

Report of: Liz Jarmin, Head of Locality Partnerships

Report to: Outer South Community Committee
Ardsley and Robin Hood, Morley North, Morley South and Rothwell

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Outer South 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 2024.

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 South this means that the money for Morley North and Morley South will be administered by Morley Town Council, whereas monies for Ardsley and Robin Hood and Rothwell will be administered by the Outer South Community Committee.
9. It was agreed at the Outer South Community Committee on the 27th November 2017 that CIL monies for Ardsley and Robin Hood and Rothwell would be and spent in the ward it was generated in.
10. It was agreed at the Outer South Community Committee on the 1st July 2019 that decisions being taken on the spending of CIL neighbourhood funds in respect of Ardsley and Robin Hood and Rothwell will be agreed by the Ward Councillors for the affected Ward as part of Member Ward briefings. The formal decisions for these matters would then need to be taken via officer delegated decision.
11. 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.
12. 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.
13. 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.
14. 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, Housing and Environment to take such decisions.

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 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 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.
16. As has been the case at the beginning of previous municipal years, 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.
17. **Associated Recommendation:** 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 2024/25. 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.
18. 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 2024/2025

19. The total revenue budget approved by Executive Board for 2024-2025 was **£80,164.00**. **Table 1** shows a carry forward figure of **£105,279.31** which includes underspends from projects completed in 2023-2024. **£44,940.81** represents wellbeing allocated to projects in 2023-2024 and not yet completed. The total revenue funding available to the Community Committee for 2024-2025 is therefore **£140,502.50**. A full breakdown of the projects approved or ring-fenced is available on request.
20. 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**.

21. The Community Committee is asked to note that there is currently a remaining balance of **£81,060.18**. A full breakdown of the projects is listed in Table 1 and is available on request.

TABLE 1: Wellbeing revenue 2024/2025

INCOME: 2024-2025	£80,164.00	£20,041.00	£20,041.00	£20,041.00	£20,041.00
Balance brought forward from previous year	£105,279.31	£70,580.19	£13,073.32	£15,881.67	£5,744.13
Less projects brought forward from previous year	£44,940.81	£14,737.64	£14,039.34	£10,314.55	£5,849.28
TOTAL AVAILABLE: 2024-2025	£140,502.50	£75,883.55	£19,074.98	£25,608.12	£19,935.85
Area wide ring fenced projects	£	ARH	MN	MS	R
Community Engagement	£500.00	£125.00	£125.00	£125.00	£125.00
OS Christmas Tree & Lights	£16,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00
OS Youth Summit	£600.00	£150.00	£150.00	£150.00	£150.00
Total spend: Area wide ring fenced projects	£17,100.00	£4,275.00	£4,275.00	£4,275.00	£4,275.00
Ward Projects	£	Ward Split			
		Ardsley and Robin Hood	Morley North	Morley South	Rothwell
Small Grants	£2,329.49	£1,109.83	£609.83	£500.00	£109.83
Skips	£238.83				£238.83
Outer South Garden Maintenance Service	£35,724.00	£8,931.00	£8,931.00	£8,931.00	£8,931.00
St George's Parade and Community Event	£2,500.00			£2,500.00	
Dartmouth Park Community Tennis Programme	£550.00			£550.00	
May Day Celebrations	£1,000.00				£1,000.00
Totals	£42,342.32	£10,040.83	£9,540.83	£12,481.00	£10,279.66
Total spend: Area wide + ward projects	£59,442.32	£14,315.83	£13,815.83	£16,756.00	£14,554.66
Balance remaining (Total/Per ward)	£81,060.18	£61,567.72	£5,259.15	£8,852.12	£5,381.19

Wellbeing, Capital and Youth Activity Fund projects for consideration and approval

22. There are no projects to present for Members' consideration.

Delegated Decisions (DDN)

23. Since the last Community Committee on Monday 11th March 2024, the following projects have been considered and approved by DDN:

- a) Rothwell May Day Celebrations - Rothwell & District Carnival Committee - £1,000.00

Declined Projects

24. Since the last Community Committee on Monday 11th March 2024, no projects have been declined.

Monitoring Information

25. 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.
26. Detailed below is a project update that the Communities Team has received since the last meeting of the Community Committee on Monday 11th March 2024:

Outer South Garden Maintenance Service - Morley Elderly Action

Morley Elderly Action was commissioned Morley Elderly Action (MEA) was commissioned to deliver a one-year gardening scheme to cover the four wards of Outer South, the funding was given to provide gardening at a subsidised rate. Additional funding was provided by the Housing Advisory Panel, which is only used for Council property gardens.

MEA has run a garden scheme for about twenty-three years and it has run at its capacity for some years now. Careful management and budgeting allow funding to provide a service throughout the year (March to November).

MEA has provided an excellent, much needed service as commissioned. The MEA Gardening Scheme delivers a quality product which is unique to anything else available in this area. The scheme has improved every year because of experience and would be difficult to replace.

Clients are provided with a trustworthy, DBS checked, professional maintenance gardener for a reasonable cost after the subsidy is applied. They use well maintained equipment and vehicles and have the full backing of Morley Elderly Action, a respected and well-known charity.

MEA use professional self-employed gardeners who all have their own business. Each gardener works a number of hours under the scheme and prioritise our work. They all carry identification and wear Morley Elderly Action branded clothing. All our gardeners are DBS checked and are carefully selected by MEA for their compassion and understanding of elderly people as well as their work ethics. Our gardeners are sympathetic with clients who suffer from memory problems including dementia.

All our gardeners 'go that extra mile' for their clients - from changing a light bulb to putting out bird food, they will help when they can. The gardeners alert MEA to anyone needing additional support to enable our Community Support Worker to make contact and provide any necessary assistance.

The service is carefully monitored. The Gardening Co-ordinator asks all the gardeners to complete a time sheet on their rounds which are signed by the client and there is opportunity for them to make any comments. This gives a wealth of information which is used to record information for budgeting and monitoring. Throughout the year, customers are randomly selected to ask their opinion of the garden scheme. The Gardening Co-ordinator acts as a middle point for any messages or information between gardeners and clients. Sometimes it is necessary to liaise with families when a client is unable to look after their own affairs.

Morley Elderly Action has provided 3,578 gardening visits throughout the year to people over the age of 67 or who are registered disabled. Compliments and complaints were recorded and acted upon if necessary. The gardeners have all been vigilant in letting MEA know if anything has given them reason for concern about their clients. The Covid-19 pandemic enhanced the importance of a good working relationship between the clients, the gardeners and Morley Elderly Action, which has continued.

The number of gardens registered on the scheme started at 302 in April 2023. This number increased to 309 at the end of the scheme in March 2024. However, the number of gardens serviced throughout the year was 344. The number of clients benefiting from the scheme was greater, at 431 as some people are living with a spouse/other.

Of the clients who submitted their age, 41 clients were 66 or under, 231 clients were in the 67-84 age groups and 159 were 85 or over. 216 clients were either registered disabled or considered themselves to have a disability.

30 people considered themselves to have dementia/memory issues. 314 of all the clients (including couples who were recorded) were female and 117 were male. 35 clients did not fall into the category of White British and a further 19 clients did not specify their ethnicity.

The breakdown for the number of properties who used the gardening scheme in 2023/24 compared to 2022/23, across the four wards of Outer South is as follows:-

Ardsley and Robin Hood 63 (-1 change), Morley North 121 (-2), Morley South 91 (-3 change) and Rothwell 69 (+5) (total 344 properties, a decrease of 1 property).

During the year it may become necessary to have a waiting list if the scheme is at capacity and further requests to join the scheme are received – priority is then given to areas which are under-represented upon places becoming available.

A dedicated Gardening Co-ordinator is employed to manage this project. This person works full time for Morley Elderly Action so is always on hand Monday to Friday to take any gardening queries or to address any issues. All MEA staff are able to assist with the project, providing help to manage phone calls and letters, if needed. In addition, ten local gardeners have secured part time work, working on this scheme. All the gardeners are professional, have their own business and work self-employed.

Our targeted priority groups are anyone over 67, especially those with a disability or anyone unable to cope with gardening due to old age, and MEA offer a service for any person who is registered disabled.

The main objective of the gardening scheme is maintenance gardening. This includes, grass cutting, strimming, from floor level hedge cutting, cutting back bushes and small trees and weeding. Other tasks can be done on request, sometimes as private work. Clients can have a maximum of one subsidised hour per fortnight or equivalent. However, they can have extra hours at the gardener's full chargeable rate. The flexibility of the scheme allows clients to choose how often they want a service. This ranges from once a fortnight to once a year. The gardeners provided a consistent, reliable and high-quality service.

The full report is available on request.



Youth Activities Fund Position 2024/2025

27. The total available for spend in the Outer South Community Committee in 2024/25, including carry forward from previous year, was **£85,232.82**.

28. The Community Committee is asked to note that so far, a total of **£41,797.60** 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 **£43,435.22** in the Youth Activity Fund.

TABLE 2: Youth Activities Fund 2024/2025

	Ward Split				
	8-17 Population (9,841)				
	2,634	2,391	2,239	2,577	
Total allocation	Ardley & Robin Hood	Morley North	Morley South	Rothwell	
Income 2024/2025	£38,699.00	£9,674.75	£9,674.75	£9,674.75	£9,674.75
Carried forward from previous year	£86,412.02	£26,158.89	£21,403.46	£16,438.32	£22,411.35
Schemes approved in previous year to be delivered this year 2023/2024	£39,878.20	£8,669.55	£11,269.55	£11,269.55	£8,669.55
Total available: 2024/2025	£85,232.82	£27,164.09	£19,808.66	£14,843.52	£23,416.55
Projects 2022/2023	Amount requested from YAF	Ardley & Robin Hood	Morley North	Morley South	Rothwell
DAZL	£3,207.60	£801.90	£801.90	£801.90	£801.90
Dartmouth Park Community Tennis Prog	£350.00	£0.00	£0.00	£350.00	£0.00
Breeze 2024	£15,200.00	£3,800.00	£3,800.00	£3,800.00	£3,800.00
Youth Activities Programme	£23,040.00	£5,760.00	£5,760.00	£5,760.00	£5,760.00
Total spend against projects	£41,797.60	£10,361.90	£10,361.90	£10,711.90	£10,361.90
Remaining balance per ward	£43,435.22	£16,802.19	£9,446.76	£4,131.62	£13,054.65

Small Grants Breakdown 2024/2025

30. Approved small grants detailed in **Table 3**.

TABLE 3: Small Grants 2024/2025

Project	Organisation/Dept	Ward (s)	Total cost of project	Amount requested
Menopause for Thought	Groundworks	Ardley and Robin Hood, Morley North and Morley South	£2,000.00	£2,000.00
PHAB	PHAB	Ardley and Robin Hood, Morley North and Rothwell	£329.49	£329.49
Totals			£2,329.49	£2,329.49

Community Skips Budget 2024/2025

31. Approved community skips detailed in **Table 4**.

TABLE 4: Community Skips 2024/2025

Location of skip	Date	Total amount	Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Pastures on Stone Brig Lane	02/05/2024	£238.83				£238.83
Total:		£238.83				

Capital Budget 2024/2025

32. The Outer South Community Committee has a capital budget of **£37,799.07** 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 5**.

TABLE 5: Capital 2024/2025

	OS (£)	Ward split			
		Ardsley & Robin Hood	Morley North	Morley South	Rothwell
Remaining Balance March 2023	£30,928.27	£14,790.24	£858.61	£11,442.27	£3,837.15
Injection 1	£7,200.00	£1,800.00	£1,800.00	£1,800.00	£1,800.00
Injection 2	£5,700.00	£1,425.00	£1,425.00	£1,425.00	£1,425.00
Balance 2023-2024	£43,828.27	£18,015.24	£4,083.61	£14,667.27	£7,062.15
All Weather Shelter for Scatcherd Park	£850.00			£850.00	
Provision of Defibrillator Tingley Methodist	£1,576.00			£1,576.00	
Gildersome Park – New Bins	£1,100.00		£1,100.00		
Drighlington Community Library	£1,450.00		£1,450.00		
Security/Alarm System	£1,053.20	£1,053.20			
Total spend against projects	£6,029.20	£1,053.20	£2,550.00	£2,426.00	£0.00
Remaining balance per ward March 2024	£37,799.07	£16,962.04	£1,533.61	£12,241.27	£7,062.15
Starting Balance 2024-2025	£37,799.07	£16,962.04	£1,533.61	£12,241.27	£7,062.15

Community Infrastructure Levy (CIL) Budget 2024/2025

33. The Community Committee is asked to note that there is **£160,609.09** available to spend for the Outer South Community Committee. Members are asked to note the CIL allocation broken down by ward and summarised in **Table 6**

TABLE 6: CIL 2024/2025

	OS (£)	Ward split	
		Ardsley & Robin Hood	Rothwell
Remaining Balance March 2024	£160,609.09	£112,672.55	£47,936.54
Starting Position 2024-2025	£160,609.09	£112,672.55	£47,936.54

Corporate Considerations**Consultation and Engagement**

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

Equality and Diversity/Cohesion and Integration

35. 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

36. 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

37. 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

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

Risk Management

39. 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

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

Recommendations

41. Members are asked to:

- a. To review and agree the 'minimum conditions' regarding the taking of urgent delegated decisions 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'(paragraph 17)
- b. To note details of the Wellbeing Budget position (Table 1)
- c. There are no Wellbeing and Capital proposals to consider and determine
- d. To note details of the projects approved via Delegated Decision (paragraph 23)
- e. To note monitoring information of its funded projects (paragraph 26)
- f. To note details of the Youth Activities Fund (YAF) position (Table 2)
- g. To note details of the Small Grants Budget (Table 3)
- h. To note details of the Community Skips Budget (Table 4)
- i. To note details of the Capital Budget (Table 5)
- j. To note details of the Community Infrastructure Levy Budget (Table 6)