



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone: 01353 665555

MEETING: **COMMUNITY SERVICES COMMITTEE**
TIME: 5.30pm
DATE: Tuesday, 15th January 2019
VENUE: Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE
ENQUIRIES REGARDING THIS AGENDA: Janis Murfet
DIRECT DIAL: (01353) 665555 EMAIL: Janis.murfet@eastcambs.gov.uk

Membership:

Conservative Members

Cllr David Ambrose Smith
(Chairman)
Cllr Allen Alderson
Cllr Christine Ambrose Smith
Cllr Lavinia Edwards
Cllr Lis Every (Vice Chair)
Cllr Mark Hugo
Cllr Dan Schumann
Cllr Stuart Smith

Liberal Democrat Members

Cllr Christine Whelan (Spokes)

Substitutes:

Cllr Andy Pearson
Cllr Hamish Ross
Cllr Jo Webber

Substitutes:

Cllr Sue Austen
Cllr Lorna Dupré

Lead Officer:

Emma Grima, Director - Commercial

Quorum: 5 Members

A G E N D A

- 1. Public Question Time**
- the meeting will commence with up to 15 minutes public question time
- 2. Apologies and Substitutions**
- 3. Declarations of Interest**
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct.

4. Minutes

To confirm as a correct record the Minutes of the meeting of the Committee held on 12th September 2018

5. Chairman's Announcements

6. Budget Monitoring Report

7. Performance Management – 6 Month Update Report

8. Draft Community Engagement Strategy 2018-2023 & Action Plan

9. Draft Grants Review

10. East Cambridgeshire District Council Community Transport Grant Scheme

11. Service Level Agreement (Leisure Centres & Sport Facilities) Funding 2018/19 Update

12. District Sports & Physical Activity Strategy Update Report

13. The Hive – Progress Report

14. Forward Agenda Plan

NOTES:

1. Members of the public are welcome to attend this meeting. There are a number of schemes aimed at encouraging public participation in the Council's activities and meetings. These include public question times and a process to enable petitions to be submitted. Details of these can be obtained by calling any of the telephone numbers below or by logging onto the Council's website.

The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of 30 seated people and 20 standing.

2. Fire instructions for meetings:
 - If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.
 - The fire assembly point is in the front staff car park by the exit barrier.
 - This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.

The Committee Officer will sweep the area to ensure that everyone is out of this area.

3. Reports are attached for each agenda item unless marked "oral".
4. If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: translate@eastcambs.gov.uk
5. If the Committee wishes to exclude the public and press from the meeting a resolution in the following terms will need to be passed:

"That the press and public be excluded during the consideration of the remaining items no. X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories X Part I Schedule 12A to the Local Government Act 1972 (as Amended)."

COMMUNITY SERVICES COMMITTEE BUDGET MONITORING REPORT - DECEMBER 2018

	Total Budget 2018-19	Profiled Budget to 30 Dec 2018	Actual to 30 Dec 2018	Variance to date	Projected Outturn	Variance between Total Budget & Projected Outturn	Outturn Variance previous Quarter
Revenue	£	£	£	£	£	£	£
Award Ditches	8,656	6,492	81	(6,411)	8,656	--	--
Community Safety	48,197	32,148	24,433	(7,715)	48,197	--	--
Closed Churchyards	28,516	21,387	6,795	(14,592)	28,516	--	--
Depot Services	--	--	--	--	--	--	--
General Gang	70,440	53,502	63,037	9,535	70,440	--	--
Community Projects & Grants	267,258	228,592	305,463	76,871	267,258	--	--
Local Plans	330,000	165,000	152,756	(12,244)	330,000	--	--
Marketing & Grants	155,793	116,845	89,588	(27,257)	155,793	--	--
Museum - Old Gaol House	--	--	1,240	1,240	--	--	--
Oliver Cromwell House	--	--	1,545	1,545	1,500	1,500	--
Parks & Gardens Team	451,487	334,044	470,205	136,161	451,487	--	--
Paradise Pool	27,977	31,170	36,922	5,752	27,977	--	--
Parking of Vehicles	(70,150)	(15,398)	(26,217)	(10,819)	(70,150)	--	--
Sport & Recreation	93,678	78,002	72,396	(5,606)	93,678	--	--
Public Conveniences	146,837	114,674	122,376	7,702	146,837	--	--
Emergency Planning	47,522	37,194	16,545	(20,649)	32,522	(15,000)	(15,000)
Community Transport	15,000	--	(13,500)	(13,500)	15,000	--	--
Parish Conferences	2,000	1,500	387	(1,113)	2,000	--	--
Revenue Total	1,623,211	1,205,152	1,324,052	118,900	1,609,711	(13,500)	(15,000)

	Published Budget 2018-19	Slippage from 2017-18	Approved Additions	Revised Budget 2018-19	Actual to 30 Dec 2018	Forecast Outturn	Variance between Revised Budget & Forecast Outturn
Capital	£	£	£	£	£	£	£
Local Authority Trading Company Vehicle Etc. Replacements	29,000	1,865,000		1,865,000	1,485,000	1,485,000	(380,000)
Commuter Car Park - Ely		60,187		89,187		89,187	--
Commuter Car Park - Littleport		13,931		13,931	13,931	13,931	--
Ely Country Park	46,665	8,606		8,606	8,606	8,606	--
<u>Leisure Centre</u>							
Construction and Preliminaries	1,148,325	(839,023)		309,302	481,334	656,109	346,807
Project Costs				--		--	--
Associated Costs and Contingencies				--		--	--
Equipment Fit Out		17,618		17,618	137,779	137,779	120,161
Capital Total	1,223,990	1,126,319	--	2,350,309	2,126,650	2,437,277	86,968

TITLE: BUDGET MONITORING REPORT

Committee: Community Services

Date: 15th January 2019

Author: Finance Manager

[T176]

1. ISSUE

1.1 This report provides Members with details of the financial position for services under the Community Services Committee.

2. RECOMMENDATION (S)

2.1 Members are requested to note that this Committee is currently projected to underspend by £13,500 at the end the year, with a net spend of £1,609,711.

2.2 Members are further requested to note that the Committee has a projected capital programme outturn of £2,126,650, this being an overspend on the revised budget of £86,968.

3. BACKGROUND/OPTIONS

3.1 Under Financial Regulations each policy committee is required to consider projections of financial performance against both its revenue and capital budget on a quarterly basis.

3.2 This is the third quarterly report for the 2018-19 financial year and details actual expenditure incurred as at 31st December 2018 and current projections as to the year-end position.

3.3 The revenue budget for each service that falls under the stewardship of this Committee has been reviewed with appendix 1 detailing the current variance and forecast outturn for each service line.

3.4 The significant variances of actual spend compared to profiled budgeted spend at the end of December are detailed below:

Service	Variance £	Explanation
Community Projects & Grants	76,871	Project expenditure will be funded from CIL / S106 income, which will be applied to account as part of the yearend process

Marketing and Grants	-27,257	It is likely that promotion costs will underspend this year, but it is anticipated that these will be carried forward for use in 2019-20
Parks and Gardens Team	136,161	Staff costs for seconded staff for the 3 rd quarter remained on this account on the report date, but will be charged to the ECTC during January
Community Transport	-13,500	Accrual at the end of 2017-18 not yet paid. There is a paper on the current status of this issue on the agenda for this meeting

- 3.5 The projected net revenue outturn expenditure for this Committee is forecast to be £1,609,711, this is an underspend of £13,500 as detailed below.

Service	Variance £	Explanation
Oliver Cromwell House	1,500	Costs in relation to 2017-18 which were not reserved at yearend and so have become a charge against the 2018-19 budget
Emergency Planning	-15,000	Staff saving – Post filled via a secondment arrangement with an officer from another authority.

- 3.6 The revised capital budget for this Committee stands at £2,350,309; including £1,126,319 of slippage brought forward from 2017-18.
- 3.7 The current forecast is that capital spending will be £2,437,277 at yearend. This is an overspend of £86,968 compared to the revised budget. It is forecast that the Leisure Centre will cost an extra £346,807 mainly as a consequence of delays with a third party getting utilities onto the site, as previously reported. This additional cost will be covered by additional CIL contributions, appropriately allocated to the Leisure Centre project, but not included in the original business plan.
- 3.8 The overspend on the equipment fit out, now forecast to be £120,161, will be recovered from the operator as part of the management fee, so again, will not impact on the Council's budget position.
- 3.9 With the East Cambs Trading Company now having now sold properties on Barton Road in Ely and the Fledglings in Soham, it has generated funds to cover its expected operating costs for the remainder of the financial year, and as such, no further loan funding is expected to be required from the Council prior to financial yearend.

4. FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

4.1 The current forecast is that the Committee's revenue position will be a £13,500 underspend at yearend.

4.2 There is a capital overspend of £86,968 compared to this Committee's revised budget.

4.3 Equality Impact Assessment (INRA) not required.

5. APPENDICES

5.1 Appendix 1 – Community Services Committee Budget Monitoring Report – 31st December 2018.

Background Documents

Location

Contact Officer

Budget Monitoring Report
Preparation Documents





Room 104
The Grange
Ely







Ian Smith
Finance Manager
Tel: (01353) 616470
E-mail: ian.smith@eastcambs.gov.uk







Commitments towards our Vision

Communities and Partnerships service- 2018-2019 six month update



Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners	Status (at the 6 month stage)	Outcome or output (at the 6 month stage)
Ensure that the district's green spaces meet the needs of the local community and empower local communities to improve opportunities for play	A Fantastic Place to Live, Work and Visit	Complete the works that form part of the Ely Country Park Improvement Plan 2017-20 <ul style="list-style-type: none"> - Provide toilet provision during the summer - Baby play equipment and new seating provision to be installed by August 2018 - Consultation with site users to identify potential opportunities by March 2019 Installation of additional seating provision (new target) Conduct Toilet Feasibility Study (new target)	Play boat installed Toilet and cleaning contracts secured until 2019/20 Ongoing consultation with site users Pathway improvement works complete Memorial bench installed	Michelle Burrell-Barnett - Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager	 	New picnic and play area installed in September as contractor advised elements of bespoke product unavailable before August. Toilet provision provided during summer months Ongoing consultation with site users to inform future priorities and Toilet Feasibility Study Additional seating provision installed
		Submit Green Flag accreditation applications for Ely Country Park and Jubilee Gardens by 31 st January 2019	Natural England application submitted in November 2017 Green Flag applications submitted in January 2018	Lewis Bage - Communities and Partnerships Manager		Successfully achieved Natural England Country Park accreditation for Ely Country Park Successfully achieved Green Flag Park accreditations for both Ely Country Park and Jubilee Gardens
		Enforce the Council's mooring management scheme at Ely Riverside ensuring that all timescales and procedures are adhered to during 2018-19 Link to ECDC Mooring Management Scheme webpage:	100% of enforcement timescales and procedures adhered: 9 tickets issued	Lewis Bage - Communities and Partnerships Manager Michelle Burrell-Barnett - Communities and Partnerships Support Officer		100% of enforcement timescales and procedures adhered: - 22 Mooring Charge Notices issued and processed

		https://www.eastcambs.gov.uk/content/council-owned-moorings		David Heighway - Ely Riverside Officer		
		Complete the works that form part of the Ely Riverside Improvement Plan 2017-19 - Removal of existing fendering and installation of new fendering by 31 st March 2019	New signage installed December 2017.	Michelle Burrell-Barnett - Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager		Contractor appointed and project to be completed by end of March 2019.
Maximise tourism experience and visitor spend		Develop a district-wide Tourism Strategy	N/A	Lewis Bage - Communities and Partnerships Manager		Primary and secondary research complete. Strategy to be presented to Community Services Committee in early 2019.
Support community resilience and wellbeing		Deliver the Vulnerable Communities Action Plan	Draft circulated in December 2018 and draft strategy taken to committee in March 2018.	Lewis Bage - Communities and Partnerships Manager Michelle Burrell-Barnett - Communities and Partnerships Support Officer		Council-wide Action Plan to be delivered by end March 2020.
		All Assets of Community Value nominations are processed in accordance with the statutory obligations under the Localism Act during 2018-19	3 valid nominations determined.	Michelle Burrell-Barnett - Communities and Partnerships Support Officer Lewis Bage - Communities and Partnerships Manager		4 nominations received, 100% of timescales met
		Manage Service Level Agreements between the Council and voluntary organisations to provide help and support residents in need during 2017-18.	SLAs in place Service monitoring and support ongoing.	Lewis Bage - Communities and Partnerships Manager		SLAs in place Service monitoring and support ongoing.
		Management of Section 106, Community Fund and Community Facilities Grant schemes and review the criteria and processes of these funds to ensure that they are fit for purpose.	N/A	Michelle Burrell-Barnett - Communities and Partnerships Support Officer		8 Community Funds awarded. 3 Section 106 grants awarded. 4 Facilities Improvement Grants awarded. Grants Review to be completed by end of January 2018.

Ensure that the Council engages effectively with Parish Council's and communities		Deliver two East Cambs Parish Council Conferences to provide a forum for better communication across the district by March 2019	1 x Parish Conference took place on 9 th October 2017 (Devolution theme). Conference planned end of March 2018.	Michelle Burrell-Barnett - Communities and Partnerships Support Officer		Date of next Parish Conference January 2019.
		Produce Council's Draft Consultation Policy by March 2019	Engagement complete – templates completed by Service Leads. Consultation processes and methods identified for input into Consultation Policy.	Lewis Bage - Communities and Partnerships Manager Michelle Burrell-Barnett - Communities and Partnerships Support Officer		Incorporated into Draft Community Engagement Strategy
		Draft Community Engagement Strategy to Community Services Committee by December 2018	Circulated to Service Leads in January 2018.	Lewis Bage - Communities and Partnerships Manager Michelle Burrell-Barnett - Communities and Partnerships Support Officer.		Draft Community Engagement Strategy presented to Community Services Committee in September 2018. Item deferred to January 2019 Committee.
Ensure that staff have all the necessary skills to maximise their input service delivery	Delivering a Financially Sound and Well Managed Council	Support the continued professional development of the team to ensure that they are meeting with personal and professional career development opportunities	Opportunities continually reviewed. Internal training provided.	Lewis Bage - Communities and Partnerships Manager		Opportunities continually reviewed. Internal training provided.
		Update Service Delivery Champion with the progress of the service, how the service is being operated and the direction it is going in	Quarterly meetings held	Lewis Bage - Communities and Partnerships Manager		Quarterly meetings held with Service Delivery Champion and Chairman
		To regularly review higher level corporate risks, including: <ul style="list-style-type: none"> Assets of Community Value applications not managed in accordance with 	100% compliance with obligations	Lewis Bage - Communities and Partnerships Manager		100% compliance with obligations





		<p>Localism Act statutory obligations</p> <ul style="list-style-type: none"> • Mooring enforcement not compliant with the Council's contract law enforcement processes 				
--	--	---	--	--	--	--

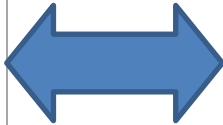
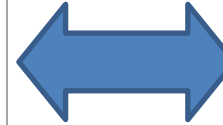
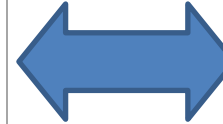
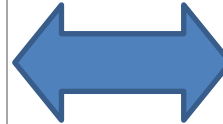
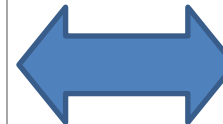
Service Delivery Champion comments: Councillor Hobbs


I am very pleased with the performance of the service during the first six months of this financial year, especially the great work that has been done at Ely Country Park, a site that continues to grow in popularity. I am pleased with the role that the Ely Riverside Officers play in being ambassadors of East Cambridgeshire to visitors to the area.

Commitments towards our Vision

Open Spaces- six month update report 18/19

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners	Status (at 6 month stage)	Six month update
Maximise the Council's income by offering services to partners/agencies as part of the Councils' commercialism agenda.	Delivering a Financially Sound and Well Managed Council	To maintain contact with all parishes' and schools within Cambridgeshire, continuing to offer grounds maintenance services.	To increase of 5% on £412,316 income from last year equating to a total of £432,932	Open Spaces Manager- Spencer Clark Open Spaces & Facilities Support Officer- Carol Dunn Team Leader Parks and Open Spaces- John Van Rheede Toas		We are on target to meet the 5% increase from last year
		To develop website information page to promote services to Parish / Town Councils Working in partnership with our PR contractor to develop website. Numbers of hits on the site will be recorded for evidence at the end of the financial year to determine success.	Website wasn't developed in the last financial year due to capacity problems	Open Spaces & Facilities Manager- Spencer Clark Open Spaces & Facilities Support Officer- Carol Dunn Team Leader Parks and Open Spaces- John Van Rheede Toas		
Retain Green Flag accreditation for the Country Park and Jubilee Garden	A fantastic place to live, work and visit	Ensure that Green flag standards are used across all parks and open spaces in the district Carry out monthly quality checks on public open spaces to ensure they meet the Green Flag standard. (Welcoming, clean, safe , free usable green space)	Retained - ongoing commitment to meeting the standards	Open Spaces & Facilities Manager – Spencer Clark Team Leader Parks and Open Spaces- John Van Rheede Toas		Green Flags have been awarded again this year and the work continues to maintain the high standards not only in these parks but across the district
		Annually produce a desk top assessment for both the Country Park and Jubilee gardens, to be inspected annually by Green Flag judges.	Completed	Open Spaces & Facilities Manager – Spencer Clark Communities & Partnerships Manager- Lewis Bage		

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners	Status (at 6 month stage)	Six month update
		Carry out monthly quality checks on the parks and maintenance service.	Completed	Open Spaces & Facilities Manager – Spencer Clark Team Leader Parks and Open Spaces- John Van Rheede Toas		The service continues to carry out the monthly quality checks as part of the ongoing commitment that East Cambs offers (welcoming, clean, safe and usable open spaces).
Maintain ECDC Assets to a safe, useable and legal standard for our customers' enjoyment	A fantastic place to live, work and visit	Ensure that ECDC buildings portfolio and assets are maintained to the correct legal standards through the Council's assets maintenance programme.	On-going-	Open Spaces & Facilities Manager- Spencer Clark Open Spaces & Facilities Support Officer – Carol Dunn		Ongoing- As and when the service is advised of changes in leasing agreements, the purchase of new land, land sold or licenses of ECDC assets, the required legal obligations are adhered to through the Council's assets maintenance programme.
Wherever possible protect our environment keeping Biodiversity at the forefront of our operations		Work with external partners, including The Wildlife Trust and Ely Wildlife Space, to support and protect the biodiversity of East Cambridgeshire. Activities will include ensuring rare plant species and animal habitats are protected.	On-going- Service supports external agencies when required	Open Spaces & Facilities Manager- Spencer Clark Team Leader Parks and Open Spaces- John Van Rheede Toas		The service continues to ensure that our rare plant species and animal habitats are protected and we are regularly engaged with our partners to implement the required interventions to ensure this continues
Trained staff and Service Delivery Champions have a comprehensive understanding of the service		Delivering a financially sound and well managed Council	Using the annual appraisal process, identify individual for specialist training and ensure the broadest range of skills across the team. This will allow the service to run effectively and efficiently	Completed - Appraisals completed in accordance with ECDC requirements	Open Spaces & Facilities Manager – Spencer Clark Team Leader Parks and Open Spaces- John Van Rheede Toas	
	Meet with Service Delivery Champions on a regular basis. At least 4 times per year.		Regular meetings have been held with our Service Delivery Champion. These have been at least 4 times a year	Open Spaces & Facilities Manager- Spencer Clark		Service champion is kept updated and informed

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners	Status (at 6 month stage)	Six month update
Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact.	Delivering a financially sound and well managed Council	To regularly review risks associated with Open Spaces, including: <ul style="list-style-type: none"> • Emergency Planning- • Business Continuity • Health and safety 	Ongoing Completed health and safety documents during 2017/18 were: Accident/Near Miss Reporting Code of Practice (COP) Asbestos Management COP COSHH COP Display Screen Equipment COP Control of Hand, Arm and Vibration at Work COP Noise at Work COP Security Threats COP Sharps COP Smoke Free Workplace COP Emergency planning document introduced: Revised Emergency Management Plan	Spencer Clark- Open Spaces & Facilities Manager Health & Safety Officer – David Vincent		The Lone Working Code of Practice and the Smoking Code of Practice have been updated and approved. All new codes of practice have been initiated for ECSS








Name of Service Delivery Champion: Councillor Stubbs
Comments
No comments received at the point of sending to committee

Commitments towards our Vision

Leisure Services 2018-2019 Six month update report



Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners	Status (at 6 month stage)	Outcome or output (at 6 month stage)
To lead the modernisation of the district's leisure facility network	A fantastic place to live, work and visit	To work with facility-providers to identify potential developments in their facilities, programmes and services, operations and organisational arrangements Annual review	New centre at Littleport operational, options under examination for Ross Peers, roofing works at Burwell impending	Victor Le Grand, Senior Leisure Services Officer		Works at Burwell (roof) completed Further discussions required to develop options and approach to Ross Peers SC
		To optimise the long-term impact and effectiveness of the Council's grant funding and other financial support to leisure centres and programmes Funding approvals to fit bid submissions and committee cycles Review six-monthly	Funding for 2017-18 wholly project-based Process, criteria and objectives to be further reviewed for 2018-19	Victor Le Grand, Senior Leisure Services Officer		Grants agreed for equipment at Bottisham and new programme at Littleport. Further proposals pending
		To support bids for external funding and investment as appropriate Annual review	Bid support to EOSA (Ely Hockey Club) for pitch renewal, Burwell Sports Centre (roof works)	Victor Le Grand, Senior Leisure Services Officer		Funding now in place for renewal of hockey pitch surface, works in progress (Oct 2018); works at Burwell completed
		To identify and negotiate with partner organisations for a sustainable future for the Mepal Outdoor Centre	Initial market engagement completed; further proposals pending for final decision and implementation	Victor Le Grand, Senior Leisure Services Officer Emma Grima, Director Commercial		Preferred development partner identified, site investigations in progress
To extend active leisure opportunities across the District in collaboration with partner agencies and local stakeholders	A fantastic place to live, work and visit	Development of programmes, services and facilities in accordance with the ECDC Sport & Physical Activity strategy Annual review		Victor Le Grand, Senior Leisure Services Officer Sophie Edwards, Physical Activity Coordinator		Programmes developing across work areas including support to facility network, Let's Get Moving and Hive operation
		Implementation of Public Health funded Physical Activity ('Let's Get Moving') programme (2017-19) Six-monthly	Locality Coordinator in post, targets and KPIs agreed with County Council Engagement activity and programme development progressing	Sophie Edwards, Physical Activity Coordinator Victor Le Grand, Senior Leisure Services Officer		Walking, running, chair-based exercise, walking netball, after-school exercise club, and try-out fitness initiatives implemented across various locations including Littleport, Ely, Soham and Stetchworth. Community-led Local Activity Partnership model to be developed and tested in Littleport, subject to partner commitments

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners	Status (at 6 month stage)	Outcome or output (at 6 month stage)
		Monitor and pursue external resource opportunities in collaboration with partner agencies and authorities as appropriate Six-monthly	Ely Table Tennis Club (satellite club programme) bid supported and successful Cross-county bids pending to Sport England funding streams Local programme funding pending	Victor Le Grand, Senior Leisure Services Officer Sophie Edwards, Physical Activity Coordinator		Countywide programme (development-led) currently focused outside of district, but some potential input in subsequent years.
To support the development of the new indoor leisure centre at Downham Road and ensure that it fulfils the Council's project objectives	A fantastic place to live, work and visit	Develop and implement contract management, operational arrangements and service plans in consultation with the appointed operator Six-monthly	Operator appointment finalised, discussions in progress regarding transitional arrangements, future operational & contract arrangements, activity programming and links to wider activity development processes	Victor Le Grand, Senior Leisure Services Officer Sally Bonnett, Infrastructure & Strategic housing Manager		Centre fully operational from May 12 th (swimming lessons from May 7 th); transfer of operations from Paradise generally successful Pool programme in place, sports hall programme under development with view to optimising community sports outcomes
		Engagement with Project Team to ensure that facility-mix, design and construction are carried through to optimise the operation and service outcomes from the centre Six-monthly	Work in progress, build close to completion, fit-out pending	Sally Bonnett, Infrastructure & Strategic housing Manager Victor Le Grand, Senior Leisure Services Officer		Work completed; post-build snagging continues as necessary
		Ensure continuing high performance & service standards compliance at Paradise Pools (<i>Hive from May 2018</i>) Six-monthly	Ongoing through informal monitoring and responses to user / media enquiries or comments as required.	Victor Le Grand, Senior Leisure Services Officer		Responses provided to user and media enquiries as necessary following opening of new facility Service standards kept under review and discussion as required
To ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact	Delivering a financially sound and well managed Council	To regularly review higher level corporate risks, including: <ul style="list-style-type: none"> • Long-term closure of Mepal Outdoor Centre • Loss of facilities or services of trust-operated centres • Regulatory breaches at Council- or trust-operated facilities • Delays to completion or opening of new district leisure centre 	New objective (Oct 2017) work ongoing	Victor Le Grand, Senior Leisure Services Officer		Hive completed; other risks remain under review through normal work processes noted above
To ensure trained staff and a comprehensive understanding of service from the Service Delivery Champion	Delivering a financially sound and well managed Council	To support the professional development and work programming of the Physical Activity Coordinator	New objective	Victor Le Grand, Senior Leisure Services Officer		Continuing through regular informal review; training undertaken as required for the role
		To update Service Delivery Champion on how the service is being operated and budgetary updates. Service Delivery Champion to act as critical friend to meet at least bi-monthly	Ongoing through regular informal consultations & discussions	Victor Le Grand, Senior Leisure Services Officer		Continuing through regular informal consultations & discussions

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners	Status (at 6 month stage)	Outcome or output (at 6 month stage)
---------------------	---------------------------------	---	---	---------------------	---------------------------	--------------------------------------

Name of Service Delivery Champion: Councillor Hobbs

Comments:
 No comments received at point of sending to committee

TITLE: Performance Management – Six month update reports

To: Community Services Committee

Date: 15th January 2019

From: Hetty Thornton- Performance Management Officer

[T177]

1.0 Issue

1.1 The following report provides Members with the six month update performance reports for 2018/2019.

2.0 Recommendations

2.1 Community Services Committee are asked;

- To note the progress made against the priorities of the Council including areas where the service has been under achieving and where outstanding performance was delivered.
- To note the comments made by Service Delivery Champions.

3.0 Background

3.1 The six month update reports detail performance made in the previous six months.

4.0 Argument and Conclusions

4.1 If there are areas of under or over performance these are highlighted by the correct up and down arrows. Where performance is on target against the original measure then the arrow points both ways.

5. Financial Implications

5.1 There are no financial implications other than officer time attributed to this report.

6 Equality Impact Assessment

6.1 There are no equality impact assessment requirements.

7 Appendices

Appendix A - Six month update reports for the following services:

- Communities and Partnerships
- Open Spaces
- Leisure Services

Background documents- None

Contact Officer

Hetty Thornton

Performance Management Officer

(01353) 616233

Email- hetty.thornton@eastcambs.gov.uk



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

East Cambridgeshire District Council

Draft Community Engagement Strategy 2018-2023

Contents

Forward

Executive Summary

What does the Community Engagement Strategy aim to achieve?

Introduction

- What is community engagement?
- Communities of Place
- Communities of Interest
- Forms of Engagement
- Benefits of Engagement
- ECDC Consultation Principles

Context

Local evidence supporting the need for community engagement

- Key drivers for community engagement

How the council intends to engage with communities and implement the Community Engagement Strategy

- Working with Parish, Town and City Councils
- Partnership working
- Departmental engagement practices and commitments
- Shared Council engagement practices

How decisions are made

General Data Protection Regulations (GDPR)

How we will measure success

Forward

I am pleased to present the Community Engagement Strategy 2018-23 which outlines the Council's ambitions and commitments to the residents of East Cambridgeshire.

As the district continues to evolve and communities change, it is fundamental that effective engagement mechanisms are in place so that all residents have the opportunity to engage with the Council and have their say regarding the services and resources that they need. The Council recognises that change is a fundamental part of growth and effective change must come from within individuals and groups. It is important that our language, attitudes and views embrace the role of community engagement in response to growth and changing community needs.

This strategy looks at the importance of the varying forms of engagement, as well as the evolving nature of the district. It aims to ensure that community engagement is at the forefront of all Council services, turning our commitment of improving the lives of residents into a reality.

Councillor David Ambrose-Smith
Chairman of Community Services

Executive Summary

The East Cambridgeshire Community Engagement Strategy has been developed to ensure that all residents have the opportunity to engage with the Council and have their say regarding the services and resources that they need. Councils are at the heart of local democracy and it is therefore essential for us to ensure that all sections of our local community have the opportunity to have their say on the services they need and use.

The Council's Corporate Plan 2017-19 aims to make East Cambridgeshire a fantastic place to live, work and visit; whilst improving infrastructure and local transport; in order for the Council to achieve these aims, it is essential that the Council understands what the residents of the district want.

This strategy builds on the positive work currently being done and sets out what we mean by engagement, why we are committed to engaging with our communities and partners and how we plan to engage now and in the future. The strategy seeks to embed community engagement into everyday working practices as we recognise that engagement should not be a one-off activity, but provide the fundamental basis of everything we do.

What does the Community Engagement Strategy aim to achieve?

This Community Engagement Strategy aims to have effective engagement mechanisms in place to develop and support communities to be strong, active and inclusive, who are informed and involved in decision-making and enable the Council to provide services that meet the needs of residents and enhance then quality of life of communities across East Cambridgeshire.

This strategy seeks to ensure that effective engagement takes place when changes to policies or services are being proposed and that the views and opinions of those possibly affected are heard, understood and valued.

The objectives of this strategy are to:

- Ensure appropriate and accessible methods of engagement are in place and utilised to maximise participation
- Raise the profile of community engagement and the council's responsibilities in relation to it
- Provide timely and quality feedback to consultees so that they know how their views have made a difference
- Maximise equality of community engagement practices and ensure that the views of harder to reach groups are heard
- Ensure the views and knowledge of partners, stakeholders and communities are considered in relation to services that relate to them
- Develop the Council's ability to effectively utilise community engagement practices
- Provide a user friendly point of reference for all staff to use

Introduction

What is community engagement?

Communities can mean different things to different people and there are many different groups that make up a living 'community'. Broadly speaking, there are two types of community that are commonly referred to as 'communities of place' and 'communities of Interest'.

'Community of place' is defined by a geographical area with physical boundaries, for example a village or parish in East Cambridgeshire, or a housing estate. These communities may have similar concerns about issues that affect their local area.

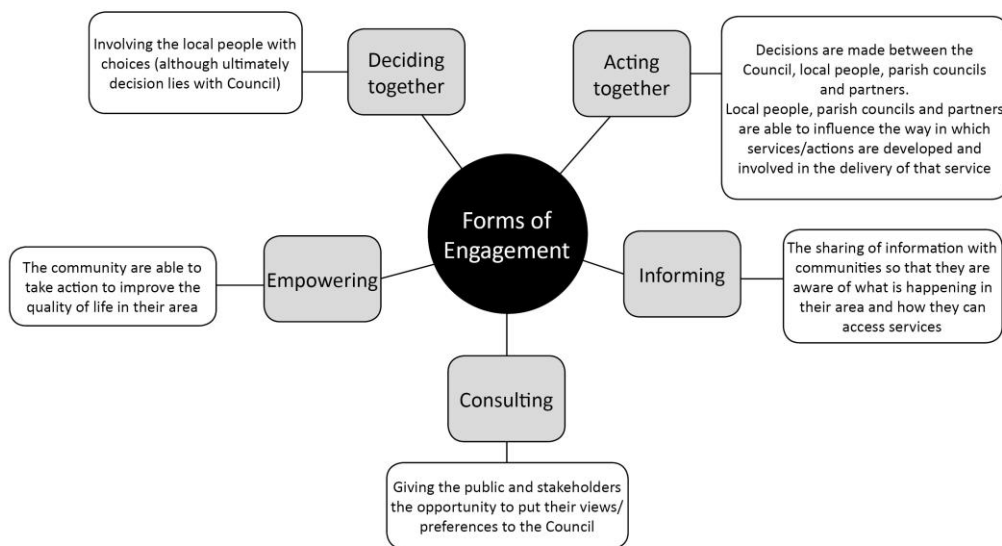
'Community of interest' is defined by a shared interest, experience or situation; examples include young people, disabled people and sports clubs. Additionally there are people who are concerned about specific issues for example the environment or crime and each of these communities of interest may require a different way to engage or be engaged.

The Council recognises that different communities will have different needs that need to be balanced and taken into consideration when delivering services and initiatives. Community engagement is about having the mechanisms in place to enable people to get involved in the services they need.

Forms of Engagement

Community engagement can take many different forms. Each type of involvement is important to help the Council with its decision-making and service provision. It may not always be possible to reach consensus around issues, however greater involvement and participation will bring about better understanding of sometimes complex issues. The Council uses a variety of community engagement methods which range from active involvement to passive involvement depending on the activity and circumstances.

The diagram below illustrates the various forms of engagement used by the Council:



Benefits of Engagement

The Council recognises that residents have a wealth of knowledge and information regarding their communities as well as a first-hand insight to the matters faced, solutions desired and services required. Many of the Council's priorities will only be achieved if communities are engaged and contribute their knowledge and resources.

Local experience and national evidence demonstrate that there are benefits to both communities and the Council when engagement is undertaken, including:

- More efficient and effective services that better reflect the needs of service users and have higher levels of customer satisfaction;
- A reduction in community inequalities;
- Safer and stronger communities, with a more attractive built environment that meets the people's needs;
- Strengthening the democratic legitimacy of the Council;
- Greater local ownership of Council services;
- A better understanding of how and why local services need to change and develop;
- Improved local reputation;
- Greater job satisfaction for Council staff to see that the services they provide are meeting expressed local needs.

ECDC Consultation Principles

In order to provide clear guidance to staff on conducting consultations, the Council has adopted the following consultation principles which complement the National Government's Consultation Principles 2018¹:

- Consultations should be clear and concise
- Consultations should have a purpose
- Consultations should be informative
- Consultations are only part of a process of engagement
- Consultations should last for a proportionate amount of time
- Consultations should be targeted
- Consultations should take account of the groups being consulted and use innovative and creative mechanisms to engage with people whose voices aren't usually heard
- Consultations should be agreed before publication and ensure the views and knowledge of partners, stakeholders and communities are considered in relation to services that relate to them
- Consultation should facilitate scrutiny
- Responses to consultations should be published in a timely fashion

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691383/Consultation_Principles_1_.pdf

Context

The National Planning Policy Framework 2012 encourages local communities to get involved in the development of Local Plans and planning decisions that affect their area. The Council has a role in supporting this, and helping to facilitate neighbourhood planning. The Council also has a duty to cooperate with neighbouring councils and other public bodies.

The Council has encouraged pre-application consultation for large scale development for some time and now the Localism Act 2011 formally requires this.

The Localism Act 2011 is an Act of Parliament that changes the powers of local government in England. The aim of the act is to facilitate the devolution of decision-making powers from central government control to individuals and communities. The measures affected by the Act include an increase in the number of elected mayors, referendums and the "Local authority's general power of competence".

The Act introduced powers that directly relate to Council conduct. These include:

- general power of competence; which gives councils the same broad powers as an individual to do anything unless it is prohibited by statute.
- pre-determination; the Act clarifies the rules around pre-determination and makes it clear that it is proper for councillors to play an active part in local discussions, and that they should not be liable to legal challenge as a result.

The Localism Act 2011 places a legal duty on local planning authorities and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in context of strategic cross boundary matters. This is known as the 'duty to comply.'

The Local Government and Public Involvement in Health Act 2007 introduced a duty on local authorities to involve, inform and consult representatives of local persons where it is appropriate and lawful to do so.²

The Government's Revised Best Value Statutory Guidance Consultation Paper (for England) (February 2015)³ states that "authorities are under a Duty to Consult representatives of a wide range of local persons; this is not optional. Authorities must consult representatives of council tax payers, those who use or are likely to use services provided by the authority, and those appearing to the authority to have an interest in any area within which the authority carries out functions."

The Statement of Community Involvement sets out how East Cambridgeshire District Council will involve and consult with the public and wider stakeholders when planning for the future of the district. The Statement of Community Involvement covers consultation arrangements in respect of both planning applications and planning policy matters, such as the preparation of a new Local Plan.

² Local Government and Public Involvement in Health Act, 2007, paragraph 138.

³

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/408077/Revised_Best_Value_Statutory_Guidance_Consultation_Paper_for_England_2_.pdf

The Cambridgeshire Compact is a partnership arrangement between statutory bodies and the voluntary and community sector, which has been designed to improve relationships and provide a framework within which to understand what to expect from each other.

Engagement and consultation activity is already included within many of the Council's Service Plans and policies such as the ECDC Single Equality Scheme. The Single Equality Scheme is the Council's commitment to meeting the duties placed upon us by the equality legislation. Specifically, this relates to the Equality Act 2010. The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. A key measure in the Act – the public sector Equality Duty, ensures that all public bodies play their part in making society fairer by tackling discrimination. It means that the Council has to consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to its own employees. Beyond the legal duties, the Council's Single Equality Scheme sets out the Council's commitment to taking equality and human rights into account in everything we do, whether that's providing services to our local population, employing people, developing policies or communicating and involving people in our work. An objective of the scheme is to broaden the Council's consultation processes and improve community engagement so that local residents and service users feel empowered to influence the way the Council's services are provided before priorities are agreed.

Local evidence supporting the need for community engagement

Key drivers for community engagement

East Cambridgeshire is a predominantly rural district located to the north-east of Cambridge within the county of Cambridgeshire. The district covers an area of 655km² and has a population of approximately 87,800⁴ which is estimated to increase to 98,200 by 2031.⁵

The largest population settlements in East Cambridgeshire are Ely, Soham, Littleport and Burwell. Together, these comprise approximately 56% of the district's population, with the remaining population is spread between about 50 villages.⁶

The emerging East Cambs Local Plan identifies that most places in the district will experience some growth, in particularly most medium, large and main settlements as identified in the Plan's Policy LP3: The Settlement Hierarchy and the Countryside⁷. The Emerging Local Plan identifies that new communities will be built in Ely, Kennett, Littleport and Soham. Creating new communities is not just about the building of physical infrastructure and new dwellings; it is vital that consideration is given to the people that will inhabit the area. Developing and sustaining successful new communities can be achieved by empowering residents to develop and sustain new community groups, social networks and activities to shape and create a strong sense of community and belonging. Such development work in new communities can lead to reduced isolation and loneliness leading to better mental and physical health, increased opportunities to help others, wider circle of relationships and local contacts, access to reliable local information and increased feelings of safety and security.

There are a number of harder to reach groups in East Cambs therefore it is important that practices are in place to reach these communities. Harder to reach groups include non English speakers, ethnic minority groups, travelling community, homeless people, people with disabilities, elderly and younger people, people in areas of deprivation and people that are digitally isolated.

In East Cambridgeshire over recent years, the top five countries from which National Insurance Number (NINo) registrations have been received are Poland, Romania, Bulgaria, Lithuania, and Portugal. These countries constitute a large proportion of (74.7% or 728 out of 974) of all NINo registrations in East Cambridgeshire for 2014/15.⁸

East Cambridgeshire has an ageing population, despite predicted growth in the total sizes of all age groups by 2031; the proportion of children and young people that

⁴ ONS Population estimates - local authority based by five year age band (2016)

⁵ Cambridgeshire Annual demographic and socio-economic report 2011. Cambridgeshire County Council. This report based it's figures on the 2031 figures from ONS 2008-based sub-national population projections.

⁶ East Cambridgeshire Local Plan Further Draft – January 2017

⁷

<https://www.eastcambs.gov.uk/sites/default/files/CD05A%20Proposed%20Submission%20Local%20Plan.pdf>

⁸ Community Safety Strategic Assessment Quarter Two: Exploitation, Cohesion and Community Engagement November 2015. Figures in report from Department of Work and Pensions

make up the population is forecast to decrease whilst the proportion of older people increases.

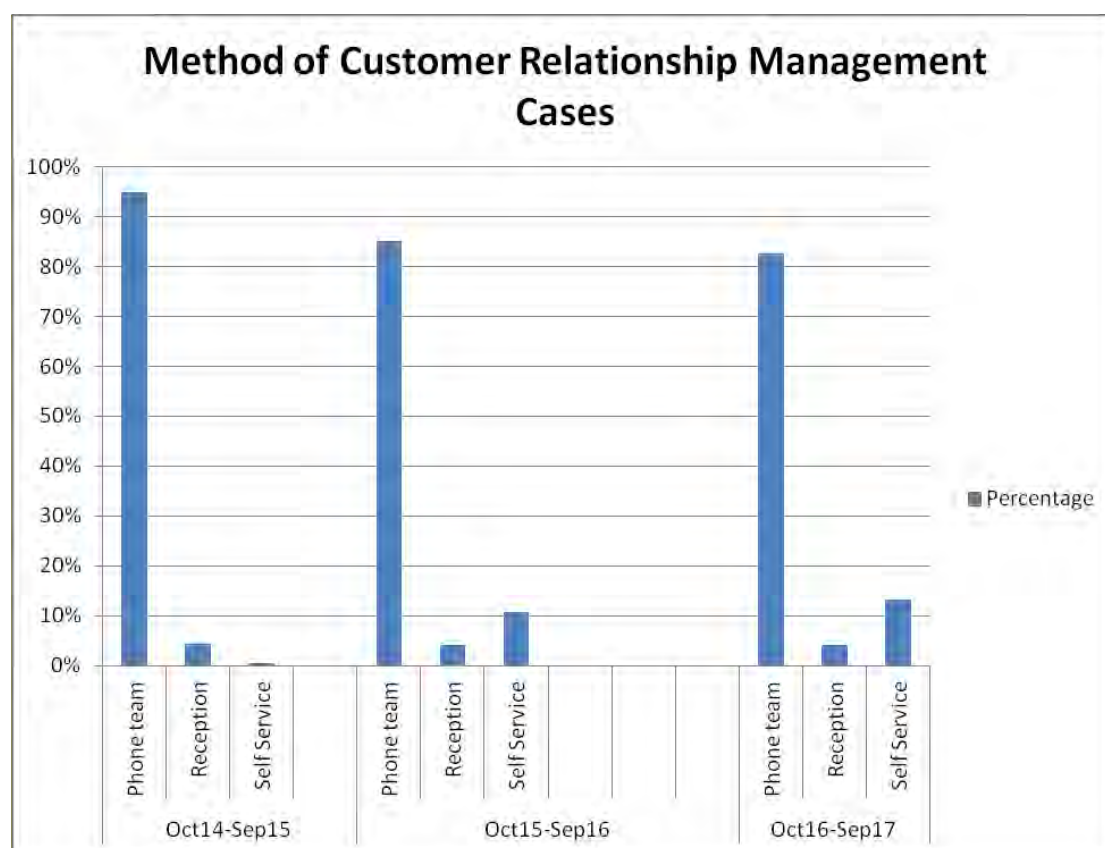
Whilst East Cambridgeshire is relatively prosperous, there are differences across the district. There are some areas that have higher levels of deprivation including Ely East, Littleport West, Littleport East and Ely North.⁹

More people are using their mobile phones to access the Council's website, and less people are using desktop computers and tablets, illustrated in Table 1.0 below:

How people are accessing the ECDC website			
	Desktop	Mobile	Tablet
April 2015 - March 2016	58.78%	23.11%	18.12%
April 2016 - March 2017	58.42%	26.09%	15.49%
April 2017 - March 2018	53.45%	31.28%	15.26%

Table 1.0

Graph 1.0 illustrates that the proportion of Customer Relations Management cases generated by phone calls is decreasing and the number of cases generated due to people utilising the Self Service online system is increasing.



Graph 1.0 illustrates the methods of how Customer Relationship Management cases are generated between October 2014 – September 2017

⁹ Cambridgeshire: Indices of Deprivation 2015, Cambridgeshire Atlas

In August 2018, the ECDC Twitter account had 3,134 followers. The account was set up in April 2011 and Prominent PR took over the management of the account in June 2016. The Council's Planning department also has a Twitter account which posts all determinations and validations.

The Council's Facebook the account was created in August 2016. In August 2018, the page had 529 'likes'.

It is important that the Council continue to monitor the ways in which people are accessing information and services; and be mindful of technological trends so that the Council can respond accordingly.

How the Council intends to engage with communities and implement the Community Engagement Strategy

We recognise that the Council alone cannot achieve the ambitions in this strategy. Everyone has a part to play in making this Community Engagement Strategy work, including:

- all East Cambridgeshire residents
- elected members
- Council staff and departments
- Other authorities and agencies
- Specific groups - families, school children, young people, older people, people with disabilities, faith groups
- Harder to reach groups - minority ethnic groups, migrant workers, travellers and gypsies
- Local groups
- Local businesses
- Parish Councils
- Community and voluntary sector
- Partnerships

We will work with other organisations, groups and individuals from the community, voluntary and private sectors to make sure that engagement activities influence the future direction of the district.

We know that we need to work closely with communities to encourage effective community engagement and ensure that processes are flexible and can be tailored to different groups and individuals in different areas of the district. We understand that sometimes people can be reluctant to get involved and we will work with other partners to ensure that community engagement is as straightforward as possible and targeted appropriately.

Working with Parish, Town and City Councils

The Council works with and supports parish councils, for example, through the delivery of Parish Council Conferences. Working with parish, town and the City councils is a key aspect of the Council's community engagement work.

Partnership working

The Council works with other agencies such as youth groups and the Police, and through partnerships such as the East Cambs Community Safety Partnership, to develop and deliver shared community engagement practices.

Departmental engagement practices and commitments

This section outlines specific key engagement practices that different Council department deliver:

<p>Communities and Partnerships</p>	<p>Management of the Council's Register of Consultees to provide stakeholders with an opportunity to provide input into changes in Council services</p> <p>Stakeholder and user feedback on riverside enforcement scheme and improvement plans to inform proposals and decisions</p> <p>Delivery of Parish Council Conferences to provide a platform for parishes to meet each other and share best practice and ideas, potential for joint working. Ensure parishes are have the opportunity to engage with public organisations face to face</p> <p>Feedback from service users via onsite consultation (e.g. at Ely Riverside and Ely Country Park)</p> <p>Engagement with the community and voluntary sector via attending Compact Group meetings and other partnership meetings to ensure ECDC is aware of any changes that could affect service delivery, and update partners of related ECDC work</p> <p>Provide information to enable communities to understand their rights under the Localism Act 2011</p>
<p>Democratic Services</p>	<p>Delivery of Local District & Parish Council Elections</p> <p>Public Question Time at Committees & Public Speaking at Planning & Licensing Committees and Public Petitions Scheme to allow individuals/groups to express their views on relevant issues, policies, applications and projects</p> <p>Consultation on Polling Districts, Polling Places & Polling Stations Reviews and Community Governance Reviews in accordance with statutory requirements</p>
<p>Environmental Services</p>	<p>Engaging with the community and voluntary sector including businesses to ensure that we modify our internal procedures (subject to regulatory requirements) and to meet the needs of our customers, reduce complaints against officers and improve customer satisfaction and to ensure that businesses are kept informed of relevant health and safety incidents that allow them to improve their own safety</p>
<p>Infrastructure and Strategic Housing</p>	<p>Circulation of Growth Delivery Newsletter to Members of the public and organisations that have expressed an interest in growth projects in the district and requested to be included on the mailing list to keep people informed of progress with projects and developments across the district.</p>

	<p>Delivery of Parish Council Community Infrastructure Levy (CIL) Forums to provide information about CIL and how Parishes can submit projects for consideration for CIL funding.</p> <p>To facilitate Joint East Cambridgeshire and Cambridgeshire County Council Member and Officer Steering Group for Planning and Transport meetings to discuss the development of the Transport Strategy for East Cambridgeshire (TSEC) and CIL.</p>
Human Resources	Consultation on the Council's Single Equality Scheme 2020-2024 to seek feedback on the revised scheme
Licensing	Taxi Forums to discuss taxi related matters with relevant parties
Open Spaces	Engagement with local Friends groups to share ideas and discuss relevant works/issues
Planning	<p>For planning applications the consultation process is defined by statute, i.e. the Council must follow this process, and provides who the Council must consult with, how and when.</p> <p>The relevant person or organisation will be consulted when a planning application has been received by the planning authority; this will give the relevant person or organisation time to make representations. Where an application has had material amendments, the relevant person or organisation will be re-consulted and given time to make representations on the changes. The planning officer will consider all representations that are made during the planning application determination period.</p> <p>It is important to note that, when determining a planning application, the planning officer can only consider issues that are a material planning consideration.</p> <p>More information on material planning considerations and for guidance on commenting on planning applications please visit the Councils website: https://www.eastcamb.gov.uk/planning/commenting-planning-application</p> <p>Hold Agents Forums to gather feedback and share information</p> <p>Specific letters posted to targeted relevant addresses to obtain feedback/views on specific planning applications</p> <p>Engagement with local access group to obtain views on planning applications in terms of accessibility for people with disabilities.</p> <p>Consultation with external agencies for advice/comments on impact of specific applications</p> <p>East Cambs Planning Facebook and Twitter pages to enable customers to engage and receive information on all validated and decisions.</p> <p>Quarterly newsletters issued to agents, Parish Councils and ECDC</p>

	<p>Members.</p> <p>Site notices are put up at application sites seeking views on applications</p> <p>Applications which fall within certain categories are advertised in the Cambridge Evening News</p>
Financial Services	<p>Notify public when the Council's accounts are available for inspection</p>
Strategic Planning	<p>Management of the Planning Policy database of Consultees to provide stakeholders with an opportunity to comment on planning policy documents at various stages</p> <p>Delivery of Parish Conferences to provide additional information and answer questions with parish councils. This also provides a platform for parishes to meet each other and share best practice and ideas, potential for joint working.</p> <p>Provide information to enable communities and individuals to understand planning policies that will help them to engage in the planning process and to ensure that clear and accurate information is provided to enable them to make effective contribution to the planning process in line with the Statement of Community Involvement.</p>
Leisure Services	<p>Completion of the East Cambs Let's Get Moving survey with schools, clubs and groups to understand the needs and/or limitations of potential customers</p> <p>Promotion of services via Facebook and webpages</p> <p>Participation in campaigns promoting healthy lifestyles, eating and exercise</p> <p>Partnership meetings with sports centres, governing bodies, clubs and societies to ensure the suitability of any choices made (e.g. new club set up)</p> <p>Regular informal communication with groups that engage volunteers to identify potential individuals who may take on projects in the future</p>
Housing	<p>Provide representation and support to Community Hubs, working alongside a range of other public and private organisations providing a range of services and an opportunity for engagement for vulnerable people. Community Hubs provide support for people dealing with a variety of issues including debt, alcohol and drug dependency, mental health issues, housing related concerns and any other support needs.</p> <p>Customer satisfaction surveys issued to all clients. Negative feedback is followed up to seek improvement.</p> <p>Parish council meetings to promote services and the Community Hub (planned in advance and as requested)</p>

	<p>Representation on a range of multi-agency partnerships such as the East Cambs Community Safety Partnership and housing provider liaison meetings.</p> <p>Multi-agency public meetings to address specific areas of focus, such as anti-social behaviour in a particular community.</p>
Performance Management	<p>The End of Year Council report is completed in the second quarter of the year in readiness for full Council in July. The report details the achievements of the Council against its Corporate Priorities and highlights projects which have had a direct impact on local residents from the previous year. In addition, it shows which projects we will be focussing on in the coming year. The report is sent to every property across East Cambridgeshire and is available on the Council's website.</p>

Shared Council engagement practices

This section details the engagement commitments of all Council departments to ensure that everyone is involved in community engagement activity in various forms:

- Consult on policy reviews relating to all areas of service delivery to ensure that the public and businesses have the opportunity to put forward their views on policy changes that may impact on them
- regular meetings with Service Delivery Champions
- Maintaining webpage content to ensure that information is accessible, relevant and up to date
- Comply with the Equality Act and the ECDC Single Equality Scheme, and complete Equality Impact Assessments where appropriate
- Ensure information is available in a number of formats both digitally and in print (e.g. notice boards, leaflets)
- Making use of local press by issuing of notices and press releases
- Utilising the Council's social media platforms

How decisions are made

The Council's Constitution¹⁰ outlines which part of the Council or individual has responsibility for making particular types of decisions or decisions relating to particular areas of functions. It outlines the principles that underpin all decisions made by the Council, including:

- (a) proportionality (i.e. the action must be proportionate to the intended outcome);
- (b) due consultation and the taking of professional advice from officers;
- (c) respect for human rights;
- (d) a presumption in favour of openness;
- (e) clarity of aims and desired outcomes;
- (f) having regard to all relevant considerations and ignoring all irrelevant ones;
- (g) a realistic evaluation of any alternative;
- (h) due consultation through effective access for the public to decision-making and decision makers.

¹⁰<https://www.eastcambs.gov.uk/sites/default/files/Part%20of%20the%20Constitution.pdf>

General Data Protection Regulations (GDPR)

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The Council maintains its Public Services Network compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE (email: dataprotection@eastcambs.gov.uk)

How we will measure success

- Delivery of the Community Engagement Action Plan
- Monitoring and reporting on the performance of this strategy and action plan annually through the Service Planning Process
- Acting on feedback from our inspections and external assessments of performance
- Participating in countywide forums that provide the opportunity to share and learn from best practice
- Completion of Equality Impact Assessments for all reports relating to potential changes in service delivery to demonstrate that the needs of all user groups have been considered

Appendix (ii) – Community Engagement Action Plan

Ensure appropriate and accessible methods of engagement are in place and utilised to maximise participation		
Area of Focus	Action	Responsibility
Engagement with local access group on matters concerning accessibility	Engagement with local access group to obtain views on planning applications in terms of accessibility for people with disabilities	Planning
	Consult local access group on accessibility matters concerning improvement plans and specifications	Communities and Partnerships
Compliance with digital accessibility standards	Ensure that the ECDC website is compliant with accessibility standards	Webteam
Delivery of events, meetings and forums as a platform for engagement	Delivery of Taxi Forums	Licensing
	Delivery of Business Forums	Economic Development
	Public question time at committee meetings	Democratic Services
	Delivery of Agents Forums	Planning
	Delivery of Parish Council Conferences	Communities and Partnerships
	Delivery of Strategic Planning Parish Conferences	Strategic Planning
Enable open suggestions from the public	Public suggestion box/forms in Reception and online	Customer Services, Webteam
Monitoring of engagement methods	Monitor the methods used for obtaining information from the council so that we can respond accordingly	Customer Services, Webteam
Utilise digital platforms	Promotion of engagement opportunities online where suitable	All ECDC departments
	Make use of local press by issuing of notices and press releases	All ECDC departments, Communications team
	Utilisation of the Council's social media platforms	All ECDC departments, Communications team

Raise the profile of community engagement and the council's responsibilities in relation to it		
Area of Focus	Action	Responsibility
Equality Impact Assessments	Completion of Equality Impact Assessments for all reports relating to potential changes in service delivery to demonstrate that the needs of all user groups have been considered	All ECDC departments
Development of improvement plans	Consultation and engagement is carried out with users in the development of site specific improvement plans	Communities and Partnerships
Member seminars	Host Member seminars	Democratic Services
Register of Consultees	Promotion of Register of Consultees amongst all ECDC officers and ensure Intranet guidance is up-to-date	Communities and Partnerships
Planning Policy Database of Consultees	Ensure Planning Policy Database of Consultees is used at every formal stage of an emerging Local Plan.	Strategic Planning

Provide timely and quality feedback to consultees so that they know how their views have made a difference		
Area of Focus	Action	Responsibility
Share engagement findings and decisions made	Engagement findings shared in reports or as appendices where appropriate	All ECDC departments
	Feed back to consultees on all consultation and involvement undertaken, where possible	All ECDC departments
	Council decisions publicised online and in press	Democratic Services and Communications Team
Engagement with Member Service Champions	Regular meetings with Member Service Champions	All ECDC departments
Press and Media	Make use of local press by issuing of notices and press releases	All ECDC departments

Maximise equality of community engagement practices and ensure that the views of harder to reach groups are heard		
Area of Focus	Action	Responsibility
Community Hubs	Delivery of Community Hubs to engage with harder to reach communities	Housing
Translation services	Promotion of translation services to all departments	Human Resources

Harder to reach groups	Work with partner agencies that may already be engaged with target audiences (e.g. schools, probation service, youth groups)	All departments
	Carry out outreach consultation with communities and harder to reach groups (e.g. focus groups in schools)	All departments

Ensure the views and knowledge of partners, stakeholders and communities are considered in relation to services that relate to them		
Area of Focus	Action	Responsibility
Engagement with Parish Councils	Ensure parish councils are consulted when services affect particular areas	All ECDC departments
	Share engagement findings with local councillors and encourage that the information is shared with parish councils	ECDC officers, District Councillors, Parish Councillors
	Parish Council CIL Forums	Infrastructure and Strategic Housing
	Attend parish councils meetings where appropriate	All ECDC departments
	Host seminars to consult on a particular matter	All ECDC departments
	Delivery of Parish Council Conferences	Communities and Partnerships
Engagement with stakeholders, community and voluntary groups	Engagement with community and voluntary organisations, local groups and stakeholders when making changes to services that affect them	All ECDC departments
Engagement with partnerships	Map and document all partnerships that the council is represented on and share with all staff to utilise for engagement purposes	Communities and Partnerships, All ECDC departments
	Representation at partnership meetings to share ideas and gather feedback	All ECDC departments

Develop the Council's ability to effectively utilise community engagement practices		
Area of Focus	Action	Responsibility
Community Engagement and Consultation Toolkit	Produce a toolkit for ECDC officers and Members that outlines effective techniques and methods to engage a variety of people (e.g. access groups, land owners, interest groups, Register of Consultees)	Communities and Partnerships
Sharing best practice	Identify the engagement methods used by all Council departments to share best practice and information, reduce duplication and identify opportunities for engagement to inform the Community Engagement Toolkit	Communities and Partnerships
Corporate Induction	Promote community engagement and the Toolkit at Corporate Induction for new staff	HR, Communities and Partnerships

EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy:	Community Engagement Strategy
Lead Officer (responsible for assessment):	Lewis Bage, Communities and Partnerships Manager
Department:	Communities and Partnerships
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date EIA Completed:	05.06.2018

What is an Equality Impact Assessment (EIA)?

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The Community Engagement Strategy (Appendix i) has been developed to ensure that all residents have the opportunity to engage with the Council and have their say regarding the services and resources that they need.

An Action Plan (Appendix ii) has been formulated which sets out how Council departments will ensure that effective engagement is in place. The principles identified in the strategy have been used in the Action Plan as to ensure that all actions undertaken contribute towards the aims of the strategy.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Residents, ECDC staff and members, parish councils, voluntary and community organisations, partners.

(c) **Is the EIA informed by any information or background data (quantitative or qualitative)?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

Consultation with external organisations and service leads, and research gathered from secondary sources (including other strategies and census information).

(d) **Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics?** (please tick all that apply)

Ethnicity	X	Age	X
Gender		Religion and Belief	
Disability	X	Sexual Orientation	
Gender Reassignment		Marriage & Civil Partnership	
Pregnancy & Maternity		Caring Responsibilities	

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

The Strategy identifies a range of forecasted trends affecting groups that may be affected by the strategy including people in new communities, older people and ethnic minority groups.

- | | |
|---|------------------|
| (e) Does the policy have a differential impact on different groups? | YES/NO/Na |
| (f) Is the impact <i>adverse</i> (i.e. less favourable)? | YES/NO/Na |
| (g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful? | YES/NO/Na |
- (h) How have you engaged stakeholders in gathering evidence or testing the policy proposals?** Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.

Evidence gathered following consultation with external organisations, service leads, and research gathered from secondary sources (including other strategies and census information).

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

- (i) Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).**

Findings detailed in section entitled 'Local evidence supporting the need for community engagement - Key drivers for community engagement'

- (j) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements?** i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

Without this strategy, engagement may be missed which may cause exclusion of views and opinions of relevant interested parties.

- (k) Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.**

Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.	X
Option 2:	Adjust the policy - to remove barriers or to better promote equality.	
Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	

Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.	
-----------	---	--

- (I) **Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified?** Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

N/A

This completed EIA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to the Principal HR Officer.**

All completed EIAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you may be asked to attend a half-an-hour session to summarise the findings of the EIA to the Scrutiny and Verification panel.

Signatures:

Completing Officer: Lewis Bage **Date:** 05.06.2018

Director: Emma Grima **Date:** 12.06.2018

TITLE: Draft Community Engagement Strategy 2018-2023 and Action Plan

Committee: Community Services Committee.

Date: Tuesday 15th January 2019

Author: Lewis Bage, Communities and Partnerships Manager

[T178]

1.0 ISSUE

1.1 To note and approve the Draft Community Engagement Strategy 2018-2023 and Action Plan.

2.0 RECOMMENDATION(S)

2.1 Members are asked to:

- (i) To approve the Draft Community Engagement Strategy 2018-2023 and Action Plan.

3.0 BACKGROUND

3.1 The Community Engagement Strategy (Appendix i) has been developed to ensure that all residents have the opportunity to engage with the Council and have their say regarding the services and resources that they need.

3.2 The Strategy aims to ensure that effective engagement mechanisms are in place to develop and support strong, active and inclusive communities, who are informed and involved in decision-making and enable the Council to provide services that meet the needs and enhance the quality of life of communities across East Cambridgeshire.

3.3 The Strategy outlines what community engagement is, the various forms it can take and the benefits of it. It also identifies the key drivers that require the council to engage with our communities effectively, including the development of new communities, growing population size, aging population and the way that people access information and engage with the Council.

3.4 The Strategy explains its context, with links made to national and local policies, and identifies that in order to ensure that Corporate Plan 2017-19 priorities are achieved such as making East Cambridgeshire 'a fantastic place to live, work and visit' it is essential to understand the needs of communities.

3.5 The Strategy has been synergised with the Council's Consultation Policy ensuring that all general information relating to consultation is included within the Strategy. Further specific information on consultation (such techniques and methods) will be captured in the Community Engagement Toolkit (an action within the Draft Community Engagement Action Plan (Appendix ii).

3.6 Consultation has been carried out with all Council Service Leads and some external partners to inform this Strategy and Action Plan.

4.0 ARGUMENTS/OPTIONS

4.1 In response to the key drivers identified in the Strategy, it is essential that we are committed to engaging with our communities and partners and how we plan to engage now and in the future. The strategy seeks to embed community engagement into everyday working practices and recognises that engagement should not be a one-off activity, but provide the fundamental basis of everything the Council does.

4.2 The objectives of this strategy are to:

- Ensure appropriate and accessible methods of engagement are in place and utilised to maximise participation
- Raise the profile of community engagement and the council's responsibilities in relation to it
- Provide timely and quality feedback to consultees so that they know how their views have made a difference
- Maximise equality of community engagement practices and ensure that the views of harder to reach groups are heard
- Ensure the views and knowledge of partners, stakeholders and communities are considered in relation to services that relate to them
- Develop the Council's ability to effectively utilise community engagement practices
- Provide a user friendly point of reference for all staff to use

4.3 An Action Plan (Appendix ii) has been formulated which sets out how the Council will ensure that effective engagement is in place.

5.0 CONCLUSIONS

5.1 A new Community Engagement Strategy and Action Plan will ensure that effective mechanisms are in place to ensure that all residents have the opportunity to engage with the Council and have their say regarding the services and resources that they need.

5.2 This Strategy will complement existing Council policies and strategies including the Corporate Plan 2017-19.

6.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

6.1 No financial implications.

7.0 APPENDICES

7.1 Appendix i – Draft Community Engagement Strategy 2018-2023

Appendix ii – Draft Community Engagement Action Plan
Appendix iii – EIA
Appendix iv – EIA - Full Assessment

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Draft Community Engagement Strategy 2018-2023	Room F008, The Grange	Lewis Bage Communities and Partnerships Manager (01353) 665555 E-mail: lewis.bage@eastCambridgeshire.gov.uk

TITLE: Draft Grants Review

Committee: Commercial Services Committee.

Date: Tuesday 15th January 2019

Author: Michelle Burrell-Barnett, Communities and Partnerships Support Officer

[T179]

1.0 ISSUE

1.1 To note and approve the outcome of the Community Grants Review.

2.0 RECOMMENDATION(S)

2.1 Members are requested to:

1. Note the detail of the Community Grants Review
2. To approve the recommendations as set out in option 2 at point 8:2 of this report

3.0 BACKGROUND

3.1 The District Council recognise the value and contribution that community grants make to the life of residents in East Cambridgeshire. The Council administers three community grant pots which play a crucial role in meeting a wide variety of community needs, including supporting the upkeep and development of open spaces, village halls, play areas and leisure facilities and providing support to community groups, events and projects. These three grants are Section 106, Facilities Improvement Grant and Community Fund Grant.

3.2 Links to Corporate Plan Priorities 2017 – 19

The table below illustrates how the current community grants contribute to the Council's Corporate Plan priorities 2017-20 and the Communities and Partnerships Service priorities:

Links to ECDC Corporate Plan priorities 2017-20	Improving Infrastructure
	A fantastic place to live, work and visit
	New jobs and funding
Links to Communities and Partnerships Service priorities	Support community resilience and wellbeing
	Ensure that the district's green spaces meet the needs of the local community and empower local

3.3 Aims of Community Grant Review

This review aims to ensure that the Council's community grants are distributed effectively and meet community needs. The review seeks to ensure that grants are used in the most effective way with a criteria and system in place that enables communities most in need to benefit.

The Council closely monitors the outcomes of community grants and assesses the effectiveness of the grants. The findings of ongoing monitoring has resulted in the requirement for a more comprehensive review therefore is timely that the District Council evaluates the ways in which it supports communities to ensure that:

- East Cambridgeshire communities are receiving the support and assistance that they require;
- Best value for money is achieved.

4.0 Current Financial Considerations

The Council currently funds each of the organisations on an annual basis. This is funded from resources in the Communities & Partnerships budget:

The budget for community grants for 2018/19 is as follows:

4.1 Section 106: Each area has a different amount depending on what has been secured through the Section 106 agreement, availability varies and this will be communicated to the relevant area at the time the publicising begins.

4.2 Facilities Improvement Grants: £45,000

4.3 Community Fund: £7,650

5.0 **Current Community Grants Outcomes (between 2015-18)**

This section provides an overview of the key outcomes achieved by each of the community grants between 2015 -18. The information is based on data provided from the application organisations.

5.1 Purpose of Community Fund

The purpose of the Community Fund grants are to support local community groups to provide new or developing existing community

services and initiatives that improve the quality of life for residents living in East Cambridgeshire.

To be able to apply the groups must be either a registered charity, a Company Limited by Guarantee, an unincorporated club or association or a Community Interest Company.

All of the information below is based upon the information received from applicants and project summary reports.

5.2 Community Fund Outcomes

- There were 24 community grants awarded between 2015-2018 (8 per year)
- Over the past 3 years only 8 specific parishes benefited from these grants the majority of successful applications were from Ely (10), Little Downham (5) and Haddenham (3). There were 6 grants awarded for district wide projects.

5.3 Types of Groups Awarded

1. 46% of community fund grants were awarded to unincorporated groups or associations
 2. 42% was awarded to charities
 3. 8% other
 4. 4% Community interest company
-

5.4 Beneficiaries

- There were 76,000 beneficiaries.(estimated figures including visitors to Ely for one of the projects)
- There is a very even spread of primary age group beneficiaries, with each age category receiving between 14% - 19% of monies awarded, as shown below :

Primary Age Group of Beneficiaries

1. 19% young people
 2. 18% early years
 3. 17% young adults
 4. 16% adults & 16% children
 5. 14% seniors
-

5.5 Types of Beneficiaries

- There was an even spread of types of beneficiaries that benefitted from the grants, as shown below :
 1. 16% disadvantaged people with low income
 2. 7% for people in rural areas, 7% for families and 7% for local residents
 3. 6% for people not in education or training
 4. 5% for adults
 5. 4% for older people, 4% for village residents, 4% long term unemployed, 4% black and ethnic minority groups, 4% for carers, 4% lone parents & 4% children and young people, 4% for people with disabilities, 4% for alcohol and drug addiction and 4% for other
 6. 3% for health and wellbeing, 3% for lesbian, gay and bisexual, 3% migrant workers and 3% for ex-offenders
-

5.6 Themes of Grants

1. There were 19% of grants allocated to projects around arts and culture
 2. 18% to health and wellbeing
 3. 17% for community support
 4. 10% for social inclusion
 5. 7% for counselling and 7% for education / training
 6. 5% for environment and 5% for anti-social behaviour
 7. 3% for disabled sports / activities
 8. 2% for remembrance armed forces
 9. 2% for volunteering
 10. 2% supporting family life
 11. 2% social enterprise
 12. 1% other
- Some examples of projects funded using Community Fund Grants include drama sessions for young people, village hall stage and sound system improvement, vintage and craft fair and counselling services.
-

5.7 Community Grant Fund Expenditure

- In 2015 – 2016 = £7,250.00 was awarded
- In 2016 – 2017 = £7,136.00 was awarded
- In 2017 – 2018 = £7,000.00 was awarded

6.0 Facilities Improvement Grants

6.1 Purpose of Facilities Improvement Grants

The purpose of the Facilities Improvement grants is to develop and improve village halls, community centres, sport and leisure centres, play facilities and public open spaces, protecting and enhancing the quality of life for residents within East Cambridgeshire.

Facilities Improvement Grants Outcomes

- Over the past 3 years, there were 10 parishes that benefitted from the Facilities Improvement Grant. Reach was successful in securing 4 grants, Stetchworth 2 grants, Ely 2 grants and Little Thetford 2 grants.

6.2 Location of Parishes

- 28 % of all parishes benefitted from Facilities Improvement Grant funding between 2015 - 18.

Location of Parishes

1. 29% to Reach Parish Council
2. 15% to Ely
3. 7% to Soham, Chippenham, Mepal, Littleport, Kentford and Kennett, Stetchworth, Little Thetford and Witcham

6.3 Type of Organisations

1. 64% awarded to Parish Councils
2. 22% awarded to charities
3. 14% awarded to other e.g. company limited by guarantee and industrial or provident society

6.4 Type of Facility

- The grants were spread between community centres, multi- purpose sports and leisure centres, village halls, play spaces and open spaces.
- 35% to community centres
- 18% to play facilities
- 18% village halls

- 17% multi purpose sports and leisure centres
 - 12% to open spaces
-

6.5 Facilities Improvement Grant Expenditure

- In 2015 / 16 = £44,702.00 was awarded
- In 2016 / 17 = £36,000.00 was awarded
- In 2017 / 18 = £36,322.00 was awarded

Expenditure Total = £117,024.00

7.0 S106 Grants

7.1 Purpose of Section 106

The purpose of the Section 106 grant is to:

- Upgrade community centres/village halls which are the main community centre in a village and which are available for anyone in the community to use. Build a new facility, extend or refurbish an existing facility or provision of disabled facility within a multi-purpose sports and leisure centre which serves the general public, build or substantially refurbish play areas, teenage zones, skateboard facilities and similar.

The grant is available to parish councils and community groups for the purchase or leasing of land for new formal / informal public open space, recreation and allotments, improve existing open spaces such as improving access, education or other facilities.

7.2 Section 106 Outcomes

- The highest percentage of Section 106 monies were spent in Ely, 32% followed by Sutton, 16%.
- There were 14 parishes in receipt of Section 106 monies between 2015 - 2018.
 1. 32%, 8 grants received by Ely of Ely Council
 2. 16%, 4 grants received by Sutton Parish Council
 3. 8%, 2 grants received by Bottisham Parish Council
 4. 4% and 1 grant received by Little Downham,
 5. 4% and 1 grant received by Burwell
 6. 4% and 1 grant received by Littleport

7. 4% and 1 grant received by Haddenham
 8. 4% and 1 grant received by Wicken
 9. 4% and 1 grant received by Stretham,
 10. 4% and 1 grant received by Stetchworth
 11. 4% and 1 grant received by Mepal
 12. 4% and 1 grant received by Cheveley
 13. 4% and 1 grant received by Lode
 14. 4% and 1 grant received by Prickwillow Parish Council
-

7.3 Types of Organisations Awarded

- There were 18 grants awarded to parish councils, (69%), 3 grants (11%) awarded to charitable trusts, 2 grants, (8%) equally awarded to the parochial church and company limited by guarantee and 1 grant awarded to membership organisation, 4%.

1. 69%, 18 grants were awarded to parish councils
 2. 11%, 3 grants were awarded to charitable trusts
 3. 8%, 2 grants were awarded to parochial church
 4. 8%, 2 grants were awarded to company limited by guarantee
 5. 4%, 1 grant was awarded to membership organisation
-

7.4 Details of Project

1. 36% grants were awarded to community space projects, e.g. installing power, fencing, dog bins and defibrillators.
 2. 28% of grants were awarded to community sports/ activity centre improvements.
 3. 16% awarded to improving facilities within village halls.
 4. 12% awarded to a community garden
 5. 8% awarded to traffic calming
-

7.5 Type of Facility that benefitted

1. 39% of the grants were awarded to open spaces
 2. 31% awarded to community centres and village halls
 3. 15% awarded to play facilities
 4. 15% awarded to multi -purpose sports and leisure centres.
-

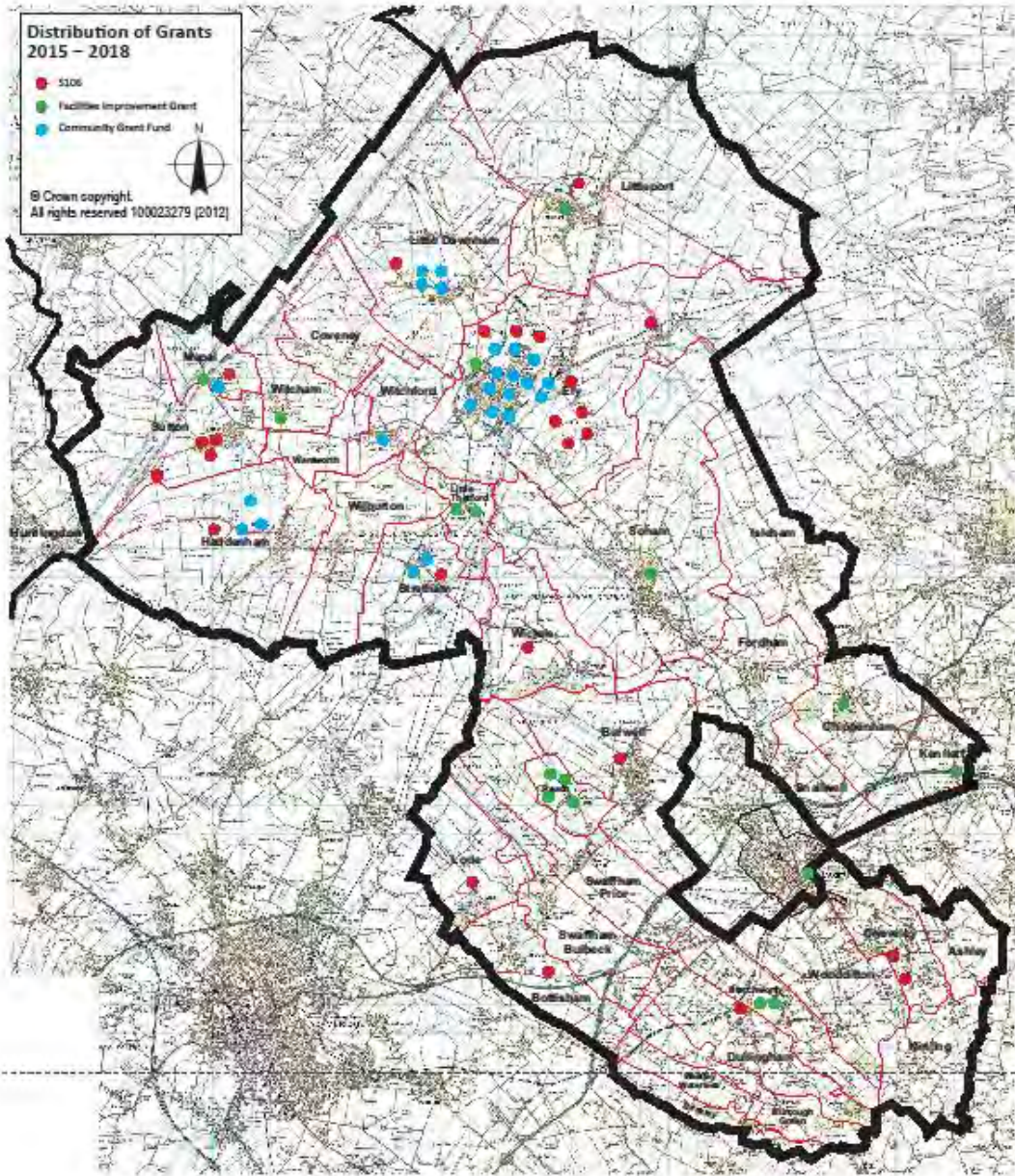
7.6 **S106 Expenditure**

- In 2015/16 = £83,182.00 was awarded
- In 2016/17 = £229,927.00 was awarded
- In 2017/18 = £80,032.00 was awarded

Total = £393,141.00 for financial years 2015 - 2018

7.7 Map below shows the geographical spread of the 3 different community grant pots between 2015 – 2018.

7:7



8.0 ARGUMENTS/OPTIONS

8.1 **Options Appraisal**

This section contains options that the Council could adopt moving forward to ensure the aims of this review are achieved.

Option 1	
Maintain the status quo	
Advantages	Disadvantages
<p>1.1 Processes already in place. Less officer time spent with implementing new processes.</p>	<p>2.1 Uneven distribution of money, more grants have been given to north and western regions of East Cambridgeshire as well as in and around Ely. Less projects happening in the southern part of East Cambridgeshire meaning less beneficiaries in these areas.</p> <p>2.2 No closing date in place for applications throughout the year which means that the applicants are less able to structure their timings to apply for grants.</p> <p>2.3 Continuation of repeat applications for reoccurring groups for the Community Grant Fund.</p> <p>2.4 Grants being carried over into the next financial year. The applications had not been followed through in the progress reports.</p> <p>2.5 Lack of knowledge of grants in general, low profile. The aim is to raise the profile through the Parish Conference and through 6 monthly emails to all parishes.</p> <p>2.6 Lack of variety of applications with some of the grant pots.</p> <p>2.7 Inability to organise the grant applications throughout the year, due to no publicised dates for applications to be received by, this reiterates point 2.2.</p>

8.2

Option 2	
Revised award criteria (in 2019/20)	
Advantages	Disadvantages
<p>3.1 Opportunity to introduce closing dates for the Community Fund Grant so that grants can be assessed at the same time which will ensure the highest scoring applications will succeed. Suggestion is to implement two closing dates per year with the Community Grant Fund.</p> <p>3.2 With the implementation of two closing dates per year the grants will be received throughout the year and staggered, rather than all at once (applicable to Community Fund Grant), allowing the grant officer(s) the ability to manage the workload more effectively.</p> <p>3.3 By introducing point 3.1. – 3.3 this allows the possibility for a wider variety of applications to be forthcoming to ECDC, both in the type of grants and the geographical spread as at present the Community Grant Fund is experiencing repeat applications from the same groups and these are being dealt with shortly into the new financial year. Applicants will be better able to organise their time to write the applications. 5 applications turned away due to all funds being allocated to successful applications, if applications are received at the same time, then this allows a system whereby the highest scoring bids will be successful. This will mean a decrease in some of the repeat</p>	<p>4.1 New processes to be put in place, more officer time to update forms and website.</p>

<p>applications, therefore this leaves the potential for more variety of bids being successful, both geographically and their content.</p> <p>3.4 Reporting and final claim forms will have clearer guidelines as to what is required.</p>	
--	--

8.3

Option 3	
Decrease funding using revised award criteria (in 2019/20)	
Advantages	Disadvantages
<p>5.1 ECDC resources (e.g. staff time) can focus on other areas of work</p>	<p>6.1 More time spent assisting applicants explore external funding bodies resulting in increased officer time.</p> <p>6.2 Less applications put forward in general. Sometimes the external bids are difficult to write and very time consuming, more support from the Parish Council required.</p> <p>6.3 Decrease in applications, therefore less monies available to improve all facilities that currently experience refurbishment and upgrades.</p> <p>6.4 Less facilities and projects being delivered to East Cambridgeshire</p>

8.4

Option 4	
Increase funding using revised award criteria (in 2019/20)	
Advantages	Disadvantages
<p>7.1 Able to process more applications, particularly the Community Grant Fund which was oversubscribed in this</p>	<p>8.1 Additional ECDC resources required (money, officer time).</p>

<p>current year (2018 – 2019) by 5 applications. (This resulted in less projects being able to be delivered across East Cambridgeshire and less beneficiaries.)</p> <p>7.2 Wider variety of applications, meaning more variety of projects across East Cambs received</p> <p>7.3 More opportunities for small parishes and communities to secure funding to meet their needs.</p>	
---	--

9.0 Conclusion

9:1 After a review of the options and the link to the corporate priorities, past expenditure and future expectations it is recommended that Committee approves Option 2.

The table below sets out how the Council will improve the effectiveness of grants to meet the needs of communities, as identified in the ECDC Grants Review 2018/19:

9.2

Area of Focus	Action
Raise Profile of Grants	Develop a Communications Plan with the aim of raising awareness of community grants to the wider community including harder to reach groups.
Help and Support for Applicants	Review and promote guidance and support available to applicants.
Procedures and Criteria	<p>Review award criteria and associated scoring systems to ensure that all information requested is available to fairly and comprehensively assess applications.</p> <p>Introduce report / final claim forms, with clear guidelines as to what is required from applicants.</p> <p>Introduce application windows for grants to be submitted and assessed with monies awarded to communities most in need.</p> <p>Amend evidence of need and outcome of works criteria .e.g. photographs of completed works</p>

10.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

10.1 The financial implications will remain the same.

10.2 EIA is provided at Appendix 1 and Appendix 2 respectively

11.0 APPENDICES

11.1 Appendix 1 – Draft Equality Impact Assessment

11.2 Appendix 2 – Full Equality Impact Assessment

Background Documents	Location	Contact Officer
Draft Equality Impact Assessment	Council Chambers, The Grange	Michelle Burrell-Barnett Communities and Partnerships Support Officer (01353) 665555 E-mail: michelle.burrell-barnett@eastCambridgeshire.gov.uk