

Report of: Head of Locality Partnerships

Report to: Outer North East Community Committee
(Alwoodley, Harewood & Wetherby)

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Date: 11th December 2023 **For decision**

Outer North East Community Committee Finance Report

Purpose of report

1. The 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 2023/24. Financial decisions are taken to the Community Committee meetings to ensure transparency and that financial regulations are met.

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 for funding 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 £100,000) 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 six 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 East Community Committee this means that the money for the Alwoodley, Harewood and Wetherby ward will be administered by the following Parish Councils; Aberford & District, Alwoodley, Bardsey Cum Rigton, Barwick in Elmet & Scholes, Boston Spa, Bramham cum Oglethorpe, Bramhope and Carlton, Clifford, Collingham with Linton, East Keswick, Harewood, Scarcroft, Shadwell, Thorner, Thorp Arch, Walton and Wetherby.
9. It was agreed that CIL monies for Alwoodley, Harewood and Wetherby wards 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, 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 budgets which have been allocated to the Community Committee. Alongside the Committee, designated officers have delegated authority from the Director of Communities, Housing and Environment to take such decisions.

14. At the first meeting of the 2016/17 municipal year, the Committee agreed the following 'minimum condition' in order to reassure Members that all delegated decisions would be taken with appropriate Member consultation and only when such a condition has been satisfied:
- That all 3 Ward Members must be in agreement (unanimous) for a delegated decision to be approved. This was reiterated at the first meeting of 2023/24.
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.
16. For the committee's awareness, urgent delegated decisions on wellbeing funding also covers small grant decisions. In agreement with the Executive Board Member for Communities, Community Committee Chairs and also in accordance with the communication that was sent out to all committees/Elected Members in March 2023, the approval threshold for small grants has now increased from the 1st April 2023; up to £1000 per ward. This approach will ensure consistency in terms of administering small grants, in accordance with the committees' minimum conditions.

Wellbeing Budget Position 2023/24

17. The total revenue budget approved by Executive Board for 2023/24 was **£47,460**. Table 1 shows a carry forward figure of **£91,178.73** which includes underspends from projects completed in 2022/23. **£29,598.76** represents wellbeing allocated to projects in 2022/23 and not yet completed. The total revenue funding available to the Community Committee for 2023/24 is therefore **£109,039.97**. A full breakdown of the projects approved or ring-fenced is available on request.
18. The total amount approved on Table 1 includes all the projects the committee has approved in 2023/24. 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.
19. The Community Committee is asked to note that there is currently a remaining balance of **£41,621.79**. A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing Revenue 2023/24

	£
INCOME: 2023/24	£47,460
Balance brought forward from previous year	£91,178.73
Less projects brought forward previous year	£29,598.76
TOTAL AVAILABLE: 2023/24	£109,039.97

	£	Ward Split		
		Alwoodley	Harewood	Wetherby
Income 2023/24	£109,039.97	£28,386.65	£26,684.19	£53,969.13
Projects	£	Alwoodley	Harewood	Wetherby
Slaid Hill Additional Seat	£1,000	£1,000		
Alwoodley Road Safety	£2,545	£2,545		
Grit Bins (Alwoodley)	£3,386	£3,386		
Community Connections (used for Getting Older Staying Healthy)	£2,115	£2,115		
Harewood Environmental Fund	£10,000		£10,000	
Community Engagement (Harewood)	£1,000		£1,000	
Getting Older Staying Healthy)	£7,115	£7,115		
Aberford Xmas Lights	£3,000		£3,000	
Harewood & Wetherby Road Safety Project 2023	£5,090.40		£2,545.20	£2,545.20
Wetherby and District Development Fund	£22,000			£22,000
Community Engagement (Wetherby)	£500			£500
Community Skips	£2,500			£2,500
Grit Bins (Wetherby)	£3,000			£3,000
Litter Bins (Wetherby)	£2,750			£2,750
Harewood and Wetherby Anti Burglary Project	£7,838.16		£3,919.08	£3,919.08
External Training Facilities	£888.00	£888.00		
Walton Village Hall Fair	£700.00			£700.00
Moortown Rugby Club Bonfire	£750.00	£750.00		
Speed Indicator Devices	£880.00	£880.00		
Barwick and Scholes Christmas Lights	£992.00		£992.00	
Total Amount Approved	£78,049.56	£18,679	£21,456.28	£37,914.28
Underspends	-£10,631.38	-£2,503.61	-£7,002.74	-£1,125.03
Actual Remaining Balance (Total/Per ward)	£41,621.79	£12,211.26	£12,230.65	£17,179.88

Wellbeing and Capital Projects for Consideration and Approval

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

21. **Project title:** Deepdale Centre Utility Costs

Name of group/organisation: Deepdale Community Association

Total project cost: £7,000

Amount proposed (Wellbeing): £7,000 (from the Wetherby & District Development Fund)

Wards covered: Wetherby

Project description: Increase in utility costs, the funds applied for will help the Deepdale Community Association to continue to provide a facility for the local community.

22. **Project title:** Land Purchase East Keswick

Name of group/organisation: East Keswick Village Hall

Total project cost: £85,000

Amount proposed (Wellbeing): £6,500 (from the Harewood Environmental Fund)

Wards covered: Harewood

Project description: East Keswick Village Hall will use the monies to enable the community to create a natural, safe creative outside community space for a range of projects, including planting fruit trees and wildflowers. The outdoor space will be a place where people of all ages can learn new skills or meet and make new friends.

Delegated Decisions (DDN)

23. Since the last Community Committee meeting on the 18th September 2023, there has been one project approved by DDN for additional litter bins in Wetherby = £2,750.

Declined Projects

24. Since the last Community Committee meeting on the 18th September 2023, no projects have been declined.

Youth Activities Fund Position 2023/24

25. The total available for spend in Outer North East Community Committee in 2023/24, including carry forward from previous year, is **£47,171.40**.

26. The Community Committee is asked to note that so far, a total of **£32,560** has been allocated to projects to be provided in this financial year, as listed in **Table 2**.

27. The Community Committee is also asked to note that there is a remaining balance of **£14,611.40** in the Youth Activity Fund. A full breakdown of the projects is available on request.

TABLE 2: Youth Activities Fund 2023/24

	Total allocation	Ward Split 8-17 Population		
		Alwoodley	Harewood	Wetherby
Income 2023/24	£31,833	£12,192.04	£9,772.73	£9,868.23
Carried forward from previous year	£70,553.74	£21,125.76	£26,341.57	£23,086.41
Total available (including brought forward balance) for schemes in 2022/23	£102,386.74	£33,317.80	£36,114.30	£32,954.64
Schemes approved in previous year to be delivered this year	£55,215.34	£17,920	£15,418.67	£21,876.67
Total available budget for this year 2023/24	£47,171.40	£15,397.80	£20,695.63	£11,077.97
Projects 2023/24	Amount requested YAF	Alwoodley	Harewood	Wetherby
Leeds Rhinos Summer Camps (Wetherby)	£5,000			£5,000
Scarcroft Junior Cricket Project	£2,400		£2,400	
Breeze in the Park 2023	£1,900			£1,900
Shadwell Tee Time Tennis	£2,000		£2,000	
Leeds Rhinos Summer Camps (Alwoodley)	£6,010	£6,010		
IGBO Union Holiday Camp	£500	£500		
Jubilee Games (Ringfence)	£10,000		£10,000	
Tempo FM Radio Academy	£3,750			£3,750
Moor Allerton Playscheme	£1,000	£1,000		
Total spend against projects	£32,560	£7,510	£14,400	£10,650
Underspends			-£1,733	
Remaining balance per ward	£14,611.40	£7,887.80	£8,028.63	£427.97

Youth Activity Funding Projects for Consideration and Approval

28. **Project title:** Wetherby Youth Project

Name of group/organisation: Leeds Youth Service

Total project cost: £450.00

Amount proposed (YAF): £427.97

Wards covered: Wetherby

Project description: Funding will be used in the form of supporting the delivery of Christmas Parties and a trip over the school holiday period (either Christmas or February half term). Young People will be consulted on all aspects and on planning, delivery and evaluation.

Capital Budget 2023/24

29. The Outer North East Community Committee has a capital budget of **£33,895.01** available to spend. Members are asked to note the capital allocation broken down by ward and summarised in **Table 3**.

TABLE 3: Capital 2023/24

	£	Alwoodley	Harewood	Wetherby
Balance March 2023	£28,195.01	£11,053.69	£9,587.66	£7,553.66
Capital injection April 2023	£3,800	£1,266.66	£1,266.66	£1,266.66
Capital injection November 2023	£1,900.00	£633.33	£633.33	£633.33
Balance December 2023	£33,895.01	£12,953.68	£11,487.66	£9,453.67

Community Infrastructure Levy (CIL) Budget 2023/24

30. The Community Committee is asked to note that there is **£0** total payable to the Outer North East Community Committee.

Monitoring Information

31. 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.

32. An update will be provided at the next Outer North East Community Committee meeting.

Corporate Considerations**Consultation and Engagement**

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

Equality and Diversity/Cohesion and Integration

34. 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

35. 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

36. 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

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

Risk Management

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

Recommendations

39. Members are asked to make a decision on and note:

- a. Minimum condition arrangements for 2023/24
- b. Changes to the Small Grant administration process (paragraph 18)
- c. Details of the Wellbeing Budget position (Table 1)
- d. Wellbeing proposals for consideration and approval (paragraph 21 & 22)
- e. Details of the Youth Activities Fund (YAF) position (Table 2)
- f. Youth Activity Funding proposals for consideration and approval (paragraph 28)
- g. Details of the Capital Budget (Table 3)
- h. Details of the Community Infrastructure Levy Budget (paragraph 29)