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Date:

Dear Councillor

WEST DEVON OVERVIEW AND SCRUTINY COMMITTEE - TUESDAY, 11TH JULY, 2017

I refer to the agenda for the above meeting and attach papers in connection with the following item(s).

Agenda No	Item
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- | | |
|----|---|
| 2. | <u>Confirmation of Minutes</u> (Pages 1 - 6) |
| 9. | <u>Review of WDBC Community Grant Schemes</u> (Pages 7 - 24) |

Yours sincerely

Darryl White
Senior Specialist – Democratic Services

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Agenda Item 2

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **6th** day of **JUNE 2017** at **2.00 pm**.

Present:

Cllr J Yelland – Chairman	
Cllr R Baldwin	Cllr J Evans
Cllr P Kimber	Cllr A F Leech
Cllr A Roberts	Cllr J Sheldon

Head of Paid Service
Group Manager Support Services and
Customer First
Customer Contact Centre Manager
Specialist – Performance and Intelligence
Specialist – Democratic Services

Also in Attendance: Cllrs W G Cann OBE; C Edmonds; B Lamb; J Moody; C Mott; G Parker and P R Sanders

***O&S 01 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs R Cheadle, D Cloke, J McInnes, D Moyse; R Musgrave, T G Pearce, P Ridgers and D K A Sellis

***O&S 02 CONFIRMATION OF MINUTES**

The minutes of the Meeting of the Overview and Scrutiny (External) Committee held on 21 March 2017 and the Overview and Scrutiny (Internal) Committee held on 18 April 2017 were confirmed and signed by the Chairman as a true and correct record.

***O&S 03 DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting, but there were none made.

***O&S 04 ITEMS REQUIRING URGENT BUSINESS**

The Chairman reminded Members that, at the recent Hub Committee meeting held on 16 May 2017, the findings of the Transformation Programme Review Task and Finish Group had been presented (Minute *HC75 refers). One of the recommendations arising from the Hub Committee was that:

“a Working Group of Members to comprise of the Task and Finish Review Group and Cllrs Edmonds and Moody from the Hub Committee consider the conclusions presented and report back in due course”.

As such, a meeting of the new Working Group would be convened in due course.

***O&S 05 COMMITTEE TERMS OF REFERENCE AND PROCEDURE RULES**

At the Annual Council meeting held on 23 May 2017, Members were presented with a report on the Council Constitution (Minute CM 8 refers). As a result of the discussion at that meeting, the following recommendation was made:

“the suggested amendments to the Overview and Scrutiny Terms of Reference and Procedure Rules (pages 9 to 20 of the published Summons refer) being referred to the Overview and Scrutiny and Hub Committees for further consideration.”

The Chairman introduced this item and the Head of Paid Service made suggestions to Members on the role of the Overview and Scrutiny Committee within the organisation. The Chairman asked that if any Members had views on the Terms of Reference, then they should be forwarded to her as Chairman, or to either the Head of Paid Service or the Senior Specialist Democratic Services. A revised Terms of Reference document would then be produced for presentation to a later meeting of the Overview and Scrutiny Committee and then the Hub Committee.

***O&S 06 PUBLIC FORUM**

There were no issues raised during the Public Forum session at this meeting.

***O&S 07 HUB COMMITTEE FORWARD PLAN**

The most recent (published May 2017) Hub Committee Forward Plan was presented for consideration. Members were advised that this was a working document and the Overview and Scrutiny Committee work programme could be equally as flexible to ensure there was time to deal with specific issues. The contents of the Plan were then noted.

***O&S 08 QUARTER 4 PERFORMANCE INDICATORS**

The Lead Member for Performance and Resources presented a report that set out performance levels against targets as at 31 March 2017. He advised there were two areas that were below target during Quarter 4, being ‘% of calls answered within 20 seconds’ and ‘average end to end time for Benefits new claims’. ‘Residual waste per household’ was showing as red on the balanced scorecard but was above target.

The Lead Member went on to say that this was a good time for Members to consider what information should be provided in the scorecard and he suggested that a Task and Finish Group may be beneficial. Members further discussed the target for processing new benefit claims and noted that the target itself was unacceptable. The Group Manager Support Services and Customer First agreed and outlined to Members how the process worked.

However, he also stated that this was an example of how the information being measured in the scorecard was outdated and a Task and Finish Group to look at this would be of benefit, particularly if it were a joint Task and Finish Group with Members from the Overview and Scrutiny Panel at South Hams District Council, to enable reporting to be harmonised. Members of the Committee then agreed and it was **PROPOSED, SECONDED** and on being put to the vote declared **CARRIED** that a further recommendation be added convening a joint Task and Finish Group for the proposed performance measure review.

Members went on to discuss other information presented within the report and officers were congratulated on their performance in respect of Disabled Facilities Grants. Members again raised concerns about 'length of time taken to answer calls'. The Customer Contact Centre Manager responded by advising that call volumes had been particularly high during this Quarter, and accepted that some calls had taken longer than five minutes to answer.

It was then:

RESOLVED that:

1. The Performance levels against target communicated in the Balanced Scorecard and the performance figures supplied in the background and the exception report be noted; and
2. The online dashboards had been reviewed, including the ones for Overview and Scrutiny, Planning and Customer Services Team and feedback on any changes given; and
3. That officers be tasked with developing terms of reference for a Joint Task and Finish group to be convened for the proposed performance measure review.

O&S 09 OVERVIEW AND SCRUTINY: ANNUAL REPORT

Members were presented with a report that asked them to recommend to Council the publication of the Overview and Scrutiny Annual Report. The Chairman asked that thanks be recorded to Councillors Musgrave and Sellis for their hard work over the previous 12 months.

It was then:

RESOLVED that Council be **RECOMMENDED** that the Overview and Scrutiny Annual Report for 2016/17 be approved for publication.

*** O&S 10 JOINT LOCAL PLAN UPDATE: STANDING AGENDA ITEM**

The Lead Member for Strategic Planning and Housing gave a comprehensive update on progress with the Joint Local Plan. He concentrated on two specific aspects being, firstly, initial feedback on the consultation process and secondly, the weight that could be applied to the Plan.

In terms of the process, he reiterated the timetable and set out the number of responses received. He was able to advise Members of the broad subject of a number of the responses as follows:

1. Some concerns regarding a number of identified sites;
2. Highway Authority concerns regarding issues in Okehampton and Ivybridge;
3. Objections to development proposed in Woolwell;
4. Settlement boundaries; and
5. Challenge from Sutton Harbour Trust on the absence of airport allocation.

He outlined each matter in more detail and stated that the advice of a QC had been sought on these matters.

He then moved on to discuss the weight to be applied to the JLP at the various stages of the process, and consequently the weight to be applied to the existing policies within the Core Strategy and the Local Plan. This was a balance that planning officers undertook on every application. He concluded that West Devon Borough Council was not at much risk and the JLP was gathering weight as the consultation process progressed.

The Chairman thanked the Lead Member for his comprehensive update.

*** O&S 11 RURAL BROADBAND: VERBAL UPDATE**

Cllr Sheldon updated Members on the position in respect of the rollout of superfast Broadband and the work of Connecting Devon and Somerset (CDS). He made the following points:

- Phase 1 of the rollout had been completed by CDS in March 2017 at a cost of £94m;
- Phase 2 should cover the final 5% of the area, which was supposed to be carried out this year, as a cost of £39.5m;
- Phase 2 was split into 6 plots and for the areas including rural West Devon it was not yet decided who the supplier should be;
- Rural areas attracted lower wages. Costs were outlined and concern raised that residents in rural areas would not be able to afford the service;
- Devon County Council Overview and Scrutiny Committee Members were monitoring progress but WDBC Members were on the ground and needed to keep a watching brief on how the rollout was progressing.

Members commented that the fact that local businesses were closing because Broadband speeds were not good enough was a disgrace. In response to a Member asking how they could help, Cllr Sheldon asked that any issues discussed or raised at Parish Council meetings be forwarded to him to enable as full a picture of the Borough wide situation as possible.

The Chairman thanked Cllr Sheldon for his work on this matter.

***O&S 12 TASK AND FINISH GROUP UPDATE:**

a) FUTURE APPROACH TO ARTS

Cllr Roberts reminded Members that a Task and Finish Group had been convened to look at Future Approach to Arts following the decision by Council to cut funding to Villages in Action. The Task and Finish Group had met, supported by the Commissioning Manager, who was able to provide background information. The Group had concluded that the Communities Project Fund which was currently underspent, could have a revised Terms of Reference to allow for more Arts related projects to access that funding stream. A report would be presented to a future meeting.

In response to a Member's question, the Executive Director (Strategy & Commissioning) confirmed that discussions around budget setting for the next year would start in September.

***O&S 13 DRAFT ANNUAL WORK PROGRAMME 2017/18 – INITIAL THOUGHTS**

The Chairman introduced the Work Programme for the next 12 months and advised that as the Committee would be meeting more frequently, the JLP would no longer be a standing agenda item but would be presented to the meetings in July and November 2017 and February 2018. Members discussed forthcoming matters that would be presented and the Chairman asked that if any Members wished to add items to the Work Programme then their request should be evidence based. Finally it was confirmed that a report on Planning Enforcement Service Review would be presented to the meeting scheduled for 8 August 2017 and if Members had any specific questions to be addressed in that report to make the authors aware in advance.

(The meeting terminated at 3.55 pm)

Chairman

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Report to: **Overview & Scrutiny Committee**

Date: **11 July 2017**

Title: **Review of WDBC Community Grant Schemes**

Portfolio Area: **Customer First**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Rob Sekula** Role: **Specialist, Assets and Place Making**

Contact: **01822 813701** robsekula@swdevon.gov.uk

Recommendations:

That Overview and Scrutiny Committee RECOMMENDS to the Hub that is RECOMMENDS to Council to:

1. Incorporate the Sports Grant into a 'Community Grant' scheme, retaining £2,000 as a revenue line to cover 'training/coaching grants.'
2. Exclude applications to the Community Grant from projects within Dartmoor National Park which have already received support from the DNPA Sustainable Communities Fund.
3. Support production of a one page summary of grant schemes which officers and Members can use to increase and sustain the level of promotion to local communities.
4. Support ongoing officer engagement with DCC to refocus the TAP scheme criteria on its original purpose, and reinstate the process that is outlined at paragraph 7.3 below.
5. Support the Arts Task & Finish Group recommendations shown in section 3.3-3.4 of the report regarding revenue funding to communities.

1. Executive summary

- 1.1 Members of Overview and Scrutiny Committee have requested a review of existing Council community grant schemes, including options for streamlining or improving the schemes.

- 1.2 The Council administers a number of capital and revenue grant schemes which are open to applications from Town/Parish Councils and 'not for private profit making' community groups. These schemes support projects which deliver against Council priorities including Community, Environment, and Wellbeing. A summary of these schemes is set out in Appendix A, and the number of applications and commitments in Appendix B.
- 1.3 This report highlights the recommendation of the Arts Task and Finish Group which is for a new revenue scheme (using funds from the capital Community Project Grant scheme) to support initiatives which support community cohesion and vibrancy. See Appendix C for full Arts Task & Finish Group findings and recommendations.
- 1.4 This report makes recommendations intended to streamline the schemes and to ensure an increased level of applications to the schemes (detailed in Appendix D), ultimately maximising the ability of these schemes to deliver beneficial projects to West Devon communities.

2. Background

- 2.1 Members of Overview and Scrutiny Committee highlighted that the grant scheme offer could be clearer, with seemingly multiple similar grant schemes.
- 2.2 The grant schemes available to the West Devon community are funded by the revenue budget, New Homes Bonus, and through developer funds previously generated by major planning applications. Whilst supporting similar projects (namely new or improved community facilities), each scheme is administered in a slightly different manner dependent on the intended purpose of the scheme and origin of the funds (detailed in Appendix A).
- 2.3 The level of applications vary across the grant schemes (see Appendix B). Whilst some schemes (TAP, DNP SCF) have had a high number of applications, others have had a disappointing level of applications in recent years.
- 2.4 The number of applications to the Community Projects and Sports Development schemes have historically fluctuated from year to year, and accordingly underspends have traditionally been rolled forward. It is also acknowledged that prior to and following T18 the level of promotion by specialist officers has reduced (namely Sports Development Officer, Arts Officer, and Regeneration Officer, each of whom were responsible for one of these grant schemes).
- 2.5 All WDBC grant schemes are currently administered by a Case Manager with support from a Specialist. With this reduced officer input, this is a good opportunity to review the schemes and subject to Members continuing to supporting the level of funding, to maximise the level of good applications to the funds.

3. Arts Task & Finish Group

- 3.1 Following the recommendations of the Economy Working Group to reduce funding to Villages In Action from £8,000 p.a. in 2016/17 to £4,000 p.a. in 2017/18 and concerns raised by Members at the joint Overview and Scrutiny Committee (17th January 2017 - O&S 8 refers), a Task & Finish Group formed to look at the support given to the Arts and to make relevant recommendations.
- 3.2 Appendix C shows the Terms of Reference, membership, findings and recommendations of the Arts Task & Finish Group.
- 3.3 Key recommendations as follows:
 - a. Create a Community Fund allowing for both **revenue** and capital grant applications.
 - b. To keep funding criteria for the Community Fund revenue monies broad including arts to allow for as many community projects as possible to apply provided applications support community cohesion and vibrancy.
 - c. Operate the revenue element of the fund similar to South Hams Sustainable Community Fund.
 - d. All revenue applications to be signed off by relevant Ward Member(s) before submission to officers to process payments.
 - e. In kind funding to be eligible as match funding in revenue applications.
 - f. Where possible first time applicants to be given priority over previous applicants.
 - g. Returning applicants to provide proof of how previous funds awarded were well spent.
 - h. Successful applicants to recognise the Council funding in any publicity by naming the Council as a contributor.
 - i. Villages In Action funding to be ring fenced and if not used by VIA to be transferred to the revenue Community Fund.
 - j. Museum funding to continue as considered good value for money.
 - k. That this new revenue component of the Community Fund to total £5,300 (as per previous Arts Grant Scheme annual budget) with applicants able to apply for up to £500 per grant.
- 3.4 The sum of £5,300 could be covered by reserves in 2017/18 due to successive underspend of the capital budget, and formally included in the budget in 2018/19. In 2018/19 the capital Community Project Grant budget would be reduced by £5,300 and a separate revenue budget line of the same amount created. The origin of the funds would remain the New Homes Bonus, which can be spent on revenue or capital expenditure. It is recommended these arrangements are reviewed in 12-18 months to gauge how a new revenue Community Fund performs and whether £5,300 is an appropriate figure.

4. Incorporate the Sports Grant into a 'Community Grant' scheme, retaining £2,000 as a revenue line to cover training/coaching

- 4.1 This is a simple incorporation of the Sports Grant into an overarching 'Community Grant' scheme. Any of the existing capital equipment/facility applications would continue to be eligible for the Community Grant. A revenue line of £2,000 would be retained to cover training and coaching applications as these are seen as being beneficial to the sustainability of grass roots sports in West Devon.
- 4.2 Officers will seek to maximise the promotion and support offered by the Okehampton Recreation Community Association to increasing sports participation and development across West Devon. OCRA are supported with an annual £2,000 payment, previously subject to a Service Level Agreement (now expired). Part of the previous SLA was for OCRA to act as the first point of contact for clubs wishing to develop facilities and coaching.
- 4.3 The arrangement with OCRA is likely to be subject to review by the Commissioning Manager and Leisure Specialist, and the requirement to align this 'first point of contact' role with supporting groups to apply to the Community Grant will be a key requirement of any future formal agreement.
- 4.4 Additionally, OCRA have now entered an agreement with Fusion (Leisure centre provider) with respect to delivering a Sports and Activity Development Plan on behalf of Fusion. This offers a further opportunity for OCRA to promote the WDBC Community Grant to suitable sports clubs across West Devon.

5. Exclude applications to the Community Grant from projects within Dartmoor National Park which have already received support from the DNPA Sustainable Communities Fund

- 5.1 Currently applicants to the Community Project Grant scheme from within Dartmoor National Park can also apply to the Sustainable Communities Fund for the same project. The source of both of these funds is the New Homes Bonus money paid to WDBC, part of which is then paid to DNPA according to the number of house completions within DNP, and subsequently administered to community groups via the SCF.
- 5.2 Applicants from outside DNP are only eligible to apply to the Community Project Grant. It is proposed that to equalise the opportunity to access funds, applicants should only be able to secure funds from one of these funding pots towards a single project.
- 5.3 Accordingly it is proposed to exclude applications to the Community Grant if a project already has a commitment of funds from the DNPA SCF, and vice versa.

- 6. Support officer production of a one page summary of grant schemes which officers and Members can use to increase and sustain the level of promotion to local communities.**
- 6.1 Each grant scheme is promoted by officers through existing networks (e.g. CVS newsletters), attendance at events (e.g. presentations at funding events), emails and presentations to Town and Parish Clerks, WDBC website, and the local press.
- 6.2 As is evident from the small number of applications to the Sports and Community Projects in some recent years it is apparent that officers need to do more to promote the schemes and ensure potential beneficiary groups hear about the schemes (and subsequently apply).
- 6.3 It is not considered that the small number of applications to the Sports and Community Projects in some recent years is evidence that the schemes are no longer required. Levels of applications do fluctuate, and it is clear from the applications in 2016/17 and this current financial year to the Community Projects Grants scheme that there is still a need from the West Devon community.
- 6.4 Subject to Member support, to assist with clarity of promotion, officers will produce a one page summary of grant schemes which officers and Members can use to increase and sustain the level of promotion to local communities. Members can play a key role in ensuring that potential beneficiary groups/projects within their Ward hear about the schemes, and to encourage groups to apply.
- 6.5 Clearly, if the scheme is better promoted and levels of applications remain low then there may be a case for reviewing the size of the Community Grant scheme, however it is considered that this would currently be premature and to the detriment of the West Devon community.
- 7. Support ongoing officer engagement with DCC to continue to refocus the TAP scheme criteria on its original purpose, and require officers to circulate project applications to Link specific DCC and WDBC Members in advance of circulating Link agenda**
- 7.1 As a result of an Audit of the TAP Fund in 2017 by DCC and further discussion of findings by DCC Cabinet, DCC officers are seeking to work with Borough/District officers to review the existing TAP Fund Guidance in readiness for 2018/19, with the aim of revitalising and reinforcing the TAP Fund brand; returning to its original concept of a joint DCC/District scheme that supports new, collaborative and innovative ideas generated by communities to benefit those communities.

- 7.2 It is proposed that WDBC officers engage with this process to bring their experience to the table and report back to WDBC and DCC Members accordingly of any amendments to the existing TAP Fund Guidance and approach proposed by DCC officers.
- 7.3 It is further noted that the lead officers administering the TAP Fund scheme have only recently been made aware of the previously agreed requirement whereby Council officers should circulate a summary of each TAP Fund application to the local DCC and WDBC Members for their informal consideration prior to being included on a Link Committee agenda. The purpose of this requirement was to enable officers to review applications first to ensure that they complied with the Fund criteria, with any issues then being highlighted in advance to local Members for their early consideration. If concerns were raised during this stage, then there would be the opportunity for applications to be either reviewed and/or withdrawn before a Link Committee agenda is published. This stage of prior consultation has not been implemented over the last couple of years and it is recommended that it be re-instated with immediate effect.
- 7.4 Accordingly, officers have noted this requirement, and will commence the circulation of such a summary with immediate effect.

8. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>There are no legal implications arising from the recommendations of this report as West Devon Borough Council accepts no liability for projects beyond the provision of Community Project Grants.</p> <p>The Council has powers to give these grants in order to support its priorities through the Localism Act's Powers of General Competence.</p>
Financial	Y	<p>The existing Community Project Grant scheme is a Capital Budget line, with the majority of the West Devon Capital Programme funded by the New Homes Bonus. Funds from the NHB can be used towards capital or revenue expenditure. If Members are minded to set up a new budget line for revenue projects this would be acceptable use of NHB monies. This could be actioned within the 17/18 financial year funding the revenue from reserves initially and then building it into the budget formally for 18/19.</p> <p>Incorporating the Sports Grant into a Community Grant would have no financial implications, although the £2,000 retained from the £8,130 Sports Grant for training grants would need to be built into the budget</p>

		formally in 2018/19. Overall, the report is not recommending any changes to the overall budget available for community grants.
Risk		It is not considered that incorporation of the Sports Grant into a Community Grant carries any risk. Excluding applications to the CP grant scheme from projects within DNP which have already received support from the DNPA SCF will disadvantage a small number of projects which might otherwise have sought funds from both schemes.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	Grants support funding to a wide range of community groups, therefore promoting equal opportunities.
Safeguarding	N	
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing	Y	Grants commonly deliver health and wellbeing benefits to West Devon communities.
Other implications	N	

Supporting Information-

Appendices:

Appendix A – Current and recently ceased WDBC grant schemes

Appendix B – Summary of commitments in current and recently ceased WDBC grant schemes

Appendix C – West Devon Arts Task and Finish Group

Appendix D – Options, pros & cons of current and alternative approaches

Background Papers:

None

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Appendix A – Current and recently ceased WDBC grant schemes

Current WDBC Grant Schemes								
Scheme	Purpose	Decision making	Funds	Source of funds	Max/Min/%	Features of scheme	Typical projects	Previous or forthcoming changes to the scheme
Town and Parish (TAP) Fund	Town and Parish Councils working collaboratively to trial solutions to local issues, empower communities and enable community resilience.	At Link meetings Northern – each meeting South – twice per annum Eastern – once per annum Town and Parishes all get one vote, final decision by DCC and WDBC Members	£51,717 Split between three Link Committee areas Total depends on number on electoral roll	DCC contributes £1 per elector WDBC contributes £0.10 per elector Revenue budget	No maximum £100 minimum No match funding requirement	Capital and revenue projects Applications must be collaboration between more than one town/parish council, with one council acting as lead applicant New projects only, will not support repeat bids (i.e. same project each year)	Ditching and drainage works/lengthsman Verge maintenance Defibrillators Village Hall improvements Parish websites Cycle racks	Consideration of applications from single Town or Parish applications now considered on a case by case basis subject to confirmation of support from at least one other Council Applications from single Town or Parishes for ditching and drainage works are now considered acceptable 'Environmentally related' (e.g. grass verge cutting, gully clearing and street cleaning) applications will now be considered DCC will be reviewing the scheme with Devon Borough and District Council officers following the 2017 DCC election with a likely refocus on the original aims of the project and consistency across Devon
Community Projects Grant	Grants which provide support for a wide range of community projects that meet local needs and deliver benefits to the community, led by community organisations, ranging from tree planting to building a village hall.	Rolling decision making, officer consults with Ward Member and makes recommendation Grants up to £2,000 to be approved by Lead Specialist – Place and Strategy Grants over £2,000 to be made by Lead Specialist in consultation with the Chair and Vice Chair of Hub Committee and circulated to all members in the Member Bulletin, for comment and call-in to Committee if concerns.	Typically £36,000 p/a The Capital Budget Monitoring report to the Hub Committee on 1 November 2016 highlighted that the scheme had a budget allocation of £106,000 in 2016/17 (including commitments) and an anticipated underspend of at least £36,000. No budget allocation was made for 2017/18 and the underspend from 2016/17 was rolled forward to meet costs in 2017/18. At the time of writing there is £25,959 committed/pending approval in 2017/18 leaving £32,647.90 uncommitted funds.	New Homes Bonus Capital budget	Minimum - £100, Maximum - £5,000 Flexibility to approve funding of up to £10,000 for exceptional projects Maximum percentage funding per project – 50%	Capital projects only.	Village Hall improvements Play area improvements Sports facility improvements	In 2014/15, the previous Village Hall grant scheme was incorporated into the Community Projects scheme. The Revenue and Capital Budget Proposals Report 2017-18 (Council, 7 th Feb 2017) includes a provisional proposal for £36,000 p/a to the Community Project Grants scheme for the four financial years between 2018 and 2022

Current WDBC Grant Schemes

Sports Grant	Improve health and wellbeing and access to physical activity.	Rolling decision making, officer consults with Ward Member and makes recommendation, with decision by Lead Specialist – Place and Strategy	£8,130	Revenue budget	Minimum - £100, Maximum - £700, For training grants the maximum is £350 Maximum percentage funding per project – 50%	Individuals can apply for training grants Scheme includes equipment/asset grants, and grants to train volunteers	Training club members to become coaches Kit/equipment for clubs Small grants to improve facilities	Training Grant was introduced in 2013/14. That same year saw the cessation of the Sports Development officer post. Applications have been reduced since that time to this scheme (see Appendix B) possibly due to limited officer promotion to and support for clubs
Section 106 (s106) Community Facilities Fund	Providing new or upgraded community facilities to mitigate the pressure of new residents on local community facilities.	Consultation with local Ward Member and Town/Parish Council	Okehampton Town/Hamlets - £212 (to be committed by 2021) Spreyton - £2,085 (to be committed by Dec 2017) Tavistock - £16,500 (to be committed by 2023) Tavistock (Crowndale sports facility improvements only) - £46,283 (to be committed by 2024)	S106 legal agreements – developer funds	No minimum or maximum Up to 50% of costs (as a guide, with flexibility)	Capital projects only	Play area improvements Village Hall improvements Sports facilities improvements Youth centre improvements	The scheme was introduced to make the process of committing these funds transparent and defensible The Community Facilities Fund are the remainder of the generic s106 funds collected towards ‘community facilities’ which predated the CIL Regs. There are a couple of other small s106 agreements on sites which have not yet been developed which could generated further small amounts of s106 funds With the introduction of CIL Regs, any community facilities, or Open Space, Sport and Recreation projects must be named within the s106 agreement, and accordingly generic payments towards facilities are no longer collected
Dartmoor Sustainable Community Fund	Provide new or upgraded community facilities to meet identified community needs, with respect to the pressures of new development on DNP communities	Annual sum is paid to DNPA. DNP officer consults with the local Ward Member, the PC and the DNPA link member for the parish and their views inform the decision reached. Final decision rests with DNPA CEO.	£24,137 in 2016/17 Fluctuates according to house completions within West Devon part of DNP	New Homes Bonus	No maximum or minimum Up to £500 for the environmental projects pot	Capital projects only	Play area improvements Village Hall improvements Sports facilities improvements	The SCF is being run again in 2017/18, although DNPA may revisit other uses for the NHB monies in future years In addition to a main fund in 2016/17, a small grants pot supported environmental projects undertaken by local community action groups on publicly accessible land.

Recently ceased WDBC Grant Scheme

Scheme	Purpose	Decision making	Funds	Source of funds	Max/Min/%	Features of scheme	Previous or forthcoming changes to the scheme
Economic Development Grant	Support economic prosperity of businesses and communities in West Devon (including supporting arts based projects)	<p>Rolling decision making, WDBC officer consults with Ward Member and makes recommendation.</p> <p>Grants up to £2,000 were approved by Lead Specialist – Place and Strategy</p> <p>Grants over £2,000 were made by Lead Specialist in consultation with the Chair and Vice Chair of Hub Committee and circulated to all members in the Member Bulletin, for comment and call-in to Committee if concerns.</p>	<p>£10,271 up to 2013/14</p> <p>2014/15 – scheme merged with Arts Grant scheme – annual budget of £15,571</p> <p>2014/15 – Agreed by Council to contribute £10,000 per annum to the Heritage Lottery Tavistock Heritage Initiative Project up until 2019/20 leaving an Economic Development grant pot of £5,571 per annum</p>	Revenue budget	<p>Up to £2500 was available with a maximum percentage funding per project of 50%</p> <p>A maximum of £7,500 for long term projects over 3 years was considered in exceptional circumstances</p>	<p>Capital and revenue projects</p> <p>Will consider projects stretching over 3 years</p> <p>Groups of businesses can apply (if working for common benefit)</p> <p>This scheme incorporated a previous Arts Grant scheme</p>	<p>In 2016/17 the West Devon Economy Working Group noted that there was only one application in 2015-17 (for an arts based project), and that ceasing the scheme was warranted <i>‘Given the low level of interest in applying for these funds, the availability of other sources to obtain funding and the identified need to increase funding to BIP.’</i></p> <p>The Economy Working Group recommended (29/11/2016, Minute HC40 – Economy Working Group Recommendations) ceasing the grant scheme with immediate effect and this was subsequently agreed by Council (06/12/2016, Minute CM46), with this funding being utilised to meet an increase in funding to the Business Information Point with an increased focus on assisting new businesses and helping new businesses to survive beyond 12 months.</p> <p>NB – A previous Arts Grant scheme was incorporated into the Economic Development scheme in 2014/15 – at which time arts/heritage based scheme were required to demonstrate how their project would benefit the local economy</p>

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Appendix B – Summary of commitments in current and recently ceased WDBC grant schemes

Recent commitments through West Devon grant schemes				
Scheme	Budget (p/a)	Year	Number of grants offered	Total funds committed
Community Projects Grant	£36,000	2014/15	11	£12,650
		2015/16	5	£10,493
		2016/17	9	£30,748
		2017/18	4 + (4 pending)	£15,393 + (£10,566 pending = £25,959)
Sports	£8,130	2014/15	1	£651
		2015/16	2	£1,400
		2016/17	7	£3,613
		2017/18	-	-
TAP fund	£49,785	2014/15	16	£49,785
	£52,700	2015/16	15	£52,700
	£51,717	2016/17	33	£51,717
Previous commitments to Arts/Heritage projects				
(NB - prior to 2014/15 through the Arts Grant, from 2014/15 to Dec 2016 through the Economic Development Grant)				
Scheme	Budget (p/a)	Year	Number of grants offered	Total funds committed
Arts Grant	£5,300	2011/12	14	£5,300
		2012/13	9	£4,100
		2013/14	9	£4,250
Economic Development	£5,571	2014/15	4	£1,750
		2015/16	1	£500
		2016/17	1	£500

Points to note:

- The specialist Arts Officer departed in 2014/15, and the specialist Regeneration Officer departed in 2015/16
- Of the applicants to the Arts Grant since 2011/12:
 - o 1 organisation received funds in 4 separate years
 - o 3 organisations received funding in 3 separate years.
 - o 1 organisation received funds in 2 separate years

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Appendix C - WEST DEVON ARTS TASK & FINISH GROUP

Background

Following a discussion at the joint O&S Committee meeting held on 17 January 2017 (O&S 8 refers), it was agreed to form a Task & Finish Group to look at the support given to the Arts and to make relevant recommendations. The Council's contribution to various arts projects appears in the budget under 'Economic Development' and recent work by the Economy Working Group resulted in the Council deciding to cut the funding to one of the lines (Villages in Action) as there was insufficient evidence that it was directly benefitting the local economy. This caused some Members concern and it was therefore agreed to establish a small T&FG to look again at the Council's program for supporting the Arts.

Terms of Reference

1. Members of the T&F Group are drawn from the membership of both the O&S Committees. They are Cllrs Cheadle, Moyses, Roberts, Musgrave, Cloke and Pearce. They are supported by Alexandra Walker and Nadine Trout.
2. The Group will:
 - a. define the scope of 'the Arts'
 - b. review past and current budget allocations
 - c. identify the anticipated benefits of such funding as a component of community life
 - d. determine by what measure previous allocations have delivered such benefit
3. Investigate funding mechanisms (including the Community Fund) for funding future initiatives.
4. Identify the metrics by which future bids for support will be assessed.
5. Report the above, with if relevant, recommendations to the new O&S Committee no later than July 2017.

Findings of the Arts Task & Finish Group

The Arts Task & Finish Group met on 11th April 2017 and agreed the following:

- a. The 'Arts' would mean direct support to performance art (such as Villages in Action) and 'soft' support for Heritage (rather than funds to restore physical heritage buildings).
- b. Arts were a contributor to community well-being and should not be dependent for their support on their contribution to economic development (although they may well support economic development). As an example, the Dartmoor Folk Festival was funded on inception, would not now require continuing Council funding but undoubtedly contributes to both community and economic development.
- c. While it was recognised that funding is 'difficult' there was discussion on whether the Community Fund could be legitimately used to assist funding 'Arts' projects – due to a successive underspend of the Community Fund.
- d. Cllr Cheadle elected Chairman of the Group.
- e. Further information needed on the type of activity funded in the past and whether the capital Community Fund could be used for revenue grants.

The Arts Task & Finish Group also met on 9th May 2017 and established:

1. Arts Funding

In 2014/15 the arts, tourism and economy budgets were merged to create an Economic Development Grants pot of £15,571. In 2014/15 the criteria for arts grants also changed whereby applicants needed to demonstrate how their project would aid the local economy. Prior to 13/14 there were separate grant budgets for Arts (£5,300) and Economic Development (£10,271). Detailed below is how many projects the Arts budget supported:

Year	Number of grants offered	Total funds committed
2011/12	14	£5,300
2012/13	9	£4,100
2013/14	9	£4,250

Of the applicants to the Arts Grant since 2011/12:

- 1 organisation received funds in 4 separate years
- 3 organisations received funding in 3 separate years
- 1 organisation received funds in 2 separate years

The Group recognised that whilst some organisations had received funding on more than one occasion a wide breadth of projects had been supported including theatre, dance, film and heritage.

2. Capital Community Fund

Discussions with the lead finance officer confirmed the Community Fund is underspent. The fund is a capital fund and as such cannot be used for revenue activity i.e. funding to pay for events or artists but for capital assets instead i.e. repairs to village halls, etc. That said the source of the Community Fund is New Homes Bonus money which is revenue funding so technically speaking some of the funds could be used for revenue grants.

3. Contribution to Villages in Action

Data provided by officers showed a steady decrease in the number of performances from 2014 provided by Villages in Action, hence the Economy Working Group's decision to reduce the funding offer to VIA. Members of the Task & Finish Group still felt there was worth to the VIA events as they brought communities together and created local vibrancy.

4. Contribution to Museum Development

The Group reviewed the South West Museum Development Annual Report and considered the monies contributed from the Economic Development budget offered good value for money especially when advice received has allowed Dingles to recruit their first paid curator and museum visits in West Devon contributed over £4 million to the local tourism economy.

5. Tavistock Townscape Heritage

In 14/15 it was agreed by Council to contribute £10,000 per annum to the Heritage Lottery Tavistock Heritage Initiative Project up until 2019/20 leaving an Economic Development grant pot of £5,571 remaining. The initiative to date has secured £130,000 Heritage Lottery Funding and seen the completion of Butchers Hall. Further building refurbishments and public realm enhancement planned for 2017. As discussed at the previous Arts & Finish Group Meeting it was agreed this was out of scope of the Group.

RECOMMENDATIONS

As a result of the above the Task & Finish Group agreed the following recommendations:

- Create a Community Fund allowing for both **revenue** and capital grant applications.
- To keep funding criteria for the Community Fund revenue monies broad including arts to allow for as many community projects as possible to apply provided applications support **community cohesion and vibrancy**.
- Operate the revenue element of the fund similar to South Hams Sustainable Community Fund¹.
- All applications to be signed off by relevant Ward Member(s) before submission to officers to process payments.
- In kind funding to be eligible as match funding.
- Where possible first time applicants to be given priority over previous applicants.²
- Returning applicants to provide proof of how previous funds awarded were well spent.²
- Successful applicants to recognise the Council funding in any publicity by naming the Council as a contributor.
- VIA funding to be ring fenced and if not used by VIA to be transferred to the revenue Community Fund.
- Museum funding to continue as considered good value for money.

That this new revenue component of the Community Fund to total £5,300 (as per previous Arts Grant Scheme annual budget) with applicants able to apply for up to £500 per grant.

¹See <http://old.southhams.gov.uk/CHttpHandler.ashx?id=1165&p=0> for a copy of the application form.

²In a bid to ensure the same projects aren't funded year after year and if they are they clearly demonstrate they are performing well and demonstrate clear value for money.

Appendix D – Pros and cons of current and alternative approaches to WDBC grant schemes

Scheme	Approach	Pros	Cons	Recommendation
TAP Fund	Link Meeting (current approach)	<ul style="list-style-type: none"> - 'Ownership' by Town/Parish Councils at local level - Link meetings are considered an example of collaborative working - Officer administration is limited to summarising grants, troubleshooting and making payments - Officers can quickly get updates about criteria/changes to Town/Parish Councils via the Link administrator 	<ul style="list-style-type: none"> - Link Administrator costs of £2,125 p/a are taken from the TAP fund - WDBC officers lose ability to weed out the weaker applications - Some Link meetings are more time consuming to assist than others - Lack of consistency in approach by Link Meetings 	<p>Retain current approach</p> <p>Officers will continue to engage with DCC with respect refinements of the approach and criteria</p>
	WDBC officers attend Link meetings	<ul style="list-style-type: none"> - 'Ownership' by Town/Parish Councils at local level - Link meetings are considered an example of collaborative working - WDBC officer on hand to address concerns/remind of criteria 	<ul style="list-style-type: none"> - Unlikely to save the c.£1,800 p/a as minute taking, etc. still required, so additional officer cost - Risks WDBC officers getting dragged in to petty debates – may confuse rather than clarify - Perception of WDBC officers interfering 	Do not follow this approach
	Decisions made by DCC/WDBC Members at a quarterly/biannual/annual meeting	<ul style="list-style-type: none"> - Clear deadlines and decision making process - More likely to be consistent application of criteria across the Borough - A level playing field 	<ul style="list-style-type: none"> - WDBC will have to deal with accusations of some parishes losing out - Might be perceived as taking decision making away from the local level - Not light touch 	Do not follow this approach
	Allocate pro-rata £s per Town/Parish based on elector numbers and either pay direct to Town/Parish or officers check proposed projects before paying	<ul style="list-style-type: none"> - Towns may welcome due to level of funding and ability to deliver larger projects - Town/Parishes would welcome direct control of funds - Would assist with delivery of projects where Town/Parish Council struggle to find a collaborating partner 	<ul style="list-style-type: none"> - Less accountability/ability to enforce criteria - Small parishes likely to lose out/be unable to deliver any meaningful projects due to size of electorate - Loses the collaboration aspect of the Fund 	Do not follow this approach
Community Projects	Capital scheme (current approach)	<ul style="list-style-type: none"> - Supports variety of new/improved community infrastructure - Draws in significant match funding - Light touch, quick turnaround of applications - Clear guidance which is easily understood 	<ul style="list-style-type: none"> - Has been undersubscribed in some previous years - No revenue aspect to the fund - Match funding requirement may rule out some applications 	<p>Better promotion of the scheme (alongside other grant schemes)</p> <p>Incorporate Sports grant into this scheme</p>
	Funds devolved to Members locality budget (c.£1K per Member) – decisions made by Members, payments made by officers	<ul style="list-style-type: none"> - Members have control of the budgets, and can spend according to perception of local need - Reduces administration for officers - Potential for collaboration with adjacent Members (although probably unlikely) 	<ul style="list-style-type: none"> - Less accountability (potential audit concerns) - Difficult to apply impartiality - Reduces ability to fund larger projects and limits match funding - Likely some Members will be over-subscribed, others underspent 	Do not follow this approach
	Exclude applications to the Community Project Grant Scheme from projects within Dartmoor National Park which have already received support from the DNPA Sustainable Communities Fund	<ul style="list-style-type: none"> - Avoids double funding the same project with funds from the same source (New Homes Bonus monies) - Ensures a level playing field across the Borough (i.e. regardless of being sited inside/outside DNP), redressing a current disadvantage to projects outside DNP 	<ul style="list-style-type: none"> - Reduces ability of projects to secure match funding locally – occasionally projects would lose out (e.g. Walkhampton Village Hall successfully secured £10K from both funds in 2017) 	Exclude applications to the Community Project Grant Scheme from projects within DNP which have already received support from the DNPA Sustainable Communities Fund
	Set up a revenue budget of £5,300 and a maximum grant of £500, including in kind contributions. (And ring fenced VIA funding - if not used by VIA to be transferred to this revenue budget)	<ul style="list-style-type: none"> - Could support wider variety of projects (e.g. charities that provide mental/health/wellbeing support) - Recognises that facilities require maintenance, or may have officer/professional costs to facilitate projects - Likely to have some local economic benefit - Supports community cohesion and vibrancy - May sustain valued local arts and heritage events - Inclusion of 'in-kind' as match funding may enable more projects to meet project costs and apply 	<ul style="list-style-type: none"> - Might lead to a reliance by annual events/festivals on this fund, with less focus on achieving sustainability - May have an annual underspend (noting level of previous applications in Appendix B) - Possible reliance on 'in-kind' funds as opposed to drawing in external funding 	As funds are readily available due to capital underspend follow this new approach but review in 12-18 months to assess whether £5,300 funding level is appropriate.

Sports	Capital and revenue (current approach)	<ul style="list-style-type: none"> - Applications tend to be a split of capital (kit/facilities) and revenue (training) – a split that seems to meet needs of small and growing clubs - The scheme is for small grants which suits the needs of grassroots sports 	<ul style="list-style-type: none"> - Underspend in recent years - Requires sports development officer support to maximise ability of clubs to spot opportunities and have confidence to apply for funds - Not sufficiently benefiting the clubs that need this type of funding 	<p>Incorporate £6,130 of this fund into Community Projects Scheme amending criteria accordingly, and retain a revenue budget line of £2K to cover training cost applications</p> <p>Seek to ensure that OCRA perform their role of signposting and supporting for community groups within their existing SLA with WDBC (and also new SLA with Tone Leisure) with respect to sports development. Encourage them to be proactive in maximising uptake of this scheme</p> <p>Officers and Members to proactively promote the scheme to groups they consider eligible</p>
	Transfer funds to Okehampton Community Recreation Association (OCRA) for administering on WDBC's behalf	<ul style="list-style-type: none"> - OCRA are performing the role (albeit at a much reduced cost) of the previous WDBC Sports Development Officer and are well placed to signpost and support clubs in applying to this fund - Would maximise likelihood of funds reaching clubs that need them the most - Likely to give clubs the confidence to apply for funds – perception of dealing with a 'community recreation group' as opposed to 'the Council' 	<ul style="list-style-type: none"> - Would incur a Management Fee - Reduces ability for Members/officers to influence decision making - Would require monitoring by officers, so may not reduce administration - Arguably OCRA should be undertaking this role already through their SLA with WDBC, and also their SLA with Tone Leisure - Less recognition of these funds being from the Council (i.e. good PR) 	<p>Do not follow this approach</p> <p>BUT, seek to ensure that OCRA perform their role of signposting and supporting for community groups within their existing SLA with WDBC (and also new SLA with Tone Leisure) with respect to sports development. Encourage them to be proactive in maximising uptake of this scheme</p>
S106 Community Facilities Fund	Capital fund (current approach) administered via the s106 CFF application process	<ul style="list-style-type: none"> - Supports projects which mitigate the pressures of new residents on local facilities by enabling new/improved facilities – allows targeting towards projects which would meet CIL regulation requirements - Town and Parish Councils are aware of the available funding - Not proactively promoted as an open grant schemes – reduces administration/time dealing with unsuitable applications - Robust and transparent process 	<ul style="list-style-type: none"> - Limited awareness in the community of the fund - Some suitable projects may miss out on funding 	<p>Retain current approach</p> <p>Create a WDBC webpage advising of available funds and include on one-page summary of WDBC grant schemes</p> <p>Ensure Town and Parish Councils and Ward Members are kept up to date on available s106 funds</p>
DNP Sustainable Communities Fund	Capital fund administered by DNPA officers	<ul style="list-style-type: none"> - No administration for WDBC - High number of good quality applications - WDBC Ward Members consulted on applications in their respective areas 	<ul style="list-style-type: none"> - Potential for double funding projects already supported by WDBC Community Project Grant scheme - Responds to local need, and applicant groups have support of a DNPA officer 	<p>Retain current approach</p> <p>Request that DNPA do not support projects already in receipt of a grant offer from the WDBC Community Project scheme</p>