



**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:** 20<sup>th</sup> September 2021

**For decision**

## **Outer North West Community Committee - Finance Report**

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### **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 **£75,189.60** which includes underspends from projects completed **2021/22**. The total revenue funding available to the Community Committee for **2021/22** is therefore **£149,789.60**. 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 **£123,086.23**. A full breakdown of the projects is listed in Table 1 and is available on request.

**TABLE 1: Wellbeing revenue 2021/22**

	£
<b>INCOME: 2021/22</b>	<b>£74,600</b>
Balance brought forward from previous year	£75,189.60
<b>TOTAL AVAILABLE: 2021/22</b>	<b>£149,789.60</b>

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				
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	£5,000			£5,000	
<b>Total approved</b>	<b>£27,441.85</b>	<b>£5,786</b>	<b>£13,405.85</b>	<b>£6,625</b>	<b>£1,625</b>
<b>Balance remaining (Total/Per ward)</b>	<b>£123,086.23</b>	<b>£43,648.25</b>	<b>£15,746.31</b>	<b>£19,468.88</b>	<b>£44,222.79</b>

### Wellbeing and Capital projects for consideration and approval

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

20. **Project Title:** Bins at Horsforth Hall Park

**Name of Group or Organisation:** Parks and Countryside

**Total Project Cost:** £4,950

**Amount proposed:** £4,950

**Wards covered:** Horsforth

**Project Description:** For the installation of 7 new replacement bins in Horsforth Hall Park and the installation of 2 additional bins near the skatepark. This quote has been provided by Leeds City Council's Parks and Countryside department who have confirmed that they have proceed with this project, subject to approval.

21. **Project Title:** West Yorkshire Police- Guiseley football project

**Name of Group or Organisation:** West Yorkshire Police / Guiseley Community Foundation

**Total Project Cost:** £4,518

**Amount proposed: £4,518**

**Wards covered: Guiseley and Rawdon**

**Project Description:** West Yorkshire police safer schools officers want to team up with Guiseley Community Foundation to run 6 x Level 1 Sports Leaders courses at Guiseley Football Club. These would be targeted at young people age 14-16, selected by safer schools officers and local PSPO's, with referrals coming in from WYP/GCF partners.

**Community Committee Priorities:** Best City for Young people

22. The Horsforth Boules project was approved at the Community Committee on 12<sup>th</sup> July 2021 for £5,000. Horsforth ward members have recommended to reduce this approved allocation to £4,000, which would result in £1,000 returning back into the horsforth main wellbeing balance.

### **Delegated Decisions (DDN)**

23. Since the last Community Committee on 12 July 2021 the following projects have been considered and approved by DDN:

- Mini Breeze £7,299.00
- Codswallop £9,455.00
- Otley Skateboarding project £748.00
- ONW Holidays project £1,800.00
- Jungle Kids £4,000.00

24. Declined Projects

25. Since the last Consultative Committee on 12<sup>th</sup> July 2021, no projects have been declined:

### **Monitoring Information**

26. 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**

27. The total available for spend in Outer North West Community Committee in **2021/22** including carry forward from previous year, was **£69,373.19**.

28. The Community Committee is asked to note that so far, a total of **£23,302** has been allocated to projects, as listed in **Table 2**.

29. The Community Committee is also asked to note that there is a remaining balance of **£46,071.19** .in the Youth Activity Fund. A full breakdown of the projects is available on request.

**TABLE 2: Youth Activities Fund 2021/22**

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

Projects 2021/22	Amount requested from YAF
Mini Breeze	<b>£7,299.00</b>
Codswallop	<b>£9,455.00</b>
Otley Skateboarding project	<b>£748.00</b>
ONW Holidays project	<b>£1,800.00</b>
Jungle Kids	<b>£4,000.00</b>
<b>Total spend against projects</b>	<b>£23,302</b>
<b>Remaining balance</b>	<b>£46,071.19</b>

30. The following projects are presented for Members' consideration

31. **Project Title:** Youth Summit 2022

**Name of Group or Organisation:** Communities Team

**Total Project Cost:** £1,500

**Amount proposed:** £1,500 (Proposed YAF Budget)

**Wards covered:** All wards

**Project Description:** To deliver an in person youth summit event in February 2022.

## Small Grants and Skips Budget 2021/22

32. Ward members are yet to approve a Small Grants and Skips budget for 2021/22.

**TABLE 3: Small Grants and skips 2021/22**

Project	Organisation/Dept	Ward (s)	Total cost of project	Amount requested
GUISELEY CLOCK 2021-22	Communities Team	Guiseley and Rawdon	£588.48	£588.48
PHAB 2021-22	Prince Philip Centre	Adel & Wharfedale Guiseley and Rawdon Otley and Yeadon	£422.80	£422.80
Woodcock Poetry Trail	Friends of Otley Chevin Forest	Otley and Yeadon	£250	£250
<b>Totals</b>			<b>£1,261.28</b>	<b>£1,261.28</b>
<b>Small grant and skip remaining budget</b>			<b>£4,738.72</b>	

## Capital Budget 2021/22

33. The Outer North West has a capital budget of **£48,773** 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	£1,975.00	£1,975.00	£1,975.00	£1,975.00
Capital Injection November 2020	£900	£225	£225	£225	£225
Starting totals	£	£	£	£	£
Horsforth Skatepark	£2,650			£2,650	
Holt Park Tennis Courts paths		£1,500			
<b>Balance remaining (per ward)</b>	<b>£48,773</b>	<b>£10,415</b>	<b>£15,690</b>	<b>£225</b>	<b>£22,544</b>

## Community Infrastructure Levy (CIL) Budget 2021/22

34. The Community Committee is asked to note that there is **£208,426.12** total payable to the Outer North West Community Committee with **£166,899.13** currently available to spend. The breakdown is as follows Adel & Wharfedale **£11,846.76**, Guiseley & Rawdon **£153,657.85** and Otley & Yeadon **£1,436.27** 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
Nunroyd Park Fencing				
Balance 2020-2021	£193,267.13	£11,846.76	£180,025.85	£1,436.27
<b>Projects approved in 2021/22</b>				
Nunroyd Park Fencing			£26,368	
Balance remaining for 2021/22	£166,899.13	£11,846.76	£153,657.85	£1,436.27

35. The following projects are presented for Members' consideration

36. **Project Title:** Micklefield Park Steps

**Name of Group or Organisation:** Parks and Countryside

**Total Project Cost:** £11,825

**Amount proposed:** £11,825 (Proposed CIL)

**Wards covered:** Guiseley and Rawdon

**Project Description:** The money will be used to resurface 3 paths and Micklefield Park. If approved, this project will take place between January 2022 and March 2022.

## Corporate Considerations

### Consultation and Engagement

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

### Equality and Diversity/Cohesion and Integration

38. 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

39. 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**

40. 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**

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

### **Risk Management**

42. 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**

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

### **Recommendations**

44. 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)