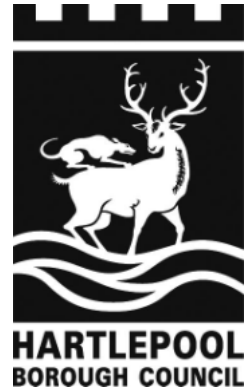


GRANTS COMMITTEE AGENDA



Wednesday, 11 November 2009

at 2.00 pm

in Committee Room C, Civic Centre, Hartlepool

MEMBERS: GRANTS COMMITTEE:

The Mayor, Stuart Drummond
Councillors Payne and Tumilty

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To receive the minutes of the meeting held on 17 August 2009
(attached)

4. KEY DECISIONS

No items

5. OTHER ITEMS REQUIRING DECISION

- 5.1 Community Safety Capital Grants Allocations – *Head of Community Safety and Prevention*
5.2 Community Pool 2009/2010 - Round 3 – *Director of Child and Adult Services*

GRANTS COMMITTEE

MINUTES AND DECISION RECORD

17th August 2009

The meeting commenced at 2.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor Robbie Payne (In the Chair)

The Mayor, Stuart Drummond and Councillor Victor Tumilty

Officers: John Mennear, Assistant Director (Community Services)
Brian Neale, Crime and Disorder Co-ordinator
Tracy Liveras, Young People and Play Co-ordinator
Pat Usher, Sport and Recreation Manager
Susan Rybak, Community Resource Officer
Peter Gouldsbro, Community Safety Officer,
Tracey Rowe, Regeneration Officer
Pat Wormald, Senior Clerical Officer
Jo Wilson, Democratic Services Officer

1. Apologies for Absence

None

2. Declarations of interest by members

None

3. Minutes of the meeting held on 11th May 2009

Agreed.

4. Play Opportunities Pool Award 2009/2010 *(Director of Children's Services)*

Type of decision

Non-key

Purpose of report

To advise members of applications to the Play Opportunities Pool and seek approval for recommended grant awards.

Issue(s) for consideration by the Committee

The Play Opportunities Grant totals £18,000 and was made available to community groups and voluntary organisations to provide play opportunities throughout the year complementing provision delivered through Children's Centres and Extended Services. Information relating to the groups requesting funding was detailed in the report with the following recommendations:

- West View Project – a contribution of £3,000 towards staff costs and transport during a series of playschemes in school holidays
- Hartlepool Families First – a contribution of £3,000 towards staff costs, management costs and the purchase of additional resources to deliver 60 two-hour sessions over school holiday periods.
- Hartlepool Special Needs Support Group – a contribution of £2,800 towards the cost of volunteers, staff costs, transport, children's entertainers and craft workshops during school holiday periods.
- Brougham Centre – a contribution of £1,036.88 toward staff costs to deliver 25 sessions of weekend play provision.
- Manor Residents Association – a contribution of £2,500 towards transport, volunteers' expenses and insurance costs for playschemes during school holiday periods.
- Child Deaf Youth Project – Contributions of £425.16 toward summer playscheme costs including staff, volunteers' expenses and transport and £1,767.68 towards costs for the under 11s Youth Project for sessional staff, transport administration and volunteers' expenses
- Harbour Children's Outreach Service – a contribution of £700 to purchase equipment identified within consultation sessions with children accessing the refuge

Decision

That the following grant awards be approved:

Brougham Centre - £1,036.88
Child Deaf Youth Project - £2,192.84
Harbour Children's Outreach Service - £700
Hartlepool Families First - £3,000
Hartlepool Special Needs Support Group - £2,800
Manor Residents Association - £2,500
West View Project - £3,000

5. Community Safety Capital Grants Allocations *(Head of Community Safety and Prevention)*

Type of decision

Non-key

Purpose of report

To advise members of applications to the Community Safety Capital Fund and to consider approval for recommended grant awards.

Issue(s) for consideration by the Committee

The Community Safety Capital Grant Fund in total for 2009/10 was £155,050, including an underspend of £5,050 from the previous year. However in December 2008 Cabinet had allocated £50,000 from the Community Safety Capital budget to provide an investment scheme for CCTV cameras and equipment during 2009/10 to 2011/12. Consequently the net fund remaining was £105,050. Recommended grant awards to be considered at this meeting totalled £56,000:

- Tunstall Court / Ward Jackson Car Park – a contribution of £8,000 toward the installation of a car park at the site. Total cost of £88,000 with Hartlepool Borough Council capital receipts injection to cover the remainder.
- Community Drug Centre – a contribution of £6,500 toward the installation of 2 external CCTV cameras at the centre, located on the corner of Whitby Street and Surtees Street. Total cost of £11,000 with the Drug Action Team to cover the remainder.
- Wharton Terrace / Mapleton Road / Parton Street improvements – a contribution of £41,500 toward removal of planters and street-scape works. Total cost of £150,800 with the remaining costs covered by Neighbourhood Element funding (£19,000), SCRAPT (£50,000), WNF – Resident Priorities (£5,300) and HBC Community Safety Grant Fund (£35,000).

Councillor Tumilty referred to vandalism against cameras positioned in Ward Jackson Park and asked if the cameras at the Drug Centre would be sufficiently protected. The Community Safety Officer advised that the cameras at the Park had been situated in the only possible place and those responsible for the vandalism had been apprehended. Should any repeat attacks occur officers would revisit the siting of these cameras. The Mayor suggested that the cost of the cameras should be taken out of the £50,000 allocated by Cabinet and ringfenced for CCTV use.

Regarding the improvements to Wharton Terrace/Mapleton Road/Parton

Street the Chair queried whether £150,000 could not be better spent in other ways. He felt concerned that enforcement action would only move the problems into other areas where such funding might not be available. The Crime and Disorder Co-ordinator acknowledged that displacement was a possibility but said officers would do all they could to monitor this. The Mayor felt it would be mistake not to do the work because of what might happen. NAPs were about community involvement and the NAP had asked for these improvements. The Community Safety Officer pledged to ensure that the intervention measures worked.

Decision

That the following grant awards be approved:

Community Drug Centre - £6,500
Tunstall Court/Ward Jackson car park - £8,000
Wharton Terrace/Mapleton Road/Parton Street improvements - £41,500

6. Civic Lottery Fund Grant Applications 2009/2010

(Director of Adult and Community Services)

Type of decision

Non-key

Purpose of report

To advise and seek approval for the first round of Civic Lottery Fund Grant applications in the 2009/2010 financial year.

Issue(s) for consideration by the Committee

The report sought the Committee's consideration of the following:-

- The general approach to the allocation of the funding available from the Civic Lottery in 2009/2010
- The approach to the award of grants for Senior Citizens' summer outings and Christmas parties and approval of the delegation of authority to officers to approve these grants
- 21 applications from local organisations, 11 of which have not previously been supported with funding from the Civic Lottery

Members were advised that the balance available for distribution at the beginning of the financial year was £17,250. In previous years the Grants Committee had agreed that £1,500 be made available for Senior Citizens summer outings and Christmas parties. Should members wish to continue this the balance remaining for the year would be £15,750. Previously the balance had been distributed proportionately over three tranches. However it was felt that this had not been beneficial for grant recipients who had been unable to

raise match funding from other sources and consequently not been in a position to claim the grant. Therefore Officers would make recommendations for funding. The total sum sought in Round 1 was £22,663:

- Schooner Athletic FC - £200 toward pitch, league and referees fees
- Rovers Bowling Club - £550 toward the costs of the forthcoming Bowls season
- Coronary Support Group, Hartlepool - £100 toward the cost of coach hire for an outing to York
- Arababes - £1,492 toward the costs of insurance, room hire and the purchase of music centre for dance sessions
- Pig Pen Music Festival 2009 - £1,985 towards the costs of staging the music festival
- The Thursday Group - £500 towards the costs of monthly sessions for the research and collection of an individual's history
- Tees Valley Aces - £2,000 towards running costs including hall hire and travel to competitions - The Community Resources Manager reported that this group was based in the Community Sports Centre.
- Hartlepool Schools Football Association - £1,450 towards running costs including hall hire and travel to competitions
- Teesmouth Field Centre - £2,000 towards the salary costs of a Warden/Manager and Assistant Warden
- Teesside Branch of the World Ship Society - £240 towards insurance costs – The Chair requested more information on this group and was advised that they were based at Hartlepool Indoor Bowls Centre. The funding was being sought to support a special project, not day to day running costs.
- Carers Echoes - £120 to purchase a portable typewriter and paper
- Hartlepool Town FC - £726 towards pitch fees, league fees and insurance
- New Life Centre Youth Steering Group - £2,000 towards provision of rehearsals for music, dance and drama groups
- Hartlepool Male Voice Choir - £2,000 towards the costs of staging a concert at the Borough Hall including a guest singer
- Hartlepool Stage Society - £2,000 towards the costs of staging the

musical Carousel at the Town Hall Theatre

- Grange Road Resource Centre - £250 towards the costs of a community fun day
- Hartlepool and District Hospice - £2,000 towards the costs of a Lymphoedema Service including salary costs of a nurse, compression garments and travel expenses.
- Four Countries Indoor Bowls Fellowship - £1,000 towards funding to host a Bowls fellowship tournament
- Hartlepool Headland Amateur Boxing Association - £3,050 towards the costs of staging a Boxing tournament at the Borough Hall – Councillor Tumilty queried the proposed amount. The Assistant Director noted that the sum sought was a fraction of the amount needed to stage the tournament and was specifically for the purchase of trophies for the event.
- Hartlepool Church and District League - £600 towards the cost of league trophies
- Hartlepool Kids Combat Club - £2,000 towards the costs of a training event at Stainsacre Hall.

Decision

- I. That the available balance for 2009/2010 be allocated proportionately over three tranches
- II. That £1,500 be set aside for applications for senior citizens' summer outings and Christmas parties and that authority be delegated to the Director of Adult and Community Services to award grants for these applications in accordance with the approved criteria
- III. That the following grant awards be approved
 - Hartlepool Town FC - £200
 - Hartlepool Male Voice Choir - £500
 - Schooner Athletic FC - £200
 - Hartlepool Stage Society - £500
 - Rovers Bowling Club - £200
 - Grange Road Resource Centre - £200
 - Coronary Support Group - £100
 - Arababes - £280
 - Pig Pen Music Festival - £650
 - Four Countries Indoor Bowls Fellowship - £500
 - The Thursday Group - £200

- Tees Valley Aces - £300
- Hartlepool Schools Football Association - £300
- Hartlepool Headland Amateur Boxing Association - £500
- Hartlepool Church and District Football League - £200
- Teesside Branch of the World Ship Society - £240
- Carers Echoes - £120

- IV. That applications from Hartlepool Kids Combat Club and the New Life Centre be deferred for additional information
- V. That applications from Hartlepool District Hospice and Teesmouth Field Centre be rejected.

7. Directed Lettings 2009/2010 Hire of Premises by Voluntary/Community Groups *(Director of Adult and Community Services)*

Type of decision

Non-key

Purpose of report

To provide details of applications to the Directed Lettings Scheme, the hire of premises by voluntary/community groups

Issue(s) for consideration by the Committee

Members were reminded that approval had been given at the meeting of the Grants Committee in February 2009 to the allocation of funding of £3,000 for Directed Lettings, in 2009/2010 for the hire of premises by voluntary/community groups. In addition to the applications received, it was also highlighted that the Council had a legal obligation to provide grant aid to Hart and Elwick Parish Councils at a cost of £400 in total.

In all cases grant aid was recommended towards the costs of the hire of a venue for one meeting per week. Recommendations were presented as follows:-

Organisation	Amount Recommended 2009/2010
22 nd Hartlepool Rainbows, Brownies, Guides	£335
20 th Hartlepool Brownie Guides	£600
34 th Hartlepool Guides, Brownies, Rainbows	£656
1st Hartlepool Brownie Unit	£288
Hartlepool Youth Choir	£336

Hartlepool Swimming Club	£560
Hart Parish Council	£200
Elwick Parish Council	£200

Total **£3,175**

Detailed information on the applications was appended to the report. Officers recommended that the original allocation of £3,000 be increased by £175 to fully cover the recommendations.

Decision

That the following grant awards be approved:

- 1st Hartlepool Brownie Unit - £288
- 20th Hartlepool Brownie Guides - £600
- 22nd Hartlepool Rainbows, Brownies, Guides - £335
- 34th Hartlepool Guides, Brownies, Rainbows - £656
- Elwick Parish Council - £200
- Hart Parish Council - £200
- Hartlepool Swimming Club - £560
- Hartlepool Youth Choir - £336

The meeting concluded at 2:45pm

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 21st August 2009

GRANTS COMMITTEE**11 November 2009**

Report of: Head of Community Safety and Prevention

Subject: COMMUNITY SAFETY CAPITAL GRANTS
ALLOCATIONS

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of applications to the Community Safety Capital Fund and seek consideration/approval for recommended grant awards.

2. SUMMARY OF CONTENTS

Proposed awards for consideration from the Community Safety Capital Fund are as follows:

<u>Project</u>	<u>Recommended</u>
Business Security Fund	£20,000
Summerhill Centre CCTV/ Security Refurbishment	£ 9,100
Newburn Bridge Public Conveniences Security	£ 3,000

3. RELEVANCE TO THE GRANTS COMMITTEE

Grants Committee has responsibility for determining the levels of grant awarded.

4. TYPE OF DECISION

Non-key

5. DECISION MAKING ROUTE

Grants Committee on 5th November 2009

6. DECISION(S) REQUIRED

Members of the Grants Committee are requested to consider/approve grant awards to three projects totalling £32,100

Report of: Head of Community Safety and Prevention

Subject: COMMUNITY SAFETY CAPITAL GRANTS
ALLOCATIONS

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise Members of applications to the Community Safety Capital Fund and seek consideration/approval for grant awards.

2. BACKGROUND

- 2.1 The Council has decided that its capital budget for 2009/10 would include an allocation of £150,000 to implement community safety projects, which are associated with and contribute to Safer Hartlepool Partnership's strategy covering crime, disorder and substance misuse. Following an agreement to carry forward an under-spend of £5,050 from 2008/9 this has been increased to £155,050.
- 2.2 However at Cabinet meeting of 15th December 2008, a decision that the allocation of £50,000 from the annual Community Safety Capital budget to provide an investment scheme for CCTV cameras and equipment during 2009/10 to 2011/2012 was approved.
- 2.3 Consequently the net Community Safety Capital Fund allocation for 2009/10 will be £105,050.
- 2.4 The Safer Hartlepool strategy covers a 3 year period, with annual priorities agreed. Those annual priorities for the year 2009/10 are:
- Drug dealing and supply
 - Violent crime, including domestic violence
 - Acquisitive crime
 - Criminal damage and anti-social behaviour, including deliberate fire setting
 - Preventing and reducing offending, re-offending and the risk of offending
 - Delivery of the alcohol harm reduction strategy 2006-2009 including the introduction of an effective local alcohol treatment service
 - Reassurance and Community engagement.

- 2.5 The Community Services and Safety Board, at its meeting in August 2000, approved criteria against which to judge a project's proposals as follows:
1. Clearly identifying the link to Action Plans for each relevant objective
 2. Outline the problem and proposals to remedy it
 3. Identify the cost and contribution from the Department budget
 4. Include an approximate timescale for implementation
 5. Include further information which is appropriate for officers/members to know about
- 2.6 For the 2009/10 capital allocations, matched funding of 35% minimum is requested.
- 2.7 All projects are considered first by the Section 17 Officer Group which comprises senior officer representatives from all Council Departments.

3. FINANCIAL IMPLICATIONS

- 3.1 The net Community Safety Capital Grant Fund for 2009/10 is £105,050. Grants totalling £56,000 have been awarded during the current year. Recommended grant awards for consideration at this Grants Committee total £32,100 leaving £16,950 to allocate.

4. APPLICATIONS

4.1 Business Security Fund.

- 4.1.1 The Business Security Grant scheme has been running for a number of years and has been successful in assisting small businesses, vulnerable to crime, to secure their premises.
- 4.1.2 Commercial crime is a major problem that Hartlepool's business community faces and if the appropriate measures are not taken it can have a detrimental impact such as businesses closing down or relocating away from Hartlepool. That would impact on much needed jobs and investment.
- 4.1.3 Smaller businesses, either new start or existing, often have tight financial margins and cannot raise sufficient resources to meet the full cost of protecting their premises by fitting the required security equipment. Without assistance provided through these grants, they are vulnerable to crime which could have adverse financial implications.
- 4.1.4 The project will involve the provision of grant assistance to business sectors such as manufacturing, retail and service, undertaking appropriate security works to their premises. The project will cover the whole of Hartlepool with concentration on business areas highlighted as "hot-spots" by Cleveland Police.

- 4.1.5 Businesses will be able to apply for up to 50% of the cost of security installation to a maximum of £2,500. Cleveland Police's Hartlepool Crime Prevention Officers will visit the businesses and advise on the type and quality for measures needed.
- 4.1.6 Types of crime prevention measures include monitored CCTV and intruder alarm systems; security fencing; roller shutters; security doors and window grills; security lighting.
- 4.1.7 The project will contribute to the following Community Safety strategic objectives within the grants scheme:
- Acquisitive crime
 - Criminal damage and anti-social behaviour, including deliberate fire setting
 - Reassurance.

Through these objectives there are links with the Hartlepool Business Watch scheme, Crime Net and the Acquisitive Crime Task Group.

- 4.1.8 The scheme has been running for a number of years and has always received a great deal of demand from businesses. Often the budget is unable to satisfy demand. It is anticipated that this grant application, together with matched funding including business contribution, will enable security needs of a further 15 businesses to be met. Evaluation surveys are undertaken with businesses receiving grant support, which regularly confirms that businesses in receipt of these crime prevention measures are less likely to be victims of crime.

4.1.9 Financial Implications

Overall project fund	£71,000
HBC Economic Development	£15,000 – capital contribution
Business Sector applicant contribution	£36,000
Grant requested	£20,000

The grant request fulfils the 35% contribution requirement.

Any grant awarded to businesses will be a one-off and enable them to install the various security measures. Ongoing maintenance/repairs, including upgrades and any further security measures, will be undertaken by the businesses themselves.

4.1.10 Recommendation

Members are asked to approve a grant of £20,000 towards this project.

The application has the full support and recommendation of the Section 17 Officer Group.

Any grant approval will be subject to review and appraisal post completion within the Community Safety Capital Grant scheme and will compliment evaluation surveys undertaken with individual businesses.

4.2 Summerhill Centre CCTV/Security Refurbishment.

4.2.1 Summerhill is a unique Country Park on the edge of Hartlepool owned and managed by Hartlepool Borough Council. The site provides a wide range of recreational activities in a countryside setting which affords open access at any time. Central to the site is the Summerhill Visitor Centre, a multi-purpose building with meeting/activity rooms, changing rooms, exhibition space and management offices. The Centre was completed and opened in 1999.

4.2.2 By its open nature the site is potentially vulnerable. In 2000 a CCTV system of 4 cameras, plus external lighting, was installed to cover the front of the building and car park areas. However the rear of the building is relatively unsecured. The overall size of the site makes full security not feasible; nevertheless there are uncovered areas which are now proving vulnerable. All CCTV images are recorded, on site, to a video format which does not afford best image quality. Intruder and fire activation alarms are installed and it has been, eventually, possible to link those to HBC CCTV Control Centre.

4.2.3 The Park area does suffer from anti-social behaviour and gathering on a periodic basis and whilst there are not high levels of crime, there are occasional attacks on the Visitor Centre. The car park access is closed off, by barrier, out of hours, but this does not restrict access by foot.

4.2.4 The proposal is to refurbish and improve existing security measures by:

- Upgrading existing cameras which do have infra-red night vision
- Installing three new cameras to monitor the rear of the building and play areas
- Switching recording to a digital system utilising a 16 channel digital recorder. This will improve image quality and enable linkage with surrounding locations should that be required
- Installing a multi-functional external light control system

Cameras will record permanently and random monitoring will be undertaken in-house by authorised HBC officers to ensure Data Protection compliance. The system cannot yet be linked to HBC CCTV Control Centre, due to I.T. limitations, although this will be explored over the forthcoming 12 months.

4.2.5 This security expansion is aimed to:

- Enhance means to monitor crime and anti-social behaviour during the periods the Park is open and closed. The nature of the site should be to encourage public access but similarly deter usage which both causes damage and detracts from the core public attraction

- Provide support to assist Neighbourhood Police officers who patrol the area
- Reduce unnecessary cost incurred through repairing vandalism
- Increase reassurance to site users, including those who regularly use the Visitor Centre facilities and the site car park during summer evenings when staff are not on duty.

4.2.6 Any planning approvals and required HBC premises consents will be obtained.

4.2.7 The project, on which there has been considerable consultation, will contribute to the following Community Safety strategic objectives within the grants scheme:-

- Acquisitive crime.
- Criminal damage and anti-social behaviour, including deliberate fire-setting. There have been some instances of fire setting on the general site
- Delivery of the alcohol harm reduction strategy. There are instances of alcohol consumption, by young persons, on parts of the site
- Reassurance and Community engagement

4.2.8 There are several locations adjacent to Summerhill Country Park which have suffered periodic bouts of crime and anti-social behaviour. Whilst a range of solutions are under progression, it has been agreed that the CCTV recording element of this Summerhill Centre project will afford a hub should CCTV cameras be utilised on a temporary or permanent basis at adjacent locations.

4.2.9 Financial Implications

Project Cost	£14,000
Adult & Community Services	£ 4,900 -capital contribution
Grant requested	£ 9,100

The grant request fulfils the 35% contribution criteria.

All future revenue costs will be met from the Summerhill revenue budget .

4.2.10 Recommendations

Members are asked to approve a grant of £9,100 towards the project.

The application has the full support of Section 17 Officer Group.

Any grant approval will be subject to post completion review and appraisal.

4.3 Newburn Bridge Public Conveniences Security

- 4.3.1 New public convenience facilities have been constructed and opened this year at a location on Coronation Drive, adjacent to Newburn Bridge. Whilst providing a valuable facility, the location is isolated and thereby vulnerable, with no business or residential occupancy in the immediate area.
- 4.3.2 HBC has reviewed its strategy for the provision of public conveniences and is undertaking a programme of new build and/or refurbishment dependant on local site needs. Hartlepool residents and visitors to the Town identify public conveniences as a valuable community amenity. However the quality of provision needs to be maintained through the prevention of anti-social behaviour and vandalism.
- 4.3.3 Vandalism to previous and some existing public conveniences has proved an expensive cost to HBC. In 2006 public conveniences were constructed in Headland Town Square, the build being to a high quality to compliment the full Town Square development. Unfortunately the conveniences quickly became a target for vandalism and, though the nature of their construction, a young persons gathering place. This deterred potential users of the facilities. To redress these issues a CCTV system was installed, in 2007, to monitor the exterior and atrium areas of the conveniences. This has proved very successful with very few subsequent incidents and should be regarded as an exemplar for future public convenience works.
- 4.3.4 The proposal is to install 2 CCTV cameras to the exterior of the newly built Newburn Bridge toilets, as a deterrent measure. Cameras will record the building exterior, on a permanent basis, with on site recording equipment maintained in a secure storage cupboard that is an integral part of the site. Image recovery required in respect of any incidents will be undertaken by Police officers and/or nominated HBC officers. Full adherence to Data Protection requirements will be ensured. Initial consideration was given to installing a more extensive system enabling transmission of images to HBC CCTV Control Centre which would afford live monitoring of the area. Cost implications, however, are not justified given that there has been virtually no issues to date at this site.
- 4.3.5 There is a public car park area adjacent to the toilet facilities but this is not identified as an area which requires CCTV or other security arrangements, although an additional camera could be easily installed to the proposed system if required.
- 4.3.6 The proposals have the support of Central JAG and the Head of Neighbourhood Management. They have also been fully discussed with relevant HBC departments.
- No planning approval is required and any HBC premises consents will be obtained.
- 4.3.7 The project will contribute to the following Community Safety strategic objectives within the grants scheme:

- Prevention of criminal damage and anti-social behaviour, including deliberate fire setting
- Reassurance

4.3.8 Financial implications.

Project cost	£5,000
HBC Neighbourhood Management	£2,000 – capital contribution
Grant requested	£3,000

The grant request meets the 35% contribution criteria.

All future revenue costs, including system maintenance, will be met HBC Neighbourhood Services.

4.3.9 Recommendation.

Members are asked to consider and approve a grant of £3,000 towards this project.

The application has the support of the Section 17 Officer Group. However concerns were expressed that this security element was not included in the initial build costs and it is recommended that any subsequent public convenience construction/refurbishment programme delivery should include adequate security provision.

Any grant approval will be subject to review and appraisal after completion.

5. RECOMMENDATIONS

- 5.1 Members are requested to consider and/or approve grant awards to three projects totalling no more than £32,100.

CONTACT OFFICER: Brian Neale, Crime & Disorder Co-ordinator

BACKGROUND PAPERS

Individual grant application papers.

GRANTS COMMITTEE

11 November, 2009



Report of: Director of Child and Adult Services

Subject: COMMUNITY POOL 2009/2010 - ROUND 3

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to advise and seek approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2009/2010.

2. SUMMARY OF CONTENTS

Applications to the Community Pool have been invited for the 2009/2010 financial year from community groups and voluntary organisations providing services for the benefit of Hartlepool residents.

The Community Pool budget for the 2009/2010 financial year is £482,593. At the meeting of the Grants Committee on 24th February, 2009, Members approved Round 1 applications from the 2009/2010 budget totalling £400,473 leaving a balance of £82,120 to be committed at a later date.

At the same meeting, Members also agreed that the balance of the 2008/2009 Community Pool budget (£50,535) could be rolled forward into the 2009/2010 budget. At a further meeting of the Grants Committee on 11th May 2009, Members approved Round 2 applications totalling £67,521. On 17th August 2009 Members also approved the applications to the Directed Lettings Scheme which totalled £3,175 (£175 more than was previously allocated for these awards). After deducting the additional funding approved for this and taking all of the above into consideration, the balance available for distribution at this meeting is £64,959.

There are two applications which are being presented for consideration in Round 3, a three year tapered grant, which was deferred in Round 1 and Round 2, from Hartlepool Families First in relation to the RESPECT project and a new application from Wynyard Café.com.

Careful examination of both applications has been made, with the result of recommendations as follows:-

Three Year Tapered Grant:-

<u>Organisation</u>	<u>Amount Approved 2008/2009</u>	<u>Amount Recommended 2009/2010 up to</u>
RESPECT (Hartlepool Families First)	£22,742	£17,056

One Year Revenue Grant:-

<u>Organisation</u>	<u>Amount Approved 2008/2009</u>	<u>Amount Recommended 2009/2010 up to</u>
Wynyard Café.com	£5,000	£4,467

As it has become apparent that some groups may require consideration of further in-year support to safeguard their future, a balance of funding has been retained to be committed at a later meeting of the Grants Committee.

In order to brief members of the Grants Committee regarding information about particular groups this report includes specific information relating to the current situation regarding the management and operation of Shopmobility.

3. RELEVANCE TO PORTFOLIO MEMBER(S)

The Grants Committee is responsible for determining the level of grant awards from the Community Pool to the voluntary sector.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Grants Committee to determine awards at meeting, 11th November, 2009.

6. DECISION(S) REQUIRED

Members are requested to approve/note:-

1. Grant aid to those organisations as recommended and detailed in paragraph 4.2 and 4.3 of the report
2. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
3. The balance of the Community Pool, £60,492 to be considered for allocation against bids at future meetings within the financial year.

Report of: Director of Child and Adult Services

Subject: COMMUNITY POOL 2009/2010 - ROUND 3

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise and seek approval for the level of grant awards to community groups and voluntary organisations from the Community Pool for 2009/2010.

2. BACKGROUND

- 2.1 The Community Pool provides financial assistance to support those aspects of the activities of the voluntary/community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy.
- 2.2 The Council has identified, within the Community Strategy's aims and themes, a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities and applications are processed against set criteria, which can be found as **Appendix 1**.
- 2.3 Preference is given to those groups based in the town, however, where there is no local provider or there is a need for a specialist expertise, then support to organisations based outside the town is considered. Grant aid awarded is generally provided as a contribution towards the core costs of an organisation's operation and in many instances, helps to match other funding streams.
- 2.4 The Community Pool budget for the 2009/2010 financial year is £482,593. At the meeting of the Grants Committee on 24th February, 2009, Members approved Round 1 applications from the 2009/2010 budget totalling £400,473 leaving a balance of £82,120 to be committed at a later date.
- 2.5 At the same meeting, Members also agreed that the balance of the 2008/2009 Community Pool budget (£50,535) could be rolled forward into the 2009/2010 budget. At a further meeting of the Grants Committee on 12th May 2009, Members approved Round 2 applications totalling £67,521. On 17th August 2009 Members also approved the applications to the Directed Lettings Scheme which totalled £3,175 (£175 more than was previously allocated for these awards).

- 2.6 After deducting the additional funding approved for Directed Lettings and taking all of the above into consideration, the balance available for distribution at this meeting is £64,959.

3. CONSIDERATION OF AWARDS

- 3.1 Application to the Community Pool is open to all, however, the majority of the applications are from groups that have received grant aid previously and are somewhat **dependant** on financial support from the Council to ensure their sustainability.
- 3.2 Applicants can apply for a one-year revenue grant or a three-year tapering revenue grant and, as part of the assessment process, applications have been categorised to ensure that financial support is maintained to those groups providing services that complement the Authority's strategic aims and objectives. **Appendix 1** Criteria and guidance notes for applicants provides information for applicants relating to what can be funded and how applications are assessed.
- 3.3 In accordance with the criteria, applications have been categorised as follows:-
- (i) Providers of services that are of strategic importance.
 - (ii) Community development/capacity building initiatives.
 - (iii) Established groups who have been fully constituted for in excess of two years and have not been previously supported from the Community Pool.
 - (iv) Other organisations/groups.
- 3.4 Consideration is given to the group's operational activity with funding provided as a proportion of the core costs and the potential of the group to access other funding in order to achieve a complete financial package for their activities.
- 3.5 Where grant aid has been approved and where it is considered to be appropriate, in order to safeguard the Council's investment and minimise risk, Officers would suggest that Members of the Grants Committee allow Officers to make an informed decision about the frequency of payments to grant recipients. Normally grant aid is paid out in two instalments, but this could be tailored according to the prevailing circumstances of the group to monthly or quarterly payments.

4. GRANT APPLICATIONS FOR 2009/2010 - ROUND 3

- 4.1 As detailed in paragraph 2.6 of this report, the budget available for distribution in Round 3 is £64,959. There are two applications which are being presented for consideration in Round 3; an application for the second

year of a three year tapered grant, from Hartlepool Families First in relation to the RESPECT project which was deferred in Rounds 1 and 2, and a new application from Wynyard Café.com. Both applications fall into category (iv) of the Community Pool criteria which states that the applications are from other organisation/groups which do not fall in to the other 3 categories, but provide valuable services with measurable outcomes for the benefit of Hartlepool residents.

4.2 RESPECT:

- 4.2.1 In the 2008/2009 financial year, RESPECT was awarded a grant of £22,742 on a 3 year tapering basis. In Round 1, of the current financial year, funding of £17,056 was committed for RESPECT, which equates to 75% of the 2008/2009 award; therefore, approval of this award does not affect the balance available for distribution at this meeting.
- 4.2.2 The application from RESPECT was deferred in Round 1 and Round 2 as the group was unable to provide the relevant supporting documentation to enable officers to make an informed recommendation at that time. However, Hartlepool Families First has now taken over management of RESPECT and has been able to provide Officers with the information necessary to process the application and to make a recommendation in Round 3.
- 4.2.3 The main aim of RESPECT is "To advance in life and relieve the needs of young people through educational, social, emotional, recreational and environmental activities and the provision of counselling and mentoring to enable them to participate in society as mature and responsible adults." The project works to raise a child's self esteem, aspirations and confidence and to contribute towards lowering the number of young people involved in anti-social and criminal behaviours
- 4.2.4 .RESPECT project has four main priorities:
- Counselling children who suffer from all elements of emotional distress, isolation, depression, self-harm, attempted suicide, bullying, teenage pregnancy and those with child protection related disclosures.
 - Mentoring children, who are at risk of offending, have behaviour issues, require anger management advice; have issues in relation to alcohol awareness. The mentoring work takes many forms and often includes the base for art therapy. The project benefits from the assistance of a volunteer/sessional worker who has many years experience in the art world particularly with DC Thompson comics.
 - Befriending children who have Special Education Needs, in particular those who are classed as Autistic Spectrum Disorder. This involves providing a safe, non-judgemental and peaceful environment for these children to enjoy the same activities as other children this currently includes art based work and in future will include drama, singing, dance, sports, ICT, media production and outdoor activities.

The counselling, mentoring and befriending elements all receive substantial referrals each week from social workers, health visitors, schools and beyond.

- Providing training for external agencies, the voluntary sector and young people themselves. Training for professionals includes counselling and mentoring skills, essential skills for children/young people's support workers, raising confidence and aspirations and solution focus therapy. Training for young people includes preparation for adult life, anger management and running a home.

4.2.5 Members are aware that RESPECT has had some difficulties with the management of the organisation and the lack of funding which has put the existence of the project at risk. Members are also aware that the application to the Community Pool for funding for 2009/2010 from RESPECT was deferred in Round 1 and Round 2 because the group were unable to provide the information which is necessary for Officers to be able to process the application and make an informed recommendation in relation to the application.

4.2.6 However, recently there have been significant changes to the management and day-to-day operation of RESPECT which is having a positive impact on the future of the project. In May 2009 Hartlepool Families First was asked to offer advice and support to secure the long term stability of RESPECT. A steering group was set up which concluded that the work of RESPECT and staffing responsibilities should be handed over to Belle Vue Community Sports and Youth Centre (supported by Hartlepool MIND), an arrangement which came into being in November 2008. Belle Vue CS&YC were tasked with identifying and applying for additional funding and securing contract with external partners. However, this arrangement failed to attract further funding and as a result the RESPECT staff was made redundant on 31st May 2009.

4.2.7 However, the Manager and Trustees of Hartlepool Families First (HFF) felt that they had a role to play in supporting and developing RESPECT; therefore from the 1st June 2009 RESPECT became a project of HFF. Since June, the RESPECT project has had a number of key developments some of which are detailed below:

- RESPECT has been fully implemented into the Hartlepool Families First charity and now operates under its policies and procedures. RESPECT staff are managed on a day-to-day basis by the Hartlepool Families First Manager.
- Under the new management structure, staff have developed a significant number of training resources for other organisations, schools and young people on a wide range of teenage and adolescent related issues. Open College Network (OCN) status has been achieved and therefore all courses now offered will be accredited to either Level 2 or Level 3 with OCN.

- Hartlepool MIND is extending its services into new premises. It is intended that the RESPECT counsellors will be based within this premises and see clients from there. However, the mentoring and befriending services will continue to run from HFF premises.
 - HFF secured additional funding to run a series of activities over the school summer holidays for children with Autistic Spectrum Disorder and social and/or emotional issues which proved to be successful.
- 4.2.8 HFF has applied to the Community Pool for £17,056 as a 50% contribution to the salary costs of two Young People and Volunteer Support Worker posts and a contribution to rent. Applications to other funders have been made to match council funding and HFF are confident that if the application to the Community Pool is approved, other funding will follow including funding of £8,960 from Teesside University for providing placements for students. Applications to Northern Rock and The Four Acres Trust are pending. Both funders are keen to support RESPECT but are expecting HFF to demonstrate that RESPECT is sustainable beyond March 2010.
- 4.2.9 In order to sustain the services offered by RESPECT for the benefit of children and young people in Hartlepool and to contribute towards the development of the project under the management of Hartlepool Families First, Officers are recommending the approval of an award of up to £17,056 as a contribution towards the running costs of the RESPECT project including the salary costs of two Young People and Volunteer Support Workers and rent.
- 4.3 Wynyard Café.com
- 4.3.1 One new application has been received, which is being recommended for funding in Round 3. Wynyard Café.com has submitted an application for £18,075 as a contribution towards core costs, including the salary costs of a Café Manager and a new post of Cook Trainer.
- 4.3.2 Wynyard Café.com is based in the Owton Rossmere Resource Centre and has been established for six years. The main aim of the group is "To improve the quality of life for people living in Hartlepool through the provision of educational training, health and employment enhancing initiatives".
- 4.3.3 The group rents the kitchen area of the resource centre to enable them to run a community café promoting healthy eating by offering a selection of healthy food options at comparably reasonable prices. As the group has been able to secure grant funding they have been able to subsidise the cost of a healthy lunch to promote the take up of the healthy option. Marketing of healthy meals is done through leaflet drops and in the resource centre. The take up of healthy eating options is being monitored by the group.
- 4.3.4 Wynyard Café.com currently operates with one part time paid member of staff and a team of seven volunteers working a total of fifty hours each week. The café is used by local residents including school children aged 11 – 16 years and elderly residents aged 60+. It is open every day to passing

custom and also provides a venue for a weekly luncheon club for clients of the HBC Intensive Support Team. Up to twenty elderly residents meet every week in the café where they enjoy a nutritious two course meal, playing bingo and socialising.

- 4.3.5 Wynyard Café.com is planning to run a one year pilot training scheme to encourage local people, with an interest in cooking, to develop their confidence and skills by volunteering and taking part in training to enhance their employment prospects. However, in order to run the pilot scheme Wynyard Café.com is hoping to employ a Cook Trainer for a twelve month period with funding from the Community Pool. As this is a new post and as the request from Wynyard Café.com is a substantial increase on the previous year's award of £5,000 and as resources are limited, it is not possible to agree an award at this level or for this purpose. Officers are therefore recommending that an award of £4,467 be approved for 2009/2010 as a contribution towards core costs, including the salary costs of a Cook/Mangers post and rent.
- 4.3.6 Wynyard Café.com will be invited to apply for funding for 2010/2011 when the applications for the new financial year are distributed.

5. SPECIFIC ISSUES RELATING TO FUTURE FUNDING ROUNDS

- 5.1 In Round 1, the Grants Committee agreed that the decision relating to the application for one year revenue funding from Belle Vue Community Sports and Youth Centre should be deferred as Officers were not able to make a recommendation because the group was unable to provide the supporting documentation required and specific issues in relation to the application needed to be clarified before a recommendation could be made. At the same meeting, two Members of the Grants Committee declared a non-pecuniary interest in the application from Belle Vue Community Sports and Youth Centre. As a result, Officers were instructed to present this application to Cabinet for consideration when it was appropriate to do so. However, to date, this has not been possible as specific information relating to the application and supporting documentation is still awaited.
- 5.2 The loss of funding from other sources could result in some groups making supplementary applications to the Community Pool to sustain the delivery of their core services. However, Officers feel that it is important to stress that Hartlepool Borough Council, via the Community Pool or otherwise, does not have the resources to replace funding lost from other sources and that voluntary sector groups should take appropriate measures to reduce their dependency on grant funding.
- 5.3 As a consequence, subject to the outcome of today's meeting, the projected balance remaining of £60,492 should be retained as a contingency, should any of the groups currently supported with funding from the Community Pool find themselves in crisis towards the end of the financial year.

6. SPECIFIC ISSUES RELATING TO APPLICATIONS RECOMMENDED FOR FUNDING IN ROUND 1

6.1 Hartlepool Access Group (HAG): Shopmobility

- 6.1.1 At the meeting of the Grants Committee on 11th May, 2009 Officers provided Members with an update on the current situation regarding the management and operation of Shopmobility. Members are aware that due to the financial and management difficulties Shopmobility had encountered the future of the service was in doubt. In order to support the Executive Committee of HAG and Shopmobility staff, Officers have worked with the Executive Committee to develop a business plan including an action plan which details changes to its structure and operation to ensure the sustainability of the project.
- 6.1.2 Since the beginning of the new municipal year an additional elected member has joined the HAG's Executive Committee and has been instrumental in assisting the committee to move forward and devise the business plan which has been adopted by the Executive Committee of HAG in order to ensure the sustainability of Shopmobility. A copy of the Business Plan 2009/2015 is attached as **Appendix 2** for Members information.
- 6.1.3 Officers would draw Members attention to page 13 of the business plan; the action plan provides specific detail, including timescales, relating to the changes being put into place to enable HAG "to provide a more inclusive service and offer value for money to funders".
- 6.1.4 Hartlepool Access Group has demonstrated that Shopmobility is viable with the ongoing support of Hartlepool Borough Council and PPG Metro. With the implementation of schemes to increase income generation and with changes to the staffing and operation of the project, Shopmobility is in a position to continue to provide services for the benefit of local residents. Therefore, Officers are recommending a change to the frequency of payments of grant aid from the Community Pool, a course of action which has already been agreed by PPG Metro in relation to the payment of their financial support for Shopmobility.
- 6.1.5 Currently, in order to protect council resources, funding from the Community Pool is being paid in monthly instalments; however, as Hartlepool Access Group has met the requirements of the Grants Committee in relation to the production and implementation of a business plan, Officers are recommending that payments of funding from the Community Pool revert to quarterly instalments. However, in order to monitor the progress of the implementation of the Shopmobility business plan and the expenditure of council resources, quarterly monitoring will be carried out by HBC Officers and PG Metro to ensure that, working in partnership with PPG Metro and the Council, Shopmobility can attain its vision "To help and assist people of all ages who have mobility problems, achieve a better level of independence, while shopping, participating in leisure pursuits or simply meeting friends in Hartlepool".

- 6.1.6 In relation to the issue regarding the monitoring of the grant from the Teesside Delegated Grants Scheme, referred to in the report to the Grants Committee on 11th May, 2009, to date, still no decision on an outcome in relation to this issue has yet been made by the monitoring authority.
- 6.1.7 Officers will continue to work with Hartlepool Access Group and Middleton Grange Shopping Centre management in order to secure the future of Shopmobility.

7. CONCLUSION

- 7.1 In Round 1, a total of £400,473 was approved for the benefit of community groups and voluntary organisations that provide services in Hartlepool. This included the amount committed for RESPECT which is recommended for approval in Round 3. In Round 2, an additional £67,521 was approved. At a meeting of the Grants Committee on 17th August 2009 Members approved an additional allocation of £175 for the Directed Lettings Scheme which was not included in the previous commitment. In Round 3 an additional £4,467 is recommended for approval for the benefit of Wynyard Café.com.
- 7.2 To summarise the financial position therefore, taking into consideration the recommendations included in this report.

Community Pool budget 2009/2010	£482,593
TOTAL RECOMMENDATIONS ROUND 1	<u>£400,473-</u>
After Round 1 the balance remaining	£82,120
Plus accrual of the balance of the 08/09 budget	£50,535+
BALANCE AVAILABLE FOR ROUND 2	£132,655
TOTAL RECOMMENDATIONS ROUND 2	<u>£67,521-</u>
After Round 2 the balance remaining	£65,134
Additional funding committed for Directed Lettings	<u>£175-</u>
BALANCE AVAILABLE FOR ROUND 3	£64,959
TOTAL RECOMMENDATIONS ROUND 3	<u>£4,467-</u>
Balance remaining to be committed at a later date	£60,492

This does not take into account a funding application for £22,750 from Belle Vue Community Sports and Youth Centre which will be referred to Cabinet once outstanding documentation has been received.

8. RECOMMENDATIONS

Members are requested to approve/note:-

1. Grant aid to those organisations as recommended and detailed in paragraphs 4.2 and 4.3.
2. Any allocation of grant aid to groups known to be experiencing financial difficulties to be released in monthly/quarterly instalments, as appropriate, in order to safeguard the Council's investment and minimise risk.
3. The balance of the Community Pool, £60,492 to be considered for allocation against bids at future meetings within the financial year.

CONTACT OFFICER: John Mennear, Assistant Director (Community Services)

Background Papers

Applications to the Community Pool 2009/2010 – Grants Committee 24th February, 2009.

Applications to the Community Pool 2009/2010 – Grants Committee 12th May 2009.

Applications to the Directed Lettings Scheme – Grants Committee 17th August 2009.

Applications to the Community Pool 2009/2010 – Grants Committee 11th November 2009.



HARTLEPOOL BOROUGH COUNCIL

COMMUNITY POOL 2009/2010

CRITERIA AND GUIDANCE NOTES FOR APPLICANTS

The main aim of the Community Pool is to support those aspects of the activities of the voluntary/ community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy and Neighbourhood Renewal Strategy.

HARTLEPOOL AMBITION

COMMUNITY STRATEGY AND NEIGHBOURHOOD RENEWAL STRATEGY 2008-2020

Within the main strategic document, there are 8 aims and themes, which are clearly set out as priorities:-

- Jobs and the Economy
- Life Long Learning and Skills
- Health Care
- Community Safety
- Environment
- Housing
- Culture and Leisure
- Strengthening the Communities

CORPORATE STRATEGY

The Council has identified within the Community Strategy's aims and themes a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities.

Community Pool resources are targeted to vulnerable sectors of the community and to those organisations delivering effective and appropriate services that complement the Authority's strategic aims, "to empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives".

Within the Strengthening Communities theme are a number of objectives which groups funded from the Community Pool can collaborate with the Council to achieve its corporate objectives:-

- To empower local people to take a greater role in the planning and delivery of services and strategies that affect their individual lives, their local neighbourhood and the wider community.
- To increase opportunities for everyone to participate in consultation, especially "hard to reach" groups and those communities affected.
- To improve the accessibility of services and information ensuring that providers address the varied needs and requirements of the whole community.
- To fully value the voluntary and community sector and to support them to secure their long-term future through contracted service delivery, promoting volunteering and the agreement of longer term funding settlements.
- To ensure Hartlepool is a cohesive community where there is a sense of belonging for all and where people of different backgrounds, circumstances and generations are able to get along free from discrimination and harassment.

In order to identify the most disadvantaged communities for the purposes of assessing applications to the Community Pool, the rankings found in the Index of Multiple Deprivation 2004 will be used to ascertain the nature of deprivation in Hartlepool.

The following ward is in the top 1% of deprived wards nationally: **Stranton**.

The following wards are in the top 5% of deprived wards nationally: **Owton, Dyke House, Brus, St Hilda**.

The following wards are in the top 10% of deprived wards nationally: **Grange, Rift House.**

Groups targeting areas of greatest disadvantage in the town will receive a higher priority for funding.

Weightings will be applied to grant applications depending on the location of the applicant organisation and the area they serve.

FUNDING CATEGORIES

The Community Pool funding categories are as follows:-

(i) PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE. This includes:-

Those groups/organisations that provide services to support disadvantaged individuals. Groups may require specialist expertise, e.g. Legal advice, debt counselling, and self-improvement opportunities.

Applications from those groups providing services that directly complement the services provided by the local authority and are considered strategically important will receive priority particularly those who provide:-

- Legal advice and guidance.
- Income generation, credit union support and debt counselling.
- Voluntary sector infrastructure support: accreditation, management, fundraising.
- Counselling services.

(ii) COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES. This includes:-

those groups which support the development of community capacity, including the formation of tenants and residents groups, and seek to improve interaction between local residents and statutory service providers, including local partnerships and networks and groups working proactively to facilitate the engagement of disadvantaged sectors, to encourage them on to the first step and then signpost them onto provision elsewhere, if necessary, providing support and training to encourage self help.

Applications from local community groups, particularly those who actively provide:-

- Advocacy in relation to issues affecting the voluntary sector.
- Support to strengthen voluntary sector infrastructure; accreditation, management.
- Support with fundraising.
- Support to volunteers.
- Development of capacity building projects/activities.

(iii) ESTABLISHED GROUPS WHO HAVE NOT PREVIOUSLY BEEN SUPPORTED FROM THE COMMUNITY POOL

Groups who are considered to be established i.e. who have been fully constituted for in excess of 2 years, who have not been awarded grant aid from the Community Pool previously can apply for financial support if they are meeting the aims and objectives of the Community Pool.

(iv) OTHER ORGANISATIONS/GROUPS. This includes:-

All applications, which do not fall into the other 3 categories, but provide valuable services with measurable outcomes for the benefit of Hartlepool residents living in the most disadvantaged wards, can be considered for funding.

ALLOCATION OF FUNDING FROM THE COMMUNITY POOL

Funding is offered on a two-tier system.

➤ **3 YEAR REVENUE TAPERED GRANT**

Groups can apply for a 3 year tapered funding agreement in principle subject to budgetary availability. In the second and third years of the agreement, grant recipients will be afforded, in principle, 75% and then 50% of the award made in Year 1. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

➤ **1 YEAR REVENUE TAPERED GRANT**

1 year funding with applications being processed alongside all others in subsequent years.

Grant aid will only be approved for revenue funding to support organisational running costs. A funding formula will be applied with the main priority being the staffing costs of a group. Key posts within an organisation, as identified by the Community Resources Manager, can be supported with a percentage of salary costs.

Applicants should note that:-

Capital works will not be supported, i.e.

New applications for initiatives in areas currently benefiting from regeneration initiative funding will receive a lower priority.

Play initiatives will receive a lower priority because of the alternative funding sources e.g. Play Opportunities Pool.

There is no upper limit in relation to the amount applied for from the Community Pool, but applications for less than £5,000 will not be considered from the Community Pool but will be signposted to other funders.

MONITORING OF GRANT AID

All grant aid is managed through a funding agreement, which includes the terms and conditions, under which grant aid has been awarded.

The spend and the outputs/benefits relating to the grant will be monitored and if it is found that grant aid has not been spent appropriately or outputs/benefits not achieved then measures may be taken to reclaim the grant.

APPEALS PROCEDURE

Groups applying to the Community Pool will be given the opportunity to appeal against a decision made by the Grants Committee in respect of their application for funding. An appeal must be made in writing, as it will be presented to the Grants Committee for their consideration.

THE APPLICATION PROCESS

These guidance notes are here to help you complete the application form.

Please read through them and refer to them while you complete the application.

WHO MAY APPLY?

- Voluntary and community organisations serving residents of Hartlepool who have been constituted for in excess of 2 years.
- Organisations whose aims and objectives fit within the Council's strategic objectives (see criteria) and the main objective of the Community Pool which is to support the activity of strengthening communities.

WHAT DOES THE APPLICATION PROCESS INVOLVE?

The process consists of a tiered approach:-

1. The Community Resources Manager makes an assessment of the application to establish if it meets the criteria of the Community Pool.
2. If the application meets the criteria, then a level of grant aid is formulated based on information provided and allowing for Council priorities and the circumstances relating to the application.
3. A report detailing the recommendations is presented to the Members of the Grants Committee for their approval.
4. Applicant organisations will be informed of the Grants Committee decision when the minutes of the meeting have been published and have come into effect.
5. Documentation relating to any grant award is prepared by the Community Resources Manager and despatched to the applicant organisation, who must accept the terms and conditions of the award before any payment of grant can be made.
6. Once the grant terms and conditions have been accepted, funding can be released. Normally grant aid is paid in 2 instalments via the BACS system.

WHAT CAN YOU USE GRANT FOR?

Core running costs – salary costs of key staff, rent, gas, electricity, water bills.

HOW IS YOUR APPLICATION ASSESSED?

We will look at:-

- Whether your application fits the aims of the Council and the criteria and objectives of the Community Pool.
- Who in the community will benefit and whether there is a real need for your services or activities.
- Your financial status.
- Other financing arrangements and fundraising activities.
- Whether the budget of the organisation is realistic.

YOUR RESPONSIBILITY

- All successful applicants are expected to monitor their services provision and activities and expenditure of grant aid in relation to these services. An annual monitoring form must be completed.
- Successful applicants are required to acknowledge the Council's support in any publicity material produced.
- You must notify the Community Resources Manager immediately if for any reason you are not able to comply with the terms and conditions of grant aid.

COMPLETING THE APPLICATION FORM

- Applicants are required to complete all sections of the application form. If this is not possible, please explain why on a separate sheet. Incomplete applications will be returned.
- Please complete all sections fully, reference to your annual report/accounts is not appropriate and will not be accepted.
- The next part of these guidance notes attempts to further explain certain questions in the application form. Not all questions are listed here, as we consider they are self explanatory.

Section 1

Tell us about your organisation

Question 2

The main applicant or contact must be someone w ho we can contact during the day in office hours about this application.

Question 14

The Council needs to be assured that you are in a stable financial situation and that your Accounts are in order. *Please attach supporting documents.*

Section 2

Tell us about the grant you are requesting

Question 16

Please identify w hich grant you are applying for. A one-year grant aw ard w ill be considered with no onus on the Local Authority to fund the organisation in subsequent years. A three-year tapered grant can be offered (with no formal agreement being made for years 2 and 3 because the Council's budget setting is done on an annual basis). In the second and third years of the agreement grant recipients w ill be offered, in principle, 75% and then 50% of the aw ard made in Year 1. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

Question 19

The Council w ould like evidence that you are proactively trying to raise money from other non Council sources.

Section 3

Tell us about who w ill benefit from this grant

Question 21

Please give a realistic figure for the number of people and type of groups who w ill benefit. Do not put 'all members of the public'.

Question 23

Only organisations that are based in Hartlepool or serve Hartlepool residents may apply.

The Council w ants to distribute funds to areas in need. We need to know w here the people live w ho w ill be able to access your services.

Question 25

Be realistic. Please only tick those categories that your organisation really serves. You will not increase your chances of receiving a grant by ticking more boxes.

Section 4**Questions 26 and 27**

Be realistic. Please only tick those themes and objectives that relate to the services or activities your organisation carries out.

Question 29

Please attach a separate sheet if necessary. **Be sure to include quantitative and qualitative outputs as this information will form the basis of any offer of grant aid.**

Section 5**Additional Information**

Failure to provide additional documentation, as requested, could result in a delay in the processing of your application.

If possible, please return your application form and additional information electronically or if that is not possible, a hard copy can be posted. Please be sure to put sufficient postage on the envelope or your application may miss the deadline.

Any applications received after the deadline will not be considered.

SHOPMOBILITY

Hartlepool



Hartlepool Access Group
Shopmobility Business Plan
August 2009 – 2015

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1. Contact Details

Charity: Hartlepool Access Group

Charity Number: 1048120

Address: Shopmobility Centre
Unit 120
Middleton Grange Shopping Centre
Hartlepool
TS24 7RJ

Telephone: (01429) 861777

Fax: (01429) 861777

e-mail: shopmobilityhartlepool@hotmail.com

2. Vision, Aim & Objectives

Vision

“To help and assist people of all ages who have mobility problems, achieve a better level of independence, while shopping, participating in leisure pursuits or simply meeting friends in Hartlepool”.

Aim

Our aim is to improve and empower people with mobility problems, to have the same equality of opportunity as everyone else by the provision of electric scooters, electric wheelchairs, conventional wheelchairs and walking aids, all maintained to the highest standards

Objectives

- To loan mobility aids that support residents and people visiting Hartlepool.
- Provide people with mobility problems advice & information to improve their quality of life
- Offer a delivery and collection service and
- Improve accessibility to Middleton Grange Shopping Centre and the surrounding area

3. Background Information

Shopmobility

The Hartlepool Shopmobility service was established in 1994 with initial funding from the 'City Challenge' regeneration programme. The service is provided by the Hartlepool Access Group (HAG) an unincorporated voluntary organisation and registered charity (**No 1048120**).

What is Shopmobility?

Shopmobility is a service which loans manual wheelchairs, powered wheelchairs and powered scooters to members of the public with limited mobility to shop and to visit leisure and commercial facilities within the town, for a small fee.

Who Can Use Shopmobility?

Shopmobility is for anyone, young or old, whether their disability is temporary or permanent. It is available for those with injuries, long or short-term disabilities – anyone who needs help with mobility. Shopmobility is about the freedom to get around. You do not need to be registered disabled to use it however people under the age of 14 must be accompanied by an adult.

Why Is Shopmobility Needed?

In Hartlepool, it is difficult to access all areas of the town if you have mobility impairment. Hartlepool Shopmobility actively encourages inclusion and equality by providing wheelchairs, powerchairs and power scooters for people to use them. With Hartlepool Shopmobility people can continue to access our local shopping centre and other town centre amenities either independently, or with family and friends.

4. Shopmobility Current Operation:

Organisation and Management Structure

Shopmobility is managed by an elected Executive Committee and supported by full/part time staff and volunteers.

The Executive Committee is elected yearly at an Annual General Meeting; Membership is open to anyone who has a disability or an interest in disability. Some members of the Executive Committee are beneficiaries of services of which two thirds are disabled.

The Executive Committee also has representation from the 2 local Authority Councillors and the Manager of Middleton Grange Shopping Centre, Hartlepool. The role of the Executive Committee is to determine policies and the strategic direction of Shopmobility.

Day to Day Management and Operation

Day to day operation of the service is undertaken by a full-time manager, who reports to the Executive Committee. The manager is supported by a part-time bookkeeper who is responsible for all finances and a full-time mobility equipment worker/cleaner responsible for maintenance of equipment.

The Shopmobility Unit

The Shopmobility service operates from a town centre shop front unit in the Stockton Street entrance of the Middleton Grange Shopping Centre.

From this base Hartlepool Shopmobility has a fleet of electric scooters, manual and electric wheelchairs and other mobility aids that are available for short term (by the hour) and longer-term hires.

Hartlepool Shopmobility is funded with a contribution from Hartlepool Borough Council that is equally matched by a contribution from the company that operates Middleton Grange Shopping Centre (PPGMetro).

The Shopmobility service has five dedicated parking bays close to the hire base there is an underpass between them, presently, most of the mobility equipment is stored in a lock up in the shopping centres underground car park.

Membership

Hartlepool Shopmobility currently has a membership of 2,320 people since the scheme was launched in 1994 and an active membership of over 770 people.

In line with Best Practice, people who use Hartlepool Shopmobility are required to join as a member. This entails providing ID evidence of their address, signing the agreement of use, providing 2 passport photos and

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taking the training for use of the equipment in order that they are covered under the scheme's insurance.

Equipment hires

The current main stock of hire equipment comprises:

- 10 manual wheelchairs.
- 10 power scooters
- 6 power wheelchairs
- Various Walking Aids

Staffing

At the present time there are four paid positions within Hartlepool Shopmobility of which three staff are employed, staff are supported by a number of volunteers who assist with reception and maintenance of scooters.

Current Staffing

Post	Hours	Pay (gross per annum)	Notes
Acting Shopmobility Manager	37 hrs pw	£18,540	Post held by Fiona Campbell
Mobility Equipment Worker	37 hrs pw	£13,175	Post held by Robert Proffitt
Cleaner	4 hrs pw	£768	Post held by Robert Proffitt
Bookkeeper	2 hrs pw	£1080	Post held by Marjorie Rogerson

Opening Hours

Scheme	Days per week	Hours per day	Total Hours per week
Hartlepool	5 days per week (not Saturdays)	9.30am - 4pm	32.5

Hire Charges

Scheme	Per hour	Longer term
Hartlepool	£1	£5 a day, £20 per week, £30 fortnight for manual only. A loyalty card in operation.

SWOT Analysis

Shopmobility's strengths and weaknesses are shown in relation to our present position and location.

Strengths	
1.	Experienced staff and volunteers continuously maintaining our high standards having just celebrated our 12 th Anniversary.

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2.	Network effect with the community and other organisations around Hartlepool.
3.	Achieved Investor In People recognition in record time.
4.	Flagship project for disabled people in Hartlepool.
5.	The size and commitment of our membership base.
Weaknesses	
1.	Limited amount of space for equipment.
2.	Limited amount of opening hours due to equipment storage away from office.
3.	Limited amount of revenue and capital.
4.	Limited amount of reserves.
Opportunities	
1.	Networking with other charities
2.	Empowering local community.
3.	Team building using volunteers and experienced staff.
5.	To educate and train people in Disability Awareness.
6.	Improving Access for All.
7.	Leadership role with similar regional charities.
8.	Expand/extend premises and service provision.
9.	Partnership working with Statutory Agencies.
10.	Sales
Threats	
1.	Non continuance of finance.
2.	Not being able to expand our services and benefits.
3.	Unable to sustain a quality service due to financial constraints.
4.	Working with reduced/inadequate staffing levels due to financial constraints and space.
5.	Lack of reserves.

5. Future Sustainability

2009/10

The executive recognise the need to restructure the present Shopmobility service to provide a more inclusive service and offer value for money to funders, it is proposed that from October the service will increase present staffing levels to include two part-time customer care/maintenance operatives and a part-time receptionist, enabling the service to expand its operation to include Saturdays and offer more an enhanced advice and information service. To oversee the development the executive committee have agreed that Cllr K Cranney will have the responsibility of line managing the Shopmobility manager and implementing the agreed action plan.

Capital refurbishments

The allocation of £40,000 for capital-spend approved in the HBC Local Transport Plan, needs to be spent before December 2009. The allocation could be used to refurbish a new storage area for mobility aids, refurbish shop to offer space for marketing mobility products with the remaining allocation spent on replacement equipment. An executive committee member will support the work of the bookkeeper and be responsible for the veracity of all income and expenditure, for the period leading up to April 2010, the executive committee have agreed to appoint Cllr Chris McKenna as line manager

Proposed staffing

Post	Hours	Pay	Notes
Shopmobility Manager	37	£18,540 pa	To manage day to day operation
Mobility Equipment/ Customer care workers	40	£15,990 pa	Job shared role
Administrator	20	£6,240 pa	Flexible
Bookkeeper	2	£1,080 pa	

Proposed Opening Hours

Scheme	Days per week	Hours per day	Total Hours per week
Hartlepool	6 days per week	9.30am – 4.00 pm	39

Hire Charges

Scheme	Per hour	Longer term
Hartlepool	To be reviewed	Customer evaluation and survey undertaken to identify revised hire charges

Sustainability

To support Shopmobility's long-term sustainability and generated income Owton Fens Community Association (OFCA) will provide support to develop new income streams and best practice helping increase membership and usage. The executive recognise the need to consolidate the present operation to ensure that the service is sustainable; this will be achieved through the restructuring of the present operation and putting in place financial measures to monitor finances and develop reserves to ensure future operation of the service is not affected due to cash-flow problems. The executive committee have agreed to hold regular monthly meetings during the initial phase August 2009 – March 2010, and agreed to undertake a full review of the Shopmobility operation and staffing structure in early April 2010.

From April 2010, Shopmobility will develop and implement a marketing plan for Shopmobility to generate additional income. This could be achieved by firms sponsoring mobility aids and having their logos on the equipment and using the shop to advertise their services such as Zenith. Arrangements with local disability equipment organisations could be contacted to arrange for their newsletters; leaflets; communications; etc., to be forwarded to our customers for a fee.

Action Plan

Short-term October 09 – March 10	<ul style="list-style-type: none"> • Restructure Service • Agree financial plan • Extend opening hours • Refurbish present facilities and purchase additional equipment • Monitor action plan
Year 2 - 5	<ul style="list-style-type: none"> • Review membership policy • Review pricing policy • Identify and implement new income streams • Identify executive and staff training • Implement new ICT policy • Review operation/action plan • Extend opening hours to 7 days a week

6. Finances

The financial information detailed in this business plan is based on past and present operational costs of providing the Shopmobility service, funded by Hartlepool Borough Council and PPGMetro.

October 2009 – March 2010

Income	Oct	Nov	Dec	Jan	Feb	Mar	Total 09/10	Operati on costs
HBC	£ 5,813.00			£ 5,813.00			£ 11,626.00	£ 11,626.00
PPG Metr o	£ 5,813.00			£ 5,813.00			£ 11,626.00	£ 11,626.00
Hire Income	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 3,000.00	
Total Income	£12,126.00	£ 500.00	£ 500.00	£12,126.00	£ 500.00	£ 500.00	£ 26,252.00	£ 23,252.00

Expenditure	Oct	Nov	Dec	Jan	Feb	Mar	Total	
salaries	£ 3,840.00	£3,840.00	£3,840.00	£ 3,840.00	£3,840.00	£ 3,840.00	£ 23,040.00	£ 20,057.00
insurances	£ 109.11	£ 109.11	£ 109.28	£ 109.11	£ 109.11	£ 109.28	£ 655.00	£ 655.00
vol unteer expenses	£ 65.00	£ 65.00	£ 65.00	£ 65.00	£ 65.00	£ 65.00	£ 390.00	£ 390.00
phone/i nternet	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ 450.00	£ 450.00
utilities			£ 580.00			£ 580.00	£ 1,160.00	£ 1,160.00
staff travel	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 60.00	£ 60.00
printing & stationar y	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 180.00	£ 180.00
equipment servicing & repair	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 300.00	£ 300.00
Total Expenditure	£ 4,179.11	£4,179.11	£4,759.28	£ 4,179.11	£4,179.11	£4,759.28	£ 26,235.00	£ 23,252.00

Budgets – 2010/2014

Income	Total 10/11	Total 11/12	Total 12/13	Total 13/14
HBC	£ 23,250.00	£ 23,500.00	£ 24,000.00	£ 24,500.00
PPG Metr o	£ 23,250.00	£ 23,500.00	£ 24,000.00	£ 24,500.00
Income	£ 9,000.00	£ 10,000.00	£ 10,500.00	£ 11,000.00
Total Income	£ 55,500.00	£ 57,000.00	£ 58,500.00	£ 60,000.00

Expenditure	Total	Total	Total	Total
salaries	£ 47,070.00	£ 47,710.00	£ 48,370.00	£ 49,040.00
insurances	£ 1,300.00	£ 1,360.00	£ 1,400.00	£ 1,450.00
mar keting	£ 300.00	£ 310.00	£ 320.00	£ 330.00
vol unteer expenses	£ 800.00	£ 800.00	£ 800.00	£ 850.00
phone/i nternet	£ 930.00	£ 930.00	£ 960.00	£ 990.00
postage	£ 80.00	£ 85.00	£ 90.00	£ 95.00
Capital/Revenue reser ves	£ 1,285.00	£ 1,970.00	£ 2,610.00	£ 3,170.00
utilities	£ 2,350.00	£ 2,390.00	£ 2,460.00	£ 2,535.00
staff travel	£ 120.00	£ 125.00	£ 130.00	£ 135.00
printing & stationar y	£ 350.00	£ 370.00	£ 380.00	£ 395.00
(AGM/Exec Mtgs)	£ 315.00	£ 330.00	£ 340.00	£ 350.00
equipment servicing & repair	£ 600.00	£ 620.00	£ 640.00	£ 660.00
Total Expenditure	£ 55,500.00	£ 57,000.00	£ 58,500.00	£ 60,000.00

7. Appendix Job Descriptions

Job Title: Shopmobility Manager
Hours: 37 Hours Per Week
Reporting To: Executive
Salary: £18,540
Line Manager: Designated Person from executive

Main Purpose:-

To develop and manage the day to day operation of Hartlepool Shopmobility Service and to progress the Shopmobility business plan reporting to executive committee line manager .

Key Responsibilities:-

- Develop, actively promote and manage Hartlepool Shopmobility Service.
- To recruit and supervise the work of staff (both paid and volunteers)
- Identify and ensure the provision of appropriate training.
- To manage the service, ensuring that Health & Safety, security and service criteria agreed with the Executive Committee are met and maintained.
- To develop and expand the service as indicated in the Business Plan
- To establish and maintain good working relations with local traders, businesses and town centre facilities and to promote fundraising activities.
- To establish and monitor consultative procedures to ensure that the scheme is meeting the needs of its users
- To advise and support Hartlepool Access Group's Executive Committee in seeking funding from local authority/trusts & foundations/local businesses in order to secure additional funding.
- To produce written reports as required by Executive Committee/Line Manager/MGSC/HBC & agreed by the Executive Committee.
- To liaise with outside organisations and promote partnership work & services.

Job Title: Mobility Equipment/Customer care workers (Job Share)
Reporting To: Shopmobility Manager
Hours: 2 x 20 Hours per Week (Flexi-time)
Salary: £15,990

Role:-

Issuing and maintenance of mobility equipment and providing advice and information to clients.

Key responsibilities:-

- Carrying out mobility equipment training to members/carers in the safe use of equipment.
- Production of Membership Training records and issuing those records to the manager.
- Joint supervision of volunteers.
- Carrying out general maintenance/minor repair work of manual chairs/electrical mobility equipment.
- Transportation of mobility equipment to and from storage area to Shopmobility premises.
- Ensuring safe storage of equipment when out of use.
- Transportation of appropriate mobility equipment to and from members at various locations.
- Cleaning of mobility equipment.
- Responsible for recharging of all mobility equipment on a regular basis.
- Monitoring/updating and maintaining Recharging Log of mobility equipment.
- Regular monitoring/updating and maintaining Mobility Equipment Log.
- Assessing and reporting any equipment faults to the Administrator.

- General handyman and cleaning in Shopmobility premises.

Job Title: Administrator
Reporting To: Shopmobility Manager
Hours: 20 Hours per Week (Flexi-Time)
Salary: £6,240

Role:-

Administration of day to day operation of Shopmobility responsible to manager.

Main Duties:-

- Data input.
- Managing day to day bookings.
- Recording membership/training/enquiries/equipment bookings.
- Responsibility for issuing/record keeping of new members details.
- Production and issuing of customer ID's.
- Responsible for the upkeep of display materials.
- General reception duties (telephone/meeting & greeting).
- Recording/allocating incoming/outgoing post.
- General administration requirements (photocopying/mailings/filing).
- Responsible for announcing/recording visitors.
- General cleanliness/tidiness of Shopmobility reception area.
- Cash handling.
- Provision of general information as required by customers/staff.
- Liaising between Customers/Maintenance Equipment Worker(s) & Shopmobility Manager.
- Providing cover during absences/holidays for job share role.

Job Title: Bookkeeper
Reporting To: Shopmobility Manager/Executive committee
Hours: 2 Hours per Week (Flexi-Time)
Salary: £1,080

Role:

Monitor and record financial transactions of Shopmobility reporting to executive committee line manager

Main Duties:

- Co-ordinate financial planning, setting and monitoring of budgets and forecasting outputs.
- Manage cashflows and budgets in consultation with the manager and the executive.
- Monitor accounts, including invoicing, salaries, administration and the completion of monthly, quarterly and year-end accounts.
- Ensure payment of bills and other liabilities at the appropriate time - and to be responsible for the veracity of payments along with line manager from executive.

8. Action Plan

	Business Priority	Action Required	Target Date	Lead Officer	Priority High, Medium or Low
1	Agree business and financial plan	Seek agreement of funders	September 2009	Executive	H
2	Restructure services	Implement business plan, staff changes and recruit new staff and volunteers	End September 2009	Executive	H
3	Operational Plan	Plan and implement staff rota to extend operational hours	End September 2009	Manager & Executive	H
4	Extend opening hours	Staff rota in operation	October 2009	Manager	M
5	Plan Capital spend	Identify refurbishment and capital equipment costs	October 2009	Manager & Executive	H
6	Refurbishments	Complete refurbishment	December 2009	Manager	H
7	Report	Produce quarterly monitoring report	December 2009	Manager	M
8	Increase operating hours	For the 5 weeks leading up to Christmas increase operating hours to 7 days a week	December 2009	Manager	M
9	Review membership and pricing policy	Undertake an evaluation of customers to identify improvements and prices	January – March 2010	Manager	M
10	Identify and implement new income streams	Market Shopmobility to potential sponsors and new customers	February ongoing	Manager	M
11	Implement new ICT policy	Provide all clients with	April onwards	Manager	L
12	Review Service	The executive will review present operation and staffing	Early April 2010	Executive	M

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	Business Priority	Action Required	Target Date	Lead Officer	Priority High, Medium or Low
13	Identify Training	Identify training opportunities for staff, volunteers and executive	April onwards	Manager	L
14	Extend opening hours to 7 days a week	Provide a more inclusive service to operate Sundays	October 2010	Manager & Executive	L