



Report of: Head of Locality Partnerships

Report to: Outer North West Community Committee

Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley and Yeadon

Report author: Jonny Russell

Date: 15th November 2021 **For decision**

Outer North West Community Committee - Finance Report

Purpose of report

1. This report provides the Community Committee with an update on the budget position for the Wellbeing Fund, Youth Activity Fund, Capital Budget, as well as the Community Infrastructure Levy Budget for **2021/22**.

Main issues

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 the 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. A group applying to the Wellbeing Fund must fulfil various eligibility criteria, including evidencing appropriate management arrangements and financial 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.
4. Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Community Committee before activities or items being purchased through wellbeing funding are completed or purchased.

5. The amount of wellbeing funding provided to each committee is calculated using a formula agreed by Council, taking into consideration both population and deprivation of an area.
6. Capital (CRIS) injections are provided as a result of council assets being sold. 5% of the sale price (up to a maximum of £100k) of a council asset is pooled city-wide and redistributed to the Community Committee areas on the basis of deprivation. The Community Committee will receive a new capital injection every 6 months.
7. Each Community Committee has also been allocated a Community Infrastructure Levy budget. For each CIL contribution, Leeds City Council retains up to 70-80% centrally, 5% is needed for administration and 15-25% goes to be spent locally. The money will be vested with the local Town or Parish Council if applicable, or with the local Community Committee and spend decided upon by that body. This local money is known as the 'Neighbourhood Fund' and should be spent on similar projects to the Wellbeing Fund (capital).
8. In the Outer North West Community Committee this means that the CIL money for Arthington Parish Council, Bramhope & Carlton Parish Council, Horsforth Town Council, Otley Town Council, Pool in Wharfedale Parish Council and Rawdon Parish Council will be administered by each Parish or Town Council, whereas monies for the parts of Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon wards that do not have a Parish and Town Council will be administered by the Outer North West Community Committee.
9. It was agreed at Outer North West on the 27th November 2017 that CIL monies for Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon would be spent in the ward it was generated in.
10. Projects eligible for funding by the Community Committee 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 reassignment, 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.
11. Any request for funding would involve discussions with appropriate ward members. Where projects do not have support from the Community Committee and are not approved, applicants are offered further discussions and feedback if this is requested.
12. In order to provide further assurance and transparency of all decisions made by the Community Committee, any projects that are not approved will be reported to a subsequent Community Committee meeting.
13. 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 Community Committee. Alongside the Committee, designated officers have delegated authority from the Director of Communities and Environment to take such decisions.

14. The establishment of the following minimum conditions was to provide reassurance to 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:
 - a. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
 - b. a delegated decision must have support from the Elected Members represented on the Community Committee (or in the case of funds delegated by a Community Committee to individual Wards, the relevant Ward Councillors), however should an Elected Member not agree with a matter for delegated decision then this should be deferred to the next meeting of the Community Committee; and
 - c. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for Members' information.
15. 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 applications to be at least five weeks prior to any Community Committee. Some applications will be approved via Delegated Decision Notice (DDN) following consultation with Members outside of the Community Committee meeting cycle.

Wellbeing Budget Position 2021/22

16. The total revenue budget approved by Executive Board for **2021/22** was **£74,600**. Table 1 shows a carry forward figure of **£75,839.60** which includes underspends from projects completed **2021/22**. The total revenue funding available to the Community Committee for **2021/22** is therefore **£150,439.60**. A full breakdown of the projects approved or ring-fenced is available on request.
17. It is possible that some of the projects may not use their allocated spend. This could be for several reasons, including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement, or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in Table 1.
18. The Community Committee is asked to note that there is currently a remaining balance of **£110,309.41** A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2021/22

	£
INCOME: 2021/22	£74,600
Balance brought forward from previous year	£75,839.60
TOTAL AVAILABLE: 2021/22	£150,439.60

Ward Projects	£	Ward Split			
		Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Small grants and skips	£6,000	£1,500	£1,500	£1,500	£1,500
Community Engagement	£500	£125	£125	£125	£125
Sensory Garden	£3,960		£3,960		
Relaying bark around playground equipment	£1,500	£1,500			
Site Based Gardener (Additional Area Resource for various sites in the ONW area)	£7,820.85		£7,820.85		
Adel War Memorial Association/Leeds Adel Hockey Club improved security fencing	£2,661.00	£2,661.00			
Horsforth Boules	£4,000			£4,000	
Horsforth Hall Park Bins	£4,950			£4,950	
West Yorkshire Police-Guiseley Football Project	£4,518		£4,518		
Guiseley and Rawdon Christmas Lights 2021	£2,863		£2,863		
Guiseley and Rawdon Christmas Tree's	£1,357.34		£1,357.34		
Total approved	£40,130.19	£5,786	£22,144.19	£10,575	£1,625
Balance remaining (Total/Per ward)	£110,309.41	£43,648.25	£6,919.49	£15,518.88	£44,222.79

Wellbeing and Capital projects for consideration and approval

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

20. **Project Title:** Increase to Community Engagement Budget

Name of Group or Organisation: Communities Team

Total Project Cost: £250

Amount proposed: £250 (£62.50 per ward)

Wards covered: Adel & Wharfedale, Guiseley & Rawdon, Horsforth, and Otley & Yeadon

Project Description: The Communities Team is proposing an increase to the Community Engagement budget of an additional £250. This proposal is a result of nearly £300 of this budget already been committed on room hire for the Community Committee meetings and the Guiseley and Rawdon forum that took place in October 2021.

21. **Project Title:** Upgrades to the facilities

Name of Group or Organisation: Arthington Village Hall

Total Project Cost: £11,000

Amount proposed: £7,000

Wards covered: Adel & Wharfedale

Project Description: To update the facilities at Arthington Village Hall to make them more family friendly. The group have a preschool starting in the hall and the facilities need to be upgraded in order to suit their requirements.

The funding will be used to supply and fit 3 toilets and cubicles, 1 stainless steel tap, 1 storage cupboard, installation of electrical hot water supply, installation of female toilets, work to connect the drainage to the septic tank, removal of all urinals, supply and installation of 2 fire doors, electrical upgrades, installation of a new flooring.

Community Committee Priorities: Best City For Young People

22. **Project Title:** Horsforth TRO

Name of Group or Organisation: Highways

Total Project Cost: £5,000

Amount proposed: £5,000

Wards covered: Horsforth

Project Description: Introduction of various parking restrictions at several locations across the Horsforth ward, with the proposals agreed between LCC Highways Officers and Horsforth Councillors. The proposals seek to better regulate parking to improve road safety and traffic flow at key locations across the ward.

Community Committee Priorities: Best City for Communities

23. **Project Title:** Improved Footway provision

Name of Group or Organisation: Highways

Total Project Cost: £6,000

Amount proposed: £6,000

Wards covered: Horsforth

Project Description: The introduction of improved footway provision and footway build outs to assist pedestrians walking to/from the bus stop opposite the Emmott Arms PH and Over Lane, without having to use the steep gradient on Highfield Terrace.

Community Committee Priorities: Best City for Communities

24. **Project Title:** Newlaithes Playground

Name of Group or Organisation: Parks and Countryside

Total Project Cost: £6,484.66

Amount proposed: £6,484.66

Wards covered: Horsforth

Project Description: Funding towards the installation of a new play area at Newlathes Public Open Space.

Community Committee Priorities: Best City for Young People

25. **Project Title:** Otley and Yeadon CCTV

Name of Group or Organisation: Leedswatch

Total Project Cost: £8,000

Amount proposed: £8,000

Wards covered: Otley and Yeadon

Project Description: For the monitoring and maintenance of the 8 cameras in the Otley and Yeadon ward.

Community Committee Priorities: Best City for Communities

26. **Project Title:** Horsforth CCTV

Name of Group or Organisation: Leedswatch

Total Project Cost: £2,000

Amount proposed: £2,000

Wards covered: Horsforth

Project Description: For the monitoring and maintenance of the 2 cameras in the Horsforth ward

Community Committee Priorities: Best City for Communities

Delegated Decisions (DDN)

27. Since the last Community Committee on 20 September 2021 the following projects have been considered and approved by DDN:

- Horsforth Junior Park Run- £3,500 (YAF budget)
- Unity Day- £850 (YAF budget)
- West Leeds Activity Centre- £6,800 (YAF budget)
- Guiseley and Rawdon Christmas Lights 2021- £2,863 (Wellbeing budget)
- Guiseley and Rawdon Christmas Tree's - £1,357.34 (Wellbeing budget)

28. Since the last Community Committee on 20 September 2021 no projects have been declined.

Monitoring Information

29. As part of their funding agreements, all projects which have had funding approved by the Community Committee are required to provide update reports on the progress of their project. These reports are so that the Community Committee can measure the impact the project has had on the community and the value for money achieved.

Youth Activities Fund Position 2021/22

30. The total available for spend in Outer North West Community Committee in **2021/22** including carry forward from previous year, was **£69,373.19**.
31. The Community Committee is asked to note that so far, a total of **£35,952** has been allocated to projects, as listed in **Table 2**.
32. The Community Committee is also asked to note that there is a remaining balance of **£33,421.19** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2021/22

	Total allocation
Income 2021/22	£51,990
Carried forward from previous year	£17,383.19
Total available budget for this year 2021/22	£69,373.19

Projects 2021/22	Amount requested from YAF
Mini Breeze	£7,299
Codswallop	£9,455
Otley Skateboarding project	£748
ONW Holidays project	£1,800
Jungle Kids	£4,000
Youth Summit	£1,500
Horsforth Junior Park Run	£3,500
Unity Day	£850
West Leeds Activity Centre	£6,800
Total spend against projects	£35,952
Remaining balance	£33,421.19

Small Grants and Skips Budget 2021/22

33. The Outer North West has a Small Grants and Skips budget of **£4,157.35** available to spend. Members are asked to note the allocation broken down by ward and summarised in Table 3.

TABLE 3: Small Grants and skips 2021/22

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Budget approved	£6,000	£1,500	£1,500	£1,500	£1,500
Guiseley Clock 2021-22	£588.48		£588.48		
PHAB 2021-22	£422.80	£253.68	£84.56		£84.56
Woodcock Poetry Trail	£250				£250
Excursion to Christmas Tree Festival at Waddow Hall	£300	£300			
Moor Lane Allotments skip	£281.37		£281.37		
Total approved	£1,842.65	£553.68	£954.41	£0	£334.56
Remaining balance	£4,157.35	£946.32	£545.59	£1,500	£1,165.44

Capital Budget 2021/22

34. The Outer North West has a capital budget of **£51,373 available** to spend, as a result of new capital injections. Members are asked to note the capital allocation broken down by ward and summarised in **Table 4**.

TABLE 5: Capital 2021/22

	£	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Capital Injection May 2020	£7,900.00	£1,975	£1,975	£1,975	£1,975
Capital Injection November 2020	£900	£225	£225	£225	£225
Starting totals	£	£	£	£	£
Horsforth Skatepark	£2,650			£2,650	
Holt Park Tennis Courts paths		£1,500			
Starting totals	£48,773	£10,415	£15,690	£225	£22,544
Capital Injection November 2021	£2,600	£650	£650	£650	£650
Balance remaining (per ward)	£51,373	£11,065	£16,340	£875	£23,194

Community Infrastructure Levy (CIL) Budget 2021/22

35. The Community Committee is asked to note that there is **£208,426.12** total payable to the Outer North West Community Committee with **£155,074.13** currently available to spend. The breakdown is as follows Adel & Wharfedale **£11,846.76**, Guiseley & Rawdon **£141,832.85** and Otley & Yeadon **£1,394.52** which is detailed in **Table 6**.

TABLE 6: Community Infrastructure Levy (CIL) 2021/22

	ONW (£)	Adel & Wharfedale	Guiseley & Rawdon	Otley & Yeadon
Remaining Balance March 2020	£106,579.98	£7,237.20	£99,002.75	£340.03
Injection April 2020	£80,670.33	£0.00	£80,670.33	£0.00
Injection November 2020	£6,016.81	£4,609.56	£352.77	£1,054.49
Balance 2020-2021	£193,267.13	£11,846.76	£180,025.85	£1,436.27
Projects approved in 2021/22				
Nunroyd Park Fencing	£26,368		£26,368	
Micklefield Park Steps	£11,825		£11,825	
Balance remaining for 2021/22	£155,074.13	£11,846.76	£141,832.85	£1,394.52

Consultation and Engagement

36. The Community Committee has previously been consulted on the projects detailed within the report.

Equality and Diversity/Cohesion and Integration

37. All wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that the wellbeing process complies with all relevant policies and legislation.

Council Polices and City Priorities

38. Projects submitted to the Community Committee for wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

1. Vision for Leeds 2011 – 30
2. Best City Plan
3. Health and Wellbeing City Priorities Plan
4. Children and Young People's Plan
5. Safer and Stronger Communities Plan
6. Leeds Inclusive Growth Strategy

Resources and Value for Money

39. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

Legal Implications, Access to Information and Call In

40. There are no legal implications or access to information issues. This report is not subject to call in.

Risk Management

41. Risk implications and mitigation are considered on all wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusion

42. The Finance Report provides up to date information on the Community Committee's budget position.

Recommendations

43. Members are asked to note:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Wellbeing proposals for consideration and approval (paragraphs 20-31)
- c. Details of the projects approved via Delegated Decision (paragraph 25)
- d. Monitoring information of its funded projects (paragraph 30-37)
- e. Details of the Youth Activities Fund (YAF) position (Table 2)
- f. Details of the Small Grants Budget (Table 3)
- g. Details of the Community Skips Budget (Table 4)
- h. Details of the Capital Budget (Table 5)
- i. Details of the Community Infrastructure Levy Budget (Table 6)
- j. Details of the Community Infrastructure Levy Budget (Table 6)