



Corporate Policy and Scrutiny Committee

10:30	Tuesday, 26 June 2018	Committee Room 1 County Hall, Chelmsford, CM1 1QH
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For information about the meeting please ask for:

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Pages

Private Pre-Meeting: Corporate Policy and Scrutiny Committee Members Only

To be held at 9:30am in Committee Room 1, County Hall.

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|----------|---|----------------|
| 1 | Membership, Apologies and Declarations
To be reported by the Member Enquiries Manager. | 4 - 4 |
| 2 | Minutes of previous meeting
To consider and approve the minutes from the meeting held on Tuesday 29 May 2018. | 5 - 9 |
| 3 | Questions from the Public

A period of up to 15 minutes will be allowed for members of the public to ask questions or make representations on any item on the agenda for this meeting.

On arrival, and before the start of the meeting, please register with the Committee Officer. | |
| 4 | Grants Update and Criteria
To receive report CSC/30/18. | 10 - 45 |

5 Task and Finish Group - Resourcing Contract

Report to follow.

6 Work Programme - June 2018

46 - 47

To note the current position as regards work planning and programming.

7 Date of Next Meeting

To note that the next meeting of the Corporate Policy and Scrutiny Committee will be held on Tuesday 31 July 2018, commencing at 10:30am.

8 Urgent Business

To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

9 Urgent Exempt Business

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

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Committee: Corporate Policy and Scrutiny Committee

Enquiries to: Richard Buttress, Member Enquiries Manager

Membership, Apologies, Substitutions and Declarations of Interest

Recommendations:

To note

1. Membership as shown below
2. Apologies and substitutions
3. Declarations of interest to be made by Members in accordance with the Members' Code of Conduct

Membership

(Quorum 4)

Councillor M Mackrory (Chairman)
Councillor I Henderson (Vice-Chairman)
Councillor V Metcalfe (Vice-Chair)
Councillor J Abbott
Councillor J Beavis
Councillor M Buckley
Councillor M Garnett
Councillor M Hardware
Councillor J Moran
Councillor R Pratt
Councillor W Schmitt
Councillor A Sheldon
Councillor M Steptoe
Councillor A Turrell

Apologies

Councillor V Metcalfe (substituted by Cllr J Aldridge)

Minutes of the meeting of the Corporate Policy and Scrutiny Committee, held in Committee Room 1 County Hall, Chelmsford, CM1 1QH on Tuesday 29 May 2018

Present:

Cllr M Mackrory (Chairman)
Cllr J Aldridge (substitute for Cllr M Steptoe)
Cllr J Beavis
Cllr M Garnett
Cllr I Grundy (substitute for Cllr A Sheldon)
Cllr M Hardware
Cllr I Henderson (Vice-Chairman)
Cllr M Maddocks
Cllr V Metcalfe (Vice-Chair)
Cllr R Pratt
Cllr W Schmitt
Cllr A Turrell

Apologies:

Cllr M Hardware
Cllr R Pratt
Cllr M Steptoe
Cllr A Sheldon

Richard Buttress, Member Enquiries Manager was in support of the meeting.

1. Membership, Apologies and Declarations

Apologies were received from Cllr M Hardware, Cllr R Pratt, Cllr M Steptoe and Cllr A Sheldon.

No declarations of interest were received.

2. Minutes of previous meeting

The minutes of the meeting held on Tuesday 24 April 2018 were approved and signed by the Chairman of the Committee.

3. Questions from the public

None received.

4. 2017/18 Provisional Outturn Report

Members received a report which provided an overview the 2017/18 Provisional Outturn report.

Cllr M Mackrory welcomed Margaret Lee, Executive Director for Corporate and Customer Services, Christine Golding, Chief Accountant and Tina French, Head of Strategic Finance and Insight.

Margaret Lee introduced the item and made the following comments:

- This report was presented at last week's Cabinet meeting
- Is a provisional outturn – auditors are currently going through the accounts
- Required to close the accounts one month early this year
- Position reported £9m underspend on revenue spend
- Spent 91% of the 2016/17 capital programme budget

Upon conclusion of the introduction, Members made various contributions and received responses:

- 9% of unspent budget partly relates to highway schemes which can be impacted by the weather. The cut off is 31 March so there will be slippage. Any outstanding work as of 31 March is rolled into the following year, which is examined on a scheme by scheme basis
- Not expecting any changes to the report following audit as a result of the Northamptonshire situation
- There may be adjustments against certain debtors and creditors. Each entry in the accounts is looked at very carefully
- Previous underspends in budgets are taken into account when putting together future budgets
- Overspend in the Children and Families budget for 2017/18 has been taken into account for the 2018/19 budget. Cannot guarantee there will not be a further overspend in this area in future years
- Investment property portfolio
- A risk based approach was taken the Property Investment Portfolio was looked at. Made sure the portfolio was diverse – retail, office. Some of the returns made are put into a reserve to ensure costs are covered if a tenant vacates. Has asked for specialised advice and report on how to make sure ECC has a developed investment approach
- Report will be shared with the Committee on a confidential basis when completed
- The Ministry for Communities and Local Government and CIPFA looked into whether there should be restrictions to only investing outside of the local area. No requirement but if investment in the local area is undertaken, ECC has to demonstrate it is fully aware of the risks
- Information Services refers to ECC's Information Technology service. Recommendation to change the title to 'Technology Services' was noted
- One particular contract with Library services came to an end which is why it is not being continued. This is familiar practice across the Country as the vision for both sides has changed
- Traded accounts are where majority of business relates to trading with external bodies. Commercial approach is taken to look at where ECC can charge or trade but is not the majority of the business account. In finance area, ECC do provide financial services to other authorities in Essex
- Takes a lot of work to set up a new traded activity but is still very much a focus on ECC's radar

- A summary will be provided detailing income received across the whole Council
- Unsupported borrowing is where it has not is not supported by a Government grant in any way
- The £100,000 not spent in the Children and Families budget in 2017/18 relates to the adaptations programme. More details will be provided on whether this money will be forwarded to the 2018/19 budget
- Overspend of £582,000 on the Harlow Enterprise Zone and A414 Pinch Point Package one – specific details on this will be provided after the meeting
- Community Initiatives Funds are moved into a reserve and at the end of the year the money is drawn down to cover this so although it is referenced as an overspend, in real terms it is not
- Would like more money put into the Communities Initiatives Fund as it as a very important mechanism
- ECC are mindful of when to borrow and use cash balances. Need to look at the long term picture when deciding which is the best option
- Interest rates risk is a factor and is something that is looked when borrowing
- ECC receive a PFI grant from DEFRA for the waste project which is a partnership between ECC and Southend Borough Council. ECC receive the grant and the £1.7m is Southend Borough Council's share of the grant
- The reduced provision within Deputyships held for the Office of the Public Guardian is for people who are unable to look after their own financial affairs and is based within Essex Legal Services. It's not a statutory service but is one that ECC provides
- Current funding gap for 2019/20 is £40m and will raise to £100m in 2020/21.

5. Pay Policy Review Update

Members received a presentation detailing the latest position on the Pay Policy Review.

Cllr M Mackrory welcomed Pam Parkes, Director, Organisation Development and People to the meeting.

Pam Parkes introduced the item and made the following comments:

- The pay review is about making an investment in ECC's pay bill – complaints were received from staff about if being unfair
- It has not been reviewed for 10 years
- Changes are being made to core working days and hours – it will now be Monday – Saturday, 7:00am – 8:00pm
- Two separate pay arrangements – one for the majority of staff and one for social care staff

Upon conclusion of the presentation, Members made various contributions and received responses:

- Working from home will not impact the pay policy – it is about making sure employees are not claiming overtime when they should not be
- Allowances are pensionable so this will not be affected
- Each functional area has local arrangements for monitoring effectiveness of employees working from home
- Not all employees have entitlement to work from home (Park Rangers, Highways, front facing employees)
- The worst case reduction in pay (after 18 month pay protection ends and after factoring out those who have accepted a “smaller” role) is £9,500
- The best case pay increase (after factoring out promotions to “bigger” roles) is £9,450
- In order for an employee to move into zone 3, they need to satisfy the criteria. Zone 3 is mainly there to be used for retention purposes
- There has been a lack of consistency with line managers having a differing view on what they feel employees should be paid – the pay review will address this
- Engagement is ongoing and has been challenging at times. Any major change can cause suspiciousness with employees. There has been five CEO/Leader roadshows and the majority of questions were around pay and grading
- A couple of individuals at the roadshows who fell into the 20% adversely affected said they understood the reasons for the pay review
- The £3.3m investment is to cover the cost of increased salaries
- Employees are being asked to opt-in to these arrangements. There will be a 45 day consultation for those employees who do not opt-in. If after this period they have not opted-in, ECC will proceed with the ‘dismiss and re-engage’ process. If an employee does not accept new contract, they will be effectively dismissed
- The pay review will leave ECC in a far better position than before and will help with staff retention
- Discussions with the trade union have taken place – 240 employees engaged with the vote. The unions have been fully briefed on a monthly basis
- 15% of ECC employees are members of a trade union
- HR and Executive Directors will have more of a say over salaries – i.e. in-year adjustments.

6. Task and Finish Group Update: Resourcing Contract

Cllr M Buckley, Chair of the Task and Finish Group provided the committee with an update on the group’s progress in respect of the procurement of ECC’s resourcing contract.

It was noted by the group that officer support at meetings was excellent and extremely helpful.

The draft report will be produced by Thursday 31 May 2018.

7. Work Programme

An update on the committee's work programme was provided and the following items will be added to it:

- Pre-scrutiny of the 2019/20 budget
- Task and Finish group – resourcing contract
- Corporate Policy and Scrutiny Committee to consider how to engage with staff following the results of the recent staff survey.

It was suggested that a traffic light system be added to the work programme to make it clearer on how topics are progressing.

A timescale for the item 'Property investment to shape communities' was requested – an update will be provided to the committee in due course.

8. Date of next meeting

The date of the next meeting is Tuesday 26 June 2018, at 10:30am in Committee Room 1.

9. Urgent Business

None received.

10. Urgent Exempt Business

None received.

The meeting concluded at 12:53pm.

Chairman

		AGENDA ITEM 4
		CSC/30/18
Committee:	Corporate Policy and Scrutiny Committee	
Date:	26 June 2018	
Enquiries to:	Name: Kirsty O'Callaghan Designation: Head of Strengthening Communities Contact details: kirsty.ocallaghan@essex.gov.uk	

Grants Update and Criteria

Action required by members at this meeting:

To note the information provided on grants received by Essex County Council and to raise any questions

Current Position

In November 2017 we undertook a review of our Grants Programmes to look at what was spent and where across the organisation on supporting grant funding initiatives, which is outlined below:

- We currently spend a large amount of money on grant funding, in terms of programmes that reach across the organisation the approximate value of these programmes are £10,719,916.
- We have 13 formal grants programmes that fund around 262 organisations. Some of these programmes are managed directly by ECC and others by Essex Association of Local Councils (EALC) and The Essex Community Foundation ECF.
- Additionally we have a range of grant programmes that sit under each subject specific commissioning lead, furthermore as part of our procured activity, some of our contracts allow our providers to award a small amount of seed funding and small grants to drive community resilience and achieve the outcomes of the contract, for instance the Virgin/Barnardo's Pre-Birth to 19 Contract.
- We have undertaken a review of grants that currently sit in a range of directorates and under individual commissioners. The total value of grants made outside of the Economy, Localities and Public Health Directorate: £3,961,944. (Appendix 3)
- In addition to the above there is also a Transformation Challenge Award which is a partnership grant that ECC holds the funds for. Information for this was submitted by the PSRU and totals a value of £3.3m however there is no time limit on this spend (£2.6m has already been spent)

ECC Grants Approach

The development of the draft Community Strategy has set out that as well as aligning our grants programmes to the wicked issues in our strategy we want to enable an approach that sees people simply helping people and collaborate more with partners. In order to facilitate this we are looking at a different approach to micro grants that could see the following:

- Delivery of participatory budgeting programmes through traditional partners such as CVS
- The launch of a place based community chest to be delivered using a digital approach to micro grants – i.e. using Social Media to identify local needs. This will commence in pilot form from the 28th of June.
- Space Hive – the use of the Essex Crowd platform to enable access to crowd funding. Previously the Essex Crowd – launched in August has not achieved the reach needed to promote the concept of crowds funding in Essex to its citizens and organisations.

Areas of Particular Interest

Community Initiatives Fund (CIF)

In December 2017, a review of our approach to CIF commenced particularly relating to criteria, panel structure and prospective grantees organisational reserves. Some focus was given to Parish Councils and the need to ensure that they are utilising their precepts in the first instance to support both capital schemes and programmes. To address this we set up a working group which has completed its review of Criteria and has resulted in the creation of revised guidance to support the CIF and the CIF process. The revised CIF Criteria (Appendix 1) and CMA (Appendix 5) are attached were endorsed at May's Communities and Culture Board.

Key Thematic Changes

- Reflect the four key aims and associated priorities contained within the ECC Strategy
- To enable Faith Groups, in line with the signing of the Essex Faith Covenant to apply for funding to deliver community project based activities
- Include an approach to prospective grant recipients organisational reserves . For instance ECC may like to consider that where an applicant's unrestricted reserves are more than 6 months running costs, we expect applicants to make a significant contribution to the costs of the proposed activities.
- Deliver a package of support to future CIF Panel members that will include:
 - An overview of initiatives currently being undertaken in the area to mitigate against duplication of resource
 - Guidance on ECC's approach management fee and back office costs
 - Guidance on ECC's approach to co-production and the inclusion.

Please note Appendices 2 - 4 that provide Grant Criteria and Guidance for:

- Appendix 2: Essex Lottery
- Appendix 3: Local Services Fund
- Appendix 4: Essex Crowd

Challenges:

We still have further work to do to understand the below and we have established a working group with the University of Essex to look at how we can improve on:

- Understanding Impact: The impact monitoring arrangements for ECC grants programmes is variable. Aligned to this is our approach to support through the life course of our grant programmes. We are not so good at understanding impact and the longer-term effects of a project or organisation's work.
- Alignment to Organisational Strategy: We have been inconsistent in our understanding of how grants align to ECC's core commissioning and demand management challenges – and ECC's new strategic aims and priorities,

- **Organisational Awareness and Co-Production:** Internally awareness and knowledge of what we fund and how we fund is inconsistent and we therefore don't always embed and maximise usage of what we fund. This means that our Operational Teams, Practitioners and Commissioners don't always maximise the opportunity to link opportunities to people. To address this the Communities team has created quadrant based working groups to with Adult Social Care to ensure we are maximising the use of our existing resources and identifying gaps in community provision together. Additionally, whilst we have a central register of grants received by the organisation – we do not have an embedded grants register and process to record what we fund or how it aligns to the priorities in the Strategy and Vision. To address this at June's Communities and Culture Board, Cllr Lissimore has endorsed that a real time data base and process be adopted across the organisation to ensure transparency and efficacy of our grants programmes.

Community Initiatives Fund

Guidance Notes 2018/19

What is the Community Initiatives Fund?

The Community Initiative Fund (CIF) is a small grants scheme funded by Essex County Council, for Essex communities (excluding the administrative areas of Southend and Thurrock).

It has been designed to be as flexible and responsive as possible to the needs of a community, and will fund projects that:

- Create, procure or develop new community assets;
- Enhance existing community assets; or
- Enhance or develop initiatives that strengthen a community.

Applications will be considered on their merits and on strong community support, and need.

Particular emphasis should be given to those projects that support the attainment of the aspirations set out within the [Vision for Essex](#) and the strategic aims and priorities set out within the [Essex Organisational Strategy 2017-2021](#) that underpin the achievement of our ambitions to ensure Essex is a great place to live and work.

What does it fund?

There are two strands to the CIF small grants scheme, these being:

- CIF; and
- CIF Response

CIF

This fund is subject to a maximum application of **£20,000** for any one project and is for **capital** funding only.

CIF funding applications are considered once, on annual basis only.

Eligible areas of funding could include, but not limited to:

- Community, social and recreational facilities e.g.
 - Village halls and church halls
 - Community shops (general stores and pubs in some circumstances).
 - Community transport initiatives (no single use group)
 - Land acquisition.
 - Playground equipment,
 - Environmental works.
 - Any related feasibility, design and planning work.

CIF Response

This fund is subject to a maximum application of **£15,000** for any one project and is for **capital** funding only.

CIF Response is a rolling programme and applications are considered on a monthly basis.

Eligible areas of funding are as per those set out for CIF above.

Applications for CIF Response will only be considered where the need is evidenced clearly by the applicant that funding is required for:

- Projects that are time-critical (and can be substantiated)
- Projects where funding contribution is time-limited.

Who does it fund?

Applications are invited from bodies which are within the administrative area of Essex County Council (excluding Southend and Thurrock) and are representative of their local community.

Eligible bodies may be but not limited to:

- Town and Parish Councils or Parish Meetings
- Constituted Neighbourhood Committees, Residents Associations, Community Groups and Voluntary Organisations.
- Private enterprises operating for or providing social benefits e.g. Community Shops only.

Qualifying Criteria

Essex County Council is passionate about better lives for the people in Essex. Our [Organisational Strategy](#) sets out our areas of focus over the next four years. It articulates how we will achieve better outcomes for Essex and secure the ambitions set out in the [Vision for Essex](#), to help make Essex the best place to live and work, whilst ensuring we enable people to help each other, and themselves.

It is important that we spend taxpayer's money wisely, on issues that matter the most to our residents and we all work together towards delivering better social outcomes in Essex.

Essex County Council welcomes applications that contribute towards our vision and towards the delivery of one or more of our strategic aims, these being:

- Enable inclusive economic growth.
- Help people get the best start and age well.

- Help create best places to grow up, live and work.
- Transform the Council with more for less.

Demonstration of need:

Applicants must:

1. Demonstrate evidence of alignment of the local community need to one or more of the four strategic aims and underlying priorities within the Essex Organisation Strategy 2017-2021.
2. Demonstrate clear evidence that the project meets a local need and has full community support. Applicants should provide strong evidence on co-production of their project's needs, accessibility and benefits through engagement and consultation with their local community and community partners.
3. Consult with and obtain support from their County Councillor(s) and where relevant the Parish Council.

Financials:

Applicants must:

4. Look to attract match funding or a contribution towards their project, and inform Essex County Council if they are receiving any other financial contribution from a public body.
5. Demonstrate financial viability and whole life costs / on-going revenue costs. . CIF funding is not utilised to support on-going revenue cost of day to day operations of any organisations.

6. Must be transparent in their amount of unrestricted reserves, and such reserves should be fully justified in formally ratified reserves policy. If not, a contribution may be sought towards the project costs.
7. If applying as a Town or Parish Council, demonstrate why the agreed annual precept cannot fully or partially fund the project for which they are applying for funding.
8. As the CIF is a small grants scheme it is prudent to minimise the amount of CIF grant funding that may be required for direct project costs (e.g. administration) assuring the greatest value of the grant is attained to achieve the maximum benefit to the local community. Therefore applicants should be fully transparent on the total project costs and where funding will be allocated.
9. To ensure that grant funding is spent due diligently, Essex County Council reserves the right not to release funding dependent upon achievement of any agreed project milestones or delay or incompleteness of the project. Essex County Council will reserve the right to claw back all or partial funding should owing to the performance of the project delivery and benefits realisation.
10. Essex County Council may request an audit of the projects accounts and gain assurance that the agreed funding has been spent due-diligently.

It should be noted:

That all funds awarded must be spent by 31 March 2020.

Accessibility:

Applicants must:

11. Ensure that the project or facility is available to all sectors of the local community:

- To ensure that diversity is maintained amongst the beneficiaries of CIF funded projects, no funding shall be provided to organisations which evangelise (the practice of preaching or spreading religious beliefs) or proselytize (the practice of trying to convert people to one's own beliefs or religious views).

Essex County Council recognises that faith based organisations undertake valuable work in supporting disadvantaged and marginalised communities in Essex, and we wish to fully support this and work in the spirit of the Essex Faith Covenant.

- Projects should not be of a political nature.

12. Public Sector Equality Duty

The Equality Act 2010 states that public authorities must comply with the Public Sector Equality Duty and for them to consider how their policies or decisions affect people who have protected characteristics under The Act.

These protected characteristics are:

- Age, disability, gender re-assignment, pregnancy and maternity, sex, sexual orientation, race, religion or belief, and marriage and civil partnership.

Essex County Council is committed to the positive advancement of equality, fostering good relations between different groups and tackling unlawful discrimination.

Applicants must:

When submitting applications organisations will be asked to demonstrate how their projects will help advance the following of the Public Sector Equality Duty and The Act, the aims being:

- Eliminating discrimination, harassment and victimisation, *i.e. projects that seek to remove or minimise disadvantages suffered by people due to their protected characteristics.*
- Advancing equality of opportunity, *i.e. projects that provide opportunities to those with protected characteristics*
- Fostering good relations, *i.e. projects that encourage those with protected characteristics to participate in public life, bringing communities together to share commonalities and promote community cohesion and inclusion.*

Projects that are not eligible:

Although, this is not an exhaustive list, grants will **not** be made for the purpose of:

- The promotion of religion or political ideals.
- Work that has already taken place, contracted or order placed.
- Activities for which a statutory body is responsible.
- Animal welfare.
- Anything that has individual benefits only e.g. equipment that is not shared.
- Fabric appeals for places of worship
- Fundraising events or activities
- VAT or other taxes that cannot be recovered.
- On-going revenue and operating costs.

The Evaluation Panels will reserve the right to use its sole discretion when assessing any grant applications for acceptance.

Timescale and application process - CIF

Please note that this fund is subject to a maximum application of £20,000 for any one project.

For **CIF** the timescales for **2018** are as follows:

Receipt of completed Expression of Interest	Friday 24 August 2018
Receipt of completed Application Forms	Friday 21 September 2018
Evaluation Panel & Decisions	Throughout November 2018
Offer/unsuccessful letters emailed	December 2018
Applicant to claim/spend grant	By 31 March 2020

1. The applicant must complete the **Expression of Interest** form which is available here: www.essex.gov.uk/cif
2. Once completed they should be emailed to: CIF@essex.gov.uk
3. Your project will be initially assessed on the information that you have provided. You may be contacted to discuss your project further. At this stage your project may be rejected for funding. You may also be signposted to other potential funders.
4. If your expression of interest is successful at this stage then a full application form will be emailed in return.
5. Evaluation panels for each of the Districts, Borough's or City will meet during November (dates to be confirmed).
6. Successful applicants will have until the 31 March 2020 to claim/spend the grant.

Timescale and application process – CIF Response

Please note that this fund is subject to a maximum application of £50,000 for any one project.

The CIF Response is a rolling programme and your application will be considered on a monthly basis.

Final Receipt of completed Expression of Interest	Friday 25 January 2019
Final Receipt of completed Application Forms	Friday 22 February 2019
Evaluation Panel, Decisions and unsuccessful letters emailed	Monthly Throughout 2018/19
Applicant to claim/spend grant	By 31 March 2020

Application Returns

All completed application forms and supporting documents for both CIF and CIF Response should be emailed to CIF@essex.gov.uk

A Note on Evaluation Panels

CIF

- Evaluation Panels will be held in the District, Borough or City administrative area relevant to the project.
- Panels will be usually chaired by the Chairman or Mayor of the District, Borough or City (who will have no voting rights) with representatives from Town or Parish Councils; local Centres for Supporting, Voluntary action and other community based affiliated groups and organisations.
- Panel Members will not be allowed to adjudicate any grant application where they have a personal or pecuniary interest in the project, or outcome. All Panel Members shall be required to formally declare their interests.
- To ensure projects represent the very best community need and attained support, Panel representation shall be sought from citizens of the local communities in which the project will benefit. Such community representatives shall be not directly connected to the project delivery or grant claimants.

- To assure fair and equitable distribution of funding, Panel Members will be made aware of any synergies with other projects, initiatives or services that may already pre-exist that could address the localised need. The Panel may identify additional opportunities to foster partnership working and the joining up of services to increase capacity, accessibility and enhance the benefits realisation of project outcomes.
- Panel Members attend the Panels by invitation and are not remunerated for their attendance or expenses.
- The decisions of the Panels are final. There is no appeal process.

CIF Response

- The CIF Response is a rolling programme and applications are considered on a monthly basis.
- Applications are considered by an Essex County Council internal evaluation panel consisting of Officers and the relevant Member Portfolio holder.

The Essex County Council Lottery – good cause procedure.

There is no cost to the good cause to participate. Any non-profit group or organisation can apply to be a beneficiary as long as they meet the criteria outlined in the terms and conditions.

Every good cause will be required to complete a registration form via the website to ensure they meet and agree to our terms and conditions.

ECC will review applications before they go live on the lottery site, following the policies and procedures in line with the gambling licence terms and conditions.

Key Criteria

Is it an established organisation or group? (one must be obtained):	
Do they have a registered charity number?	Database search via the charity commission website
Do they have a company number (CIC's)?	Database search via Companies House
Does the organisation have a constitution, or evidence of a board of trustees/ volunteer management committee?	The organisation will need to provide evidence to support the application
Accepted evidence: copy of constitution, community interest statement, details of management committee, details of other regulatory body eg sporting body	

Is the good cause based in Essex? (one must be obtained):	
Do they have a registered address in Essex?	Confirmed via database search above. If it does not match that on the registration form, further clarification is required
The organisation is not registering on a database	The organisation will need to provide further evidence to support eg letterhead

Do they benefit the local community?	
Does the description of services given match that on the database search?	Confirmed via database search
The organisation is not registering on a database	Confirmed via supplied constitution

Are they reputable?
All good causes will be subject to an online search, including social media

Once approved, they will have their own page on the lottery website and a welcome pack will be sent out to them.

Terms & Conditions - Good Causes

We want to enable as many organisations as possible to join the good causes lottery under the The Essex Lottery. As you will be joining under our overall gambling licence (Gambling Act 2005) we have to ensure that organisations meet certain criteria. There is no application fee.

Your organisation must:

- Provide community activities or services within Essex, which are of benefit to the residents of Essex
- Have a formal constitution or set of rules
- Have a bank account requiring at least two unrelated signatories
- Operate with no undue restrictions on membership

And be either:

- A constituted group with a volunteer management committee with a minimum of three unrelated members that meets on a regular basis (at least three times per year)
- A registered charity, with a board of trustees

Or:

- A registered Community Interest Company, and provide copies of your Community Interest Statement, details of the Asset Lock included in your Memorandum and Articles of Association, and a copy of your latest annual community interest report

We will not permit applications from:

- Groups promoting a particular religious, faith or political belief or activity
- A campaign that does not directly relate to the provision of community activities or services within Essex
- Organisations that do not do work within the boundaries of Essex
- Individuals
- Organisations which aim to distribute a profit
- Organisations with no established management committee/board of trustees (unless a CIC)

We are also unable to accept applications that are incomplete.

The council reserves the right to reject any application for any reason without offering an appeals process.

The council will reserve its rights to not accept or cease to licence any organisation with a minimum of 7 days notice for any reason. If fraudulent or illegal activity is suspected cessation will be immediate.

Local Connections Fund

Improving Local Places – Your Community You Decide

Contents

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1. Introduction and Context

The Essex Association of Local Councils (EALC) welcomes Essex County Council's (ECC) initiative to set up a new Supporting Communities – Local Services Fund program aimed at supporting communities across Essex. This program will provide local communities with the opportunity to directly prioritise, enhance, develop and grow local capability, thereby making a real difference in the villages, towns and communities across Essex. The Local Services fund will support the creation of formal, traditional services that will improve local places by being more locally responsive whilst relieving the burden on ECC in the provision of simple but locally important community tasks.

The aim of this ECC fund is to provide revenue and other grants to Parish Councils and other local community organisations to undertake single activity or ongoing services to satisfy locally determined community benefit or enhancement.

The EALC is ideally placed to support ECC in the end to end operational management of the Supporting Communities – Local Services Fund, using its existing and comprehensive communications network serving Parish and Town Councils and extend this network to Essex resident associations and voluntary sector groups thereby ensuring all areas are presented with an equal opportunity to access this grant fund. The EALC will achieve this using its many partnership engagement programmes to achieve Essex wide coverage.

This will include the following networks

- Essex Rural Strategy
- the Essex Partnership
- The Rural Crime Forum

- Neighbourhood Planning group
- local policing groups (including but not limited to Community Speed Watch and Neighbourhood Watch groups)
- Residents Associations
- Essex County Councillors
- Area Forums
- Essex Housing Officer Group
- Community Voluntary Service
- Essexinfo.net

As a fundamental part of promoting this ECC fund, the EALC will produce a database that will identify the extent of the community voluntary sector, residents associations and other groups across the county that will further enhance the existing database held on parished areas.

Whilst Essex consists of a small number of major towns, it has a large number of small towns and villages all having a large number of actual and potential volunteers. It is estimated that across Essex there are estimated to be 40,000 actual volunteers and as such local residents are best placed to appreciate the many small but significant pieces of work which, when delivered can make a real difference to their lives and help further strengthen communities. The opportunity presented by ECC to access a revenue fund adds a further dimension to being able to deliver services locally to meet the needs, wants and aspirations of local communities.

The ‘Local Connections’ Fund – an overview

Fund Element	Budget	Application Cycle	Eligibility	Definition
Local Service Provision	A maximum of £500,000 fund amount (£10,000 per bid or £15,000 over 3 years) Expectation of matched funding	Annually – aligned to financial year	Local Councils (i.e. parish and town councils) & Formally constituted groups (e.g. residents’ or housing association)	Funding to support a set of actions undertaken to deliver a product provided to, or on behalf of, those who live or work in the area for which they are responsible)

2 EALC Proposed General Support for the Fund

EALC propose that in all aspects it will publicise the fund as being an Essex County Council initiative aimed at helping communities of all sizes to help themselves in the delivery of enhanced local services. To meet this objective the EALC will introduce briefing meetings to raise the profile of the fund during training sessions, community meetings and partnership events. The minimum plan is as follows:

Applicant Briefing sessions – EALC Great Dunmow Offices	4 per year
Funding Support Sessions – support for application bid writing	4 per year
Circulation of information and publicity for applications	Monthly
The EALC will promote the ECC Fund at every event that it hosts or manages. This will include events attended by EALC staff or its Executive Members to ensure the fund receives maximum publicity and prominence.	At Formal EALC Events
To be launched at the EALC AGM and joint ECC Conference – 19 th September 2017 Foakes Hall, Great Dunmow. Cllr Simon Walsh to introduce the fund and Cllr Gagan to give more details The EALC to provide information to delegates on the fund.	Initial Fund Launch
To be held in the EALC Offices with an invitation list including National and Countywide organisations and institutions	2nd Launch
To access all areas of the County	Press Releases
Information dissemination to all EALC and relevant Partner networks to aid in reaching non-parished communities Connections Fund Data Base	Monthly
Use of weekly newsletters and social media outlets to reach all areas of the County	Weekly

3 Managing the Fund

The EALC propose managing the fund using appropriate skills coupled to effective use of its existing communication network and links. These links will be enhanced to reach non-parish community groups. Whilst this work cannot be wholly absorbed by current EALC resource in the initial period the EALC has a staff member that can be immediately assigned to the role until such time as the EALC can recruit into the role on a long-term basis.

Initially the role can be managed on a 4-day working week, with the addition of other employment costs.

4 Fund Objectives and Constructs

It is understood that ECC will limit grants to £10,000 for each once-off project, or £5,000 per annum for a maximum period of three years for revenue related applications. Whilst 100% match funding will not be a prerequisite, levels of match funding will be expected from applicants at or close to match funding levels in order to maximise the spread of available funding across the county.

All applications to the fund will be assessed as to future utilisation and/or sustainability benefits within the community organisation thereby providing assurance that successful applications will have the capacity to meet community aspirations without additional support being necessary when ECC funding comes to an end.

The 'Local Connections' component of the Fund is aimed at supporting **new** local community schemes to help improve, rather than bolster extant services. For clarity this should ensure priority is given to implement new services that provide additional community benefit.

Funding applications will be invited at regular intervals and in all cases the endorsement of the relevant local County Councillor being a prerequisite.

Successful applicants will be required to feedback within set timeframes on the project achievements and the success of service(s) delivered.

The definition of community benefit associated with the fund includes both the place/location and the lives of residents.

Types of Service that might Qualify for Funding

The list below is a guide as to the type of services, which the fund is likely to support. This list is for guidance only and should not be considered as an exhaustive list.

- Greensward protection and maintenance - preventing antisocial parking, litter clearance etc.
- Public Rights of Way - Protection & maintenance, finger post provision and access clearance etc.
- Community Café – Start up funding and on going funding support
- Community handyman schemes - Start up funding and on going funding support
- Apprenticeship schemes – aimed at developing community skills in younger residents
- Community Special Constable provision – meeting training and support costs during initial years
- Hedge maintenance – clearing hedging from footways and preventing obstruction of street furniture
- Community litter picking and removal

- Training and qualification attainment for community volunteers to undertake parking warden, dog warden and zone warden duties within designated and approved areas

Funding Governance, Administration and Award of Grants

The EALC believes that good and relevant governance will provide the foundation to underpin the Local Services Fund program. If chosen the EALC will establish a governance process that includes:

- Publicity and awareness of the fund across the county and how to apply
- Application submission and vetting
- Forming a balanced judging panel to make funding awards based on local community need and service fulfilment
- Post award administration – interfacing with the successful applicant and ECC funding regime
- Success Monitoring – Fund performance, Applicants experience, project success stories

5 Establishment of the Funding Board

The EALC proposes the establishment of a Funding Board with an objective to determine successful applicants and make recommendations as to the respective award value.

- All Board Members will be agreed with ECC with the Independent Member being specifically selected by the Leader of ECC.
- Funding Board Venue – EALC Offices in Great Dunmow
- Funding Board Members are expected to attend a minimum of 3 meetings per year
- Funding Board Members may have a named substitute
- Funding Panel Members will be fully briefed by the EALC
- Funding Board Members will be expected to promote the fund as widely as practical within the county
- The Funding Board will comprise of 11 Members
- The quorum of the Funding Board will be 6 Members
- Funding Board Members expenses should be paid by the nominating body
- The EALC Staff will act as the Secretariat of the Board

Initially the Funding Board and application process will be supported by Dr Paul Probert, Head of Community Resilience Wellbeing, Public Health and Communities.

The EALC proposes a Funding Board is established as shown in the table.

Local Connections Funding Board	
Funding Board Member	Number / Area Represented
Chairman of Funding Panel	1 EALC Chairman or substitute
Parish Representatives	3 Representing differing sizes of councils across Essex – small, medium and large
Essex County Council Representative	1
Voluntary Sector Representative	2
Independent Member (Appointed by the Leader of Essex County Council)	1
Church	1
Residents Association	2
Panel Member Totals	11

6 The Application/Assessment process

The EALC will develop a template for applicants to complete which will identify the intended purpose of the application, achievement targets and timelines, resource requirements where applicable and all match funding sources relevant to the application. This template will be agreed with ECC and will be designed where practical with an objective to make the application process simple and easy to complete.

The template will be based on the current CIF application form

- Endorsement of all funding application by the respective County Councillor will be a requirement.
- The EALC will support applicants throughout the process offering advice and direction as appropriate.
- Briefing sessions will be organised by the EALC to assist applicants to understand how the fund will operate, define the funding “in scope” services, what is expected and what is required to achieve the best possibility of application acceptance at funding panel meetings.
- Applicants will be offered funding briefing sessions and given an opportunity to meet with EALC Officers and obtain assistance in the completion of funding applications. The EALC has successfully developed and delivered this approach within the National Transparency Funding program, which it manages on behalf of the National Association of Local Councils.

7 Fund Size

It is expected the fund will initially operate for three years, begin the third and fourth quarters of 2017/18. It is understood ECC plans to allocate £0.5m per annum to the fund by creating an earmarked reserve and releasing funding tranches in equal quantities across three-year periods of each the funding award.

8 Fund Award Monitoring

The EALC will operate a light touch, but comprehensive procedure to ensure that available funds are awarded in line with the stated purpose and to assess whether the stated goals in each application initiative are being, or have been achieved.

More than one funding application may be submitted during the initial three-year period; subsequent applications will be assessed taking historic performance into account. After the fund has been in operation for two years following the grant award date, a review will be undertaken by the EALC to assess whether funding should continue and at what level, at the conclusion of the three-year initial project period. These findings will be made available to ECC

The EALC shall expect successful applicants to

- Report back to the EALC regularly and no greater than a 6 month period between reports
- Issue a press release when funding is agreed and then when the work is being completed or when the project is complete. The release must acknowledge the support given by ECC making the initiative possible.
- Provide service launch invitations as appropriate relating to new service implementation
- The EALC will produce a newsletter twice yearly showcasing the services undertaken, to which successful applicants will be expected to contribute.
- The EALC will produce a report for ECC on a regular basis and no less than every three months on the performance of the fund, projects that have received funding and the stage of implementation. The template for these reports will be agreed with ECC.

9 Accessing Funds Awarded

Following the conclusion of each Grant Funding Board meeting, the EALC will provide ECC with a list of the successful applicants together with sufficient financial details to permit a bank transfer to be created against each successful application. Grant funding will be held and disbursed by ECC.

10 Financial Proposal

This financial proposal is based on an annual charge to include fund administration resource costs to include printing, postage and office overheads specifically applicable to funding board meetings plus a onetime set up charge to cover the provision of dedicated additional office equipment for the fund co-ordinator.

Panel board members are expected to provide their time on a voluntary basis at no cost to the programme; however panel board members should be compensated for any travel costs incurred (if their appointing body does not provide expenses) at prevailing EALC mileage rate. An estimate of the travel costs is included within this proposal and is subject to an annual review, which will be undertaken by the EALC and shared with ECC as required.

The associated EALC cost elements incurred through the administration and promotion of the fund consists of the following elements.

- Staff costs involving 4 days per week to include employee overhead, pension provision and Supervisory/management oversight
- Funding panel meeting costs
- Applicant briefing sessions and coaching
- Funding panel expenses including mileage allowances
- Funding program launch events
- Stationary and print costs associated with funding panel meetings
- Program one time setup costs – IT equipment etc.

The first year fund service charge will be £ 25,700

Subsequent year fund service charge will be reduced, removing 1st years costs and taking into consideration of increases in payroll costs and inflation.

It is proposed that all charges will be reviewed annually and full supporting information will be provided by the EALC where an increase in service charge is found to be necessary.

The Essex Crowd – What is it?

The Essex Crowd is a new crowdfunding initiative for Essex. Launched by Essex County Council in partnership with Spacehive it gives people the opportunity to run crowdfunding campaigns for local projects that make a real difference to their local communities.

Essex County Council has created two funds available on The Essex Crowd

- **The Local Connections Fund** – Total fund of £500,000 with maximum pledges of £5,000 for projects that create connections and bring people together
- **The Reuse Fund** – Total fund of £10,000 with maximum pledges of £1,000 for projects that seek to reuse rather than discard unwanted items

People with ideas can pitch to [these funds as well as funds from other large funders](#) via The Essex Crowd.

The model is all-or-nothing – which means if projects hit their target they receive all their pledges to deliver their project.

The Essex Crowd – Call to Action

The Essex Crowd belongs to everyone. It offers a simple, effective, way for local people to deliver local projects – ones that matter to them.

As a valued partner we would ask you to share the Essex Crowd movement within your communities. Share this document and point potential projects to the [Essex Crowd](#).

See our full list of our [FAQs here](#).

We value your support, and in return would like to list you as an [Essex Crowd supporter](#) tell us what you are doing via our social media channels (Facebook [@EssexCommunity](#) & Twitter [@Essex_Community](#)) or by emailing essex.crowd@essex.gov.uk and we will add you and your logo to *the Crowd*.

Process for creating an idea

As this is this is not a regular grants programme, organisations and individuals may need support from council partners to understand what is needed at each stage of the process.

Create an idea

Individuals or organisations with an idea need to go onto The Essex Crowd and [create a project](#). They should clearly describe what they are trying to do including their costs and milestones. Project Creators can be individuals or constituted groups. They must have a bank account. If they do not they can partner with an organisation who is willing to be their Project Delivery Manager (legally required to hold the money and deliver the projects) on their behalf.

Pitch to funds

Projects will be automatically matched to different funds on The Essex Crowd. Most projects in Essex will be matched to the Essex County Council Local Connections Fund. Some may also be matched to other funds, for example, Growing a Greener Britain for green projects. Some funders will ask additional questions as part of the online application process.

Get verified

Projects are verified by a third party organisation call [Locality](#). They check quotes the costs are based on and if the project has the necessary permissions to use the intended space. Once all checks have been made and the project is verified the Project Creator is ready to start campaigning for pledges to their idea.

Start your campaign

The Project Creator sets the length of their campaign. We suggest that it should be no more than four months. Then begins to campaign. Large funders want to see community support for an idea before they pledge. It is important projects start by getting lots of little pledges to demonstrate community buy in.

Getting a pledge from Essex County Council

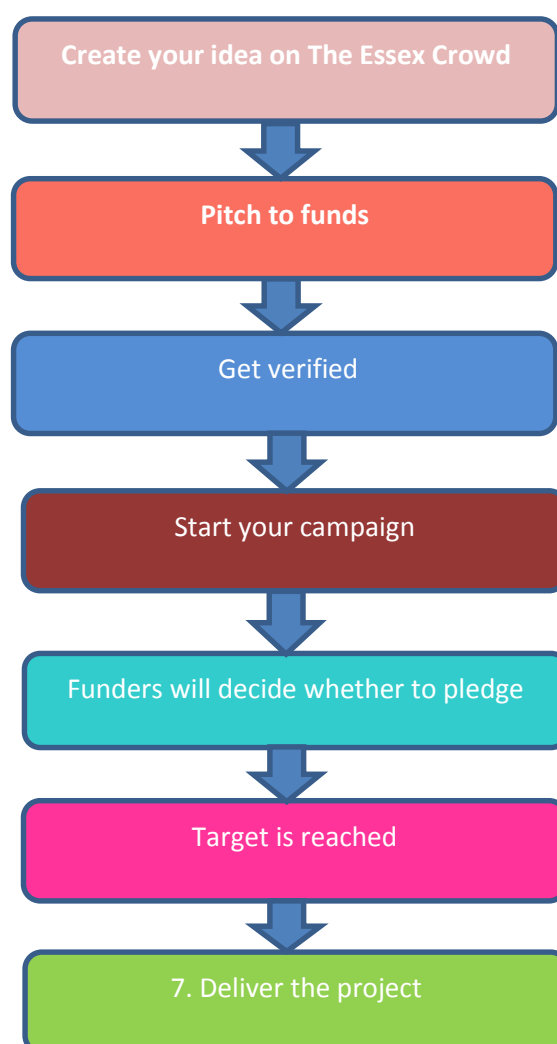
Once Essex County Council sees an idea has good community support (circa 10% of target reached and a good number of backers), they will make a decision on whether or not to pledge. Project creators should not expect Essex County Council to pledge first.

Target is reached

Once the target is reached, all backers will get an email letting them know that their pledges will be taken. Collecting pledges and depositing the funds in the Project Creators bank account usually takes about 10 working days.

Deliver the project

We recommend Project Creators keep backers up to date with regular updates as they deliver the project. Spacehive will also follow up and ask them to complete an Impact report once it is all done.



When is a project eligible for The Essex Crowd?

Project Creators are sometimes unsure if their project is eligible for The Essex Crowd and may come to you as an Essex County Council partner asking for support.

For a project to be eligible on The Essex Crowd it must be:

- Raising funds to impact a publicly shared space – For example, a project to refurbish a community hall would be acceptable, but for someone's house would not be.
- Raising funds for more than just ongoing costs – For example, for the cost of someone's salary along with equipment and physical improvements to the space would be acceptable, but the salary on its own would not be.
- Raising funds to deliver something tangible from the funds raised – For example, the full costs to install a swing would be acceptable, but the cost of the foundations alone would not be unless you already had the swing.

The Essex Crowd projects can be:

- Temporary, or permanent – for example, a one-day festival, or a life-long park improvement
- Early stage and part of a bigger project – For example, a feasibility study

What kinds of projects have you had on The Essex Crowd (or other Spacehive movements?)

There have been a wide range of projects, for instance:

- Events/Festivals – projects that transform or use a space differently
- Renovations of buildings – buildings must be accessible by the public
- Projects to improve local parks – For example, tree planting or allotments
- Equipment for clubs/Adventure playgrounds - For example, sports/play equipment.

Still unsure if an idea is eligible for The Essex Crowd?

Ask the Project Creator to upload the basic shell of their idea and send Spacehive a link. They will check it and offer advice on how to proceed.

Support available

Through the Essex Crowd there is extra support available from Spacehive for project creators looking to crowdfund in Essex.

Events - Sign up to one of our monthly webinars, or come to one of our Essex events to find out more.

Download - Our Ultimate Guide to Crowdfunding to help you formulate your idea, plan and promote your campaign.

Contact us directly – Email us on info@spacehive.com or ring us on (020) 3841 5989

Stay up to date

As a valued partner you have an important role to play in spreading the word about the opportunities available through the Essex Crowd.

Follow the Essex Crowd on Spacehive - Keep up to date with the latest news and upcoming events etc

Follow us on twitter – tweet and retweet about the #EssexCrowd. Also help support projects crowdfunding with the Essex Crowd by tweeting about them too.

Like us on Facebook – share and comment on our news/ posts and updates. Mention @EssexCommunity in your posts and we will share to our page too.



About The Essex Crowd

Supporting small scale local projects that create connections and bring people together.



@EssexCommunity



@Essex_CC
@Essex Community
@Spacehive
#EssexCrowd

To agree changes to the administration of the Community Initiatives Fund

Forward Plan reference number: N/A

Report title: To agree changes to the administration of the Community Initiatives Fund.	
Report to: Councillor Sue Lissimore – Cabinet Member for Culture and Communities	
Report author: Mike Gogarty Director of Wellbeing, Public Health and Communities	
Date: 18 May 2018	For: Decision
Enquiries to: Paul Ashworth – paul.ashworth@essex.gov.uk 03330 136 694	
County Divisions affected: All Administrative Essex	

1. Purpose of Report

- 1.1 To obtain the endorsement to the proposed changes to the Community Initiatives Fund's qualifying criteria and Evaluation Panel(s) constitution as stated in the revised Guidance Notes.

2. Recommendations

- 2.1 To adopt the amended Community Initiatives Fund Guidance Notes, appended to this report, to take effect for the opening of the 2018/2019 fund.

3. Summary of Issue

- 3.1 The Communities Initiatives Fund (CIF) is a small grants scheme, up to a maximum of £20,000. It is administered by Essex County Council (ECC) and available to eligible bodies that will provide new community assets, enhance existing community assets or enhance or develop initiatives that strengthen a community. The fund is open on an annual basis.
- 3.2 On the request of the previous CIF portfolio holder, the Cabinet Member for Environment and Waste the current CIF grant qualification and constitution was reviewed.
- 3.3 The Essex County Council Organisational Strategy 2017-2021, sets four key aims and strategic priorities in turn contribute towards achieving the ambitions set out of the Vision for Essex. The strengthening of communities, the helping of communities to help themselves and the fulfilment of local need are some of the key attributes. On this basis, grant funded projects would need to demonstrate greater emphasis of alignment of local community need, support and accessibility to the Strategy. The constitution of Panel Members should reflect greater representation from communities in which the project outcomes will benefit
- 3.4 In addition, to ensure fair and equitable distribution of funding increased transparency was to be attained in applicants' existing financial standing and capability.
- 3.5 The proposed changes are to attain assurance that equity in the grant allocation process was being maintained and that projects aligned and delivered to ECC's core commissioning and service demand challenges.
- 3.6 These changes would come into force for the opening of 2018/2019 fund with greater clarity being provided on eligibility criteria to applicants.

4. Proposals

- 4.1 In reviewing the current fund Guidance Notes and application process the following changes were identified to strengthen financial due diligence and give assurance to the delivery of projects that address the aspirations of ECC's Organisational Strategy and increased community support and benefit
- 4.2 Organisational Strategy 2017 – 2021
 - 4.2.1 A recent review of the allocation and administration of grants by ECC has identified an inconsistency in the understanding and demonstration of how the outcomes of grant funded projects and initiatives align to ECC's strategic aims and priorities.
 - 4.2.2 Essex County Council sets out these aims and priorities in the Organisation Strategy 2017-2021 as being: Enable inclusive Economic Growth; Help people get the best start and age well; Help create great places to live, grow up and work; and Transform the council to achieve more with less. In turn, alignment of projects to these aims and priorities will contribute towards the attainment of the aspirations within the Vision for Essex.
 - 4.2.3 As part of the qualifying criteria, applicants will have to demonstrate alignment of their projects outcomes to the Organisational Strategy for at least the period in which the strategy is in force.
- 4.3 Unrestricted Reserves
 - 4.3.1 It order for outcomes to provide the greatest contribution towards the Organisation Strategy and overall Vision for Essex, is it important that the spending of grant funding is maximised on frontline delivery, assuring the needs of local communities are fulfilled to the utmost potential. Equity in allocating grant funding to those communities with the greatest financial need must also be maintained.
 - 4.3.2 The holding of unrestricted reserves by a charity is normal financial practice. The setting aside of such reserves being a general contingency to be spent on any of the charities aims to mitigate future potential financial risk of for specific purpose, e.g. building works.
 - 4.3.3 It is best practice for charities to have a Reserves Policy, explaining why such money is being set aside rather than being spent on the charities aims. This is normally specific to how much the charity needs to hold in reserve and why; how this reserve is to be spent; and the frequency in which the reserves policy is to be reviewed.
 - 4.3.4 As part of the grant qualification process, where applicable, organisations shall have to provide a copy of the Trustee Annual Report and Accounts, demonstrating the amount held in unrestricted reserves, along with the Reserves Policy giving rationale as to why this money is set aside and cannot be utilised (or proportionally utilised) for the CIF funded project.
- 4.4 Town and Parish Council Precept
 - 4.4.1 A Town or Parish Precept is the local tax on residents, and local Councils have the power to set the precept annually, based upon the localised needs.
 - 4.4.2 Similar in principle to the use of Unrestricted Reserves, as part of the grant qualification process Town and Parish Councils are to demonstrate through their rational behind budget setting, why such Precepts have not made provision for the community project which they envisage delivering or why only partial contribution can be made.

4.5 Project Costs

- 4.5.1 As the CIF is a small grants fund, it is prudent to minimise the amount of CIF grant funding that may be required to cover direct project costs (e.g. administration) assuring the greatest value of the funding is attained to achieve the maximum benefit to the local community.
- 4.5.3 Applicants shall be asked to be fully transparent on the total project costs and where funding will be allocated
- 4.5.4 Essex County Council may request an audit of the project's accounts (independent or otherwise) to ensure the diligent expenditure of public funds and gain assurance that the agreed funded activity has been achieved.
- 4.5.5 Essex County Council will reserve the right to claw back all or partial funding should owing to the performance of the project delivery and benefits.

4.6 Maintaining Diversity amongst Beneficiaries

- 4.6.1 It has been noted that further clarity is required as to the eligibility of faith-based organisations to apply for CIF Funding, as applications from such organisations have been below from what has been anticipated
- 4.6.2 Essex County Council recognises that faith-based organisations undertake valuable work in supporting disadvantaged and marginalised communities in Essex, and ECC wishes to fully support these organisations.
- 4.6.3 For clarity ECC will not fund activities which evangelise (the practice of preaching or spreading religious beliefs), or proselytize (the practice of trying to convert people to one's own belief or religious views).
- 4.6.4 It is expected that these organisations will evidence the practical implementation of their diversity policy, so that people from all faiths or none can become a member of staff, board member, volunteer, or benefit from the work. There is also an expectation any partners to be taking an inclusive approach to their work.
- 4.6.5 In doing so, this is in the spirit of the Essex Faith Covenant, where faith communities and partners have pledged to follow a joint vision, a set of principles that unify and focus attention on helping others. The overriding sentiment of the vision being that 'together we are stronger'.

4.7 CIF Member Panel

- 4.7.1 Assurance should be given to the fair and equitable distribution of funding that supports projects, initiatives and outcomes that have a genuine localised need. Therefore it is expected that applicants provide supporting information where ever practicable to demonstrate uniqueness of their project to their local community.
- 4.7.2 Panel Members, on assessing grant applications should be made aware of synergies of other projects, initiatives or services that may already pre-exist that could address the localised need.

- 4.7.3 In additional opportunities should be identified and sought to foster partnership working and joining up of services to increase capacity, accessibility and enhance the benefits realisation of project outcomes.
- 4.7.4 To give further assurance of unbiased allocation of CIF grant funding, Panel Members will not be allowed to adjudicate any grant application where the Panel Member may have a personal or pecuniary interest in the project or the attained activity or outcome. To this effect all Panel Members shall be required to formally declare their interests.
- 4.7.5 To assure diversity of the CIF Panel constitution and projects are of value to the community in which they are based, greater representation shall be required from citizens of the local communities to which the project will benefit. Such citizens shall be unconnected to the project or grant claimants.

5 Options

- 5.1 Do Nothing – Leaving the existing Guidance Notes un-amended would weaken the ability of CIF small grants scheme to contribute towards the fulfilment of the aims and priorities within the Essex Organisational Strategy 2017-2021 and in turn, attain the ambitions set out within the Vision for Essex.

6 Financial Implications

To be added by Finance

7 Legal Implications

****To be added by S151****

8 Equality and Diversity Implications

- 8.1 The Public Sector Equality Duty applies to the Council when it makes decisions. The duty requires us to have regard to the need to:
 - (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
 - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 8.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 8.3 The equality impact assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.
- 8.4 Changes to the CIF qualifying criteria and Evaluation Panel constitution are designed to attain a project's assurance of greater inclusivity and accessibility within communities, and that opportunities arise for those with protected characteristics. This is in advancement of the Public Sector Equality Duty.

9 List of Appendices

9.1 Community Initiative Fund 2018 -2019 Proposed Guidance Notes

I approve the above recommendations set out above for the reasons set out in the report.	Date
Councillor Sue Lissimore, Cabinet Member for Culture and Communities	

In consultation with:

Executive Director for Corporate and Customer Services (S151 Officer)	Date
Margaret Lee	
Director, Legal and Assurance (Monitoring Officer)	
Paul Turner	

CORPORATE POLICY AND SCRUTINY COMMITTEE

WORK PROGRAMME 2018/19 (ADOPTED OCTOBER 2017 MEETING)

Approach to topic selection – where can the committee conduct reviews quickly, influence change and a difference to the residents of Essex.

Confirmed	Being investigated further	Not currently being investigated	DATE	ISSUE/TOPIC	FOCUS	APPROACH	RAG
			June 2018	Grants Update and Criteria	Opportunity to review how grants are distributed by ECC		
			June 2018	Task and Finish Group – Resourcing Contract	To provide recommendations on the implementation of the resourcing contract and other future contracts	Meetings with relevant Officers to work towards providing recommendations	
			July 2018	Borrowing	Why we have to borrow? Long-term costs? Borrowing strategy	To be presented to the Committee at the July meeting	
			July 2018	Public Consultations	Scoping work with costs associated with public consultations	Timing to be determined after further discussions with key officers	
			July 2018	Fees and Charges			
			TBC	Property investment to shape communities	Focus to be determined		
			TBC	Pre-scrutiny – Budget 2019/2020	Focus to be determined	Timing to be determined after further discussions	

			with key officers	
TBC	Staff survey results	Focus/format to be determined	Timing to be determined after further discussions with key officers	
TBC	Registration services	Rationalisation of buildings/co-location. Can scrutiny influence the shaping of something new or will it be a review of the implementation of a strategy?	Could seek an update on where ECC are with rationalisation programme	
Issues previously suggested and to be 'parked' pending further information and/or discussions and further evaluation				
	Review process for developing policy	Focus to be determined	To be determined	
	Emerging organisation strategies	May fall under the remit of other committees	To be determined	
Issues previously suggested and not to be pursued				
	Review of Essex Design Guide	Place and Economic Growth Policy and Scrutiny Committee has remit over planning	It is not currently an issue being pursued by the Place and Economic Growth Policy and Scrutiny Committee	