

## **Broadland District Council Member-Led Grant Rules**

### **MEMBER WARD FUND**

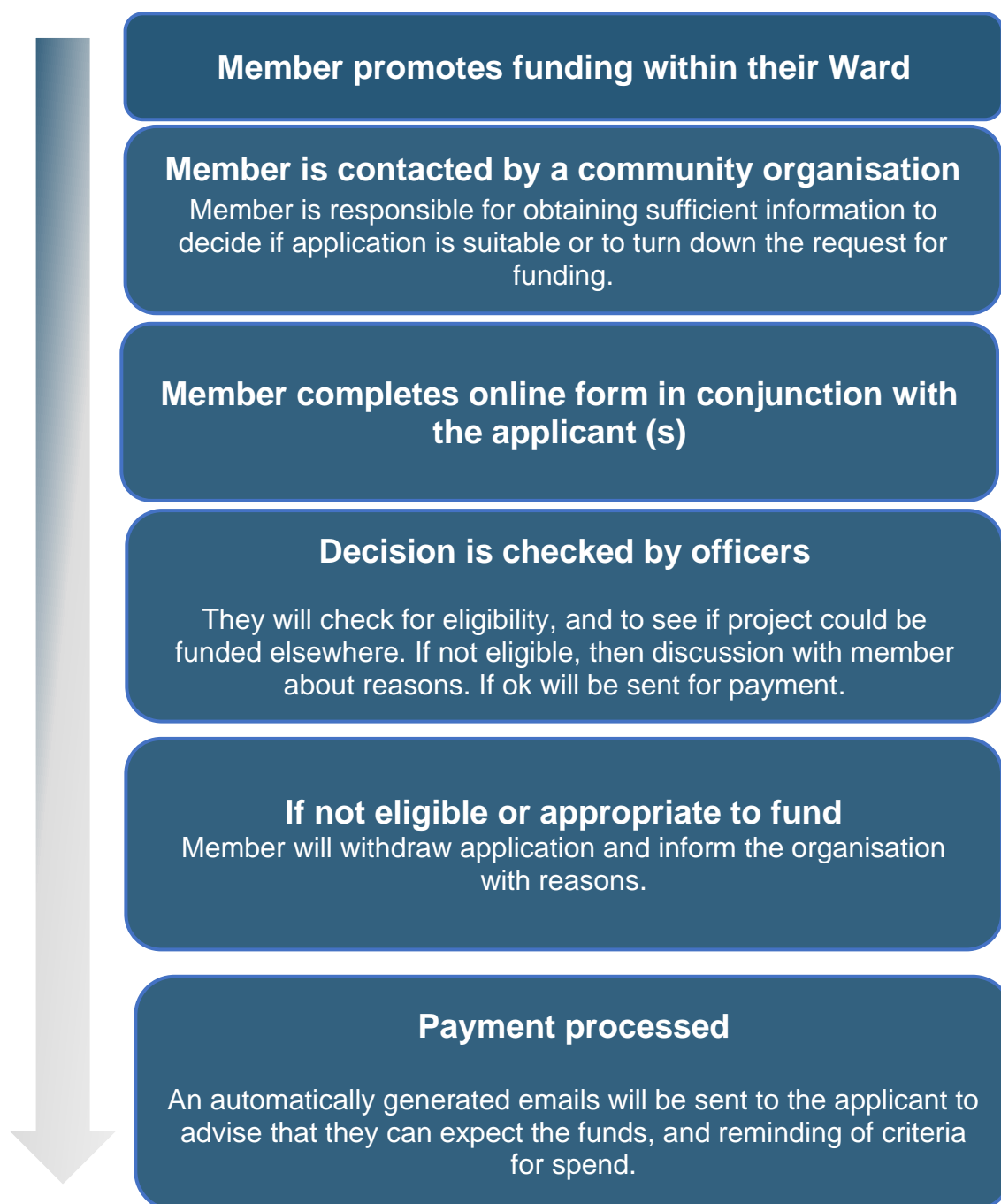
These ground rules set the criteria in awarding grants from the Member Ward Fund. The purpose is to be flexible and responsive to local decision-making; therefore, members are encouraged to make quick, sound decisions which support groups or initiatives that meet identified local need.

#### **1. Role and responsibility of members**

- 1.1 The Council supports its members in meeting the ambitions of the community and identifying and delivering local solutions, which build capacity in communities to enable people to help themselves, which in turn support the Council's corporate priority areas and the way in which we work.
- 1.2 All members should take a central role in identifying and delivering improvements to the quality of life of people in their communities. Members are expected to be active in consulting with the community, identifying local needs and working with communities to identify how best to achieve these needs.
- 1.3 This means combining and utilising all the experience, knowledge, skills and networks of the members, and working closely with officers to understand what goes on in their communities and what the important issues are for local people, and to come up with innovative and effective solutions to make improvements.
- 1.4 Each member will be allocated a budget (the Members' Ward Fund) to:
  - increase levels of community capacity at a very local level;
  - allow flexible and timely funding of very small initiatives within communities;
  - enable communities to help themselves, as early as possible; and
  - enhance the social, economic or environmental wellbeing of the community.
- 1.6 Each member is accountable for making decisions to allocate funding from their budget. The decisions must meet the following criteria:

- The payment must be over £50;
- The funding will normally go to a community group, but may be awarded to social enterprises, businesses, charitable organisations or other public agencies if the aims are being met - but **NOT** to an individual.
- The granting of the funding is for a specific activity and will not imply an ongoing commitment by the Council nor have a revenue implication;
- The activity being funded:
  - Has not already taken place (retrospective funding is not permitted);
  - Could not easily be funded elsewhere
  - Does not cover costs of routine maintenance
  - Can demonstrate support in the community
  - Has not received member-led Council funding over the past 2 years.
- The project or activity must promote communities working together and enhance the quality of life of people living or working in the Ward, this may be within the Ward boundary or beyond.
- The funding can be used by the community group during the 12 months following receipt.
- The funding cannot be used to support any activity more than once in a two-year period.
- As far as the member is aware, making the payment to the recipient would not result in fraudulent or illegal activity or any practices which would bring Broadland District Council into disrepute. This would include ensuring that all recipients have any required permissions in place.
- The funding must not replace funding previously provided by other statutory agencies such as the County Council.
- The funding given should give regard to the Public Sector Equality Duty ensuring that any funded activity does not discriminate people with a protected characteristic and that they are given the same opportunities as other people.
- Precepting authorities raise their own budgets and therefore funding must not go to another local authority such as County, Town or Parish Council for projects / services that they are required to fund through their own precept, are a service that they normally fund, or that the precept could cover. Examples of what would not be included are village signs, parish notice boards, general maintenance.
- Funds may be provided for additional services where the local authority is not required to fund or is a substantial investment that could not be normally covered by the local authority's precept. Examples of what could be funded include defibs, major refurbishments.

## Member Ward Fund: allocation of funds



## **2. Follow Up**

2.1 It is the members responsibility to ensure that the funded projects and activities are delivered as agreed. Where that is not the case, the member, together with officers will be responsible for resolving disputes and taking action, including withdrawal of funding where appropriate.

2.2 If a grant has been used for the purpose that it was not originally intended or has not been spent within the given time period then officers will work alongside the member who awarded the funds, to follow the Debt Recovery Procedure to recover the funds from the community group.

2.3 Twice a year, grants awarded will be presented to the Overview and Scrutiny Committee for review, including outcomes achieved. The Overview and Scrutiny Committee will hold members to account, and request that members present their reasons for funding projects to the panel for scrutiny. Details will also go on member's profiles on the council's website.

2.4 Funded groups and activities will be expected to use the council logo on promotional material and refer to the council's funding in press releases.

## **3. Governance**

3.1 There must be a transparent audit trail in respect of decisions. In compliance with the legislation, the individual member is responsible for ensuring a record is made in writing of any decision or action she or he has taken. The online member Ward Grant Notice of Decision Form will form both the request to process a payment and also the record of that decision and reasons for it.

3.2 Following submission of the online decision form via the Communities team, application agreed to be funded will pass to the Finance team who will process payment of the grant.

3.3 The annual fund will start on April 1<sup>st</sup> each year and must be spent or allocated by 1<sup>st</sup> March the following year. The only exception is an election year when the fund will start after the election, and close on 1<sup>st</sup> March.