

Glasgow Community Planning Partnership

Calton Area Partnership

Report by Director of Governance and Solicitor to the Council

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INTEGRATED GRANT FUND REVIEW: AREA BUDGET

Purpose of Report:

To provide the Area Partnership with an update on the introduction of the new IGF Area Budget scheme, in accordance with the recommendations agreed by Glasgow City Council's Executive Committee in June 2015.

Recommendations:

The Area Partnership is invited to

- (1) note the report and appendix; and
- (2) note the implementation of the IGF Review recommendations relating to Area Budget applications requested/received after the 1st August 2016.

Glasgow Community Planning Partnership priorities:

Specify which priorities this report is in relation to and which underlying principles support the development activity.

SOA <i>Alcohol</i>	Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	SOA Principle <i>Early Intervention</i>	Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>
SOA <i>Vulnerable People; Preventing Homelessness</i>	Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	SOA Principle <i>Equality</i>	Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>
SOA <i>Vulnerable People; In-Work Poverty</i>	Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	SOA Principle <i>Sustainable Change</i>	Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>
SOA <i>Youth Employment</i>	Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	If other priority, please provide details here:	
SOA <i>Thriving Places</i>	Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>		
Other Priority	Yes / No <input type="checkbox"/> / <input type="checkbox"/>		

1. Introduction

- 1.1 This paper provides the Area Partnership with a final update on the Integrated Grant Fund (IGF) Review Area Budget proposals agreed by the Council's Executive Committee in June 2015, which came into effect for Area Budget applications requested and/or received after the 1st August 2016.

2. Background

- 2.1 The Council's Executive Committee on 25 June 2015 approved a [report](#) and appendices setting out 23 recommendations in relation to the IGF Area Budget.
- 2.2 Members will recall that the recommendations were developed following consultation, including survey monkey, workshops and meetings, with a range of stakeholders including members of both the Area Partnerships and the Sector Partnerships.
- 2.3 This report updates the Area Partnership on the implementation of the Area Budget Review recommendations in the new Area Budget scheme. The appendix contains the new Area Budget application forms, reports to APs and other documentation that is referenced in this report. The provision of the Appendix is in line with one of the Area Budget Review recommendations that *"A report will be provided to Area Partnerships ... confirming the application and assessment process"*.

3. Approved Recommendations for Implementation

- 3.1 The AP has been regularly provided with progress updates on the actions taken against each of the recommendations. The recommendations related to:
- (a) the investment strategy (3 recommendations);
 - (b) the eligibility criteria (2);
 - (c) the eligibility of public sector applications (3);
 - (d) minimum and maximum awards (3);
 - (e) the application process (3);
 - (f) delegated authority (5); and
 - (g) community budgeting (4)
- 3.2 In summary, the main objective of the IGF Area Budget Review recommendations was to develop a more efficient scheme that widens access to the funding whilst ensuring that the funding is a) targeted at local priorities and b) complements and is consistent with the overall IGF objectives and those of Glasgow City Council/Glasgow Community Planning Partnership. To achieve this objective, the recommendations proposed, in operational terms, a scheme with
- a simpler application process to encourage wider participation;
 - a consistent assessment process;
 - a streamlined but accountable decision making process; and
 - efficient grant management and monitoring processes.
- 3.3 The original implementation timetable was that the new Area Budget scheme would be in place as of the 1st April 2016. However in view of the budget

timetable and to ensure a smooth transition, this was revised to 1st August 2016. As a consequence, any intended timetables within the recommendations have been rolled forward by approximately four months (i.e. review to take place in summer of 2017).

The current position in terms of the recommendations is as follows:

a) Investment Strategy

- *Area Partnerships are required to agree their overarching approach for the use of their funds by 1st April 2016;*
- *This statement should detail the locally agreed investment priorities for their area which will be used as the basis for targeting Area Partnership funding; and*
- *The investment priorities should be updated on an annual basis.*

All Area Partnerships have agreed, following stakeholder engagement, their Investment Plans. These Investment Plans will be used by Area Partnerships to guide funding decisions on the use of the Area Budget from August 2016 onwards. Each AP's Investment priorities are included in the guidance available for Area Budget applicants and the Area Budget Funding Proposal Form (Appendix, Question 5) requests applicants to identify which local investment priority(s) their proposal will impact on. APs' investment priorities will be reviewed annually, starting in 2017.

b) Eligibility Criteria

- *Area Partnerships should seek to allocate funding to applicants that will assist in the delivery of their locally agreed priorities; and*
- *Area Partnerships will be able to discuss applications that do not fit with the investment priorities but that make a strong case for consideration. The Area Partnership will be required to agree an amendment to their investment priorities prior to agreeing any funding to such applicants. Area Partnerships should consider whether these changes should continue to be reflected in the annual review of investment priorities.*

The new proposal form and guidance should enable potential applicants to easily determine whether their proposal, and elements within their proposal, is eligible for Area Budget funding. Similarly, the new assessment process, including the definition of "*strong case for consideration*" and clearer guidance on what the Area Budget doesn't fund (Appendix: Community Budgeting Eligibility Criteria), will enable assessors to more easily determine a proposal's eligibility. This will result in more consistent assessments and recommendations across all Area Partnerships.

c) Eligibility of Public Sector Applications

- *Public sector organisations will be eligible to submit funding applications to the Area Partnerships where they have demonstrated;*
 - *Fit with local priorities*
 - *Involvement of local communities*
 - *Additionality to core remits.*
- *The application forms will be revised to facilitate this.*

- *A review of this approach will be undertaken towards the end of the financial year 2016/17.*

The proposal form includes a question (Appendix, Question 7) specifically for Local Authority/Public Sector applicants that should identify that the proposed provision is additional to their core remits. Additionally, details will be requested from public sector organisations as to their core remits to assist with assessing eligibility. The review of the new Area Budget scheme will include assessing the impact of this recommendation.

d) Minimum and Maximum Awards

- *A minimum award of £300 will be applied to the Area Partnership budgets from 1st April 2016.*
- *A maximum award of 10% of the Area Partnership's annual budget to any single organisation for one or more projects, unless there are exceptional circumstances, will also be applied from 1st April 2016.*
- *The proposed maximum awards for specific activity will be applied from 1st April 2016.*

The new proposal form and guidance should enable potential applicants to understand and request a level of funding that is in accordance with the agreed minimum and maximum levels. Similarly, the new assessment process, including the definition of “*single organisation*” will ensure that funding recommendations submitted to Area Partnerships are in accordance with the agreed minimum/maximum level of funding.

The Area Partnership is reminded that the following maximum awards were agreed by Glasgow City Council's Executive Council in June 2015:

- £350 for bus trips
- £500 for team strips
- £1,000 for residential trips
- £5,000 for community events

The Area Partnership is also reminded that in relation to b) – d) above, it is ultimately for the Area Partnership to make the final decisions on how its budget is allocated within its priorities, policies and set parameters, including determining what constitutes “exceptional circumstances”.

e) Application Process

- *A shorter, simpler application form will be introduced from 1st April 2016;*
- *A report will be provided to Area Partnerships before the end of 2015/16 confirming the application and assessment process; and*
- *A revised approach to publicising the Area Budget, including detail on criteria and application deadlines will be agreed and implemented.*

Two shorter proposal forms (separate form for bus trips) and associated guidance notes have been developed for IGF Area Budget applications (Appendix: Funding Proposal Form 2016/17). The new Area Budget Proposal Form has been refined following feedback from the recent Area Partnership

Community Budgeting pilots, where a simplified application process was adopted and welcomed.

Area Budget proposals submitted and assessed for this meeting have used the previous Area Budget form with the new Area Budget proposal forms and guidance being used for proposals that will be submitted to the October/November cycle of Area Partnership meetings.

f) Delegated Authority

- *A Scheme of Delegated Authority will be introduced for applications under £500;*
- *This will be piloted across Area Partnerships for 2016/17 with a review towards the end of 2016/17;*
- *The Area Partnership Chair will have the ability to direct specific applications to the Area Partnership meeting for a decision rather than use delegated authority;*
- *Delegated authority decisions will be taken by Executive Director for Corporate Services¹; and*
- *A full report on each funding decision approved under delegated authority will be provided to each Area Partnership at their next meeting.*

The guidance (Appendix: Guidance for Delegation of Authority) for the delegation of authority that comes into effect for proposals received after the 1st August 2016 was included in a report to the Area Partnerships in May 2016. The first summary report (Appendix: Applications to be Considered for Funding Under Delegated Authority) for all applications up to £500 will be sent to the Area Partnership chairperson in the first week in September and thereafter on a monthly basis. Based on that report, the Area Partnership chairperson may, in discussion with the Director of Governance and Solicitor to the Council:

- Seek additional information
- Refer an application to the Area Partnership for consideration

The Area Budget report (Appendix: Applications for Funding) that will be presented at future Area Partnership meetings will include a section with information detailing all Area Budget proposals that have been approved under delegated authority.

g) Community Budgeting

- *The programme of training on community budgeting will be continued for Area Partnership members throughout 2015/16;*
- *The focus of this training will be to improve understanding of community budgeting, provide opportunities to consider how this might be delivered in Glasgow, and discuss processes and supports that will require to be developed;*
- *Support will continue to be provided to a small number of pilot community budgeting initiatives and lessons learnt will be reviewed; and*

¹ Following a departmental restructure, the delegated authority decisions will now be taken by the Director of Governance and Solicitor to the Council.

- *The training and evaluation of pilot initiatives will be used to develop a more detailed proposal on the introduction of community budgeting in Glasgow. This proposal will be 'co-produced' with local residents and submitted for consideration before 1st April 2016.*

The recent Community Budgeting pilots have provided opportunities for learning and the development of future approaches will be further informed by the evaluation of the pilots. The majority of Area Partnerships have allocated Area Budget funding for another Community Budgeting exercise in 2016/17. Proposals seeking Area Budget funding through a Community Budgeting approach will be required to meet the Area Budget eligibility criteria and be in accordance with any other relevant Area Budget Review recommendation (e.g. maximum and minimum award levels).

- 3.4 A key aspect of the new IGF Area Budget scheme will be the promotion of its availability to a wider audience, encouraging new applicants. The new forms and guidance have been/will be widely publicised, including through the following:
- Glasgow City Council, Glasgow Community Planning Partnership and Community Council websites;
 - Social Media platforms; and
 - Local Service Provider and Service Users Forums.
- 3.5 A review of the effectiveness of the first 12 months of the new approach to the IGF Area Budget will be submitted to the Area Partnership in 2017. This review will also take into account other factors that will impact on the Area Budget over the next 12 months (e.g. revised Multi Member Electoral Ward Boundaries; the Community Empowerment Scotland Act 2015).

4. Summary of Area Budget Scheme

- 4.1 As outlined in Section 3.4, information on the new Area Budget scheme is being publicised through a range of methods. If an organisation is seeking Area Budget funding, the following process will now take place.

Application Process

- 4.2 A central point of contact will be established to access Area Budget documentation electronically and by phone. Area Team contact details will also be available if more local information is required. The central point of contact will also provide deadlines for when an application needs to be submitted in order to be considered at the following Area Partnership meeting. The deadline dates will be 4 weeks before the Area Partnership meeting. This will enable further information to be sought, if required, from the applicant prior to the Area Partnership pre-agenda meeting. Allowance may be granted for later applications that meet emergency criteria (e.g. time critical; extenuating circumstances that prevented earlier submission).
- 4.3 On receipt of a Funding Proposal Form (FPF), the central point will notify the appropriate Partnership & Development Office/Officer and the Partnership & Development Officer will undertake an assessment that covers:

- Eligibility Criteria
 - ✓ Area Partnership Investment Priorities/Plan
 - ✓ “*Strong Case for Consideration*”
 - Community Need
 - Community Involvement
 - Community Benefit
 - ✓ Public Sector Eligibility
 - ✓ Minimum/Maximum Levels
 - ✓ Item Eligibility
- Need for External Assessment
- Delegated Authority for proposals for under £500
- Organisational Assessment
- IGF Compliance
- Level of available funding

4.4 Based on the assessment findings, the PDO will propose a funding recommendation in the report to the Area Partnership. Following the decision of the Area Partnership, the PDO will

- (a) if successful, ensure, in conjunction with the Grants Support Office², that a Grant Award Letter/Funding Pack is issued to the organisation within ten working days. The Grant Award letter will include a standard comment in relation to the provision of receipts and any additional conditions/comments on the grant as agreed by the Area Partnership; and
- (b) if unsuccessful, notify the organisation of the decision of the Area Partnership within five working days, providing the ground(s) for the Area Partnership decision and any alternative funding streams, if applicable.

4.5 Following an award, PDOs, in conjunction with the Grants/Monitoring Team³, will monitor 10% of the successful awards (c. 80 based on the number of Area Budget applications in 2015/16). This will entail the PDOs visiting the project and the organisation completing an evaluation form including the provision of receipts.

4.6 As referred to previously, Democratic Services will review the impact of the changes to the Area Budget process in the autumn of 2017.

5. Recommendations

5.1 The Area Partnership is asked to

- (a) note the report and Appendix 1; and
- (b) note the implementation of the IGF Review recommendations relating to Area Budget applications requested/received after the 1st August 2016.

² The Grant Support Office is the section within Glasgow City Council that has the responsibility for financial management, including the payment, of IGF awards, once an award has been agreed by the appropriate forum.

³ The Grants/Monitoring Team is the section within Glasgow City Council that has the responsibility for monitoring the delivery of services/projects that are funded through IGF.