

# Overview and Scrutiny Committee

Call-in Meeting

Monday, 22nd March,  
2010  
2010  
7.00 pm

Committee Room Two  
Town Hall  
Redditch



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

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- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:  
**[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)**

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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact  
Jess Bayley and Joseph Divala  
Overview and Scrutiny Support Officers**

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Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

### **Chair**

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

### **Running Order**

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

**Refreshments** : tea, coffee and water are normally available at meetings - please serve yourself.

### **Decisions**

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

### **Members of the Public**

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

### **Special Arrangements**

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Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

### **Further Information**

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### **Fire/ Emergency instructions**

**If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.**

**If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.**

**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

**Do Not re-enter the building until told to do so.**

**The emergency Assembly Area is on Walter Stranz Square.**

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

**OR**

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
  - The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)
- and**
- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



# Overview and Scrutiny

## Committee

Monday, 22nd March, 2010

7.00 pm

Committee Room 2 Town Hall

### Agenda

#### Membership:

Cllrs:	P Mould (Chair)	W Norton
	D Smith (Vice-Chair)	J Pearce
	K Banks	D Taylor
	G Chance	D Thomas
	R King	N Hicks

<p><b>1. Apologies and named substitutes</b></p>	<p>To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.</p>
<p><b>2. Declarations of interest and of Party Whip</b></p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p>
<p><b>3. Voluntary Sector Grants Applications 2010/11 - Call-in</b></p> <p>(Pages 1 - 44)</p>	<p>To consider in further detail a call-in regarding Voluntary Sector Grant Applications 2010/11 and to determine what further action is required.</p> <p>(Reports attached).</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>4. Exclusion of the Press and Public</b></p>	<p>Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.</p>



## Executive Committee

No Specific Ward Relevance

10th March 2010

### VOLUNTARY SECTOR GRANT APPLICATIONS 2010 - 2011

(Report of the Head of Community Services)

#### 1. Summary of Proposals

The committee is asked to consider the recommendations of the Grants Assessment Panel in awarding grants to voluntary sector organisations for 2010 - 2011. The grants for this year include applications from the five organisations that were formerly "Core Funded" as it was not possible to implement the "shopping" element of the new Grants Policy within the available timescale. The total budget available for grants is £244,800 and applications totalling £391,966 have been received.

#### 2. Recommendations

The Committee is asked to **RESOLVE** that

- 1) **grants be awarded to voluntary sector organisations as detailed in paragraphs 5.4 of this report, subject to Council approval of the budget at 1) above.**
- 2) **£3,000 be donated to Redditch Arts Council for 2010/11**
- 3) **The policy on funding the voluntary and community sector Organisations be reviewed**

#### 3. Financial, Legal, Policy, Risk and Climate Change / Carbon Management Implications

##### Financial

- 3.1 The total budget for grants to voluntary organisations for 2010 – 2011 is £244,800.

##### Legal

- 3.2 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.

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- 3.3 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

### Policy

- 3.4 The grants process is in accordance with the Policy for Award of Grants to Voluntary and Community Sector Organisations (Grants Policy) previously presented to the Executive Committee and Council.

### Risk

- 3.5 There is a risk that allocated funds may not be used for the purposes for which they are allocated. To mitigate this risk, the Grants Panel will ensure that appropriate monitoring and reporting procedures are followed and that amounts over £1,000 are paid in instalments, as detailed in the Grants Policy.
- 3.6 There is a risk that the Council will be criticised for failing to support certain projects or organisations. To mitigate this risk, the Grants Panel used an objective scoring mechanism to formulate their funding recommendations, as detailed in Appendix 1.

### Climate Change / Carbon Management

- 3.7 A number of grant applications have indicated that their projects will tackle the issue of climate change and impact on high levels of domestic energy consumption.

### Report

#### **4. Background**

- 4.1 The total grant funding available to voluntary organisations for 2010/11 is £244,800.
- 4.2 The Council has adopted the Shopping, Investing and Giving funding framework.
- 4.3 “Shopping” refers to procurement and contractual arrangements with external providers to deliver services on behalf of the Council that the Council has a statutory duty to provide or priority areas the Council wishes to invest in.
- 4.4 It has not been possible to implement the Shopping element for 2010/11 in the short timescale since the Grants Policy was approved by Council. Therefore, for 2010/11 the five organisations that were



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previously core-funded have been asked to submit applications for funding for 2010/11 at a level not above their current funding.

4.5 Applications for grant funding were required to have a strong link to at least one of the six themes set out in the Redditch Sustainable Community Strategy. These are:

- a) Communities that are safe and feel safe
- b) A better environment for today and tomorrow
- c) Economic success that is shared by all
- d) Improving health and well being
- e) Meeting the needs of children and young people
- f) Stronger communities.

4.6 The Grants Panel met on 15th February 2010 to consider the applications.

### 5. Key Issues

5.1 A total of 26 applications were received requesting a total of £392,686. This was £147,886 more than the funds available for allocation.

5.2 An annual donation of £3,000 had been made to the Redditch Arts Council for a number of years to support small projects. Officers advised that they had not submitted a grant application as this had not been raised with them or with the Executive. The Panel agreed that the donation should be given for 2010/11 but that in future the Redditch Arts Council should be required to make an application for a grant.

5.3 Applications were screened to ensure that they met the criteria. Three applications were rejected without scoring as they did not meet the criteria.

- a) The Stop Partnership is a private company so did not meet the criteria for a grant.
- b) The Friends of Southcrest Woods had requested money for improvements to Council owned land. The Head of Environmental Services had been consulted and had confirmed that they worked closely with this group who had been given a remit to seek external funding. This did not include applying for a grant from the Council as any Council funding would come from the Capital Landscape budget.
- c) An application had been made on behalf of the Community Forum for £15,000 to be distributed to member organisations

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via an application process in the same way that funding originally allocated to MECA/RICA had been redistributed in 2009/10. The application was rejected as it did not meet the criteria and Members felt that the Forum could apply for grant on specific projects via the current process.

- 5.4 The grants panel considered each of the remaining applications and recommend that grants are awarded to the following organisations:

Organisation	Amount	Details
Where Next Association	£19,000	Small social enterprise businesses in which clients with learning difficulties gain work experience and life skills training.
Age Concern Redditch District	£7,500	Information and advice to older people in Redditch by telephone and to those visiting the office in Easemore Road. Enquiries cover a wide range of subject's e.g. affordable warmth, income maximisation, access to other services and services provided by Age Concern.
Redditch Citizens' Advice Bureau	£90,000	To provide free, independent, confidential and impartial advice for the people of Redditch.
The Sandycroft Wellbeing Centre	£20,000	Various programmes offering support to women, children, families, older persons and providing a designated 'Hate Crime Centre'.
Redditch Play Council	£53,000	To help provide care and play for approximately 15,000 child places, inclusive of children with special needs and continued support to parents.
Worcestershire Credit Union (T/A Black Pear)	£10,500	Training, IT upgrades and marketing costs to implement Saving Gateway accounts in line with the Government scheme.
Batchley Support Group	£7,030	Domestic Violence Training & Signposting Service. A project looking at domestic violence enabling women to become peer mentors.

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<b>Organisation</b>	<b>Amount</b>	<b>Details</b>
NewStarts	£8,000	Assistance with furnishing properties, with recycled furniture, in RBC area for tenants on benefits or very low incomes - referrals received from RBC Housing Options, CAB, YMCA, Lifeways, Night Stop, Turning Point.
Astwood Bank Scouts & Guides	£6,732	Purchase of a new marquee to use for their own camps and events and that can be hired out to raise funds for the group
Feckenham Community Shop Association Limited	£5,000	To expand the not-for-profit village community shop which opened in January 2009 in order to provide more retail space and create a Coffee Shop area.
Soldiers, Sailors, Airmen & Families Association Forces Help	£1,600	Costs involved in cases, visit and written/IT and telephone exchanges with eligible clients and/or charities and statutory authorities.
North Worcestershire Dial	£12,500	To employ a part time Information Officer who will be based at the Age Concern Advice Centre in the former Market who will support both Dial and Age Concern volunteers. Dial will also co-ordinate outreach activities in the town.

- 5.5 The Panel were concerned with the number of applications for the funding of new employees and the lack of clarification on how these posts would be sustainable. Members felt that the current policy should now be reviewed by officers.
- 5.6 Members considered it is necessary to ensure the “shopping” element of the policy is implemented in good time for the 2011/12 grants process and areas for shopping should be identified without delay.
- 5.7 Members felt that there should be a limit set on the level of grant permitted under the “giving” element, for example £10,000.
- 5.8 There is a need to look at a mechanism for funding projects such as those carried out by the Community Forum in 2009/10.

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## 6. Other Implications

- |                              |   |  |
|------------------------------|---|--|
| Asset Management             | - | None.  |
| Community Safety             | - | “Communities that are safe and feel safe” is one of the themes in determining grant allocations for 2010/11.   |
| Health                       | - | “Improving health and well being” is one of the themes in determining grant allocations for 2010/11.   |
| Human Resources              | - | None identified.   |
| Social Exclusion             | - | Three of the themes in determining grant allocations for 2010/11 contribute to reducing social exclusion. These are “economic success that is shared by all”, “meeting the needs of children and young people” and “stronger communities”. |
| Environment / Sustainability | - | “A better environment for today and tomorrow” is one of the themes in determining grant allocations for 2010/11.   |

## 7. Lessons Learnt

The current policy promotes larger grant requests by allowing full cost recovery and it was felt that for the ‘Giving’ element this should not be included. The ‘Shopping’ element must be introduced for 2011/12 process to ensure Council resources are used in an effective manner.

## 8. Background Papers

Grant Application Forms  
Policy for Award of Grants by Redditch Borough Council to Voluntary and Community Sector Organisations.

## 9. Consultation

This report has been prepared in consultation with relevant Borough Council Officers.

# Executive

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**10. Author of Report**

The author of this report is Matthew Bough, Housing Policy & LSP Manager, who can be contacted on extension 3120 (e-mail: [matthew.bough@redditchbc.gov.uk](mailto:matthew.bough@redditchbc.gov.uk)) for more information.

**11. Appendices**

Appendix 1 - Scoring Mechanism

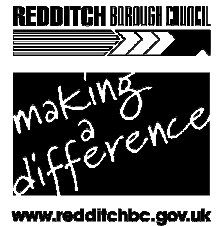
**12. Key**



# EXECUTIVE Committee

# Appendix 1

10th March 2010



## Grants Assessment Scoring 2010/11

Name of applicant: \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_

### Stage One:

This confirms that the application meets the basic application criteria:

#### The applicant organisation has provided:

- Clear evidence of operating within the VCS
- Information that matches Companies House/Charity Commission records.
- Annual accounts/bank statements (not required for start-up grant)
- Confirmation of a bank/building society account in organisation's name
- Confirmation that at least two unrelated signatures are required for withdrawals

#### The proposed project:

- Is a new project not previously funded by RBC
- Is not for the purpose of political or religious activity
- Could not be funded out of organisational reserves or other resources
- Will be delivered during 2010/11
- Will operate in Redditch Borough on behalf of Borough residents
- Has a strong link to one of the six application themes
- Has clear objectives

### Stage Two

Grant applications are scored on the evidence provided against each of ten predetermined criteria. The scoring is weighted to favour sustainable, well –structured projects that will have a lasting impact.

The final score is reduced according to the total amount of money requested, to take account of the requirement for applications for larger sums of money to provide more detailed information as part of their application.

The Assessment is undertaken as a group exercise involving no fewer than 3 Members. Panel members make a judgement based on the 4 point scale which is:-

- A. **No.**
- B. **Only brief details to support this.**
- C. **Yes but could be improved.**
- D. **Yes and is comprehensive.**

<b>Section 1: Background to the project</b>		<b>A(0)</b>	<b>B(1)</b>	<b>C(3)</b>	<b>D(5)</b>
<b>The project .....</b>					
1.	has clearly set out its aims and aspirations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	supports local priorities (in addition to identified theme).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	is low risk to the Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section Score ( /15)**

<b>Section 2: Project Planning</b>		<b>A(0)</b>	<b>B(2)</b>	<b>C(4)</b>	<b>D(6)</b>
<b>The project .....</b>					
4.	has a clear and robust financial outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	addresses the needs of people suffering social or economic disadvantage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	gives clear details on how the project will be structured, co-ordinated and promoted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section Score ( /18)**

<b>Section 3: Added Value of the Project</b>		<b>A(0)</b>	<b>B(3)</b>	<b>C(5)</b>	<b>D(7)</b>
<b>The project .....</b>					
7.	has provided clear evidence of a local need that is not met by current or planned provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	provides specific, measurable, and realistic targets that clearly address the chosen theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	provides a robust and realistic plan for sustaining the project after the period of grant aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	has clearly identified methods and structures to increase participation and/or increase the number of beneficiaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section Score ( /28)**

Total Score (/61) : \_\_\_\_\_

<b>Final Score:</b> _____
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Confirmed by Chair: .....





# Executive Committee

10th March 2010

## Notice of Decisions

### Present:

Councillor Carole Gandy (Chair), and Councillors P Anderson, J Brunner, B Clayton, W Hartnett, N Hicks, C MacMillan and M Shurmer

### Also Present

Councillor R King and M Collins (Vice-Chair, Standards Committee)

### Officers:

S Hanley, C Flanagan, A Walsh, H Bennett, T Kristunas, K Cook, J Godwin, D Taylor, E Hopkins, D Wheeler and M Bough and J Divala

### Committee Services Officer:

I Westmore

### 257. APOLOGIES

Apologies for absence were received on behalf of Councillor Braley.

### 258. DECLARATIONS OF INTEREST

Councillors Anderson and B Clayton declared personal and prejudicial interests and Councillor Gandy declared a personal interest in Item 13 (Voluntary Sector Grant Applications 2010/11) as detailed separately at Minute 269 below.

### 259. LEADER'S ANNOUNCEMENTS

The Leader announced, with great regret, the passing that afternoon of Councillor Jack Field. Those present were invited to respect a minute's silence in memory of Councillor Field and his service to the Council and local community.

The Chair advised that the following items of business, scheduled on the Forward Plan to be dealt with at this meeting, had been removed from the Forward Plan:

- Enforcement Policy; and
- Shared Electoral Services

# Executive Committee

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The Chair also advised that she had accepted the following matters as urgent business:

Item 4 – Executive Committee Minutes, 22nd February 2010;

Item 14 – Overview and Scrutiny Committee Minutes, 3rd February 2010;

Item 15 – Shared Services Board Minutes, 1st March 2010; and

Item 20 – REDI Centre – Procurement of Alternative Service Provider - Update

## **260. MINUTES**

**RESOLVED that**

**the minutes of the meetings of the Committee held on 2nd February, 17th February and 22nd February be confirmed as correct records and signed by the Chair.**

## **261. QUARTERLY PERFORMANCE MONITORING - QUARTER 3, OCTOBER - DECEMBER 2009**

**RESOLVED that**

**the update on key performance indicators for the period ending December 2009 be noted.**

(Officers undertook to provide:-

- i) Councillor Hartnett with additional information on the numbers of concessionary journeys per year (ET 015) following the meeting;
- ii) Councillor Anderson with an update on the projected year end figures for the number of working days lost to the local authority due to sickness absence per FTE staff member (BV 012) following the meeting; and
- iii) Councillor MacMillan with additional information on the impact of fraud on Housing Benefits overpayments (BV 079b (iii)) following the meeting.)

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**262. QUARTERLY BUDGET MONITORING - QUARTER 3,  
SEPTEMBER TO DECEMBER 2009**

**RESOLVED that**

**the report be noted.**

**263. QUARTERLY MONITORING OF FORMAL COMPLAINTS AND  
COMPLIMENTS - QUARTER 3, SEPTEMBER TO DECEMBER  
2009**

**RESOLVED that**

**the update on complaints and compliments for the period  
October – December 2009 be noted.**

(Officers undertook to speak to Councillor Shurmer following the meeting in respect of problems concerning the disabled blue badge scheme about which he had been notified by a number of residents.)

**264. QUARTERLY MONITORING OF THE BENEFITS SERVICE  
IMPROVEMENT PLAN - QUARTER 3, SEPTEMBER TO  
DECEMBER 2009**

**RESOLVED that**

**the report be noted.**

**265. HOME IMPROVEMENT AGENCY**

**RECOMMENDED that**

- 1) the Council agree the commencement of the new Countywide Home Improvement Agency (HIA) from April 2010 provided by Festival Housing Group;**
- 2) the Head of Community Services, in consultation with the Head of Legal, Equalities & Democratic Services finalise and enter into the necessary legal arrangements to implement the transfer and commencement of the new service; and**

**RESOLVED that**

- 3) the new HIA be supported through the use of revenue and capital base budget contributions that are**

committed to the current service arrangements with the North Worcestershire Care & Repair Agency.

**266. REDDITCH HOUSING ADVICE AND HOMELESSNESS REVIEW AND ENHANCED HOUSING OPTIONS STRATEGY AND ACTION PLAN**

**RECOMMENDED that**

subject to community consultation and Members' comments, the Enhanced Housing Options Strategy be approved and implemented.

**267. PRUDENTIAL INDICATORS 2010/11 TO 2012/13 AND MINIMUM REVENUE PROVISION POLICY**

**RECOMMENDED that**

- 1) the Prudential Indicators as set out in the report be approved; and
- 2) the Minimum Revenue Provision Policy for 2010/11 be based on the estimated life of the assets financed from borrowing.

**268. TREASURY MANAGEMENT POLICY STATEMENT**

**RECOMMENDED that**

the Treasury Management Strategy for 2010/11 be approved.

(Officers highlighted an amendment that was to be made to the Strategy, as printed, this being the reduction of the maximum amount placed with any single institution from £1 million to £500,000 [Appendix A, Paragraph 7.1 - Specified Investments – Monies placed on call or for less than 3 month])

**269. VOLUNTARY SECTOR GRANT APPLICATIONS 2010/11**

**RESOLVED that**

- 1) grants be awarded to voluntary sector organisations as detailed in paragraph 5.4 of this report, subject to Council approval of the budget;
- 2) £3,000 be donated to Redditch Arts Council, for 2010/11; and

- 3) **the policy on funding the voluntary and community sector organisations be reviewed.**

(Members wished to clarify that the figure of £10,000 in paragraph 5.7 had been incorporated as a purely indicative figure and did not represent a financial limit imposed by the Council.)

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillors Anderson and B Clayton declared personal and prejudicial interests in view of their involvement in local voluntary sector organisations, and withdrew from the meeting. Councillor Gandy declared a personal interest in view of her spouse's nominal financial interest in a local voluntary sector organisation.)

**270. OVERVIEW AND SCRUTINY COMMITTEE**

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 3rd February 2010 be noted.**

**271. MINUTES / REFERRALS - SHARED SERVICES BOARD, 1ST MARCH 2010**

**RESOLVED that**

**the following targets be approved:**

- a) **Cohesive Single Management Team.**
- b) **Achieve the savings targets associated with Shared Services / Joint working included within the Medium Term Financial Plan of both Councils.**
- c) **Ensure effective financial management arrangements are in place for shared service arrangements (Activity Based Costings).**
- d) **Ensure changes to the management structure / implementation of shared services are seamless from a customer perspective (to be monitored by self assessment and complaints and commendations).**
- e) **Harmonisation of Terms and Conditions.**
- f) **Implement medium term business cases – CCTV / Lifeline and ICT.**
- g) **Produce business case for North Worcestershire Shared Economic Development Unit and implement if agreed.**
- h) **Complete recruitment to the Single Management Team.**

# **Executive Committee**

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- i) **Develop programme for consideration of further shared services between Redditch and Bromsgrove.**
- j) **Further implementation of shared services programme between Redditch and Bromsgrove Councils.**
- k) **Implementation of Regulatory Services.**
- l) **Ensure delivery of performance and financial aspects of agreed shared services.**
- m) **Ensure effective performance monitoring of shared service arrangements.**

## **272. ADVISORY PANELS - UPDATE REPORT**

**RESOLVED that**

**the report be noted.**

(It was reported that the next meeting of the Church Hill District Centre Members' Panel would take place in April.)

## **273. ACTION MONITORING**

**RESOLVED that**

**the report be noted.**

(It was reported that the visit by Members to the swimming pool in Coventry was scheduled to take place on 10th April 2010.)

## **274. EXCLUSION OF THE PUBLIC**

**RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**REDI Centre – Procurement of Alternative Service Provider - Update (as detailed at Minute 275 below);**

## **275. REDI CENTRE - PROCUREMENT OF ALTERNATIVE SERVICE PROVIDER - UPDATE**

(During the consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was

# Executive Committee

10th March 2010

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therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to contemplated consultations or negotiations in connection with a labour relations matter between the authority and employees of the authority.)

(This report had been accepted as a matter of Urgent Business – not on the Forward Plan and not having met the publication deadline – and was considered at the meeting as such, with the approval of the Chair, in accordance with the Council's constitutional rules and the powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree to matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the information, which was not available at the time of the agenda going to print, was required to be considered at the present meeting in order to provide the maximum opportunity for Officers to explore possible options and secure funding for adult education services at the facility.)

The Meeting commenced at 7.00 pm  
and closed at 9.03 pm





**POLICY FOR FUNDING VOLUNTARY AND COMMUNITY SECTOR ORGANISATIONS USING  
THE SHOPPING, INVESTING AND GIVING FRAMEWORK**

**1. Introduction**

- 1.1 Redditch Borough Council supports Voluntary and Community sector organisations because we believe that a vibrant Third Sector is vital to our community. The Council is committed to supporting organisations that deliver projects and activities which have a beneficial impact on the local community.
- 1.2 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 1.3 There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

**2. Scope**

- 2.1 This policy applies to all arrangements where Redditch Borough Council provides assistance to voluntary and community sector organisations.
- 2.2 This policy applies primarily to direct financial payments from Redditch Borough Council to voluntary and community sector organisations such as grants and contracts, but also applies to support in kind such as discretionary rate relief or concessionary use of Redditch Borough Council facilities.

**3. Funding Framework**

- 3.1 The Council uses the ***Shopping, Investing and Giving*** funding framework

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## DRAFT POLICY

- 3.2 **Shopping** refers to procurement and contractual arrangements with external providers to deliver services on behalf of the Council that the Council has a statutory duty to provide or priority areas the Council wishes to invest in. The Council is committed to extending the opportunities available to voluntary and community sector organisations to be involved in the delivery of services.
- 3.3 **Investing** refers to the Council providing funding to develop the capacity of the voluntary and community sector. This may include making funding and resource contributions to voluntary and community sector infrastructure support services, or making funding or other resources available for training or business development activities within organisations.
- 3.4 **Giving** refers to the Council providing funding or other resources to voluntary and community sector organisations to support work that contributes to the Council's aims, but which the Council does not have a statutory duty to provide.
- 3.5 The Executive Committee will consider and make a decision on which services and funding mechanisms the Council will seek to provide under the Shopping element of this framework subject to agreement by full Council e.g. Advice Services, Waste Management/recycling services.

## **4. Purposes of the Shopping, Investing and Giving Framework**

- 4.1 The following outcomes are intended to be the result of this framework:
- a) A corporate overview of the total support provided for the voluntary and community sector;
  - b) Consistency, clarity and equality in the processes to determine what support is given to which organisations;
  - c) A voluntary and community sector that understands how to engage with the Council, and is confident of fair and open treatment;
  - d) Council resources targeted to support those groups providing services which support current Council priorities.
- 4.2 This framework is to be integrated into all policies and procedures that are relevant to Council relationships with the voluntary and community sector.

## **5. Which Organisations are covered by the Shopping, Investing and Giving Framework?**

- 5.1 The voluntary and community sector is diverse, with organisations ranging from small community associations to large national or international organisations.

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This framework applies to all organisations that exist principally to further social, cultural or environmental objectives and do not generate money that is distributed for the private benefit of the people who run the organisation or their associates.

- 5.3 To qualify for any support under the Shopping, Investing and Giving framework, an organisation must:
- a) not be run for personal gain, and must use all profits or income of the organisation for the public good;
  - b) work for the benefit of a community of interest or a geographical community;
  - c) have no undue restrictions on membership;
  - d) promote equality of opportunity;
  - e) operate independently, defining its own aims and objectives;
  - f) be formally constituted and have a management committee who do not receive payment for managing the organisation;
  - g) not be a political party, have the nature of a political party, or be engaged in campaigning for a political purpose or cause.
- 5.4 The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation and which do not directly promote a religious aspect.
- 5.5 Individual support opportunities may include additional restrictions on the nature of the organisations that can benefit. These will be clearly and openly stated, with appropriate justification.

**6. Worcestershire Compact**

- 6.1 Redditch Borough Council is a signatory of the Worcestershire Compact, and is committed to embedding the terms of the Compact and its Codes of Practice within the Council's policies and procedures.
- 6.2 Review and development of this policy will be undertaken to ensure compliance with Worcestershire Compact and to support development of the Compact.





**POLICY FOR AWARD OF GRANTS BY REDDITCH BOROUGH COUNCIL TO VOLUNTARY  
AND COMMUNITY SECTOR ORGANISATIONS**

**1. Introduction**

- 1.1 Redditch Borough Council supports Voluntary and Community sector organisations because we believe that a vibrant Third Sector is vital to our community. The Council is committed to supporting organisations that deliver projects and activities which have a beneficial impact on the local community.
- 1.2 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 1.3 There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 1.4 This policy is written in conjunction with the "Let's Do It Smarter – Worcestershire Compact: Funding and Procurement Code of Good Practice". The Compact is a commitment to improve relationships between public and voluntary and community sector organisations, with a mutual objective of 'delivering high quality, good value services and support to the local community'.

**2. Scope**

- 2.1 This policy applies only to the allocation of grants to voluntary and community sector organisations. It does not apply to any other means of financial support from the Council that may be available under other schemes.
- 2.2 This policy applies to all grant funding from Redditch Borough Council to voluntary and community sector organisations. This includes grants made available from individual service budgets.

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### 3. Funding Framework

- 3.1 The Council uses the ***Shopping, Investing and Giving*** funding framework
- 3.2 ***Shopping*** refers to procurement and contractual arrangements with external providers to deliver services on behalf of the Council that the Council has a statutory duty to provide or priority areas the Council wishes to invest in. The Council is committed to extending the opportunities available to voluntary and community sector organisations to be involved in the delivery of services. However, this policy does not apply to those arrangements which will be managed using a contract.
- 3.3 ***Investing*** refers to the Council providing funding to develop the capacity of the voluntary and community sector. This may include making funding contributions to voluntary and community sector infrastructure support services, or making funding available for training or business development activities within organisations.
- 3.4 ***Giving*** refers to the Council providing funding to voluntary and community sector organisations to support work that contributes to the Council's aims, but which the Council does not have a statutory duty to provide.
- 3.5 This policy applies to grants made to support the ***Investing*** and ***Giving*** elements of the Council's funding framework. For the purposes of this policy, a **grant** is a financial contribution to an activity designed and delivered by a voluntary and community sector organisation which the Council has chosen to support because it is broadly aligned with the Council's own objectives. A grant can be given either to contribute towards organisational costs, or to wholly or partly fund a specific piece of work. A grant is a financial contribution with an expectation of mutually agreed, clearly defined outcomes. These outcomes are specified in a grant funding agreement, and monitoring arrangements are commensurate with the value of grant given.
- 3.6 Small Grants are regarded as sums of up to and including £5,000 and Large Grants are regarded as sums valued at over £5,000. These limits will affect risk considerations (section 7), grant assessment criteria (section 9) and monitoring requirements (section 11).

### 4. Purpose of Grant Funding

- 4.1 The Council provides grants to assist the development of a vibrant voluntary and community sector that delivers projects and activities of value to the local community.

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## DRAFT POLICY

- 4.2 Funding will only be provided where it can be demonstrated that a defined impact will be made. Organisations should demonstrate an outcomes focus in applications for funding.
- 4.3 The Council will require that all grant awards support Council objectives. The specific objectives to be supported will be made clear in all publicity relating to each grant opportunity. Demonstrating support of Council objectives may include:
- a) linking grant awards to an approved list of Council priorities, such as the priorities of the Sustainable Community Strategy;
  - b) the Council choosing one or more specific outcomes in advance that will be achieved with the grant award. This will be particularly appropriate for individual departments wishing to make grants available to support the delivery of a particular service aim.

## **5. Which Organisations are eligible to apply for a Grant?**

- 5.1 In order to be eligible to apply for a grant, an organisation must be able to prove that:
- a) it is voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership;
  - b) it has a democratic structure and can demonstrate effective management of the organisation's business;
  - c) it has a bank account that requires the authorisation of at least two people who are unrelated to each other to make payments or withdrawals of any kind from the account;
  - d) it operates in the Borough of Redditch on behalf of Borough residents;
  - e) it can demonstrate the need for financial assistance. An organisation will not normally be eligible for grant assistance if it holds reserves in excess of six months' average expenditure, unless the Council is satisfied that this position is justified by the organisation's reserves policy. Reserves are defined as those assets in the unrestricted funds of an organisation that can be made available for all or any of the organisation's purposes, once known commitments and planned expenditure have been provided for;
  - f) it can demonstrate the service it is providing by giving details of its activities and the number of people it is in contact with;
  - g) it meets all applicable legal requirements;
  - h) it actively promotes equality issues within its structure and operations;
  - i) all previous grants received from Redditch Borough Council have been spent in accordance with the grant award conditions attached to them.

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5.2 The Council will not make grants to any organisation that it deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.

5.3 The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation and which do not directly promote a religious aspect.

**6. What will and will not be funded by a grant**

6.1 Grant aid will only be considered for work that will be undertaken in the Borough of Redditch, and/or will be wholly or principally for the direct benefit of residents of the Borough of Redditch.

6.2 Grants cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought.

6.3 Any grant awarded must only be spent for the approved purpose, i.e. applicants must be able to demonstrate that the funding has been spent as outlined in the grant application form as amended by the final grant offer letter for example by providing receipts.

6.4 Full cost recovery will not be considered for any grant awarded for projects under £5,000 (small grants)

**7. Risk considerations in grant giving**

7.1 The Council has a duty to ensure that best use is made of its resources. This section considers risk in grant giving related to failure to achieve best use of Council resources. It does not consider risk assessment of, for example, items related to health and safety, which should form part of the grant assessment criteria as outlined in paragraph 9.6.

7.2 The Council acknowledges that the creativity and innovation of the voluntary sector can carry risks for non-delivery, for example where a new idea does not work out as intended.

7.3 The Council uses the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.

7.4 In order to achieve an appropriate balance between managing risk and supporting innovative ideas or new organisations, a grant limit of £5,000 will apply to:

- a) organisations that have been in existence for less than one year;
- b) organisations that do not have audited accounts;
- c) organisations that are not registered with either the Charity Commission or Companies House, or other appropriate government regulator;
- d) innovative pieces of work testing a new approach to service delivery.



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- 7.5 Assessment of all voluntary and community sector grants made by the Council will look more favourably on applications that:
- a) have a strong evidence base of need;
  - b) provide strong evidence that the proposed approach is likely to achieve the desired outcomes;
  - c) do not contain high revenue costs that cannot be sustained;
  - d) demonstrate how a lasting benefit will be achieved.
- 7.6 The higher the sum of money applied for, the greater the need for applications to:
- a) be from organisations with a good track record of delivery;
  - b) be from organisations with a range of funding streams;
  - c) meet wider aims and objectives of the Council;
  - d) support delivery of Redditch Sustainable Community Strategy or other appropriate document;
  - e) demonstrate co-operative working relationships with other organisations.
- 7.7 Payment schedules will balance the need for the Council to ensure proper accountability for use of public money with appropriate recognition of cash-flow issues that may be experienced by voluntary and community sector organisations. The general principle will be that payment is made in advance of project delivery, with instalment frequency and size commensurate with the overall size of the grant awarded. General guidelines for payment schedules are:
- a) Grants of a total of £1,000 or less will be paid in full in advance of the project being delivered, with monitoring information required following the project;
  - b) Grants of between £1,000 and £10,000 will be paid in two instalments of 50% each. The first instalment will be paid in advance of the project being delivered. The second instalment will be paid after satisfactory monitoring information has been supplied on the progress of the project. For projects lasting one year, the second instalment will usually be due to be paid six months after the start of the project.
  - c) Grants in excess of £10,000 will be paid by quarterly instalments in advance of project activity. Each instalment will only be released after satisfactory monitoring information has been supplied on progress of the project.

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### **8. Grant Conditions**

- 8.1 Information on the conditions that will apply to a grant will be made available to applicants before they apply.
- 8.2 Monitoring information will be required on all grants, as outlined in section 11.
- 8.3 All grant offers will be subject to the grant recipient accepting the grant conditions. A full set of grant conditions and monitoring requirements will be agreed with grant recipients before the final grant award is made. No changes will be made after this time.

### **9. Assessment Process**

- 9.1 All opportunities for Voluntary and Community Sector grant funding from Redditch Borough Council will be openly advertised using a minimum of:
- Notice of the opportunity on the 'Voluntary Sector Support' section of the Redditch Borough Council website;
  - Notice of the opportunity circulated among an appropriate network or infrastructure organisation.
- 9.2 In addition to the minimum requirements outlined in paragraph 9.1, other advertising may be undertaken to promote grant opportunities as openly as possible.
- 9.3 Information provided to grant applicants will include as a minimum:
- The amount of money that is available in total;
  - The minimum and maximum amount of money that is available to each applicant;
  - Clear information on the purposes for which funding is offered;
  - Clear information on eligibility criteria;
  - Details of the full assessment criteria against which applications will be judged;
  - A full list of conditions that will apply to the grant, including payment schedules and required monitoring information;
  - The deadline by which applications must be submitted;
  - The date by which applicants will be informed of the outcome of their application.
- 9.4 Grant application forms will be made available in paper and electronic formats.
- 9.5 Applicants must complete a Standard Application form and provide relevant supporting documents. This is to ensure objective assessment of all grant applications. The Council will not award any grant to an organisation whose application has not been formally assessed.

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- 9.6 All grant applications will be assessed using pre-selected assessment criteria. The details of the assessment criteria will be made available to all applicants before they apply for funding. The assessment criteria will be chosen as relevant for the funding opportunity, but as a minimum will include:
- Clear outline of how the purposes for which the grant is made available will be met;
  - The outcome(s) that the proposal will achieve;
  - The structure and delivery plan that will support the achievement of the stated outcomes;
  - The clarity of the proposal's financial outline;
  - The organisation's ability to successfully manage finance, evidenced by submission of accounts, bank statements and cash flow forecasts as appropriate;
  - The approach to health and safety, duty of care, and other appropriate best practice requirements, and the organisation's ability to successfully manage these on the project;
  - The sustainability of work after the period of grant aid.
- 9.7 All assessment criteria will be based on meeting need within the community. There will be no pre-determined demographic allocation of funds. Some funding opportunities may be restricted to a particular delivery area, e.g. to a specific ward, but only where this is to address a specific identified need.
- 9.8 Full cost recovery is the process of sharing an organisation's core costs proportionately between its projects and areas of work. The Council supports the principle of full cost recovery for all grants over £5,000. However, applicants must provide clear explanations and justification for all calculations related to full cost recovery, which will be judged on a case by case basis.
- 9.9 All grant applications will be assessed by the Council's Grants Panel. The Grants Panel will consist of a minimum of five elected Members, with a minimum of three Members required to make decisions regarding grant awards. Conflicts of interest will be recorded, and members with a conflict of interest for a particular grant round will not participate in the assessment of any application in that grant round.
- 9.10 The Grants Panel will receive appropriate training in grant assessment, and will be supported by at least one officer with appropriate knowledge and expertise in the area for which the grant is being offered.
- 9.11 The Grants Panel will report its recommended decisions on grant applications to the Council's Executive Committee for approval.
- 9.12 Unsuccessful applicants will be offered feedback on the strengths and weaknesses of their application.

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9.13 Appeals against the process used to award a grant will be dealt with using Redditch Borough Council's complaints procedure. The Head of Strategy and Partnerships will handle the initial complaint. There is no right of appeal as to the decision itself.

### **10. Assessment Timescales**

10.1 Applications for the central Redditch Borough Council voluntary sector grants process will be sought from October of each year for projects commencing after 1<sup>st</sup> April of the following year.

10.2 Decisions on the award of grants from the central Redditch Borough Council voluntary sector grants process will be made in February of the following year with projects commencing after 1<sup>st</sup> April.

10.3 Other opportunities may be made available to apply for grants, for example from individual Council services seeking to deliver a specific objective. In all cases, there will be a minimum of three weeks from announcement of the grants opportunity to the closing date for applications, and a maximum of 12 weeks from the closing date for applications to applicants receiving notification of the outcome. The length of the bidding process will be proportionate to the type and value of the grant.

### **11. Monitoring**

11.1 All grant funded projects will be regularly monitored with applicants obliged to submit details of how the project is progressing. Monitoring requirements that will apply to a grant will be commensurate with the amount of money awarded, and will be agreed with the funded organisation before final confirmation of a grant award is made.

11.2 Receipts and other monitoring information must be submitted to the Council as proof of spend within six months of the grant being received by the organisation (till slips, credit card vouchers, photocopied or altered receipts will not be accepted).

11.3 The Council reserve the right to withhold future payments and reject any further applications if they are dissatisfied with how grants funds have been used.

### **12. Collaborative Working**

12.1 The Council recognises the potential benefits of working collaboratively with other funders. The Council will investigate all opportunities for working with other funders where this will provide a better use of Council resources.



# Council

22 June 2009

## MINUTES

### Present:

Councillor Malcolm Hall (Mayor), Councillor Kath Banks (Deputy Mayor) and Councillors P Anderson, M Braley, J Brunner, M Chalk, G Chance, B Clayton, J Cookson, D Enderby, A Fry, C Gandy, W Hartnett, G Hopkins, D Hunt, R King, W King, C MacMillan, P Mould, W Norton, J Pearce, B Quinney, M Shurmer, D Smith, D Taylor and D Thomas

### Also Present:

D Andrews (Chair, Standards Committee)

### Officers:

S Skinner, T Kristunas, K Dicks, S Hanley, Jackie Smith, S Mullins, J Staniland and H Halls

### Committee Services Officer:

I Westmore

Relevant extract from the minutes of the full Council meeting that took place 22nd June 2009.

### MINUTE 27: EXECUTIVE COMMITTEE

#### RESOLVED that

- 1) the minutes of the meeting of the Executive Committee held on 1 April 2009 be received and adopted;
- 2) the minutes of the meeting of the Executive Committee held on 22 April 2009 be received and adopted and all recommendations approved;
- 3) the minutes of the meeting of the Executive Committee held on 20 May 2009 be received and adopted and all recommendations approved, subject to:

in respect of Minute 6 (erroneously numbered 300) (Home Energy Conservation and Affordable Warmth) it being NOTED that

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Chair

**Resolution 1 should have read “...cavity wall insulation installed in their homes free of charge.” as had been previously noted at the meeting of the Executive Committee on 10 June 2009; and**

- 4) the decision notice of the meeting of the Executive Committee held on 10 June 2009 be received and all recommendations approved subject to:**

**in respect of Minute 19 (Funding of Voluntary and Community Sector Organisations – Policy) it being further RESOLVED that**

**a policy for the award of contracts to voluntary and community sector organisations, based upon the ideas set out in the document tabled at the meeting by the Portfolio Holder for Leisure and Tourism, be considered by the Overview and Scrutiny Committee prior to submission to the Executive Committee and Council.**

(The Portfolio Holder for Housing, Local Environment and Health undertook to provide a written response to Councillor Shurmer in respect of slippage in delivery of the Housing Capital Programme (Minute 21 – Capital Programme Outturn 2008/09).

In respect of Minute 11 (*erroneously numbered 305*) (Member Development Steering Group, 6 May 2009) the Leader requested that any Member who had not managed to resolve the shortfall in their IT requirements by late July should contact her.)

(Prior to consideration of this item, and in accordance with the requirements of Section 81 of the Local Government Act 2000, Councillors Cookson (Age Concern), Hall (Redditch Arts Council) and Pearce (Redditch Arts Council) declared a personal and prejudicial interest and Councillors Anderson (Redditch Play Council), Field (SSAFA) and Thomas (Carer’s Careline) declared a personal interest in view of the fact that they were variously employed by, were Chairs or board members of or had been appointed to voluntary and community sector organisations within the Borough and Councillors Chance, Hartnett, Hopkins and Taylor declared a personal interest in view of their personal connection to (Taylor) or as Board Members of (Chance, Hartnett and Hopkins) Redditch Co-operative Homes.

In the Mayor, Councillor Hall’s absence, Councillor Banks, the Deputy Mayor took the Chair).



# Overview and Scrutiny Committee

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Wednesday, 23rd September, 2009

## MINUTES

### Present:

Councillor Phil Mould (Chair), Councillor David Smith (Vice-Chair) and Councillors K Banks, G Chance, R King, W Norton, J Pearce and D Taylor

### Also Present:

Councillors P Anderson and B Clayton

### Officers:

J Staniland, A Heighway, T Kristunas and S Mullins

### Committee Services Officer:

J Bayley and H Saunders

Relevant extract from minutes of the Overview and Scrutiny Committee meeting that took place 23rd September 2009.

### 65. POLICY FOR THE AWARD OF CONTRACTS TO VOLUNTARY AND COMMUNITY SECTOR ORGANISATIONS - PRE-SCRUTINY

Officers informed the Committee that this item had been tabled to enable the Committee to discuss the proposed additional policy for awarding contracts to the voluntary and community sector. Officers explained that this policy had been proposed by Councillor Anderson to address the 'Shopping' element of the Shopping, Investing and Giving system for Council funding of the Voluntary and Community Sector. This system had been proposed by the Third Sector Task and Finish Group and approved by full Council earlier in the year.

It was suggested that many Voluntary and Community Sector organisations would not have the same level of skills as the private sector to effectively engage in tendering processes and many organisations might need to undergo training to acquire these skills. Furthermore, the type of services that could be offered by the sector

.....  
Chair

# Overview and Scrutiny Committee

Wednesday, 23rd September, 2009

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differed from that of privately run companies and as such should be dealt with differently by the Council. A decision had therefore been taken to postpone implementation of the Shopping element of the funding framework until these areas had been addressed.

Officers believed that Councillor Anderson's additional policy was not required as the points he had made were already covered in the Council's procurement procedures. They also raised concerns that if implemented Councillor Anderson's policy could be anti-competitive. As such, Officers suggested that the Policy for the Funding of Voluntary and Community Sector Organisations, which had been produced in accordance with the recommendations made by the Third Sector Task and Finish Group, should remain unchanged.

Councillor Anderson explained that the Council historically was poor at monitoring grants they awarded to Voluntary and Community Sector organisations and therefore it had been difficult to be certain about how funding had been spent. He felt that the most effective method for overcoming this issue was to enter into contractual arrangements with these organisations when providing them with funding.

Officers reminded the Committee that there was a subtle difference between awarding a grant and the procurement of a service. Awarding grants enabled the Council to provide money to an organisation so that it could undertake work that would correspond with the aims of the Council. Procurement enabled the Council to contract organisations to provide a service or a product in return for payment.

Having considered the information provided by Officers and Councillor Anderson the Committee agreed that they did not wish to endorse Councillor Anderson's proposed policy.

## **RECOMMENDED that**

- 1) **the proposed policy for the Award of Contracts to Voluntary and Community Sector Organisations not be approved; and**
- 2) **the Policy for the Funding of Voluntary and Community Sector Organisations, which was approved by full Council on 22nd June 2009, remain unchanged.**

## **RESOLVED that**



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the report be noted.





# Executive Committee

28th October 2009

## MINUTES

### Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors P Anderson, J Brunner, B Clayton, W Hartnett, N Hicks and M Shurmer

### Also Present:

Councillor P Mould (Chair – Overview and Scrutiny Committee)

### Officers:

K Dicks, S Hanley, A Heighway, E Hopkins, T Kristunas, S Mullins, J Staniland, L Tompkin and A Walsh

### Committee Services Officer:

D Sunman

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Relevant Extract from minutes of the Executive Committee meeting that took place 28th October 2009.

### MINUTE 164: EXECUTIVE COMMITTEE

The Committee received the Minutes of the meetings of the Overview and Scrutiny Committee held on 23rd September and 1st October 2009.

The Chair of the Overview and Scrutiny Committee attended to clarify the intentions of that Committee on their recommendation regarding the Policy for the Award of Contracts to Voluntary and Community Sector Organisations included in Minute 75 of their meeting held on 23rd September 2009.

Members noted that the recommendations in Minute 87 of the meeting held on 1st October 2009 had been considered and resolved upon at the Executive Committee meeting held on 7th October 2009.

### RESOLVED that

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Chair

# **Executive**

## **Committee**

28th October 2009

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- 1) **the minutes of the meetings of the Overview and Scrutiny Committee held on 23rd September and 1st October 2009 be noted; and**

**RECOMMENDED that**

- 2)
  - a) **the proposed policy for the Award of contracts to Voluntary and Community Sector Organisations not be approved; and**
  - b) **the Policy for Funding of Voluntary and Community Sector Organisations, which was approved by full Council on 22nd June 2009, remain unchanged.**



# Council

7th December 2009

## MINUTES

### Present:

Councillor Malcolm Hall (Mayor), Councillor Kath Banks (Deputy Mayor) and Councillors P Anderson, M Braley, J Brunner, M Chalk, G Chance, A Clayton, B Clayton, J Cookson, D Enderby, J Field, A Fry, C Gandy, W Hartnett, N Hicks, G Hopkins, D Hunt, C MacMillan, P Mould, W Norton, J Pearce, B Quinney, M Shurmer, D Smith and D Taylor

### Also Present:

M Collins (Vice-Chair, Standards Committee)

### Officers:

K Dicks, S Hanley, T Kristunas, S Morgan, S Mullins, S Skinner, J Smith, A Walsh and M Guest

### Committee Services Officer:

I Westmore

Relevant extract from the meeting of full Council on 7th December 2009.

### **MINUTE 82: EXECUTIVE COMMITTEE**

Members received the minutes of the meetings of the Executive Committee held on 7th October, 28th October and 18th November 2009 and the decision notice of the meeting of the Executive Committee held on 2nd December 2009.

### **RESOLVED that**

- 1) **the minutes of the meeting of the Executive Committee held on 7th October 2009 be received and adopted;**
- 2) **the minutes of the meeting of the Executive Committee held on 28th October 2009 be received and all recommendations approved subject to:**

**in respect of Minute 162 (Corporate Plan – Phase 1) it being recorded, in accordance with Standing Order 16,**

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Chair

# Council

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that Labour Group Members abstained during the voting on this matter;

- 3) the minutes of the meeting of the Executive Committee held on 18th November 2009 be received and all recommendations approved, subject to:

in respect of Minute 173 (Community Management and Ownership of Assets – Proposed Policy and Procedure)  
it being further RESOLVED that

as a result of further information becoming available on consultation with the voluntary sector, this Policy and these Procedures be approved; and

- 4) the decision notice of the meeting of the Executive Committee held on 2nd December 2009 be received and all recommendations approved.

**Overview and Scrutiny Committee, Wednesday 17th March 2010:**  
**Item 5: Call-in and Pre-scrutiny**

During a meeting of the Executive Committee on Wednesday 10th March Members considered a number of recommendations from the Grants Panel for Voluntary Sector Grant Applications for 2010/11. Councillor Diane Thomas, the Chair of the Third Sector Task and Finish Group which reviewed the third sector funding framework in 2008, is proposing that the resolutions agreed at this meeting of the Executive Committee should be called in.

Councillor Thomas has a number of concerns about the decisions the Executive Committee made in relation to this item. These are outlined below for members' consideration.

- 1) The Executive Committee approved the Third Sector Task and Finish Group's recommendation that the Shopping, Investing and Giving (SIG) funding framework should be utilised by Redditch Borough council from 2010/11. The Executive Committee therefore has the responsibility to require Officers to implement this funding framework as well as to ensure that all Councillors understand the system. Councillor Thomas is, however, concerned that the decisions agreed on Wednesday 10th March appear to indicate that this has not, in fact, happened and she questions why this is the case and has been allowed to occur.
- 2) The report that was presented during the Executive Committee meeting on Wednesday 10th March stipulated that it had not been possible in the short timescale since the Grants Policy was approved by the Council in – 2008 to implement the shopping element of the funding framework in 2010/11. Councillor Thomas has been informed that there were capacity problems in terms of Officer support which prevented the Council from implementing this element of the funding framework.
  - a) Was the Leader of the Council informed about these capacity problems?
  - b) If so, when?
  - c) Is there any intention to implement the shopping element of SIG in 2011/12?
- 3) The funding criteria approved in the Council's funding policy stipulates that funding will be provided to support organisations delivering projects. Councillor Thomas is concerned that the following organisations, which have traditionally received funding from the Council, have not secured the money to finance new projects: Age Concern Redditch District; Redditch Citizen's Advice Bureau; Redditch Play Council; the Sandycroft Wellbeing Centre; and Where Next Association. Questions need to be asked as to whether the following evidence has been provided, as required, by all applicants when applying for Council funding:
  - a) information indicating that the grant will be used to finance a new project; and
  - b) a copy of the organisation's accounts.
- 4) The five organisations (referred to above) were provided with written notice two years ago that they might not remain eligible for Council funding. They

were advised to search for additional sources of funding from other organisations and to demonstrate that they had attempted to do so when applying for funding from the Council from 2010/11. Councillor Thomas is concerned that evidence has neither been provided nor sought to demonstrate that this has occurred.

- 5) Redditch Borough Council has improved the Voluntary Sector Compact. This commits the Council to working within the terms set out in the Compact's Funding and Procurement protocol. Councillor Thomas is concerned that evidence has not been provided to demonstrate that the Council is complying with this Compact and suggests that such evidence should be provided before the recommendations of the Grants Panel can be approved.
- 6) Many members of the Third Sector Task and Finish Group are extremely concerned about this situation. They question why they spent six months completing their very detailed review if the Council's funding arrangements are not going to change.



**Overview and Scrutiny Committee – Voluntary Sector Grants item**  
**Comments from Councillor Pearce.**

Councillor Pearce has a number of concerns about the Voluntary Sector Grants Applications 2010/11 which leads her to believe that this item is suitable for call-in.

- Councillor Pearce is concerned that the Grants Policy does not appear to have been approved by the voluntary and Community Sector. This is a requirement of the Worcestershire Compact to which Redditch borough Council is a signatory.
- Councillor Pearce is concerned that the qualifying criteria in this 'policy' are not the same as those agreed by the Executive on 13th March. The policy gives no stipulations about new projects and states that money can be used for core costs. The Executive agreed criteria state that they must be new projects.
- There are discrepancies in documents different groups were allegedly working from, which is why the decision needs to be called in.

