

Report of: The South East Area Leader

Report to: Outer East Community Committee (Cross Gates & Whinmoor, Garforth & Swillington, Kippax & Methley, Temple Newsam)

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For Decision

Outer East Community Committee Delegated Budgets Report

Purpose of report

1. This report seeks to provide Members with:
 - a) An update on the outer east budget position
 - b) A review the minimum conditions, as set out in paragraph 8 of this report
 - c) An update on the Wellbeing revenue projects and budget position (Table 1)
 - d) Wellbeing revenue proposals for consideration and approval (paragraphs 18-19)
 - e) An update on Youth Activities Fund projects and budget position (Table 2)
 - f) An update on the Wellbeing capital projects and budget position (Table 3)
 - g) An update on the Wellbeing capital projects approved by DDN since the last meeting (paragraph 27)
 - h) An update on the Small Grants Budget (paragraph 28)
 - i) An update on the details of the Community Skips Budget (paragraph 29)

Background information

2. Each Community Committee has been allocated a Wellbeing Budget (revenue and capital) and Youth Activities Fund which it is responsible for administering. The aim of these budgets is to support social, economic and environmental wellbeing of the area and provide a range of activities for children and young people, by using the funding to support projects that contribute towards the delivery of local priorities.
3. Delegated budgets cannot be approved retrospectively. An application form must be submitted and approved by the Community Committee before activities are completed or items are purchased.

4. Members are reminded that the necessary scrutiny of applications to satisfy our own processes, financial regulations and audit, requires the deadline for receipt of completed application to be at least five weeks prior to any Community Committee. Some applications will be approved via Delegated Decision Notice following consultation with Members outside of the Community Committee cycle.
5. Members are reminded that the Wellbeing Fund Large Grant programme supports the social, economic and environmental wellbeing of a Community Committee area by funding projects that contribute towards the delivery of local priorities. A group applying to the Wellbeing fund must fulfil various eligibility criteria including evidencing appropriate management arrangements and finance controls are in place; have relevant policies to comply with legislation and best practice e.g. safeguarding and equal opportunities; and be unable to cover the costs of the project from other funds.
6. Members are reminded that projects eligible for funding could be community events; environmental improvements; crime prevention initiatives or opportunities for sport and healthy activities for all ages. In line with the Equality Act 2010 projects funded at public expense should provide services to citizens irrespective of their religion, gender, marital status, race, ethnic origin, age, sexual orientation or disability; the fund cannot be used to support an organisation's regular business running costs; it cannot fund projects promoting political or religious viewpoints to the exclusion of others; projects must represent good value for money and follow Leeds City Council Financial Regulations and the Council's Spending Money Wisely policy; applications should provide, where possible, three quotes for any works planned and demonstrate how the cost of the project is relative to the scale of beneficiaries; the fund cannot support projects which directly result in the business interests of any members of the organisation making a profit.
7. Sometimes urgent decisions may need to be made in between formal Community Committee meetings regarding the administration of Wellbeing and Youth Activity budgets, and also regarding the use of the Community Infrastructure Levy (CIL) Neighbourhood Fund which has been allocated to the Committee. Concurrently with the Committee, designated officers have delegated authority from the Director of Communities and Environment to take such decisions.
8. The Community Committee has previously approved the following 'minimum conditions' in order to reassure Members that all delegated decisions would be taken within an appropriate governance framework, with appropriate Member consultation and only when such conditions have been satisfied:
 - i. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
 - ii. a delegated decision must have support from a majority of the community committee elected members represented on the committee (or in the case of funds delegated by a community committee to individual wards, a majority of the ward councillors), and;
 - iii. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.

9. The Committee is invited to review the conditions previously agreed and consider whether any amendments are required, prior to agreeing such conditions for operation in the forthcoming municipal year.

Main issues

Wellbeing Budget Position 2017/18

10. The revenue budget approved by Executive Board for 2017/18 is **£118,300** which is a reduction of £14,040 from last year.
11. Table 1 shows a carry forward figure of £93,936.00 which includes underspends from projects completed in 2016/17 plus £37,687.89 allocated to projects which are not yet completed. The total amount of revenue funding available to the Community Committee for 2017/18 is therefore **£174,548.11**. Further information of the projects approved or ring-fenced is available on request.
12. **Table 1** shows the projects funded by the Community Committee up to and including 25 May 2017.
13. It is possible that some of the projects in Table 1 may not use their allocated spend. This could be for several reasons including the projects no longer going ahead, the projects not taking place within the dates specified in the funding agreement or failure to submit monitoring and evaluation reports. Due to this, the final revenue balance may be greater than the amount specified.
14. **Christmas lights switch-on events, motifs and trees**
At the last Community Committee meeting £25,000 was ring-fenced for 2017/18, based on 2016/17 figures. Given the uneven split shown by the actual spend last year, as shown in Table 1, members are asked to consider a more appropriate method of allocating funds by ward, rather than top-slicing the full amount.

As per Table 1, the £25,000 allocation would breakdown as follows:
Cross Gates & Whinmoor £8,500; Garforth & Swillington £9,000; Kippax & Methley £6,600; Temple Newsam £900
15. The Community Committee is asked to note that a total of **£76,591.00** has been allocated from the Wellbeing revenue budget so far this financial year and there is a remaining balance of **£97,957.11** available to spend for projects in 2017/18, This figure is also broken down to ward level in Table 1.

Table 1: Wellbeing Budget Delegation 2017/18 (revenue)

REVENUE WELL BEING BUDGET	£
INCOME 2017/18	118,300.00
Balance brought forward from 2016/17	93,936.00
Less: projects brought forward from 2016/17	37,687.89
TOTAL AVAILABLE FOR 2017/18	174,548.11

Area Wide Ring Fenced Projects	
Sustainable Economy and Culture	5,500.00
Small Grants Scheme	2,500.00
Community Committee public engagement	3,000.00

Safer And Stronger Communities	41,091.00
CCTV	33,091.00
Tasking Team initiatives	5,000.00
Skips for community clean-ups	3,000.00

Health and Well Being	3,000.00
Older person social isolation projects	3,000.00

Total Area Wide Ring Fenced Projects	49,591.00				
Balance Remaining Split Across Four Wards	124,957.11	23,274.60	23,274.60	23,274.61	23,274.61

Ward Projects		Ward Split			
		Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Christmas lights switch on events, motifs and trees	25,000.00	8,500.00	9,000.00	6,600.00	900.00
Cross Gates Good Neighbours IT project	2,000.00	1,000.00			1,000.00

Total spend / ward spend to date	27,000.00	9,500.00	9,000.00	6,600.00	1,900.00
TOTAL SPEND: area wide + ward projects	76,591.00				
BALANCES REMAINING	97,957.11	13,774.60	14,274.60	16,674.61	21,374.61

Members are asked to note that the table above doesn't include the ringfenced amount for the social isolation worker as that is a ward-specific project and the other ringfenced projects are across all four wards. The social isolation worker project is detailed in paragraph 18.

Delegated Decision Notices (DDN)

16. There have been no revenue projects for consideration since the last meeting.

Wellbeing revenue projects for consideration and approval

17. The following projects are presented for Members' consideration:

18. **Project title:** Social isolation worker (12 month extension)

Name of Group or Organisation: Garforth Neighbourhood Elders Team

Total Project Cost: £20,000

Amount Requested from Delegated Budget: £10,000

Wards Covered: Garforth & Swillington; Kippax & Methley

Summary:

To part-fund a worker for a second 12 months of the service to make links and engage with the 30% socially isolated older people in the Garforth & Swillington and Kippax & Methley wards. £5,000 from each ward. Funding for this project was ring-fenced at the last Community Committee meeting.

Community Committee Plan Priorities/Objectives:

This proposal supports the **Best City for Health and Wellbeing**: residents in outer east are enabled to participate in local community activities.

19. **Project title:** Luncheon Club Coordinator (12 month extension)

Name of Group or Organisation: Garforth Neighbourhood Elders Team

Total Project Cost: £20,000

Amount Requested from Delegated Budget: £10,000

Wards Covered: Garforth & Swillington; Kippax & Methley

Summary:

To provide a further 12 months of the service to part-fund a worker to coordinate the 13 luncheon clubs across the Garforth & Swillington and Kippax & Methley wards. £5,000 from each ward.

Community Committee Plan Priorities/Objectives:

This proposal supports the **Best City for Health and Wellbeing**: residents in outer east are enabled to participate in local community activities.

20. Funding the projects detailed in (18) and (19) would leave the Garforth & Swillington ward revenue budget with £4,274.60 and the Kippax & Methley ward revenue budget with £6,674.61

Youth Activities Fund position

21. The Youth Activities Fund (YAF) approved by Executive Board for 2017/18 is **£46,650**. Table 2 shows a carry forward figure of £24,636.00 which includes underspends from projects completed in 2016/17 and £3,869.00 allocated to projects but not yet completed. The total amount of YAF available to the Community Committee for 2017/18 is therefore **£67,417**
22. Members are reminded that the budget is split by the number of children and young people per ward and is as follows: Cross Gates & Whinmoor 25.8%; Garforth & Swillington 22.9%; Kippax & Methley 25.7%; Temple Newsam 25.6%
23. Applications to Round 1 of the 2017/18 budget totalled over £81,000 and a lot of work was done to bring these fantastic applications back within £11.53 of the allocated budget. Everyone who applied in Round 1 received some funding.
24. **Table 2** shows the projects approved by the Community Committee from the 2017/18 budget. The remaining balance of £20,755.47 is a combination of underspends or projects which didn't take place. The £20,755.47 is available for a second funding round, which is open now and will close on Sunday 18 June 2017. Round 2 activities are to take place between 4 September 2017 and 31 March 2018.

Table 2: Youth Activities Fund Budget Delegation 2017/8

	Total Allocation	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Budget 2017/18	46,650.00	12,035.70	10,682.85	11,989.05	11,942.40
Carried forward from 2016/17	24,636.00	6,159.00	6,159.00	6,159.00	6,159.00
Less projects carried forward from 2016/17	3,869.00	967.25	967.25	967.25	967.25
Total available budget for 2017/18	67,417.00	17,227.45	15,874.60	17,180.80	17,134.15
Projects 2017/18:					
Brigshaw Cluster - out of school activities	1,210.00		605.00	605.00	
John Smeaton Leisure Centre - sports camps	1,828.56	914.28			914.28
Leeds Library and Information Service - digital photography	1,296.00			1,296.00	
Cycle Leeds - wild about bikes	1,318.97		659.50		659.47
Heads Together Productions - Next Generation 2017	2,267.00	1,133.50			1,133.50
DJ School UK - urban arts workshops	2,820.00	1,410.00			1,410.00
Herd Farm Residential & Activity Centre - on tour	3,420.00	950.00		2,280.00	190.00
Out of School Activities Team - Garforth mini breeze	3,000.00		3,000.00		
Youth Service - Garforth & Swillington	3,933.50		3,933.50		
Youth Service - Cross Gates & Whinmoor	5,157.50	5,157.50			
Youth Service - Temple Newsam	5,157.50				5,157.50
Youth Service - Kippax & Methley	5,252.50			5,252.50	
Leeds Rhinos Foundation	10,000.00	2,500.00	2,500.00	2,500.00	2,500.00
Total Spend Against Projects	46,661.53	12,065.28	10,698.00	11,933.50	11,964.75
Remaining Balance per Ward	20,755.47	5,162.17	5,176.60	5,247.30	5,169.40

Capital Budget

25. Community Committees receive a proportion of the capital receipt from Council assets, some of which goes towards Ward Based Initiatives and 5% is top sliced, shared amongst Community Committees and split equally across the four outer east wards.

26. Capital injections, as part of the receipts, have been updated every six months. Therefore, including projects allocated and processed by DDN, the Outer East Community Committee has an available capital budget of **£48,000.00** over the next 3 years. Approved projects now total £13,900 leaving a remaining balance of **£34,100**. Members are asked to note the capital allocation broken down by ward as summarised in **Table 3** below:

Table 3: Capital Budget Delegation 2016-2019

	Ward split			
	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Allocation (£)	12,000	12,000	12,000	12,000
Approved projects:				
New signs for Swarcliffe Community Centre	900			
Bollards at Southwood Crescent, Swarcliffe	2,500			
Multi Use Gamers Area in Micklefield			1,500	
Skatepark in Kippax			1,500	
Resurfacing PRoW in Whitkirk				7,500
Total approved projects by ward	3,400	0.00	3,000	7,500
Remaining balance by ward	5,200	12,000	9,000	4,500

Capital Projects approved by DDN since the last meeting

27. The Community Committee is asked to note that a £7,500 application to resurface a public right of way (PRoW) in the Temple Newsam ward was approved via DDN since the last meeting. The PRoW runs from Selby Road to Pinfold Hill in Whitkirk.

Small Grants Update 2017/18

28. The following table details the Outer East Small Grants approved so far this financial year. Of the ring-fenced £2,500.00 budget, £300 has been approved so far, leaving **£2,200** available.

Project	Total amount	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
Garforth Women's Institute	300.00		300.00		
Spend per ward	300.00		300.00		

Community Skips

29. Following a recent price increase, a skip now costs £166.67 and if it is to be placed on a public highway it also attracts a permit charge of £25. The following table details the skips approved so far this financial year. Of the **£3,000** ring-fenced for community skips, the Outer East Community Committee has approved **£908.35** leaving a balance of **£2,091.65** available to spend. Members are asked to note the community skips allocation broken down by ward, summarised below:

Group / location	Approved amount	Cross Gates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam
The Growing Zone Group C.I.C	166.67			166.67	
Ledston and Ledston Luck Parish Council	383.34			383.34	
Allerton Bywater Parish Council	166.67			166.67	
Kippax in Bloom	191.67			191.67	
Spend per ward	908.35	0.00	0.00	908.35	0.00

Conclusion

30. The report provides up to date information on the Community Committee's Delegated Budget position.

Recommendations

31. Members are asked to:

- a) Review the minimum conditions as set out in paragraph 8 of this report
- b) Members are asked to approve allocating the Christmas spend by ward, rather than top-slicing the full amount. The £25,000 allocation would breakdown as follows:
Cross Gates & Whinmoor £8,500; Garforth & Swillington £9,000; Kippax & Methley £6,600; Temple Newsam £900
- c) Note the details of the Wellbeing revenue projects and budget position (Table 1)
- d) Consider and approve the Wellbeing revenue proposals (paragraphs 18 and 19)
- e) Note the details of Youth Activities Fund projects and budget position (Table 2)
- f) Note the details of the Wellbeing capital projects and budget position (Table 3)
- g) Note the Wellbeing capital projects approved by DDN since the last meeting (paragraph 27)
- h) Note the details of the Small Grants Budget (paragraph 28)
- i) Note the details of the Community Skips Budget (paragraph 29)