

Scrutiny Task and Finish Panel Agenda



Grant Aid Review Task and Finish Scrutiny Panel Tuesday, 31st March, 2015

You are invited to attend the next meeting of **Grant Aid Review Task and Finish Scrutiny Panel**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping
on Tuesday, 31st March, 2015
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

Gary Woodhall
The Directorate of Governance
Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

Members:

Councillors A Boyce, J Knapman, A Mitchell MBE, S Murray, Mrs C P Pond, G Shiell and B Surtees

**THE DEADLINE FOR THE SUBMISSION OF SUBSTITUTES TO THIS MEETING IS
18:00 HOURS**

1. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Directorate of Governance) To report the appointment of any substitute members for the meeting.

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any items on the agenda.

In considering whether to declare a personal or a pecuniary interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and pecuniary interest in any matter before an OS Committee which relates to a decision of or action by another Committee or

Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

4. MINUTES (Pages 5 - 10)

To confirm the minutes of the last meeting of the Panel.

5. TERMS OF REFERENCE (Pages 11 - 12)

(Director of Governance) To note the Terms of Reference for the Panel.

6. REVIEW OF GRANT AID SCHEME FOR VOLUNTARY AND COMMUNITY ORGANISATIONS (Pages 13 - 24)

(Director of Communities) To consider the attached report (GAR-003-2014/15).

7. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (Non-Executive Bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks notice of non-urgent items is required.

8. EXCLUSION OF PUBLIC AND PRESS

Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<u>Agenda Item</u>	<u>Subject</u>	<u>Exempt Paragraph</u>
Nil	None	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers

Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

9. DATE OF NEXT MEETING

(Director of Governance) The final meeting of the Panel for 2014/15 is currently scheduled for 16 April 2015, and please note that this meeting will start at 6.00pm.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Grant Aid Review Task and Finish Scrutiny Panel **Date:** 2 March 2015

Place: Committee Room 1, Civic Offices, High Street, Epping **Time:** 7.00 - 8.45 pm

Members Present: Mrs C P Pond (Chairman), G Shiell, B Surtees and J Lea.

Other Councillors: -

Apologies: A Boyce, A Mitchell MBE and S Murray.

Officers Present: J Chandler (Assistant Director (Community Services)), L Swan (Assistant Director (Private Sector Housing & Communities Support)), C Overend (Policy & Research Officer), G Wallis (Community, Health & Wellbeing Manager) and G J Woodhall (Democratic Services Officer).

7. SUBSITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

The Panel noted that Cllr Lea was substituting for Cllr Boyce.

8. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

9. MINUTES

Resolved:

(1) That the minutes of the meeting held on 14 January 2015 be taken as read and signed by the Chairman as a correct record.

10. TERMS OF REFERENCE

The Panel considered its Terms of Reference, as agreed at the last meeting.

J Chandler highlighted that the Care Act 2014 no longer referred to vulnerable adults, but described them as "adults with needs of care and support", and suggested that the Panel's Terms of Reference should be amended accordingly. The Panel concurred.

Resolved:

(1) The Terms of Reference for the Panel be revised to refer to "vulnerable adults" as "adults with needs of care and support".

11. REVIEW OF GRANT AID SCHEME FOR VOLUNTARY AND COMMUNITY ORGANISATIONS

C Overend introduced a report on the review of the current Grant Aid Scheme for Voluntary and Community Organisations.

C Overend presented the additional information requested by the Panel at its inaugural meeting on 14 January 2015. This included:

- the criteria used in the 'Scorecard' system for determining Grant Aid applications;
- the relevant Council targets impacted by the Grant Aid Scheme;
- a copy of the Grant Aid application form, which included the Guide for Applicants and the criteria to qualify for a three-year Service Level Agreement;
- a list of the groups currently in receipt of a three-year Service Level Agreement, with a description and the amount per annum; and
- a list of Groups who had received one-off Grants each year from 2009/10 to 2013/14, which had indicated the following annual expenditure:
 - 2009/10 = £57,720;
 - 2010/11 = £53,340;
 - 2011/12 = £51,743;
 - 2012/13 = £46,751; and
 - 2013/14 = £49,049.

C Overend drew the attention of the Panel to the omission of two groups from the list of those in receipt of a three-year Service Level Agreement: WAY2000 and Epping Forest District Swimming Club.

C Overend reminded the Panel that the Review was being carried out as a result of a £11,517 reduction in the budget for the Grant Aid Scheme in 2015/16. This had reduced the budget to £83,453, of which £43,453 was expenditure already committed via three-year Service Level Agreements that ran until March 2016. This left the balance of £40,000 available for the consideration of applications for one-off Grants. In addition to this, the Council also had three-year Service Level Agreements with the Epping Forest District Citizen's Advice Bureau and Voluntary Action Epping Forest which totalled £152,500.

The Panel discussed possible revisions to the current Grant Aid Scheme to deal with the budget cut for 2015/16, which Officers advised equated to approximately a 22% reduction in the funding available for one-off Grants. The proposals included: allocating proportionally less money for each Grant approved, for example a 22% reduction; a reduction in the maximum grant available from the current £5,000, for which a 22% reduction would equate to £3,900; restricting the number of Grants approved by geographic area within the District; giving priority to those Grants pertaining to District-wide activities or at least those covering several parishes; abolishing the extra grants currently given to the Epping Forest District Citizen's Advice Bureau and Voluntary Action Epping Forest, who were already in receipt of the two biggest Grants via three-year Service Level Agreements; and removing specific sectors from the scope of scheme, for example local halls.

C Overend reported that other funding schemes had also seen their available finance reduced, which had impacted those applications seeking match funding. The District Council did not liaise directly with those Town and Parish Councils that also offered Grant Aid Schemes, although requests to other bodies for funding were considered during the application process, especially when the Grant from the District Council would not be enough to fund the entire project. A recent receipt of Grant Aid from the

District Council was a factor when considering further requests for Grant funding, and advice was always freely given to Groups by the Officers concerned. J Chandler cautioned the Panel about Groups that 'double-accounted' for grant monies received.

The Panel felt that the Grant Aid application form should be revised to include a warning of any failure to disclose other funding received or applied for would jeopardise a particular bid, whilst the support of the local Council would enhance a bid. C Overend reminded the Panel that the Council requested 'End-of-Grant' reports to demonstrate the success of the project funded by the District Council.

C Overend suggested that the revised Scheme could give priority to certain Groups initially, before being opened up to all Groups later in the financial year; J Chandler stated that this would be her preferred option. The Panel felt that reducing the maximum Grant available to Groups should not be supported, as this could potentially deter some applications. Cllr Surtees highlighted the issue of Groups applying for 'pump-priming' funding; C Overend stated that a reference could be made to funding feasibility studies within the Application Form.

Cllr Surtees enquired whether, given the paucity of funding available, the Grant Aid budget could be increased with monies from outside the Council rather than cut the Grants available. Two possible suggestions from Councillor Surtees were to allow Councillors to donate their basic allowance to the Grant Aid budget, and persuade local businesses to contribute to the Grant Aid budget. The Group welcomed these proposals, but felt that the Basic Allowance was paid to Members to reimburse them for any expenses incurred representing their local community, and that local businesses could get involved with community projects of their choosing without unduly influencing the Grant Aid budget.

C Overend advised the Panel that the current process was for Officers to meet with the Portfolio Holder approximately every six weeks to consider the outstanding applications, before a Portfolio Holder delegated decision on which Grants were approved was signed and published. Before the implementation of the Cabinet system of Local Government in 2001, the budget was allocated to the applications at one point in the financial year, which left no monies available for applications received later in the year. This year, as was the case in most years, there was still some money left in the Grant Aid budget, for which any outstanding applications would be considered for before the end of the month. It was reiterated that the Grant Aid budget was not currently underspent as the remaining monies had still been committed to projects even if it had not been physically paid to the Groups concerned. Although, it was highlighted that if the Grant Aid budget continued to be cut then this process could take place earlier than March in the financial year. The Panel acknowledged that the current system for the allocation of the Grant Aid budget worked well.

In relation to the Funding Matrix used for the Grant Aid Scheme, C Overend reported that the elements listed were the factors considered when an application for Grant Aid was analysed, with each factor on the scorecard given a score between 1 and 5. The reference to the 2012 London Olympics had been retained as this factor was now concerned with the legacy from the staging of the Games. L Swan pointed out that greater priority was being given to older people in the new Corporate Plan 2015-20 and C Overend agreed that this should be included as a new factor. The Panel noted the list of relevant Council targets which the Grant Aid Scheme impacted upon, and C Overend commented that residents within the District supported the Scheme.

The Panel considered the current Application Form for the Grant Aid Scheme and the advice contained therein. Following on from the greater emphasis afforded to Older

People in the new Corporate Plan, it was agreed that the Elderly should be a separate key priority area and renamed 'Older People', and 'Domestic Violence' should be renamed 'Domestic Abuse'. Cllr Surtees suggested that the example quoted of a counselling service as a new project should be removed from the 'What You Can Apply For?' section, and the impact of the project upon the District should also be included within the 'Factors Taken into Account' section. C Overend proposed that the 'Grant Conditions' section should include a requirement to provide the District Council with an evaluation of the funded project after six months, and Cllr Surtees added that the first paragraph of the 'Grant Decision' section should include the fact that the Portfolio Holder was advised by Officers when considering applications as this was the current modus operandi.

With regard to the actual Application Form itself, Cllr Shiell noted that the Council did not ask whether the applicant Group was part of a larger organisation. This was acknowledged by Officers and it was agreed that the question concerning the applicant Group's management structure would be expanded. It was noted that the form was generally very compact and the font size was quite small. C Overend reassured the Panel that the form could be provided with larger print and would also be offered on the Council's website for download as well. J Chandler emphasised that the Council would need to request a copy of a Group's Safeguarding Policy in future if they were applying for monies in connection with projects for children or adults with needs of care and support.

Following a thorough review of the current Grant Aid Scheme, the Panel was generally satisfied with the way that it operated and felt that a wide variety of organisations were assisted by the Scheme. The Panel considered a number of alternatives to manage the 22% budget cut in 2015/16 for one-off Grants, including the reduction of the maximum amount available or reducing the amount agreed for each Grant, but did not wish to pursue these suggestions at the current time. However, the Panel felt that priority for Grants under the Scheme should be given to new projects and/or new Groups initially, before the Scheme was opened out for others to apply. In addition, priority should also initially be given to projects concerning Older People, given their increased emphasis in the new Corporate Plan, and projects involving young people.

The Panel felt that it would be appropriate at this stage to consider the grants funded by the Council through three-year Service Level Agreements, even though it was acknowledged that these agreements did not expire until March 2016, and the Panel had already indicated a wish at its previous meeting to examine these Grants in detail during 2015/16.

Resolved:

- (1) That the satisfaction with the general operation of current Grant Aid Scheme be noted;
- (2) That the initial priority for Grants under the Scheme in 2015/16 should be for:
 - (a) new projects which had not received Grant Aid funding in the past;
 - (b) new Groups which had not received Grant Aid funding in the past;
 - (c) projects concerned with Older People following their greater emphasis in the new Council Corporate Plan 2015-20; and
 - (d) projects involving young people;

- (3) That the following revisions be made to the *'Introduction'* section of the Grant Aid Application Form:
- (a) Older People to be listed as a separate Key Priority; and
 - (b) the reference to "Domestic Violence" to be amended to "Domestic Abuse";
- (4) That the following revisions be made to the *'What You Can Apply For'* section of the Grant Aid Application Form:
- (a) the funding of Feasibility Studies to also be considered in future; and
 - (b) the removal of the example of a Counselling Service from the second paragraph;
- (5) That the following revisions be made to the *'Factors Taken into Account'* section of the Grant Aid Application Form:
- (a) the support of your local Town or Parish Council to be added as a factor;
 - (b) the impact of the project upon the District to be added as a factor; and
 - (c) a further comment to caution applicants that failure to disclose other funding received or applied for would jeopardise their bid;
- (6) That the following revisions be made to the *'Grant Conditions'* section of the Grant Aid Application Form:
- (a) the requirement to provide the District Council with an evaluation of the funded project after six months to be added;
- (7) That the following revisions be made to the *'Grant Decision'* section of the Grant Aid Application Form:
- (a) the Portfolio Holder was advised by Officers before taking a decision to be added to the first paragraph;
- (8) That the question on the Application Form in the *'About Your Organisation'* section concerning the management structure of the applying Group be expanded to include whether the Group was part of a larger organisation;
- (9) That *'Support of Older People'* be added to the *'Contribution towards Relevant Council Objectives'* section of the Funding Matrix for the Grant Aid Scheme Scorecard;
- (10) That the requirement to provide the District Council with a copy of the Group's Safeguarding Policy if they answered 'Yes' to the question concerning working with Children and Vulnerable Adults be added to the *'Grant Aid Application - Check List'*;
- (11) That the revised Grant Aid Scheme and Application Documents be included as part of the final report of the Panel; and

(12) That an initial analysis of the Grants funded by Three-Year Service Level Agreements, due to expire in March 2016, be undertaken at the next meeting.

12. ANY OTHER BUSINESS

The Panel noted that there was no other urgent business to consider.

13. DATE OF NEXT MEETING

The Panel noted that its next meeting was scheduled for 31 March 2015.

CHAIRMAN

Origin

At its meeting on 16 September 2014, the Overview and Scrutiny Committee agreed the establishment of a new Task and Finish Panel to review the Council's Grant Aid Scheme for Sports, Arts, Leisure and Community Groups in terms of the overall policy/guidance and procedures for Major Grants and Service Level Agreements including those for the determination of applications, and those for the pre and post determination stages.

Draft Terms of Reference

To review the current structure of the Grant Aid Scheme, taking into consideration the terms of the overall policy/guidance and procedures those for the determination of applications, and those for the pre and post determination stages and how this framework would best fit the structure of the Council.

(1) To specifically consider:

- The eligibility criteria and assessment arrangements for funding taking into account the budget available and the thematic areas in the leisure and cultural strategy;
- The grant maxima;
- Appropriate arrangements for safeguarding of children and adults with needs of care and support;
- Appropriate arrangements for the monitoring of expenditure; and
- Review procedures.

(2) To consider any other matters that are deemed appropriate.

Aims and Objectives

- (a) To report findings to the Overview and Scrutiny Committee and to submit a final report for consideration by the Committee and the Council by 27 April 2014;
- (b) To gather evidence and information in relation to the review through the receipt of appropriate data, presentations and by participation in fact-finding visits to other authorities if necessary;
- (c) To have due regard to relevant legislation and the Council's procedures; and
- (d) To consult political groups and independent Councillors during the review process.

TIMESCALE	ESTIMATED	ACTUAL
Commencement:	First meeting to be held on 14 January 2015	
<u>Finish</u>	Final meeting to be held on 16 April 2015	

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Report to Grant Aid Review Task and Finish Panel

Report Reference: GAR-003-2014/15

Date of meeting: 31 March 2015



Subject: Review of Grant Aid Scheme for Voluntary and Community Organisations

Responsible Officer: Chris Overend (01992 564247)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) That the information supplied in response to Members' requests at the last meeting be assessed with a view to identifying potential enhancements to the scheme.

Reason for Decision:

As Members noted at the previous meetings, the review is being carried out against the backdrop of a reduction of £11,517 in the Grant Aid Budget for 2015/16. This has reduced the overall budget to £83,453 in the next financial year, of which £43,453 is committed on three year agreements. In effect this leave £40,000 for consideration of applications for one-off major grants. Members will no doubt, therefore, wish to use the information presented to help identify key areas towards which the more limited budget should be directed.

Report:

1. At the inaugural meeting on 14 January 2105, Members of the Panel began the process of review and identified three aspects of the scheme they wished to have more information on as they felt these were key areas through which potential enhancements could be pinpointed. The aspects concerned were as follows:

- Ø The eligibility criteria for the current scheme;
- Ø Details of grants approved during the past five years; and
- Ø A list of the current three-year Service Level Agreements.

2. Information on the aspects referred to in 1 above, along with the 'Scorecard' system for determining applications and the relevant Council targets impacted by the Grant Aid Scheme, was duly considered at the last meeting. Having received the information, the Panel made a number of suggestions for enhancing the scheme, as set out in the minutes of the 2 March 2015 (Minute 11 refers) attached with the agenda for this meeting.

3. The Panel also agreed to give initial consideration to the criteria for the three-year service level agreements. A schedule setting out information on the groups in receipt of such agreements is attached. Members are reminded that the criteria for the award of Service Level Agreements are not dissimilar to that for a major grant. However, the money is towards core activity; such a group must have received at least one previous grant totaling £1,000 or more, be the main or an important provider of the service within the District, and be working in partnership with the Council (ideally having done so for a number of years).

4. Information on the current advertising and consultation arrangements for the Scheme

is attached. Members are asked to comment on the arrangements and to identify potential enhancements.

5. The Portfolio Holder and/or officers undertake follow-up visits to groups subsequent to the award of a grant. Limited resources mean that it is not possible to visit all such groups. However, over a period of time those in receipt of SLA's and a cross section of other groups are visited. This provides an opportunity to assess how successful an approved scheme has been and to discuss issues of mutual concern. The issues discussed will vary dependent on the group and the type of scheme for which grant aid approval has been given. However, the monitoring form attached gives an indication of the topics which might be covered. Again Members are asked for their comments on the existing arrangements and to identify potential enhancements.

Resource implications:

Budget provision

The Grant Aid Budget for 2015/16 has been set at £83,453. There are also separate budgets in the Voluntary and Community Sector for VAEF (£39,120), the CAB (£113,380) and Welfare Transport (£16,000).

Personnel

The Communities, Policies and Grants Officer and Assistant are responsible for administering the scheme. They do so in consultation with the Portfolio Holder for Leisure and Community Services and with the involvement of officers from Community, Arts and Sports Development, and Finance, where necessary and appropriate.

Land

N/A.

Appendices:

- Ø Groups in Receipt of Three Year Service Level Agreements;
- Ø Monitoring Major Grants and Three Year SLA forms; and
- Ø Areas of Advertising and Consultation Arrangements.

TASK AND FINISH PANEL – GRANT AID REVIEW

GROUPS IN RECEIPT OF THREE YEAR SERVICE LEVEL AGREEMENTS

Name of Group	Service undertaken within Epping Forest District	Amount per annum £
Alzheimer's Society	<p>Operating from Latton Bush, Harlow (to keep rental costs down) services are provided to those EF residents suffering from Alzheimer's.</p> <p>One recent initiative was EFDC requesting that a community group dealing with the elderly in EFDC was given training/advice by Alzheimer's so the group could understand the problems of those suffering with the disease.</p> <p>Activities run in EFDC; Memory Café, Active Minds, Young Onset Group, Awareness Raising, Carer Information and Support Groups are some examples.</p>	1,772
British Red Cross	<p>Provision of equipment to residents of EFD who require it – after an accident, post hospitalization, visiting elderly etc – such as wheelchairs, walking frames, crutches. As residents are living longer there is a greater need for BRC's support in our District.</p>	3,982
EFD Swimming Club	<p>EFDC is a non-profitmaking swimming club that exists to provide the opportunity for young people to achieve their potential in competitive swimming. It is run by parents solely for the benefit of the swimmers. We provide swimming lessons for children of around 3 years upwards and training for competitive swimming from around 7/8 years. Swimming is universally recognised as an excellent way of keeping fit and we have an active Epping Forest 'Masters' section. Whilst much attention is focused on helping swimmers achieve success at Essex, East Region and National competitions, we also hold Club Championships, Charity Galas and Social Events. Our Christmas Relay Gala in support of Cancer Research is an established favourite. The first training session took place nearly 40 years ago, way back in 1977.</p>	
Carers Trust (formally Crossroads)	<p>Carers Trust strives to relieve the stresses of relatives and friends caring for someone, at home, who has a disability or chronic illness.</p> <p>They offer a Young Carers Group in the Epping Forest area and provide useful information and support to young carers.</p>	4,529
Lambourne End Centre	<p>Helping young people in Essex and East London develop confidence through adventurous, farm and environmental activities. Excellent fund raising group and volunteer support. Caters for all ages of young people to develop skills.</p>	2,765
Loughton Voluntary Care Association	<p>Volunteers provide transport for the elderly/frail, within the Loughton area, to hospital, surgery and clinic appointments. LVVC also undertake shopping, befriending and an occasional 'odd job'. LVVC run a weekly shopping trip, by minibus. LVVC provides social contact and enables the elderly to shop independently with assistance.</p>	2,990
North Weald Airfield Museum Association	<p>Education Of The General Public About The History Of North Weald Airfield, Nearby Airfields And Their Communities By Enlarging, Updating And Preserving The Collection Of Articles And Memorabilia Originally Accumulated By The Late Fit. Lt. Bill</p>	2,265

	<p>Miles and Warrant Officer Fred Hitchcock.</p> <p>Since the death of the Hon Secretary in the tragic plane crash last year, this group are in need of much support and Tony Connor, EFDC Museum Officer is having regular meetings to try and put the group on a firmer footing.</p>	
Ongar and Villages Voluntary Care	<p>Volunteers provide transport for the elderly/frail, within the Ongar doctors' area only, to hospital, surgery and clinic appointments. OVVC also undertake shopping, visiting a relative who is ill or hospitalised, collecting prescriptions etc. They assist families who have to care for an elderly relative or someone with a terminal illness or sick and/or befriend elderly who have no close relatives.</p>	1,772
Rural Community Council for Essex	<p>RCCE's mission is to provide local communities with the skills, resources and expertise necessary to achieve a thriving and sustainable future.</p> <p>This means helping communities come together to identify their own needs and priorities, and provide them with advice and support in developing practical solutions.</p> <p>They strive to provide a voice for rural communities, representing their interests to government at local, regional and national level. Many of the village halls in the EFD are supported by the RCCE's Village Halls Adviser.</p>	1,272
Samaritans	<p>Available 24 hours a day to provide confidential emotional support for people who are experiencing feelings of distress, despair or suicidal thoughts. Contact is usually made by phone but some appointments are available for 'one to one's' Samaritans are now available at some train stations to reduce the number of incidents involving trains/train drivers.</p>	2,765
VAEF Gardening	<p>This free service is available to residents of the Epping Forest District who are elderly, disabled, tenants or home owners and cannot maintain their gardens on their own and do not have family support networks. Homeowners would be entitled to a one off garden clearance. Council tenants receive a quarterly maintenance service.</p> <p>Voluntary Action Epping Forest's Gardening Service is available Monday to Friday between February and November. Tasks undertaken include - grass cutting, hedge cutting; shrub pruning; weed and bramble removal; application of weed killer (if supplied by the client); membrane and barking (Pebbles or stones if supplied by client).</p>	1,772
VAEF Home Safety	<p>This project is part of the Epping Forest Falls Prevention Strategy and is funded by Epping Forest District Council and NHS West Essex.</p> <p>Many accidents in the home are preventable. Slips, trips and falls account for half of all accidents involving older people. To reduce falls in the home we give advice and carry out minor repairs and improvements free of charge.</p> <p>The scheme is available to anyone aged 60 or over and living in the Epping Forest District.</p> <p>It doesn't matter whether you are a homeowner, are a council or private tenant, or live in sheltered accommodation. Nor are your financial circumstances relevant.</p>	4,529
Victim Support	<p>Victim Support helps anyone affected by crime, not only victims</p>	3,982

	and witnesses, but their friends, family and any other people involved. They are an independent charity; you can talk to them whether or not you reported the crime to the police. If you want, they can support you without the involvement of the criminal justice system, and they won't contact them about you unless they feel someone is at risk. They are available just to support.	
WAY 2000	Youth club based in Waltham Abbey providing youth activities three evenings a week offering arts, crafts, music, computer facilities, educational projects and social evenings. In addition, confidential youth counselling service, WAY 2 Cook, Yip Yop youth and other new initiatives as the young people need or request.	
Zinc Arts	Zinc work across a broad range of media, using high-quality multi-arts activities to engage and inspire participants, motivating them to achieve their full potential and develop as individuals. Zinc utilise art forms such as music, sculpture, drama, spray painting, stop-frame animation, film, visual arts and more, sparking participant's creativity, curiosity and passion. By using the arts, participants are able to express themselves and interpret the world around them. Through these art forms, participants can build fundamental core skills for personal development; i.e. building independence, confidence, teambuilding, problem-solving and communication skills.	4,529
In addition:		
EFD CAB	CAB offers advice and information on subjects including consumer problems, debt, employment, housing issues, relationship problems, and welfare benefits. We have specialist advisers in the areas of Debt, Employment and Welfare. The services are free, confidential, independent and impartial and are offered to anyone regardless of race, gender, sexuality, disability, religion or age.	113,380
VAEF	Voluntary Action Epping Forest is an umbrella organisation providing advice, information & development support services to voluntary and community organisations and volunteers in the EF District. Local Voluntary groups are assisted with fund raising, volunteer recruitment and regular information. Volunteers recruited with learning disabilities are offered extra support and team activities. The organisation also hosts a number of direct services for older people which include gardening, carers support, home safety, befriending and handyman.	39,120

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MONITORING MAJOR GRANTS FORM

NAME OF Applicant:

Contact:

Address:

Meeting date and venue: *Officer to make appointment with a representative of the group to make the appointment to visit, ideally the premises where the grant was required.*

Representatives from the Group present: *Names of those representing the applicants.*

Representative(s) from EFDC: *Names of officers and any Cllrs inc Portfolio Holder for Leisure and Wellbeing.*

Nature of Application: *eg. Security fencing (anti climb). – equipment , works to premises etc*

Reason for visit: *Check that the money granted has been spent as stipulated.*

Project completed/not completed and why: *When was the completion date/did the group experience difficulties/ why was the initiative not completed to time/lack of funding/lack of volunteers/ lack of group's officers?*

Has the project been a success and why: *Has the initiative been successful in as much that past users are using more often than they used to,, more residents participating, more children taking part in the activities, more income coming in, has encouraged more volunteers, has involved more community involvement/spirit.*

Promotion of EFDC funding – in what way: *posters, newsletters, parish letters, local papers*

Has the initiative been successful? *Increased use/interest/participation/*

If applicable, was the Group able to obtain additional funding, and from whom, to complete the project? *Names of additional funders and how much funding received. Was the funding request received without complications/*

If applicable, has the initiative reduced antisocial behaviour in the area? *Have more young people engaged in the activity/initiative/group and reduced the 'I am bored' statement. Reduced the number of young people on the local streets/congregating in local usual trouble spots.*

Has the numbers of participants increased since the initiative commenced? *Has membership/usage/participation increased and why?*

What are the attendance figures and how do these compare with anticipated figures?

Numbers of users now participating compared with previous figures and do these current figures match those expected to participate in the completed project.

Are any further improvements/developments anticipated/needed in respect of the project?

Are there any further improvements that are required ie phases of renovations/additions to works/enhancement of previous project?

Is the scheme/project in good condition?

Visit maybe carried out some time after completion of project. Therefore are the works, for which funding was obtained, still in good condition?

What problems does the Committee face ie lack of Committee/funding/local support/volunteers?

Scheme/project/initiative could suffer from lack of: funding/ officers/ enthusiasm from residents/volunteers – what?

How does the Group see its long-term future? Increasing usage of project/increasing membership of club/group.

*Short lease so maybe only around for the next 10 years.
Expanding on the current scheme/project/initiative.*

Does the Group have any staffing/volunteering issues?

If so, please report on these.

Are the premises adequate and would the Group wish to see any changes?

Maybe further funding to complete renovations/increase the facilities – ask the group to explain.

What financial issues face the Group?

Lack of funding from: the Parish/Town Council/ residents/ membership/ subscriptions/interest on savings/deposits held/unable to increase rents etc

What training arrangements, if any, are undertaken?

This could additionally include coaching training/CRB's checks/risk assessment advice/use of equipment/safety training.

Does the Group maintain attendance records?

This to include membership numbers/attendance figures/numbers of officers attending meetings

Do you have regular contact with other such groups as yours outside Epping District?

Yes or No but we may consider sharing information/it's a good idea which we have never thought about.

If so, with whom and is this useful?

Details of other groups/organisations with whom they have regular contact and the usefulness.

Are there any other issues that the Group wishes to discuss?

These may be items which are unconnected with the grant but will add useful information to the report and in some cases may be an issue experienced by other groups, which we are aware of and so maybe able to assist.

Any other issues/comments you would wish to add from the visit:

This the opportunity for officers/Cllrs to add their personal comments from their visit.

Grant Aid Funding – Visits to Long Term Funding Groups

Name of Group:
Date of Visit and venue:
Present:
Objectives of the Group:
Issues Discussed:
Premises:
Financial/Funding Situation:
Staff/Staffing Issues:
Training Arrangements:
Keeping of Client Records:
Relationship with other Voluntary/Public Bodies:
Future Plans/Activities:
Other Issues:

Areas of Advertising:

1. Contacted all major town and parish councils where they have advertising and /or notice boards requesting them to display our publicity notice.

Contacted all parish and town councils where they have a local resident's magazine or similar requesting them to publicise our advert. Theydon Bois is one such publication.

(Epping Town Council refused saying that EFDC produce its own publication (The Forester) which is where the advert should be)

2. Epping Town Guide – published by yearly – independent from Epping Town Council – has been used in the past on a regular basis where GA is advertised in a quarter page ad, however our budget is very limited for advertising (£250) and this advert exceeds, or nearly exceeds, or total budget.
3. Contacted groups such as North Weald Airfield Museum (The Hurricane) where they publish a regular newsletter requesting that they include our advert where space permits.
4. Contacted 'on-line' newsletters that are produced locally such as Everything Epping Forest and the one produced by John Mahoney of The Loughton Club where for a small charge, the Grant Aid scheme is advertised.
5. Contacted places such as Epping Hall, Budworth Hall, Theydon Bois Hall where they were happy to display a notice advertising Grant Aid.
6. All groups receiving funding are asked to publicise their grant to as wide an audience as possible through AGM papers, local news, local publications, in or on the project funded.
7. Where possible groups in receipt of funding are asked to display an advert advising residents of the funding – this can be in the form of a display stand with a paper advert inserted or a laminated sheet. When we undertake our Audit visits, we check to see if the advert is displayed. (It is pleasing when we go to premises that are being used as a Polling Station, that have been funded by GA, to see the notice still on display several years later.
8. Where it is known that T&P Councils have Parish Offices we have sent copies of the GA forms for display, Same with Libraries etc when the forms were revised. However with the popularity of an electronic system, of late sending forms attached to an email request has been the swiftest and safest way of sending the forms etc to the groups. Paper copies of the form are available in the EFDC Main Reception, in Leisure Reception at Hemnall Street and in the Members' Room at Civic Offices (sadly copies in this stand never need replacing).

9. When new forms are introduced, we have in the past 'taken a table' at local events to publicise the scheme. However this has not always been good value for money in term of officer time etc.
10. We have, in the past, asked Members to identify to us, groups that are in need of funding. Sadly this received a poor response. However one or two Members are very good at approaching officers when they are aware of groups in need (Cllr Morgan/Matching Cricket Club; Cllr Sartin/St Peter's Church; Cllr Angold Stephens/Loughton Brook Project to name by a few).
11. We have attended the 'New Members' session after the May elections to 'advertise' the scheme. In an EFDC publication given to new members, the scheme is featured.

Consultation Arrangements:

Copies of the completed form(s) are sent to:

The Portfolio Holder of Leisure and Community Wellbeing

The Ward Councillors – for comment

EFDC Finance Directorate

VAEF – for information for their FAIR project and for comment

To Sports Development – if the application relates to Sports Club or similar

To EF Arts – if the application relates to arts or a theatre group

We may consult a third party if they are mentioned in the application form details.