have been considered & rejected as part of the consultation exercise outlined in this report.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Recommendations 2.1 & 2.2 recognise that provision of a discretionary grants programme in future years will be essential, not only for the council’s continuing good working relations with a thriving third sector but also its capacity to deliver on corporate commitments and strategic priorities throughout the period.
- 7.2 Recommendation 2.3 acknowledges 3.4 & concurs with 3.5 above.
- 7.3 Should Cabinet agree the above recommendations Appendix 5: ‘Provisional Grant Scheme Budgets 2010-13’ summarises the anticipated allocation pa. across all schemes.

nb. Current grant allocations & commitments 2007-10 have previously been circulated to all members, can be downloaded from the council's website or are available on request from the Voluntary Sector Unit.

SUPPORTING DOCUMENTATION

Appendices:

1. Timetable Three Year Strategic Grants 2010-13
2. Officer Consultation List
3. Strategic Reference Index
4. Translating priorities into Actions
5. Provisional Grant Scheme Budgets 2010-13
6. Glossary of Acronyms

Documents in Members' Rooms

1. n/a

Background Documents

1. Please see Appendix 3: 'Strategic Reference Index'

Three Year Strategic Grants 2010-13: OUTLINE BID
Officer Engagement & Consultation
Discussion Groups by Service Specialism

Advice, Guidance, Legal	Arts
BME & Faith	CV Sector Infrastructure
Children	Community Based
Community Safety	Disabled People & Health
Environment & Sustainability	Housing & Homelessness
LGBT	Mental Health
Older People	Substance Misuse
Sport	Training & Adult Learning
Women	Youth

Adult Social Care & Housing

- Joy Hollister: Director of Adult Social Care & Housing
- Denise D'Souza: Director Community Care
- Brigid Day: Interim Head of Adult Social Care
- Jugal Sharma: AD Housing Strategy
- Steve Bulbeck: Head of Housing Needs & Social Exclusion
- James Crane: Housing Options Manager
- Jane Mason: Homeless Strategy Officer
- Karin Divall: General Manager Specialist Services
- David Rook: Head of Housing Management (Central)
- Helen Clarkmead: Head of Housing Management (East)
- Tom Scanlon: Director of Public Health
- John Austin-Locke: Policy, Performance & Community Participation Manager
- Bernadette O'Donoghue: Welfare Rights Officer
- Elizabeth O'Kane: Welfare Rights Officer
- Clara Donnelly: Welfare Rights Officer
- Tamsin Peart: Performance & Development Officer
- Gemma Lockwood: Performance & Development Officer
- Paul Martin: Older People Policy Advisor
- Christian Smith: Contracts Officer
- John Bain: Community Participation Officer
- Michelle Johnson: Community Participation Officer
- Peter Mustow: Community Participation Officer

Children & Young People's Trust

- Steve Barton: AD Strategic Commissioning & Governance
- James Dougan: AD East Early Years & NHS Commissioning



- Gil Sweetenham: AD Central & School Support
- Gillian Cunliffe: AD West & Youth Support
- Sally Wadsworth: Commissioning & Partnership Manager
- Duncan Campbell: Commissioning & Partnership Manager
- Ellen Jones: Commissioning & Partnership Manager
- Nigel Jenner: Head of Youth & Connexions Service West
- Philip Ward: Commissioning Manager Youth & Connections Service
- Daniel Shelley: Learning Partnership Manager
- Paul Waller: Play Services Manager
- Julie Bates: Childcare Business Manager
- Bee Pooley: Community Skill & Learning Manager

Culture & Enterprise

- Scott Marshall: Director of Cultural & Enterprise
- Paula Murray: Head of Economy & Culture
- Adam Bates: Head of Tourism & Venues
- David Fleming: AD Major Projects & Regeneration
- Maureen Pasmore: Supported Employment Team Manager
- Cheryl Finella: Lead ED Officer
- Rob Dawson: ED Officer
- Andy Glover: ED Officer Sites & Premises
- Angela Gaitani: ED Officer Employment
- Donna Close: Arts Development Manager
- Dany Louise: Creative Industries Manager
- Lucy Jefferies: Cultural Projects Manager
- Mark Jago: Capital Projects (CP) Team Manager
- Richard Davies: CP Manager
- Neil Clarke: Acting European & International Team Manager

Environment

- Jenny Rowlands: Director of Environment
- Judith Macho: AD Public Safety
- Mark Prior: AD Sustainable Transport
- Gillian Marston: AD Cityclean & Cityparks
- Ian Shurrock: Acting Head of Sports & Leisure
- Linda Beanlands: Head of Community Safety
- Paul Allen: Head of Neighbourhood Management Team
- Robert Walker: Head of Operations Cityparks
- Jan Jonker: Head of Strategy City Services
- Tim Read: Projects Officer
- Hugo Blomfield: Countryside Manager
- Rob Dumbrill: Parks Project Manager
- Ian Taylor: Events Manager



- Jo Osborne: Events Officer
- Helen Marshall: Transport Planning Officer
- Simon Bannister: Environment Improvement Officer
- David Larkin: Countryside Ranger
- Fiona Stokes: Project Officer City Services
- Lisa Shaw: Project Officer City Services
- Lucy Yallop: Hate Crime Officer Race & Faith
- Lucy Bryson: Asylum Seekers & Refugees Policy Coordinator
- Michelle Pooley: Domestic Violence Coordinator
- Eric Page: LGBT Safety Coordinator
- John Patience: Communities & Partnerships Manager DAAT
- Carole Page: Sports Funding Manager
- Shelley Meyern: Sports Development Manager
- Jan Sutherland: Community Sports Development Manager
- Nicky Salmon: Sports Development Officer
- Ryan Edwards: Active for Life Coordinator

Finance & Resources

- Anne Silley: Head of Financial Services
- Peter Francis: Accountant
- John Beard: Senior Accounts Officer
- Pauline Clarke: Senior Finance Officer
- Chris Wright: Senior Finance Officer

Strategy & Governance

- Anthony Zacharzewski: Acting Director of Strategy & Governance
- Richard Tuset: Acting Head of Policy
- Mary Evans: Head of Equalities & Inclusion
- Thurstan Crockett: Head of Sustainability & Environmental Policy
- Emma McDermott: Acting Head of Policy
- Paula Black: Head of Analysis & Research
- Bob Bruce: Principal Solicitor
- Mita Patel: Sustainability Coordinator
- Francesca Iliffe: Sustainability Officer
- Kim Jackson: Environmental Education Officer
- Barbara Green: Head of Performance & Improvement
- Simon Newell: 2020 Community Partnership Officer
- Sarah Tighe-Ford: Equalities Coordinator
- John Routledge: Communities Team Manager
- Angie Greany: Community Engagement Improvement Officer
- Lisa Mytton: City Neighbourhood Support Officer
- Nicky Cambridge: Community Interventions Coordinator
- Sam Warren: City Neighbourhood Coordinator



- Becky Purnell: Tarner & Easter Road Neighbourhood Officer
- Mel North: Senior Support Officer
- Jonathan Best: Grants Officer

Three Year Discretionary Grant Aid 2010–13 Initial Appraisal Sheet for Outline Bids

Name of Organisation

Nature of Organisation

Criteria Number

Area of benefit

Service Specialism

Finance & Legal

Account Name

Number of signatories

Legal Status

Funding Relationships

Size of Organisation Any possible changes to size
Please describe possible changes to size:

Audited Income 2007-08	£	
Estimated Income 2008-09		£

Current Grant 2007-10 pa		£
Annual Grant 2008-09 pa		£

Any other identified council income

Funding Requested pa 2010-13		£
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Absolute increase pa 2010-13		£
Increase as % of current grant pa		%

Requested grant as % of forecast income 2010-11%

Notes

(including outstanding documentation, reserves position, eligibility issues & criteria fit etc):

Subject:	Three Year Strategic Grants 2010-13: Decision on Outline Bid Applications		
Date of Meeting:	21 May 2009		
Report of:	Anthony Zacharzewski: Acting Director Strategy & Governance		
Contact Officer:	Name:	John Routledge: Communities Team Manager	Tel: 29-1112
	E-mail:	john.routledge@brighton-hove .gov.uk	
Key Decision:	Yes	Forward Plan No : CAB9429	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Decision on invitation to Full Bid stage covering 98 Outline Bid applications for Three Year Strategic Grant funding 2010-13 from community & voluntary sector organisations with an income of over £35,000 pa.

For a simple overview on each applicant organisation and how requested grant monies would be used in support of associated work please see Appendix 1: "Narrative Summary of Applicant Organisations & Purpose of Grant".

2. RECOMMENDATIONS:

- 2.1 That Cabinet agree to invite the recommended 74 applicants to Full Bid Stage for Three Year Strategic Grants 2010-13.

For a summary of applicants that are recommended for invitation to Full Bid please see Appendix 2: "Outline Bid Recommendations".

Please note that applicants not invited to Full Bid but recommended for an alternative support package are highlighted in grey and those not currently in receipt of three year grant are italicised.

- 2.2 That Cabinet also agree the recommended alternative support package where appropriate for the 24 applicants not invited to Full Bid stage.

Please see Appendices 1 & 2 above plus Appendix 3: "Narrative Summary of Alternative Support Package".

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Following a process of consultation with service heads, and the council's cross-party Members Advisory Group on Grants (MAG), Cabinet (20 November 2008) agreed recommendations to consolidate & build upon the council's corporate discretionary grants programme for 2010-13. This includes a new 'vision' for grants accompanied by four updated eligibility criteria reflecting new corporate priorities.

For additional narrative encompassing strategic background and the wider context for Brighton & Hove City Council 'grant giving' please see Appendix 4: "Vision, Criteria & Practical Examples".

- 3.2 Cabinet also agreed size of programme budget 'to be determined by the 2010-11 budget strategy subject to council financial position, the indicative amount being equivalent to the 2008-09 budget level plus appropriate inflationary uplift (approx £1,584,000 pa. please see 5.1)'.

Thus budget available for Three Year Strategic Grants is approx £1.25M pa. with the remainder to be allocated each year across the 7 schemes that comprise council's complementary Annual Grants Programme for 2010-13.

- 3.3 Finally Cabinet agreed a two stage application process defined as Outline & Full Bid stages.

For all the key dates in this process please see Appendix 5: "Timetable for Decision Making".

The specific allocation of individual grants comes at Full Bid stage later in the year and a dedicated Cabinet Report (3 December 2009) will be produced in this regard.

Outline Bid stage is designed to identify those robust organisations where it is anticipated that a Full Bid would have a real opportunity to secure grant monies. It is also designed to identify as early as possible those applicants that may not yet be ready for Three Year Strategic funding, or do not fully meet programme criteria, and to identify an alternative support package where appropriate.

4. CONSULTATION

- 4.1 98 Outline Bid applications were received following application deadline earlier this year requesting in total £2,458,272 pa. for the period 2010-13. Please see Appendix 1 above.

- 4.2 MAG met on 26 March 2009 to discuss progress made and agreed that, to support Cabinet in decision making on all bids, the following appraisal process would be undertaken for each application:

- **Initial eligibility check** covering nature of organisation, criteria fit & area of benefit
- **Full technical appraisal** covering governance arrangements, finances / accounts & funding relationships with council / other major funders
- **Consultation with service heads** to address wider strategic impact, council links & partnership working etc. framed within 'discussion groups' and covering 18 specific service specialisms (please see Appendix 6: "Officer Engagement & Consultation")

MAG met again on 23 April to consider all completed appraisal reports and agreed cross-party support of the following recommendations to Cabinet.

- 4.3 It is recommended that 74 applicants are invited to Full Bid stage and 24 applicants not invited to Full Bid offered an alternative support package where appropriate. Please Appendices 2 & 3 above.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

Outline Bid stage is not about the immediate allocation of grant monies, however, the recommendations will have potential budget implications at both Three Year Full Bid stage and in the later allocation of Annual Grant monies, where this programme is identified as part of an alternative support package.

The total indicative grant programme budget is anticipated at £1,584,000 pa for the years 2010/11 to 2012/13 however this is subject to resources being available to fund the programme in each of the three years.

*Finance Officer Consulted: Anne Silley – Head of Financial Services
Date: 29 April 2009*

5.2 Legal Implications:

The appraisal process referred to in section 4 is a reasonable one and there are no immediate legal implications arising.

Lawyer Consulted: Bob Bruce – Principal Solicitor Date: 5 May 2009

5.3 Equalities Implications:

Actions to promote equalities issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address & support equalities issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

An Equalities Impact Assessment is underway & ongoing. It is due for completion later in 2009.

5.4 Sustainability Implications:

Actions to promote sustainability issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address sustainability issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

5.5 Crime & Disorder Implications:

Actions to address crime & disorder issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address crime & disorder issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

5.6 Risk & Opportunity Management Implications:

Promotion of opportunity is prioritised in the vision & criteria for grant aid outlined above.

Mechanisms for the appropriate management of associated risk underpin outlined process and are acknowledged / addressed in the recommendations made.

5.7 Corporate / Citywide Implications:

Recommendations made support a number of council priorities as outlined.

For example:

- Our Corporate Plan 2008-11
- LAA Strengthening Communities Indicators NI: 4, 6 & 7

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Alternative options have been considered and where appropriate identified as part of the consultation exercise outlined in this report.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Reasons for recommendations are documented throughout the appraisal

process, outlined in this report & supported by the attached appendices.

SUPPORTING DOCUMENTATION

Appendices:

1. Narrative Summary of Applicant Organisations & Purpose of Grant
2. Outline Bid Recommendations
3. Narrative Summary of Alternative Support Package
4. Vision, Criteria & Practical Examples
5. Timetable for Decision Making
6. Officer Engagement & Consultation

Documents in Members' Rooms

1. n/a

Background Documents

1. 'Our Corporate Plan 2008-11'
2. Cabinet Report 20 November 2008: "Discretionary Grants Programme 2010-13: Three Year Process, specifically Appendix 3: 'Strategic Reference Index'.
3. *For reference Appendix 4: "Vision, Criteria & Practical Examples" of this report*

Three Year Strategic Grants 2010-13: FULL BID Officer Engagement & Consultation

Discussion Groups by Service Specialism

Advice, Guidance, Legal	Arts
BME & Faith	CV Sector Infrastructure
Children	Community Based
Community Safety	Disabled People & Health
Environment & Sustainability	Housing & Homelessness
LGBT	Mental Health
Older People	Substance Misuse
Sport	Training & Adult Learning
Women	Youth

Adult Social Care & Housing

- Joy Hollister: Director of Adult Social Care & Housing
- Denise D'Souza: Director Community Care
- Brigid Day: Interim Head of Adult Social Care
- Jugal Sharma: AD Housing Strategy
- Steve Bulbeck: Head of Housing Needs & Social Exclusion
- James Crane: Housing Options Manager
- Jane Mason: Homeless Strategy Officer
- Karin Divall: General Manager Specialist Services
- David Rook: Head of Housing Management (Central)
- Helen Clarkmead: Head of Housing Management (East)
- Tom Scanlon: Director of Public Health
- John Austin-Locke: Policy, Performance & Community Participation Manager
- Bernadette O'Donoghue: Welfare Rights Officer
- Elizabeth O'Kane: Welfare Rights Officer
- Clara Donnelly: Welfare Rights Officer
- Tamsin Peart: Performance & Development Officer
- Paul Martin: Older People Policy Advisor
- Christian Smith: Contracts Officer
- John Bain: Community Participation Officer
- Michelle Johnson: Community Participation Officer
- Peter Mustow: Community Participation Officer
- Anne Hagan: Older People's Services Manager

Children & Young People's Trust



- Steve Barton: AD Strategic Commissioning & Governance
- James Dougan: AD East Early Years & NHS Commissioning
- Gil Sweetenham: AD Central & School Support
- Gillian Cunliffe: AD West & Youth Support
- Sally Wadsworth: Commissioning & Partnership Manager
- Duncan Campbell: Commissioning & Partnership Manager
- Ellen Jones: Commissioning & Partnership Manager
- Nigel Jenner: Head of Youth & Connexions Service West
- Philip Ward: Commissioning Manager Youth & Connections Service
- Daniel Shelley: Learning Partnership Manager
- Paul Waller: Play Services Manager
- Julie Bates: Childcare Business Manager
- Bee Pooley: Community Skill & Learning Manager
- Caroline Parker: Head of Service, City Early Years and Childcare
- Jenny Brickell: Head of Integrated Services, Children's Disability Social Work Team
- Chris Parfitt: Youth & Connexions Manager East

Culture & Enterprise

- Scott Marshall: Director of Cultural & Enterprise
- Paula Murray: Head of Economy & Culture
- Adam Bates: Head of Tourism & Venues
- David Fleming: AD Major Projects & Regeneration
- Maureen Pasmore: Supported Employment Team Manager
- Cheryl Finella: Lead ED Officer
- Rob Dawson: ED Officer
- Andy Glover: ED Officer Sites & Premises
- Angela Gaitani: ED Officer Employment
- Donna Close: Arts & Cultural Projects Manager
- Lucy Jefferies: Arts Development Officer
- Mark Jago: Capital Projects (CP) Team Manager
- Richard Davies: CP Manager
- Neil Clarke: Acting European & International Team Manager

Environment

- Jenny Rowlands: Director of Environment
- Judith Macho: AD Public Safety
- Mark Prior: AD Sustainable Transport
- Gillian Marston: AD Cityclean & Cityparks
- Ian Shurrock: Acting Head of Sports & Leisure
- Linda Beanlands: Head of Community Safety



- Robert Walker: Head of Operations Cityparks
- Jan Jonker: Head of Strategy City Services
- Tim Read: Projects Officer
- Hugo Blomfield: Countryside Manager
- Rob Dumbrill: Parks Project Manager
- Ian Taylor: Events Manager
- Jo Osborne: Events Officer
- Helen Marshall: Transport Planning Officer
- Simon Bannister: Environment Improvement Officer
- David Larkin: Countryside Ranger
- Fiona Stokes: Project Officer City Services
- Lisa Shaw: Project Officer City Services
- Lucy Yallop: Hate Crime Officer Race & Faith
- Lucy Bryson: Asylum Seekers & Refugees Policy Coordinator
- Michelle Pooley: Domestic Violence Coordinator
- Eric Page: LGBT Safety Coordinator
- John Patience: Communities & Partnerships Manager DAAT
- Carole Page: Sports Funding Manager
- Shelley Meyern: Sports Development Manager
- Jan Sutherland: Community Sports Development Manager
- Nicky Salmon: Sports Development Officer
- Ryan Edwards: Active for Life Coordinator

Finance & Resources

- Anne Silley: Head of Financial Services
- Peter Francis: Accountant
- John Beard: Senior Accounts Officer
- Pauline Clarke: Senior Finance Officer
- Chris Wright: Senior Finance Officer

Strategy & Governance

- Anthony Zacharzewski: Head of Policy
- Richard Tuset: Head of Cabinet Support
- Mary Evans: Head of Equalities & Inclusion
- Thurstan Crockett: Head of Sustainability & Environmental Policy
- Emma McDermott: Central Policy Development Team Manager
- Paula Black: Head of Analysis & Research
- Bob Bruce: Principal Solicitor



- Mita Patel: Sustainability Coordinator
- Francesca Iliffe: Sustainability Officer
- Kim Jackson: Environmental Education Officer
- Barbara Green: Head of Performance & Improvement
- Simon Newell: 2020 Community Partnership Officer
- Sarah Tighe-Ford: Equalities Coordinator
- John Routledge: Head of Communities
- Angie Greany: Community Engagement Improvement Officer
- Lisa Mytton: City Neighbourhood Support Officer
- Nicky Cambridge: People and Place Coordinator
- Sam Warren: City Neighbourhood Coordinator
- Becky Purnell: Turner & Easter Road Neighbourhood Officer
- Donna Edmead: Communities Team Administrative Officer
- Jonathan Best: Grants Officer

Three Year Discretionary Grant Aid 2010–13 Initial Appraisal Sheet for Outline Bids

Name of Organisation

Nature of Organisation

Criteria Number

Area of benefit

Service Specialism

Finance & Legal

Account Name

Number of signatories

Legal Status

Funding Relationships

Size of Organisation Any possible changes to size
Please describe possible changes to size:

Audited Income 2007-08	£	
Estimated Income 2008-09		£

Current Grant 2007-10 pa		£
Annual Grant 2008-09 pa		£

Any other identified council income

Funding Requested pa 2010-13		£
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Absolute increase pa 2010-13	£	
Increase as % of current grant pa		%

Requested grant as % of forecast income 2010-11%

Notes

(including outstanding documentation, reserves position, eligibility issues & criteria fit etc):

Appraisal Template

Three Year Discretionary Grant Aid

Medium and Larger Organisations 2010-13

Organisation Name	Project Name (if applicable)	
Priority	Rating	Notes/Reasons
i) The organisation provides added value to City Council corporate priorities and directorate development plans.		
ii) The grant fits with/balances other sources of funding available through council supported initiatives e.g. Community Development Commissioning, CYPT, Sussex Learning and Skills Council etc		
iii) The organisation provides a city-wide service where no local delivery exists. (iii) and (iv) are linked to establish whether there are competing services working at either city-wide or local level and to try and establish which you feel is most appropriate or a priority.		

iv)	The organisation provides local delivery where this is more appropriate.		
v)	This activity would be more appropriately funded by either a contract from elsewhere within the council or from another statutory provider eg. Primary Care Trust (PCT)		
	Priority	Rating	Notes/Reasons for decisions
vi)	The organisation supports equalities issues.		
vii)	The organisation evidences it is meeting needs and/or has evidenced unmet need for its service.		
	The organisation has evidenced its capacity to deliver ie. staffing/funding/structures		

Ranking position	
Reasons	

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Name & Title of Appraisal Officers	
Signature of Appraisal Officers	
Date	

**Three Year Strategic Grants 2010-13
Full Bid Technical Appraisal & Supporting Narrative**

Name of Organisation:

Project:

A) Delivery

Supporting Document: Risk Management Strategy <i>(highlight as applicable)</i>				
Fully Met	Met (high)	Met	Met (low)	Unmet
Comments: eg. is risk identified and addressed through maintenance of robust monitoring / evaluation procedures and quality control framework?				

B) Human Resources

Supporting Document: Staffing Structure <i>(highlight as applicable)</i>				
Fully Met	Met (high)	Met	Met (low)	Unmet
Comments: eg. how are paid staff are managed & volunteers developed, are specific skills / experience brought to the organisation by trustees / management committee?				

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C) Financial Management

Supporting Document: Written Financial Controls (<i>highlight as applicable</i>)				
Fully Met	Met (high)	Met	Met (low)	Unmet
<i>Comments: eg. do controls underpin daily operations in terms of monitoring cash flow, payment of expenses, VAT registration, account signatory status etc?</i>				

D) Accounts

Supporting Document: Income & Expenditure Forecast 2009-10 (<i>highlight as applicable</i>)				
Fully Met	Met (high)	Met	Met (low)	Unmet
<i>Comments : eg. how does this relate to accounts information submitted at Outline Bid, are there any significant changes to that information?</i>				

E) Equal Opportunities

Supporting Document: Equal Opportunities Policy (<i>highlight as applicable</i>)				
Fully Met	Met (high)	Met	Met (low)	Unmet
<i>Comments: eg. is service planning and delivery informed, specifically in relation to the city's Reducing Inequalities Review and BHCC Equalities & Inclusion Policy 2008-2011?</i>				

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F) Business Planning

Supporting Document: Business Plan / Fundraising Strategy 2010-13 (<i>highlight as applicable</i>)				
Fully Met	Met (high)	Met	Met (low)	Unmet
Comments: eg. does work with statutory, private & third sector partners shape the strategic nature of services?				

Appraisal Officers:

CABINET MEETING

Sub-appendix 5.11

Agenda Item:

Brighton & Hove City Council

Subject:	Three Year Strategic Grants 2010-13: Decision on Full Bid Applications		
Date of Meeting:	12 November 2009		
Report of:	Alex Bailey: Director Strategy & Governance		
Contact Officer:	Name:	John Routledge: Head of Communities	Tel: 29-1112
	E-mail:	john.routledge@brighton-hove .gov.uk	
Key Decision:	Yes	Forward Plan No : 11774	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report sets out the proposed allocation of the council's Three Year Strategic Grants programme in 2010-13 for Third Sector organisations. The recommendations for funding outlined in the report are produced by the council's cross party Members Advisory Group for Grants (MAG).
- 1.2 This decision was originally due to be considered at Cabinet in December 2009. As the grants assessment process was completed ahead of schedule it was agreed to bring the report date forward giving more time to applicant organisations to plan around the outcome of the decision.

2. RECOMMENDATIONS:

- 2.1 That Cabinet agree the recommendations from the cross party Members Advisory Group on Grants for the allocation of the Three Year Strategic Grants programme in 2010-13.

For a summary of recommendations please see Appendix 1: "Full Bid Recommendations".

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Following a process of consultation with service heads and MAG, Cabinet (20 November 2008) agreed recommendations to consolidate & build upon the council's corporate discretionary grants programme for 2010-13.

- 3.2 Cabinet agreed that the size of programme budget 'be determined by the 2010-11 budget strategy subject to council financial position, the indicative amount being equivalent to the 2008-09 budget level plus appropriate inflationary uplift' (£1,244,000 pa. for Three Year Strategic Grants 2010-13 please see 5.1).
- 3.3 Local Third Sector* organisations with an annual income of over £35,000 were invited to apply for Three Year Strategic Grants 2010-13 in December 2008 and 98 applications were received by deadline in February 2009.
- 3.4 Following a process of technical appraisal, consultation with service heads and MAG, Cabinet (21 May 2009) agreed to invite 74 of 98 Outline Bid applicants to Full Bid stage (with the remainder offered an alternative support package).

This report makes recommendations for allocation of Three Year Strategic Grants 2010-13 covering these 74 Full Bids.

** Third Sector in this context is an umbrella term used for not-for-profit organisations including community groups, voluntary organisations & social enterprises*

4. CONSULTATION

- 4.1 All 74 applicants invited to Full Bid stage submitted an application by deadline in July 2009 requesting in total £2,018,246 pa. for the period 2010-13. Please see Appendix 1.
- 4.2 A process of appraisal was undertaken on each bid including:
- Assessment of application by specialist officers
 - Consultation with service heads to address wider strategic impact
 - Input from the Cabinet Member for Community Affairs, Inclusion, Internal Relations & Community Safety
- 4.3 MAG met again on 12 October 2009 and discussed a range of potential grant allocations.

MAG agreed recommendations covering all 74 applicants to a total of £1,244,000 pa. 2010-13. Please see Appendix 1 (*applicants not currently in receipt of Three Year Strategic Grant are italicised*).

- 68 applicants are recommended for support including 13 not currently in receipt of strategic grant.
- 6 applicants are not recommended of which 2 are currently in receipt of strategic grant. Alternative support options will be identified where appropriate

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

The budget allocation for grants is £1.554m in the current financial year, of which the existing three-year grants programme accounts for £1.211m.

Subject to resources being available, the proposed Three Year Strategic Grants programme of £1.244m pa. can be met from the grants budget pa. (inflated to £1.585m for 2010/11) over the next three years.

*Finance Officer Consulted: Peter Francis – Accountant: Strategy & Governance
Date: 23 October 2009*

5.2 Legal Implications:

The appraisal process referred to in section 4 is a reasonable one and there are no immediate legal implications arising.

Lawyer Consulted: Bob Bruce – Principal Solicitor Date: 23 October 2009

5.3 Equalities Implications:

A number of Three Year Strategic Grant recommendations directly address & support equalities issues.

An Equalities Impact Assessment is part of the ongoing assessment and decision making process and is due for completion later in 2009.

5.4 Sustainability Implications:

A number of Three Year Strategic Grant recommendations directly address sustainability issues

5.5 Crime & Disorder Implications:

A number of Three Year Strategic Grant recommendations directly address crime & disorder issues.

5.6 Risk & Opportunity Management Implications:

Promotion of opportunity is prioritised in the vision & criteria for grant aid agreed by Cabinet 20 November 2008 & 21 May 2009.

Mechanisms for the appropriate management of associated risk underpin outlined process and are acknowledged / addressed in the recommendations made.

In addition all grant recipients must accept standard (and where appropriate specific) terms & conditions for grant including submission of annual evaluation returns.

5.7 Corporate / Citywide Implications:

Recommendations made support a number of council priorities for example:

- Our Corporate Plan 2008-11
- Local Area Agreement
- Community Strategy for Brighton and Hove

6. **EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 Alternative options have been considered and where appropriate identified as part of the consultation exercise outlined in this report.

7. **REASONS FOR REPORT RECOMMENDATIONS**

Reasons for recommendations are outlined in this report & supported by the attached appendix.

SUPPORTING DOCUMENTATION

Appendices:

1. Full Bid Recommendations

Documents in Members' Rooms

1. n/a

Background Documents

1. 'Our Corporate Plan 2008-11'
2. Cabinet Report 20 November 2008: "Discretionary Grants Programme 2010-13: Three Year Process"
3. Cabinet Report 21 May 2009: "Three Year Strategic Grants 2010-13: Decision on Outline Bid Applications"
4. Local Area Agreement
5. Community Strategy for Brighton and Hove

Three Year Strategic Grants 2010-13: FULL BID RECOMMENDATIONS Sub-appendix 5.12

Organisation Name	Requested pa 2010-13	Recommend pa 2010-13
Adventure Unlimited	£15,000	£10,000
Age Concern	£40,000	£30,000
Albion in the Community	£30,000	£15,000
Allsorts Youth Project	£30,000	£22,000
<i>Amigos Pre-school</i>	£5,000	£0
Basement	£15,000	£12,000
BHT Legal Services	£78,000	£70,000
Bike For Life	£15,000	£10,000
Black & Minority Ethnic Community Partnership	£17,000	£8,000
Black and Minority Ethnic Young People's Project	£15,000	£15,000
<i>Bridge Community Education Centre</i>	£18,000	£0
<i>Brighton & Hove Inclusion Project</i>	£12,000	£5,000
<i>Brighton Peace & Environment Centre</i>	£32,000	£5,000
Brunswick Older People's Project (Impact)	£10,000	£8,000
Business Community Partnership	£25,000	£15,000
Carers' Centre for Brighton & Hove	£12,000	£11,000
Carousel	£35,000	£32,000
CEDP Chinese Centre	£80,000	£5,000
Cinecity	£10,000	£10,000
Citizens Advice Bureau	£100,000	£100,000
Community and Voluntary Sector Forum	£35,000	£27,000
Cornerstone Community Centre	£10,000	£10,000
Credit Union (East Sussex)	£30,000	£10,000
<i>Crew Club</i>	£25,000	£0
Early Childhood Project	£12,000	£8,000
Extratime	£30,000	£10,000
Fabrica	£30,000	£20,000
Fareshare (City Gate Community Projects)	£15,000	£12,000
Federation of Disabled People	£40,000	£20,000
Festival Fringe	£10,000	£10,000

Organisation Name	Requested pa 2010-13	Recommend pa 2010-13
First Base Day Centre (BHT)	£22,000	£20,000
Food Matters Partnership Ltd	£10,000	£6,000
Fun in Action for Children	£20,000	£10,000
<i>Hangleton & Knoll Project</i>	£25,000	£5,000
<i>Jewish Community Foundation</i>	£10,000	£3,000
Komedia Productions Ltd	£30,000	£10,000
LGBT Switchboard	£35,000	£28,000
<i>Lighthouse Arts and Training Ltd</i>	£15,000	£5,000
<i>Mediation Service</i>	£10,000	£5,000
Mind	£25,000	£15,000
<i>Money Advice and Community Support</i>	£25,000	£10,000
Mosaic Black & Mixed Parentage Family Group	£33,000	£27,000
Moulsecomb Neighbourhood Trust	£20,000	£11,000
Neighbourhood Care Scheme (Impetus)	£30,000	£25,000
Oasis	£20,000	£20,000
<i>Off The Fence Trust</i>	£40,000	£10,000
<i>Poets Corner Community Society</i>	£8,500	£5,000
Pre-School Learning Alliance	£26,500	£0
<i>QueenSpark Books</i>	£15,000	£5,000
R.I.S.E	£100,000	£95,000
Resource Centre (BHSWET)	£100,000	£90,000
Same Sky	£40,000	£35,000
Somerset Day Centre	£20,000	£5,000
South East Dance	£25,000	£15,000
Speak Out	£20,000	£10,000
Spectrum	£30,500	£12,000
St Luke's Advice Service	£8,000	£8,000
Stopover (Impact)	£15,000	£12,000
Survivors' Network	£29,146	£20,000
Sussex Interpreting Services	£21,500	£8,000
Tarnerland Children and Young People's Project	£30,000	£10,000
Threshold (BHT)	£22,100	£20,000

Organisation Name	Requested pa 2010-13	Recommend pa 2010-13
<i>Trust for Developing Communities</i>	£23,500	£10,000
Unemployed Centre Families Project	£50,000	£43,000
Volunteer Centre (Impetus)	£35,000	£23,000
<i>Whitehawk Inn</i>	£18,000	£7,000
<i>Women's Centre</i>	£25,000	£10,000
<i>Wood Recycling Project</i>	£15,000	£0
Woodingdean Youth Centre	£35,000	£20,000
Workability (Impact)	£17,000	£0
Working Together Project	£27,500	£16,000
Young People's Centre (Impact)	£20,000	£19,000
Youth Advice Centre (Hove YMCA)	£20,000	£15,000
Youth and Sport Project (Hove YMCA)	£20,000	£11,000

Total requested pa 2010-13	£2,018,246
Recommended pa 2010-13	£1,244,000

