

Report of: Area Leader

Report to: Outer North West Community Committee
Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon

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Date: 24th June 2019 **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 2019/20.

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 the Outer North West Community Committee on the 27 November 2017 that CIL monies for Adel & Wharfedale, Guiseley & Rawdon and Otley & Yeadon would be spent in the ward in which 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, 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. At the first Community Committee meeting in 2014/15, this Committee approved the proposed 'minimum conditions' subject to the inclusion of '*where an Elected Member did not agree with a matter for delegated decision then this should be deferred to the next meeting of the Community Committee*'. This addition is reflected below.
15. 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 the following 'minimum 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 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;
- c. details of any decisions taken under such delegated authority will be reported to the next available Community Committee meeting for members' information.

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.

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 2019/20

16. The total revenue budget approved by Executive Board for 2019/20 was **£93,930** for the Outer North West Community Committee. **Table 1** shows a carry forward figure of **£101,802** which includes underspends from projects completed in 2018/19. **£71,919** represents wellbeing allocated to projects in 2018/19 and not yet completed. The total revenue funding available to the Community Committee for 2019/20 is therefore **£123,813**. 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 £89,802.

TABLE 1: Wellbeing revenue 2019/20

	£
INCOME: 2019/20	£93,930
Balance brought forward from previous year	£101,802
Less projects brought forward from previous year	£71,919
TOTAL AVAILABLE: 2019/20	£123,813
Area wide ring fenced projects	£
Small Grants and Skips	£8625
Community Engagement	£
Total spend: Area wide ring fenced projects	£

	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
2019/20 allocation	£23, 482	£23, 482	£23, 482	£23, 482
Unallocated 2018/19	£2,346.77	£11,473.25	£11,754.74	£4,308.05
Allocated to projects in 2018/19	£25,723.39	£19,602.22	£51,376.95	£8,521.98
Current funds available to spend	£22,829.27	£20,383.95	£20,530.54	£26,763.82

Wellbeing and Capital projects for consideration and approval

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

20. **Project Title:** Guiseley Christmas Lights 2018

Name of Group or Organisation: Leeds Lights

Total Project Cost: £5,856

Amount proposed: £2,149 revenue

Wards covered: Guiseley & Rawdon

Project Description: Festive lights displays for Guiseley.

Community Committee Priorities: Best City for Communities

21. **Project Title:** Horsforth Christmas Lights 2019

Name of Group or Organisation: Horsforth Town Council

Total Project Cost: £12,239

Amount proposed: £1,500 revenue

Wards covered: Horsforth

Project Description: Christmas trees and motifs for lamposts

Community Committee Priorities: Best City for Communities, public wellbeing and enhancing community spirit.

22. **Project Title:** Guiseley Community Summer Activities

Name of Group or Organisation: Guiseley Community Foundation

Total Project Cost: £4,964

Amount proposed: £3,680 revenue

Wards covered: Guiseley & Rawdon

Project Description: Summer activities for targeted young people in the ward to be delivered from Guiseley AFC. Activities to include sports, art and crafts and healthy lifestyles.

Community Committee Priorities: Best City for Children and young People, Best City for Health and Wellbeing

23. **Project Title:** Holiday Playschemes for Children with Disabilities

Name of Group or Organisation: Aireborough Supported Activity Scheme

Total Project Cost: £62,598

Amount proposed: £8,519 revenue

Wards covered: All wards

Project Description: Holiday playscheme days for children aged 5-18 with moderate to severe learning and/or physical disabilities providing them with fun leisure time activities and opportunities to socialise.

Community Committee Priorities: Best City for Children and Young People, Best City for Health and Wellbeing.

24. **Project Title:** Horsforth CCTV 2018/19

Name of Group or Organisation: Safer Leeds

Total Project Cost: £2000

Amount proposed: £2000 revenue

Wards covered: Horsforth

Project Description: CCTV monitoring and maintenance for two cameras.

Community Committee Priorities: Best City for Communities

25. **Project Title:** Otley & Yeadon CCTV 2019/20

Name of Group or Organisation: Safer Leeds

Total Project Cost: £8000

Amount proposed: £8000 revenue

Wards covered: Otley & Yeadon

Project Description: CCTV monitoring and maintenance for 8 cameras

Community Committee Priorities: Best City for Communities

26. **Project Title:** Communications/Community Engagement budget 2019/20

Name of Group or Organisation: Communities Team

Total Project Cost: £500

Amount proposed: £500 revenue

Wards covered: All wards

Project Description: Budget for communications, engagement activity, room hire etc for Community Committee activities. (Total spend for 2018/19 was £273)

Community Committee Priorities: Best City for Communities

27. **Project Title:** Connected

Name of Group or Organisation: Health for All

Total Project Cost: £15,000

Amount proposed: £15,000 (£3,750 per ward)

Wards covered: All wards

Project Description: The Connected project will offer a rolling programme of 5 Little Chefs 6 weekly cooking courses, 2 peer support courses over 6 weeks for young people affected

by mental health and 2 rounds of 5 weekly Children Making Choices programme for children affected by parental relationship breakdown. The project will be delivered over a 12 month period from July 2019 until June 2020.

Community Committee Priorities: Best City for Children and Young People, Best City for Health

28. **Project Title:** Small grants and skips 2019/20

Name of Group or Organisation: Communities Team

Total Project Cost: £12,000

Amount proposed: £3,000 revenue

Wards covered: Otley & Yeadon

Project Description: Small grant and skip budget for community groups and organisations.

Community Committee Priorities: Best City for Communities

Delegated Decisions (DDN)

29. Since the last Community Committee on 4th March 2019 there are no projects that were considered and approved by DDN.

30. Declined Projects

31. Since the last Community Committee on 4th March 2019, no projects have been declined.

Monitoring Information

32. 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 2019/20

33. The total available for spend in Outer North West Community Committee in 2019/20 including carry forward from previous year, was **£ 70,630**.

34. The Community Committee is asked to note that so far, a total of **£52,745** has been allocated to projects, as listed

35. The Community Committee is also asked to note that there is a remaining balance of **£21,386** in the Youth Activity Fund.

TABLE 2: Youth Activities Fund 2019/20

Mini Breezes – Bramhope and Yeadon	Breeze	£	7,200.00
Day in the Woods	Codswallop CIC	£	2,610.00

Oddballs Theatre and Hullabaloo Orchestra	Codswallop CIC	£	4,918.00
Outer North West Holiday Projects	Youth Service: ONW	£	5,885.00
Yeadon Youth Project	Youth Service	£	950.00
Yoga – Body and Mind	Aireborough and Horsforth Clusters	£	5,640.00
ONW Area Activity Programme 19/20	West Leeds Activity Centre	£	5,800.00
Multi Activity & Swim Camp	Holt Park Active	£	6,600.00

The following projects are presented for members consideration:

Digital Spheros using Spheros £4902
 Holiday Activity Dance Camp £2250
 Inters Youth Group £5872
 Mental Fitness – summer dance and drama £1150
 Outdoor Activities Sailing Centre £1120
 Project A Camps All Sports and Cooking £2750
 School Summer Holiday Sports Camps £1793

Small Grants and Community Skips Budget 2019/20

36. At the last Community Committee ward members approved a small grants and community skips budget of **£7534**. There is currently a remaining balance of **£2785** detailed in **Table 3**.

TABLE 3: Small Grants and Skips 2019/20

	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
2019/20 allocation	£3,000.00	£3,000.00	£1,534.00	£1,091.46
Unallocated 2018/19	£0	£0	£0	£0
Allocated to projects in 2019/20	£2067.51	£1910.56	£771.04	£1091.46
Current funds available to spend	£932.49	£1,089.44	£762.96	£0

Small Grants and Skip approvals 18/19:

Targeted Holiday Diversionary Activities - Leeds Youth Justice Service
 Breeze Holiday Camps - Out of School Activities Team
 Music Centre Summer School - ArtForms
 Improvements to the St Helena's Community Social Club Hub - St Helena's Community Social Club
 PHAB Club Grant for qualified staffing to support PHAB volunteers -Prince Philip Centre PHAB Club
 Adel Neighbourhood Street Party - ACN (Adel Community Network)

Small grant to be considered:
 Headingley Lit Fest £600

Capital Budget 2019/20

37. The Outer North West Community Committee has a capital budget of **£ 42,637** available to spend, as a result of new capital injections.

Community Infrastructure Levy

38. The Community Committee is asked to note that there is a balance available to allocate of £99,010.

Corporate Considerations

Consultation and Engagement

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

Equality and Diversity/Cohesion and Integration

40. 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

41. 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

42. 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

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

Risk Management

44. 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

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

Recommendations

46. Members are asked to note:

- a. Details of the Wellbeing Budget position (Table 1)
- b. Wellbeing proposals for consideration and approval at paragraph 19
- c. Details of the Youth Activities Fund (YAF) position at paragraph 33
- d. Details of the Small Grants Budget at Table 3 and approve the small grant
- e. Details of the Capital Budget
- f. Details of the Community Infrastructure Levy
- g. Members are asked to review the minimum conditions as set out in paragraph 15 of this report, consider whether any amendments are required and approve such conditions for operation in 2019/2020. These conditions would need to be satisfied prior to an urgent delegated decision being taken in between formal Community Committee meetings in respect of the administration of Wellbeing and Youth Activity budgets and also the use of the CIL Neighbourhood Fund which has been allocated to the Committee.