

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE

At: Committee Room 5, Guildhall, Swansea

On: Wednesday, 5 August 2015

Time: 11.00 am

AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal and Prejudicial Interest.** 1 - 2
- 3 **Minutes:** 3 - 12
To approve and sign, as a correct record, the Minutes of the Meeting held on 1 July, 2015.
- 4 **Review of Work Plan 2015 - 2016.**
The Chair will lead a discussion regarding the work undertaken during the 2015 – 2016 Municipal Year.



Patrick Arran
Head of Legal, Democratic Services & Procurement
Wednesday, 29 July, 2015

Contact: Democratic Services - 01792 636923

BUSINESS AND ADMINISTRATION CABINET ADVISORY COMMITTEE

Labour Councillors: 9

J E Burtonshaw	C Thomas
J A Hale	D W W Thomas
T J Hennegan	L V Walton
G Owens	T M White

Liberal Democrat Councillors: 2

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Independent Councillor: 1

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Conservative Councillor: 1

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Officers/Members:

Clive Lloyd	Cabinet Member for Transformation & Performance (For Info)
Dean Taylor	Director of Corporate Services(For Info)
Sarah Caulkin	Head of Information and Business Change
Jo Portwood	Policy and Strategy Officer
Democratic Services	
Archives	

Total Copies Needed:

20

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

CITY AND COUNTY OF SWANSEA

MINUTES OF THE BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON
WEDNESDAY, 1 JULY 2015 AT 11.00 AM

PRESENT: J A Hale (Vice Chair) Presided

Councillor(s)	Councillor(s)	Councillor(s)
J E Burtonshaw T J Hennegan	G Owens C Thomas	L V Walton T M White

Officers:

A Evans	-	Manager, Design Print
S Martin	-	Voluntary Sector Relationship Co-ordinator
S Woon	-	Democratic Services Officer

12 **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor D W W Thomas.

13 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

14 **MINUTES.**

RESOLVED that the minutes of the Business and Administration Cabinet Advisory Committee held on 3 June, 2015, be approved as a correct record.

15 **DESIGN PRINT - UPDATE REPORT. (VERBAL)**

Anthony Evans, Design Print Manager, provided an update presentation on performance and related issues.

The presentation covered:

- Performance 2014-15;
- Customer Survey Results;
- Benchmarking;
- Benchmarking Results Table;
- Comparisons;
- Business Model External;
- Business Model FM;
- Business Model Trading Arm;
- Summary of Main Recommendations;

- Organisational Structure; and
- Business Opportunities.

Members' discussed the content of the presentation and asked questions of the Officer who responded accordingly.

The Chair thanked the Officer for his informative presentation.

16 **UPDATE REPORT - THIRD SECTOR SPEND AND THE COMMUNITY ACTION TRANSFORMATION FUND. (VERBAL)**

The Voluntary Sector Relationship Co-ordinator circulated details of Third Sector Spend, origins of funding and decision making mechanisms. He also offered information on the Community Action Transformation Fund.

Members' asked questions of the Officer who responded accordingly.

The Chair thanked the Voluntary Sector Relationship Co-ordinator for his informative presentation.

RESOLVED that the Voluntary Sector Relationship Co-ordinator circulate details of the Community Action Transformation Fund Pack Criteria and Guidelines for 2015-2016, and the pack be attached to the minutes.

17 **WORK PLAN 2015-2016.**

The Chair stated that a review was progressing regarding the format of Cabinet Advisory Committees.

He thanked all Members for their attendance and support.

The meeting ended at 12.00 pm

CHAIR

Community Action Transformation Fund



Criteria and Guidelines 2015 – 2016

Background – *Sustainable Swansea, Fit for the Future*

The scale of the financial, demographic and sustainability challenge requires the Council to adopt a radically different approach to previous years. An approach that focuses on:

- *The core future purpose of the Council*
- *The transformation of services and the model of delivery*
- *Greater collaboration with other councils and local organisations, community groups and residents*
- *And, above all, sustainable solutions with prevention at the heart of this*

This ambition is set out in *Sustainable Swansea – fit for the future*.

A number of Budget Principles underpin Sustainable Swansea, two of which are particularly relevant to the Community Action Transformation Fund:

- **Different Models of Delivery:** options will assess service provision (cost and outcomes) against other delivery models including: collaboration, outsourcing, partnering, community action
- **Personal Responsibility:** action is required to change behaviour and to increase the number of people and communities helping themselves as part of our approach to sustainability

Sustainable Swansea has four work streams to achieve the desired change, one of which is **New Models of Delivery**. Part of the New Models of Delivery work stream is the **Community Action** strand. The aims of this strand are to:

- Build community capacity for self help
- Use community assets to support local action
- Increase and support voluntary sector provision
- Increase co-production

Aims and Purpose of the Community Action Transformation Fund

The Fund has been created to support the delivery of the aims of the Community Action strand. In particular, funding will be aimed at proposals from community groups to:

- Develop proposals to run Council services locally and/or
- Facilitate the transfer of community assets.

Therefore Community is defined as: more than one individual within their local area of residence who shares a common purpose with others.

Essential Project Criteria

- Applicants **MUST** work in partnership with the City and County of Swansea Department with the responsibility for the asset or service under question when developing their application and prior to submission. Applications not supported by Departments, or when the council has no knowledge of the plans prior to submission will not be supported by the Panel.
- All applications must demonstrate how the council will save money by transferring the asset or service – this saving should be easily identified in council budgets and savings easily tracked by the External Funding Panel – applications which do not directly save the council money are unlikely to be successful.

What can the Fund be used for?

The sort of things that the Fund can be used for include (not exhaustive):

- Support to develop a business case expanding levels of community action, and/or providing a community based model of service delivery
- Funding for a local community engagement exercises to ascertain and develop levels of community involvement and engagement for community led services
- Support the development of co-produced services with the community and voluntary sector
- Work to set up a community trust to provide a community based service
- Training local people to run services or manage a facility, resulting in the Council withdrawing resources over time, or transferring assets.
- Evidenced costs in developing a business plan for future service delivery including market research, accountancy and legal costs.
- Potential initial set up costs, including engagement, training, capacity building.
- Support for professional advice
- It is anticipated a majority of supported projects will be based on revenue funding, however capital funding will be considered if the expenditure can demonstrate a long term saving or that an innovative project can be developed with some investment in capital expenditure.

The Fund will complement existing initiatives, but will also be used for **different things**, rather than simply be additional money for existing services. In other words, we are looking for innovative bids which offer new solutions and build on community action.

Principles underlying the fund:-

- 1) The Council will either reduce or withdraw from service provision across many current activities due to budget and hence service constraints.
- 2) The Council recognises the value of those services to the Community (either geographically or in the wider sense in terms of a user community), and wishes to encourage the continuation and development of those services through a different model delivered specifically by and through the Community.
- 3) The Council will not be able to support the cost of services going forward however delivered. (Unless they are directly commissioned or procured from the Community based provider)
- 4) The Council is willing to consider applications from interested parties who express an interest in continuing elements of service delivery which may or may not involve the use of current Council assets.

- 5) The Council will not retain any continuing liability for services or assets once transferred

Who can apply?

Swansea Community Action Transformation Fund will award grants to **not for profit voluntary and community groups or companies** for activities, services and facilities for the benefit of people living in the City and County of Swansea. Community Councils are also eligible entities for this programme.

To be in receipt of a Community Action Transformation Fund grant all successful applicants **Must:**

(note; Organisations forming for the purpose of undertaking a project/proposal under the Community Action Transformation Fund can apply without the documentation below but will be expected to develop a full set of documentation prior for any formal offer of grant or payment of grant monies)

- Be self-governing, not profit distributing, be for community/public benefit and have an appropriate signed **constitution**/governing document/rules. Or One or more Individuals Proposing to develop interested not for profit groups/organisation/companies
- Have a **bank account with at least two signatories** in the name of the organisation applying for the grant.
- Existing not for profit organisations currently providing services who wish to expand areas of operation either geographically or in terms of wider service provision
- Have in place an effective **equality policy**.
- Have in place an effective **green or environmental policy**.
- Have in place a policy for safeguarding children and vulnerable adults (where appropriate)
- Demonstrate **sound financial management** in particular for authorising and recording expenditure.
- Provide a set of their most recent **financial accounts**, signed as being audited or independently inspected (according to the level of the income and expenditure) **or**, in the case of recently formed organisations, a forecast of income and expenditure for the next year.
- Show evidence of **local community support**.

(Please contact Swansea CVS ☎544000 if you need help with any of the above.)

Community Councils in the City & County of Swansea boundary are also eligible to apply to the Community Action Transformation Fund

Swansea Community Action Transformation Fund Application Details and Closing Dates

The External Funding Panel will accept applications for services and projects that tackle the priorities listed above.

There is **NO** maximum limit for applications but **grants will usually be in the range of £1,000 - £ 25,000**. Grants for more than £25,000 will be considered only in exceptional circumstances.

It is proposed there will be two rounds of funding for the 2015/16 year.

Closing dates for applications are:

September 5th 2015 @ 4pm

March 4th 2016 @ 4pm

The External Funding Panel are scheduled to meet on October 7th 2015, April 6th 2016, applicants will be notified of the Panels decisions within 5 working days of the panel date. Please note: circumstances may dictate that meetings may be cancelled or rescheduled, if so applicants will be notified of any changes. The panel takes no responsibility for issues arising from postponed or rescheduled meetings.

Applications will **NOT be accepted** after the deadline to the respective panel. Applications submitted after the deadline will go to the next available Panel meeting.. Applications submitted after the March 2016 deadline may be carried forward to any future meeting; however it should be noted that it has not been confirmed the fund will continue after April 2016.

Applicants are **instructed to send an electronic version** (of the application form only) to spencer.martin@swansea.gov.uk - If you have any problems with providing information electronically please contact Spencer Martin on ☎636734. Please do not send supporting documentation electronically.

The full application pack plus supporting documentation should be sent to:

**Spencer Martin,
City & County of Swansea,
Poverty and Prevention Partnership Team,
Room 3.3.16, Civic Centre,
Oystermouth Road,
Swansea.
SA1 3SN**

How will my application be assessed?

The Applications will be assessed by the City & County of Swansea External Funding Panel. The Panel is comprised of the Cabinet of the City and County of Swansea who are voting members. The Panel are advised in the process by non-voting members including Voluntary Sector representatives and relevant Officers of the City and County of Swansea Council.

Applications will be measured and assessed against the Funds eligibility criteria and priorities and Panel members will be advised of such.

All applications will be shared with Officers within the City and County of Swansea for comment and priority in relation to Departmental targets, aims and objectives.

It is important that you make your case as well as you can in your application pro-forma, answering all the questions fully. We will expect all applications to be properly planned and costed. Where overheads or management costs are included we will need a breakdown of how these were calculated. The Panel may request additional information (for example, cash-flow, up to date management accounts, business plan) before the application is processed.

The External Funding Panel may require the applicants to give a presentation on their application during the assessment process.

Unsuccessful applicants will be given feedback and offered appropriate advice and support. If your application is unsuccessful we will be pleased to discuss your application.

Overviews of applications and applicants and whether supported for a grant or not will also be reported to Cabinet and any relevant Overview & Scrutiny Boards. **Therefore please note that information on all applications will be in the public domain.**

In all cases the decision of the External Funding Panel is final.

When will I know the outcome of my application?

We aim to inform applicants of the outcomes of their within 5 working days following the External Funding Panel meetings anticipated to be held on October 7th and April 6th. Please note however circumstances may dictate that External Funding Panel meetings may be cancelled or rescheduled.

Payment of Grants and Monitoring

Successful applicants will be offered a grant subject to acceptance of our terms & conditions. These will be sent to all successful applicants (Standard terms and conditions are available prior to decision on request) – however following decision

additional terms and conditions will be added in reference to the comments and requirements of the Panel on your specific project. Please note grant amounts offered may not be of the full amount requested in the application. Discussions and amendments to projects and targets may be necessary at this stage prior to accepting the offer of grant.

Dependent upon the project grants will be paid as one off lump sums or quarterly in advance, after completion of an acceptance of terms & conditions. Applicants will be expected to provide itemised expenditure details.

A monitoring form will be completed either; Annually, at the end of the grant period or at set intervals during the projects life (dependent upon the type of project being supported) and submitted with receipts/proof of expenditure.

Outcomes from the work undertaken with the grant will be reported including internally within CCS to Corporate Management Team, Cabinet and Overview & Scrutiny Board with a report published externally. **Therefore please note that information on progress and outcomes of supported applications will be in the public domain.**

Applicants will sign a declaration that the grant has been spent as intended. We may visit to monitor progress.

We will expect recipients of grants to produce audited or independently inspected accounts (appropriate to the level of the organisation's income and expenditure) during the lifetime of the grant. The accounts should clearly identify the grant received from the Swansea Community Action Transformation Fund.

More information and help is available from:

Spencer Martin
☎ 01792 636734

✉ spencer.martin@swansea.gov.uk

Guidelines for completing application pro-forma

The pro-forma should be completed in 12-point font or in black ink.

Each box should not exceed a maximum of 250 words.

Q1 Applicant details:

Details given in this question should be for your organisation (or proposed organisation) as a whole.

Q2 Description of the project or service:

- a. Purpose/Aim – Tell us briefly what you plan to do and hope to achieve through your project. The answer to this question should give a brief overview of what the project is about.
- b. Council Service(s) your project/service will replace – Who currently undertakes the service or maintains the asset? - How will this project improve

service to the residents of Swansea, how will it save money? An estimated Financial saving to the City & County of Swansea should be provided in consultation with Department currently providing the service or maintaining the asset.

Evidence of need – Explain how you know that there is a demand for what you propose to do? Has there been a survey? Do you have local statistics that support your claim? Do you have local support for your project, for example, from Community First Partnership or other local organisations?