

Essex Partnership
County Hall
Market Road
Chelmsford Essex
CM1 1LX

Cllr D Collins
Epping Forest District Council
Civic Offices
High Street
Epping Essex
CM16 4BZ

To: Cllr Collins
Chairman of Epping Forest LSP

Date: 22 January 2009

Dear Cllr Collins

Confirmation of the allocation of Performance Reward Grant to your Partnership and conditions of grant.

I am writing to you regarding the Essex Partnership agreement to the allocation of Performance Reward Grant (PRG) at its Forum on Friday 28th of November and formally confirming the allocations to your Partnership. I am also detailing those projects that the Forum agreed to support, and enclosing a copy of the attached grant conditions.

The final allocation of PRG to your partnership is £453,855

The projects which the Forum agreed your Partnership could support with PRG are:

EPP3 (LI 7.2 Feeling Safe) - Est. Budget £20,000.

- Comprehensive guide of services in Epping Forest. The guide will contain information on: Home Safety Scheme, doorstep tradesmen, Essex Police Crime Reduction, services available to both Private and Social tenants in the district, and Services available from the voluntary sector.

EPP5 (NI 6, Volunteering) - Est. Budget £49,844

- Develop a supported volunteering project using a project worker to support individuals referred by statutory agencies to access volunteering opportunities that are tailored to meet the person's development needs and support their pathway to work.

EPP8 (NI 11 Engagement in Arts) - Est. Budget £39,950

- Develop a supported programme for people with LD in Epping Forest to access the arts through the Volunteer Centre.

EPP9 (NI 51 CAMHs) - Est. Budget £100,000

- Establish a service providing emotional health and wellbeing groups for children and young people as well as training for professionals in schools and early years settings to build self esteem and social skills among children and young people.

EPP10 (NI 72 Educational Attainment) - Est. Budget £50,000

- Employ a parenting programme officer from April 2009 to focus on delivering parenting programmes for parents with an under 5 child through children's centres and early years settings in partnership with parenting trainers.

EPP11 (NI 111 Youth Justice System Entrants) - Est. Budget £150,000

- Establish a new post to develop and deliver after school 4 - 6pm (current youth provision operates 7 - 9pm), weekend and holiday 'drop in' sessions for children & young people, and targeted detached youth work.

EPP14 (NI 72 and 92 Educational Attainment at Early Years, NI 93/94 Progression by 2 levels in English/Maths between Key Stage 1 and Key Stage 2) - Est. Budget £53,120

- Ensuring Primary Pupils can access after school clubs at St John's to facilitate involvement in clubs.
- Ensuring that vulnerable parents/carers in our isolated rural communities can access children's centre services

EPP15 (NI 17 Anti-social Behaviour) - Est. Budget £35,000

- Existing CCTV systems are antiquated and need updating, prioritised by CCTV Operations Officer

These are the only projects that the Forum approved for funding from PRG. In exceptional circumstances it may be possible to use PRG to support projects not included in these lists and if you wish to discuss this option, please contact the Partnership Secretariat as detailed below.

May I draw your attention to the responsibility of your Partnership to manage the initial and ongoing allocation of PRG to these projects. You also do have the flexibility to move resources between the agreed projects in order to achieve the most effective delivery of the LAA targets.

The Partnership has recently received a preliminary indication from Communities and Local Government that an element of PRG will be paid to Essex County Council in April 2009. Reflecting this information from the CLG I can confirm that ECC will make the first payment of PRG to each partnership in April 2009.

I will write to you again shortly with full details concerning timing of the payments, and the arrangements for distribution of PRG to partners, and any break down between capital and revenue.

If you have any questions about the contents of this letter please contact the partnership secretariat using the partnership website info@essexpartnership.org or phone number 0845 743 0430.

A Happy and Healthy New Year to you all.

Kind regards,



Councillor Pam Challis
Chairman of the Essex Partnership Forum

Please reply to the Essex Partnership
Telephone: 01245 437552
Fax: 01245 345009
Email: info@essexpartnership.org

Conditions of Grant – Essex Partnership Forum – Allocation of Reward Grant

PRG is paid to each Partnership in accordance with the following grant conditions:

Allocation of PRG

1. The PRG allocation is a single sum of money. No further allocations are at present available in future years.

Time period for grant and carry forward of unspent balances

2. Grant should be spent before 31 March 2011. It may be possible to agree carry forward of any unspent balance of PRG after this date. Carry forward requests from the partnership allocated the grant must be made to the Essex Partnership Secretariat by Friday 28 January 2011. Where a request for carry forward is not agreed unspent funds must be returned to Essex County Council who will hold the funds until the Partnership Forum agrees how they will be used.

Accountability

3. Your partnership will be accountable to the Essex Partnership Forum for all PRG allocated to it.

4. You should ensure that each partner organisation allocated PRG by your partnership understands that it is accountable for the funds that it receives and is responsible for the appropriate use of PRG.

Use of PRG

5. PRG may only be spent on activities and projects which directly contribute to the achievement of LAA targets.

6. Your partnership may in turn allocate PRG directly to those partner organisations that will be implementing agreed action plans.

Implementation of action plans and performance management

7. Your partnership is responsible for ensuring that effective arrangements are in place for the use of PRG allocated to your partnership and/or distributed by you to other partners. These must include tracking the progress of action plan implementation, reviewing the effectiveness of the actions taken by individual partners and adjusting these as necessary, and monitoring the impact of actions on LAA targets. The Performance Management Group is working with partnerships to ensure that robust performance management arrangements are in place.

8. Where ever possible project delivery should seek to achieve added value from partnership working.

Reporting requirements

9. Your Partnership will be responsible for reporting to the Essex Partnership Forum, Management Board, and Performance Management Group on use of the PRG.

The Partnership Forum will ask for a brief annual statement from the chair of each partnership confirming that the funds have been used in accordance with these grant conditions.

A co-ordinated reporting framework will be developed and agreed with partners in the near future.

Record keeping

10. Partnerships and partners that receive PRG should maintain records that are sufficient to demonstrate to external inspection that funds have been spent to deliver LAA priorities and targets.

11. These records must be available for inspection and should enable you to identify spending by LAA action plan, and to split spending by capital and revenue if necessary.

12. Partner's own definitions with regard to the distinction between capital and revenue apply.

13. A register of any fixed assets purchased with PRG must be kept.

Audit

14. No additional audit arrangements will be made for this grant. Partners will, of course, be subject to their normal internal and external audit controls.

Eligible expenditure

15. Eligible expenditure does not include:

- Contributions in kind
- Depreciation, debt or similar charges
- Reclaimable VAT
- Interest payments or service charges for finance leases
- Entertaining
- Gifts
- Fines etc.

Breach of grant conditions

16. Funds can be recovered by the Accountable Body on behalf of the Partnership Forum if grant conditions are breached.

Contact Details and Further Information

In the first instance partners should use their own financial management and budget holder support arrangements for advice and assistance with financial queries. Other queries should be directed to the lead officer for your partnership in the first instance and then to the partnership secretariat using the partnership website Essex.Partnership@essex.gov.uk or phone number 0845 743 0430.