

CANNOCK CHASE COUNCIL

CABINET

27 AUGUST 2009

REPORT OF THE CHIEF EXECUTIVE

RESPONSIBLE PORTFOLIO HOLDER – LEADER OF THE COUNCIL

MEMBERS' GRANT AID SCHEME – APPROVAL OF APPLICATIONS

KEY DECISION – NO

1. Purpose of Report

- 1.1 To seek approval by Cabinet, as required under the Members' Grant Aid Initiative Scheme ('Scheme'), to authorise the payment of grants endorsed by Ward Members, as set out in the Schedule of Endorsed Applications at Annex 2.
- 1.2 To note that the grant applications set out in Annex 2 includes ALL completed endorsed applications received as at 31st March 2009.
- 1.3 To note that only those applications received by the Council by 31 March 2009 have been accepted and accordingly processed in accordance with the Scheme.

2. Recommendations

- 2.1 That Cabinet, having discharged its obligations under the Members' Grant Aid Initiative Scheme, consents to the Chief Executive (or anyone so authorised by him) to pay all such grants as are due to applicants named in the Schedule of Endorsed Applications at Annex 2.

3. Conclusions and Reason(s) for the Recommendation(s)

- 3.1 The grant aid scheme endorsed applications have been accepted and vetted in accordance with the Members' Grant Aid Scheme Terms and Conditions and approved by Council.
- 3.2 Before any payment can be made to applicants, Cabinet approval is required. The above recommendation seeks the requisite consent from Cabinet.

4. Key Issues

- 4.1 On 22 August 2007, Council approved the Members' Grant Aid Initiative Scheme, which was based upon a similar scheme operated by Staffordshire County Council. The terms and conditions relating to the Scheme are set out at Annex 1.
- 4.2 The Chief Executive (or officers duly authorised by him) have vetted the applications supported by the relevant Ward Member ('Endorsed Applications') and are satisfied that they comply with the terms and conditions of the Scheme.

- 4.3 Before any grants can be paid Cabinet must consider the Endorsed Applications in accordance with Clause 5 of the terms and conditions of the Scheme and give its approval for payment of the grants.
- 4.4 At the Council budget setting meeting of 25 February 09 Members approved inclusion of the Members Grant Aid Scheme as a savings option, therefore the scheme has ceased from 1 April 2009.
- 4.5 All valid applications duly endorsed by Members, as at 31 March 2009, have been processed and included in Annex 2 for approval by Cabinet.
- 4.6 To give effect to the Council's Budgetary Policy, only those applications made under the Scheme and duly received by the Council on or before 31 March 2009, have been accepted for processing.

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Report Author Details: (name, title and extension number)	

Section 1

1. Background

- 1.1 On 22 August 2007, Council approved the Members' Grant Aid Initiative Scheme, which was based upon a similar scheme operated by Staffordshire County Council. The terms and conditions relating to the Scheme are set out at Annex 1.
- 1.2 The Chief Executive (or officers duly authorised by him) have vetted the applications supported by the relevant Ward Member ('Endorsed Applications') and are satisfied that they comply with the terms and conditions of the Scheme. The applications have been vetted by the Legal & Democratic Services Manager.
- 1.3 The key details of the vetted Endorsed Applications have been set out in the Schedule of Endorsed Applications at Annex 2.
- 1.4 Clause 5 of the Scheme's terms and conditions states:

5 Cabinet Approval

- 5.1 All Endorsed Applications shall be vetted by the Director of Governance (or any person so authorised by him) before being referred to Cabinet, to ensure that they comply with this Scheme and no conflict of interest exists.
- 5.2 All Endorsed Applications, duly vetted in accordance with clause 5.1, shall be considered by Cabinet and will normally be approved unless:-
- i. the proposal is one which is reserved to the Council; or
 - ii. it is contrary to Council policies, schemes or plans; or
 - iii. the Director of Governance advises it is unlawful; or
 - iv. it is a matter which would involve a payment to a school wholly or mainly to support the school's ordinary curriculum; or
 - v. it would create an on-going financial commitment; or
 - vi. it relates to a function which is the legal responsibility of another statutory body or organisation.
- 5.2 Cabinet shall not consider any application for grant aid that is not an Endorsed Application under this Scheme."
- 1.5 Before any grants can be paid Cabinet must consider the Endorsed Applications in accordance with Clause 5 above and give its approval for payment of the grants.
- 1.6 All valid applications duly endorsed by Members, as at 31 March 2009, have been processed and included in Annex 2 for approval by Cabinet. Only those applications made under Scheme that are received by the Council on or before 31 March 2009 have been accepted and processed (in accordance with the Scheme).

Section 2

2. Details of Matters to be Considered

- 2.1 Cabinet must under Clause 5 of the Scheme terms and conditions consider each Endorsed Application. Each Endorsed Application must be approved unless Cabinet considers paragraph i to vi of Clause 5 applies.

Section 3

3. Contribution to CHASE

- 3.1 The operation of the Scheme has the potential to contribute to all aspects of CHASE.

Section 4

4. Financial Implications

- 4.1 The 2008-09 core budget for grant aid was £31,840 less grants of £3,000 each to Cannock Chase Sports Council and Cannock Chase Arts Council leaving a balance of £25,840 to be distributed amongst members. Additionally an amount of £15,837 has been rolled over from 2007-08 minus payments to date leaving a total budget available to spend of £5,877. Grants being approved in Annex 2 are being met from this rollover budget.
- 4.2 Members have invited bids from various institutions and considered these for grant. The results of these deliberations are outlined in Annex 2 totalling £2,847.00.
- 4.3 At the Council budget setting meeting of 25 February 09 Members approved inclusion of the Members Grant Aid Scheme as a savings option, therefore the scheme has ceased.

Section 5

5. Human Resource Implications

- 5.1 There are no human resource implications arising out of this report.

Section 6

6. Legal Implications

- 6.1 It is important that the consideration of applications under the Scheme by Cabinet is undertaken fairly and consistently so as to avoid unnecessary complaints or challenges.
- 6.2 Local Government Act 1972, Section 137, limits the amount of grant aid to, in general terms, contributions towards:-
- (a) the funds of any charitable body in furtherance of its work in the United Kingdom: or

- (b) the funds of any body which provides any public service (whether to the public at large or to any section of it) in the United Kingdom otherwise than for the purposes of gain: or
 - (c) any fund which is raised in connection with a particular event directly affecting persons resident in the United Kingdom on behalf of whom a public appeal for contributions has been made by the Lord Mayor of London or the chairman of a principal Council or by a Committee of which the Lord Mayor of London or the chairman of a principal Council is a member.
- 6.3 Local Government Act 2000 ('the 2000 Act'), Section 2 has provided the Council with a new power (the well being powers) to do anything which it considers likely to achieve:-
- (a) the promotion or improvement of the economic well-being of their area,
 - (b) the promotion or improvement of the social well-being of their area, and
 - (c) the promotion or improvement of the environmental well-being of their area.
- 6.4 This power enables the Council to give financial assistance to any organisation or individual providing a benefit for the whole or any part of the Council's area provided the Council considers it is likely to achieve any of the Council's aims.
- 6.5 The 2000 Act requires the Council to have regard to its Community Strategy when exercising the well-being powers in that the aims and objectives of any organisation or individual requesting assistance must be compatible with the Council's Community Strategy.
- 6.6 The Scheme is consistent with the aforementioned statutory framework.

Section 7

7. Section 17 (Crime Prevention) Implications

- 7.1 The Scheme has the potential to fund (whether in whole or in part) community based crime prevention initiatives and/or assist with crime reduction indirectly through the supporting of other wider community projects.

Section 8

8. Human Rights Act Implications

- 8.1 There are no Human Rights Act implications arising out of this report.

Section 9

9. Data Protection Implications

- 9.1 There are no Data Protection implications arising out of this report.

Section 10

10. Risk Management Implications

10.1 There are no risk management implications arising out of this report.

Section 11

11. Equality and Diversity Implications

11.1 There are no Equality and Diversity implications arising out of this report.

Section 12

12. Other Options Considered

12.1 There are no other options available under the Members' Grant Aid Scheme other than for Cabinet to approve the grants as set out in Annex 2 or refuse to approve some or all.

Section 13

13. List of Background Papers

None

Annexes to the Report

Annex 1 Members' Grant Aid Scheme Terms and Conditions

Annex 2 Schedule of Endorsed Grant Aid Applications requiring Cabinet Approval

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MEMBERS' GRANT AID INITIATIVE SCHEME

Terms and Conditions

1. Scope of the Scheme

1.1 The aim of the Members' Grant Aid Initiative Scheme ("the Scheme") is to enable each Cannock Chase District Ward Member to put forward applications for funding in that Member's Ward that promotes:

a. Social, economic and/or environmental well-being;

and/or

b. The CHASE objectives:

Children and Young Persons

Healthier Communities, Housing and Older People

Access to Skills and Economic Development and Enterprise

Safer and Stronger Communities

Environment

1.2 The Scheme seeks to improve the ability of Cannock Chase District Council to respond to local needs in a more flexible way by enabling Ward Members to actively promote and endorse organisations (and others) in delivering various benefits to the inhabitants of the District of Cannock Chase.

1.3 Each Member has an annual budget allocated to him/her to promote the CHASE objectives and the well-being of the inhabitants of his/her Ward or any other part of the District.

1.4 Any application supported by the Member is expected to:

a. promote and/or endorse one or more of the Council's corporate and/or CHASE objectives;

b. be lawful;

c. be properly spent;

d. not conflict with any of the Council's existing or proposed policies, schemes or plans;

- e. not lead to a financial commitment into future years
 - f. not be politically biased;
- 1.5 The Council shall allocate a specified financial sum to each Member of the District Council for each financial year ("Member's Fund").
- 1.6 The terms and conditions of the Scheme ensure that the Council's legal and financial position is safeguarded so as to avoid unnecessary challenges and liability.
- 1.7 The Council will review the Scheme and the Member's Fund annually.
- 1.8 The Director of Governance may issue further guidance as necessary from time to time to safeguard the Council's position and ensure all legislative provisions are adhered to.
- 1.9 Applicants must have regard to the purpose and scope of the Scheme and detail within any application submitted, how they meet, promote and satisfy the aims and objectives of the Scheme.
- 1.10 Applicants must adhere to these terms and conditions and any guidance notes issued in relation to the operation of this Scheme.
- 1.11 The Member's Fund shall be spent during the financial year to which the annual allocation relates; but, subject to clause i) below and with the prior approval of the Cabinet: -
- i) a Member may carry forward the whole or part of one financial year's unspent Member's Fund to the following financial year in order to support a proposal which could not be funded from the Member's Fund allocation available to that Member in the financial year to which the allocation relates, provided that no allocation may be carried forward beyond the next following financial year.
- 1.12 Except for that proportion of the Member's Fund being carried forward under clause 1.11 above, or re-allocated under clause 1.13 below, no Member's Fund (or any part thereof) may be carried forward beyond the financial year to which the Member's Fund relates.
- 1.13 Unless clause 1.14 and 1.15 below applies, the agreed payment of the Member's Fund in relation to a project shall, save in exceptional circumstances, be spend on the specified project in the Application Form by the end of the financial year to which the Member's Fund relates. Any unspent amount of the Member's Fund shall be cancelled, shall no longer be available to the Member to whom it was allocated and shall, if previously paid to the applicant, be returned to the District Council.
- 1.14 If there are exceptional reasons for a particular project not spending, in full or in part, that proportion of the Member's Fund allocated to it in the financial year in which it was approved, and if it is just and fair, in all the circumstances, to re-allocate the unspent amount of such Member's Fund, (and subject to the return by the applicant of that project of any unspent money to the Council), then that unspent sum shall be re-allocated to the Member concerned for the next following financial year and form part of the Member's Fund and be available for allocation

to a different project(s) to be approved in accordance with this Scheme and spent during that financial year.

- 1.15 The question of whether exceptional circumstances or reasons exist under the previous paragraphs shall be determined by the Director of Governance, in consultation with the Leader of the Council (or in his absence the leaders of the other major political parties), having regard to the views of the Member(s) concerned.
- 1.16 The Scheme must not be used to promote Members' candidature, or a political view, in connection with District or Parish Council elections, or a County, District or Parish by-election, nor in a way which could give rise to the inference that such influence was an objective of the support being given under a particular Scheme project.
- 1.17 Whilst the Scheme is not "frozen" in the run-up to every District and Parish election or by-election, Members shall have regard to the likely public perception when allocating the Member's Fund.

2. Applicants

- 2.1 Grant Aid applications can be made by individuals, organisations, charities, trusts, associations, partnerships or any other incorporated or unincorporated body.
- 2.2 All applications for grant aid must be made using the Council's prescribed 'Application Form'.
- 2.3 All applicants must provide details of a lead contact duly authorised with whom the Member/Council shall be entitled to communicate with in relation to the application submitted.

3. Making an application

- 3.1 All applications for grant aid must be made to the District Councillor(s) ("Member") whose Ward shall benefit from the application.
- 3.2 All applicants must provide a completed application form, which shall include all relevant and necessary supporting documentary evidence required.
- 3.3 Failure to provide a completed application form or all relevant supporting documentation shall result in the application not being considered and being returned.
- 3.4 Any Application Form containing information/details that are false, misleading or otherwise inaccurate shall result in the application being rejected.
- 3.5 Any Member's Fund already paid before any false, misleading or inaccurate information becomes known shall be repayable forthwith. If considered necessary, the Council reserves the right to instigate proceedings for the recovery of any funds paid and resulting losses.
- 3.6 **All applications for grant aid must be received by the appropriate and relevant Member(s) by the 31st day of January of the financial year (which runs from 1 April to 31 March).** No application shall be considered after this time unless there are exceptional reasons to justify acceptance.

4. Initial Application Assessment

- 4.1 Upon receipt of a duly completed application the Member shall consider each application fairly and carefully (having regard to clause 1 above).
- 4.2 Members have discretion with regards their preferred allocation of the Member's Fund, which can include a proposed allocation of the entire Member's Fund on one project or on a number of projects ("Endorsed Applications").
- 4.3 Members shall document their support for an Endorsed Application by completing a prescribed form ("Member's Record Sheet"), which must be completed and attached to the Endorsed Application.
- 4.4 All Endorsed Application(s), together with the Member's Record Sheet, shall be submitted to the District Council by the Member for further consideration, and if appropriate, approval.
- 4.5 Where an application for funding is less than the total cost, no grant shall be paid unless the outstanding funding has been obtained or secured.
- 4.6 Where a Member is prepared to recommend payment of part of the total funding requested, details of how any shortfall shall be met must be detailed in the Application Form and where appropriate evidence provided in support.
- 4.7 Two or more Members have the discretion to agree for all or part of their Member's Fund to be allocated to a particular project(s).

5. Cabinet Approval

- 5.3 All Endorsed Applications shall be vetted by the Director of Governance (or any person so authorised by him) before being referred to Cabinet, to ensure that they comply with this Scheme and no conflict of interest exists.
- 5.4 All Endorsed Applications, duly vetted in accordance with clause 5.1, shall be considered by Cabinet and will normally be approved unless:-
 - i. the proposal is one which is reserved to the Council; or
 - ii. it is contrary to Council policies, schemes or plans; or
 - iii. the Director of Governance advises it is unlawful; or
 - iv. it is a matter which would involve a payment to a school wholly or mainly to support the school's ordinary curriculum; or
 - vii. it would create an on-going financial commitment; or
 - viii. it relates to a function which is the legal responsibility of another statutory body or organisation.
- 5.2 Cabinet shall not consider any application for grant aid that is not an Endorsed Application under this Scheme.

MEMBERS GRANT AID SCHEME - Schedule of Endorsed Applications - Annex 2 27th August 2009 Cabinet

Councillor	Ward	Organisation	URN No.	Endorsed Amount	Purpose of the Grant	Conditions Attached	Declaration of Interest
Ansell, Mrs. P. A.	Rawnsley	Cannock Chase Advice Centre	358	31.00	Volunteer travelling expenses for home visits to elderly, disabled or housebound clients.		
Mawle, D. L.	Rawnsley	Cannock Chase Advice Centre	357	50.00			
				81.00			
Burnett, J.	Hednesford South	Cats Protection Cannock & Burntwood	356	400.00	Vet bills. Crusher cage to catch feral cats. Also need to install electrics in an outdoor pen		
				400.00			
Mitchell, C.	Cannock East	Chase CVS:Chase Under 5's Nursery	329	100.00	To renew the concrete leading to the nursery outdoor play area		
				100.00			
Ansell, Mrs. P. A.	Rawnsley	Chase Pairs	360	50.00	To promote healthy relationships to children through workshops and train teachers to support/signpost children after workshops		
Mawle, D. L.	Rawnsley	Chase Pairs	361	50.00			
				100.00			
Ansell, Mrs. P. A.	Rawnsley	Cruse Bereavement (Lichfield & Cannock)	363	50.00	General running costs of the Project		
Mawle, D. L.	Rawnsley	Cruse Bereavement (Lichfield & Cannock)	362	50.00			
				100.00			
Yates, Ms. W.	Hednesford Green Heath	Florence Street Methodist Church Youth Club	364	115.00	To enable some members of the Youth Club can attend a weekend at Beaudesert Scout Camp		
				115.00			
Mawle, D. L.	Rawnsley	Hazel Slade & Rawnsley Community Assoc	366	371.00	Lay gravel on Woodland Walk to stop it being muddy. Improve surface of car park		
Ansell, Mrs. P. A.	Rawnsley	Hazel Slade & Rawnsley Community Assoc	367	400.00			
				771.00			
Easton, Mrs. M.	Brereton & Ravenhill	Lunch Bunch at St. Michaels Church	369	200.00	Purchase new Microwave and other equipment and to buy food throughout the year		
Easton, R	Brereton & Ravenhill	Lunch Bunch at St. Michaels Church	368	250.00			
				450.00			
Burnett, J.	Hednesford South	Our Lady of Lourdes R C Church	379	255.00	Purchase materials for reslabbing		
				255.00			

Yates, Ms. W.	Hednesford Green Heath	St. Peters Church Hednesford	372	200.00	Improvement to grounds and access to St. Peter's Church, Hednesford		
				200.00			
Holder, M J	Norton Canes	The Sunshine Club	302	275.00	Provide basic equipment for running before & after school club. Toaster, Grill, Kettle etc		YES
				275.00			
GRAND TOTAL ENDORSED				2,847.00			